

1. Details of the Teacher/ Academic :

Name & Date of Birth	: Dr. Leena Singh, 26 th April 1967
Date of Joining in IGNOU:	5 th May 2008
Current Designation	: Assistant Professor (Senior Scale)
Pay Scale as on date	: Pay Band 11, 68900-205500
Qualifications	: MA (Eco), MBA, Ph.D , PGDDE

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
Self	Member Screening Committee OPENMAT	IGNOU	2012-2014 & 2017
Self	Member School Board	SOMS, IGNOU	2012
Self	Member Academic Council Standing Committee	IGNOU	2014-15
Self	Member School Board of Computer & Information Sciences	IGNOU	2014-16
Self	Member School Board of School of Social Work	IGNOU	2016-2018
Self	Life Member of the Indian Commerce Association		2014 onwards
Self	Life Member of Global Journal of Flexible Systems Management		2012 onwards

3. Books/Book Chapter:

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

SNo.	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.	Leena Singh Author of Chapter	Rethinking Development Through Dynamics of Skilled Human Migration	Delhi/ India	Springer /India	2014	157- 170	ISBN 978-81- 322-1046-7

		from India					
2.	Leena Singh Author of Chapter	Corporate Social Responsibility – A Triple Bottom Line Approach in International Business	Delhi/ India	Excel India Publisher	2014	168- 175	ISBN 978-93- 83842-82-7
3.	Leena Singh Author of Chapter	Job Prospects of learners in Open University – A Case Study of Indira Gandhi National Open University, New Delhi	Delhi/ India	Serial s Publication s (P) Ltd. New Delhi	2014	85-100	ISBN 978-81- 8387-720-6
4.	Leena Singh Author of Chapter/ unit	Internationalisa tion of Small Business	Delhi/ India	MPDD IGNOU	2015	49-61	ISBN-81-7091- 761-1
5.	Leena Singh Author of Chapter	A study of Sustainable Business Practices in Selected Business Organisations	Delhi/ India	MPDD, IGNOU, N. Delhi	2018	77-82	ISBN: 978 -93-87960-94-7
6.	Leena Singh Author of Chapter/ unit	Advertising	Delhi/ India	MPDD/ IGNOU	2018	25-57	ISBN:978-93- 87960-97-8
7.	Leena Singh Author of Chapter/unt	Sales Promotion and Digital Marketing	Delhi /India	MPDD/ IGNOU	2018	58-94	ISBN:978-93- 87960-97-8

4. Research Articles/Publications:

SNo.	Author/ Co- author (if any)	Title	Name of Journal	Volume	page no. (s)	Year	ISSN No
1.	Self	Role of Foreign Direct Investment in Organised Retail in India Page 7-18	Pranjana The Journal of Management Awareness	Vol 15	7-18	2012	ISSN 0971- 9997
2.	Self	Access and Equity: A Study of Selected IGNOU	Indian Journal of Open Learning	Vol 25	237- 254	2016	ISSN 0971-

		Programmes					2690
3.	Self	A Study of Corporate Sustainability based on Global Reporting Initiative guidelines	Journal of Economic Development Patna University	Vol. 03	18-25	2017	ISSN-2456-4273

5. Policy Documents Reports/ Mimeos:

SNo.	Title	Institution/ Agency	Year
1.	Development of Programme guides Team Member, Student Handbook & Prospectus Management Programme		2014-16 and 2019
2.	Team Member, Handbook for Economics Teacher, DESS, NCERT	NCERT, N. Delhi	2017
3.	Team Member, Information Bulletin of OPENMAT (MBA) XLVI	IGNOU & National Testing Agency	2019

6. Book Review published :

SNo.	Author/ Co-author (if any)	Title	Name of Journal	Volume	page no. (s)	Year	ISSN No
1.	Self	M. S. Ashokan, Karmayogi: A Biography of E. Sreedharan	Global Business Review	Vol 17	1527-1528	2016	09721509

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

SNo.	Author/ Co author (if any)	Title of presentation, /Talk/Lecture	Name Organizing institute	Conference	City	Date and Year
1.	Self	Job Prospects of Learners of Open University- A Case Study of Indira Gandhi National Open University – New	Post Graduate Department of Home Science, Magadh Mahila College, Patna University, Patna	UGC Sponsored National Seminar on Higher Education for Women	Patna	August 23 and 24, 2013.

		Delhi		through Open University: Issues and Strategies		
2.	Self	Corporate Social Responsibility and Sustainability	67 th All India Commerce Conference of the Indian Commerce Association organized by KIIT University, Bhubaneswar and Department of Commerce, Utkal University, Bhubaneswar	International Seminar	Bhubaneswar	27 th to 29 th December, 2014
3.	Self	Corporate Social Responsibility : A Triple Bottom Line Approach in International Business	Centre for Management Studies Jamia Millia Islamia, New Delhi	International Conference on “ An Alternate Globalisation from the South: Dynamics of International Business and Finance in Emerging Economics	Delhi, India	19 th to 20 th Sept. 2014
4.	Self	Access and Equity: A Study of Selected Programmes of IGNOU	STRIDE, IGNOU	National Seminar on “Open and Distance Learning in India: Present Status and Future Prospects”,	IGNOU, New Delhi	September 29-30, 2015
5.	Self	Invited Lecture on Commercialization of Innovation	NCIDE, IGNOU	Meeting of Innovation Club	IGNOU, New Delhi	19 th May 2016
6.	Self	A Study of Role of Push and Pull Factors in Inter-State Migration with Special Reference to Semi-Skilled and Unskilled migrant workers in New Delhi	School of Interdisciplinary and Transdisciplinary Studies, IGNOU, New Delhi	International Conference on Migration and Diasporas: Emerging Diversities and Development challenges	IGNOU, New Delhi	22 nd – 23 rd March, 2017
7.	Self.	A Study of sustainable business practice in selected	School of Interdisciplinary and Transdisciplinary	International Conference on Environment	IGNOU, New Delhi	4 th - 5 th October, 2018

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

	business organizations	Studies, IGNOU, New Delhi	and Ecological Sustainability: Engaging the Stakeholders		
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8. Study Tour Organised/ Participated/ Attachment Organized/Internship:

SNo.	Details of the Tour /Internship	Name of Supervisor	Duration
1.	MBA Project Report -A Study on the Corporate Social Responsibility Practices at GAIL, New Delhi, Vijay Kumar Pandey, Enrollment No. 081061588, Project Report No.- 43616	Leena Singh	2009
2.	MBA Project Report –Corporate Governance in a Listed PSU- A Case Study of NHPC, Amitabh Prasad Enrollment No. 060096205, Project Report No.47063	Leena Singh	2010
3.	MBA Project Report -A Study of Recruitment and Selection at PNB, New Delhi, Mamta, Enrollment No. 093967676, Project Report No.- 54944	Leena Singh	2011
4.	MBA Project Report – A Study of Human Resource Planning at M/ S Apar Industries Ltd. New Delhi-Sapna Enrollment No. 091454534, Project Report No. 54943	Leena Singh	2011
5.	MBA Project Report – A Study of Job Satisfaction of Teachers in G.D. Govt. College, Alwar- Dr. Sunita Yadav Enrollment No. 070481432, Project Report No. 55238	Leena Singh	2011
6.	MBA Project Report – A Study of Recruitment Practices at R Systems International Noida.- Soumi Chakraborty, Enrollment No. – 042065440, Project Report No.- 56070	Leena Singh	2011

9. Consultancy assignment (if any):

SNo.	Organization/ agency	Cost, title of consultancy	Duration
	-	-	

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

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

SNo.	Agency	Amount	Duration with dates	Status i.e. ongoing/ completed
	-	-	-	

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

SNo.	Name and enrolment no:	Year of registration	Year of completion/ award
1.	-	-	-

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

SN o.	Programme	Course	Unit (print)/ Audio/ Video/ eSLM	Coordinated/Written / Edited (content/ language/ format)/ Translated	Period
1.	MBA (Banking and Finance)	MS- 495 Ethics and Corporate Governance	Co- ordinator	Coordinated, Written, Edited (content) language & format	2011
2.	MBA	MS-97 International Business	Team Member	Written, Edited (content) language & format	2015
3.	MBA	MS-93 Management and New and Small Enterprises	Co- Ordinator	Coordinated, Written, Edited (content) language & format	2015
4.	MBA	MS-92	Co- Ordinator	-	2005
5.	MBA	MS-09	Co- Ordinator	-	2005

13. Training programmes designed and conducted, duration and dates

SNo.	Programme	Dates	Place	Number of Participants

14. Details of Counselling sessions conducted:

SNo.	Program me	Course	Place	Dates	Duration	Mode (Specify- Face to Face Radio counselling Teleconferencing Web conferencing Any Other)
1.	MBA	MS-09	EMPC, IGNOU	01.09.2012	1 hr 30 min.	Teleconferencing

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2.	MBA	MS-09	EMPC, IGNOU	19.01.2014	1 hr 30 min.	Teleconferencing
3.	MBA	MS-09	EMPC, IGNOU	29.03. 2014	1 hr 30 min	Teleconferencing
4.	MBA	MS-09	EMPC, IGNOU	24.09.2012	1 hr.	PAN African E- /Network Virtual classes
5.	MBA	MS-09	EMPC, IGNOU	25.09.2012	1 hr	- do-
6.	MBA	MS-09	EMPC, IGNOU	26.09. 2012	1 hr	- do-
7.	MBA	MS-09	EMPC, IGNOU	27.09.2012	1 hr	- do-
8.	MBA	MS-09	EMPC, IGNOU	28.09. 2012	1 hr	- do-
9.	MBA	MS-09	EMPC, IGNOU	01. 10. 2012	1 hr	- do-
10.	MBA	MS-91	EMPC, IGNOU	31.07.2013	1 hr	- do-
11.	MBA	MS- 97	-do-	29.10.2013	1 hr	- do-
12.	MBA	MS- 97	-do-	30.10.2013	1 hr	- do-
13.	MBA	MS-93	-do-	06.12.2018	1 hr	Teleconferencing
14	MBA (B & F)	MS-495	-do-	25.05.2017	1hr	Radio- Counselling
15.	MBA	MS-09	-do-	30.08.2018	1 hr	Radio- Counselling
16.	MBA	MS-93	-do	31.01.2019	1hr	Radio- Counselling

15. Details of Patents granted (if any):

16. Contribution to IGNOU's corporate life:

(i) Volunteer for Seating Arrangements for Ph.D / M. Phil/ Gold Medal Awardees during the 30th Convocation dated 13th April 2017 (Annexure 6)

(ii) Team Member of Reception Committee of Foundation Day 19th November 2018.

SNo.	Chairperson/ Member of	Name of the Committee	Date/ period
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(Duly authenticated by the Director/ Head of School/ Division/ Unit/Centre / Cell)

	Committee		
1.			

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

SNo.	Designation	Period
1.	Co- Ordinator Website Online Responses	2012-2016
2.	Assignment Co-Ordinator	2014-2016
3.	Co- Ordinator Academic Counsellors and Study Centres	2016-2017
4.	Co-ordinator Website/ Online Responses	2018- 19
5.	School Council, Convener	2012 till date

18. Any other contribution/information**Signature of Teacher /Academic****Signature of Director/ Head**