

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE, CHANDIGARH.**

F.No. IG/RCC-06/Office Order/2019/
Dated: 30th April, 2019

OFFICE ORDER No.2

Consequent upon transfer and joining of Dr. Nurul Hasan, ARD and Sh. Rohit Goswami, JAT at Regional Centre, Chandigarh, work has been allocated to RC staff as per details given below with immediate effect:

1. Dr. Savita Panwar, ARD

- Examination related matters which includes – Term-End-Examination (theory/practical), all Entrance Examination and Online Examination of the University.
- Evaluation related matters, such as evaluation of synopsis, project proposals, dissertations and project reports/journals/internship/manuals/practicum and conduct of viva-voce examination of concerned programmes.
- Conduct of extended contact programmes (ECP), Seminars and Workshops etc.
- Appointment/empanelment and renewal of Academic Counsellors, Observers, Examiners/ Evaluators/ Experts and maintenance of database etc.
- Monitoring (visits and verification of bills) of Academic Activities of existing learner support centres situated in Panchkula, UT (Chandigarh) and Ambala.
- Proposals for establishment/closure (abeyanace) of learner support centres in Panchkula, UT (Chandigarh) and Ambala.
- Web conference & Gyan Vani/Gyandarshan/IRC related activities.
- Press media related activities (advertisements/ press releases/ write-ups etc.)
- Liaison with Schools/ Divisions at Headquarters and Learner Support Centres regarding examination/evaluation and awards related matters.
- Updation of RC website, facebook page related to assigned activities.
- Maintenance of proper records of all concerned activities.
- University convocation and celebration of special days/events related matters.
- All RTI and court cases.
- Conduct of Coordinators'/Programme Incharges' meetings.
- Monitoring payment through POS.
- All the matters related to Finance & Accounts and Administration till AR/SO join.
- Any other work assigned by the Regional Director from time to time.

Sh. Mohan Lal, Stenographer will assist the ARD in smooth and proper/timely execution of all above activities.

2. Dr. Nurul Hasan, ARD

- Assignment awards for theory/practical, project/dissertation, seminar/internship and workshop etc.
- Liaison with State Govt. related to IGNOU promotional activities.
- Providing of student support services (pre-admission/post admission counselling)
- All queries (letters/email/phone) of student grievances related to above activities.
- Monitoring of study material which include record keeping and return packets and its dispatch to the learner by sending them SMS, Email.
- Updation and maintenance of student support cell/reception of Regional Centre.
- Monitoring (visits and verification of bills) of academic activities of existing learner support centres situated in Patiala, Rupnagar, Mohali and Fatehagarh Sahib.
- Proposals for the establishment/closure (abeyance of learner support centres in Patiala, Rupnagar, Mohali and Fatehagarh Sahib.
- Maintenance of records of counselling schedule (theory/practical) of all Learner Support Centres for every academic session.
- Monthly Monitoring Reports (MMRs).
- Monitoring of 2% of evaluated assignments.
- Publicity and promotional activities of IGNOU programmes.
- Preparing of publicity and promotional literature (information brochures/pamphlets/manuals/banners/ flex/collage and annual reports etc.)
- Liaison with Schools/Divisions at Hqrs. and Learners' Support centres regarding assigned activities.
- Liaison with Govt. for acquiring land and building for establishment of RC campus.
- Providing of student support services (pre-admission/post admission counselling).
- All queries/grievances (letters/emails/phone) of students related to above activities.
- Updation of RC website, facebook page related to assigned activities.
- Co-ordination with placement agency organizing placement drive.
- All activities pertaining to admission and data entry (admission forms, examination forms and award/marks of assignment/practicals etc.) to be completed and carried out timely.
- Any other work assigned by RD from time to time.

Concerned staff members dealing with above work will assist him in smooth and proper/timely execution of above work

3. Sh. Tejpal Singhal, Executive (Data Processing)

- Online entry for assignment/practical & project marks/awards and maintenance of proper records.
- Providing support in term-end-examinations (June/December), Entrance Examination and Online Examination related matters and processing/entry of examination forms etc.
- Data entry of admission (fresh & re-registration) and printing of scholar registers and confirmation letters etc.
- Web conferencing/tele-conferencing/IRC/GV & library related matters.
- Providing support in printing of lists and address labels for warehouse activities.
- Technical support in designing/preparing information brochures, publicity literature, flex banners, stands
- Documentation (photo/video, clips/U-tubes/reports) of all major events and activities, meetings, trainings, orientation programmes, induction meetings, examination, viva-voce examination, closing dates of admission and examination convocation and celebration of important days etc.
- Checking/forwarding of e-mails to the concerned officers/officials.
- Updation of RC website and facebook page related to assigned activities and also delivery of bulk SMS.
- All queries of students grievances including i-Gram, e-mails, letters and coordinating it redressal with other sections.
- SMS and letters to the learners regarding timely re-registration and its follow up.
- Maintenance of RC computers, printers and other equipments.
- Any other work assigned by the Regional Director/Asstt. Regional Directors from time to time.

4. Sh. Sukhvir, Personal Assistant

- Processing proposal for manpower and security agency.
- RC imprest and its adjustment
- All purchases and printing work of RC.
- Purchase of furniture and other equipments for RC and LSCs and maintenance of other important registers pertaining to Finance and accounts.
- Processing of all kinds of bills of Regional Centre and Study Centres including personal claims of the staff.
- Calling of quotations and processing the same and placing orders for purchase and servicing after sanction.
- Processing of proposal for establishment of new LSCs.
- Conduct of orientation programme/training/workshops/seminars etc.
- Conduct of Coordinators/PICs' meeting

- Advertisement, publicity and promotional activities of IGNOU programme.
- Preparing of publicity and promotional literature (information, brochures, pamphlets, manuals, banners, flex, collage & annual reports etc.)
- Any other work assigned by the Regional Director/ARDs from time to time.

One contractual staff will assist Regional Director's Secretariat for smooth and proper/timely execution of all above activities.

5. Sh. Tilak Raj, Executive Assistant

- All admissions (fresh & RR) related matters.
- Providing student support services (pre-admission/post admission counselling)
- Students' issues pertaining to change of Region, SC, Correction in Name, Change of Programme/course/Medium etc.
- Issue of Migration Certificate.
- Confirmation of online admission.
- Follow up of re-registration.
- Any other work assigned by the RD/ARDs from time to time.

6. Sh. Sadhu Ram, Assistant

- Processing of bills for payment.
- Maintenance and reconciliation of fee records including remittance to Hqrs.
- Maintenance of all the finance records like Cash Book, Vouchers and Ledger etc. for both Non-Plan and Plan Account.
- Dealing with internal and external audit.
- Preparation of budget
- Preparation of salary bills and payments of these bills for Regional Centre and Study Centre's staff.
- Matters related to Income Tax
- Convocation and coordinators'/PIC meetings.
- Preparation of monthly and annual accounts and reconciliation of accounts with Bank.
- Reconciliation of grants, accounts, fee accounts and timely remittance of the recoveries to the Hqrs.
- Submission of quarterly closing balance to Hqrs.
- Maintenance of Expenditure Control Register.
- Any other work assigned by the RD/ARDs from time to time.

Note: Sh. Tilak Raj and Sh. Sadhu Ram will be assisted by contractual staff on sharing basis.

7. Mrs. Promila Kumari, Assistant

- Issues pertaining to degrees of the learners.
- Evaluation related matters, such as evaluation of Synopsis, project proposals/ dissertations and project reports/Journals/internship manuals and conduct of viva-voce examination of concerned programmes.
- Conduct of Extended Contact Programmes (ECP), Seminars & Workshop etc.
- Assignments awards for theory/practical/ project/ dissertation/ seminar/ internship and workshop etc.
- Processing of synopsis/projects/dissertation and arrange to conduct of Viva-voce examination.
- Monthly Monitoring Reports (MMRs).
- Activation of new programmes in all the existing Learning Support Centres under Chandigarh region.
- All queries (letter/e-mail/phone) of student grievances related to above activities.
- Monitoring of evaluated assignments.
- Any other work assigned by the RD/ARDs from time to time.

8. Sh. Mohan Lal, Stenographer

- Appointment/empanelment and renewal of Academic Counsellors, observers, examiners, evaluators, experts and maintenance of database etc.
- Processing of online Academic Counsellors' bio-data with the help of ARD concerned.
- Appointment and renewal of part time staff of learner support centres.
- Proposal for the establishment/closure (abeyance of Learner Support Centre).
- Checking/forwarding of e-mails to the concerned officers/officials
- Typing and dictation work of ARDs.
- Any other work assigned by the RD/ARDs from time to time.

9. Sh. Sunil Kumar, JAT

- All the matters pertaining to Regional Director's Office.
- Maintenance of file in RD Secretariat.
- Staff welfare related activities.
- Stock and physical verification of RC and LSCs.
- Engagement of contractual staff against the vacant positions according to work load.
- Appointment and records of daily wage.
- Maintenance of stock register.

- Maintenance of building, furniture and equipments and keeping records/entries in concerned registers.
- Disbursement of the stationery to the staff and maintenance of records of stationery in the registers.
- All matters related to court cases.
- Increments of staff and updation of leave records of staff.
- Maintenance of Service Books and Personal Files of the staff.
- Reports on daily attendance of staff.
- Updation and maintenance of student support cell.
- Monitoring of study material which includes – requisition, distribution and maintenance of proper records besides liaison and monitoring the activities of warehouse.
- Record keeping
- Any other work assigned by the RD/ARDs from time to time.

10. Sh. Rohit Goswami, JAT

- Admission related work.
- Attending students' grievances on online IGNOU portal - iGRAM.
- Data entry of assignments awards for theory/practical/ project/ dissertation/ internship etc.
- Attending students' grievances.
- Assisting in daily diary & dispatch work, maintaining of diary/dispatch register, maintaining of Franking machines alongwith its register.
- Maintenance of records/files.
- Any other work assigned by the RD/ARDs from time to time.

(Dr. Anil K. Dimri)
Regional Director

Copy for information and further necessary action to:

1. PA to Regional Director
2. Dr. Savita Panwar, ARD
3. Dr. Nurul Hasan, ARD
4. Sh. Tejpal Singhal, EDP
5. Sh. Sukhvair, PA
6. Sh. Tilak Raj, EA
7. Sh. Sadhu Ram, Asstt.
8. Mr. Promila Kumari, Asstt.
9. Mr. Mohan Lal, Stenographer
10. Mr. Sunil Kumar, JAT
11. Office order file.

