

1. Details of the Teacher/ Academic:

Name & Date of Birth:	Dr Geetika S Johry, 18 th August 1969
Date of Joining in IGNOU:	01 st May, 2009
Current Designation:	Associate Professor
Pay Scale as on date:	Rs 1,39,400/=
Qualifications:	* PhD – Jamia Millia Islamia (Central University), New Delhi * M. Com (Marketing Specialization) –Department of Commerce, University of Delhi * B. Com (Hons) - University of Delhi * Post Graduate Diploma in Distance Education (PGDDE)- IGNOU

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

Name of the recipient	Honour /Award/ Fellowship name/ membership of Professional body/ Statutory body	Agency name /Name of statutory body/ institution/ Apex body	Period
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/2010/37634
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 (IJSDR)				
10.	First Author	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
11.	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
	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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	author (if any)						

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 st - 22 nd 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 th - 11 th 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 th - 11 th 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 th 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.	Diploma in BPO Finance and Accounting (DBPOFA) (32 credits)	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. Ed (VET) (Under development) (24 credits)	Foundation Course in Commerce Area Elective Courses *Insurance *Banking *Retailing *Office Mgt and Secretarial Practice	-----	Coordinated; proof reading done for courses on Office Management and Secretarial Practice, Retail and Banking. CRC ready for course on Office Management and Secretarial practice	2009 till 2013
3.	M.Sc (Actuarial Sciences) (not under offer anymore) (6 credit)	Finance and Financial Reporting	Face to face: 16 weeks of teaching in 2 nd Semester (On campus programme)	Teaching Faculty	January 2010 to May 2012
4.	Certificate and Diploma Programmes in Entrepreneurs	Courses in Area of: Computer Hardware; Publishing; Retail Management;	-----	*Coordination, *Admission, *Moderation, *Monitoring till July	May 2009 till Jan 2012

	hip and Skill Development (DESD/ CESD) (Not under offer any more)	School Service; Garment Manufacturing		2012 *Reconciliation of student's data with SRD	
5.	Diploma in Modern Office Management (DMOP) (Under development) (32 credit)	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.	Certificate in Communication & IT Skills (CCITSK)	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.	CBSE Class IX and Class X: Marketing and Sales	Marketing and Sales	*Introduction to Marketing & Sales (Class IX) *Introduction to Marketing Mix (Class X)	Written Written	2015 - 2016 2015-2016
8.	B.Voc (Retail Management) (Not under offer)	Core Area: Retail General Courses Marketing, Communication Skills, IT Skills and Business Organisation		Coordinated	2015 till 2018-19
9.	PGDPSM programme (32 credits)	MVE-005(6 credit) MVE – 006 (6 credit)		Course Coordinator	July 2019 – till 2023

10	Diploma in Modern Office Management (DMOP) (Under development) (32 credit)	All Five courses: Communication Skills (BSSI 011): 8 credits Computer Skills (BSSI 012): 6 credit Secretarial Practice (BSSI 013): 4 credits Stenographic Skills (BSSI 014): 8 credits Office Procedures (BSSI 015): 6 credits	*Written one Unit on: The Secretary * 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	New program Launched in January 2020 - till date
11.	REVISED program Diploma in BPO Finance and Accounting (DBPOFA) (32 credits)	All FIVE courses in Semester 1 Revised with Major REVISION 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: Fundamentals of Accounting (BPOI -102)	Coordinated, Format editing, proof reading, Ferro Checking, Cover design, credit page etc Of all the five courses	Revised program Launched in July 2021- till date
12.	B.A. (Vocational Studies) Micro, Small, Medium Enterprises (BAVMSME) 132 Credit	*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	Program me launched in July 2022

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

		Accounting *BCOC 138 Cost Accounting <u>Anyone course</u> <u>(In Semester 1 & 2 each):</u> *BEVAE-181 Environmental Studies 4 credit *BEGAE-182 English Communication Skills 4 credit *BHDAE- 182 Hindi Bhasha 4 Cr <u>Anyone course in</u> <u>Semester 3:</u> *BCOS-183 Computer Applications in Business 4 Cr *BCOS-184 E- Commerce 4 Cr *BTMS-185 Airport Handling 4 credit *BEGS-186 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 th May 2010 to 26 th May 2010	IGNOU HQ's	Twelve participants and Three Resource persons
	Train the Trainers (TTT) for BPOI – 007 course (IT Skills)	12 th August 2010 to 13 th August, 2010	IGNOU HQ's	Ten participants and Two Resource persons

14. Details of Counselling sessions conducted:

SL No.	Programme	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
(IRC sessions) 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. Jan 2018 on-wards	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. Jan 2019 on-wards	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. Jan 2020 on-wards	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. Jan 2021 on-wards	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. Jan 2022 on-wards	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. January 2023 on-wards	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)
52. Jan 2024 on-wards	DMOP	An Overview of Communication Skills Course Course Code: BSSI-011	EMPC IGNOU	02/02/2024	12:30PM - 1PM	Gyan Vani (IRC)
53.	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)
54.	DMOP	Introduction to DMOP programme (Diploma in Modern Office Practice)	EMPC IGNOU	11/07/2024	11AM - 11:30 AM	Gyan Vani (IRC)
55.	DMOP	Communication Skills, BSSI 011 B1, U1 & U2	EMPC IGNOU	12/09/2024	11:30 - 11:30 PM	Gyan Vani (IRC)
56.	DMOP	Communication Skills, BSSI 011 B1, U 3 & U4	EMPC IGNOU	10/10/2024	11:00 AM - 11:30	Gyan Vani (IRC)
57.	DMOP	Communication Skills, BSSI-011 B2, U 1- 4	EMPC IGNOU	01/11/2024	½ hour 12:30- 1:00 pm	Gyan Vani (IRC)

(GD sessions)	PGDPSM	Introduction to PGDPSM programme: Courses MVE – 005 & MVE 006	EMPC IGNOU	18/11/2020	½ Hour	Gyan Darshan
1. Jan 2020 on-wards						
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. Jan 2021 on-wards	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. Jan 2022 on-wards	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. Jan 2023 on-wards	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. Jan 2024 on-wards	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
(TELS sessions) 1.	DBPOFA January 2020 learners	1st Video: Induction (Brief Information) of the DBPOFA Programme 2 nd Video: Counselling Session of the Course: BPOI – 001	Home	22 nd April, 2020		Google Drive Link of the Recording and PPT
2.	DBPOFA	3 rd Video in Part 1 & Part 2: Counselling Session of the Course (BPOI - 003)	Home	26 th April, 2020		Google Drive Link of the Recording and PPT
3.	DBPOFA	4 th Video (Part 1 and Part 2): Counselling Session of the Course (BPOI - 002)	Home	07 th May, 2020		Google Drive Link of the Recording and PPT
4.	DBPOFA	5 th Video: Counselling Session of the Course (BPOI - 004)	Home	14 th May, 2020		Google Drive Link of the Recording and PPT

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

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

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

26.	DBPOFA	Counselling session for course BPOI - 004 under DBPOFA programme	Home	20 th August, 2021	2 hours	LIVE Google Meet https://meet.google.com/vxv-pszg-jdb
27.	DBPOFA	6 th Video: Counselling session for course BPOI - 005 under DBPOFA programme	Home	23 rd August 2021		Google Drive Link of the Recording and PPT
28.	DBPOFA	Counselling session for course BPOI - 005 under DBPOFA programme	Home	11 th Sept 2021	2 hours	LIVE Google Meet https://meet.google.com/aii-wqqy-uka
29.	DBPOFA July 2021 learners	1st Video: Induction (Brief Information) of the DBPOFA Programme for July 2021 batch	Home	22 nd Nov, 2021		Google Drive Link of the Recording and PPT
30.	DBPOFA	Induction for DBPOFA programme for July 2021 batch	Home	27 th Nov, 2021	2 hours 12:30- 2:30 pm	LIVE Google Meet https://meet.google.com/act-mtba-tep
31.	DBPOFA	2 nd Video: Counselling Session of the Course: BPOI – 001 3 rd Video (Part 1 and Part 2): Counselling Session for the Course: BPOI- 002/102	Home	06 th 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 th Dec 2021, (Sat)	2 hours	LIVE Google Meet https://meet.google.com/ypa-tfsw-hso
33.	DBPOFA	4 th Video in Part 1 & Part 2: Counselling Session of the Course (BPOI – 003/103)	Home	24 th 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 th Dec 2021,	2 hours 6:30-8:30 PM	LIVE Google Meet https://meet.google.com/tqv-ytxi-idf
35.	DBPOFA	5 th Video: Counselling Session for the course (BPOI 004/104)	Home	30 th Dec, 2021		Google Drive Link of the Recording and PPT
36.	DBPOFA	Counselling session for course BPOI – 004/104 DBPOFA program	Home	03 rd Feb, 2022	1 and half hours 7:00 PM - 8:30 PM	LIVE Google Meet https://meet.google.com/axb-cmhh-otw
37.	DBPOFA	6 th Video: Counselling Session for the course (BPOI 005/105)	Home	03 rd Feb, 2022		Google Drive Link of the Recording and PPT
38.	DBPOFA	Counselling session for course BPOI – 005/105 DBPOFA program	Home	09th Feb, 2022	1 and half hours 7:00 PM - 8:30 PM	LIVE Google Meet https://meet.google.com/meb-hczm-imh

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

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

54.	DBPOFA	Academic Counselling Session of the Course (BPOI – 101 & BPOI 103, Unit 1-7)	Office	11 th Nov 2022	3:00- 4:30 pm	LIVE Google Meet https://meet.google.com/rin-aasw-ftc
55.	DBPOFA	Academic Counseling for Course BPOI 103 (8-14) & BPOI 104	Office	18 th Nov 2022	3:15- 5:15 pm	LIVE Google Meet https://meet.google.com/udc-ywnb-fpa
56.	DBPOFA	Academic Counseling BPOI 105	Office	24 th Nov 2022	3:00- 5:00 pm	LIVE Google Meet https://meet.google.com/iab-rbjq-tmz
57.	DBPOFA Jan 2023 learners	1 st Video: Induction of the DBPOFA Programme for Jan 2023 batch	Office	25 th April, 2023		Google Drive Link of the Recording and PPT
58.	DBPOFA	2 nd Video: Counselling Session of the Course: BPOI – 001/101	Office	01 st May, 2023		Google Drive Link of the Recording and PPT
59.	DBPOFA	Induction for DBPOFA programme for January 2023 batch and counselling for BPOI 101	Office	09 th May, 2023	3:00- 5:00 pm	LIVE Google Meet https://meet.google.com/thu-essw-iii
60.	DBPOFA	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 th Video in Part 1 & Part 2: Counselling Session of the Course (BPOI – 003/103)	Office	15 th 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 th May, 2023	3:00 - 4:00 pm	LIVE Google Meet https://meet.google.com/ttj-peqb-npj
63.	DBPOFA	5 th Video: Counselling Session of the Course: BPOI – 004/104	Office	23 rd May, 2023		Google Drive Link of the Recording and PPT
64.	DBPOFA	Academic Counselling for BPOI 103/104	Office	30 th May, 2023	2:30- 4:00 pm	LIVE Google Meet https://meet.google.com/miw-iohz-jpf
65.	DBPOFA	6 th Video: Counselling Session of the Course: BPOI – 005/105	Office	08 th June, 2023		Google Drive Link of the Recording and PPT
66.	DBPOFA	Academic Counselling for BPOI 005/ 105	Office	09 th June, 2023	11:15am – 12:15 pm	LIVE Google Meet https://meet.google.com/vqe-yipx-fmts
<u>(Swayam Prabha sessions)</u> 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

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 th 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 th Sept 2020
9.	Expert Member/ Programme coordinator	Programme Expert Committee meeting for B.A(VS)MSME	08 th July 2021
10.	Expert Member	Course Expert design Committee meeting for MAER	27 th July 2021
11.	Expert Member/ Programme coordinator	Course Expert design Committee meeting for B.A(VS)MSME	30 th Sept 2021
12.	Programme Coordinator	Meeting regarding 4 Year Undergraduate Programme	16 th 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 nd April 2022 05 th April 2024 01 st October 2024
15.	Expert Member and Course/ programme Coordinator	Expert Committee Meeting- BAMSM	11 th 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

- 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 7th, March 2013, IGNOU HQ's.
- Participated in Meeting on Bachelors in Vocational Education & Training (B.Voc) held on 8th, 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