

# CV

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## Career Objective

To work at the position of a lecturer and gain an opportunity of mastering the art of teaching students .To be able to stay with the times and provide good quality education to students.

## Keys Skills

- Ability to handle a class of 50 students or more and ensure personal attention to all
- Well versed with the teaching techniques and methods of creating teaching materials
- Self-starter and confident individual with the ability to multi task and handle high pressure jobs.
- High patience levels that help to pay attention, understand and handle every situation in calm manner.
- Have a methodical approach towards coaching a subject and analyzing how much a student has understood.
- Technically proficient and comfortable in using audiovisual equipments, PPT presentations.

## Work Experience -:

### Designation: Lecturer

**Organization: Amity Institute of Education, Saket, New Delhi**

**Duration: 20th March 2017 till date**

#### Area of responsibilities:

- Conducted Classes for Diploma in Elementary Education, Diploma in Preschool education.
- Incharge: CCA and Academic Coordinator.
- Attended National level seminars and workshops.

### Designation: Asst. professor

**Organization: K.R Mangalam University Sohna**

**Duration: - 16<sup>th</sup> Aug 2016 -27<sup>th</sup> Dec 2016**

#### Responsibilities:

- Conduct Classes for Sociology, B.El.Ed & B.Ed.
- Class Incharge of B.Ed Course.

### Designation: Asst Professor

**Organization: Jain College, Gwalior**

**Duration: - May 2015 – July 2016**

#### Responsibilities:

- Principal for the college from date of joining
- Coordination with the staff for the classes and other activities
- Responsible for the admission activities for the college

- Conduct research independently to understand the new advancements in subjects that need to be taught to students
- Encourage feedback from students. Make a note of their views, doubts and complaints and resolve them satisfactorily.
- Provide guidance to the students in conducting research and completing project work.
- Coordinate activities with the admissions department and help them sort out the eligible and deserving students from the total applicants
- In charge of curriculum & co curriculum activities for the college during the period.
- Attended National level seminars and workshops.

➤ **Achievements**

- Got NAAC affiliation for the college during my period
- Improvement in the student attendance by 100 % during the period

**Designation: Asst Professor**

**Organization: Preston College, Gwalior**

**Duration: - 2 Years**

**Responsibilities:**

- Maintain attendance record of all students every morning, Make a list of the students with poor attendance record.
- Conduct research independently to understand the new advancements in subjects that need to be taught to students
- Encourage feedback from students. Make a note of their views, doubts and complaints and resolve them satisfactorily.
- Provide guidance to the students in conducting research and completing project work. Help them in getting permissions
- Coordinate activities with the admissions department and help them sort out the eligible and deserving students from the total applicants.
- In charge of curriculum & co curriculum activities for the college during the period
- Attended National level seminars and workshops.

**Designation: Asst Professor**

**Organization: B.J.S B.Ed College**

**Duration: - 2 Years**

**Responsibilities:**

- Conduct classes minimum three in a day and make sure the class does not fall back in their curriculum
- Maintain attendance record of all students every morning .Make a list of the students with poor attendance record
- Conduct research independently to understand the new advancements in subjects that need to be taught to students
- Encourage feedback from students. Make a note of their views, doubts and complaints and resolve them satisfactorily
- Provide guidance to the students in conducting research and completing project work. Help them in getting permissions
- Coordinate activities with the admissions department and help them sort out the eligible and deserving students from the total applicants

**Designation: Lecturer**

**Organization: Gayatri Higher Secondary School, Gwalior**

**Total Period: 1 Year**

**Responsibilities:**

- Collect assignments and project reports from students and correct them against the quality parameters
- Conduct viva examination of the students. Make sure each one of them gets a fair chance at answering questions
- Monitor the progress of the students and report the same to their parents
- Identify the weak students and conduct interactive sessions with them to motivate them to work hard and find interest in studies, guide the students in making preparations for representing the school at competitions and workshops.

**Designation: Lecturer**

**Organization: Sophia Nursing College Gwalior**

**Total Period: 7 Months**

**Responsibilities:**

- Conduct lectures under the expert guidance of senior lecturers in sociology subject.
- Assist the head lecturer in preparing the slideshows, chart, projects, information tables and other teaching materials.

### **Educational Qualifications**

<b>Examination</b>	<b>Board/University</b>	<b>Year of Passing Out</b>	<b>% of Marks Secured</b>
M.Ed	Jiwaji University (Gwalior)	2010-11	67.65%
B.Ed	Rajasthan University (Jaipur)	2009-10	66.44%
Ph.D	Jiwaji University (Gwalior)	2006	
M.A.	Jiwaji University (Gwalior)	2001-01	70.00%
B.A	Jiwaji University (Gwalior)	1997-94	55.44%
12th	MP Board (Bhopal)	1995-96	62.22%
10th	MP Board (Bhopal)	1993-94	60%

### **PERSONAL DETAILS PROFILE**

1. Father's Name : Shri Rajkumar Patheja
2. Date of Birth : 04/06/1979
3. Nationality : Indian
4. Languages Known : English & Hindi
5. Hobbies : Music

Date:

Place:

(Dr. Neelam Patheja)