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**Anupama Shekhawat**

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### **PROFILE BRIEF**

**Twenty Two Years of Teaching, Administrative and Research Experience.** I have excelled throughout my academic and professional life. I have taught graduate, post graduate students for 7 years at Kanodia College Jaipur. I have been Trainer of Soft Skills & Faculty of Business Communication at ICFAI University for 5 Years. Currently I am working with Maheshwari Girls' P.G College as Associate Professor in English and Head of Department of Humanities and Social Sciences. I take Undergraduate and Post Graduate classes along with International Assessment Course by **Cambridge University London**. As an Academic dean I have undertaken recruiting and hiring faculty, managing the budget, and developing curricula. As Research Guide of PhD students of Himalayan University and an Examiner with Vardhaman Open University I have guided two students. I have active interest in the spheres of Victorian Period Writings, Post-Colonial Writing and English for Specific Purposes. I am skilled in writing research articles, developing course content, giving up extensive teaching to the students in the turf of English Literature, English Language, Business Communication and Soft Skills. I have credit of Coordination, participation and presentation at 20 National and International conferences and have published 3 books.

### **WORK EXPERIENCE (Academics)**

- **Associate Professor at Maheshwari Girls P.G. College, Jaipur (June 2020 –Till date)**

#### **\* Job Responsibilities: Academics**

- ⇒ English Literature (B.A pt I,II,III)
- ⇒ English Literature M.A English (Previous& Final)
- ⇒ Cambridge London Course Trainer & Coordinator
- ⇒ English Language Sessions of RKCL –RSCEP Course

**\*Job Responsibilities: Extra curricular**

- Developed One Year Certificate Course Curriculum of Business Communication, Talent Management Capability Enhancement
- Designed the Website of College : [www.mccajipur.com](http://www.mccajipur.com)
- Drafted and Created College Prospectus for the Session 2011-12,2012-13, 2013-2014,2015-2016 2020-2021
- Assistant Professor at Maheshwari College of Commerce and Arts (July 2010 –June 2020)

**\* Job Responsibilities: Academics**

- ⇒ English Literature(B.A pt I,II,III)
- ⇒ English Language (B.Com pt I)
- ⇒ Business Communication (BBA Sem I)
- ⇒ Human Resource Management(BBA Sem II)
- ⇒ Personality Development (BBA Sem III)
- ⇒ Human Resource Development (BBA IV)
- ⇒ M.A English (Previous& Final)
- ⇒ Cambridge BEC Preliminary , Vantage and Higher level Digital Course
- ⇒ One Year Certificate Course of Personality Development
- ⇒ One Year Diploma Course of Business Communication

**\*Job Responsibilities: Extra curricular**

- Developed One Year Certificate Course Curriculum of Business Communication, Talent Management Capability Enhancement
- Designed the Website of College : [www.mccajipur.com](http://www.mccajipur.com)
- Drafted and Created College Prospectus for the Session 2011-12,2012-13, 2013-2014,2015-2016 2020-2021
- Gave Presentations for the Promotion and Brand building of College.
- Conducted and coordinated various Events held at the college such as Residential Workshop, Talk Shows, Literary Shows, International Essay writing Competitions etc.
- Editor "Abhigya" Quarterly College Magazine
- Training & Placement Coordinator
- Staff Representative
- Coordinator Outreach Program of Jaipur Literature Fest.

## **ACHIEVEMENTS:**

- **Got Best teacher 2012-13 Award from the Education Committee of Maheshwari Society(ECMS)**
- **Staff Representative for Session 2015-2018**
- **100% Result (All Students got Marks Above 55% and highest score-79%)**

## **Faculty Member ICFAI National College (INC), Jaipur, (August 2005 – June 2010)**

### **\* Job Responsibilities: Academics**

- Soft Skills Trainer
- Business Communications to I & II Semester
- English Language III &IV Semester
- Management Thesis Guide: Evaluated Management Thesis of students on diverse Management Topics along with Application of Research tools like, Correlation, Regression T test, Z test.

### **\*Job Responsibilities: Extra curricular**

- Placement Coordinator
- Developed Lesson Plans and Case Studies
- Prepared Training Modules for students(Compact Discs, Cassettes, Role plays GD Modules)
- Developed Module of Foundation Course in English Language (FCEL)
- Gave Presentations for the Promotion and Brand building of College.
- Conducted Faculty Development Workshop for Faculty Members of Undergraduate/Post Graduate Colleges.(March 2008)
- Conducted Book Meet For the students of Rajasthan Sponsored by ICFAI
- Chief Editor “Pinnacle” the Annual Magazine of ICFAI

## **ACHIEVEMENTS:**

- **Best Faculty (Rajasthan Region) Award**
- **The faculty feedback 7.5 and above throughout**
- **100% Result &Placement of the students**
- **Bronze Medal in Soft Skills Pan India Assessment**

**Lecturer (English Language/ Literature), Kanodia College, Jaipur, (March 1999 – 2005)**

**\* Job Responsibilities: Academics**

- ⇒ English Language (I year B.A, B.Com &B.Sc)
- ⇒ English Literature ( I year, II Year & III year)
- ⇒ English Literature Paper II ( selected writers) M.A Previous & Final

**\*Job Responsibilities: Extra curricular**

- ❖ Associate of Kanodia College Dramatics Group

**ACHIEVEMENT:**

- **100% Result**

**Work Experience (Corporate)**

- Senior Trainer (English Language/ Personality Development), SR Institute of Vocational Advanced Studies (1995-1999).
- Key Training areas: Employability skills, Interviews Skills & Corporate Expectations.

**\*Job Responsibility**

- Conducted sessions on Corporate Training
- Designed Management Development Program Modules for the Corporate &Prepared Training Modules for students
- Conducted Sessions on Resume Writing
- Conducted Mock Interview for the students.

**\*ACHIEVEMENT:**

- **Performance was awarded with Appreciation letter.**
- **Won corporate quiz on Soft Skills.**
- **Won Awards in the various corporate competitions organized by the company.**

## **\*EDUCATION**

- Bachelor in Education(B.ed ), (2020-22) Rajasthan University
- NPTEL course in History of English Literature, (2019) IIT Madras
- Diploma in English Language Teaching (DELT) from Symbiosis,(2013) Pune
- Advanced Diploma (One Year) in Creative Writing from Symbiosis Institute of Management , (2011) Pune
- Doctorate in English Literature – PhD from Rajasthan University, Jaipur (2002)
- Masters in English from Rajasthan University, Jaipur (1997)
- Bachelors in Arts from Rajasthan University, Jaipur (1995)
- SLET Cleared
- NET Exempted, PhD Thesis submitted before 2002

## **\* Visiting Associate**

- ❖ **Malviya National Institute of Technology (MNIT)**
- ❖ **Institute of Chartered Accountants of India (ICAI)**
- ❖ **ICFAI, University , Jaipur**

## **Co curricular**

- **Member Organizing Committee *Table Tennis ASIAD -2015* held by Table Tennis Federation of India.**

*A List of Paper Presented in Seminar/Symposium/Workshop/Webinars etc.*

<b>Title of Paper</b>	<b>Detail of Conference/Seminar/Symposium/Webinar</b>	<b>Organized by</b>
Voyage...and we have miles to go.	Coordinated National Principal's Conclave on New Education Policy. On 27 <sup>th</sup> February 2021	Maheshwari Girls P.G College, Jaipur
Need of Innovative Pedagogy to Teach English.	International E Conference on Emerging Trends in English and The Foreign Language Teaching on 18 <sup>th</sup> -29 <sup>th</sup> May 2020	Division of Social Science and Languages VIT, Chennai
Literature Goes Green	International E Conference on Essential English Communications on 7 <sup>th</sup> May 2020	Department of English A.P.C Mahalaxmi College for Women Toothukudi
English as Language of Science & Technology	National Conference on Scientific World Around you and in Cosmos. On 27 <sup>th</sup> -28 <sup>th</sup> January 2020	Govind Guru Tribal University Banswara.
Role of Communication in the Corporate World.	National Conference on Management S.S.JainSubodh P.G. ( Autonomous ) College	S.S.Jain Subodh P.G. ( Autonomous ) College
Conduct to Compassion: Role of Soft Skills in Corporate World.	<b>International Conference</b> on Management Strategies 2 <sup>nd</sup> -3 <sup>rd</sup> February 2018	Inspiria Research Association Jaipur & LBS P.G College Jaipur
Communication & Effective Teaching	Workshop on Teaching Methodology, 8th Feb 2012	AnuradhaMahilaShikshak PrashikshanMahavidyalaya
Globalization of Management Education ....Is the Vision Miles Away	<b>International Conference</b> on Globalizing Management Education: Issues and Challenges for Industry & Academia 5 & 6th Feb 2011	I.T.S Institute of Management, Greater Noida & Institute of PublicEnterprise, Hyderabad
Capturing Animals' Allegorical Significance of Poetry of Ted Hughes	<b>International Seminar</b> on Contemporary British Literature 1st to 3rd Dec 2010.	OsmaniaUniversity, Hyderabad and British Council Of India
Research Methodology	Seminar on Management Research 23rd to 25th Feb 2009, Jaipur	Management Development Authority & AICTE

The Right Teaching Methodology	Training sessions for ICFAI Teaching Staff at Gurgaon 23rd to 25th March 2008	ICFAI University Hyderabad.
Success and Body Language	Workshop for Apparel Designing Students on 13th March 2008, Jaipur	Apparel Training Centre and Design Centre ( Sponsored by Ministry of Textiles, Govt of India)
Personality Development for Cracking Interview	Workshop on Interview skills for Students to Enhance their Chances of Placement 1st May 2007, Jaipur	Central Institute of Plastics Engineering & Technology ( Ministry of Chemicals & Fertilizers, Govt of India)
Body Language for Managers	Workshop for Pharma Managers 12th Jan & 13th Jan, 2007	Scortis Medical Labs Pvt. Ltd.

*A List of Paper Published in Journal, Book, and Conference Proceeding etc.*

<b>Title of Paper with Page number</b>	<b>Details of Journal, Book, Conference Proceeding etc</b>	<b>Published by</b>	<b>Impact factor</b>
The Role of Non Verbal in Making Verbal effective in Classroom.	IUP Journal of Soft Skills Vol XIV No 4 Dec 20	IUP Publications	7.3
Literature Goes Green	International E Conference on Essential English Communications on 7th May 2020 Studies In Indian Place Names.Vol 40. Issue 91 2020 ISSN :2394-3114	Department of English A.P.C Mahalaxmi College for Women Toothukudi	6.1
English as Language of Science & Technology	National Conference on Scientific World Around you and in Cosmos. On 27th-28th January 2020	Govind Guru Tribal University Banswara.	
Role of Business communication in Organizational advancement (116-122)	Communication Today (Periodical Journal) Vol:23 No 1 April-June 2019	Dr SanjeevBhanawat ISSN: 0975-217X	
The Cohesive use of Animal Imagery in the Poems of Ted Hughes-A Study	The Indian Review of World Literature in English.Vol -8 No:1 January 2012	VELS University Chennai.ISSN:0974-097X	
Importance Of Soft Skills Training in the Curriculum of Higher Education.	Prabhandhan : Indian Journal of Management Vol-5, Number 8 August 2012	Prabhandhan : Indian Journal of Management ISSN: 0975-2854	
Effective Resume Writing: It can Make or Mar Your Career	www.Indian Faculty.com/Faculty_Articles/FA15/fa15html	Faculty .com	
Resonant Symbolism in A. K. Ramanujan's Poems	The IUP Journal of English Studies Vol. VII, No. 3, pp. 54-59, September 2012	ICFAI ISSN : 0973-3728	
Role of Communication Skills in Effective Teaching	Shrinath Journal of Journal Business and Research Vol 3 No :2 July-Dec 2012	ISSN -0975-7996	



Title of Paper with Page number	Details of Journal, Book, Conference Proceeding etc	Published by	Impact factor
Globalization of Management Education ....Is the Vision Miles Away (51-62)	Globalizing Management Education: Issues and Challenges for Industry & Academia	Allied Publishers ISBN: 978-81-8424-659-9	
How to succeed in an Interview (92-97)	Communication Today (Periodical Journal)	Dr SanjeevBhanawat ISSN: 0975-217X	
Communication Skills of Medical Students (83-86)	Communication Today (Periodical Journal)	DrSanjeevBhanawat ISSN: 0975-217X	
Social Media has made Customer The GOD	8th Biyani International Conference (BICON-13), Part A, Social Media :Impact and Response,	ISBN:978-93-83343-0	
Effect of Divorce on Children...AapkaBunty by MannuBhandari	ICFAI Journal of English Studies	ICFAI ISSN : 0973-3728	
Emerging Pedagogy for Non Native Speakers of English	Confluence 21st &22 nd February,2014	Confluence Journal, ISSN:2250-138X, Vol IV, pg -167-170	

### Books Authored:

- ❖ Essential Language Skills ISBN978-81-923876-0-4 ShikhaPrakashan, Jaipur, 2012.
- ❖ English Teaching ISBN 978-93-82138-28-0 Seema Publications, Jaipur,2012
- ❖ Critical Understanding of ICT ISBN 978-93-82190-83-7 Aastha Prakashan, Jaipur 2023

### Orientation/ Refresher Course Attended

Name of Course	Place	Duration	Sponsoring Agency
Faculty Development Program	Hyderabad	40 days	ICFAI
Soft Skills Training Module	Jaipur	8 weeks	ICFAI
International Workshop for English Teachers	Delhi	1 day	Cambridge, English, Part of University of Cambridge,London
Faculty Development Program	Jaipur	2 day	ICFAI University,Jaipur
Faculty Development Program	Jaipur online via NPTEL	12 Weeks	IIT Madras

## **AREA OF INTEREST IN RESEARCH**

- Soft Skills and its Influence, Employability Skills, Postcolonial Literature, Indian Writing in English, Feminine Aspects of Novels.

## **STRENGTH**

Confidence, Commitment & Creativity

## **SKILL SET**

- Communication Skills
- Organizing and Coordination skills
- Empathetic Approach
- Professional Etiquettes

## **PERSONAL INFORMATION**

Father's Name: Prof. (Dr.) N. S. Shekhawat ( Ex- Principal SMS Medical College Jaipur)

Date of Birth: 2<sup>nd</sup> April 1975

## **References**

1. C.A Natwar Sarda Former President ICAI Jaipur
2. Prof Santosh Gupta (Ex-HOD) Dept. of English University of Rajasthan