

## **Yashodhara Sharma (Dr.)**

Associate Professor, Institute of Economics & Finance, Bundelkhand University  
Kanpur Road, Jhansi : 284 128 (U.P.) India

**Cell:9451031520/9598487185**

**[e-mail:syashodhara1961@gmail.com](mailto:syashodhara1961@gmail.com) & [syashodhara@yahoo.com](mailto:syashodhara@yahoo.com)**

### **Objective**

To work with an institution that provides suitable platform to utilize my teaching & administration capabilities

### **Education**

- Did Ph.D. in Management from Bundelkhand University, Jhansi in 2008
- Completed MBA with specialization in HRD from IGNOU, New Delhi in 1998
- Completed Graduation with Arts from University of Delhi in 1982

### **Employment History**

#### **1983 to 2002**

Worked with Hyatt Regency Delhi, Association of Indian Universities (an autonomous body of Ministry of Education), M/s Willard India Ltd. and M/s ITC Hotels Ltd. (Corporate Headquarters) in Executive, coordinative and administrative capacities for approximately 18 years

### **Academic Experience**

#### **July 2002 onwards**

Joined Bundelkhand University Jhansi as Dy Director (HRD) cum Lecturer in July 2002.

#### **Areas of Interest**

- Human Resource Management
- Organizational Behaviour
- Strategic Management
- Business Communication
- Indian Ethics and Values

## **Administrative Assignments**

### **O.S.D. to the Vice Chancellor**

- Preparation of **reports and articles on development of the university for the leading newspapers, University News and other academic magazines.**
- Making arrangement for the Seminars/Workshops/Conferences and other meetings of the officials of the apex bodies like UGC, AIU, NAAC etc. and preparing reports for the same.
- Liaison with concerned Govt. agencies and Universities regarding their guidelines for various academic and research activities.
- Coordination with the institutional and departmental heads for conducting Board of Studies, Planning & Developing syllabi and course curriculum.
- Active member of the Academic team responsible for publication of Annual Academic Bulletin and conducting Entrance Examinations for various courses of the University.

### **Nodal Officer of All India Survey on Higher Education (AISHE)**

- Coordinate with all principals of affiliated institutions for uploading academic and other relevant information for the Campus as well as affiliated colleges on the national AISHE portal
- Coordinating with the State Nodal Office of Ministry of HRD to update them on the progress of the project.

### **Nodal Officer for Rashtriya Uchhatar Shiksha Abhiyan (RUSA)**

- Preparation of various academic and research development projects and submission of documents for acquiring grants under various grants.
- Coordinating with Govt. Of U.P. authorities and updating regarding progress of various projects of the University.

### **Member Secretary of Internal Quality Assurance Committee**

- Coordination with various institutions and department of the university to provide database for periodic submission of Annual Quality Assurance Report to UPSHEC and NAAC.
- Liaison with University Grants Commission, National Accreditation and Assessment Council and Association of Indian Universities
- To arrange in service training program of the teachers according to update their knowledge and skill to teach the updated/ revised curriculum.
- Preparation of reports and articles on development of the university for the leading newspapers, University News and other academic magazines.
- Coordinating updating syllabi and course curriculum for various courses being run in the university in consultation with Boards of Studies and providing necessary inputs.

- Active member of the Academic team responsible for publication of Annual Academic Bulletin and conducting Entrance Examinations for various courses of the University.
- Organising Faculty Development Programmes and other Short Term courses for the enhancing the competencies of the teaching faculty.
- Providing support and coordinating the recruitment and selection process of teaching and non-teaching staff for various institutes and departments of the University.
- Ensuring processing of performance appraisal from all teaching and non teaching staff in coordination with the respective authorities
- Updating and documenting the HR policies and procedures as per the Government orders issued by the State Govt. and ensuring their implementation
- Updating the database of faculty profiles regarding enhancement in their educational and professional qualifications for promotions and upgradation to next scale.

### **Coordinator - Training and Placement Cell.**

- Initiated the University Industry interaction in the form of MOUs for providing Domain and Soft Skill Development programme to ensure the employability of the students
- Liaisoning with various industries and HR trainers to facilitate training and placement of the students in the industry/ other user system.
- To arrange for the placement of the students through campus interviews during their course of study as well as after their passing out.
- To arrange for expert lecturers to update the students and the staff regarding recent developments in industry.
- To arrange entrepreneurship camps and to motivate the students for self employment.
- To arrange programmes for guidance and counselling of the students regarding various sources of finance, men and material for self-employment.
- To engage classes for teaching as well as for personality development of students.
- Interacting with various corporate houses, companies, BPOs, Human Resource Trainers and Consultants to organize campus interviews for the students studying in all 25 institutes of higher learning in the University.

### **Conferences and Seminars attended and other highlights**

- Attended two days Training cum Awareness Workshop organised by Department of Higher Education, Govt. of Uttar Pradesh and UPSHEC on 2-3 March, 2013.
- Attended Five Day Training Course on Parliamentary Processes and Procedures during 22-26/8/2005 organised by Bureau of Parliamentary Studies and Training, New Delhi
- Attended Orientation Workshop for Writers/Editors of self-learning material on 21-22 July 2012 organised by M.P. Bhoj University, Bhopal

- Attended Technical Workshop on “HR Staff Development in Administrative Matters and MACPS” organised by Centre for Training & Social Research, New Delhi during 1-3 August, 2013.
- Attended Training-cum-Awareness workshop on “Innovative practices for Quality Enhancement in Higher Education” organised by Department of Higher Education, Govt. of Uttar Pradesh on 30<sup>th</sup> September, 2013
- Was invited by Mind and Life Institute, Amherst, Massachusetts, U.S.A. for review of syllabi on “Ethics and Education for Students and Teachers” during February 20-22 2014.
- Organised and attended Faculty Development Programme during 1-7 September 2014 in collaboration with DreamUny Education, New Delhi.
- Organised and attended Six Sigma Green Belt Training for the Heads and Coordinators of all Institutes and departments of the University during 12-17 October, 2016.

### **Curriculum Development**

- Developed Curriculum and Course module for short term English Communication Course.
- Developed study material for Management Programme in Business Communication for Uttaranchal Open University

### **Others**

- Qualified for **Quality Management Systems Lead Auditor** by SGS (U K) Ltd., Pune in 2014.

### **Published work**

- Compiled a book on Sri Aurobindo – *Beyond Body, Mind & Soul*
- Compiled a book on the basics of English Language, published by Axis Publications, New Delhi

### **Personal Record**

Date of Birth                                8<sup>th</sup> November, 1961

Residential Address:                         III/VI/A, Warden Residence Bundelkhand University  
Residential Campus, Kanpur Road, Jhansi : 284 128  
(U.P.) India

**YASHODHARA SHARMA**