

# CENTRE FOR DISTANCE AND ONLINE EDUCATION AMU, ALIGARH

ONLINE PERSONAL CONTACT PROGRAMME (PCP)

PG DIPLOMA IN OFFICE MANAGEMENT (PGDOM)

Session: 2020-2021

D.No:- 841/CDOE

Date:- 07.04.2021

<b>Date</b>	<b>Subject (Time: 02:30 PM TO 03:10 PM)</b>	<b>Subject (Time: 03:20 PM TO 04:00 PM)</b>
12-04-2021	Principles of Management (PGDOM-01)	Principles of Management (PGDOM-01)
13-04-2021	Office Procedure and Supervisory Skills (PGDOM-02)	Office Procedure and Supervisory Skills (PGDOM-02)
15-04-2021	Applications & E-System (PGDOM-03)	Applications & E-System (PGDOM-03)
16-04-2021	HR Management & Business Regulatory Framework (PGDOM-04)	HR Management & Business Regulatory Framework (PGDOM-04)
17-04-2021	Entrepreneurship Development & Personality Development (PGDOM-05)	Entrepreneurship Development & Personality Development (PGDOM-05)

Note:

All PCP will be conducted in online mode only. CDOE will notify about the app/software to be used for conducting the PCP (eg. Webex, Google Meet, Microsoft Teams, Whatsapp, Zoom etc.) along with meeting ID & password to the students on their registered mobile number.



Director  
CDOE, AMU Aligarh