



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre – Rajkot (42)

F.No.IG/RC-42/Off.Ord./D&R/2020

Date: 01-10-2020

OFFICE ORDER

1. Work Distribution Order for Academic

Name & Designation of the Officer: Dr. Rupal M. Kubavat, Regional Director (I/c)

- Since April 2014 only ARD/Academic at RC Rajkot
- Officiating as Regional Director (I/c) w.e.f. 10-04-2019 vide ACD Office Order No. 127 vide letter F.No.: TA/1/1-11/216/3954 and Approval for delegation of Administrative & Financial powers to RD (I/c) vide RSD letter F.No.IG/RSD/F&A/RC Rajkot/Grant/5438 dated 07-06-2019.

1.0 Overall In-charge of Regional Centre Rajkot for all Academic & Administrative work done and activities organized at Regional Centre. Administrative and Financial Responsibilities of the Regional Director (I/c), Regional Centre Rajkot as Authorized by the Competent Authority of HQrs, New Delhi.

1.1 Academic

- Liaison with the State Government, local universities and other educational institutions to establish LSCs in the region;
- Propose for activation of IGNOU programmes at LSCs;
- Create an interface between RC and Hqtrs;
- Survey the academic and professional requirements of the region and provide feedback to the Schools of Studies;
- Create database of locally available resource persons for various academic activities like counseling, evaluation, examination, etc.;
- Organise orientation programmes for LSC functionaries and academic counselors;
- Conduct induction meetings for freshly enrolled learners;
- Organise orientation programmes for the counselors of the region;

- Plan and conduct of counseling sessions and evaluation of assignments at LSCs and monitoring the same;
- Assess the need for conducting extended contact programmes, seminars, etc. and recommended the place and timings;
- Identification of examination centres for conduct of term end examinations (TEE), entrance examinations and preparation for conducting such exams and monitoring them;
- Prepare, supervise and control the fair conduct of TEE at various LSCs and other examination centres;
- Organise and conduct orientation programmes for Centre Superintendents and staff as and when necessary before commencement of TEE and other examinations;
- Organise annual meetings with the Coordinators of LSCs;
- Participating and interacting in web conferencing with functionaries of Hqtrs.;
- Conduct tele-convocation in coordination with IGNOU Hqrs to award degrees, diplomas and certificates to IGNOU learners who have successfully completed their programmes;
- Undertake extension activities by establishing linkages with neighbouring communities;
- Organise periodic academic monitoring of LSCs;
- Make arrangements for grievance redressal of learners;
- Regular updating of RC website on RC and LSCs operations including publicity materials for IGNOU programmes and admission/IRC/Gyanvani/Gyandarshan schedules;
- Facilitate and promote feedback studies and reports in the region using resources and infrastructure available inside/outside the RC.

1.2 Promotional

- Promote public awareness in the region about IGNOU and its programmes through various media like radio, television and press;
- Conduct seminars, meetings, awareness camps etc.;
- Develop promotional literature for different target groups.

1.3 Administrative and Financial

- Supervise the administrative and financial activities of RC;
- Appointment of contractual/daily wage staff at RCs against vacant class III and IV positions;
- Appoint part-time staff at LSCs as per norms of the University on the basis of the total number of learners enrolled in that year;
- Allot newly enrolled learners to LSCs;
- Fiscal management of the RC: maintenance of accounts and imprest and budget, Annual budgeting;
- Maintenance of grants from State Government (if any);
- Purchase of furniture and equipment of RC and LSCs;
- Release of all types of adjustment bills of LSCs and the RC;
- Preparation of monthly statement of accounts of RC and LSCs;
- Salary of RC and LSC staff;
- Maintenance of expenditure control register;

- Reconciliation of grant account and fee account of the RC;
- Stock verification of RC and LSCs;
- Sanction advances to RC staff;
- Repair and maintenance of equipment at RC;
- Reimbursement of LTC, Medical claims, Children Tuition fees;
- TA/DA bills of RC and LSC staff;
- Maintenance of leave records and service books of RC staff;
- Printing of stationery, promotional materials etc;
- Maintenance of RC premises;
- Management of library services;
- Sanction movement within the region for the staff of RC and LSC;
- Periodical Monitoring of Administrative and Financial Operations.

1.4 Monitoring

- Monitoring the functioning of LSCs and submit Monthly Monitoring Report (MMR) to RSD, which includes:
 - Attendance of LSCs functionaries;
 - Conduct of counseling sessions;
 - Timely assessment of assignments at LSCs;
 - Sample checking of assignments so as to maintain uniformity in evaluation;
 - Annual stock verification;
 - Maintenance of learner records;
- Obtain feedback from learners, academic counselors and staff of LSCs through interaction meetings.

Supporting Staff: Shri Baij Nath Vishwakarma, AE (DP)

2. Work Distribution Order for Deputy Registrar

Name & Designation of the Officer: Shri A.H. Ved, Deputy Registrar

- All matters related to Administration and Finance
- Preparation of Annual Budget
- RC Building / Land / New Building/ Rent etc.
- Scholarships
- Custodian of Convocation Certificates
- Dealing with Manpower Agency
- Fee Collection / Bank Reconciliation
- Sale of Forms
- Distribution of SLM

- Grants from State Government
- Furniture and equipments of Regional Centre building and all LSCs
- Release of all types of advances to LSCs
- Contingent bills and adjustment bills of Study Centres and Regional Centres
- Preparation of monthly statement of accounts of Regional Centre and all LSCs
- Preparation of quarterly statement of accounts of Regional Centre
- Preparation of Annual accounts of Regional Centre
- Monthly Remuneration of Study Centre staff
- Maintenance of expenditure control register
- Stock verification of Regional Centre and all Study Centres
- Loans and advances to Regional Centre Staff
- Monthly Salary of Regional Centre staff
- Repairs and maintenance of equipments at Regional Centre
- LTC, Medical reimbursement
- TA/DA bills of Regional Centres and Study Centres
- Maintenance of leave records and service books of Regional Centre Staff
- Printing stationery stores
- Preparation of RTI reply related to F&A and Administrative
- Gyanvani related Activities
- Organisation of Regional Convocation function
- Any other Responsibility Assigned by the Regional Director, from time-to-time

Supporting Staff: Shri Dinesh Kumar Parashera, SPA

This Office Order comes into effect immediately.

(Dr. Rupal M. Kubavat)
Regional Director (I/c)

Copy to:

1. The Director (RSD) – for information
2. Shri A.H. Ved, Deputy Registrar
3. Office Order file