

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

REGIONAL CENTRE, PATNA

OFFICERS IN CHARGE OF VARIOUS STUDENT SUPPORT SERVICES

Sl No	Name & Designation of the officer	Responsibilities	Room Number	Contact Number
1	Dr Abhilash Nayak Regional Director	<ul style="list-style-type: none">• Issuance of Bona fide Certificates / Migration Certificate / Course Completion Certificates and Student Identity Cards• PIO for RTI at the Regional Centre and all legal matters• Overall monitoring of Term End Examinations and Entrance Tests• Issue of NOC for inter-regional transfers;• Handling grievances on iGRAMS and monitoring of public grievances;	RDs Chamber	9438036660
2	Dr Shalini Assistant Regional Director	<ul style="list-style-type: none">• Nodal Officer of the Students Service Unit at the RC (reply of student queries received through e-mail (ignourcpatna@gmail.com))• Supervision of issuance of degree certificates pertaining to convocation• Monitoring of Counselling related activities;• Organisation of Placement Drives at the RC• Supervision of organization of Alumni Meet at LSCs/RC	1	9470717859
3	Dr Meeta Assistant Regional Director	<ul style="list-style-type: none">• Monitoring and supervision of practical courses of all Programmes;• Monitoring of viva voce examinations of all programmes and maintenance of records pertaining to Project Reports/Synopses, and conduct of Viva Voce of all Programmes;• Processing and submission of practical awards to Headquarters;	6	9097442471

		<ul style="list-style-type: none"> • Handling TEE related issues/Hall tickets etc • Looking after student queries related to examinations on day-to-day basis • Organisation of ECP Programmes of PGDHE, PGDSLM and all other programs with compulsory component of contact programmes • Monitoring the conduct of workshops, internships and other activities related to BEd. • All DPE related activities. 		
4	Dr Shalini Dixit Assistant Regional Director	<ul style="list-style-type: none"> • Monitoring of assignment related activities of the RC & S.Cs.; • Monitoring of receipt of assignment awards from the learner support centres; • Looking after student queries related to assignments on a day-to-day basis • Processing and Updation of Assignment awards; • Nodal Officer RC CASH Committee Against Sexual Harassment) • Monitoring of library activities, maintenance of its records, purchase of books and journals; 	2	8789845019
5	Dr Asif Iqbal Assistant Regional Director	<ul style="list-style-type: none"> • Supervision of Admission/Re-registration including scrutiny of admission forms (all programmes, both online and offline) • Looking after student queries related to admissions on a day-to-day basis • Activation of New Programmes at the LSCs • Supervision of Change of Programme/Course/Medium/RC/SC • Nodal officer for Organising and monitoring promotional activities and 	5	8084963566

		extension activities like Swacch Bharat Abhiyan, Unnat Bharat Abhiyan and Village Outreach Programme		
6	Mr Rajesh Kumar Sharma Assistant Registrar	<ul style="list-style-type: none"> Monitoring of the dispatch of study materials to the students 	4	7004961500

Regional Director