

**Study Centre – I.G.N.O.U. (0707)**  
Department of Commerce & Business Studies  
Jamia Millia Islamia  
New Delhi-110025

No.F-48/0707/20

26.11.2020

**July 2020 Batch**

Dear students of (B.A. & B.Com-Third Year combined)

I hope you have received the Study Material from the Material Distribution Division, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068. For your information the Online **counselling schedule** is given below:

Course	Blocks to be covered	Date	Time	Name of the Counsellor
ACC-1	All Blocks	02,03,09,10,16,17,23, 24,30,31, January 2021	8.00 am to 10.00 am	Ms. Bindiya Narang <a href="mailto:bindiyababbar@yahoo.com">bindiyababbar@yahoo.com</a>
ANC-1	All Blocks	02,03,09,10,16,17,23, 24,30,31, January 2021	10.00 am to 12.00 pm	Ms. Bindiya Narang <a href="mailto:bindiyababbar@yahoo.com">bindiyababbar@yahoo.com</a>
ACS-1	All Blocks	02,03,09,10,16,17,23, 24,30,31, January 2021	12.00 pm to 2.00 pm	Mr. Md. Daud Ciddikie
ATR-1	All Blocks	02,03,09,10,16,17,23, 24,30,31, January 2021	2.00 pm to 4.00 pm	Mr. Suab Ahmad <a href="mailto:shoaibahmed835@gmail.com">shoaibahmed835@gmail.com</a>
AHE-1	All Blocks	02,03,09,10,16,17, January 2021	4.00 pm to 6.00 pm	Dr. Helal Wasif Moazzam <a href="mailto:helal786jamia@gmail.com">helal786jamia@gmail.com</a>
AMT-1	All Blocks	02,03,09,10,16,17, January 2021	8.00 am to 10.00 am	Dr. Akbar Ali Khan
AOR-1	All Blocks	06,07,13,14,20 February 2021	10.00 am to 12.00 pm	Mr. Zofail Hassan <a href="mailto:zofailhassan@gmail.com">zofailhassan@gmail.com</a>
ASP-1	All Blocks	06,07,13,14,20 February 2021	12.00 pm to 2.00 pm	Mr. Abdul Wajid <a href="mailto:abdulwajid000@gmail.com">abdulwajid000@gmail.com</a>
AED-1	All Blocks	06,07,13,14,20 February 2021	2.00 pm to 4.00 pm	Miss Refia Wiquar <a href="mailto:refiawiquar@gmail.com">refiawiquar@gmail.com</a>
AMK-1	All Blocks	06,07,13,14,20 February 2021	4.00 pm to 6.00 pm	Dr. Arshia Hussain <a href="mailto:arshia_husain@rediffmail.com">arshia_husain@rediffmail.com</a>
AOM-1	All Blocks	21,27,28 February 06,07 March 2021	8.00 am to 10.00 am	Miss Zeba Khan <a href="mailto:zeba.11april@gmail.com">zeba.11april@gmail.com</a>
BCOA-1	All Blocks	21,27,28 February 06,07 March 2021	10.00 am to 12.00 pm	Mr. Shaha Faisal <a href="mailto:msfaisalg@gmail.com">msfaisalg@gmail.com</a>
BRPA-101	All Blocks	21,27,28 February 06,07 March 2021	12.00 pm to 2.00 pm	Mr. Ibadat Hussain <a href="mailto:ibadat75@gmail.com">ibadat75@gmail.com</a>
BHDA-101	All Blocks	21,27,28 February 06,07 March 2021	2.00 pm to 4.00 pm	Mr. Ibadat Hussain <a href="mailto:ibadat75@gmail.com">ibadat75@gmail.com</a>
CTE-3	All Blocks	21,27,28 February 06,07 March 2021	4.00 pm to 6.00 pm	MS. Mehroze Rizvi <a href="mailto:rizvi.mehroze12@gmail.com">rizvi.mehroze12@gmail.com</a>
CTE-4	All Blocks	13,14,20,21,27 March	10.00 am to 12.00 pm	MS. Mehroze Rizvi <a href="mailto:rizvi.mehroze12@gmail.com">rizvi.mehroze12@gmail.com</a>
CTE-5	All Blocks	13,14,20,21,27 March	12.00 pm to 2.00 pm	MS. Mehroze Rizvi <a href="mailto:rizvi.mehroze12@gmail.com">rizvi.mehroze12@gmail.com</a>
BEGA-1	All Blocks	13,14,20,21,27 March	2.00 pm to 4.00 pm	Mr. Ibadat Hussain <a href="mailto:ibadat75@gmail.com">ibadat75@gmail.com</a>
BEGA-102	All Blocks	13,14,20,21,27 March	4.00 pm to 6.00 pm	Mr. Ibadat Hussain <a href="mailto:ibadat75@gmail.com">ibadat75@gmail.com</a>

1. Please join online classes as per schedule and Google Meet Link will be sent to you by the Counsellor.
2. Please join the meeting before 15 minutes of starting of the class.
3. Counsellors are requested to take screen shot as a proof of Attendance for claiming honorarium.
4. Next schedule of the Elective subjects will be sent to you separately.

(Prof. Najeeb U.K. Sherwani)  
Coordinator

AHE-1	=	Human Environment
AMT-1	=	Teaching of Primary School Mathematics
AMK-1	=	Marketing
ASP-1	=	Secretarial Practice
AED-1	=	Export Procedure and Documentation
CTE-3	=	Teaching Strategies
CTE-4	=	Teaching English - Elementary School
CTE-5	=	Teaching English-Secondary School
BEGA-1	=	Introduction to the Media
BEGA-102	=	Writing for Radio(English)
AOM-1	=	Office Organisation & Management
ACS-1	=	Consumer Studies
ATR-1	=	Translation
ACC-1	=	Organising Child Care Servicing
ANC-1	=	Nutrition for the Community
BCOA-001	=	Business Communication and Entrepreneurship
BHDA-101	=	Samachar Patra and Feature Lekhan (Hindi)
BRPA-101	=	Radio Lekhan(Hindi)
AST-1	=	Statistical Techniques
AOR-1	=	Operational Research