REGULAR EMPLOYEES AT IGNOU RC DELHI-2, NEW DELHI

S.N.	Name	Designation	Email ID	Responsibilities
1	K.C. Dalai	Regional Director	rcdelhi2@ignou.ac.in	**Overall In-charge of Regional Centre**
2	Dr. M.A Laskar	Assistant Regional Director (Sr.)	malaskar@ignou.ac.in rcd2acad@ignou.ac.in rcd2assignments@ignou.ac.in	**Academic Section I – In-charge** *Major Activities:* • All issues pertaining to the assignments received from Learner Support Centers and other RCs/Hqrs. • All issues related to appointment, renewal of coordinators/PIC functionaries of all LSCs. • RTI/Court Cases related matters and its coordination with other sections. • Any other work assigned by the Regional Director.
3	Mr. Manoj Tirkey	Assistant Regional Director (Sr.)	manojtirkey@ignou.ac.in rcd2mdu@ignou.ac.in	**Study Material Distribution and Academic Section II – In-charge** • Distribution of study material • Appointment and renewal of Academic Counsellors and evaluators including the updation and maintenance of data base of the Academic

				Counsellors of Regional Centre Delhi-2. • Coordination with LSCs for preparation, compilation, analysis of Monthly Monitoring Report and Counselling Schedule, to be updated at RSD portal and RC Delhi Delhi-2 website. • Coordinators/ PICs meetings, conduct of Orientation Programme for Academic Counsellors and other allied activities. • Any other work assigned by the Regional Director.
4	Dr. Rita Chauhan	Assistant Regional Director (Sr.)	ritachauhan@ignou.ac.in rcd2exam@ignou.ac.in	**Examination Section- In-charge** *Major Activities:* • Term End Examination(Theory) of all the programmes • Term End examination (Practical) of all the programmes BCA, MCA, CIT, BSC, SOHS Programmed etc including Internship related matters. • Mini Projects • Entrance Examination and online Examination • Convocation
5.	Dr. Vinita Katiyar	Assistant Regional Director (Sr.)	Vinita.katiyar@ignou.ac.in	**Student Support Cell-In-charge**

			rcd2ssc@ignou.ac.in	Major Activities: • Evaluation of project Report and Viva Voce of BCA, MCA, MAAN, MAEDU, BBARL, etc • Monitoring SSC for student support: for RC change , course change/address change/Duplicate I card/Name correction etc in coordination with Admission Cell. • Library, Placements and new Initiatives • WC,TC,Gyan Darshan.
6	Dr. Meena Singh	Assistant Regional Director (Sr.)	meenasingh@ignou.ac.in rcd2admission@ignou.ac.in	**Admission Section-Incharge** • Fresh admission including merit based programmes. • Re-registration , monitoring of dropouts and initiating action to reduce dropouts and other related activities.
7	Sh. R. Shivraj	Assistant Registrar	rshivraj@ignou.ac.in	**Administration & Finance Section- In-charge**
8	Mrs. Urmila Devi	Section Officer	urmila@ignou.ac.in	• All finance and accounts related activities • Processing of TA, medical claims, income tax, salaries of RC & SCs
9	Mrs. Sadhna Bhatia	Executive(DP)	sadhnabhatia@ignou.ac.in	Supporting Examination Section
10	Mrs. Deepali Grover	Executive(DP)	dgrover@ignou.ac.in	Supporting Admission Section. • Admission Database

				management • Maintenance of Computers, Software, Printers
11	Sh. Mintra Pal	Executive(DP)	mintrapal@ignou.ac.in	Supporting Academic & Assignment Section
12	Mrs. Geeta Gambhir	Assistant Executive(DP)	geetagambhir@ignou.ac.in	Supporting Student Support & Project Section
13	Sh. Krishan Gopal	PA	krishangopal@ignou.ac.in	• PA to RD • Assist academic division and look after RTI
14	Sh. Ravindra Pratap	SPA	rpratap@ignou.ac.in	• Managing the RC Library , IRC , TC, Placement activities. • Supporting Admission division
15	Sh. Anil Kumar	Executive Assistant	anilkumar_rc2@ignou.ac.in	• Handling of Cash & Payments
16	Sh. Jagbir Singh	Executive Assistant	jagbirsingh@ignou.ac.in	• Sale of Prospectus
17	Sh. Jamuna Prasad	Executive Assistant	jamunaprasad@ignou.ac.in	Supporting Finance & Administration
18	Mr. Rakesh Kumar	JAT	rakeshkr@ignou.ac.in	Store, Purchase, Maintenance and repairs
19	Mr. Jitender	Stenographer	jitender@ignou.ac.in	Supporting Academic section
20	Mr. Vikas Kumar Meena	JAT	vkmeena@ignou.ac.in	Supporting MADU section