

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**Towards Effective Implementation of NEP 2020**  
**Capacity Building Programme for Newly Promoted Assistants of RCs /RECs (Batch-II)**  
**21st – 22nd 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. Training Outcomes**

The training outcomes 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 21<sup>st</sup> – 22<sup>nd</sup> February, 2022. The number of participants in the CBP are 30.

**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 pre-workshop 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 Coordinators**

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

  
प्रो. अनिता प्रियदर्शनी / Prof. Anita Priyadarshini  
आचार्य, दूर शिक्षा / Professor, Distance Education  
सुइड / STRIDE

  
प्रो. संतोष पांडा  
निदेशक, स्ट्राइड, इग्नू, नई दिल्ली-68  
Prof. Santosh Panda  
Director, STRIDE, IGNOU, New Delhi-68

**Towards Effective implementation of NEP 2020**
**Capacity Building Programme for Newly Promoted Assistants of RCs & RECs IGNOU (Through online Mode)**
**(Second Batch) 21<sup>st</sup> - 22<sup>nd</sup> February 2022**
**Programme Schedule**

	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
<b>Day 1</b> <b>21<sup>st</sup> Feb. 2022</b> <b>(Monday)</b>	<b>S1: Inaugural Session</b> <b>Prof. Santosh Panda</b> <i>Director, STRIDE</i> <b>Dr. V.B. Negi,</b> <i>Registrar (Adm.), IGNOU</i>  Inaugural Address: <b>Ms. Bharati Das,</b> <i>Principal Chief Controller of</i> <i>Accounts, Ministry of Home</i> <i>Affairs, Govt of India</i>	<b>T E A   B R E A K</b>	<b>S2: Role of Assistants in RCs and RECs - for implementation of NEP 2020</b> <b>Dr. Sanjeev Pandey,</b> <i>Regional Director, RC Delhi-3</i>	<b>L U N C H   B R E A K</b>	<b>S3: GFR overview, Bill &amp; Personal Claims, LTC, CEA, Medical Bill, Grants-in-aid</b>  <b>Sh. Nafe Singh</b> <i>ISTM Guest Faculty</i>	<b>T E A   B R E A K</b>	<b>S4: NPS, GPF rules, Audit overview, Inventory Management, Ledger Maintenance</b>  <b>Sh. Nafe Singh</b> <i>ISTM Guest Faculty</i>
<b>Day 2</b> <b>22<sup>nd</sup> Feb. 2022</b> <b>(Tuesday)</b>	<b>S5: Noting and drafting, File Processing, Office Procedure</b>  <b>Sh. R.K. Jha</b> <i>ISTM Guest Faculty</i>		<b>S6: Conduct rules and RTI</b>  <b>Sh. R.K. Jha</b> <i>ISTM Guest Faculty</i>		<b>S7: Technology Skills: - SAMARTH functioning in IGNOU, Basic computer maintenance and networking</b>  <b>Dr. Pankaj Kumar,</b> <i>IGNOU</i>		<b>S8: SRD-SED issues and challenges Registrar, SRD and Team Registrar SED and Team</b>  ----- <b>Valedictory Session</b>

**Programme Coordinators:**
**Dr. Anita Priyadarshini, Dr. Hemlata Baghel, Dr. Ram Chandra**
**Staff Training and Research institute of Distance Education, IGNOU, New Delhi.**

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 आचार्य, दूर शिक्षा / Professor, Distance Education  
 स्ट्राइड / STRIDE

  
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 Prof. Santosh Panda  
 Director, STRIDE, IGNOU, New Delhi-60

INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
(STRIDE & Administration Division)

**'Towards effective implementation of NEP 2020'**

**Capacity Building Programme for Newly Promoted Assistants  
of RCs & RECs - Second Batch**

(Through online Mode)

21<sup>st</sup>-22nd February 2022

**Participants List**

S.No.	Name	Designation	RC/REC
1	Abhishek Gandoriya	Assistant	RC-Jaipur
2	Amar Chand	Assistant	RC-Jaipur
3	Ashutosh Kr. vishwakarma	Assistant	RC-Saharsa
4	Beena Yadav	Assistant	RC-Lucknow
5	ChanderPraksh	Assistant	RC-Kanna
6	ChittaranjanGejo	Assistant	RC-Koraput
7	Deepak Kumar Meena	Assistant	RC-Jaipur
8	Dinesh Kumar Singh	Assistant	RC- Aligarh/ Noida
9	Gaurav Kumar	Assistant	RC-Kolkata
10	Julie Agnes Mareem	Assistant	RC-Jorhat
11	KarartapuKrubhakar	Assistant	RC- Chennai
12	Krishan Deo Kumar	Assistant	RC-Pune
13	Manish Kumawat (Hindi)	Assistant	RC-Jaipur
14	Manoj Kumar	Assistant	RC-Saharsa
15	Naveen Kumar	Assistant	Rc-Delhi-III
16	Rajesh Ashok Wasnik	Assistant	RC-Nagpur
17	Rajiv Kumar	Assistant	RC-Delhi-I
18	Ranjeet Basu	Assistant	REC- Patna
19	Ranjeet Kumar	Assistant	RC-Patna
20	Ravi Ranjan Kuamr	Assistant	RC- Bhagalpur
21	Ravi Verma	Assistant	REC- Lucknow
22	Rohit Kumar	Assistant	RC-Patna
23	Rupesh Kumar	Assistant	RC-Ranchi
24	Sandish Dongre	Assistant	REC- Bhopal
25	Sanjay Kumar	Assistant	RC-Mumbai
26	Satosh Kumar Verma	Assistant	RC-Dehradun
27	Sunil Kumar	Assistant	RC- Chandigarh
28	Suryodai Vishwakarma	Assistant	RC- Bhagalpur
29	Vikas Kumar Meena	Assistant	RC-Delhi-II
30	Vikram Singh Meena	Assistant	RC- Jodhpur

(THROUGH ONLINE MODE)

# **Towards Effective Implementation of NEP 2020**

## **'Capacity Building Programme for Newly Promoted Assistants of RCs & RECs IGNOU'**

(SECOND BATCH)

**21<sup>st</sup>-22<sup>nd</sup> February, 2022**

**Prof. Nageshwar Rao**  
Hon'ble Vice Chancellor, IGNOU



**Prof. Rajendra P. Das**  
Pro-Vice Chancellor, IGNOU



**Ms. Bharati Das**  
Principal Chief Controller of Accounts  
Ministry of Home Affairs, Govt. of India



**Dr. Srikant Mohapatra**  
Director, Regional Services Division, IGNOU



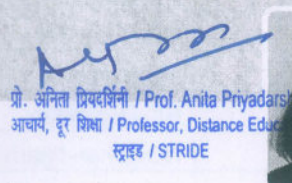
**Prof. Santosh Panda**  
Director, STRIDE, IGNOU



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



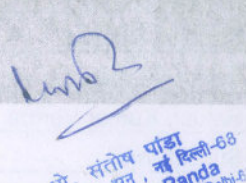
**Dr. Hemlata Baghel**  
Programme Co-coordinator, STRIDE, IGNOU



**Dr. Anita Priyadarshini**  
Programme Coordinator, STRIDE, IGNOU



**Dr. Ram Chandra**  
Programme Co-coordinator, STRIDE, IGNOU



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