

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

IGNOU REGIONAL CENTRE, Ranchi IGNOU

IGNOU Programme Centre -0534P

Online Theory counseling schedule of MCA-_New-1/MCS214 of January 2023 Session

Counselor Name: Mr. A K Das

S.no	DAY	TIME	Topics	LINK
1	28-04-2023	9am to 10:30am	UNIT 1 : The Process of Communication. UNIT 2: Telephone Techniques UNIT 3: Job Applications & Interviews	https://meet.google.com/dji-qcpe-utb
2	29-04-2023	9am to 10:30am	UNIT 4: Group Discussions UNIT 5: Managing Organisational Structures UNIT 6: Meetings	https://meet.google.com/dji-qcpe-utb
3	01-05-2023	9am to 10:30am	UNIT 7: Presentation Skills- I UNIT 8: Presentation Skills- II UNIT 9 : Developing Interpersonal Skills for a Successful Life at the Workplace	https://meet.google.com/dji-qcpe-utb
4	02-05-2023	9am to 10:30am	UNIT 10: Work Ethics and Social Media Etiquette UNIT 11: Copyright and Plagiarism	https://meet.google.com/dji-qcpe-utb