



Guru Angad Dev TEACHING LEARNING CENTRE

A Centre under Pandit Madan Mohan Malaviya National Mission on
Teachers and Teaching (PMMMNTT), MHRD, Govt. of India.
SRI GURU TEGH BAHADUR KHALSA COLLEGE
UNIVERSITY OF DELHI



Ref No: GAD-TLC/20-21/OFDP17/004

September 10, 2020

Swati Chaturvedi
Jagannath University, Jaipur

Sub: Confirmation of Registration in National One Week Online Faculty Development Program "Development of Teacher's e-Kit and MOOCs in Four Quadrant Format of e-Content"

Dear Sir/Madam,

Greetings from GAD-TLC (PMMMNTT Centre of Ministry of Education, Govt. of India)

This is to inform you that you have been registered in National One Week Online FDP "Development of Teacher's e-Kit and MOOCs in Four Quadrant Format of e-Content" 12- 20 September 2020. Successful completion of this One Week FDP will fulfil the requirements for promotional avenues for CAS under UGC and AICTE Regulations.

This FDP is in Online mode with hands-on full time commitment for project work, assignment and quizzes over and above the live sessions. You are entitled to take duty leave for participation in this FDP, for which you may request your Institution and submit the approval of your duty leave to us for documentation and processing your relieving letter.

Note that the live sessions for this FDP will be held on 12,13,18,19 & 20 September 2020 (3:00-6:00 PM) each day. The link for the same will be sent to your registered email id.

For better communication with us, you will also be added in the WhatsApp Group. In case of any further communication you may message your concern on our WhatsApp Number +91-9540327485.

Thanks and Regards,

Om Parkash
Dr. Vimal Rarh
National Coordinator FDP
Project Head and Joint Director
GAD-TLC of MHRD



Self-attested
Jhata
Swati Chaturvedi





सत्यमेव जयते
Ministry of Education
Government of India



**Pandit Madan Mohan Malaviya National Mission on
Teachers and Teaching (PMMMMNTT)**

Ministry of Education, Govt. of India

Guru Angad Dev Teaching Learning Centre

SGTB Khalsa College, University of Delhi, Delhi, India

Expression of Interest

for

Voluntary Contribution towards
development of

Tek:2.0 as

e-Content in Four Quadrants OER



Last Date to Apply: 15 October 2020

Self attested

Jhatri

Swati Chakraverti

Mail to:

Dr Vimal Rarh

Project Head & Joint Director
GAD-TLC

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Registrar
Jagan Nath University, Jaipur



Guru Angad Dev

TEACHING LEARNING CENTRE

A Centre under Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching (PMMMNTT), MHRD, Govt. of India.

SRI GURU TEGH BAHADUR KHALSA COLLEGE
UNIVERSITY OF DELHI



Ref.: GAD-TLC/Tek-2.0/AL-104

Date: 24th May 2021

Dr. J. Arthi

Avinashilingam Institute for Home Science &
Higher Education for Women, Tamilnadu

Dear Dr. Arthi

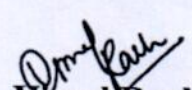
I am happy to inform you that you have been allotted the following paper as coordinator(s) to develop the e-content in four quadrants towards development of teachers e-Kit 2.0 based on your expression of interest. The entire paper has to be covered in 35-40 modules. You can decide on the authors and reviewers for different modules based on their expertise in that particular area. The entire course structure has to be submitted by 30th June 2021. Kindly note that these teacher's e-Kit are National level *Open Educational Resources* for teachers to adopt blended learning in their teaching learning process and that no amount would be paid for this contribution. This is an initiative of GAD-TLC of MHRD under the PMMMNTT scheme.

Subject: Commerce

Paper/Course Title: Human Resource Management

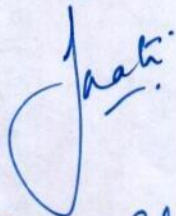
Level of Course: Undergraduate (UG)

Programme and Year (as per LOCF CBCS curriculum): B.Com & B.Com (Hons), 2nd year

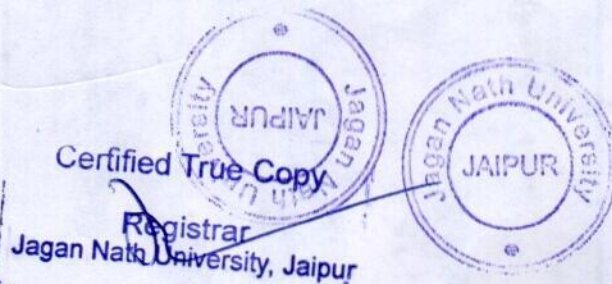

Dr. Vimal Rarh

Project Head & Joint Director
GAD-TLC of Ministry of Education

Copy attested



Swati Chaturvedi



Invitation for
Expression of Interest (EOI)
to develop
“Teacher’s e-Kit in Four Quadrant Format- Peer Reviewed”

(For all Subject Teachers)

A group of Teachers can submit an **“Expression of Interest”** for the development of Teacher’s e-Kit-2.0 (Tek-2.0) with each module as e-content in Four Quadrant format.

Last date for submission of the same is **15 October, 2020**(11.00 pm)

Guidelines for submission of EOI:

- **Which Paper to choose?**

Choose one paper of CBCS syllabus in LOCF mode (based on Model UGC Curriculum-Core/Elective/Optional/Others) in which the group of Teachers have expertise.

- **Who Can Apply?**

4 to 5 faculty members as Group can submit this EOI. Of these, at least two must be permanent faculty having teaching experience in the relevant subject area of more than 10 years. Remaining must have teaching experience of at least 5 years.

They can further allocate authorship(s) to themselves or other teachersto complete the development of all the modules of the course/paper.

One module may have more than one authors. The first author for each module must have minimum teaching experience of 3 years.

The group will also act as Editors of the entire Course which will be duly certified by GAD-TLC.

GAD-TLC will have the exclusive right to add more members as well as Mentors and some Editors for each Course to ensure the quality and overall compliance.

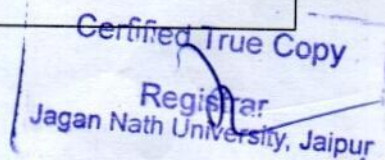
ESSENTIAL TECHNICAL REQUIREMENTS:

1. **Familiarity with concept of Teacher’s e-Kit** : At least one Member of the group must have participated in the One Week Online National Faculty Development Program “Development of Teacher’s e-Kit and MOOCs in Four Quadrant Format of e-Content” by GAD-TLC from 12-20 September 2020

OR

Must have contributed in **First Phase of Teacher’s e-Kit** and received certificate for the same.

2. **Familiarity with Uploading in LMS-MOODLE** : At least one of the Members must know how to use MOODLE LMS for uploading the finalised content. If not, they should be ready to train themselves in this.



3. **What if I cannot find the group members out of the FDP participants?**
In case you wish to involve other Faculties from your organization or from any other Indian Institution, the member must be willing to undergo participation in our forthcoming workshops/FDPs on this/similar theme to understand this concept, details of which will be shared after short listing.
 4. It is expected that Meetings/Workshops will be conducted at the group level in different intervals during the entire process of development of Teacher's e-Kits 2.0 to ensure uniformity and quality of these OERs.
- The content developed for the Course in the Templates provided from GAD-TLC should be unique and contributors will have to provide an undertaking in this respect.
All the coordination of development, Peer – Review process and External Review process has to be coordinated by the team itself. The undertakings and certificates formats shall be provided by GAD-TLC. GAD TLC Team will check for Template compliance and plagiarism check as and when final submissions are done.
 - **What is the Time Period for Completion of One Paper/Course?** A period of three months would be given for the entire course development work. However, module submissions must start within a month, failing which the course may be allocated to another group.

NOTE THAT THIS WILL BE A VOLUNTARY ACTIVITY FOR ALL INVOLVED
AS A NATIONAL ENDEAVOUR
AND NO PAYMENT SHALL BE GIVEN BY GAD-TLC FOR THIS CONTRIBUTION.

- On successful submission, each contributor shall be provided the Certificate for respective contribution as Editor of the Entire Course/ Author(s)/ Resource Person of Workshop, whichever applicable.
- Submit the EOI with a covering letter along with filled Annexure-1 to Email: tlcworkshop@tlckhasla.in with cc to vimalrarh@gmail.com by 15th October 2020

Shortlisted groups would be shared final Templates and intimated through email for the detailed development process.

P.S. More details would be shared with shortlisted groups only.

DECISION IN ALL REGARDS INCLUDING DISPUTES, IF ANY, WILL BE TAKEN SOLELY BY CORE GAD TLC TEAM AND SHALL BE BINDING ON ALL CONCERNED.



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Proforma for Expression of Interest

PART A: ABOUT THE PROPOSED COURSE

1. Title of the Course (as Per LOCF Model Curricula of UGC) (Mention, if any else)	B.Com: Semester V, Paper BC 5.1 (a) (DSE)-1 / B.Com(Hons.): Semester III, Paper BCH 3.1 Core Course C5
2 Programme, Year & Semester	B.Com Final Year, Semester V / B. Com (Hons.) 2 nd Year, Semester III
3 LEVEL OF COURSE (UG/PG/Mention if Other)	UG
4 SUBJECT/DISCIPLINE	HUMAN RESOURCE MANAGEMENT
5 SPECIALISATION/ AREA	HR
6 Credits of Course as Given in the Syllabus	6

PART B: SYLLABUS of the Proposed Paper/Course : As per LOCF Model Curricula of UGC

HUMAN RESOURCE MANAGEMENT

Duration: 3 hrs.

Marks: 100

Credits: 6

Objective: The objective of the course is to acquaint students with the techniques and principles to manage human resource of an organization

Unit 1: Introduction

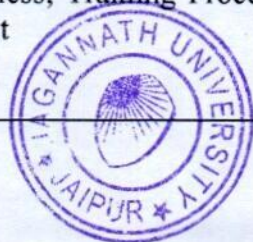
Human Resource Management: Concept and Functions, Role , Status and Competencies of HR Manager; HR Policies, Evolution of HRM; HRM vs HRD, Emerging Challenges o Human Resource Management, Workforce Diversity, Empowerment; Downsizing; VRS, Human Resource Information System

Unit 2: Acquiring Human Resources

Human Resource Planning - quantitative and qualitative dimensions; Job analysis— job description and job specification; Recruitment- Concept and sources; Selection- Concept and sources; test and Interview; Placement and Induction,

Unit 3: Training and Development

Concept and Importance, Identifying Training and Development needs Designing Training Programmes; Role specific and Competency based training; Evaluating Training Effectiveness; Training Process outsourcing; Management Development; Career development



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Unit 4: Performance Appraisal

Performance appraisal- Nature, objectives and Importance; Modern Techniques of performance appraisal; potential appraisal & employee counseling; Job changes— transfers and promotions; Compensation—concept and policies; Job evaluation; methods of wage payment and incentive Plans; Fringe Benefits; performance linked compensation

Unit 5: Maintenance

Employee health and safety, employee welfare, social security; Employer-Employee relations- an overview; Grievance handling and redressal; Industrial disputes: causes and settlement machinery;



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PART C: ABOUT THE MEMBERS OF THE GROUP
(Use this format for all the Members)

(Brief Profile must be provided for at least Two of the Senior most Members)

Group of Course Coordinators- Member 1	
Name	Dr. J.. Arthi
Designation	Associate Professor
Contact Detail	MobileNo. 9789276144 Email ID:- arthiimba@gmail.com
Experience in years	25
Nature of Employment	Permanent
University/Institute/College associated with	Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore, Tamilnadu
OFDP Code for GAD TLC's OFDP on "Development of Teacher's e-Kit and MOOCs in Four Quadrant Format of e-Content" by GAD-TLC from 12-20 September 2020	OFDP17- 079
OR	
No. of Modules of Teacher's e-Kit contributed till now	
Certificate Code of Phase-I	
Whether you know uploading in LMS MOODLE?	Yes
BRIEF PROFILE (Optional) (In not more than 500 words)	<p>PROFILE</p> <p>Dr. J. Arthi is an Associate Professor in the Department of Business Administration, Avinashilingam Institute for Home Science and Higher Education for Women, has 25 years of experience in teaching, research and extension and is well known for her Corporate Relations. Her areas of specialisation include HRM, Marketing, Entrepreneurship Development and Organisational Behaviour. She is the Co-ordinator of Avinashilingam Innovation and Incubation Centre. She has overseas teaching experience since 2005 till date with Institute of Finance Management, Dar-es-salaam, Tanzania.</p> <p>In her capacity as the Placement Co-ordinator between 1999 to 2010, she has conducted Personality Re-engineering Program, Entrepreneurship Development Programs, Civil Services Orientation and "Meet the Mentors" programs. Her networking with the corporate</p>



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world is commendable as she was instrumental in signing MoUs with various Industrial Associations and Corporates thus strengthening Industry- Institute Linkages. Her corporate linkages have benefitted the students immensely, to hone their employability and entrepreneurial skill and also Collaborative programs. She deserves a special credit for organizing more than 100 highly motivational seminars and special lectures, inviting experts from various sectors. She is an action oriented person who assures that every programme organized has strategic outcomes.

She has served and contributed a lot as a member in Academic Council and other Committees related to Industry- Institute Linkages, Vocationalisation of Higher Education, Member of Interdisciplinary Board, Member in Seventh Criteria in NAAC Preparation, Faculty Coordinator of IQAC, Faculty In-charge of Research Convention, Preparation and Updation of General Awareness Text book , MCQs for Online Tests, Soft skills. She has organised 6 Faculty Development as well as Executive Programs in futuristic themes. She has conducted sponsored programs of UGC, DST-NIMAT, National Commission for Women and currently working on an ICSSR Research Project on assessing Entrepreneurial Intention of Students.

She has 45 publications and attended more than 60 National and International conferences. She has contributed towards *e-content preparation* in **e-PG Pathshala** on Women Development and MOOCs **SWAYAM** Course on Supply Chain Management. She has got life membership in Coimbatore Management Association and served in HR and IR Panel of Confederation of Indian Industry (CII). She has actively participated and won *first place* in a **Social Innovation Challenge** organised by Confederation of Indian Industry along with students' team in designing a women safety product using Mobile App. She has got several other noteworthy Awards.

She involves herself in Community Social Service like Programs for Workers with Central Board of Workers Education, Training for Corporation School students, work for the cause of Specially - abled Children and to general public, all have been undertaken as a part of her Service Consciousness to uplift the community to the next level of transformation.

She has been versatile in all spheres of Teaching-learning, Curriculum Design, Instructional Technology, Industry- Institute Linkages, Research work , Mentorship, Counselling, Training and Development Programs for Corporates, Faculty members, Research Scholars and Students ,Community Engagement programs, Incubation and Innovation activities which goes into creating impact in the growth of several Individuals as well as the Institution at large.



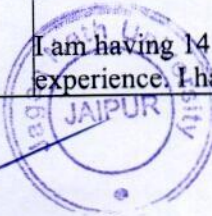
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Group of Course Coordinators- Member 2	
Name	Ms. Swati Chaturvedi
Designation	Assistant Professor
Contact Detail	MobileNo. 9828504333 Email ID:- swatichaturvedi.jpr@gmail.com
Experience in years	16 years
Nature of Employment	Permanent
University/Institute/College associated with	Jagannath University, Jaipur
OFDP Code for GAD TLC's OFDP on "Development of Teacher's e-Kit and MOOCs in Four Quadrant Format of e-Content" by GAD-TLC from 12-20 September 2020	OFDP17-004
OR	
No. of Modules of Teacher's e-Kit contributed till now	
Certificate Code of Phase-I	
Whether you know uploading in LMS MOODLE?	Yes
BRIEF PROFILE (Optional) (In not more than 500 words)	I am an Assistant Professor associated with Faculty of Management, Jagannath University, Jaipur. I am having 14 yrs of teaching and 2 years industry experience. I have conducted 15 major and other

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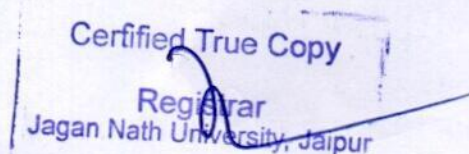
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Swati

	<p>minor training and consultancy programs for public and private sector organizations in different domain areas. I have experience of drafting training manual and working group report for UNFPA (project collaboration with Rajasthan State AIDS Control Society, Planning Department, Government of Rajasthan, and Department of Women and Child Development, Government of Rajasthan.)</p> <p>I am an MBA in HRM and M.Com (Bus. Admn) and; have cleared UGC-NET in Management. I have done certification courses in Information Technology from NIIT, Jaipur and NMIMS, Mumbai.</p> <p>My areas of specialization and areas of research are Human Resource Development and Information System.</p>
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Group of Course Coordinators- Member 3	
Name	Dr. Manisha Choudhary
Designation	Assistant Professor
Contact Detail	<p>Mobile No.- 9818589019</p> <p>Email ID:-manishachoudharydr2017@gmail.com</p>
Experience in years	16 years
Nature of Employment	Regular (Permanent)
University/Institute/College associated with	Government College, Rithoj, Gurugram, Haryana affiliated to Maharishi Dayanand University, Rohtak
<p>OFDP Code for GAD TLC's OFDP on "Development of Teacher's e-Kit and MOOCs in Four Quadrant Format of e-Content" by GAD-TLC from 12-20 September 2020</p> <p>OR</p> <p>No. of Modules of Teacher's e-Kit contributed till now</p> <p>Certificate Code of Phase-I</p>	<p>OFDP17-152</p> <p>One module on Principles of Financial accounting</p> <p>GAD-TLC/Tek-Comm/113 dated 12/08/2020</p>
Whether you know uploading in LMS MOODLE?	Yes



Group of Course Coordinators- Member 4	
Name	Ms. Pooja Gupta
Designation	Assistant Professor
Contact Detail	Mobile No. 9896797097 Email ID:- pmittal304@gmail.com
Experience in years	9.5 years
Nature of Employment	Regular
University/Institute/College associated with	R.K.S.D.(P.G.) College, Kaithal, Haryana affiliated to Kurukshetra University, Kurukshetra
OFDP Code for GAD TLC's OFDP on "Development of Teacher's e-Kit and MOOCs in Four Quadrant Format of e-Content" by GAD-TLC from 12-20 September 2020 OR No. of Modules of Teacher's e-Kit contributed till now Certificate Code of Phase-I	OFDP17-089
Whether you know uploading in LMS MOODLE?	YES



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Group of Course Coordinators- Member 5	
Name	Mr. Tushar Soubhari
Designation	Assistant Professor
Contact Detail	<p>MobileNo. 99 95 16 67 82</p> <p>Email ID:- tusharsoubhari1988@gmail.com</p>
Experience in years	7.5 Years
Nature of Employment	PERMANANT
University/Institute/College associated with	N.S.S. COLLEGE, MANJERI, UNIVERSITY OF CALICUT, KERALA- 676122.
<p>OFDP Code for GAD TLC's OFDP on "Development of Teacher's e-Kit and MOOCs in Four Quadrant Format of e-Content" by GAD-TLC from 12-20 September 2020</p> <p>OR</p> <p>No. of Modules of Teacher's e-Kit contributed till now</p> <p>Certificate Code of Phase-I</p>	OFDP17- 057
Whether you know uploading in LMS MOODLE?	YES



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PART D: Undertaking for EOI

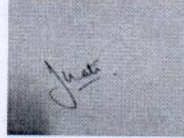
We with details as mentioned above, hereby certify that the information provided by us is correct and true to the best of our knowledge.

We agree to abide by these initial conditions of GAD-TLC for this assignment.

Name & Signature
(Member -1)

Name & Signature

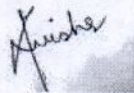
Ms. Swati Chaturvedi



(Member -2)

Name & Signature

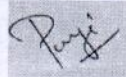
Dr. Manisha Choudhary



(Member 3)

Name & Signature

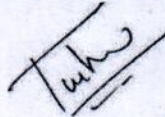
Pooja Gupta



(Member -4)

Name & Signature

Tushar Soubhari

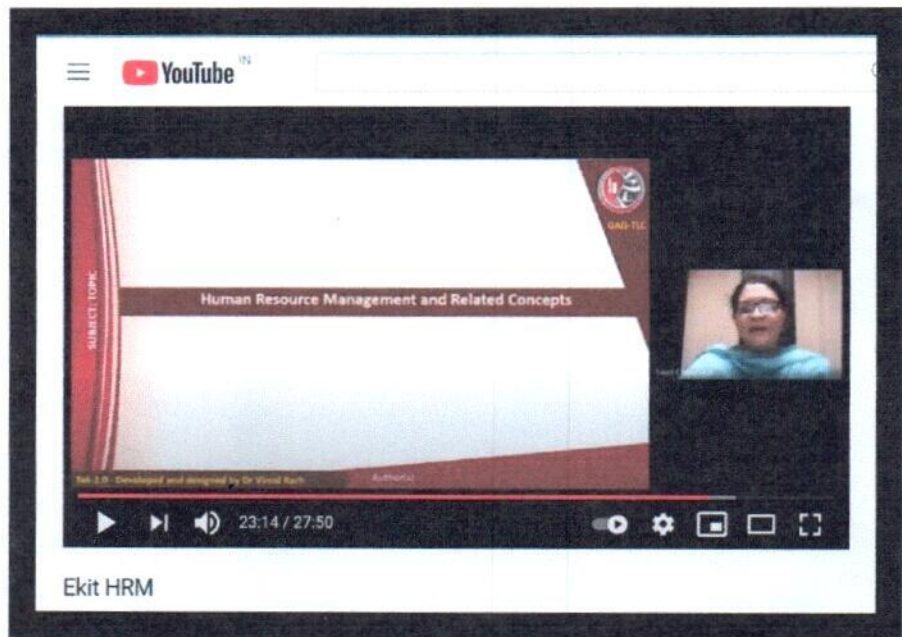
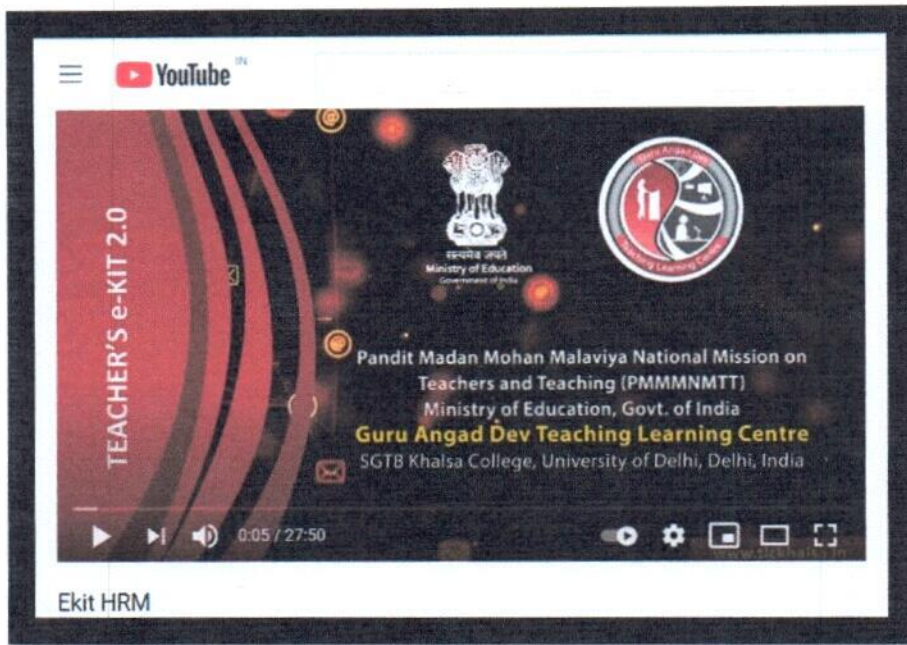


(Member -5)

See attested
Pooja



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Youtube link: https://youtu.be/xlqj_t1Yclk

Date of Launch: 15 Jan 2021

Name of Faculty Swati Chaturvedi



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