

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 :	Assistant Professor
Pay Scale as on date :	68900-205500
Qualifications :	<ul style="list-style-type: none"> * 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
	Convener	School Council	April, 2010 to April, 2011
	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
	Convener	School Council	October, 2017 to October, 2018

	Convener	Media Activities (EMPC)	October 2018 till date
	Member	School Board, School of Vocational Education & Training (SOVET)	October 2018 till date

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 / Dr Geetika S Johry	Principles and Practice of Auditing	Mumbai	Himalaya Publishing House	2018	01-684	978-93-5299-335-2

4. Research Articles/Publications:

SNo.	Author/ Co-author (if any)	Title	Name of Journal	Volume	Page no. (s)	Year	ISSN No
	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
	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
	Author	Objectives of the vocationalization of education	Curriculum	Vol.5 (1)	08	Nov 16, 2014	RNI No. UTTENG/2

		MUST BE REDEFINED IN CHANGED CONTEXT					010/37634
	Co Author	“Vocational Education and Skill Development”	Productivity E-News published by National Productivity Council, New Delhi	Vol.51 (10)	24-28	Dec 2014	
	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
	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

5. Policy Documents Reports/ Mimeos:

SNo.	Title	Institution/ Agency	Year
1.			
2.			
3.			

6. Book Review published :

SNo.	Author/ Co-author (if any)	Title	Name of Journal	Volume	page no. (s)	Year	ISSN No

(Duly authenticated by the Director/ Head of School/ Division/ Unit/Centre / Cell)
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.	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 ODel,	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 ODel,	New Delhi	9 th - 11 th March, 2017

8. Study Tour Organised/ Participated/ Attachment Organized/Internship:

SNo.	Details of the tour	Name of coordinating body	Duration
1.			

9. Consultancy assignment (if any):

SNo.	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):

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

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

SI No.	Name and enrolment no:	Year of registration	Year of completion/ award
1.	Mr Haolental Gangte, (Enrol No) 118700306	July, 2011	Completion : Oct 2017 Awarded : April 2019

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

SI 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)	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)	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 date
3.	M.Sc (Actuarial Sciences) (not under offer anymore)	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 Entrepreneurship and Skill Development (DESD & CESD) (not under offer any more)	Courses in Area of : Computer Hardware; Publishing; Retail Mgt ; School Service; Garment Manufacturing	-----	*Coordination , *Admission, *Moderation, *Monitoring till July 2012 *Reconciliation of students data with SRD	May 2009 till Jan 2012
5.	Diploma in Modern Office Management (DMOP) (under development)	All Five courses : Communication Skills, Computer Skills, Secretarial Practice, Stenographic Skills and Office Procedures	*Two courses printed,* one course 100% CRC prepared &ready for uploading, *Two courses CRC preparation going on *Programme guide	Coordinated, Format editing, proof reading, written	2010 till date
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	2011 till date

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

7.	CBSE Class IX and Class X : Marketing and Sales	Marketing and Sales	Introduction to Marketing & Sales (Class IX)	Written	2015 -2016
			Introduction to Marketing Mix (Class X)	Written	2015-2016
8.	B.Voc (Retail Management) (under development)	Core Area : Retail General Courses Marketing, Communication Skills , IT Skills and Business Organisation		Coordinated	2015 till date

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:

SNo.	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

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	Brief Overview of Course: Fundamentals of Accounting Part -II under the DBPOFA Programme	EMPC, IGNOU	04/01/2018	1 Hour	Gyan Vani (IRC)
7.	DBPOFA	Procure to pay in BPO Finance and Accounting	EMPC, IGNOU	02/02/2018	1 Hour	Gyan Vani (IRC)
8.	DBPOFA	Order to Cash in BPO Finance and Accounting	EMPC, IGNOU	06/04/2018	1 Hour	Gyan Vani (IRC)
9.	DBPOFA	Record to Report in BPO Finance and Accounting	EMPC, IGNOU	04/07/2018	1 Hour	Gyan Vani (IRC)
10.	DBPOFA	Finance and Accounting services provided in BPO Industry	EMPC, IGNOU	22/09/2018	1 Hour	Gyan Vani (IRC)
11.	DBPOFA	Brief overview of the Course Fundamentals of Accounting under the Diploma in	EMPC, IGNOU	10/11/2018	1 Hour	Gyan Vani (IRC)

		BPO Finance and Accounting Programme Part-1				
12.	DBPOFA CCITSK	Practical Approach For Course (IT Skills) BPOI-007 under the Diploma In BPO Finance & Accounting Programme & Certificate in Communication & IT Skills	EMPC, IGNOU	05/04/2019	1 Hour	Gyan Vani (IRC)

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	March 2010 – January 2014

		Methodology -Preparation of Instructional Manual, infrastructure required & equipment's -Finalization of Qualification of Academic Counsellor / Paper Setters/ Moderators / Evaluators for all the above courses.	
4.	Expert Member and 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

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 5 to 6 times)	2010 -2017

18. Any other contribution/information

- Expert member for selection of Assistant Professor in Commerce and other allied areas at SCERT, Haryana (May 2013)
- Subject Committee member for Banking and Insurance course for classes 9 - 12 at CBSE Headquarters (13th November 2014, then 27th January 2015)
- Invited as Expert for Curriculum Review meeting of Business Studies at NIOS, Noida in June, 2012.
- 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
- Coordinated the Admission, Moderation, Monitoring till July 2012, Reconciliation of students 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)

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

- 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