

**1. Details of the Teacher/ Academic:**

<b>Name &amp; Date of Birth:</b>	Dr Geetika S Johry, 18 <sup>th</sup> August 1969
<b>Date of Joining in IGNOU:</b>	01 <sup>st</sup> May, 2009
<b>Current Designation:</b>	Associate Professor
<b>Pay Scale as on date:</b>	Rs 1,39,400/=
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>* PhD – Jamia Millia Islamia (Central University), New Delhi</li> <li>* M. Com (Marketing Specialization) –Department of Commerce, University of Delhi</li> <li>* B. Com (Hons) - University of Delhi</li> <li>* Post Graduate Diploma in Distance Education (PGDDE)- IGNOU</li> </ul>

**2. Honour/Award/Fellowship/membership of Professional body/ Statutory body (internal/ external) received by the Teacher/ Academic:**

<b>Name of the recipient</b>	<b>Honour /Award/ Fellowship name/ membership of Professional body/ Statutory body</b>	<b>Agency name /Name of statutory body/ institution/ Apex body</b>	<b>Period</b>
Dr Geetika S Johry	Member	School Council	May 2009 till date
	Member	School Board, School of Vocational Education & Training (SOVET)	*August 2009 to October 2015, *October 2018 till date---
	Convener	School Council	*April 2010 to April 2011 *October 2017 to October 2018
	Member	School Board, School of Engineering Technology (SOET)	October 2014 to September 2016
	Member	Doctoral Committee	October 2014 - till date
	Convener	Library Convener	November 2016 to November 2018

	Coordinator	Media Activities (EMPC): IRC, GD	October 2018 till August 2020
	Coordinator	NAAC	March 2022 onwards

**3. Books/Book Chapter:**

- Co-author/co-editor if any, title, place of publication, publisher, Year, page (no) s, ISBN No

SL No.	Name of Author1/ Editor 1, & Co- author (s) / Co-editor (s) (if any)	Title of chapter/book	Place of publication	Publisher	Year	Total Pages	ISBN No.
1	Prof R.G.Saxena and Dr Geetika S Johry	Principles and Practice of Auditing	Mumbai	Himalaya Publishing House	2018	01-684	978-93-5299-335-2
2	Dr Geetika S Johry	Office Procedure-II	New Delhi	IGNOU	2019		978-93-88980-87-6
3	Dr Geetika S Johry	Office Procedure-I	New Delhi	IGNOU	2019		978-93-88980-86-9
4	Dr Geetika S Johry	Effective Communication	New Delhi	IGNOU	2021		978-93-5568-105-8
5	Dr Geetika S Johry	Art of listening	New Delhi	IGNOU	2021		978-93-5568-105-8
6	Dr Geetika S Johry	The Secretary	New Delhi	IGNOU	2021		978-93-90773-89-3
7.	Dr Geetika S Johry	Corporate Social Responsibility: Policy and Rule related Guidelines	New Delhi	IGNOU	2023		978-93-5568-999-3
8.	Dr Geetika S Johry	CSR and Implementation Agencies	New Delhi	IGNOU	2023		978-93-5568-999-3

9.	Dr Geetika S Johry	Use of Participatory Method	New Delhi	IGNOU	2023		978-93-5568-999-3
10.	Dr Geetika S Johry	Stakeholders Engagement and Participation	New Delhi	IGNOU	2023		978-93-5568-999-3
11.	Dr Geetika S Johry	CSR Programme Planning	New Delhi	IGNOU	2023		978-93-5568-999-3
12.	Dr Geetika S Johry	CSR Project Formulation & Management	New Delhi	IGNOU	2023		978-93-5568-999-3
13.	Dr Geetika S Johry	Monitoring of CSR Projects/ Programs	New Delhi	IGNOU	2023		978-93-5568-999-3
14.	Dr Geetika S Johry	CSR audit & Social audit	New Delhi	IGNOU	2023		978-93-5568-999-3
15.	Dr Geetika S Johry	Evaluation of CSR Projects/ Programs	New Delhi	IGNOU	2023		978-93-5568-999-3
16.	Dr Geetika S Johry	General Overview of IPR	New Delhi	IGNOU	2024		978-93-6106-917-8
17.	Dr Geetika S Johry	History and Evolution of IPR	New Delhi	IGNOU	2024		978-93-6106-917-8
18.	Dr Geetika S Johry	Copyright and Related Rights	New Delhi	IGNOU	2024		978-93-6106-917-8

**4. Research Articles/Publications:**

SL No.	Author/ Co-author (if any)	Title	Name of Journal	Volume	Page no. (s)	Year	ISSN No
1.	Author	“Vocational Education & Training prepares for the Jobs of Tomorrow”	University News (Association of Indian Universities)	Vol. 46 (20)	16-18	May 19-25, 2008	0566-2257

2.	Author	“Vocational Education & Skill Development through National Qualification Frameworks”	University News (Association of Indian Universities)	Vol. 52 (30)	17-19	July 28 - Aug 03, 2014	0566-2257
3.	Author	Objectives of the vocationalization of education MUST BE REDEFINED IN CHANGED CONTEXT	Curriculum	Vol.5 (1)	08	Nov 16, 2014	RNI No. UTTENG/2 010/37634
4.	Co Author	“Vocational Education and Skill Development”	Productivity E-News published by National Productivity Council, New Delhi	Vol.51 (10)	24-28	Dec 2014	
5.	Co Author	Essentials of Communication Skills for the Life Insurance Agents in the State	Proceedings on Conference of Brand Mgt, CBM-2016 Emerald Group Publishing (India) Private Limited		113	April 16 - 17, 2016	ISBN: 978-1-78635-411-2
6.	First Author	Skilling Youth for Nation Building- Policy and Initiatives	Indian Journal of Vocational Education (PSSCIVE, Bhopal)	Volume 24 & 25	38-50	Oct 2017- Mar, 2018 and April 2018- Sept 2018	0972-5830
7.	First Author	Blended Learning Approach and Student's Satisfaction: A Case Study of IGNOU Programmes	Indian Journal of Open Learning (IJOL)	Volume 28, Issue 1,		Jan 2019	0971-2690
8.	Author	Role of Public Sector Enterprise in Environmental Conservation and Sustainable	International Journal of Science & Engineering Development	Vol.7, Issue 9,	506 - 511,	September-2022,	2455-2631

9.	First Author	Development: A Case Study of NTPC	Research (IJSR)				
		Implementation of Vocational Training for Life Insurance Agents to Sustain Self Employability (A study of the Northeast India)	International Journal for Research in Engineering Application & Management (IJREAM)	Vol-08, Issue-08,	36-43	Nov 2022	2454-9150
10.	First Author	The Essence of Effective Communication Skills for Life Insurance Agents and Its Impact on Consumer Buying Behaviour (A Study of The Northeast India)	International Education & Research Journal [IERJ]	Vol: 8, Issue: 1	42-46	Nov 2022	2454-9916
11.	First Author	The study of Base line Factors for the Service Satisfaction of Life Insurance Consumers in Imphal East, Manipur	International Journal of Science & Research Archive (IJSRA)	Vol: 8, Issue: 1	23-30	Jan 2023	2582-8185

**5. Policy Documents Reports/ Mimeos:**

S No.	Title	Institution/ Agency	Year
1.			

**6. MOOCs/ e SLMs/ e Modules developed:**

S No.	Author/ Co-author (if any)	Title	Credits	Level	Host Portal: (SWAYAM/ NPTEL/ NMEICT/ ePG Pathshala/ Any Other)	Year	Web link

SL No.	Author/ Co-	Title	Name of Journal	Volume	Page no. (s)	Year	ISSN No
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<b>author (if any)</b>							

**7. Presentation/Invited talk/Chair in National or International Seminar/Conference/ Workshops (Please do not mention if it is only participation without presentation)**

S No.	Author/ Co author (if any)	Title of presentation, /Talk/Lecture	Name Organizing institute	Conference	City	Date and Year
1.	Co- Author	The study of Baseline Factor for Service Satisfaction of Life Insurance Consumer in state of Manipur	Department of Management Studies, IIT Delhi, India	International Conference on Research in Marketing	New Delhi	21 <sup>st</sup> - 22 <sup>nd</sup> December 2013
2.	Co- Author	Implementation of Vocational Training for Life Insurance Agent to sustain self- Employability	IIM, Indore	International Conference on Excellence & Research & Education CERE	Indore	May 2013
3.	Co- Author	Essentials of Communication Skills for the Life Insurance Agents in the State	IIT, Delhi	Conference on Brand Management (CBM 2016)	New Delhi	April 16- 17, 2016
4.	First Author	Capacity building through blended approach: A case study of IGNOU programmes	STRIDE, IGNOU	International Seminar in Skill Development through ODL	New Delhi	9 <sup>th</sup> - 11 <sup>th</sup> March, 2017
5.	First Author	Skilling youth for Nation Building: Policy and Initiatives	STRIDE, IGNOU	International Seminar in Skill Development through ODL	New Delhi	9 <sup>th</sup> - 11 <sup>th</sup> March, 2017
6.	Second Author	“The Study of Thematic Area of Corporate Social Responsibility Framework Implemented in	Amity University, Madhya Pradesh	International Conference on Digitalization, Innovation Transformation and	Virtual Mode	12 <sup>th</sup> Nov, 2022

		the State of Sikkim”		Sustainability in Business Management & Social Science		
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**8. Study Tour Organised/ Participated/ Attachment Organized/Internship:**

S No.	Details of the tour	Name of coordinating body	Duration
1.			

**9. Consultancy assignment (if any):**

S No.	Organization/ agency	Cost, title of consultancy	Duration

**10. Details of Institution/ Government/ Industry / own Institution Sponsored Research Projects (including Programme Evaluation) and Amount (Both completed and ongoing):**

S No.	Agency	Amount	Duration with dates	Status i.e., ongoing/ completed

**11. Details of PhD and MPhil Scholars (including those awarded degree):**

S No.	Name and enrolment no:	Year of registration	Year of completion/ award
1.	Mr Haolenlal Gangte, (Enrol No) 118700306	July 2011	Completion: Oct 2017 Awarded: April 2019
2.	Mr Brij Mohan Prabhakar, (Enrol No) 210270319	July 2021	In progress
3.	Mr Ch. Venketeshwar Rao (Enrol No) 225035360	July 2022	In progress

**12. Details of Programmes/ Courses coordinated/ written/ edited/ translated:**

SL No	Programme	Course	Unit (print)/ Audio/ Video/ e SLM	Coordinated/Written/ Edited (content/ language/ format)/ Translated	Period
1.	<b>Diploma in BPO Finance and Accounting (DBPOFA) (32 credits)</b>	All the seven courses viz * Introduction 2 Finance and Accounting BPO (BPOI – 001) *Fundamentals of Accounting (BPOI – 002) *Procure to Pay (BPOI – 003) *Order to Cash (BPOI – 004) *Record 2report (BPOI-005) *English Communication (BPOI – 006) *IT Skills (BPOI – 007)	*All 7 courses printed (20 Blocks, Unit: 115) *Audio CD developed for course BPOI – 006 (Approx 36 Units of 3 hours and 20 minutes) * Programme Guide, *Prospectus, *Brochure and Poster, & Assignment Preparation.	Coordinated, Format editing, proof reading, Ferro Checking, Cover design, credit page etc Of courses BPOI – 006 & BPOI - 007	2009 till date
2.	<b>B. Ed (VET) (Under development) (24 credits)</b>	<b>Foundation Course in Commerce Area Elective Courses</b> *Insurance *Banking *Retailing *Office Mgt and Secretarial Practice	-----	Coordinated; <b>proof reading</b> done for courses on <b>Office Management and Secretarial Practice, Retail and Banking. CRC ready</b> for course on <b>Office Management and Secretarial practice</b>	2009 till 2013
3.	<b>M.Sc (Actuarial Sciences) (not under offer anymore) (6 credit)</b>	Finance and Financial Reporting	Face to face: 16 weeks of teaching in 2 <sup>nd</sup> Semester (On campus programme)	Teaching Faculty	January 2010 to May 2012
4.	<b>Certificate and Diploma Programmes in Entrepreneurs</b>	Courses in Area of: Computer Hardware; Publishing; Retail Management;	-----	*Coordination, *Admission, *Moderation, *Monitoring till July	May 2009 till Jan 2012

	<b>hip and Skill Development (DESD/ CESD) (Not under offer any more)</b>	School Service; Garment Manufacturing		2012 *Reconciliation of student's data with SRD	
5.	<b>Diploma in Modern Office Management (DMOP) (Under development) (32 credit)</b>	All Five courses: *Communication Skills, *Computer Skills, *Secretarial Practice, *Stenographic Skills and *Office Procedures	*All five-course in development stage *Programme guide prepared and in CRC format	Coordinated, Format editing, proof reading, written	2010 till 2016
6.	<b>Certificate in Communication &amp; IT Skills (CCITSK)</b>	Two Courses BPOI – 006 & BPOI – 007 (English & IT Skills)	Both courses printed (15 Blocks and 60 Units)	Coordinated, Format editing, proof reading, Ferro Checking, Cover design, credit page etc Of courses BPOI – 006 & BPOI - 007	2011 till July 2019
7.	<b>CBSE Class IX and Class X: Marketing and Sales</b>	Marketing and Sales	*Introduction to Marketing & Sales (Class IX)  *Introduction to Marketing Mix (Class X)	Written  Written	2015 - 2016  2015-2016
8.	<b>B.Voc ( Retail Management) (Not under offer)</b>	<b>Core Area:</b> Retail <b>General Courses</b> Marketing, Communication Skills, IT Skills and Business Organisation		Coordinated	2015 till 2018-19
9.	<b>PGDPSM programme (32 credits)</b>	MVE-005(6 credit) MVE – 006 (6 credit)		Course Coordinator	July 2019 – till 2023

10	<b>Diploma in Modern Office Management (DMOP) (Under development) (32 credit)</b>	All Five courses: Communication Skills (BSSI 011): <b>8 credits</b> Computer Skills (BSSI 012): <b>6 credit</b> Secretarial Practice (BSSI 013): <b>4 credits</b> Stenographic Skills (BSSI 014): <b>8 credits</b> Office Procedures (BSSI 015): <b>6 credits</b>	*Written one <b>Unit on: The Secretary</b> * Programme Guide prepared, *Prospectus, *Assignment Preparation for the course on Secretarial Practice * 4 Audio Assignments developed for course Stenographic Skills	*Coordinated, * Format editing, *Proof reading, *Ferro Checking, *Cover design, *Credit page etc Prepared for all the five courses	<b>New program Launched in January 2020 - till date</b>
11.	<b>REVISED program Diploma in BPO Finance and Accounting (DBPOFA) (32 credits)</b>	All FIVE courses in Semester 1 Revised with <b>Major REVISION</b> viz * Introduction to Finance and Accounting BPO (BPOI – 101) *Fundamentals of Accounting (BPOI – 102) *Procure to Pay (BPOI – 103) *Order to Cash (BPOI – 104) *Record 2report (BPOI-105)	Revised and Edited course: <b>Fundamentals of Accounting (BPOI -102)</b>	Coordinated, Format editing, proof reading, Ferro Checking, Cover design, credit page etc Of all the five courses	<b>Revised program Launched in July 2021- till date</b>
12.	<b>B.A. (Vocational Studies) Micro, Small, Medium Enterprises (BAVMSME) 132 Credit</b>	*CSR Projects & Programme (BERC 131), 6 credits * IPR for MSME's and Start-ups (BERC 132), 6 credits *Institutional Support to MSME's (BERE 141) 6 Credits	* Written nine units for CSR course  * Written three units for IPR course	Proposer & Programme Coordinator *Coordinated, * Format editing, *Proof reading, *Ferro Checking, *Cover design, *Credit page etc	<b>Programme launched in July 2022</b>

		*Documentation for MSME (BERE 142) 6 Credits			
13.	<b>B.A. Micro, Small, Medium Enterprises (BAMSME) 120 Credit</b>	<p>*CSR Projects &amp; Programme (BERC 131), 6 credits</p> <p>* IPR for MSME's and Start-ups (BERC 132), 6 credits</p> <p>*Institutional Support to MSME's (BERE 141) 6 Credits</p> <p>*MSME's in India: Documentation and Compliance (BERM 161) 4 Credits</p>		<p>Proposer &amp; Programme Coordinator</p> <p>*Coordinated,</p> <p>* Format editing,</p> <p>*Proof reading,</p> <p>*Ferro Checking,</p> <p>*Cover design,</p> <p>*Credit page etc</p>	<b>Revised Program as per NEP 2020 launched in July 2024</b>
14.	<b>Bachelor of Commerce (Applied Skills) (BCOMAS) 60 credits</b>	<p><b><u>Compulsory courses (All 6 credit courses):</u></b></p> <p>*<b>BCOC 131</b> Financial Accounting</p> <p>*<b>BCOC 132</b> Business Organization and Management</p> <p>*<b>BCOC 133</b> Business Law</p> <p>*<b>BCOC 134</b> Business Mathematics and Statistics</p> <p>*<b>BCOC 135</b> Company Law</p> <p>*<b>BCOC 136</b> Income Tax Law and Practice</p> <p>*<b>BCOC 137</b> Corporate</p>	-----	Programme Coordinator	<b>New program launched in July 2023</b>

		Accounting <b>*BCOC 138</b> Cost Accounting  <u><b>Anyone course</b></u> <u><b>(In Semester 1 &amp; 2 each):</b></u> <b>*BEVAE-181</b> Environmental Studies 4 credit <b>*BEGAE-182</b> English Communication Skills 4 credit <b>*BHDAE- 182</b> Hindi Bhasha 4 Cr  <u><b>Anyone course in Semester 3:</b></u> <b>*BCOS-183</b> Computer Applications in Business 4 Cr <b>*BCOS-184 E-</b> Commerce 4 Cr <b>*BTMS-185</b> Airport Handling 4 credit <b>*BEGS-186</b> Business Communication 4 credit			
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**13. Training programmes designed and conducted, duration and dates**

SL No.	Programme	Dates	Place	Number of Participants
	Train the Trainers (TTT) for BPOI – 006 course (English Communication)	25 <sup>th</sup> May 2010 to 26 <sup>th</sup> May 2010	IGNOU HQ's	Twelve participants and Three Resource persons
	Train the Trainers (TTT) for BPOI – 007 course (IT Skills)	12 <sup>th</sup> August 2010 to 13 <sup>th</sup> August, 2010	IGNOU HQ's	Ten participants and Two Resource persons

**14. Details of Counselling sessions conducted:**

SL No.	Programe	Course	Place	Dates	Duration	Mode (Specify- Face to Face Radio counselling Teleconferencing Web conferencing Any Other)
1.	DBPOFA	Courses BPOI – 001 to BPOI – 005	IGNOU , HQ's	2010	3-4 hours	Face to face & Telephonically
<b>(IRC sessions)</b> 2.	DBPOFA	Diploma In BPO Finance & Accounting Programme: An Introduction	EMPC, IGNOU	2011	1 Hour	Gyan Vani (IRC)
3.	DBPOFA	Career in BPO Industry	EMPC, IGNOU	2012	1 Hour	Gyan Vani (IRC)
4.	DBPOFA	BPO Job Interview & Question for Facing Interview	EMPC, IGNOU	19/04/2017	1 Hour	Gyan Vani (IRC)
5.	DBPOFA	Soft Skills Required in the BPO Industry	EMPC, IGNOU	25/08/2017	1 Hour	Gyan Vani (IRC)
6.	DBPOFA	Finance and Accounting services provided by BPO industry	EMPC, IGNOU	22/09/2017	1 Hour	Gyan Vani (IRC)
7. <b>Jan 2018 on-wards</b>	DBPOFA	Brief Overview of Course: Fundamentals of Accounting Part - II under the DBPOFA Programme	EMPC, IGNOU	04/01/2018	1 Hour	Gyan Vani (IRC)
8.	DBPOFA	Procure to pay in BPO Finance and Accounting	EMPC, IGNOU	02/02/2018	1 Hour	Gyan Vani (IRC)
9.	DBPOFA	Order to Cash in BPO Finance and Accounting	EMPC, IGNOU	06/04/2018	1 Hour	Gyan Vani (IRC)
10.	DBPOFA	Record to Report in BPO Finance and Accounting	EMPC, IGNOU	04/07/2018	1 Hour	Gyan Vani (IRC)

11.	DBPOFA	Finance and Accounting services provided in BPO Industry	EMPC, IGNOU	22/09/2018	1 Hour	Gyan Vani (IRC)
12.	DBPOFA	Brief overview of the Course Fundamentals of Accounting under the Diploma in BPO Finance and Accounting Programme Part-1	EMPC, IGNOU	30/11/2018	1 Hour	Gyan Vani (IRC)
13. <b>Jan 2019 on-wards</b>	DBPOFA CCITSK	Practical Approach For Course (IT Skills) BPOI-007 under the Diploma In BPO Finance & Accounting Programme & Certificate in Communication & IT Skill	EMPC, IGNOU	05/04/2019	1 Hour	Gyan Vani (IRC)
14.	DBPOFA	Induction of the Diploma in BPO Finance & Accounting (DBPOFA) programme: Facts and Benefits of the programme, Programme structure and Brief syllabi	EMPC, IGNOU	06/09/2019	1 Hour	Gyan Vani (IRC)
15.	DBPOFA	Fundamentals of Accounting, BPOI - 002 under the DBPOFA programme	EMPC IGNOU	21/11/2019	1 Hour	Gyan Vani (IRC)
16. <b>Jan 2020 on-wards</b>	DMOP	Induction of newly launched Diploma in Modern Office Practice Programme (DMOP)	EMPC IGNOU	03/01/2020	1 Hour	Gyan Vani (IRC)

17.	DBPOFA CCITSK	Induction of Diploma in BPO Finance and Accounting Programme (DBPOFA) and Certificate in Communication & IT Skills programme (CCITSK)	EMPC IGNOU	31/01/2020	1 Hour	Gyan Vani (IRC)
18.	DBPOFA	Academic Counselling for course BPOI-001: Introduction to BPO F&A (DBPOFA)	EMPC IGNOU	07/02/2020	1 Hour	Gyan Vani (IRC)
19.	DBPOFA	Academic Counselling for course BPOI-002: Fundamentals of Accounting having (Part1 & 2) (DBPOFA)	EMPC IGNOU	06/03/2020	1 Hour	Gyan Vani (IRC)
20.	DBPOFA	Academic Counselling for course BPOI-003: Procure to Pay (P2P) (DBPOFA)	EMPC IGNOU	03/04/2020	1 Hour	Gyan Vani (IRC)
21.	DBPOFA	Academic Counselling for course BPOI-004: Order to Cash (O2C) (DBPOFA)	EMPC IGNOU	08/05/2020	1 Hour	Gyan Vani (IRC)
22.	DBPOFA	Academic Counselling for course BPOI-005: Record to Report (R2R) (DBPOFA)	EMPC IGNOU	05/06/2020	1 Hour	Gyan Vani (IRC)

23.	DBPOFA CCITSK	Practical Aspects related to course BPOI – 006: English Communication/ Communication Skills (DBPOFA & CCITSK)	EMPC IGNOU	06/06/2020	½ Hour	Gyan Vani (IRC)
24.	DBPOFA	Induction of Diploma in BPO Finance and Accounting Programme (DBPOFA)	EMPC IGNOU	03/07/2020	1 Hour	Gyan Vani (IRC)
25.	DMOP	Induction of newly launched Diploma in Modern Office Practice Programme (DMOP)	EMPC IGNOU	21/08/2020	1 Hour	Gyan Vani (IRC)
26.	DMOP	Academic counselling for course Secretarial Practice (BSSI013), Block 1 (Units 1,2,3) under the DMOP programme	EMPC IGNOU	02/10/2020	1 Hour	Gyan Vani (IRC)
27.	DMOP	Academic counselling for course Secretarial Practice (BSSI013), Block 2 & 3 under the DMOP program	EMPC IGNOU	06/11/2020	1 Hour	Gyan Vani (IRC)
28. <b>Jan 2021 on-wards</b>	DMOP	Secretarial Practice Counselling for course BSSI -013, Block 1, Unit 1,2,3	EMPC IGNOU	01/01/2021	1 Hour	Gyan Vani (IRC)
29.	PGDPSM	Introduction to Management: MVE-005 Unit 1-8	EMPC IGNOU	05/02/2021	1 Hour	Gyan Vani (IRC)

30.	DBPOFA CCITSK	Theory and Practical aspects in courses BPOI-006 and BPOI-007 under the DBPOFA & CCITSK program	EMPC IGNOU	09/07/2021	1 Hour	Gyan Vani (IRC)
31.	DBPOFA	Introduction to DBPOFA Programme	EMPC IGNOU	03/09/2021	½ HOUR	Gyan Vani (IRC)
32.	DBPOFA	Academic Counselling for course BPOI-101: Introduction to BPO F&A (DBPOFA)	EMPC IGNOU	01/10/2021	1 Hour	Gyan Vani (IRC)
33.	MAER	Academic Counselling for course MER-001 under the MAER programme	EMPC IGNOU	21/10/2021	1 Hour (3 – 4 pm)	Gyan Vani (IRC)
34.	DBPOFA	Academic Counselling for course BPOI-103: P2P, Units 1-7 (DBPOFA)	EMPC IGNOU	29/12/2021	1 Hour (12-1pm)	Gyan Vani (IRC)
35. <b>Jan 2022 on-wards</b>	DBPOFA CCITSK	Theory and Practical aspects for course BPOI-006 under DBPOFA & CCITSK programme	EMPC IGNOU	13/01/2022	½ Hour	Gyan Vani (IRC)
36.	DBPOFA CCITSK	Introduction to DBPOFA Programme	EMPC IGNOU	01/04/2022	½ Hour	Gyan Vani (IRC)
37.	PGDPSM	Introduction to Sales Management: MVE-006 & Assignments related query	EMPC IGNOU	19/05/2022	1 hour 3-4 pm	Gyan Vani (IRC)
38.	PGDPSM	Introduction to Sales Management: MVE-005: Unit 1-7 & Assignments related query	EMPC IGNOU	03/06/2022	½ hour 12:00- 12:30 pm	Gyan Vani (IRC)

39.	BAVMSME	An introduction to BAVMSME program	EMPC IGNOU	29/07/2022	½ hour 12:00- 12:30 pm	Gyan Vani (IRC)
40	DBPOFA & CCITSK	BPOI-006	EMPC IGNOU	02/10/2022	½ hour 12:30- 1:00 pm	Gyan Vani (IRC)
41	DBPOFA	Academic Counselling for course BPOI- 101, UNIT 1	EMPC IGNOU	27/10/2022	1 hour 3:00-4:00 pm	Gyan Vani (IRC)
42.	DMOP	Secretarial Practice Course, BSSI 013	EMPC IGNOU	30/12/2022	½ hour 12:30- 1:00 pm	Gyan Vani (IRC)
43. <b>January 2023 on-wards</b>	DMOP	Office Procedure, BSSI 015, Block 1, Unit 1-4	EMPC IGNOU	06/01/2023	1 hour 12:00- 1:00 pm	Gyan Vani (IRC)
44.	DMOP	Office Procedure, BSSI 015, Block 2	EMPC IGNOU	03/02/2023	1 hour 12:00- 1:00 pm	Gyan Vani (IRC)
45.	DBPOFA	Introduction to DBPOFA Programme	EMPC IGNOU	05/05/2023	½ hour 12:00- 12:30 pm	Gyan Vani (IRC)
46.	DMOP	Introduction to DMOP Programme	EMPC IGNOU	05/05/2023	½ hour 12:30- 1:00 pm	Gyan Vani (IRC)
47.	DBPOFA CCITSK	DBPOFA/CCITSK, Course-BPOI 006 & 007: Guidelines for Verbal & TEPE	EMPC IGNOU	07/07/2023	½ hour 12:00- 12:30 pm	Gyan Vani (IRC)
48.	DMOP	Introduction to course BSSI 011, Communication Skills, DMOP Programme	EMPC IGNOU	04/08/2023	½ hour 12:30- 1:00 pm	Gyan Vani (IRC)

49.	DBPOFA and DMOP	Programme Introduction to DBPOFA and DMOP	EMPC IGNOU	12/10/2023	1 hour 11:00 am - 12:00 pm	Gyan Vani (IRC)
50.	DBPOFA /CCITSK	Practical Aspects Courses - BPOI-006 and BPOI-007	EMPC IGNOU	03/11/2023	½ hr 12:00 PM -12:30 PM	Gyan Vani (IRC)
51.	DMOP	Course- BSSI- 012 & BSSI-014: Practical aspects	EMPC IGNOU	01/12/2023	12:00 - 12:30 PM	Gyan Vani (IRC)
<b>52. Jan 2024 on-wards</b>	DMOP	An Overview of Communication Skills Course Course Code: BSSI-011	EMPC IGNOU	02/02/2024	12:30PM - 1PM	Gyan Vani (IRC)
<b>53.</b>	DBPOFA /CCITSK	Topic: Practical Aspects for Term End Examination Course Code: BPOI-006 and BPOI-007	EMPC IGNOU	03/05/2024	12:00 - 1:00 PM	Gyan Vani (IRC)
<b>54.</b>	DMOP	Introduction to DMOP programme (Diploma in Modern Office Practice)	EMPC IGNOU	11/07/2024	11AM - 11:30 AM	Gyan Vani (IRC)
<b>55.</b>	DMOP	Communication Skills, BSSI 011 B1, U1 & U2	EMPC IGNOU	12/09/2024	11:30 - 11:30 PM	Gyan Vani (IRC)
<b>56.</b>	DMOP	Communication Skills, BSSI 011 B1, U 3 & U4	EMPC IGNOU	10/10/2024	11:00 AM - 11:30	Gyan Vani (IRC)
<b>57.</b>	DMOP	Communication Skills, BSSI-011 B2, U 1- 4	EMPC IGNOU	01/11/2024	½ hour 12:30- 1:00 pm	Gyan Vani (IRC)

<b>(GD sessions)</b>	PGDPSM	Introduction to PGDPSM programme: Courses MVE – 005 & MVE 006	EMPC IGNOU	18/11/2020	½ Hour	Gyan Darshan
1. <b>Jan 2020 on-wards</b>						
2.	DMOP	Introduction to DMOP Program	EMPC IGNOU	25/11/2020	½ Hour	Gyan Darshan
3.	DBPOFA	DBPOFA, Academic Counselling for BPOI-005: Record to Report, Unit 1, 2 & 3	EMPC IGNOU	22/01/2020	½ Hour	Gyan Darshan
4.	DMOP	Academic Counselling for Course Office Procedure: BSSI 015, Block 2	EMPC IGNOU	29/01/2020	½ Hour	Gyan Darshan
5.	DBPOFA	Academic Counselling for Course BPOI-005 Record to Report, Unit 8 & 9, DBPOFA programme	EMPC IGNOU	24/02/2020	½ Hour	Gyan Darshan
6. <b>Jan 2021 on-wards</b>	DBPOFA CCITSK	Getting Ready for the Job (Block 8) Course: BPOI-006 (English Communication) under DBPOFA & CCITSK Programme	EMPC IGNOU	25/03/2021	½ Hour	Gyan Darshan
7.	DMOP	Introduction to the DMOP programmes	EMPC IGNOU	31/08/2021	½ Hour	Gyan Darshan
8. <b>Jan 2022 on-wards</b>	DBPOFA	Academic Counselling for course BPOI–104: O2C, Unit 1	EMPC IGNOU	25/02/2022	½ Hour	Gyan Darshan
9.	DBPOFA & CCITSK	Introduction to both the programmes	EMPC IGNOU	20/04/2022	½ Hour 3:00 3:30	Gyan Darshan

10.	DMOP	Introduction to the DMOP programmes	EMPC IGNOU	05/05/2022	½ Hour 4:00-4:30	Gyan Darshan
11.	DBPOFA	BPOI-006, English Communication	EMPC IGNOU	14/07/2022	½ Hour 4:00-4:30	Gyan Darshan
12.	General about DBPOFA, DMOP, CCITSK, BAVMSME	Along with RSD	EMPC IGNOU	26/07/2022	1 Hour	Gyan Darshan
13.	BA(VS) MSME	An introduction to BAVMSME program	EMPC IGNOU	24/08/2022	½ Hour 3:00-3:30	Gyan Darshan
14.	DMOP	Introduction to the DMOP programmes	EMPC IGNOU	15/09/2022	½ Hour 4:00-4:30	Gyan Darshan
15.	DBPOFA	Academic Counselling for course BPOI- 101	EMPC IGNOU	10/11/2022	½ Hour 4:00-4:30	Gyan Darshan
16.	DBPOFA	Practical aspects related to course BPOI 006 & BPOI 007 under the DBPOFA & CCITSK program	EMPC IGNOU	22/12/2022	½ Hour 4:00-4:30	Gyan Darshan
17. <b>Jan 2023 on-wards</b>	DBPOFA & CCITSK	Introduction to both the programmes	EMPC IGNOU	16/03/2023	½ Hour 3:30-4:00	Gyan Darshan
18.	DMOP	Introduction to the DMOP programmes	EMPC IGNOU	20/04/2023	½ Hour 4:00-4:30	Gyan Darshan
19.	DBPOFA	Practical aspects related to course BPOI 006 & BPOI 007 under the DBPOFA & CCITSK program	EMPC IGNOU	22/06/2023	½ Hour 3:00-3:30	Gyan Darshan
20.	BA(VS) MSME	An introduction to BAVMSME program	EMPC IGNOU	20/07/2023	½ Hour 3:00-3:30	Gyan Darshan

21.	DMOP	An introduction: BSSI 013, Secretarial Practice Course	EMPC IGNOU	10/08/2023	½ Hour 3:30– 4:00	Gyan Darshan
22.	DMOP	An introduction: BSSI 015, Office procedure Course	EMPC IGNOU	15/09/2023	½ Hour 4:00 -4:30 pm	Gyan Darshan
23.	DMOP	Course Codes: BSSI012P and BSSI-014P, Topic: Practical Aspects	EMPC IGNOU	23/11/2023	½ Hour 4:00 -4:30 pm	Gyan Darshan
24. <b>Jan 2024 on-wards</b>	BAVMME	CSR: ITS IMPACT ON SOCIETY	IGNOU EMPC	25/1/2024	½ Hour 3:00-3:30	Gyan Darshan
25.	PHDVE	Research Issues in VE: RVE 003	IGNOU EMPC	16/02/2024	4.30-5.00	Gyan Darshan
26.	DBPOFA	BPOI – 101 Introductions to Finance and Accounting: BPO (Unit 1,2)	IGNOU EMPC	14/03/2024	½ Hour 3:30– 4:00	Gyan Darshan
27.	DBPOFA	BPOI – 101 Introductions to Finance and Accounting: BPO (Unit 3,4)	IGNOU EMPC	18/04/2024	4.30-5.00	Gyan Darshan
28.	BAMSME	Introduction to BAMSME programme	IGNOU EMPC	30/05/2024		Gyan Darshan
29.	DBPOFA	BPOI – 101 Introductions to Finance and Accounting: BPO (Unit 5,6)	IGNOU EMPC	27/06/2024		Gyan Darshan
30.	DBPOFA	BPOI – 101 Introductions to Finance and Accounting: BPO (Unit 7)	IGNOU EMPC	22/08/2024		Gyan Darshan

31.	BAVMSME	IPR for MSME'S & Start-ups: Copy right	IGNOU EMPC	3/10/2024	½ Hour 4:00 -4:30 pm	Gyan Darshan
32.	BAVMSME NCIDE	Setting up of Micro Small & Medium Enterprise	IGNOU EMPC	23/10/2024	3:00 - 4:00 PM	Gyan Darshan
33.	DBPOFA/ & CCITSK	Practical aspects related to course BPOI 006 & BPOI 007 under the DBPOFA & CCITSK program	IGNOU EMPC	12/12/2024	½ Hour 3:30-4:00	Gyan Darshan
<b>(TELS sessions)</b> 1.	<b>DBPOFA January 2020 learners</b>	<b>1<sup>st</sup> Video: Induction (Brief Information) of the DBPOFA Programme</b>  2 <sup>nd</sup> Video: Counselling Session of the Course: BPOI – 001	Home	22 <sup>nd</sup> April, 2020		Google Drive Link of the Recording and PPT
2.	DBPOFA	3 <sup>rd</sup> Video in Part 1 & Part 2: Counselling Session of the Course (BPOI - 003)	Home	26 <sup>th</sup> April, 2020		Google Drive Link of the Recording and PPT
3.	DBPOFA	4 <sup>th</sup> Video (Part 1 and Part 2): Counselling Session of the Course (BPOI - 002)	Home	07 <sup>th</sup> May, 2020		Google Drive Link of the Recording and PPT
4.	DBPOFA	5 <sup>th</sup> Video: Counselling Session of the Course (BPOI - 004)	Home	14 <sup>th</sup> May, 2020		Google Drive Link of the Recording and PPT

5.	DBPOFA	6 <sup>th</sup> Video: Counselling Session of the Course (BPOI - 005)	Home	21 <sup>st</sup> May, 2020		Google Drive Link of the Recording and PPT
6.	DMOP	Counselling session for course BSSI 015: Office Procedure under DMOP programme	Home	30 <sup>th</sup> April 2020 &  14 <sup>th</sup> May, 2020		<b>Google Meet and Zoom live</b>
7.	DMOP	Counselling session for the course BSSI 014: Stenographic Skills under DMOP programme	Home	12 <sup>th</sup> , 16 <sup>th</sup> , 19 <sup>th</sup> , 23 <sup>rd</sup> and 26 <sup>th</sup> June, 2020 (5 sessions) 18 <sup>th</sup> & 29 <sup>th</sup> October, 2020 (2 sessions)		<b>Google Meet and Zoom live</b>
8.	<b>DBPOFA July 2020 learners</b>	<b>1<sup>st</sup> Video: Induction (Brief Information) of the DBPOFA Programme</b>	Home	22 <sup>nd</sup> October, 2020		Google Drive Link of the Recording and PPT
9.	DBPOFA	2 <sup>nd</sup> Video; Counselling Session of the Course: BPOI – 001	Home	28 <sup>th</sup> October, 2020		Google Drive Link of the Recording and PPT
10.	DBPOFA	Induction and Counselling session for course BPOI - 001 under DBPOFA programme	Home	31 <sup>st</sup> October, 2020		<b>LIVE Google Meet</b>
11.	DBPOFA	3 <sup>rd</sup> Video (Part 1 and Part 2): Counselling Session for the Course (BPOI - 002)	Home	05 <sup>th</sup> Nov 2020		Google Drive Link of the Recording and PPT

12.	DBPOFA	4 <sup>th</sup> Video in Part 1 & Part 2: Counselling Session of the Course (BPOI - 003)	Home	19 <sup>th</sup> Nov, 2020		Google Drive Link of the Recording and PPT
13.	DBPOFA	Counselling session for course BPOI - 003 under DBPOFA programme	Office	20 <sup>th</sup> November, 2020		<b>LIVE Google Meet</b>
14.	DBPOFA	5 <sup>th</sup> Video: Counselling Session of the Course (BPOI - 004)	Home	08 <sup>th</sup> Dec, 2020		Google Drive Link of the Recording and PPT
15.	DBPOFA	Counselling session for course BPOI - 004 under DBPOFA programme	Home	19 <sup>th</sup> December, 2020		<b>LIVE Google Meet</b>
16.	DBPOFA	6 <sup>th</sup> Video: Counselling session for course BPOI - 005 under DBPOFA programme	Home	16 <sup>th</sup> January, 2021		Google Drive Link of the Recording and PPT
17.	DBPOFA	Counselling session for course BPOI - 005 under DBPOFA	Home	17 <sup>th</sup> January, 2021		<b>LIVE Google Meet</b>
18.	<b>DBPOFA January 2021 learners</b>	<b>1<sup>st</sup> Video: Induction (Brief Information) of the DBPOFA Programme</b>	Home	2 <sup>nd</sup> June, 2021		Google Drive Link of the Recording and PPT

19.	DBPOFA	Induction for DBPOFA programme	Home	4 <sup>th</sup> June, 2021		<b>LIVE Google Meet</b>  <a href="https://meet.google.com/ugr-ttba-wbe">https://meet.google.com/ugr-ttba-wbe</a>
20.	DBPOFA	2 <sup>nd</sup> Video: Counselling Session of the Course: BPOI – 001	Home	09 <sup>th</sup> June, 2021		Google Drive Link of the Recording and PPT
21.	DBPOFA	Academic Counselling session for course BPOI - 001 under DBPOFA programme	Home	19 <sup>th</sup> June, 2021		<b>LIVE Google Meet</b>  <a href="https://meet.google.com/xsr-mkxh-hys">https://meet.google.com/xsr-mkxh-hys</a>
22.	DBPOFA	3 <sup>rd</sup> Video (Part 1 and Part 2): Counselling Session for the Course (BPOI - 002)	Home	19 <sup>th</sup> June, 2021		Google Drive Link of the Recording and PPT
23.	DBPOFA	4 <sup>th</sup> Video in Part 1 & Part 2: Counselling Session of the Course (BPOI - 003)	Home	30 <sup>th</sup> July, 2021		Google Drive Link of the Recording and PPT
24.	DBPOFA	Counselling session for course BPOI – 002 & BPOI - 003 under DBPOFA program	Home	07 <sup>th</sup> August, 2021		<b>LIVE Google Meet</b>  <a href="https://meet.google.com/xyv-dydd-kim">https://meet.google.com/xyv-dydd-kim</a>
25.	DBPOFA	5 <sup>th</sup> Video: Counselling Session for the course (BPOI 004)	Home	08 <sup>th</sup> August, 2021		Google Drive Link of the Recording and PPT

26.	DBPOFA	Counselling session for course BPOI - 004 under DBPOFA programme	Home	20 <sup>th</sup> August, 2021	2 hours	<b>LIVE Google Meet</b>  <a href="https://meet.google.com/vxv-pszg-jdb">https://meet.google.com/vxv-pszg-jdb</a>
27.	DBPOFA	6 <sup>th</sup> Video: Counselling session for course BPOI - 005 under DBPOFA programme	Home	23 <sup>rd</sup> August 2021		Google Drive Link of the Recording and PPT
28.	DBPOFA	Counselling session for course BPOI - 005 under DBPOFA programme	Home	11 <sup>th</sup> Sept 2021	2 hours	<b>LIVE Google Meet</b>  <a href="https://meet.google.com/aii-wqqv-uka">https://meet.google.com/aii-wqqv-uka</a>
29.	<b>DBPOFA July 2021 learners</b>	<b>1<sup>st</sup> Video: Induction (Brief Information) of the DBPOFA Programme for July 2021 batch</b>	Home	22 <sup>nd</sup> Nov, 2021		Google Drive Link of the Recording and PPT
30.	DBPOFA	Induction for DBPOFA programme for July 2021 batch	Home	27 <sup>th</sup> Nov, 2021	2 hours 12:30- 2:30 pm	<b>LIVE Google Meet</b>  <a href="https://meet.google.com/act-mtba-tep">https://meet.google.com/act-mtba-tep</a>
31.	DBPOFA	2 <sup>nd</sup> Video: Counselling Session of the Course: BPOI – 001 3 <sup>rd</sup> Video (Part 1 and Part 2): Counselling Session for the Course: BPOI- 002/102	Home	06 <sup>th</sup> Dec, 2021		Google Drive Link of the Recording and PPT

32.	DBPOFA	Academic Counselling session for course BPOI – 001/ 101 under DBPOFA programme	Home	11 <sup>th</sup> Dec 2021, (Sat)	2 hours	<b>LIVE Google Meet</b>  <a href="https://meet.google.com/ypa-tfsw-hso">https://meet.google.com/ypa-tfsw-hso</a>
33.	DBPOFA	4 <sup>th</sup> Video in Part 1 & Part 2: Counselling Session of the Course (BPOI – 003/103)	Home	24 <sup>th</sup> Dec 2021		Google Drive Link of the Recording and PPT
34.	DBPOFA	Counselling session for course BPOI – 003/103 DBPOFA program Units 8-14	Home	30 <sup>th</sup> Dec 2021,	2 hours 6:30-8:30 PM	<b>LIVE Google Meet</b>  <a href="https://meet.google.com/tqv-ytxi-idf">https://meet.google.com/tqv-ytxi-idf</a>
35.	DBPOFA	5 <sup>th</sup> Video: Counselling Session for the course (BPOI 004/104)	Home	30 <sup>th</sup> Dec, 2021		Google Drive Link of the Recording and PPT
36.	DBPOFA	Counselling session for course BPOI – 004/104 DBPOFA program	Home	03 <sup>rd</sup> Feb, 2022	1 and half hours 7:00 PM - 8:30 PM	<b>LIVE Google Meet</b>  <a href="https://meet.google.com/axb-cmhh-otw">https://meet.google.com/axb-cmhh-otw</a>
37.	DBPOFA	6 <sup>th</sup> Video: Counselling Session for the course (BPOI 005/105)	Home	03 <sup>rd</sup> Feb, 2022		Google Drive Link of the Recording and PPT
38.	DBPOFA	Counselling session for course BPOI – 005/105 DBPOFA program	Home	09 <sup>th</sup> Feb, 2022	1 and half hours 7:00 PM - 8:30 PM	<b>LIVE Google Meet</b>  <a href="https://meet.google.com/meb-hczm-imh">https://meet.google.com/meb-hczm-imh</a>

39.	<b>DBPOFA</b> <b>January</b> <b>2022</b> <b>learners</b>	<b>1<sup>st</sup> Video:</b> <b>Induction</b> <b>(Brief</b> <b>Information) of</b> <b>the DBPOFA</b> <b>Programme for</b> <b>Jan 2022 batch</b>	Home	18 <sup>th</sup> April 2022 & 21 <sup>st</sup> May, 2022		Google Drive Link of the Recording and PPT
40.	<b>DBPOFA</b>	2 <sup>nd</sup> Video: Counselling Session of the Course: BPOI – 001	Office	24 <sup>th</sup> May, 2022		Google Drive Link of the Recording and PPT
41.	<b>DBPOFA</b>	Induction for DBPOFA programme for Jan 2022 batch and course BPOI – 101, Unit 1	Home	28 <sup>th</sup> May, 2022	3:30 pm to 5:00 pm	<b>LIVE Google</b> <b>Meet</b>  <a href="https://meet.google.com/tzy-dujo-nxa">https://meet.google.com/tzy-dujo-nxa</a>
42.	<b>DBPOFA</b>	3 <sup>rd</sup> Video: Counselling Session of the Course: BPOI – 102	Home	04 <sup>th</sup> June 2022		Google Drive Link of the Recording and PPT
43.	<b>DBPOFA</b>	Academic Counselling for DBPOFA programme: Jan 2022 batch course BPOI – 101,	Home	04 <sup>th</sup> June, 2022	3:30 pm to 5:00 pm	<b>LIVE Google Meet</b>  <a href="https://meet.google.com/khx-crqo-frg">https://meet.google.com/khx-crqo-frg</a>
44.	<b>DBPOFA</b>	4 <sup>th</sup> Video in Part 1 & Part 2: Counselling Session of the Course (BPOI – 003/103)	Home	17 <sup>th</sup> June 2022		Google Drive Link of the Recording and PPT
45.	<b>DBPOFA</b>	Academic Counselling Session of the Course (BPOI – 003/103)	Home	25 <sup>th</sup> June 2022	4:30-6:30 PM	<b>LIVE Google</b> <b>Meet</b>  <a href="https://meet.google.com/zcd-xuod-xjx">https://meet.google.com/zcd-xuod-xjx</a>
46.	<b>DBPOFA</b>	5 <sup>th</sup> Video: Counselling Session for the course (BPOI	Home	25 <sup>th</sup> June 2022		Google Drive Link of the Recording and PPT

		004/104)				
47.	DBPOFA	6 <sup>th</sup> Video: Counselling Session for the course (BPOI 005/105)	Home	16 <sup>th</sup> July, 2022		Google Drive Link of the Recording and PPT
48.	DBPOFA	Academic Counselling Session of the Course (BPOI – 004/104 and BPOI 005/105)	Home	16 <sup>th</sup> July 2022	4:30-6:30 PM	<b>LIVE Google Meet</b>  <a href="https://meet.google.com/pzm-wein-brx">https://meet.google.com/pzm-wein-brx</a>
49.	<b>DBPOFA July 2022 learners</b>	<b>1<sup>st</sup> Video: Induction (Brief Information) of the DBPOFA Programme for July 2022 batch</b>	Home	12 <sup>th</sup> October, 2022		Google Drive Link of the Recording and PPT
50.	DBPOFA	Induction for DBPOFA programme for July 2022 batch	Office	19 <sup>th</sup> October, 2022	3:30 pm to 5:00 pm	<b>LIVE Google Meet</b> <a href="https://meet.google.com/vcq-momi-jjm">https://meet.google.com/vcq-momi-jjm</a>
51.	DBPOFA	2 <sup>nd</sup> Video: Counselling Session of the Course: BPOI – 001/101	Office	27 <sup>th</sup> October, 2022		Google Drive Link of the Recording and PPT
52.	DBPOFA	3 <sup>rd</sup> Video: Counselling Session of the Course: BPOI – 002/102	Office	31 <sup>st</sup> October, 2022		Google Drive Link of the Recording and PPT
53.	DBPOFA	4 <sup>th</sup> Video in Part 1 & Part 2: Counselling Session of the Course (BPOI – 003/103)	Office	10 <sup>th</sup> Nov, 2022		Google Drive Link of the Recording and PPT

54.	<b>DBPOFA</b>	Academic Counselling Session of the Course (BPOI – 101 & BPOI 103, Unit 1-7)	Office	11 <sup>th</sup> Nov 2022	3:00- 4:30 pm	<b>LIVE Google Meet</b> <a href="https://meet.google.com/rin-aasw-ftc">https://meet.google.com/rin-aasw-ftc</a>
55.	<b>DBPOFA</b>	Academic Counseling for Course BPOI 103 (8-14) & BPOI 104	Office	18 <sup>th</sup> Nov 2022	3:15- 5:15 pm	<b>LIVE Google Meet</b> <a href="https://meet.google.com/udc-ywnb-fpa">https://meet.google.com/udc-ywnb-fpa</a>
56.	<b>DBPOFA</b>	Academic Counseling BPOI 105	Office	24 <sup>th</sup> Nov 2022	3:00- 5:00 pm	<b>LIVE Google Meet</b> <a href="https://meet.google.com/iab-rbjq-tmz">https://meet.google.com/iab-rbjq-tmz</a>
57.	<b>DBPOFA</b> <b>Jan 2023</b> <b>learners</b>	1 <sup>st</sup> Video: Induction of the DBPOFA Programme for Jan 2023 batch	Office	25 <sup>th</sup> April, 2023		Google Drive Link of the Recording and PPT
58.	<b>DBPOFA</b>	2 <sup>nd</sup> Video: Counselling Session of the Course: BPOI – 001/101	Office	01 <sup>st</sup> May, 2023		Google Drive Link of the Recording and PPT
59.	<b>DBPOFA</b>	Induction for DBPOFA programme for January 2023 batch and counselling for BPOI 101	Office	09 <sup>th</sup> May, 2023	3:00- 5:00 pm	<b>LIVE Google Meet</b>  <a href="https://meet.google.com/thu-essw-iii">https://meet.google.com/thu-essw-iii</a>
60.	<b>DBPOFA</b>	3rd Video: Counselling Session of the Course: BPOI – 002/102	Office	10th May, 2023		Google Drive Link of the Recording and PPT

61.	DBPOFA	4 <sup>th</sup> Video in Part 1 & Part 2: Counselling Session of the Course (BPOI – 003/103)	Office	15 <sup>th</sup> May, 2023		Google Drive Link of the Recording and PPT
62.	DBPOFA	Academic Counselling Session of the Course (BPOI – BPOI 103, Unit 1-5)	Office	18 <sup>th</sup> May, 2023	3:00 - 4:00 pm	LIVE Google Meet <a href="https://meet.google.com/tj-peqb-npj">https://meet.google.com/tj-peqb-npj</a>
63.	DBPOFA	5 <sup>th</sup> Video: Counselling Session of the Course: BPOI – 004/104	Office	23 <sup>rd</sup> May, 2023		Google Drive Link of the Recording and PPT
64.	DBPOFA	Academic Counselling for BPOI 103/104	Office	30 <sup>th</sup> May, 2023	2:30- 4:00 pm	LIVE Google Meet <a href="https://meet.google.com/miw-iohz-jpf">https://meet.google.com/miw-iohz-jpf</a>
65.	DBPOFA	6 <sup>th</sup> Video: Counselling Session of the Course: BPOI – 005/105	Office	08 <sup>th</sup> June, 2023		Google Drive Link of the Recording and PPT
66.	DBPOFA	Academic Counselling for BPOI 005/ 105	Office	09 <sup>th</sup> June, 2023	11:15am – 12:15 pm	LIVE Google Meet <a href="https://meet.google.com/vqe-yipx-fmts">https://meet.google.com/vqe-yipx-fmts</a>
<b>(Swayam Prabha sessions)</b> 1.	DMOP	BSSI -013, Secretarial Practice Course, Block 1, Unit 1, The Secretary	COE, IGNOU	05/03/2021	1 hour	Recording
2.	DMOP	BSSI -013, Secretarial Practice Course, Block 1, Unit 2, Communication (Part 1)	COE, IGNOU	12/03/2021	1 hour	Recording

3.	DMOP	BSSI -013, Secretarial Practice Course, Block 1, Unit 2, Communication (Part 2)	COE, IGNO U	19/03/2021	1 hour	Recording
4.	DMOP	BSSI -013, Secretarial Practice Course, Block 1, Unit 3, Office Correspondence And Block 2, Unit 1, Reception and Public Relations	COE, IGNO U	26/03/2021	1 ½ hour	Recording
5.	DMOP	BSSI -013, Secretarial Practice Course, Block 2, Unit 2, Meetings (Part 1)	COE, IGNO U	01/04/2021	1 hour	Recording
6.	DMOP	BSSI -013, Secretarial Practice Course, Block 2, Unit 2, Meetings (Part 2)	COE, IGNO U	23/07/2021	1 hour	Recording
7.	DMOP	BSSI -013, Secretarial Practice Course, Block 2, Unit 3, Report Writing	COE, IGNO U	29/07/2021	1 hour	Recording
8.	DMOP	BSSI -013, Secretarial Practice Course, Block 3, Unit 1, Sources of Information (Part 1)	COE, IGNO U	05/08/2021	1 hour	Recording
9.	DMOP	BSSI -013, Secretarial Practice Course, Block 3, Unit 1, Sources of Information (Part 2)	COE, IGNO U	13/08/2021	1 hour	Recording

**(Duly authenticated by the Director/ Head of School/ Division/ Unit/Centre / Cell)**

10.	DMOP	BSSI -013, Secretarial Practice Course, Block 3, Unit 1, Sources of Information (Part 2 b)	COE, IGNO U	13/08/2021	1 hour	Recording
11.	DMOP	BSSI -013, Secretarial Practice Course, Block 3, Unit 2, Travel Arrangements (Part 1)	COE, IGNO U	19/08/2021	1 hour	Recording
12.	DMOP	BSSI -013, Secretarial Practice Course, Block 3, Unit 2, Travel Arrangements (Part 2)	COE, IGNO U	27/08/2021	1 hour	Recording
13.	DMOP	BSSI -013, Secretarial Practice Course, Block 3, Unit 3, Handling Cash & Bank Transactions (Part1)	COE, IGNO U	10/09/2021	1 hour	Recording
14.	DMOP	BSSI -013, Secretarial Practice Course, Block 3, Unit 3, Handling Cash & Bank Transactions (Part 2)	COE, IGNO U	17/09/2021	1 hour	Recording

**15. Details of Patents granted (if any):**

**16. Contribution to IGNOU's corporate life:**

SL No.	Chairperson/ Member of Committee	Name of the Committee	Date/ period
1.	Coordinator/ Convener	Monitoring Implementation Committee (MIC) for Diploma in BPO Finance & Accounting Programme (DBPOFA)	2010- 2013
2.	Expert Member and Programme Coordinator	Course design/ Curriculum Committee for English and IT Skills course under the DBPOFA programme	August 2009 – November 2010
3.	Expert Member and Course Coordinator	Experts Committee Meeting held for Diploma in Modern Office Practice programme in area of English, Office Procedures, Secretarial Practice & Stenographic Skills course related to: -Drafting of syllabus of the entire above course. -Approval of syllabus by Competent Authority & Statutory bodies of IGNOU. -Meeting of course writers and editors -Finalization of Evaluation Methodology -Preparation of Instructional Manual, infrastructure required & equipment's -Finalization of Qualification of Academic Counsellor / Paper Setters/ Moderators / Evaluators for all the above courses.	March 2010 – January 2014
4.	Expert Member & Course Coordinator	Expert Meetings held for Foundation course in Commerce: Banking course, Retailing course, under the B.Ed (VET) program	May 2010 – 2013
5.	Expert Member and Course Coordinator	Expert Meeting held for Core area: Retail Management under the (B.Voc) program	4 <sup>th</sup> Nov 2016

6.	Expert Member and Course/ programme Coordinator	Expert meeting for Restructuring and Revision of Diploma in BPO Finance and Accounting programme	August 2015 & March 2018
7.	Member/ Convener	Obsolete Committee, SOVET	2016-2017
8.	Expert Member	Expert Meeting held for new program Diploma in Value Education, SOEDS	16 <sup>th</sup> Sept 2020
9.	Expert Member/ Programme coordinator	Programme Expert Committee meeting for B.A(VS)MSME	08 <sup>th</sup> July 2021
10.	Expert Member	Course Expert design Committee meeting for MAER	27 <sup>th</sup> July 2021
11.	Expert Member/ Programme coordinator	Course Expert design Committee meeting for B.A(VS)MSME	30 <sup>th</sup> Sept 2021
12.	Programme Coordinator	Meeting regarding 4 Year Undergraduate Programme	16 <sup>th</sup> October 2023
13.	Special Invitee	Third meeting of the "IGNOU Coordination Committee for Agniveer Scheme"	14th November 2023
14.	Expert Member	SOVET's DRC meeting	22 <sup>nd</sup> April 2022 05 <sup>th</sup> April 2024 01 <sup>st</sup> October 2024
15.	Expert Member and Course/ programme Coordinator	Expert Committee Meeting- BAMSM	11 <sup>th</sup> July 2024

**17. Administrative position/s held in the University (even as in charge)**

Sl No.	Designation	Period
	Looked after routine work as Director –in-charge (For 1-2 days around 7 to 8 times)	2010 -2022

**18. Any other contribution/information**

**(Duly authenticated by the Director/ Head of School/ Division/ Unit/Centre / Cell)**

- Subject Committee member for Banking and Insurance course for classes 9 - 12 at CBSE Headquarters (13th November 2014, then 27th January 2015)
- Expert member for selection of Assistant Professor in Commerce and other allied areas at SCERT, Haryana (May 2013)
- Participated in Brain Storming Meetings on Vocational Education held on 7<sup>th</sup>, March 2013, IGNOU HQ's.
- Participated in Meeting on Bachelors in Vocational Education & Training (B.Voc) held on 8<sup>th</sup>, March 2013 at IGNOU HQ's.
- Have assisted the school in organizing Exhibitions on Eve of Convocations as a team Invited as Expert for Curriculum Review meeting of Business Studies at NIOS, Noida in June 2012.
- Coordinated the Admission, Moderation, Monitoring till July 2012, Reconciliation of student's data with SRD of CESD & DESD programme students
- Project Guide/ Supervisor of M.Sc Actuarial Science student for preparing project report on "Performance / Evaluation of IT companies using Financial Ratio". (2010-11)
- Teaching Faculty (Adhoc) University of Delhi from July 2005- April 2009
- Project Fellow, at N.C.E.R.T and CIET, New Delhi from July 2004 – May 2005

**Signature of Teacher /Academic****Signature of Director/ Head**