

Indira Gandhi National Open University
Regional Centre, Madurai – 625018.

F.No.: IG/RC43/OO/2019

Date: 13.11.2019

OFFICE ORDER

Sub: Work allocation – Reg.

The following work allocation is made to the RC Madurai officials with immediate effect.

1. Regional Director

- Overall supervision of Regional Centre activities
- Liaison with State / Central Government Organisations for smooth running of RC activities
- Arranging and preside over all the meetings at the RC
- Interaction with HQs, preparation of various reports, staff meetings, etc.
- Organising monitoring visits with the help of Academics
- Matters pertaining to RTI and their timely disposal with the help of Academics

2. Regional Director Secretariat

- Secretarial Assistance to the RD
- Sending emails, taking printouts, Handling iGRAM
- Sending Bulk SMS to students
- Scheduling of important activities of RC and preparation of reports
- Preparation of Minutes of different meetings held at RC
- Maintenance of confidential files and RD's direct correspondence files, RD's personal file
- Visitors at RD Office (Guests/Students)
- Maintenance of Photos of events and functions of RC
- Press Releases in consultation with concerned section incharges
- Maintenance of previous Convocation degrees and despatch to students
- Any other work as assigned by the RD

Assisted by: R. Rajesh, PA

3. Dr. G. Anbalagan, Assistant Regional Director

- Establishment of LSCs & Activation of Programmes
- Appointment & Renewal of Coordinators / PICs & Part-time functionaries of LSC
- Appointment & Renewal of Academic Counsellors
- Obtaining /Scrutiny/Feedback on Counseling schedules of LSCs and monitoring of Academic Counseling
- Handling of Assignments, Practicals, Projects, Viva-voce
- Conduct of Seminars, Workshops, ECP, etc.
- Coordinators meeting, Orientation Programmes for Academic Counsellors and training programmes for the staff of newly established LSCs
- Entrance Tests / OPENMAT / TEE arrangements, pre and post examination activities including identification of exam centres
- Monitoring of TEE online forms status and students allocation to TEE Exam Centres etc.
- Grade Card, Provisional Certificate, Genuineness Certificate related issues

- Convocation related matters
- Village Adoption Scheme, Unnat Bharat Abhiyan & other Government projects (for this he can take the help of other officials of RC with the approval of RD)
- Promotional activity including utilization of MeLT Van
- Student queries of all the above
- Gyan Vani (Academic related work)
- Any other work assigned by RD as and when required

Assisted by : One D/W Assistant

Sh. S. Anandan, Assistant Director (Software)

- Data entry of fresh, RR forms
- Consolidation and transmission of admission data to HQ/LSCs on admission, label printing, etc.
- Change of course, address, region, study centre, correction in name etc. for all programmes, change of medium, issue of migration certificate
- Consolidation and sending scholar list to LSCs for all programmes
- Consolidation and sending assignment data to HQ
- Maintenance of student database
- Uploading the approved academic counseling schedules in RC website in PDF format
- Providing sessionwise student labels for distribution of SLMs
- RC Madurai Website updation from time to time
- Academic Counsellor database management (with the help of D/W Assistant attached to ARD (A), specifically for this purpose only)
- Pending assignment/workshop award transmission
- Transmission of award of all practical and project oriented courses
- Computer maintenance of RC, Twitter Account of RC
- Technical support to all staff in maintaining computer work
- Any other work assigned by the RD

Sh. S. Anandan, AD (S) will report to Dr. G. Anbalagan, ARD

Sh. R. Parthiban, Section Officer

Unit-1 Finance :

- Preparation of Budget Estimate / Revised Estimate and seeking quarterly grants from HQs
- Salary disbursement for regular staff and LSC functionaries
- Processing and payment of personal claims (staff), RC bills, LSC claims
- Monthly, Quarterly, Half-yearly and Annual accounts
- Maintenance of Ledgers, Expenditure Control Registers of RCs
- Maintenance of Cash Books – Plan, Non-Plan, Fee A/c
- Bank Reconciliation statements, Reconciliation of Sale of Forms
- Correspondence with bank, liaison with bank
- Procurement of items consumable and non consumable, Maintenance of stock RC, Gyan Vani and LSC
- Maintenance of records, files and registers related to store
- Receipt and accounting of fee and sale of forms, other receipts and their remittances to HQs
- Student Handbook and Prospectus (of all programmes) ie., Receipt, Distribution, Sales, Reconciliation, remittances, etc)
- Periodical preparation and submission of other reports on finance and stores
- Tax relates issues – assessment, recovery, remittance to relevant authorities
- Preparation and filing of TDS quarterly returns, PT returns and issue of Form-16 & Form-16A to deductees
- All matters concerning of Internal Audit, External Audit and liaison with audit.
- RC imprest

- All the activities related to Finance Accounts of LSCs regarding guidance, maintenance of records, staff training, etc.

Unit-2: Administration:

- Campus maintenance and AMC of all equipments, renewals and fresh empanelment
- Annual physical stock verification of assets
- Insurance of property of RC Madurai
- Procurement of Furniture and Equipment for RC / LSC and conduct of LPC, if required.
- General Administration ie., Liveries, Fire Safety Arrangements, Manpower, Security, Telephones, empanelment of Hospitals, Taxi agencies and other service providers
- Maintenance of service book, leave records and increments, etc of all employees
- Pay fixation, process of EL encashment, LTC and annual increment
- Maintaining RC Records: File register and movements
- All matters related to Legal cases
- Gyan Vani (Finance & Accounts and Administration related works)
- All activities related to Library
- All correspondence with HQ/others on F&A and stores related matters
- Any other work assigned by the RD

Assisted by: Sh. J.R. Saravanan, Executive Assistant, one D/W Assistant and one D/W Attendant

Sh. S. Balaji, Section Officer

- Admission Notifications and Advertisements including entrance exam advertisements
- Process of Fresh Admission and Re-Registration forms received online and offline
- Transmission of scholarlist to SCs/PSCs/SSCs after approval of RD
- Confirmation letters to students / Fee Receipts / ID Cards including Duplicate ID cards
- Fixing of Induction schedule in consultation with RD and LSCs
- Planing and execution of admission counseling for limited/entrance based programmes and all related matters
- Re-admission
- Fee reconciliation
- Study Material distribution and maintenance
- Student queries on the above
- Reception including telephone calls, face to face queries
- Any other work assigned by RD as and when required

Assisted by: One D/W Assistant (for reception), one D/W Assistant and one D/W Attendant (for other works)

Sh. S. Balaji, SO will report to Dr. G. Anbalagan, ARD

P. Ilamathi, Assistant

- Inward maintenance
- Outward maintenance
- Records/Files related to inward & outward

Sh. M. Jayaraman, MTS is attached to RD office and Despatch section.

Regional Director

To

- 1) All officials of RC Madurai
- 2) Office Order file
- 3) Office Copy