



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE BHAGALPUR

RCBGP/O.O./2019/03

Dated: 07/11/2019

OFFICE ORDER

The allocation of work in the Regional Centre has been re-allocated in the following manner with immediate effect.

Dr. Sarah Nasreen, Regional Director (I/c.)

- Overall supervision and monitoring of all the activities of Regional Centre
- Liaison with Govt. Institutions, VCO and Directors of Schools and HODs
- Co-ordination with Schools and launching of new Academic Programmes
- Establishment of Learner Support Centre
- Activation of Programmes
- Consolidation of Exam Centre for TEE and onward transfer to SED
- Appointment of Observers for TEE
- Matters related to Term End Examination
- Coordinators meeting
- Orientation of Academic Counsellors
- Web-conferencing/Teleconferencing/ IRC related matter
- Campus Placement Cell

Dr. O.P.Tiwari, Asstt. Regional Director

- Monitoring of Term End Examination
- Monitoring of all the SCs under RC Bhagalpur
- Admission, Re-Registration and all related matters
- Will maintain proper record of Admission and TEE
- Handling of assignments from all the Study Centres
- Supervision of Data Entry of Assignment/ Practical/Project Marks
- BSc. Practical
- Promotional activities
- Establishment of Learner Support Centre
- Activation of programmes
- Handling of BCA/MCA and Different Courses Project
- TEE Practical BCA/ MCA
- MAPC/ BSW/ MSW/ MSWC etc. Project/ Field Work Related
- Change of Electives/RC/SC/Name/Address
- Issue of Migration, Bonafide Certificate
- Monthly Monitoring Report
- Appointment/ Renewal of Co-ordinators/ Asst. Co-ordinator and other staff members of all the Study Centres/ LSC
- Appointment/ Renewal of Academic Counselors
- Receipt and Consolidation of MMR/ counseling Schedule from LSC
- Student Support Services
- Handling and redressal of Student Grievances/ Complaints
- Study Material Distribution
- Library related Matter: Will maintain proper record of library books, Educational CDs & Journals
- Hindi Cell
- Matters related to Scholarship
- Data of prospectus/ Profiles/ Newsletter
- Library related matter
- RTI
- IGRAM
- Any other matter assigned by the Regional Director



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Mr. Suryodai Vishwakarma, JAT

- Finance, Administration and Budgeting of Regional Centre/Study Centres
- Purchase of furniture and Equipments
- Annual Maintenance Contracts
- Regional Centre Building/land/ contract/Bills related
- Leave and Personal claims of RC/ SCs
- All matter relating to staff leave, pay fixation, training etc
- Matters relating to Internal & External Audit
- Audit of Study Centres
- Drawing & Disbursing Related Matter
- Processing of bills of Study Centres
- Preparation of Budget
- Sale of prospectus
- Stock Verification
- Maintenance of Cash Book, Ledger, Stock Register, Assets Register
- Maintenance of Cheque Book Register, PBR , Advance Registers
- Preparation of Salary bills & Remuneration of Study Centres
- Deposit of drafts and reconciliation of fees with admission record related matters
- Preparation of Monthly Report
- Assignment Marks Data Entry
- Any other matter assigned by the Regional Director

Mr. Ravi Ranjan Kumar, JAT

- Matters related to Receipt and Sales of Student Handbook and Prospectus
- Stock Verification
- Regional Centre Security contract/Bills related
- Matters relating to Study Material Distribution
- General upkeep of RC Building, Car etc.
- Matters relating to Internal & External Audit
- Audit of Study Centres
- Drawing & Disbursing Related Matter
- Stock Verification
- Maintenance of Cash Book, Ledger, Stock Register, Assets Register
- Maintenance of Cheque Book Register, PBR , Advance Registers
- Deposit of drafts and reconciliation of fees with admission record related matters
- Assignment Marks Data Entry
- Any other matter assigned by the Regional Director

Mr. Ajay Kumar, AEDP

- Will maintain proper record of Admission/ Exam/ Assignment/ Practical/ Project related data.
- Data Entry of Admission/ Re-registration records
- Data Entry of Assignment/ Practical/Project Marks of different Programmes
- Work related to MDD
- IGRAM
- Change of Electives/RC/SC/Name/Address
- Issue of Migration, Bonafide Certificate
- SC Staff Appointment/Renewal
- Any other matter assigned by the Regional Director.

Copy to: All RC-Staff


Dr. SARAH NASREEN, REGIONAL DIRECTOR (I/c.)

डॉ. सारह नसरीन/Dr. Sarah Nasreen
क्षेत्रीय निदेशक (प्रभारी)/Regional Director (Incharge)
इग्नू क्षेत्रीय केंद्र/IGNOU Regional Centre
भागलपुर-812001/Bhagalpur-812001



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Work Distribution of Daily Wage Staff at IGNOU RC Bhagalpur

S.N.	Name	Position	Work Allocation
1	Mr Nishith Kumar Sinha	DW (Skilled)	<ul style="list-style-type: none">RC- Help Desk Counter.Processing of BCA/MCA and Different Courses ProjectWork related to MDD.Any other matter assigned by the Regional Director
2	Mr Md. Shahane Ali	DW (Skilled)	<ul style="list-style-type: none">Assignment Data EntryStudy Centre ProposalAcademic Counsellor ProposalWork related to MDD.Any other matter assigned by the Regional Director
3	Mr Md Saddam Hussin	DW (Skilled)	<ul style="list-style-type: none">Assist Dr. O. P. Tiwari, ARD, RC- Bhagalpur in his work allocationDistribution of DegreeAssignment Data EntryAny other matter assigned by the Regional Director
4	Mr Randhir Kr Singh	DW (Unskilled)	<ul style="list-style-type: none">Assist in upkeep of RC officeWork related to MDD.Any other matter assigned by the Regional Director
5	Mr Neeraj Kumar Pal	DW (Unskilled)	<ul style="list-style-type: none">Will maintain Inward & Outward Dak-RegisterAssist in upkeep of RC office.Work related to MDD.
6	Mr Ashok Mhatar	Sweeper	<ul style="list-style-type: none">Sweeping & Cleaning of RC Office


Regional Director (I/c.), RC- Bhagalpur

07/11/19
डॉ. सारह नसरीन/Dr. Sarah Nasreen
केन्द्रीय निदेशक (शुभारी)/Regional Director (Incharge)
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