

## **ROLE AND RESPONSIBILITIES OF RC AND ITS STAFF:**

Regional Centres are centres established and maintained by the University as per the Statutes of the IGNOU Act (1985) for the purpose of coordinating and supervising the work of the Study Centres and all Learner Support Centres in any region and for performing such other functions as may be conferred on such Centre by the Board of Management. RCs have been established with the support and cooperation of the respective State Governments. RCs are mainly responsible for the delivery of IGNOU programmes, promotion of ODL system in the state/region; organization and conduct of learner support services and establishment, maintenance and monitoring of Learner Support Centre (LSCs) in the region. RCs also play an important role in staff development activities at the local/state level.

The activities of Regional Centre are broadly categorized as academic, promotional, administrative and financial which are summarized below:

### **Academic Activities:**

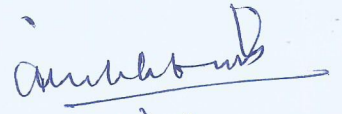
- Identification and establishment of LSCs
- Appointment of academic counselors at LSCs
- Activation of Programmes at LSCs
- Coordination with Schools for transaction of Curricula
- Supervision and monitoring of academic support services at LSCs
- Organizing publicity and promotional meets
- Providing pre and post admission counseling services
- Maintaining learner records
- Organizing academic seminars, workshops and field based activities, extended contact programmes etc
- Periodical monitoring of academic and administrative activities of LSCs
- Monitoring, handling of assignment submitted by LSC and data entry of evaluated assignments at the RC
- Planning and conduct of Examination-theory, practical and viva-voce (projects)
- Identification of Term-end examination centres and monitoring of Term end examinations
- Conduct of training and capacity building programmes
- Providing learner support through interactive Radio Counselling and internet based counselling
- Attending to queries by post, by email, over telephone, and in person
- SMS services for students as well as with LSCs
- Participating in web conferencing
- Organizing teleconvocation and distribution of degrees
- Providing student grievance redressal

**Promotional Activities:**

- Develop Promotional and publicity material, identify journals and magazines for publishing
- Periodical meetings with LSCs and feedback meetings with Academic Counsellors, functionaries especially with students
- Collaborate with institutions and organizations within the region to organize seminars, symposia, workshops for sensitizing and spreading awareness about the University programmes and its delivery mechanisms
- Participate in book fairs and exhibitions and disseminate the promotional materials in such meetings
- Visit institutions and liaison with state governments and voluntary organizations for promoting and popularizing IGNOU programmes

**Administrative & Financial activities:**

- Proposal for appointment of DW staff at RCs and Part Time Staff at LSCs
- Maintenance of service records
- Purchase and maintenance of furniture and equipment
- Fiscal management of the RC, maintenance of accounts and imprest and budget preparation
- Periodical monitoring of administrative and financial operations of LSCs
- Extending support and cooperation in conducting internal and external audit of RCS and LSCs



Regional Director  
RC Jorhat