

IGNOU RC VATAKARA

WORK ORDER 2019

Dr. Prameela.O, Assistant Regional Director

shall undertake the following activities under the over all supervision of the Regional Director

- Expansion of learner support centres.
- Promoting the enrolment in various academic programmes through various publicity measures.
- Monitoring of LSC activities.
- Monitoring the online empanelment of academic counsellors and mobilizing the academic resources.
- Arranging orientation Programme for Academic Counsellors.
- Planning of Extension activities
- Student support services pre-admission and post admission.
- Student Registration and Re-registration.
- Arrangement of practical for practical oriented programmes BSc, MAPC, BAPC, BCA and MCA programmes and the conduct of project viva-voce.
- Validating the assignment marks received from the study centres.
- Planning and conduct of exams.
- Monitoring the activities pertaining to evaluation.
- Receipt and distribution sale of admission forms to the sale counter and LSC.
- Convocation related activities
- Student scholarship for SC/ST and physically handicapped students.
- Liaison with State /Central Govt. for getting support.
- Conduct of Entrance Test for B.Ed/ OPENMAT.
- Library books.
- To issue migration certificate.
- Approval of counselling schedule .
- Submission of fee details related to Admission, change of electives and missing practicals, TE Examination, migration & convocation to Finance Section and reconciliation.
- Transmission of MMR to HQ.
- Development of Regional specific programmes and new initiatives.
- Monitoring of LSC activities.
- Appointment of study centre functionaries.
- Staff training and orientation of the study centre functionaries.
- Collection of student fee and remittances.
- Support to front desk in providing information.
- Solving the student queries receiving through I-Gram.
- Any other official tasks assigned by the RD time to time.

Shri. Praveen Kumara, Assistant Registrar:

shall undertake the following activities under the over all supervision of the Regional Director

- Cash flow management of RC
- Budget preparation and RBE
- Maintaining sale proceeds of admission forms & remittances
- Maintaining bank accounts all three & bank reconciliation
- Purchase and maintenance of RC equipments and LSC
- Payment processing and settlement of all purchases
- Physical stock verification of RC & LSCs
- Processing and settlement of claims of RC officials
- Staff salary and RC salary
- Maintaining RC imprest and advances
- Maintenance of service book and other office records
- Handling of court and RTI cases
- Maintaining Dairy & Dark management
- Maintaining the out-sourcing and hiring of equipments
- Maintaining staff attendance and transmission to HQ
- Human resource Management and hiring of D/W staff
- Hiring of building and empanelment of taxi for office use
- Office security and annual maintenance of equipments RC and LSC
- Office hygiene and welfare of RC staff including sports & games
- Training the LSC staff for IGNOU accounts handling
- Overall financial and administrative management of the Regional Centre and the Study Centres
- Any other official tasks assigned by the RD time to time

Sd/-

Regional Director