

1. Details of the Teacher/ Academic :

Name & Date of Birth :	Dr. Neerja Sood; 09-03-1963
Date of Joining in IGNOU:	17-09-2007
Current Designation :	Assistant Professor
Pay Scale as on date :	Level 11, 68900-205500
Qualifications :	Ph.D Public Health (Health Systems Management) Post Graduate Diploma in Bio-Ethics Post Graduate Diploma in Distance Education Masters in Community Health Masters in Nursing (Community Health) B.Sc. Nursing

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	Agency name /Name of statutory body/ institution/ Apex body	Period
Neerja Sood	Foundation of Advancement of International Medical Education and Research (FAIMER)	Fellowship of CMCL-FAIMER USA at Regional institute CMCL Ludhiana,	2012-2014
Neerja Sood	Professional Associations	Trained Nurses Association of India; Nursing Research Society of India; Society of Midwives India, Indian Society of Health Administrators; Indian Public health Association; Health Economics Association of India, Clinical Nursing Research Society	Life Membership
Neerja Sood	Member of Statutory Body	School Board Member, SOHS, IGNOU School Board Convenor SOHS, IGNOU School Council Member, SOHS School Council Convenor Discipline Convenor Doctoral Committee Member, SOHS, IGNOU School Board Member of Galgotia University, Greater NOIDA School Board Member of Sharda university, Greater NOIDA Registrar Delhi Nursing Council (For	2012 -2014 and 2014 – 2016, 2018-2020 2012-13, 2013-14, 2017-2018 2007-2018, 2018-2020 2011-2012 2017-2018 2011-2012 2013-14; 2014-15; 2015-16; 2016-17, 2020 2018, 2020 2016 2002 on deputation

		establishment)	
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3. Books/Book Chapter:

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

S. No.	Name of Author/ Editor 1, & Co-author (s) / Co-editor (s) (if any)	Title of chapter/book	Place of publication	Publisher	Year	Total Pages	ISBN No.
1	Neerja Sood	CGDA Block 1 Unit 1 – Healthcare System in India	New Delhi	SOHS, IGNOU	2019	5-29	978-93-89200-55-3
2	Neerja Sood	CGDA Block 1 Unit 2 – Hospital as an Organization	New Delhi	SOHS, IGNOU	2019	30-48	978-93-89200-55-3
3	Neerja Sood	CGCA Block 1 Unit 2 – Overview of Health Care and Hospital Systems	New Delhi	SOHS, IGNOU	2019	17-42	978-93-89200-64-5
4	Neerja Sood	Flipped Learning: Method in Nursing Programmes through Distance Education – Paper ID NCDOL 109	New Delhi	Centre for Distance and Open Learning, Jamia Millia Islamia University	2019	39-48	978-81-943147-4-5
5	Neerja Sood	Certificate in General Duty Assistance Block - Foundations of General Duty Assistance Hospital as an Organization Health Care System In India	New Delhi	SOHS, IGNOU	2019	5-48	978-93-89200-55-3
6	Neerja Sood	Certificate in Geriatric Care Assistance Block – Foundation for Geriatric Care Assistance Overview of	New Delhi	SOHS, IGNOU	2019	17-42	978-93-89200-64-5

		Health Care and Hospital System					
7	Neerja Sood	Certificate in Diabetes Care for Community Worker CNS - DC 001 Block 5	New Delhi	SOHS, IGNOU	2010	5-19	978-81-266-4483-4
8	Neerja Sood & Dr.Vardhini	Behaviour Change Communication CNS DC 001			2010	20-36	978-81-266-4483-4
9	Neerja Sood	Educating a Diabetic Patient CNS - DCP 001			2010	68-75	
		Dietary Counselling – Practical 8 CNS - DCP 001					
10	Neerja Sood	Certificate for Home Based Care Provider	New Delhi	SOHS, IGNOU	2009	32-40	978-81-266-4437-7
11	Neerja Sood	Monitoring and Evaluation CNS-HC 001			20010	75-83	
	Neerja Sood	Use of Special Devices CNS-HCP 001					
	Neerja Sood	Nurses Training Manual - Nursing Care Administration and Quality Management	New Delhi	Department of State Quality, Commissionerate of Health and Medical Sciences and Medical Education, Government of Gujarat and Academy of Hospital Administration	2017	Page 4-80	Nil
		Block: Moving Towards Nursing Excellence: Role of Quality Issues in Nursing Practice and their Impact					
		Block: Moving Towards Nursing Excellence: Role of Quality Issues in					

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

12		Nursing Practice and their Impact					
13		Unit 1: Professionalism in Nursing					
14		Unit 2: Personality Attributes and Soft Skills					
15		Unit 3: Quality patient Care and Unit or Ward Management Unit 4: Standards for nursing Excellence					

4. Research Articles/Publications:

S. No.	Author/ Co-author (if any)	Title	Name of Journal	Volume	page no. (s)	Year	ISSN No
1	Neerja Sood	Online Teaching Learning During COVID 19 Experience of Nursing Programmes of IGNOU	Global and Local Distance Education (GLOKALde)	6(1)	3-13	2020	2148-7278,
2	S B Arora, Neerja Sood and Moumita Das	Bioethics Programme through Open and Distance Learning Mode using ICT Aids: An Innovative Design	Indian Journal of Open Learning	28(1)	37-47	2019	ISSN 0971-2690
3	Neerja Sood and Moumita Das	ResearchMate: A Unique App for the Research Scholars of the ODL system	<i>Indian Journal of Open Learning</i>	27(2)	109-117	2018	ISSN 0971-2690
4	Sood Neerja	Skill Training of in-Service nurses in Delhi Government: Challenges and Future Interventions	Staff and Educational Development International Journal	Volume, 22, Number 1	Page 43-55	2018	ISSN:0971-9008
5	Sood Neerja	Evidence Based Monitoring Mechanism for Quality of	International Journal of Health Care Education and	Volume 4, Number 1	Page 1-9	2017	EISSN 2455-9199

		Distance Education Programme using ICT and its Impact	Medical Informatics				
6	Sood Neerja	Assessment of Faculty Workload in Distance Education; Case of IGNOU	Staff and Educational Development International	Volume, 21, Number 1	Page 41-57	2017	ISSN:0971-9008
7	Sood Neerja	Under Utilized Opportunity: Key Contributions of Public Health Nurses and School Health Services for Outreach in Delhi	International Journal of Community Medicine and Public Health	3(11)	Page 3014-3021.	2016	pISSN 2394-6032 / eISSN 2394-6040
8	Sood Neerja	Innovative Design of Programme Guide for Certificate in Diabetes Care for Community Worker Programme	ENNOVATE, September 2015	Volume 4, Issue 5	Page 4-9	2015	Nil
9	Sood Neerja	Standardized Viva Voce as an Effective Tool for Assessment for Nursing Students	ENNOVATE, June 2015	Volume 4, Issue 2	Page 1-6.	2015	Nil
10	Sood Neerja	Evidence Based Monitoring Process for Reviewing the CDCE Programme - An Initiative	ENNOVATE, May 2015	Volume 4, Issue 1	Page 1-5	2015	Nil
11	Sood Neerja	Pay Commission and Challenges faced by Nurses	TNAI, 100 Years Special Centennial NJI			2010	
12	Sood N, Rai V	Impact of Utilizing Public Health Nurses in NRHM in Delhi	52 nd National Conference Indian Public Health Association	Souvenir	Page 140	2008	Nil
13	Laxmi, Sood N	A study to Assess the Knowledge and Practices of primigravida Mothers regarding High Risk factors of pregnancy	SOMI Conference at Kolkatta	Souvenir		2008	Nil
14	Sood N, Rai V	Health Facility Survey in Delhi	SOMI Conference at Kolkatta	Souvenir		2008	Nil
15	Sood N, Rai V	NRHM and Role of PHNs in Delhi.	SOMI National Conference at Ahmedabad	Souvenir		2007	Nil

5. Policy Documents Reports/ Mimeos:

SNo.	Title	Institution/ Agency	Year
1	Das Moumita and Sood Neerja; Developing a Mobile App for IGNOU Students, Summary of Seminar Proceeding	NCIDE, IGNOU	2018
2	Das M, Santosh S, Sood Neerja; Innovative Ways of Offering Lab- Based, Skill Development and Technical Programmes in the context of the UGC Regulations on the ODL 2017, Summary of Seminar Proceeding	NCIDE, IGNOU	2017
3	Standing Operating Procedures and Instructions for PHNs in Delhi Government	Department of Health & Family Welfare, GNCTD	2016
3	Rationalization of Nursing Services in Delhi	Delhi State Nursing Cell, DGHS, GNCTD	2015 and 2017
	Continuing Education Credit Guidelines for Government of Delhi Nurses	Delhi State Nursing Cell, DGHS, GNCTD	2014
4	Induction Training for New Nurses – Planning Document and Monitoring Report	Delhi State Nursing Cell, DGHS, GNCTD	2014
5	Public health Nursing in Orissa- Member of Public Health Nursing Group	ANSWERS-MYTRI, Hyderabad and Government of Orissa	2014
6	Workload of Faculty in Distance Education (SOHS)	FAIMER Fellowship	2013

6. Book Review published :

S. No.	Author/ Co-author (if any)	Title	Name of Journal	Volume	page no. (s)	Year	ISSN No
1	Sood Neerja	Review of Articles - A Publication on Innovations in the OPEN and Distance Learning (ODL) System; NCIDE, IGNOU,	For NCIDE, IGNOU to be published			2017	Nil
2	Sood Neerja	Procedures and Theories of Community Health Nursing by	The Nursing Journal of India			2011	

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**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 Institution	Conference	City	Date & Year
1	Sood Neerja	Career in Nursing and Path to Achieve them	School of Nursing D Y Patil University	Graduation Day	Online	19-12-2020
2	Sood Neerja	Career in Nursing	NIMT Institute of Medical and Para-Medical Sciences	Orientation programme	Online	10-12-2020
3	Sood Neerja	Academic counselling models pre-covid and during covid period: impact on attendance and retention of students	NCIDE, IGNOU	National Seminar	Online	15-10-2020
4	Sood Neerja Das Moumita Mishra Bijayalaxmi	Sustainable Development Goals for Multidisciplinary and Interdisciplinary	NCIDE, IGNOU	National Seminar	Online	15-10-2020
5	Sood Neerja	Investment in Mental Health	SGT University	Mental Health Day	Online	10-10-2020
6	Sood Neerja	Regulatory Bodies-Education and Nursing in India	Narayan Nursing College, Jamuhar, Sasaram (Gopal Narayan Singh University)	Orientation of Students	Online	7-10-2020
7	Sood Neerja	National Education Policy 2020	Galgotia University	Orientation of Students	Online	22-09-2020
8	Sood Neerja	Ethics in research	Christ College of Nursing	Webinar Series	Online	08-09-2020
9	Sood Neerja	Nursing Research Issues, Challenges and its Priority Areas	Clinical Nursing Research Society of India and PGI Chandigarh	Research Methodology Course for M.Sc. Nursing Students	Online	18-08-2020
10	Sood Neerja	Emerging Trends in Nursing	Vibrant College of Nursing	International Webinar	Online	06-08-2020
11	Sood Neerja	Virtual Teaching: Skill of the Future	I.I.M.T University	Webinar	Online	03-06-2020
12	Sood Neerja	Infection control practices and waste management	Galgotia University	Fight against COVID19	Online	18-05-2020
13	Sood Neerja	Preparedness of health system and	Clinical Nursing Research Society	International Nurses	Online	16-05-2020

		nurses to take care of individuals and community	of India	Week		
14	Sood Neerja	Nurses: A Voice to Lead-Nursing the World to Health	Narayan Nursing College, Jamuhar, Sasaram (Gopal Narayan Singh University)	International Nurses Day 2020	Online	12-05-2020
15	Sood Neerja	"Nursing Research-Bridging The Gap Between Theory & Practice"	Narayan Nursing College, Jamuhar, Sasaram (Gopal Narayan Singh University)	National Conference	Online	30-03-2020
16	Sood Neerja	Flipped Learning: Method in Nursing Programmes through Distance Education – Paper ID NCDOL 109	Jamia Milia Islamia University	'Distance and Open Learning: Challenges and Opportunities in Present Scenario'	Delhi	16-17 December, 2019
17	Sood Neerja	Independent Nurse Practitioner: How far Indian Law Support it	Clinical Nursing Research Society of India	Transformation of Nursing Leadership and Structural Empowerment: Need of an Hour	Mount Abu	13-08-2019
18	Sood Neerja	Revolutionising Health Care Delivery Matching Global Nursing Standards - Smart Approach in Nursing Education	Smart Nursing at RML Hospital & PGIMER	Smart Nursing Conference - Chairperson:	Delhi	16-17 March, 2018
19	Sood Neerja and Rai Vijay	Challenges in Establishment of Nursing Cell in NCT Delhi despite Need, Policy and Financial Support	Kings George Medical College	62 Annual Conference IPHA - Presenter:	Lucknow	9-11 February, 2018
20	Sood Neerja	Nursing Care Administration and Quality Management - Outline of NABH Nursing Excellence Standards	Department of State Quality, Commissionerate of Health and Medical Sciences and Medical Education, Government of Gujarat and Academy of Hospital Administration	Training - Resource Person	Ahmadabad	06 March, 2018; 16 February, 2018; 02 February, 2018; 23 December, 2017; 24

						November, 2017
21	Sood Neerja	Innovative Ways of Offering Lab-Based, Skill Development and Technical Programmes in the context of the UGC Regulations on the ODL 2017	NCIDE, IGNOU	Seminar - Rapporteur	Delhi	12 December, 2017
22	Sood Neerja	Workshop on Safe Environment and Its Impact on Health	Prakash Institute of Physiotherapy, Rehabilitation & Allied Medical Sciences	Workshop - Speaker	Greater NOIDA	6 December, 2017
23	Sood Neerja	Research Process; Analysis and Interpretation and Ethics in Nursing	Delhi Government	Workshop - Resource Person	Delhi	2-3 October, 2017
24	Sood Neerja	Overview of nursing Research and Importance for Clinical Nurses	Delhi Government	Workshop - Resource Person	Delhi	20-21 September, 2017
25	Sood Neerja	International Seminar on Skill Development through ODL: Skill Training of In-Service Nurses: Challenges and Future Interventions	STRIDE, IGNOU	International Seminar - Presenter	Delhi	9-11 March, 2017
26	Sood Neerja	Recent Advances in Nursing Education Research Nursing Care and Psychiatric Nursing	Institute of Nursing Education and Research	International Conference - Chairperson	Delhi	25-26 November, 2016
27	Sood Neerja	Under Utilized Opportunity: Key Contribution of School Health Nurses in Delhi	AROGRAM, Centre of Social Medicine and Community Health, JNU and ANSWERS	Workshop on National Consultation CNH - Presenter	Delhi	11-12 August, 2016
28	Sood Neerja	Soft Skills and Demonstration	Skill Development Cell, DGHS, GNCTD	Workshop - Resource Person	Delhi	30-06-2016
29	Sood Neerja	Patient Safety Scenario in India and Reporting Adverse Events, Root Cause Analysis	Skill Development Cell, DGHS, GNCTD	Workshop - Resource Person	Delhi	15-06-2016
30	Sood Neerja	Leadership & Communication Skills: Professional Etiquettes	Skill Development Cell, DGHS, GNCTD	Workshop - Resource Person	Delhi	11-05-2016
31	Sood Neerja	Conference - Resource Person: Nursing Informatics: Building Sustainable Health System	Maharishi Markandeshwar Institute of Nursing, Mullana	Conference - Resource person	Ambala	7-8 April, 2016

32	Sood Neerja	Skill Development Training Workshop	Skill Development Cell, DGHS, GNCTD	Workshop – Resource Person	Delhi	22-03-2016
33	Sood Neerja	Changing Organizational Structure and Functions of Directorate of Health Services of Delhi over the 1990s and 2000s	AROYAM, Centre of Social Medicine and Community Health, JNU	International Conference - Presenter	Delhi	15-17 February, 2016
34	Sood Neerja	Induction Training Programme for Newly Recruited Nurses	Delhi State Nurses Cell, DHS, GNCTD	Workshop – Resource Person	Delhi	23-26 November, 2015
35	Sood Neerja	Perception of Students and Faculty on Structured Viva Voce as an Effective Tool for Assessment for Nursing Students	Indian Association of Health Professions Education	Conference - Presenter	Delhi	19-21 November, 2015
36	Sood Neerja	Collaborative Research: To Improve Patient Care through Clinical Research	Nursing Research Society of India	Conference - Chairperson	Ludhiana	16-17 October, 2015
37	Sood Neerja	Evidence Based practice for Quality Patient Care	Rufaida College of Nursing, Jamia Hamdard	Conference – Resource Person	Delhi	08-10-2015
38	Sood Neerja	Workload of Faculty in Distance Education Case of IGNOU	STRIDE, IGNOU	National Seminar - Presenter	Delhi	29-30 September, 2015
39	Sood Neerja	Induction Programme for New UG & PG Students: Professionalism and Ethics in Nursing	Rufaida College of Nursing, Jamia Hamdard	Guest of Honor & Speaker – Induction Programme	Delhi	27-07-2015
40	Laxmi and Sood Neerja	National Seminar - Presenter: Strategies to increase Student Participation in Academic Counselling: A Study of Post Basic B. Sc. Nursing programme offer through ODL	STRIDE, IGNOU	National Seminar - Presenter	Delhi	29-30 September, 2015
41	Sood Neerja	Safe injections & Bio-Medical Waste Management	Bio-Medical Waste Management Cell, DHS, GNCTD	Workshop – Resource Person	Delhi	18-08-2015
42	Sood Neerja	Skill Workshop for Nurses	Delhi State Nurses Cell, DHS, GNCTD	Workshop – Resource Person	Delhi	03-06-2015
43	Sood Neerja	Nurse Today and in Future	Rama Nursing College	Chief Guest & Speaker	Hapur	28-04-2015
44	Sood Neerja	Induction Training Workshop for Staff	Delhi State Nurses Cell,	Induction Training -	Delhi	11-13 March,

		Nurses	DHS, GNCTD	Resource Person		2015
45	Sood Neerja	Induction Training Workshop for Staff Nurses	Delhi State Nurses Cell, DHS, GNCTD	Induction Training - Resource Person	Delhi	03-05 March, 2015
46	Sood Neerja	Induction Training Workshop for Staff Nurses	Delhi State Nurses Cell, DHS, GNCTD	Induction Training - Resource Person	Delhi	14-14 October, 2015
47	Sood Neerja	Induction Training Workshop for Newly Recruited Staff Nurses	Delhi State Nurses Cell, DHS, GNCTD	Induction Training - Resource Person	Delhi	18-20, 23-25, 26-29 June, 2014
48	Sood Neerja	Skill Sharing Research Workshop	Medanta The Medicity and Global Research Nurses	Research Workshop - Resource Person	Gurugram	24-02-2014
49	Sood Neerja	Evidence Based Nursing	RTRM Hospital, Delhi Government	Training - Resource Person	Delhi	11-05-2013
50	Sood Neerja	Patient Safety for Quality Nursing Care - Patient Safety Scenario in India	Trained Nurses Association of India	Workshop - Resource Person	Delhi	01-04-2013
51	Sood Neerja	Skill update of Nursing Supervisors of GNCTD, RTRM Hospital, Delhi.	Roa Tula Ram Memorial Hospital	Training - Resource person	Delhi	11-12 December, 2012
52	Sood Neerja	Role and Responsibilities of Nurses in Planning and Policy Decision Making	Trained Nurses Association of India	Workshop - Resource person	New Delhi	13 January, 2012
53	Sood Neerja	A Study to assess the knowledge of staff nurses regarding Nursing research in Delhi	Nursing Research Society of India	Conference - Presenter	Faridkot	14-22 January 2012
54	Sood Neerja and Rai V	To assess the knowledge of nurses as SBA and New Born Care Providers in Rural Hospital of Delhi	Society of Midwives, India	Conference - Presenter	Patna	13-16 October 2011
55	Sood Neerja	Human Resource Development in Nursing	Trained Nurses Association of India	Workshop - Resource person	New Delhi	9 February, 2010

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56	Sood Neerja and Rai V	Impact of Utilizing Public Health Nurses in NRHM in Delhi	Indian Public Health Association	52 nd National Conference - Presenter	New Delhi	7-9 March, 2008
57	Laxmi, Sood N	A study to Assess the Knowledge and Practices of primigravida Mothers regarding High Risk factors of pregnancy	Society of Midwives, India	Conference - Presenter	Kolkatta	2008
58	Sood Neerja and Rai V	Health Facility Survey in Delhi	Society of Midwives, India	Conference - Presenter	Kolkatta	29 September-4 October, 2008
59	Sood Neerja and Rai V	NRHM and Role of PHNs in Delhi	Society of Midwives, India	Conference - Presenter	Ahmedabad	3-7 October, 2007

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

S. No.	Details of the tour	Name of coordinating body	Duration
1	Study Visit organized for IGNOU Post Basic B.Sc. third year Students with PIC Study Centre, RAK College of Nursing:- Part of BNS 109, Academic Counselling	Delhi State Health Mission	1 day – 2017 1 day – 2018 1 day - 2019

9. Consultancy assignment (if any):

S. No.	Organization/ agency	Cost, title of consultancy	Duration
1	Nursing Consultant: Delhi nursing Cell, Directorate of Health Services, GNCTD	No Honorarium	2011-2016

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
Nil	Nil	Nil	Nil	Nil

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

SNo.	Name and enrolment no:	Year of registration	Year of completion/ award
1	Health University, Uttrakhand	2020	NA

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

SNo.	Programme	Course	Unit (print)/ Audio/ Video/ eSLM	Coordinated/Written/ Edited (content/ language/ format)/ Translated	Period
1	Certificate in Diabetes Care for Community Worker (CDCW)	Theory Course CNS DC 001 Concepts and Interventions of Diabetes Mellitus Practical Course CNS DCP 001 Procedures Related to Diabetes Mellitus	32 units print 16 Audio/Video 16 DVDs in Hindi – 2012-14 Introduction to CDCW 1 and 2 Introduction to Diabetes Mellitus Introduction to Human Body Systems, Pancreas and its Functions Management of Diabetes Mellitus its Complications and Management 1 and 2 Counselling and Organizing BCC Activities for the Patients with Diabetes Mellitus 1 and 2 Examination History Taking Testing of urine Blood Sugar, Insulin Injections Checking Blood Pressure 1 and 2 Management of Diabetic Foot Role Play – Myths Regarding Diabetes	<u>Coordinated/Edited/Format</u> <u>5 Blocks</u> 1. Basics of Diabetes Mellitus – 3 units 2. Diagnosis and Monitoring of Diabetes Mellitus – 3 units 3. Management of Diabetes Mellitus – 4 units 4. Complications of Diabetes Mellitus – 4 units 5. Education, Counselling and Prevention of Diabetes Mellitus – 4 units <u>1 Blocks</u> 1. Procedures related to Assessment and Care of Patient with Diabetes Mellitus – 14 practical's Programme Guide Academic Counsellor Manual	2010-2018

			Mellitus and Effective Communication Community Visit by Community Worker Importance of Bio-Medical Waste Management and Infection Control		
2	Certificate in AYUSH Nursing (CAY)	Theory Courses CNS AY 001 Maulika Siddhanta CNS AY 002 Aushadha and Roga Vigyana CNS AY 003 Chikitsa Practical Course CNS AY 004 Skills in Ayurveda Nursing	32 units print	<u>Coordinated/Edited/Format</u> 7 Blocks Block 1 – Principles (Basics) of Ayurveda – 3 units Block 2 – Promotive Aspects of Health – 2 units Block 1 – Ayurvedic Drugs – 3 units Block 2 – Ayurvedic Diagnostics – 2 units Block 1 – Ayurvedic general Medicine – 3 units Block 2 – Ayurvedic Surgery, Eye, ENT, Dental – 2 units Block 3 – Maternal and Child Health – 3 units 1 Block Practical Manual 14 practical's Programme Guide Academic Counsellor Manual	2011-2013
3	Diploma in Nursing Administration (DNA)	BNS 011 BNS 012 BNSL 011 BNS-011 BNS-012 BNSL-011	4 Credits 4 Credits 8 Credits Audio Books for students for supplementing the print and learner support – What's App Group 20 Audio Books	Major Revision <u>Coordinated/Process of Revision</u> Programme Guide – Revised soft copy	2018-2020 2014-2020

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			Online theory and practical classes/sessions		
4	Certificate in Adolescent Health and Counselling (CAHC)	CNS AH-001 CNS-AHL 001	Nil	<u>Coordinated</u>	2014-2019
5	Post Basic B. Sc. Nursing	BNS-101 Nursing Foundation BNSL-101 Nursing Foundation Practical BNS-109 Community Health Nursing BNSL-109 Community Health Nursing Practical	Nil	<u>Coordinated</u>	2014-2017

- Courses/ Units translated and period
- Audio programmes (title, Course, period)
- Video programmes (title and Course, period)

13. Training programmes designed and conducted, duration and dates

S. No.	Programme	Dates	Place	Number of Participants
Nil	Nil	Nil	Nil	Nil

14. Details of Counselling sessions conducted:

S. No.	Programme	Course	Place	Dates	Duration	Mode (Specify- Face to Face Radio counselling Teleconferencing Web conferencing Any Other)
	Certificate in Diabetes Care for Community Worker (CDCW)	CNS DC 001 CNS DCP 001	New Delhi	16-05-13	2 HRS	Teleconference
				15-04-13	2 HRS	
				22-01-13		
				19-10-12	2 HRS	
				03-08-12	2 HRS	
				3-7-12		
				1-05-12	2 HRS	
			13-04-12	2 HRS		

				3-04-12 21-02-12 14-02-12 23-07-13 13-03-12 2 HRS 2 HRS 2 HRS 2 HRS 2 HRS 30 MTS 1 HR		IRC
	Diploma in Nursing Administration (DNA)	BNS 011 BNS 012 BNSL 011 BNS 011 BNS 014	New Delhi New Delhi New Delhi	2017 2018 2020 2017 2020 2020 10-03-14 09-05-14 21-04-14 13-09-2019 20-09-2019 11-10-2019 13-09-10	12 12 12 12 12 30 3 HRS 2 HRS 2 HRS 1 HR 1 HR 2 HR	Face to Face Counselling at Study Centre Online Face to Face at Study Centre Online Online Teleconference
	Post Basic B. Sc. Nursing	BNS 109 BNS 101 BNS 101 BNS 110 BNS 110 BNS 110	New Delhi New Delhi New Delhi	2013 2014 2015 2016 2017 2018 2019 2020 2016 2017 2008-11 2009-11 2018 2019 2020	12 12 12 12 24 24 24 24 12 12 2 HRS 2 HRS 2 HRS 2 HRS 2 HRS	Face to Face Counselling at Study Centre Online Face to Face Counselling at Study Centre Face to Face Counselling at Study Centre Online

		BNSL 110		2018-19 2020		F2f Online
		BNS 101	New Delhi	12-10-11	1 HR	Teleconference
		BNS 103	New Delhi	19-04-11	1 HR	

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

16. Contribution to IGNOU's corporate life:

S. No.	Chairperson/ Committee	Member of	Name of the Committee	Date/ period
1	Member		Convocation Seating Arrangement Sub- Committee	2017, 30th Convocation.
2	Organized /Blood Donation, Health Camp and Awareness sessions for IGNOU staff		Organizer with Director SOHS	2010, 2013, 2017

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

S. No.	Designation	Period
Nil	Nil	Nil

18. Any other contribution/information

1. PhD Evaluator and Examiner, Centre of Social Medicine and Community Health, JNU, New Delhi.
2. Member of Core Committee and Expert Committee for Development of Skill programmes under STC IGNOU (CGDA, CGCA, CHHA, CPHA).
3. Organized Expert Committees for finalization of course content theory and practical for Certificate for Diabetic Educator, STC, IGNOU.
4. Rapporteur in 3 sessions on Practical - Data Analysis of Google Forms, Practical-Developing Home Video in Research and Technology use in research, FDP on ICT Enabled Research by STRIDE, IGNOU. 17-21 August, 2020. Submitted 3 days report to be FDP Coordinator.
5. Panellist invitation for Delphi survey 1 "Essential Research Skills", Global Health.
6. Associate Editor, International Journal of Nursing and Midwife.
7. Member of Review Committee during 6th Texila World Conference, Online
8. Validation of tools of M.Sc. and PhD scholars.
9. Review of articles- National and International Journals.
10. Online support to students during COVID-19 for 6 courses.
11. Learner Support Services for DNA Delhi and all over India and Post Basic B. Sc. Nursing Students 3rd year, RAK College of Nursing, Delhi students through What's App group.

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12. Additional material to DNA Delhi and all over India and Post Basic B. Sc. Nursing Students 3rd year, RAK College Of Nursing, Delhi students in the form of OERs, links, Audio Books, PPT, PDF etc.
13. Participated in moderation, paper setting, evaluation, counselling activities, organizing and participated in various committee meetings for programmes of SOHS, IGNOU.
14. Member of Editorial Board, Texila International Journal, 2017; iMedPub Journals, 2017; International Journal of Nursing and Midwifery Research, 2015-16, 2016-17, 2017-2018.
15. Committee Member, For Drafting Standing Operating Norms and Instructions for PHNs; and Supervision, Monitoring and Evaluation of Skill Lab for Nurses and AHP; Advisory Committee Member for Re-Organization of Nursing Services in Delhi; Department of H&FW, GNCTD, 2016.
16. Panellist for the selection of nursing faculty for campus programme of Texila American University, 2015.
17. Adjunct Faculty, Texila American University, Online/Distance Education, Nursing programmes, 2014, 2015, 2016. Preparing curriculum for nursing programmes, conducting online sessions and preparing teaching-learning material for students, evaluation of online assignments, paper setter.
18. Validated tools for M.Sc. Nursing and Ph.D. Students from various College of Nursing/Universities.
19. Guest Faculty Centre of Social Medicine and Community Health, JNU; MM University, College of Nursing, Maullana, Ambala; College of Nursing RML Hospital & PGIMER, New Delhi.
20. Guest Faculty for M.Sc. Nursing and Ph.D. students for Health Planning, Health policy and National Health programmes at M M University, Ambala
21. Guest Faculty for MPH Students at Centre of Social Medicine and Community Health, JNU, New Delhi 2010, 2011, 2012
22. 28th Feb to 5th March 2011 Resource Person – ANM Tutor Training Project, Government of Bihar at Hyderabad
23. Examination Work: Paper Setter- College of Nursing, MM University, Maulana, Ambala; Baba Farid University, Faridkot; Examiner Sharda University, Greater NOIDA.
24. International Judge for E-Conference, Texila American University, 2014, 2015, 2016, 2017.
25. Member Sub-Committee for 7th Pay Commission: Review and Revise the Salary/Pay Structure of Nursing Personnel by TNAI, 2014.
26. Resource Person: Public Health Nursing in Consultancy Project with ANSWERS, Hyderabad, to provide expert advice and strategic guidance and support to the Nursing Directorate in Odisha, 2014.
27. Part of initiative by NCIDE, IGNOU to design e learning material for PGDBE Programme of SOHS, 2013-2014.

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

28. Resource Person in various Committees and Training of Doctors and Nurses, Directorate of Health Services, GNCTD.
29. Resource Person Training of Nurses and Member of committees for professional work at TNAI, Ruffaida College of Nursing Jamia Hamdard, New Delhi.
30. Voluntary Work in various NGOs and Professional Organizations; take sessions on health in schools and organizations.
31. 22 years of experience of working in Directorate of Health Services August 1985-September 2007. Worked in SHS and DHS in various state and national level programmes i.e. planning, implementing, monitoring of programmes as a team member; member of various committees; nominated for various trainings and resource person in training doctors and nurses; member of inspection committee of nursing home cell of DHS; member of core committee in implementing NRHM in Delhi; Registrar Delhi Nursing Council. Organized state level awareness camps and activities.

Neerja Sood

Signature of Teacher /Academic

Signature of Director/ Head