INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Towards Effective Implementation of NEP 2020
Capacity Building Programme for Newly Promoted Assistants of IGNOU (Batch-I)
14th -15th February, 2022 (Through Online Mode)

Organized by STRIDE & Administration Division

1. About the Workshop

The launch of National Education Policy 2020 has created a need for training of all levels of staff including non-teaching staff. STRIDE has been conducting workshops for capacity building of non-teaching staff with the aim of increasing their knowledge, developing their skills, as well as bringing about attitudinal change with a view to increasing their efficiency and effectiveness. Recently IGNOU has undertaken a large number of promotions of different levels of non-teaching staff. This includes Assistants who have been recently promoted from JATs. In order to prepare these newly promoted Assistants to undertake their higher level responsibilities, STRIDE is organizing a capacity building programme(CBP) in collaboration with Administration Division.

2. Objectives

The objectives of the two -day CBP workshop are as follows:

- To develop the generic and domain specific competencies related to their job profile as assistants
- To increase and update knowledge related to rules and regulations and other aspects of administration
- To develop skills related to noting drafting, file processing, maintenance of records and registers
- To inculcate positive attitude and ethics for bringing about change in work culture

3. Target groups and Dates

The target group for this CBP is newly promoted Assistants posted at IGNOU head quarters. The dates for the CBP are $14^{th} - 15^{th}$ February, 2022. The number of participants in the CBP are 32.

4. Programme Methodology and Schedule

The programme shall be conducted through online mode. It includes presentations by experts, interactive discussions, quiz, activities as well as collaborative tasks. The programme schedule is based upon a preworkshop needs assessment conducted through online Google form.

5. Programme Resource Persons

The resource persons include experts from IGNOU as well as ISTM, DoPT, Government of India.

6. Programme Outcomes

The expected outcomes of the programme are:

- To develop new knowledge on administrative matters
- · To enhance skills for effective functioning
- To inculcate a positive attitude in the work place

7. Programme Management

Programme Director-: Professor Santosh Panda

Programme Coordinators: Dr. Anita Priyadarshini, Dr. Hemlata Baghel, Dr. Ram Chandra

त. अनिता प्रियदर्शिनी / Prof. Anita Priyadarshini नाचार्य, दूर शिक्षा / Professor, Distance Education सराहड / STRIDE प्रो. संतोष पांडा नदेशक, स्ट्राइड, इन्हु, नई हिल्ली-डा नदेशक, स्ट्राइड, इन्हु, senosh Panda Prof. Santosh Panda



INDIRA GANDHI NATIONAL OPEN UNIVERSITY STRIDE & Administration Division



Towards Effective Implementation of NEP 2020

Capacity Building Programme for Newly Promoted Assistants of IGNOU – Batch 1st (Through online mode)

14th -15th February 2022

Programme Schedule

Day & Date	10:00-11:30 hrs.	11:30- 11:45 hrs.	11:45-13:15 hrs	13:15- 14:15 hrs	14:15-15:45 hrs	15:45- 16:00 hrs	16:00-17:30hrs
Day 1	S1: Inaugural Session		S2:Noting and		S3: Establishment –		S4: GPF,NPS, Service Rules
	Prof. Santosh Panda		drafting, file		GR, FR, Service book,		Dependent Rules
14 th Feb.	Director, STRIDE		processing		Leave management,		
2022	Commence of the Commence of th	T		L	Stock Register	T	
(Monday)	Dr. V.B. Negi, Registrar (Adm.), IGNOU	E		U		E	
	The state of the s	A	Sh. Agam Aggarwal	N	Smt. R Gayathri	A	Sh. Deepak Kumar Bist
	Inaugural Address:		Dy. Director	C	Dy. Secretary		Joint Director
	Sh. Deepak Kumar Bist Joint Director, ISTM		ISTM, GoI	Н	ISTM, GoI		ISTM, GoI
	Presidential Address:	В				В	
	Prof. Nageshwar Rao	R		В		R	
	Vice Chancellor, IGNOU	E		R		E	
	*	A		E		A	*
Day 2	S5: Finance & Accounts-	K	S6: Finance &	A	S7: ODL &	K	S8: Panel : Implementation of
	Bill processing, CEA &		Accounts: Tax	K	SAMARTH and its		NEP 2020: Role of Non-
15 th Feb.	other bills, Invoice,		deduction, Salary,		functioning in IGNOU,		TeachingStaff
2022	LTC, TA, DA, Medical		Cash Book, Audit,		Basic computer		Prof. R.P. Das, PVC - Chair
(Tuesday)	Bill		Budget		maintenance and		Dr. S. Mohapatra, Director R
			=		Networking		Dr. V.B. Negi, Registrar (Adn
	Sh. B Dhanesh		Sh. B Dhanesh		Sh. Pankaj Kumar		Prof. Santosh Panda
# = 0	Joint Director		Joint Director,		Dy. Director, IGNOU		Director, STRIDE
	ISTM, GoI		ISTM, GoI				
			83				Valedictory Session

Programme Coordinators:

Dr. Anita Priyadarshini, Dr. Hemlata Baghel, Dr. Ram Chandra

Staff Training and Research Institute of Distance Education IGNOU, New Delhi.
Email: anitapriyadarshini@ignou.ac.in, hemlatabaghel@ignou.ac.in, ramchandraignou@ignou.ac.in

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प्रो. अनिता प्रियदर्शिनी / Prof. Anita Priyadarshini आचार्य, दूर शिक्षा / Professor, Distance Education स्ट्राइड MSTRIDE





ने अविता विवास

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

(STRIDE& Administration Division)

Towards effective implementation of NEP 2020

Capacity Building Programme for Newly Promoted Assistants of

IGNOU (First Batch)

(Through online Mode) 14th -15th February 2022

Participants List

		Participa	ants List		
S.No.	Name	Designation	Schools/Centres/Divisions		
1	Raj Kumar	Assistant	SOPVA		
2	Joginder Kumar	Assistant	SCHOOL OF SOCIAL SCIENCES		
3	Sandeep Meena	Assistant	SSC		
4	Sanjay Kumar Shah	Assistant	PVC (SK) Office		
5	Sandeep Kumar	Assistant	INTERNATIONAL DIVISION		
6	Daya Sagar	Assistant	SCHOOL OF HUMANITIES		
7	Sanjeev Kumar	Assistant	Research Unit		
8	Roshan NicodimMinz	Assistant	MPDD		
9	Vineet Xess	Assistant	SOTHSM		
10	Rajpal	Assistant	School of Education		
11	Suresh Meena	Assistant	School of Sciences		
12	Vandana	Assistant	SOMS		
13	Mohd Imran Raini	Assistant	School of Education		
14	Sunil Kumar Chauhan	Assistant	School of Management Studies		
15	Pradeep Kumar	Assistant	EMPC		
16	Sapna Goswami	Assistant	EMPC		
17	Anil Kumar	Assistant	school of humanities		
18	Narender Kumar	Assistant	LEGAL CELL (ADMINISTRATION DIVISION)		
19	Amit Kumar (Hindi)	Assistant	RSD		
20	Shabana Bano	Assistant	RSD		
21	Monu Rathi	Assistant	RSD		
22	Parveen	Assistant	ACD		
23	Huma Parveen	Assistant	SRD		
24	Kamal Jeet Alias Lucky	Assistant	Administration Division(Central Purchase Unit)		
25	Shyamji Singh	Assistant	Administration Division (E-II)		
26	Hari Nandan	Assistant	SED (Exam-I)		
27	Pratibha Rani	Assistant	School of Social Work(SOSW)		
28	Deepak	Assistant	Centre for Online Education		
29	Sunil Kumar	Assistant	FINANCE AND ACCOUNTS DIVISION		
30	Bijender Pal	Assistant	SOGDS		
31.	Asha Rani	Assistant	FINANCE AND ACCOUNTS DIVISION		
32.	LianminthangSamte	Assistant	SED		

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प्रो. संतोष पांडा विदेशक, स्ट्राइट, इन्नू, नई दिल्ली-68 Prof. Santosh Panda Brector, STRIOE, IGNOU, New Delhi-8

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(THROUGH ONLINE MODE)

TOWARDS EFFECTIVE IMPLEMENTATION OF NEP 2020 CAPACITY BUILDING PROGRAMME FOR NEWLY PROMOTED ASSISTANTS OF IGNOU

(FIRST BATCH)

Monday, 14th-15th February, 2022



Prof. Nageshwar Rao















Staff Training and Research Institute of Distance Education &

Administration Division
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garni, New Delhi- 110068

INAUGURAL SCHEDULE

Day & Date

Monday, 14" February 2022

Time

10:00 am to 11:00 am

Welcome

Prof. Santosh Panda Director, STRIDE, IGNOU

About the Programme

Dr. Anita Priyadarshini Programme Coordinator, STRIDE, IGNOL

Opening Remarks

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

Inaugural Address

Sh. Deepak Kumar Bist Joint Director, ISTM, Gol

Presidential Address

Prof. Nageshwar Rao Hon'ble Vice Chancellor, IGNOU

Vote of Thanks

Dr. Ram Chandra Programma Co-coordinator, STRIDE, IGNOU

Moderator

Dr. Hemlata Baghel Programme Co-coordinator, STR

Valeditory Address Tuesday, 15° February 2022

Prof. Rajendra Prasad Das Pro-Vice Charcellor, IGNOU

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प्रो. अनिता ग्रियदिशिनी / Prof. Anita Priyadarshini आचार्च, दूर शिक्षा / Professor, Distance Education स्ट्राहड / STRIDE Lind

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