

**“Implementation of NEP 2020: Capacity Building Workshop for
Newly Promoted Senior Assistants of IGNOU”
(Through virtual mode)**

Background

Staff Training and Research Institute of Distance Education (STRIDE) has been conducting Capacity Building Programmes for non-teaching staff with the aim of increasing their knowledge and skills, as well as to increasing their efficiency and effectiveness. Recently, IGNOU has promoted a large number of promotions of different levels of non-teaching staff. This includes Senior Assistants who have recently promoted from Assistants. Looking at the importance of newly promoted Senior Assistants of IGNOU, STRIDE is organizing a (two day) Capacity Building Programme in collaboration with Administration Division.

Objectives

- Describe the role and responsibilities of Senior Assistants with a focus on NEP 2020;
- Explain office procedures; administrative and financial rules;
- Explain SAMARTH and its application; and,
- Acquaint the participants with effective noting and drafting.

Participants/Target Group and Dates

Newly Promoted Senior Assistants of IGNOU is 47 in total as per the data provided by Administration Date: 24th -25th May, 2022.

Methodology

The Methodology adopted for the workshop will make full use of experiential learning methodology. All the sessions will be structured accordingly which shall include following: Power point presentations, interactive-discussions, individual/group based practice, feedback and evaluation.

Resource Persons

Administrative officers from IGNOU and few external resource persons from ISTM, New Delhi.

Outcomes

Expected outcomes of the workshop are to:

- Develop new knowledge on Administrative matters.
- Enhance skills for effective functioning.
- Discover the importance of resolving conflicts at the work place and work ethics.

Workshop coordinators

Dr. P. Lakshmi, Prof. Amiteshwar Ratra & Dr. Gloria Kuzur

P. Lakshmi
Dr. P. Lakshmi
सहायक प्रोफेसर - Assistant Professor
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Santosh Panda
21/23
प्रो. संतोष पांडा
प्रोफेसर, एडमि. रजि., नई दिल्ली-09
Prof. Santosh Panda
Senior STRIDE IGNOU, New Delhi

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STRIDE & Administration Division**

**Implementation of NEP 2020: Capacity Building Workshop for Newly Promoted Senior Assistants of IGNOU
24th - 25th May, 2022 (Virtual Mode)**

Tentative Programme Schedule

Day & Date	10:00-11:30 hrs.	11:30-11:45 hrs.	11:45-1:15 hrs.	1:15-1:45 hrs.	2:15-3:45 hrs.	3:45-16:00 hrs.	4:00-5:30 hrs.
Day 1 24th May Tuesday	S1: Inaugural Session Inauguration Prof. Santosh Panda, Director, STRIDE Prof. S. K. Yadav, Registrar I/C (Adm.), IGNOU Inaugural Address: Sh. Deepak Kumar Bhat, Joint Director, ISTM Presided by Dr. Srikanth Mahapatra PVC, IGNOU	T E A B R E A K	S2: Office Management and E-Governance (Noting & drafting) Sh. Anup Agrawal, Deputy Director, ISTM	L U N C H B R E A K	S3: Financial Management-I i. GFR ii. Procurement of Goods & Services iii. Medical Bills Sh. B. Dhanesh, Joint Director, ISTM	T E A B R E A K	S4: Financial Management-II i. Pay Fixation ii. Pension Rules Sh. Yogesh Deyvedi, Deputy Director, ISTM
Day 2 25th May Wednesday	S5: Establishment Matters: i. Leave Rules ii. ACR iii. LTC Sh. K. K. Pant ISTM, Guest Faculty		S6: Establishment Matters: i. Maintenance of Service book ii. Stock Register iii. Inventory Management Sh. K. K. Pant ISTM, Guest Faculty		2:15-3:00 hrs. S7A: Raj Bhatia: Sh. Anand Sonu. 3:00-3:45 hrs. S7B: Use of ERPs: SAMARTH Dr. Pankaj Kumar, CD, IGNOU		4:00-4:45 hrs. S8A: Panel Discussion: Role of Non-Teaching Staff: Issues and Challenges Dr. Rajni A. Jast, Sh. Banmali Singh & Sh. Deepak Bhat 4:30-5:15 hrs. S8B: Valedictory Session: Prof. Sanyakam, PVC, IGNOU

Workshop Coordinators: Dr. P. Lakshmi, Prof. Amiteshwar Raha & Dr. Gloria Kuzur
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P. Lakshmi

डॉ. पुष्पा लक्ष्मी Dr. PUSPA LAKSHMI
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Implementation of NEP 2020: Capacity Building Workshop for Newly Promoted Senior Assistants of IGNOU" 24th - 25th May, 2022
(Through virtual mode)
Participant List

P. Lakshmi
Dr. P. Lakshmi
Assistant Professor
IGNOU Mahila Centre, New Delhi-110062

S. No.	Name of the Officials	Designation	Place of posting
1	Sh. Subhash Chandra Yadav	Executive Assistant	MPDD
2	Sh. Charan Singh	Executive Assistant	CDN
3	Sh. Attar Singh	Executive Assistant	SOEDS
4	Ms. U. Swaraja Laxmi Bai	Executive Assistant	RC, Port Blair
5	Ms. Saroj Bala	Executive Assistant	F&A Division
6	Ms. Krishna Devi	Executive Assistant	F&A Division
7	Sh. Ram Vinay Sharma	Executive Assistant	SRD
8	Ms. Manjula E	Executive Assistant	RC, Hyderabad
9	Ms. Raj Bala	Executive Assistant	SOS
10	Sh. P. Anthony Raj	Executive Assistant	SOCE
11	Sh. Yogendra Sah	Executive Assistant	SED
12	Sh. Manohar Lal	Executive Assistant	Admn. (Reg. Office)
13	Sh. Sher Singh	Executive Assistant	SED
14	Ms. Susheela	Executive Assistant	SOMS
15	Sh. Jitender Sahni	Executive Assistant	RSD
16	Sh. Satya Pal	Executive Assistant	Admn. Division
17	Sh. Manoj Kumar	Executive Assistant	ACD
18	Sh. Kanhaiya Manjhi	Executive Assistant	F&A Division
19	Sh. Bala Datt	Executive Assistant	Admn. (Estt-I)
20	Sh. Santar Pal	Executive Assistant	Security Deptt.
21	Sh. Prabhu Nath Manjhi	Executive Assistant	RC, Delhi-3
22	Sh. Yash Pal Singh	Executive Assistant	STRIDE
23	Sh. Shishu Pal	Executive Assistant	RC, Karnal
24	Sh. Rakesh Kumar	Executive Assistant	SOS
25	Ms. Joshima Kujur	Executive Assistant	CDN
26	Sh. Harish Grover	Executive Assistant	ACD
27	Sh. Manager Mehto	Executive Assistant	MPDD
28	Sh. Subhash Kumar	Executive Assistant	P&DD
29	Sh. Virender Kumar Rana	Executive Assistant	SED
30	Ms. Anita Mamgain	Executive Assistant	RC, Dehradun
31	Sh. Veer Pal Singh	Executive Assistant	MPDD
32	Sh. Rajiv Kumar	Executive Assistant	SOE
33	Ms. Anita	Executive Assistant	SOH

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SOH STRIDE IGNOU, New Delhi

34	Sh. Jagdish Prasad	Executive Assistant	Int. Division
35	Sh. Kesh Ram	Executive Assistant	EMPC
36	Ms. Roshni	Executive Assistant	MPDD
37	Sh. Paras Ram	Executive Assistant	SOEDS
38	Sh. Raj Kishore Thakur	Executive Assistant	GA
39	Sh. Sripal	Executive Assistant	GA
40	Sh. Umesh Kumar Sharma	Executive Assistant	SED
41	Sh. Malswamdawngliana	Executive Assistant	RC, Aizwal
42	Sh. Bhagwan Das	Executive Assistant	RSD
43	Sh. Dashrath Manjhi	Executive Assistant	CPU Store
44	Ms. Hemlata Devi	Executive Assistant	SOA
45	Ms. Rajwati	Executive Assistant	SED
46	Sh. Anand Prakash	Executive Assistant	SOMS
47	Sh. Pramod Kumar	Executive Assistant	EMPC
48	Mrs. Asma Bibi	Executive Assistant	RC, Port Blair



**Implementation of NEP 2020:
Capacity Building Workshop for Newly Promoted
Senior Assistants of IGNOU
24-25 May, 2022
Through Online Mode**



Prof. Nageshwar Rao
Vice-Chancellor, IGNOU



Prof. Santosh Panda
Director, STRIDE, IGNOU



Dr. V.B. Negi
Registrar (SED), IGNOU



Sh. Deepak Kumar Bist
Joint Director, ISTIM, New Delhi



Dr. Pulla Lakshmi
Programme Coordinator, IGNOU, STRIDE



Prof. Amiteshwar Ratra
Programme Coordinator, IGNOU, STRIDE



Dr. Gloria Kuzur
Programme Coordinator, IGNOU, STRIDE

Organized by

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