

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI-110 068

**DUTIES AND RESPONSIBILITIES OF IGNOU
 EMPLOYEES**

ACADEMIC STAFF

**DUTIES AND RESPONSIBILITIES OF IGNOU TEACHERS
 (PROFESSOR, ASSOCIATE PROFESSOR, ASSISTANT PROFESSOR)**

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Nature of Activity
a. Course Design, Development, Maintenance, Programme/ Programme Coordination; Training; Development of Training Materials; and Supervising for PhD programmes
Development of Handbook/ Programme Guides/ Manuals; Policy documents; e-Content; MOOCs; Self Learning Material (SLM); e-SLM; webcast lectures; etc. Design & Development of academic programmes; Preparation of Concept note and instructional design of academic programmes; Curriculum design and development of courses; Revision of courses and updating content; Programme Coordination and maintenance of academic programmes; Writing of units for SLM; Editing of SLM: Content editing; Format editing; Language editing. CRC preparation and Vetting of proofs; Preparation of concept note and scripts for audio and video programmes; Conduct of training programmes for ODL functionaries; Preparing the training proposals and developing the training materials and training content. Attending to queries of stakeholders; Providing counseling support to learners through various media and channels. Taking classes for PhD scholars; Guiding and supervising PhD scholars.

I b. EXAMINATION DUTIES

Nature of Activity
Question Paper Setting
Invigilation including Practical
Observer

Assignment Preparation
Evaluation Of Answer Scripts
Monitoring and Evaluation
Project Proposal
Project Reports/ Fieldwork reports/ etc.
Conduct of viva voce

I c. INNOVATIVE TEACHING - LEARNING METHODOLOGIES, UPDATING OF SUBJECT CONTENTS/COURSES, MENTORING, ETC.

Nature of Activity
Innovation in Curriculum Design
Linkages With Industry And Multiple Target Groups
Teaching Learning Methodology For Transaction Of Curriculum And Use Of Technology For Learner Support
Use of Multiple Media In Delivery Of Instruction
Development Of e-Content And Online Delivery of Instruction Such As Online Courses, Open Educational Resources (OERs),
Development of Massive Open Online Courses (MOOCs),
Development of Web Based Repository/ Portals
Development of Educational Content on SWAYAM, SWAYAMPBHA Social Media; etc.;
Revising and Updating Printed SLMs and e-Content,

CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

Nature of Activity
Student related co-curricular, extension and field based activities
(i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events as assigned.)
(ii) Other co-curricular activities
(iii) Extension and dissemination activities (Public / Popular lectures/talks/seminars etc.)
Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. i) Administrative responsibility (including as Dean / Director /Head/ Chairperson / Convener / Faculty Convenor/Teacher-in-charge/similar other duties that require regular office hrs for its discharge). (ii) Participation in Board of Studies, Academic and Administrative Committees/Faculty Council/School Board/School Council etc. lii) Member of statutory bodies of the University as well as other HEIs.
Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher /faculty development courses, membership of associations, dissemination and general articles and any other contribution).

**DUTIES AND RESPONSIBILITIES OF IGNOU OTHER ACADEMICS
(DIRECTOR, ADDITIONAL DIRECTOR, DEPUTY DIRECTOR, REGIONAL
DIRECTOR, SENIOR PRODUCER, ASSISTANT DIRECTOR, ASSISTANT
REGIONAL DIRECTOR, PRODUCER)**

**CATEGORY1: PROGRAMME DELIVERY, STUDENT SUPPORT, MANAGEMENT AND
EVALUATION RELATED ACTIVITIES & TRAINING**

Nature of Activity
a. Implementation and monitoring of ODL programmes / courses, curriculum transaction and delivery through multiple modes*
b. ICT mediated teaching learning processes, management of Learner support, and application of new technologies for ODL. Application of technologies for implementation of ODL through various media; Organizing and conducting academic counselling through multiple channels; Implementation of student support, evaluation and programme delivery; Development of e-resources; conduct of systemic research, feedback & learning analytics and impact and assessment studies. Identification and empanelment of academic counsellors, Coordinators and functionaries of Learner Support Centres; Monitoring/ evaluating performance of Learner Support Centres, Regional Centres, and other Units at Headquarters. Organizing workshops/ seminars/ conferences/ statutory bodies/ high power committee meetings and providing academic inputs: preparing concept papers, proposals, reports, manuals, policy documents etc. Multimedia/ Edusat/ webcast lectures/ preparing MOOCs/ e-innovations/ etc.
c. Innovative initiatives/ schemes and upgrading services etc. Upgrading learner support services, extending services, facilities to learner support centres; Creating avenues for mentoring and peer group learning. Recording/transmitting/ uploading of multimedia resources/ e-content/ e-SLM Focus group meets with marginalized sections, PwD learners, defense & paramilitary personnel; Interface between alumni and students; creating avenues for mentoring and peer group learning & interaction; Promoting extracurricular activities; creating and maintaining blogs, newsletters, e-journals etc; Creating industry-academia linkages; setting up innovation clubs and incubation centres; Extending CSR activities; Attending to learner inquiries and grievance redressal of learners Providing inputs to various Departments of the University and Govt. for preparation of reports/manuals/profiles and related documents; Creating and regular updating of Institutional databases and records; Uploading documents on e-Gyankosh, SWAYAM, etc. Transmission/ teleconferencing/ academic channels/ Gyanvani / Gyandarsan, Gyandhara, SWAYAM, SWAYAMPBHA Social Media, etc;

CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

Nature of Activity
Student related co-curricular, extension and field based activities
(i) Co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events as assigned.)
(ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)
(iii) Extension and dissemination activities (Public / Popular lectures/talks/seminars etc.)
Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. i) Administrative responsibility (including as Dean /Director/ Principal / Chairperson / Convener / Regional Director/ Academics-in-charge/ similar other duties that require regular office hrs for its discharge). (ii) Participation in Statutory Bodies, Academic and Administrative Committees
Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher /faculty development courses, membership of associations, dissemination and general articles and any other contribution).

DUTIES AND RESPONSIBILITIES OF IGNOU NON TEACHING STAFF

S.No.	Name of the post	Duties and responsibilities
1.	Deputy Registrar	Executive Administration, appointment and Co-ordination of division's work. Preparation of advertisement, arrangements for inviting tender opening committee, tender evaluation. Verifying of roster of non-academic positions, determination of vacancies for various categories, preparation for items for establishment committee/grievance redressal committee and BOM, vigilance matters, preparation of replies of question of Lok Sabha/Rajya Sabha, supply of material for annual report, calculation of terminal/pensionary benefits of employees superannuating, conducting DPC/MACP Selection committee for recruitment for non-teaching posts, VIP queries.
2.	Public Relation Officer	Planning, Co-ordinating, executing and liasioning with different departments, and division of headquarters for effective support, disbursing publicity material relating to IGNOU to various agencies and media outlets.
3.	Assistant Registrar	Assisting Deputy Registrar, looking after the administrative aspects of division. Preparation of budget estimates and revised estimates, Audit matters (both internal and external), Processing, procurement of all items (electrical, electronic, furniture's, transport). Verifying of roster of non-academic positions, preparation for items for establishment committee/ grievance re-dressal committee and BOM, vigilance matters, preparation of draft replies of question questions of Lok Sabha/Rajya Sabha, supply of material for annual report, calculation of terminal/pensionary benefits of employees superannuating, preparation for DPC/MACP Selection committee for recruitment for non-teaching posts, VIP queries
4.	Security Officer	Arrangements of security for headquarters, security for the Maiden Garhi Housing Complex, maintaining security in the event disturbances.
5.	Assistant Director (Software)	Pre/post examinations processing, result preparation, developing new systems (programme), statistics.
6.	Section Officer	Overall supervision of section, physically verification of movable and immovable items of divisions and regional centres, procurement of stationary items, preparation and maintenance of rosters for non-academic positions, compiling lists of pending vigilance cases, calculation of

		terminal/pensionary benefits of employees superannuating, appointment of consultant, daily wages employees
7.	Private Secretary	Secretarial Assistance to Registrar/ Director of the concerned division
8.	Executive (Data Processing)	Pre/post examinations processing, daily user's requirements
9.	Assistant Section Officer	Preparing imprest bills, procurement of printing papers, Replying to complaints from outside and Regional Centres, inventory taking, preparing draft replies on RTI matters
10.	Personal Assistant	Secretarial Assistance to Deputy Registrar/Assistant Registrar
11.	Assistant Executive (Data Processing)	Entry of TEE grades, exam forms, address change, pre/post examinations processing, revised grade cards preparation, daily user's requirements
12.	Assistant	Dealing with official matters through files, Processing of pre-tender and post tender formalities, procurement of items, Processing of bills Processing of Annual Maintenance contracts (AMC) Work related to maintenance and repair of equipments, printing, & administrative activities of section, etc.
13.	Steno	Assistance to Assistant Registrar and Section Officer (dictation, preparation of agenda, minutes of meeting, liaison work)
14.	Junior Assistant-cum-Typist	Receipt and dispatch of various communication (both within and without the University), Typing, answering queries of students (verbal, telephonic and through e-mail), assistance to SO and Assistant.