



**Indira Gandhi National Open University
Regional Centre: Vijayawada**

**No.IG/RCV-033/F&A-05/O.O/17-18/
Date: 27.04.2018**

OFFICE ORDER No:

Sub: Allocation of duties/activities among the officers and staff –reg

Consequent upon transfer of Shri. Mohd. Sharieff, Section Officer and Shri. Hariprasad Tanniru, PA from Regional Centre, Vijayawada the duties/work distribution among the officers and staff of Regional Centre, Vijayawada are revised as given below with immediate effect.

1. Regional Director

1. Overall supervision of Regional Centre activities
2. Liaison with State /Central Government Organizations for smooth running of RC activities.
3. Arranging and preside over all the meetings at the Regional Centres
4. Interaction with Hqrs, preparation of various reports, staff meetings etc
5. Visits to LSCs

2. RD's Secretariat

1. Printing of all emails and put up to RD/ forwarding to section heads
2. Noting and preparation of minutes of various meetings held with RD
3. Maintenance of confidential files and RD's direct correspondence files, RD's personal file
4. Visitors (Guest/Students)
5. Scheduling of important activities of RD/RC
6. Preparation of reports and keeping the record for press clippings/releases.
7. Press meets and press releases in consultation with concerned Section i/c
8. Coordination with press people, proper maintenance of publicity and promotion register.
9. Maintenance of Photo gallery of events and functions of Regional centre.
10. Updating the RC website from time to time.
11. Other work as and when assigned by the Regional Director.

Assisted by a D/W- JAT

3. Dr. K. Sumalatha, Assistant Regional Director

UNIT-I: Evaluation section:

1. Handling of Assignments, Practical Grades, Synopsis and Project Reports
2. Viva-voice of all Programmes
3. Replies to iGram queries.
4. Monthly Monitoring Reports (MMR) to RSD
5. Entrance Tests/OPENMAT /TEE arrangements, pre and post examination activities including identification of examination centers.
6. Monitoring of TEE online forms status and students allocation to TEE Exam centers etc
7. Convocation and related matters

8. Matters pertaining to RTI and their timely disposal in consultation with RD and other officials concerned.
9. All student queries pertaining to Examinations, Assignment, Projects and Convocations by direct student queries/by post/by email etc.
10. Permissions for repeat practical cases of students
11. Updating information related to examinations, convocations and other related to the work allocated on RC website.
12. Conduct of Seminars, Workshops, ECP, etc.
13. Coordinators Meeting, Orientation Programmes for Academic Counselors and training programmes for the staff of newly established LSCs
14. Obtaining/Scrutiny/ feedback to LSC and preparing PDF of counseling schedules with the help of Sh. VVSR Krishna, AD.
15. Monitoring of Academic Counseling activities at the LSCs.
16. Any other work assigned by the Regional Director

Assisted by Smt. A. Suvartchala, Executive Assistant

UNIT-II: Student Support Cell (SSC):

1. Attending all telephonic queries
2. Attending to direct counter queries- face to face
3. Transferring telephone calls to respective officials, where answer need to be provided by them
4. Guiding the learners whoever visits the RC in meeting with the staff of the concerned section
5. Any other work assigned by RD/Section head/Administration

Assisted by a D/W- JAT

4. Dr. B. Prasad Babu, Assistant Regional Director

UNIT-I: Admission Section:

1. Admission Notifications, Advertisements
2. Process of fresh admission forms / Re-Registration received offline and online
3. Transmission of scholar list to SCs/PSCs/ after approval of the RD.
4. Scheduling of Induction Meetings.
5. Confirmation letters to students/ Fee receipts/ID cards.
6. Change of Course / Programmes/Medium etc
7. Change of Region/SC/Address/Name, etc
8. Issue of Migration Certificate, Issue of Duplicate Identity cards
9. Planning and execution of admission counseling for limited seat/ entrance based programmes and all related matters
10. Maintenance of Swiping Machine (POS) and periodical submission of reports to F&A
11. Fee Reconciliation
12. Arranging for press meets and all media related works.
13. Any other work assigned by the Regional Director/Section Head

Assisted by : Shri. A.K. Sastry, Section Officer

UNIT-II: LSC Establishment & Other activities:

1. Scrutiny of proposals received for establishment of Study Centres (LSC/PSC/SSCs) and submission of viable proposals to Hqrs and follow up and all related activities.
2. Scrutiny of proposals received for activation of new programmes in the study centres; submission of proposal to Hqrs and follow up and all related activities.
3. Review and submit proposals for closure of Study Centres which are in abeyance / defunct Study Centres after completion of all formalities and all related activities.
4. Appointment and renewal of all part-time functionaries of study centres.
5. Empanelment and renewal of academic counselors of all the study centres.
6. Any other work as and when assigned by the Regional Director.

Assisted by a D/W- JAT

5. Shri. VVSR Krishna, Assistant Director (SW)

1. All data entry works related to Academic and required support for all related activities.
2. Periodical data transmission to Hqrs/LSCs on admissions, label printing etc
3. Providing session wise learners data to RC warehouse with labels for distribution of SLMs till the closure of the warehouse.
4. Database maintenance of academic counselors.
5. Complete Data processing of RC's all activities
6. Maintenance of Computers, Printers, Scanners, Broadband/Internet (internal & external) and all other computer peripherals of Regional Centre.
7. Scanning and preparation of PDF files of Academic Counseling Schedules
8. SMS package maintenance of RC and periodical recharge of the account with SMSs., sending SMSs to learners.
9. Preparation of draft advertisements, posters, portraits etc.
10. Arrangements for web conference, TC and other Hqrs programmes
11. Facilitating data entry/other computer related works of other sections
12. All type of software/computer related support to all the sections of RC, Vijayawada
13. Any other work assigned by the RD/Section Head of Admission and Evaluation

The Official shall report to Dr.B. Prasad Babu, ARD related to admission activities. For other activities he will be reported to Regional Director.

6. Shri Chennu Balachandar, Assistant Registrar (F & A).

UNIT-I: Administration:

1. Establishment matters i.e Service Books, Increments and Leave records etc.
2. Processing of Medical bills (including retired staff), TA/DA bills and all other personal claims of RC staff.
3. Procurement of Furniture and Equipment for RC/LSCs and conduct of LPC, if required.
4. Empanelment of Hospitals, Security Agencies, Manpower Agencies, taxi Agencies and other service providers for Regional Centre, Vijayawada.
5. Preparation and processing of Lease deeds and other Agreements with concerned agencies.
6. Legal matters, Public grievances of general issues(Other than students/learners),
7. Maintenance of premises of Regional Centre and Furniture & Equipment of RC and at SCs. Annual Physical Stock verification of Assets.
8. General Administration i.e Liveries, Transport, Fire Safety arrangements, Security, Manpower, Telephones, etc.
9. Insurance of property (Furniture & Equipment and Study Material) of IGNOU.
10. AMC with various service providers of RC, periodical renewals and fresh empanelment
11. Correspondence with State Government authorities for obtaining allotment of Land
12. Advertisement and publicity matters of general nature and admission/exams related
13. All activities related to Library.
14. All activities related to distribution of study material and warehouse of study material.
15. Other Administrative activities which are not mentioned above.
16. Any other works assigned by Regional Director.

Assisted by:- **Shri. V.V.Krishna Rao, Section Officer** and Daily wage JAT

Unit II : Finance &Accounts

1. To be the Disbursement officer of Regional Centre
2. Preparation of Budget Estimates/ revised estimates and seeking quarterly grants from Hqrs
3. Preparation and processing of pay bill of Regional Centre
4. Maintenance of RC imprest.
5. Processing of study centre's Imprest bills of all LSCs under RC
6. All the activities related to Finance and Accounts of the LSCs regarding guidance, maintenance of records, staff training etc.
7. Maintenance of Ledgers, Expenditure Control Registers of RC
8. Maintenance of cash books –Plan, Non-Plan, Fee A/c
9. Monthly, Quarterly and Annual Accounts of RC.
10. Procurement of consumable , Store Keeping and distribution of Consumables
11. Maintenance of records, files and registers related to store.
12. Periodical preparation and submission of other reports on finance and stores
13. Receipt and accounting of fee and sale of forms, other receipts and their remittances to Hqrs
14. Bank Reconciliation Statements, Reconciliation of Sale of Forms.
15. Correspondence with bank, liaison with bank
16. Student Handbook and Prospectus (of all programmes) i.e Receipt, Distribution, Sales, reconciliation, remittances etc
17. Tax related issues –assessment, recovery, remittance to relevant authorities.
18. Preparation and filing of TDS quarterly returns, PT returns and issue of Form-16 & Form-16A to deductees.
19. All matters concerning of Internal Audit, External Audit, and liaison with audit.
20. All correspondence with Hqrs/others on F&A and stores related matters.
21. Any other works assigned by the Regional Director.

Assisted by: **Shri. V.V.Krishna Rao**, Section Officer, **Shri. R. Gopal Rao**, Exe. Asst and Daily wage JAT

UNIT-III: Dispatch Section:

1. Inward maintenance
2. Outward maintenance
3. Liaison work with Postal/BNPL Authorities.
4. Records/Files relates to diary & dispatch.

Handled by:-**Mr. Chennakesavulu**, MTS under supervision of **Shri. V.V.Krishna Rao**, Section Officer

Sd/-
(Dr. D.R. Sharma)
Regional Director

To
All the officers of Regional Centre- Vijayawada.
All the staff of Regional Centre- Vijayawada.
Office Order File.