






# Meera Edna Coelho

Associate Professor in English

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 94484 91540  
**Sex** Female | **Date of birth** 01/03/1964

## PROFILE SUMMARY:

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- Highly dedicated and motivated lecturer with 36 years of experience using different styles of teaching to ensure engagement of students in the classroom
- Committed and enthusiastic towards teaching and learning progress of the students
- Excellent compering skills
- Highly appreciable organization skills with a keen eye for perfection without compromising on deadlines and quality

## QUALIFICATION

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2008	<b>Post Graduate Diploma in English Language Teaching</b> Regional Institute of English, South India, Bengaluru
1994	<b>Diploma in International Airlines Travel/Tourism Management</b> India International Trade Centre
1987	<b>Master of Arts</b> Mangala Gangothri, Konaje, Mangaluru
1985	<b>Bachelor of Arts</b> Besant Women's College, Mangaluru
1980	<b>Secondary School Leaving Certificate (SSLC)</b> Lady Hill Victoria Girls High School

## WORK EXPERIENCE

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<b>2001 – Present</b>	Besant Women's College
<b>1991 – 2001</b>	Besant Evening College
<b>1987 – 1990</b>	Besant Women's College

## REFRESHER/ORIENTATION COURSES ATTENDED

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<b>12.08.2004 - 01.09.2004</b>	Refresher Course in English – Goa University
<b>05.11.2003 - 25.11.2003</b>	Refresher Course in English – Mysore University
<b>12.10.2000 - 05.10.2000</b>	Orientation course -- Mysore University
<b>12.10.1998 - 04.11.1998</b>	Refresher Course in English – Mangalore University

## MEMBERSHIP OF UNIVERSITY BODIES

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- Association of English Teachers, Mangalore University
- AMUCT

## PORTFOLIO

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<b>2022 – 2023</b>	<ul style="list-style-type: none"><li>• Student Welfare Officer</li><li>• IQAC Member</li><li>• Staff Club Representative</li><li>• Staff Representative of the Managing Committee</li><li>• AMUCT Convenor</li><li>• Editorial Board Semester III &amp; IV</li><li>• BoE Member Mangalore University</li><li>• BoS Member Mangalore University Co-opted member</li></ul>
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<b>2021 – 2022</b>	<ul style="list-style-type: none"> <li>• Student Welfare Officer</li> <li>• Convenor of the Grievance Cell</li> <li>• IQAC Member</li> <li>• Staff club representative</li> <li>• Staff Representative of the Managing Committee</li> <li>• AMUCT Convenor</li> <li>• <b>BoE Chairperson in English - Mangalore University</b></li> <li>• BoE Chairperson in English for Distance Education - Mangalore University</li> <li>• BoS Member Mangalore University Co-opted member</li> </ul>
<b>2020 – 2021</b>	<ul style="list-style-type: none"> <li>• Student Welfare Officer</li> <li>• Convenor of the Grievance Cell</li> <li>• IQAC Member</li> <li>• Staff club representative</li> <li>• Vice President of Association of English Teachers</li> <li>• BoE Member Mangalore University</li> </ul>
<b>2019 – 2020</b>	<ul style="list-style-type: none"> <li>• Student Welfare Officer</li> <li>• IQAC Member</li> <li>• Vice President of the Association of English Teachers</li> <li>• BoE Member Mangalore University</li> </ul>
<b>2018 – 2019</b>	<ul style="list-style-type: none"> <li>• Student Council (in- charge)</li> <li>• Convenor Alumnae Association</li> <li>• BoE Member Mangalore University</li> <li>• BoE - Member Distance Education, Mangalore University</li> <li>• BoE member St. Aloysius College (Autonomous)</li> </ul>
<b>2017 – 2018</b>	<ul style="list-style-type: none"> <li>• Time-table Committee convenor</li> <li>• IQAC Member</li> </ul>
<b>2016 – 2017</b>	<ul style="list-style-type: none"> <li>• IQAC coordinator till February 2017</li> <li>• IQAC Member</li> </ul>
<b>2015 – 2016</b>	<ul style="list-style-type: none"> <li>• Coordinator of IQAC</li> </ul>
<b>2013 – 2015</b>	<ul style="list-style-type: none"> <li>• NSS Programme Officer</li> </ul>
<b>2012 – 2013</b>	<ul style="list-style-type: none"> <li>• Convener-Outreach Cell</li> </ul>
<b>2011 – 2012</b>	<ul style="list-style-type: none"> <li>• In charge of Fine Arts Association</li> </ul>

**2009 –2010**

- Member of IQAC, Fine Arts, Extension Activities
- Academic Advisor II B. Com (2)

**2008 –2009**

- IQAC Member
- I B. Com (2) Academic Advisor
- Students' Project: Reading Habits among the citizens in and around
- Editorial Board: College Magazine "DEEPIKA"

**2007-2008**

- IQAC Member
- Placement Cell Officer
- Editorial Board – College Magazine "DEEPIKA"

**2006-2007**

- Alumnae Association – Secretary
- Students' Project: The Changing trends in English Language Usage SMS/Internet
- Editorial Board – College Magazine "DEEPIKA"

**2005-2006**

- Union Advisor
- Alumnae Association –Secretary
- Editorial Board – College Magazine "DEEPIKA"
- Class mentor over the years

**PROGRAMMES ORGANISED**

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Date	Programme
30.06.2023	Awards Day and Students Day
16.06.2023	College Day
08.06.2023	Intercollegiate fest BEQUEST 2023 - A Quest for the Best
02.06.2023	Traditional Day
12.04.2023	'Campus to Corporate'
08.04.2022	Farewell for the staff who attained superannuation
29.08.2022	Study trip for students to Manipal

<b>19.03.2022</b>	Holi celebration
<b>12.03.2022</b>	'Break the Bais- Feel free to express' interaction with Women Achievers
<b>08.03.2022</b>	'Beautiful and Powerful'. Women's day celebration and Traditional Day
<b>12.11.2021</b>	Cancer awareness program
<b>31.10.2021</b>	Farewell organised for Dr. Sudha
<b>25.09.2021</b>	Awards and Farewell Day for the graduating students (2020 batch)
<b>08.09.2021</b>	NEP Orientation for the I year students
<b>22.05.2021</b>	Workshop on Leadership 'Call to lead' (online mode)
<b>29.04.2021</b>	Online Workshop on 'Exam Stress Management'
<b>01.12.2020</b>	Prize Distribution for the students of (2020-2021) batch
<b>04-05.02.2020</b>	BEQUEST 2020-A Quest for the Best
<b>14-15.02 2019</b>	Intercollegiate Fest BEQUEST - A Quest for the Best
<b>18.03.2019</b>	Tour to Kochi Allepi
<b>12.04.2019</b>	Trip to Brahamvar for the staff and Alumni
<b>08.03 3019</b>	Programme on Menstrual Hygiene for Besant Kannada and English School Students
<b>08.03 3019</b>	Blood donation camp
<b>01-02.02.2019</b>	Intercollegiate Volleyball Tournament Mangalore University and Besant Women's College Alumni Association
<b>12.03.2018</b>	'Transgenders Day' with Parivartan Trust

#### **WORKSHOPS, FDP'S, CONFERENCES ATTENDED**

<b>Date</b>	<b>Topic</b>	<b>Organising Institution</b>	<b>Type</b>
<b>25.04.2023</b>	IV semester NEP syllabus	Padua College of Commerce and Management & AET	Workshop
<b>04.11.2022</b>	III semester NEP syllabus	SDM College of Business Management & AET	Workshop

<b>29.06.2022</b>	NEP syllabus	Besant Women's College and AET	University
<b>11.03.2022</b>	I Sem NEP	University College, Mangaluru and AET, Mangalore University	Workshop
<b>28.01.2020</b>	CBCS syllabus	Canara College	Workshop
<b>18.05.2020</b>	Making Sense of how we develop Life competencies through ELT	Cambridge Online Experience, Asia	International
<b>19.05.2020</b>	Teaching CLIL	Cambridge Online Experience, Asia	International
<b>19.05.2020</b>	Speaking is more than saying words	Cambridge Online Experience, Asia	International
<b>20.05.2020</b>	Future Learners need learning Strategies	Cambridge Online Experience, Asia	International
<b>20.05.2020</b>	An Introduction to positive psychology: Wellbeing for your classroom	Cambridge Online Experience, Asia	International
<b>21.05.2020</b>	Passive Action	Cambridge Online Experience, Asia	International
<b>21.05.2020</b>	Harnessing the power of parents	Cambridge Online Experience, Asia	International
<b>22.05.2020</b>	Making learning fun with young learner's English tests	Cambridge Online Experience, Asia	International
<b>22.05.2020</b>	The Cambridge Panel	Cambridge Online Experience, Asia	International
<b>26.05.2020</b>	Economic and Psychological Challenges and Solutions-Post Covid 19	St.Paul Institute of Professional Studies, Indore	International
<b>15.05.2020 - 21.05.2020</b>	Spring Up! An International 7 Day E- Learning Workshop in Language, Literature and theory	Panjab University, Chandigarh	International
<b>29.05.2020</b>	Isolation and Despair in a "Time of Plague	Little Flower Degree College, Uppal, Hyderabad	International
<b>10 &amp; 11.06.2020</b>	Two Day Conference -"The Role of Literature in the Time of Crisis Like Coronavirus Pandemic"	Shivaji Mahaidyalaya Udgir, Dist;L	International
<b>17.06.2020</b>	"Content Enhancement and Utility in Media, Language and Literature	M.S.P Mandal's Arts, Commerce and Science College, Aurangabad	International

<b>13.06.2020</b>	The Future of Jobs-Employment Sills and Workforce Strategy Post Covid-19	Crossland College Brahmavar, Udupi Dist. Karnataka	International
<b>01.06.2020</b>	"Gender and Race Burden in African American Literature	B.K.Birla College (Autonomous), Kalyan, Mumbai	International
<b>04.07.2020</b>	"Tech For Good -Using technology to make a better world"	SDM College of Business Management, Mangaluru	International
<b>03.07.2020</b>	"Coping with COVID-19 with Perfect and Balanced Mind"	Besant Women's College	International
<b>15.06.2020</b>	International COVID -19 Pandemic Diseases Awareness quiz	Rajiv Gandhi University	International
<b>28.05.2020</b>	Navigating Through Stress and Anxiety During the Pandemic	St. Agnes (Autonomous)and Mangala Alumni Association	National
<b>29.05.2020</b>	Quality Research through the Essential Ethics	Sangmeshwar College,Solapur (Autonomous)	National
<b>31.05.2020</b>	The Use of English Language in Academic writing	Sree Narayanaguru College of Commerce,Mumabi	National
<b>01.06.2020</b>	Post Covid Scenario: Role of teachers in building future generations	M.G.Mcollege, Udupi	National
<b>03.06.2020</b>	"Decoding DNA for Professional Success: uncertainty to certainty	B.V.V.Sangha's Institue of Management Studies, Bagalkot	National
<b>27.05.2020</b>	"Impact of COVID 19 Pandemic on Indian Education System"	Bajaj College of Management and Technology	National
<b>10.06.2020</b>	"Explore your Mind during Pandemic Crisis"	Besant Women's College	National
<b>02.06.2020-05.06.2020</b>	" Media Rhetoric"	St. Joseph's First Grade College	National
<b>06.06.2020</b>	"Changing Scenario after Corona Pandemic	Kamla Nehru Mahavidyalaya	National
<b>15.06.2020</b>	"Creative Teaching Techniques"	M.G.M, Udupi	National
<b>12.06.2020</b>	Migrant Worker's: A Long Walk Ahead!	St. Aloysius College, Autonomous	National
<b>10.06.2020-12.06.2020</b>	"English Poetry, Our Educator"	St.Philomena's College, (Autonomous)	National

<b>30.06.2020</b>	'Self Analysis during Pandemic"	SDM College of Business Management, Mangaluru	National
<b>30.06.2020</b>	'Web Tools For English Language Teaching	M.O.P Vaishnav College for Women (Autonomous)	National
<b>23.06.2020</b>	'Protecting On Line Informational Privacy	KLE College of Law, Mumbai	National
<b>17.06.2020-18.06.2020</b>	"Emerging New Dimensions in Educational system: Challenges & Opportunities in Global Perspective	Bajaj College of Management and Technology (Uttarkhand)	National Conference
<b>12.06.2020</b>	Navigating Through Stress and Anxiety During the Pandemic	St. Agnes (Autonomous) and Mangala Alumni Association	National
<b>15-21.06.2020</b>	7 Day International Workshop "Path to Success through Language Skills"- Session I	St. Aloysius Institute of Technology, Jabalpur	International Workshop (07)
<b>15-21.06.2020</b>	7 Day International Workshop "Language, Literature, Linguistics Latest Trends Teaching- Learning	St Aloysius Institute of Technology, Jabalpur	International Workshop (07)
<b>23-27.06.2020</b>	'Reconfiguring the Mind: Post COVID Consciousness"	Jyoti Nivas College Autonomous, Bengaluru	International FDP (05)
<b>22-26.06.2020</b>	"Gateway to Innovation"	Scharahrimati Indira Mahdev Behara; y Collge of Arts, + 2 colleges Maha.	International FDP (05)
<b>5-10.06.2020</b>	"E-Content Development"	Shri Pancham Khemraj Mahavidyalaya, Sawantwadi	FDP National
<b>5-10.06.2020</b>	"Current Trends and Techniques in Artificial Intelligence"	Shri Pancham Khemraj Mahavidyalaya, Sawantwadi	FDP National
<b>8-14.06.2020</b>	7 Day FDP On "Institutional Benchmarking of Best Practices"	DPM Shree Mallikajun & Shri. Chetan Manju Desai College, Goa +9 Clgs	FDP National
<b>2-3.07.2020</b>	'Google Apps for Education & Moodle"	Rajaram College, Kolhapur	National Workshop
<b>26.05.2020</b>	"Creation of Google Sites and OER"	RBVRR Women's College, Osmania University	FDP
<b>30.05.2020-06.06.2020</b>	"Information and Communication Technology Usage in Teaching	Govt. First Grade College Siddakatte	FDP
<b>28.05-03.06.2020</b>	FDP on Multi-disciplinary FDP on "MOOCs.E-Content Development and OER"	GFGC, Hungund, Bagalkot	FDP, State



<b>01.08.2019</b>	AET	Poorna Prajna College	Workshop
<b>28.06.2019</b>	Insights on CBCS and MOOC in Higher Education System	AMUCT in collaboration with St. Agnes College	Workshop
<b>31.07.2018</b>	Intellectual Property Rights, Entrepreneurship and Leadership Skills	Milagres College, Hampankatta	International conference
<b>06.09.2018</b>	SMART ART	St. Agnes College	National Level Workshop
<b>23.09.2017</b>	AET Syllabus related workshop	Sri Venkataramana Swamy College, Bantwal	Workshop
<b>22.01.2016</b>	'Teaching Techniques of Plays'	AET/Besant Evening College/ Besant Women's College,	University Level Workshop related to IV Semester UG Courses
<b>21.08.2015</b>	'Green Marketing in India: Emerging Opportunities and Challenges'	Mars Vapors Carbon Foot Print Pvt. Ltd and SDM College, Mangaluru	UGC Sponsored National Conference – Presented Paper titled 'Is Green Marketing nothing but Old Wine in New Bottle?'
<b>01.07.2015</b>	Syllabus related interaction	AET/Dept. of English, Besant Women's	University Level Workshop related to III Semester UG Courses
<b>28.03.2015</b>	'Inclusive Practices- Creating classroom Experiences to Enhance Teaching Learning'	Besant Evening College	UGC Sponsored National Level Workshop
<b>19.01.2015</b>	Revised English Syllabus for II Semester, Mangalore University	St. Aloysius Evening College	University Level Workshop related to II Semester UG Courses – prepared and presented Study material on II Semester Vocabulary
<b>09.01.2015</b>	'Teaching Language through Literature: Feasibility of a Holistic Approach'	MGM College, Udupi	University Level Workshop related to III Semester UG Courses

<b>16.07.2014</b>	'New General English Syllabus'	Canara College, Mangaluru	University Level Workshop
<b>21-22.03.2014</b>	'Swami Vivekananda: Youth Icon and Apostle of Social Harmony in the Current World Order	Besant Evening College	UGC Sponsored National Seminar
<b>03.02.2014-04.04.2014</b>	'Innovative Teaching Techniques in English'	Milagres College, Kallianpur	UGC Sponsored State Level Seminar
<b>10-11.01.2014</b>	'E-Lit Fest, The Bard of Stratford –on -Avon	SDM College, Ujire	National Level
<b>17.12.2013</b>	'Effectual Disaster Management in India...'	Besant Evening College	UGC Sponsored National Seminar
<b>01.12.2013</b>	'Changing Paradigms of Higher Education:XII Five Year Plan Initiatives'	AIFUCTO/ AMUCT/ St. Aloysius College (Autonomous )	National Seminar
<b>30.06.2013</b>	'V and VI Semester Optional English Revised Syllabus'	Poorna Prajna College, Udupi	One day Workshop
<b>09.01.2013 10.01.2013</b>	'Art Vis-à-vis Violence'	University College, Mangaluru	UGC Sponsored National Seminar
<b>13.12.2012 14.12.2012</b>	'Media-Ethics and Practices,	Besant Women's College, Mangaluru	UGC Sponsored National Seminar
<b>18.02.2012</b>	Indian Women Writers in English'	St. Aloysius College (Autonomous)	National Seminar

## **PARTICIPATION IN E- QUIZ**

<b>Date</b>	<b>Topic</b>	<b>Organizing Institution</b>	<b>Type</b>
<b>23.05.2020</b>	Leading Millennials: How to be an effective coach	U UDEMY	Certificate
<b>15.06.2020</b>	International COVID -19 Pandemic Diseases Awareness quiz	Rajiv Gandhi University	International

<b>15.06.2020</b>	E-Quiz on Indian Constitution	Aadiwasi Shaikshanik Sanshodhan Sanstha's S.C.M.M, Nagpur	International
<b>17.06.2020</b>	Kannada Online Quiz	GFGC, Birur	International
<b>12.06.2020</b>	National Covid-19 Awareness-cum-Linguistics Quiz 2020	The Dept of English, Arts, Commerce and Science college Bodward in collaboration with Nutan Maratha College, Jalgaon and the Dept. of English, Central University Hyderabad	National
<b>14.06.2020</b>	Prime Minister's Self-Reliant India Movement	Soundarya Institute of Management & Science	National
<b>11.05.2020</b>	COVID -19 Pandemic Diseases Awareness quiz	Dada Ramachand Bakhru Sindhu Mahavidyalaya	National
<b>24.05.2020</b>	State Level Online Quiz on English Language and Literature	Basaveshwara Arts College, Bagalkote	State
	MCBQ on COVID 19	GFGC & P.G Center, Kaup	State
<b>01.06.2020</b>	Online Commerce Quiz	GFGC Balmatta	State
<b>01.05.2020</b>	English Literature and ICT Tools quiz	Indian Academy Degree College-Autonomous, Bangalore	State
<b>06 to 07.2020</b>	Spit-free India Movement	Narayana Health	State
<b>Lockdown period</b>	Indian English Literature	SCP Arts, Sciece and DDS Commerce College, Mahalingpur	State
<b>01.06.2020</b>	"Covid-19 Knowledge and Awareness"	Mohammad Ali Jauhar University, Rampur (U.P)	State

## OTHER RESPONSIBILITIES

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10.07.2023	Guest of Honour - NSS Felicitation cum Farewell
22.12.2022	Chief Guest NSS Inauguration
06.12.2022	BoS III Sem Meeting Mangalore University
24-25.08.2022	BoS Meeting - II Semester Curriculum related Mangalore University
06.07.2022	Bos Meeting- II Semester Curriculum related Mangalore University
19.03.2021	Representative from the college teachers for the Promotion Committee meeting
01.12.2020	10 sessions of E- content developed for LMS- Govt of Karnataka <a href="https://bwc.besant.edu.in/en/news/10-sessions-of-e-content-developed-for-lms-govt-of-karnataka-dept-of-english/">https://bwc.besant.edu.in/en/news/10-sessions-of-e-content-developed-for-lms-govt-of-karnataka-dept-of-english/</a>
15.02.2020	Chief guest for The Throw- ball League, St. Aloysius College (Autonomous)
28.07.2019	Attended the 33rd annual convention of AMUCT
31.07.2018	Moderated a paper presentation session at international conference, Intellectual Property Rights, Entrepreneurship and Leadership Skills, Milagres College, Hampankatta
2010 - 2011	Treasurer – Association of English Teachers, Mangalore University Area  Paper setter: BOE- Mangalore University BOS- School of Social Work, Roshni Nilaya St Aloysius College (Autonomous)
2006 - 2008	Secretary – Association of English Teachers, Mangalore University Area
2005 - 2006	External Examiner – Viva Voce –St. Aloysius College