

OFFICE ORDER – 1

ADMISSIONS, ESTABLISHMENT & MATERIAL DISTRIBUTION

Officer Incharge (Independent): N.Ramakrishnan, SO – Reporting Officer: Assistant Registrar

- Help Desk: Assisting prospective learners/ candidates in person/ telephone/ Emails of admission queries/ Facebook and other Social Media Admission queries.
- Fresh Admission: Preparation of E-Posters, Handouts & Publicity Materials – Conducting promotional activities – Google Meet – Attending SMS/EMAILS/IGRAM/RTI/LEGAL CASES – Clearing discrepancy applications in online Samarth portal – Welcome Letter – ID Card – Entrance Test based admissions – Submission of DDs to F&A – Monitoring of Admission Progress and Efforts taken at LSCs – Periodical Meetings and interactions – Liasoning with Govt/ Private and NGOs for admission activities.
- Establishment/ Closure of LSCs: Establishment of new LSCs in the districts uncovered/ Closure of LSCs not performing as per IGNOU guidelines/ Abeyance of LSCs as per IGNOU norms - Activation of new Programmes at the existing LSCs. (Academic input from ARD – Dr Sk Zareena)
- Appointment and Renewal of Coordinators and Part-Time staff (Academic input from ARD – Dr Sk Zareena)
- Admission activities at IGNOU-MSDE Extension Centres.
- Admission activities of any other scheme introduced by the University.
- Advertisements and Press Releases regarding admissions. Liasoning with media and communication organizations/ Press/ Doordarshan/ All India Radio.
- Organizing Spot Admission activities at RC and LSCs.
- Re-Registration: Informing eligible learners through Mail/SMS/Telephone. Arranging Google Meetings with the students and LSCs.
- Migration/ Bonafide Certificate – Scholar List to LSCs – Scholarship – Fee exemption – Change of RC/SC/Address/Electives/Courses/Medium/Programme
- MPDD: Study Material details to HQs/Reply to Learners about status of study materials, Dispatch of SLMs as per data of H.Qs.
- Input for MMR on Admission activities.
- Suitable content preparation for Digital Media uploads.
- Uploading and maintenance of dynamic RC website, Facebook, Twitter, Instagram, Youtube and other social media platforms.
- Campus Placement Cell

Assisting officials: (Sh. T. Mohanakrishnan, EDP, Sh. P. Moorthy, Assistant, Sh. K Krubhakar, Assistant).

ACADEMIC MONITORING/ EXAMINATIONS/EVALUATIONS/SSS (DR. S.K. ZAREENA, ARD) - REPORTING OFFICER - RD

- **Monitoring Assignment Records** – LSCs – ARSMS PORTAL – Google Meet – Attending SMS/EMAILS/IGRAM/RTI/LEGAL cases.
- All activities related to maintenance of Online Empanelment of Academic Counsellors Portal

- Conduct of Term-End Examinations including Practical at all LSCs.
- Monitoring of Academic Counselling/ Practicals and evaluation of assignments at all LSCs and periodical reports receiving through Google Sheet.
- Convocation activities including distribution of Certificates.
- Orientation Programme for Academic Counsellors and LSC functionaries.
- Conduct of Induction Meetings at all LSCs.
- Translation activities.
- Unnath Bharath Abhiyan/ Swatch Bharath Abhiyan/ Village Adoption activities.
- Coordinators Meetings
- Library activities at RC and LSCs.
- Gyandarshan/ Gyandhara/ Gyanvani Schedules.
- Attending to student grievances related to TEE/ Assignments/ Practicals/ Projects.
- Appointment and Renewal of Academic Counsellors at all LSCs.
- Nodal Officer for ODL Regulations/ IGRAM
- Input for MMR on SSS/Assignments/Examination/Evaluation activities.

Officials attached: Sh. S Jayaraman, EDP, Sh. V Balakrishnan, EA

ADMINISTRATION & FINANCE AND ACCOUNTS SECTION

Officer Incharge: Sh. G. Ashok, AR – Reporting Officer – RD

Unit:I: Administration:

Establishment matters i.e. Service Book, Increments and Leave records, Staff attendance, discipline etc. AR is authorized to sanction the leaves as per the delegation of Hqrs – Medical Bills – TA/DA/LTC/CEA/Personal Claims – Procurement of consumable – Empanelment of Hospitals, Security and Manpower Agencies – Lease deeds/agreements – RTI – Legal – Physical Stock – Assets – RC & LSCs – Fire Safety Arrangements – Insurance – AMC – Networking – Liaison with State Government for RC Building – Inward/Outward – Liaison with Postal/BNPL – Maintenance of Records/Files

Unit:II: Finance and Accounts:

Budget – Plan/Non-plan – Maintenance of Registers and Records – Accounts – BRS – Audit – Replies – LSC claims – Imprest – Salary – IT returns – Form 16 – Increment & Pay Fixation-TA/DA/LTC/CEA/Personal Claims payment – closure of Centres – Gyanvani Station

Completing of pending BRS and related activities by Shri R S Mohan Kumar, SO, Smt. D Nirmala, Assistant by 31 March, 2022 under the supervision of Assistant Registrar.

Assisting Officials: 1. Sh. R S Mohankumar, SO, 2.Smt. L. Devasena, EA, 3. Smt. D. Nirmala, Assistant, 4. Sh. R. Muthiah, Driver.

Dr K Panneerselvam
Sr. Regional Director

To

All officials of RC-Chennai