

Curriculum Vitae



Dr. Shipra Gupta Vashishtha
Assistant Professor & Co-ordinator
Institute of Languages
Bundelkhand University, Jhansi.

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CAREER OBJECTIVE

To work in a challenging and dynamic environment and to keep adding value to the organization that i represent and serve, and to myself, while concurrently upgrading my skills and knowledge.

STATEMENT OF TEACHING PHILOSOPHY

As a student, I have observed that the best teachers were those who cared the most about teaching. The amount of time that a teacher puts into preparation directly translates to how the students learn. Additionally teacher guides how to think and analyze. There is immense pleasure of watching students learn.

“Education develops desirable habits, skills and attitudes which make an individual a good citizen.”

ACADEMIC BACKGROUND

- Obtained Doctor Degree in **English Literature** from Bundelkhand University, Jhansi in the year of 2009.
- Obtained Masters of Arts Degree from Bundelkhand University, Jhansi in **English Literature** in the year of 2001.
- Obtained Bachelor of Arts Degree from Bundelkhand University, Jhansi in **English Literature** and **Music Vocal** in the year of 1999.

PROFESSIONAL EXPERIENCE SUMMARY

- Presently working with **Bundelkhand University, Jhansi** as an **Assistant Professor & Co-ordinator** in the **Department of English** since October 2013 to till date.
- Worked with **Surendra Rai Group of Institutions, Jhansi** as an **Assistant Professor & Trainer** from 2012 to 2013.
- Worked with **Hindustan Institute of Technology and Management, Agra - SHARDA GROUP OF INSTITUTIONS** as an **Assistant Professor** in the **Department of Applied Science And Humanities** since March 2010 to July 2012.
- Have over nine years experience in teaching at college and university level.
- Articulate communicator, able to effectively interact with diverse population of students at a variety of academic levels. Consistently maintain excellent relations with students, parents, faculties, and administrators.
- Have over three years experience as a respective teacher in inter college at Orai.
- Have been engaged as a NSS program coordinator in a Degree College for one year.
- Have taken various classes on Personality Development Program.
- Have known well as a teacher, lecturer, and assistant professor along with as a good counsellor.

PROFESSIONAL EFFICIENCIES

- Strong Communication and Writing skills.
- Developing relationship with students, faculty, and administration.
- Computer Operation

ACADEMIC RESPONSIBILITIES

- Develop curricula, Study material, Tutorials & Assignments.
- Conducting Lectures & Tutorials.
- Developing specialized materials for outside reading assignments.
- Set, Mark and Moderate Tests, Assignments, Examination papers;
- Assist in advising students, counseling and co-curricular activities;
- Participation in administrative responsibilities at departmental / Institutional level.

ADMINISTRATIVE & CO-CURRICULAR ACTIVITIES

- Actively participating as a counselor of ADMISSION CELL for the purpose of admissions for the session 2012-2013 in 3 colleges of SHARDA GROUP OF INSTITUTIONS.
- Carried out the administrative duty i.e. serving as the warden of Girls' Hostel in HITM, Agra.

ACADEMIC ACHIEVEMENTS AND PARTICIPATIONS

- Awarded grade 'E' (Excellent) by FACULTY DEVELOPMENT PROGRAM in SGI.
- Attended 1 day workshop on HUMAN VALUES AND PROFESSIONAL ETHICS conducted by UPTU.
- Student feedback rated as COMMENDABLE (excellent feedback-87%).
- Composite Performance Index of 80% for the current academic session.
- Achieved Second rank in literary quiz at college level.

SUMMARY OF SKILLS

- Profound knowledge of my field and ability to assimilate the skills for the better results.
- Excellent communication and written skills.
- Ability to provide a training program to the undergraduate students as well as motivating them for achieving the desired effects.
- Ability to collect the material and chunk it for the proper lesson planning.
- Ability to advise the students on their academic problems.
- Good organizational skills and problem solving attitude.
- Highly skilled in doing research and having an analytical approach.
- Problem solving attitude and elaborative approach.
- Ability to grasp new concepts in less time as well as a capacity to tackle with the student related issues.

PERSONAL PARTICULARS

- **Date of birth** 01 Feb, 1980
- **Nationality** Indian
- **Husband's Name** Dr. Anshul Vashishtha
- **Marital status** Married

REFERENCES

- Dr. M.B. Chaturvedi

Associate Professor - Department of English

D.V.C., Orai (U.P.)

- Prof. O.P. Budholia – Department of English
Dean of K.R.G. College,
Gwalior (M.P.)

Date.....

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