

Dr Masood Parveez, Ph D.,  
Senior Regional Director

IG/RCP/16/Monitoring/2016/\_\_\_\_  
March 30, 2016

The Coordinator / Programme – in – Charge  
IGNOU Regular / Programme / Special Study Centre  
Pune Region

Sub: Monitoring of Functioning of the Study Centres

Dear Sir / Madam,

You may aware that monitoring the academic, administrative and financial functions of the study centres, in order to maintain quality of the learner support services, as prescribed by the University, is one of the prime responsibilities of the Regional Centres. Due to many reasons this activity could not be undertaken by the Regional Centre in a formal manner. Strict instructions have been issued by HQ of the University to undertake monitoring of functioning of study centres of the region in a regular basis and submit the reports on weekly basis.

Keeping in view of the above, the Regional Centre has developed formats for monitoring the academic, administrative and financial functions of the study centres. The formats are attached for your reference.

A team from the Regional Centre would visit your study centre for this purpose, giving prior intimation. You are requested to kindly keep the documents and records pertaining to the academic, administrative and financial functions of your study centre, mentioned pointwise in the monitoring formats, ready for the inspection and verification of the monitoring team. Authenticated copies of the documents, as mentioned in the format may also be given to the monitoring team.

Your cooperation in smooth conduct of the inspections, for improving functioning of the study centre is solicited.

Thanking you and with regards,

Yours sincerely,

(Masood Parveez)