

**IGNOU**  
**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**Regional Services Division**

**Monthly Monitoring Report (MMR) of the Regional Center**

**General Guidelines: -**

- Please download this MS Word document to fill in the desired information.
- Filled – in format may be uploaded through the Google format link.
- The report along with **Geotag photographs & Date** in r/o of the events/activities may kindly be uploaded under **other event sections** of the Google Format.
- The report of every event/activity should include the date of the event/activity/ and **Geotag photographs** (As per the NAAC format).
- The report in r/o innovation/entrepreneurship development activities for IGNOU and innovation club activities may also be uploaded at the end of the Google form
- Web links of the ePamphlets/eBrochure and similar material/ activities may be shared with RSD (MS Doc format only).
- Press releases may kindly be uploaded in the MS Word format under the Press release /media coverages section.
- Only data for the reporting month should be provided.
- *Alternatively, RC may upload the reports of events/activities on the website of RC and web-link of the report may be uploaded under the Other Event Section.*

## Structure of MMR Format

<b>PART 1</b>	Regional Center Details
<b>PART 2</b>	Details Of Group A Officers posted at RC
<b>PART 3</b>	RCs & LSCs Activities undertaken during the Reporting Month - <ul style="list-style-type: none"> <li><b>I.</b> Promotional &amp; Publicity Activity</li> <li><b>II.</b> Press release/media coverage</li> <li><b>III.</b> Meetings organized &amp; participated by RC</li> <li><b>IV.</b> Capacity building/OPs of PTFs &amp; ACs</li> <li><b>V.</b> Strengthening of LSCs</li> <li><b>VI.</b> Activities at LSCs &amp; RCs</li> <li><b>VII.</b> Online Programme (OL) allotted to RC (One time data for each session)</li> <li><b>VIII.</b> Details of Counselling schedule for Online Programme</li> <li><b>IX.</b> Project and Viva-Voce</li> <li><b>X.</b> Status of Assignments (ODL Programme)</li> <li><b>XI.</b> Status of Assignments (Online Programme)</li> <li><b>XII.</b> Monitoring activities (ODL &amp; Online Programme)</li> <li><b>XIII.</b> Student Support Services</li> <li><b>XIV.</b> Research and Academic Development Activities</li> </ul>
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**Monthly Monitoring Report (MMR) of the Regional Center**

**PART 1. REGIONAL CENTER DETAILS**

<b>Name of the Regional Center</b>	<b><u>IGNOURC ALIGARH</u></b>
<b>Code of the Regional Center</b>	<b><u>RC-47</u></b>
<b>Month and Year of MMR</b>	<b><u>DECEMBER 2025</u></b>
<b>Date of submission report to RSD</b>	<b><u>14-01-2026</u></b>

**PART 2. - DETAILS OF GROUP A OFFICIALS AT RC**

<b>Name of the Official and designation</b>	<b>Leave Availed (EL/CL/CCL/RH/Any other please specify)</b>	<b>Remark</b>
DR. AJAY VARDHAN ACHARYA	NIL	
<u>REGIONAL DIRECTOR</u>		
<u>RC ALIGARH</u>		

**PART 3 – RCs & LSCs ACTIVITIES UNDERTAKEN DURING THE REPORTING MONTH**

**I. Promotional & Publicity Activity (Please upload report of the event through google form **other event**)**

<b>S. No.</b>	<b>Nature of activity</b>	<b>Online (No.)</b>	<b>Offline (No.)</b>	<b>Description</b>
1.	Number of general publicity initiative/activities to enhance outreach		<b>02</b>	
2.	Number of programme specific publicities		<b>01</b>	
3.	Efforts for reaching out to the persons who do not have access to higher education (Disadvantaged communities e.g. PH, SC/ST, Women etc.)		<b>03</b>	
4.	Extension activities for sensitizing learners and other stakeholders to		<b>02</b>	

	social and sustainable development issues leading to inclusive society			
5.	Collaborative extension and outreach Programs (If any)		<b>05</b>	

## II. Press release/media coverage

S. No.	Number of press releases/published	NOS.	Action to be taken
1.		13	A copy of Press releases may please be uploaded in MS word format

## III. Meetings organized & participated

S. No.	Particulars	NOS.	Topic of meeting with date
1.	In-house meetings		
2.	Meeting with Hqrs and RSD - Participated/Interacted	02	1-NCIDE 2- RSD Meeting Related to Assignment 4

## IV. Capacity building of functionaries & Orientation Program of academic counselors.

S. No.	Particulars	.
1.	Coordinators Meetings	
2.	Orientation Programme of ACs organized by RCs	
3.	Orientation Programme for PTFs of study Centers organized by RCs	
4.	Training programme organized for handling of Learning Management System (LMS) for academic counselors, Students and RC functionaries.	

\*Kindly upload related report under “**other event**” section

## V. Strengthening of LSCs

S. No.	Particular	No.
1.	Number of New Study Centers notified/opened	
2.	Number of New Programmes activated at existing LSCs	
3.	Number of new academic counselors empaneled	

4.	Number of exam centers established in the region (Please submit this information only if the activity was done in the month for which you are reporting.)	
5.	Number of Exam centers for Entrance test established in the region (Please submit this information only if the activity was done in the month for which you are reporting.)	

**VI. Activities at LSCs & RCs** (*Information regarding student support services provided by RC/LSC for the students of ODL Prog. & Online Prog.*) Related report may kindly be uploaded

S. No.	Particulars	No.
1.	Number of inductions meetings organized for the students <b>of ONLINE Programme.</b>	
2.	Number of inductions meetings organized for students of <b>ODL Prog (Online mode)</b>	
3.	Number of inductions meetings organized for <b>ODL Prog - (face to face mode)</b>	
4.	Number of academic counseling sessions for <b>theory courses</b> organized by study centers for <b>ODL Prog - (ONLINE modes)</b>	
5.	Number of academic counseling sessions for <b>theory courses</b> organized by study centers for <b>ODL Prog - (face to face mode)</b>	
6.	Number of academic counseling sessions for <b>practical courses</b> organized by study centers for <b>ODL Prog</b>	

**VII. Online Academic Programme allotted to RC** (One time data for each session)

S. No.	Level of Programme allotted to RCs	No.	Sessions (Jan/July)
1.	UG		
2.	PG		
3.	Diploma/PG Diploma		
4.	Certificates		

### VIII. Details of Counseling sessions for Online Programme

S. No.	Programme	No. of sessions organized for OL Prog.		Link of Counseling Sessions
		THEORY	PRACTICALS	
1.				

### IX. Project and Viva-Voce

S. No.	Particular	ODL Prog. (No.)	OL Prog. (No.)
1.	Number of Programme for which Project viva – voce held at Regional Center		

### X. Status of Assignments (ODL Programme)

S. No.	Particular	Offline mode	Online mode
1.	No. of Assignments received by RCs/LSCs	8098	
2.	No. of Assignments awards transmitted to Hqrs during reporting month	1130	

### XI. Status of Assignments (Online Programme)

S. No.	Particulars	Online
1.	No. of Assignments submitted by students (OL Prog)	
2.	No. of Assignments awards transmitted to Hqrs during reporting month (OL Prog.)	

### XII. Monitoring activities (ODL Programme)

S. No.	Particulars	No.	Remark/Action to be taken
1.	Number of Induction Meeting(s) attended by officials of RCs		Report may kindly be uploaded under other event section
2.	Number of academic counseling sessions visited/monitored by officials of RC		Report may kindly be uploaded under other event section
3.	Number of TE exam centers visited/monitored by RC (Please submit this information only if the activity was done in the month for which you are reporting.)		01-Exam Centre 2713 dated 01.12.2025 (Dr.

			Ajay Vardhan Acharya RD 2- Exam Centre 47044 dated 1.12.2025 Dr. Ajay Vardhan Acharya RD 3.Exam Centre 2713 dated 08.12.2025 (Morning & Evening Session) Dr. Ajay Vardhan Acharya, RD, Aligarh 4. Exam Centre 47044 dated 12.12.2025 Dr. Ajay Vardhan Acharya, RD, Aligarh 5. Exam Centre 2713 dated 20.12.2025 Dr. Ajay Vardhan Acharya, RD, Aligarh 6. Exam Centre 2713 dated 27.12.2025 Dr. Ajay Vardhan Acharya, RD, Aligarh
4.	Number of Entrance exam centers visited/monitored by RC (Please submit this information only if the activity was done in the month for which you are reporting.)		Details of exam & exam center may kindly be provided

### XIII. Student Support Services

#### a) Learner / other Queries Handled

S. No.	Particulars	Number of queries responded
1	Post	140
2	Email	280
3	Phone	440

4	i-GRAM	113
6	Face to face	3500
7	Facebook	-
8	Twitter,	-
9	RTI	-
10	Court Cases (If applicable)	-

**b) Number of Grievance Redressal Camp(s) organized by RCs/LSCs**

S. No.	Offline	Online	Report may kindly be uploaded under other <b>event section</b>
1.			

**c) Utilization of the SMS Service for Learner Support**

S. No.	SMS sent Regarding (Please specify)	Number of Learners Covered (e.g. 1000, 2000, 3000 etc)
1.	IGNOU programmes for New Admission	
2.	Deficiency in the Fresh Admission Forms	
3.	Confirmation of New Admission	
4.	Information regarding Induction Meeting	
5.	Confirmation of New Admission	
6.	Submission of Re - registration	
7.	Confirmation of Re - registration	
8.	Face to Face Counseling schedule	
9.	Collection of study material	
10.	Submission of assignment	
11.	Term End Examination Hall Ticket	
12.	Practical Examinations	
13.	Project Viva Voce, workshop	
14.	Declaration of the term end examination result	
15.	Placement activities	
16.	Convocation/degree	
17.	Any other.....	

**XIV. Research and Academic Development Activities**

S. No.	Particulars	Numbers	Name & Designation of the Academics(no)
1	Systemic Research Activity (ies) performed on strengthening of the Open and Distance Learning		
2	Research Article(s) Published		
3	Conference/Webinar Organized		
4	Conference/Webinar Attended		

<b>5</b>	Faculty Development Programme(s)Organized		
<b>6</b>	Faculty Development Programme(s) Attended		
<b>7</b>	Participation in Interactive Radio Counseling Session (Gyan Vani/ AIR)		
<b>8</b>	Participation in Doordarshan/Other Electronic Media Channel Programmes		
<b>9</b>	Participation in Career Counseling		
<b>10</b>	Any other Activity...		

#### **PART 4: FINANCE AND ADMINISTRATION**

<b>S. No.</b>	<b>Account</b>	<b>Opening Balance</b>	<b>Closing Balance</b>	<b>Fund received from HQ</b>
<b>1</b>	Plan			
<b>2</b>	Non-Plan			
<b>3</b>	Any other grants			

#### **Major Expenditure (Please report under these heads only):**

<b>S. No.</b>	<b>Head</b>	<b>Expenditure during the month</b>	<b>Percentage of total budget fund utilized</b>	<b>Remarks</b>
<b>1</b>	Regular Staff Salary			
<b>2</b>	Daily Wage payment			
<b>3</b>	Security			
<b>4</b>	Building Rent	<b>2000</b>		
<b>5</b>	Travel and hiring of taxi			
<b>6</b>	Meeting/ workshop/Orientation Programme etc			
<b>7</b>	Printing/Publicity			
<b>8</b>	LSC/PSC/SSC Payments (Salary of Part Time functionaries)			
<b>9</b>	LSC/PSC/SSC Payments (Counseling, Assignment Evaluation, Practical etc)			
<b>10</b>	Other Expenditure (Total of remaining expenditures which are not covered under the above heads) ...			

#### **PART 5: STAFF STRENGTH**

S. No.	Academic Staff	Non-Academic Staff	Daily Wage staff Engaged at Regional Center	Daily Wage staff Engaged at Warehouse (If applicable)	Security Guards
1	01	0	02	0	0

#### **PART 6: PENDING ISSUE(S) AT REGIONAL SERVICES DIVISION**

#### **Re-jurisdiction of ignou regional centre of ALIGARH- 07 Districts**

#### **PART 7: INFORMATION ABOUT THE USE OF SOCIAL MEDIA BY REGIONAL CENTERS**

1. Digital Media Platforms used by the Regional Center/LSC for Online Meetings & Academic Counseling: YES
2. Link of the RC Facebook Page: <https://www.facebook.com/IGNOUALIGARHRC>
3. RC Twitter Handle: @AligarhRc
4. Link of the RC Twitter Account: <http://twitter.com/AligarhRc>
5. Link of the RC Youtube page: [https://www.youtube.com/channel/UC\\_iHluqavc1mkkanZQCI9EQ](https://www.youtube.com/channel/UC_iHluqavc1mkkanZQCI9EQ)
6. Number of Posts on the RC Facebook Page for the month:68
7. Total Number of Likes on the RC Facebook Page:371
8. Total Number of followers of the RC Facebook Page:525
9. Number of posts on Twitter for the month:62
10. Total Number of followers of the RC Twitter handle:302
11. Number of posts on Youtube during the month:0
12. Total Number of subscribers of the RC Youtube channel:1007

#### **PART 8. Utilization of MeLT Bus/Van (wherever it is given by the University)**

S. No.	Particulars	Details of Activity(ies) Planned	Details of Activity(ies) Performed
1	Support in Counseling Sessions		

<b>2</b>	Digital Literacy for Rural Population		
<b>3</b>	Mobile Study Centre activity (ies)		
<b>4</b>	Any other...		