

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

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

Date: 04.11.2024

OFFICE ORDER /54

Sub: Work allocation – Reg.

The following work allocation is made to the RC Madurai officials with immediate effect and this supersedes all the earlier work allocation orders.

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
- Conduct of Seminars, Workshops, ECP, etc.
- Coordinators meeting, Orientation Programmes for Academic Counsellors and training programmes for the staff of newly established LSCs
- Village Adoption Scheme, Unnat Bharat Abhiyan & other Government projects

2. Regional Director Secretariat

- Secretarial Assistance to the RD
- Sending emails, taking printouts, Handling iGRAM, CPGRAM, Online RTI portal, Scholarship Portal, MMR consolidation and uploading
- 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 including online / LMS portal
- Entrance Tests / OPENMAT / TEE arrangements including CBT, 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
- Promotional activity
- Student queries of all the above
- Gyan Vani & Swayam Prabha (Academic related work)
- All activities related to Library
- Any other work assigned by RD as and when required

Dr. G. Anbalagan, ARD will report to the Senior Regional Director and will be assisted by One D/W Assistant

4. 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 including online pgms.
- Consolidation and sending assignment data to HQ including LMS portal
- 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 JAT attached to ARD)
- Pending assignment/workshop award transmission
- Transmission of award of all practical and project oriented courses including LMS portal
- Computer maintenance of RC, Facebook, Twitter Accounts of RC and Youtube
- Swayam Prabha Channel arrangement [with the help of D/W JAT attached to ARD]
- 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 and will be assisted by Mr. R. Harish, JAT (in the forenoon session)

5. Sh. S. Elamparithi, Assistant Registrar [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

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- 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.
- 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
- Maintaining RC Records: File register and movements
- All matters related to Legal cases, RTI
- Gyan Vani (Finance & Accounts and Administration related works)

Sh. S. Elamprithi, AR will report to the Senior Regional Director and will be assisted by Ms. P. Ilamathi, ASO, one D/W JAT and D/W Attendant

6. Sh. S. Balaji, Section Officer [Unit-2: Administration & Admission]

- Campus maintenance and AMC of all equipments, renewals and fresh empanelment
- Annual physical stock verification of assets
- Insurance of property of RC Madurai
- Maintenance of service book, leave records and increments, etc of all employees
- Pay fixation, process of EL encashment, LTC and annual increment
- All correspondence with HQ on above matters
- Admission Notifications and Advertisements including entrance exam advertisements
- Confirmation letters to students
- Fixing of Induction schedule in consultation with RD and LSCs
- Planning and execution of admission counseling for limited/entrance based programmes and all related matters
- Study Material distribution and maintenance
- Student queries: Pre-admission, Admission/Re-Registration, SLMs, ID Card
- Credit Transfer
- Reception including telephone calls, face to face queries
- Any other work assigned by RD as and when required

Sh. S. Balaji, Section Officer will report to the Senior Regional Director and will be assisted by Ms. P. Ilamathi, ASO, Mr. R. Harish, JAT (in the Afternoon Session) and one D/W Attendant

7. Mrs. P. Ilamathi, Assistant Section Officer

- Reception
- Inward maintenance
- Outward maintenance
- Records/Files related to inward & outward
- Assisting the work of AR & SO

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

To

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

Regional Director