

## IGNOU REGIONAL CENTRE CHENNAI

F. NO. IG/RC-25/00/2019/

Date: 09-10-2019

### OFFICE ORDER No. 04/2019

In superseding of earlier Office Orders, the duties and responsibilities among the Academics and other officials of Regional Centre, Chennai are now distributed as follows:-

#### **Examination, Evaluation & Material Distribution Section (Officer In-charge: Dr Sk Zareena, ARD – Reporting Officer - RD)**

- In-charge of monitoring of Assignment Records Submission Management System (ARSMS) Portal. Co-ordination with LSCs and different sections in the RC in uploading the data.
- In-charge of all activities pertaining to Term-End Examinations including Term-End Practical Examinations.
- Systemic Research Activities.
- Digital Initiatives.
- In-charge of all activities pertaining to Entrance Examinations.
- Monitoring of Theory Counseling, Assignment Evaluation, Practical Sessions, Admission Promotion Meetings, Induction Meetings, Monitoring Visits (including TEE), Establishment of new LSCs, Activation of new Programmes and appointment of Academic Counsellors and Closure of existing LSCs, if any, in the following districts: (2) (1) Chengalpattu (2) Thiruvannamalai (3) Vellore (4) Nagapattinam (5) Salem (6) Kallakurichi (7) Puducherry (8) Namakkal
- Nodal Officer and In-charge of all activities pertaining to ODL Regulations/ NAAC Accreditation.
- In-charge of periodical updation of Regional Centre Website.
- In-charge of Extended Contact Programme (ECP)/ Seminar/ Symposium.
- Project Evaluation, Viva-Voce, Internship activities at LSCs and RCs.
- Evaluation of Tamil medium assignments received from other Regions.
- Processing of all online/offline Entrance Test Applications wherever applicable.
- Entry of offline Exam Forms/Issue of Hall tickets.
- Sending SMS Alerts, Bulk Emails pertaining to Evaluation/ Examination Section.
- Grade Card/ Provisional Certificate related activities.
- Handling of all queries related to Evaluation/ Examination/ Assignments/ Practicals/ Grade Card/ Provisional Certificate/ Convocation in person, through email and by Post.
- Handling all IGRAM queries related to Evaluation/ Examination/ Assignments/ Practicals/ Convocation/ Grade Card/ Provisional Certificate.
- Coordination/ Incharge for Regional Convocation activities at RC.
- Distribution of Convocation Certificates including backlog Convocations and planning and execution of actions for distribution of undistributed Certificates at RC pertaining to all Convocation including the backlog.
- Receiving Reports through Google Sheets on SSS activities from LSCs in the above districts and presenting it to RD.
- Attending to all queries pertaining to Material Distribution received in person, over phone, through email, by post, IGRAM, etc.
- Distribution of Study Materials at RC and at LSCs.
- In-charge of attending to RTI and Legal cases pertaining to Examination and Evaluation section (in coordination with Assistant Registrar).
- Any other work entrusted by RD from time to time.

**Officials attached: Sh. N Ramakrishnan, SO; Sh. T Mohana Krishnan, EDP; Sh. P Moorthy, Asst.; Sh. R Muthiah, Driver**

## **Help Desk, Establishment & Support Services Section (Officer In-charge: Dr D M Bheem Rao, ARD – Reporting Officer – RD)**

- In-charge of Online Academic Counsellors Empanelment Portal.
- Transporting offline Academic Counsellors Data into online Academic Counsellors Empanelment Portal (input pertaining to the LSCs handled by Dr S K Zareena, ARD to be systematically received and to be maintained in the Portal)
- Maintenance of database pertaining to approved/ not approved and oriented/ un-oriented Academic Counsellors of all LSCs.
- In-charge of organizing Academic Counsellors Orientation Programmes in a systematic manner periodically.
- Monitoring of Theory Counseling, Assignment Evaluation, Practical Sessions, Admission Promotion Meetings, Induction Meetings, Monitoring Visits (including TEE), Establishment of new LSCs, Activation of new Programmes, appointment of Academic Counsellors and Closure of existing LSCs, if any in the following districts:  
(1) Chennai (2) Krishnagiri (3) Dharmapuri (4) Tiruvallur (5) Vilupuram (6) Perambalur (7) Cuddalore (8) Kanchipuram
- Appointment and renewal of LSC Part-Time Staff
- Renewal of Academic Counsellors
- Assisting RD in liaison with State Government in all the development & establishment activities.
- In-charge of organizing Coordinators Meeting.
- In-charge of Unnat Bharat Abhiyan at RCs and adopted village.
- In-charge of Academic activities pertaining to GYAN VANI.
- In-charge of Help Desk/ Students Grievance Cell at RC including monitoring of the student queries received through Phone.
- Systemic Research Activities.
- Translation of Programmes/ Courses into Regional language.
- In-charge of Library at RC and at LSCs
- In-charge of Teleconference/ Web Conferences
- In-charge of Swachh Bharat Abhiyan activities at RC and LSCs.
- In-charge of Campus Placement Cell
- Digital Initiatives.
- Receiving Reports through Google Sheets on SSS from LSCs and presenting it to RD.
- Any other work entrusted by RD from time to time.

**Officials attached: Sh. R Chinnaiah, Executive Assistant; and Sh. S Vijaya Kumar, MTS**

## **Admission Section (Officer In-charge: Mrs. Usha Balaji, PS – Reporting Officer – Dr Sk Zareena, ARD)**

- Release of Advertisement pertaining to different Admission Cycles in coordination with Assistant Registrar.
- Press Releases relating to Admission and other related activities.
- Coordinating in preparation and distribution of Admission handouts/ publicity materials/ Flex banners, etc pertaining to Admission Cycles in coordination with other sections and LSCs.
- Coordinating in planning and conduct of Promotional and Publicity Meetings pertaining to Admission cycles in coordination with other sections.
- Monitoring and processing (including approval/ rejection) of online applications submitted at Online Admission Portal (Academic input and approval process will be supported by Dr S K Zareena, ARD).

- Coordination and organization of Admission Awareness Campaign in leading institutions, NGOs, Government and Private Organization.
- Coordination of processing of all offline admission application forms including discrepancy letters to be sent to applicants and rectification and approval/ rejection) for different programmes (Academic input and approval process will be supported by Dr D M Bheem Rao, ARD)
- Welcome letter to all offline/online admission students including any shifting of students to LSCs opted by learners/activated for the programme.
- ID Card and Fee Receipt to all offline admitted students.
- Sending SMS Alerts/ Bulk Emails pertaining to admission activities to all students.
- Processing of all online and offline RR forms.
- Issue of Migration/ Bonafide Certificates.
- RTI and Legal Cases pertaining to Admission Section in coordination with Assistant Registrar.
- Despatch of Scholar List (both hard and soft copy) to LSCs including Address Labels, wherever required.
- Matters related to Fee Exemption/ Fee Reimbursement/ Scholarship.
- Monitoring & Reply to student queries pertaining to admission related matters received through email, by post, in person and through IGRAM.
- Coordinating activities of online admission Help Desk at Admission Section.
- Monitoring the reply sent to student queries pertaining to Change of Region/ Change of Study Centre, Change of Programme, Change of Course, Change of Address, Change of Medium, Change of Electives, etc.
- Any other work assigned from time to time.

**Officials attached: Mrs. T S Saroja, EA & Sh. S Jayaraman, EDP**

**Finance and Accounts Section (Officer In-charge: Sh. S Balaji, AR – Reporting Officer – RD)**

- The AR will function as Disbursing Officer
- Preparation of Budget (RE/BE)-Plan, Non-Plan
- Maintenance of Expenditure Control Register
- Finalization of Monthly Accounts, Half yearly closing, FY Closing, Annual Accounts
- BRS including completion of the pending backlog BRS work and Resolving prolonged pending work.
- Audit, Audit replies (AG/Internal & Other Agencies)
- Processing of LSC Claims, etc
- Salary for both RC/LSC – filing of IT returns, Form-16, Increment order, pay fixation, release of arrears. All personal claims of staff/ TA-DA claim processing, etc
- Fee Reconciliation, Sale Proceeds, Liaison with Bank.
- Work related to GeM and PFMS
- In-charge of monitoring of Staff Attendance and Leave.
- Maintenance of Registers pertaining to Attendance, Leave Records, Service Books, Personal File, issue of LPC, etc.
- Assisting RD in liaising with State Government for getting Rent-free/ free of cost accommodation/ building and acquiring of land for RC.
- Periodical auditing of LSCs on financial matters and reporting to RD.
- Maintenance and Custodian of Equipments and Furniture and such other materials at RC and LSCs.
- Purchase of Stationery, Computers, etc.
- Reply to Audit Queries (internal & AG & other agencies)

- Coordinating with ARDs in shifting/ closing of LSCs (including ODL Regulations) and taking possession of the Furniture, Equipments and such other materials provided by RC.
- All Financial related matters pertaining to Gyan Vani Station. Custodian of the Furniture & Equipments provided to Gyan Vani Station.
- Handling RTI and legal matters in coordination with other sections.
- Maintenance of online RTI Portal (inputs to be received from respective sections)
- Stock Verification of RC/LSCs
- Empanelment of Manpower Agency
- Installation and maintenance of Fire Extinguisher at First Floor and Ground Floor of RC
- Empanelment of Security Agency
- Empanelment of Agency for hiring of taxi
- All Finance related matters pertaining to Convergence and Community College Scheme.
- Sale of Prospectus for all Offline Programmes
- Maintenance of Sale Proceeds, Stock and Remittances to the Headquarters & BRS.
- Annual Maintenance Contract (AMC)
- Networking and maintenance of computer systems and telephones.
- LPC
- Monitoring of Inward/ Outward and Despatch section.
- Any other work assigned by RD from time to time

**Officials attached: Sh. R S Mohan Kumar, SO; Mrs. L Devasena, EA; and Shri Karatapu Krubhakar, JAT**

**Sh. S Jayaraj, PA and Mrs. D Nirmala, Assistant are posted to RD Secretariat**

**General:**

1. A section-wise work done report format is prepared and issued to the Section In-charges along with this Office Order. They should submit this report through the Reporting Officer on 5<sup>th</sup> of every month so that the data is compiled and sent to RSD through MMR.
2. All staff members should follow the FR & SR Leave Rules and the University guidelines in availing of leave. A circular already issued on 17 September, 2019 should be followed.
3. Section-wise emails already in vogue will be continued by the Sections.
4. A report on handing over and taking over should be submitted to RD on or before 14-10-2019. Wherever there are changes made in officials from one section to another section, they are relieved immediately and they should report to the newly assigned section immediately after handing over the charge to the new incumbent officials/ section in-charges.
5. An internal work distribution order will be prepared by the Section in-charges and the same will be submitted to RD on or before 16-10-2019.

This Office Order comes into effect immediately.

**REGIONAL DIRECTOR**

Distribution:

- 1) All Staff Members
- 2) Office order file

Copy to:

The Director, RSD, IGNOU New Delhi

- Kind information please