


Personal Profile




NAME	Ms. Hemalatha
ADDRESS	C/o Kampa Bai Nyarma Darkas, Udupi District and Taluk Shirva Post S.K - 574116
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DOB	23rd August 1965
LANGUAGES KNOWN	English, Kannada, Tulu, Hindi.
GENDER	Female
MARITAL STATUS	Married
DESIGNATION	Associate Professor
POSITION IN THE DEPARTMENT	Head of the Department of Secretarial Practice
QUALIFICATION	M.Com. MPhil, PGDCA
EXPERIENCE	29 years
CAREER PATH	<ul style="list-style-type: none"> ➤ Lecturer – Secretarial Practice – 1987 and designated as Head of the Dept. of Sec. Practice ➤ Assistant Professor – Secretarial Practice, 2004 ➤ Associate professor – 2012 onwards
RESPONSIBILITIES HANDLED IN THE COLLEGE	<ul style="list-style-type: none"> ➤ As Head of the Department of Secretarial Practice: To supervise the work of faculty members and Secretarial Practice students ➤ Worked as the member of NAAC 3rd criterion- Research consultancy and Extension. Was involved in the preparation of Evaluation Reports of 18 Departments. ➤ Placement Officer: In the year 2014-15 <ul style="list-style-type: none"> ○ 89 students have got placed in various companies ➤ Member – IQAC 2012-13

- **Currently – occupying the Post - Director of Consumer Forum Cell**
- **Handled union activities as union advisor in 2010**
- **Students Welfare Officer:** Provide support to the Overall personality Development of the students in 2010
- **Trained students in Interpersonal skills and team Building activities**
- **Convenor-National workshop on Soft-Skills & Employability on 9.4.2010**
- **Convenor – Intercollegiate workshop for students on **Campus To Corporate – The Right Route** on 11.01 2012**
- **Director: Outreach Programme Cell (General) – 2013-14**
- **Organised a Training programme on “Self employment opportunities to Anganvadi teachers, self-help group and Parents- published in Times of India, Udayavani, Vijaya Karnataka, Vijayavani**

- **Director: Outreach Programme Cell (General)- 2012-13**
- **Programme on Ban Plastic-** Training programme on paper bag and cloth bag making- Published in Times of India
- **Have worked as Staff Secretary of the Staff Club, of Besant Women’s College.**
- **Have worked as Director, Lecturer, Class Mentor, Counsellor and Project Guide B.A students.**
- **Have counselled and guided students in solving their personal problems**
- **Director: Entrepreneurship Development Cell (EDP): A Self-employment Scheme to train**

	<p>the students in Beautician Course & popular Condiment Preparation. 2011-12</p> <ul style="list-style-type: none"> ➤ Trainer: Imparted Self-employment skills to the members of Shri shakthi group and parents of the children studying in Anganwadi, Urwa Market, Mangalore ➤ Demonstrator: Demonstrated preparation of condiments. ➤ Advisor: Tips given on packing and marketing. Follow up action – 52% of the participants have started preparing and selling condiments. ➤ Worked as NSS Officer for two years. ➤ Project Guide: <ul style="list-style-type: none"> ○ Providing guidance to the students to prepare their project on the basis of on -the -job-training ➤ Practical Exam- Co-ordinator - Set the Time-Table for conducting Computer Practical Exam. for all the affiliated colleges
<p>SUBJECTS HANDLED</p>	<p>Secretarial systems, Secretarial Functions, Essentials Of Business Communication & Correspondence, Business Applications Of Information Technology Soft Skills, Computer Aided Presentations</p>
<p>ACHIEVEMENTS</p>	<ul style="list-style-type: none"> ➤ Best paper Award in the International conference organised by Aloysius College, Beeri - 7, Oct.2015  <ul style="list-style-type: none"> ➤ Winner Tennikoit Singles and Doubles Organised by Udupi Municipal Republic Day Sports & Games ➤ Secured I prize in Teachers' Talents Competition, District Level Organised by Rotaract Club, Mangalore Central ➤ Captain of Throw ball team of Besant Women's College, played staff vs. students ➤ Captain of Shuttle badminton team of Besant Women's College, played staff vs. students ➤ Exemplary Performance Award – Feb. 2008 ➤ Exemplary Performance Award – Feb. 2011 ➤ Best presenter Award in the International conference organised by Annamalai university,

	<p>Tamil Nadu 28-30 July 2010</p> 
<p>SEMINARS/CONFERENCES/WORKSHOPS ATTENDED</p>	<ul style="list-style-type: none"> ➤ One day workshop on Professionalism in commerce education on 8th Feb. 2003 organised by Shri Dharmasthala Manjunatheshwara College of Business Management ➤ Fifth State Level Conference on “Corporate challenges to commerce and Management Education” organised by of Teachers of Commerce and Management during October 16-17, 2003 ➤ One day workshop on TQM on 25-11-2003 at Besant Women’s College, Mangalore. ➤ National Seminar on “College to Community-Extension and Outreach Activities” organised by Crossland College, Brahmavar, during 11-13, 2005 ➤ National Seminar on “Quest for Quality and Excellence in Higher Education through Industry Academia Interaction” organised by Besant Women’s College on 14th & 15th February, 2006 ➤ UGC Sponsored National Seminar on “Quality Certification in Higher Education-Right to Information Act & Universities” organised by UGC Academic Staff College, University of Kerala on 9th March 2006 ➤ National Seminar on “Are India’s Development Programmes Women oriented?”organised by Besant Women’s College on 12th & 13th January 2007 ➤ National Level Workshop on “Research Methodology in Commerce and Management ” Jointly organised by Association of Mangalagangothri Commerce Alumni and Mangalore University Commerce Teachers’ Association on 18, 19, 20th January 2007


	<ul style="list-style-type: none"> ➤ State Level Workshop on “Special Economic Zones” organised by the Dept. of Commerce and Management at Govindadasa College, Surathkal on 11th August 2007 ➤ National Seminar on “Value Based Education and Literature” organised by Besant Women’s College on 14th & 15th February 2008 ➤ National Seminar on “HRD-Role of Rural Colleges-Relevance of Rural Colleges in Building Human capabilities” organised by Crossland College, Brahmavar on 29-30th August 2008 ➤ National Seminar on “Facets of India’s Nationalism” organised by Besant Women’s College on 9th January 2009 ➤ National Conference on “College to community-Extension and Outreach activities in colleges” on 11, 12 13th August 2005 organised by Besant Women’s College on 9th January 2009 ➤ National Seminar on “State and Civil Society” organised by Besant Women’s College on 10th January 2009 ➤ National Seminar on “Hubs of 21 Centaury life-how should universities and college adopt to a changing world” organised by Besant Women’s College on 23rd and 2th October 2009 ➤ National Conference on “New Trends in Nationalist Writings” organized by Besant Evening College, Mangaluru on 24.4.2010 ➤ National Conference on “Quality Health care for better living” organized by Besant women’s college, Mangaluru on 21 –Jan.2011 ➤ National Conference on “Media-Ethics and Practices organized by Besant women’s college, Mangaluru on 13-14 –Dec.2012 ➤ National Conference on “Quality: The key
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	<p>factor in Administrative Reforms in Higher Education” organized by Besant women’s college, Mangaluru on 28,29 –Dec.2012</p> <ul style="list-style-type: none"> ➤ National Conference on Exploring Innovative Management Practices To Achieve Make in India organised by Manel Srinivas Nayak Memorial Besant Institute of PG Studies Mangalure, on Feb, 5, 2016
<p>REFRESHER/ORIENTATIONS COURSES ATTENDED</p>	<ul style="list-style-type: none"> ➤ Academic Staff College – Refresher Course in Commerce, Kuvempu University, Davangere, 1998 ➤ Academic Staff College – Orientation course, University of Mysore , 2001 ➤ Staff Development College – Orientation course, University of Kerala, 2006 ➤ Staff Development College – Refresher course in Commerce, Jamia Millia Islamia, Central University, New Delhi
<p>FACULTY DEVELOPMENT PROGRAMMMES ATTENDED</p>	<ul style="list-style-type: none"> ➤ Participated in several one day and two day workshops in teaching, learning and evaluation and research methodology, HRD, Total Quality Management, Effective classroom teaching, etc. ➤ Participated in workshop on Enhancing Professional Effectiveness conducted by MSNM Besant Institute of Postgraduate Studies, Mangalore on 4th December 2003
<p>PAPERS PRESENTED</p> <p>International:</p>	<ul style="list-style-type: none"> ➤ International Conference: Paper entitled “Corporate Governance and Social Information Disclosure: Some Issues was presented at the 26th All India Accounting Conference & International seminar held on December 27-28, 2003 organised by the Department of Commerce, Mahatma Gandhi Kashi Vidyapith, Varanasi (UP) India. ➤ International Conference: Paper entitled “Employee Training and Development Practices” at the II International Conference

National:

- Organised by Annamalai University, Annamalai Nagar, India on 28-30 July 2010
- **International Conference:** Paper entitled “Technology Integration- The need of the hour” was presented at the International Conference at Oman, Muscat organised by Omani society for educational technology, MUSCAT on 6-8, 2010
 - **International Conference:** Paper entitled “Enhancement of Responsive leadership in Management-Ways and Means” was presented at the International Conference Organised by Tolani Institute of Mgt. Studies, Adipur, Kachchh- Gujarath on 10-11,2011
 - **International Conference:** Paper entitled “Soft skills in leadership: strategies and challenges among the youth organised by Great Lakes Institute of Mgt., Yale University, Chennai on 28 12 2012
 - Paper titled “Blended and M-learning in Higher Education” - A study with reference to selected Private and Government was presented at the International Conference organised by St. Aloysius college, Mangalore, Beeri.
 - **Paper entitled “Application of Total Quality Management in Teaching-Learning Process”** was presented at the National Conference on “Total Quality Management in Educational Institutions with special reference to Accreditation/Re-accreditation Process” organised by Crossland College, Brahmavar on 7 and 8th August 2009
 - Paper entitled “**Role of ICT in empowering Teachers and Students**” was presented at the National Conference organised by St. Joseph’s College,(Autonomus) Tiruchirappalli, Tamil Nadu, India on 29-30 January 2010
 - Paper entitled “Prospects and Challenges for SME’s in India” was presented at the National Conference on 20th Feb. 2010 organized by SDM College of Business Mgt. Post Graduate Center for Mgt. Studies and Research
 - Paper entitled “Soft-Skills and Empolyability”

	<p>was presented at the National conference on 9 April 2010 organized by Besant Women’s College, Kodialbail, Mangalore</p> <ul style="list-style-type: none"> ➤ Paper entitled “Role of SHGs in the promotion of Rural Women Entrepreneurship” was presented at the National conference organised by Besant Women’s College, Kodialbail, Mangalore on 22 Jan.2011 ➤ Paper entitled “ A Great Place to Work: Happy Customer and Happy Employee is equal to successful Company” was presented at the National Conference held on February 19, 2016 organised SDM college, Mangaluru ➤ Paper entitled” Soft-skills – The Right Route from Campus to Corporate “ was presented at the UGC sponsored National seminar on Contemporary Research Issues in Business and Management” organised by Maps college, Mangaluru on 01.10.2015 ➤ Paper entitled” TQM and Life Skills- The Route to Employability” was presented at the UGC sponsored National seminar on “Preparing 21st century Citizens Through Integration of Work-based Learning in Higher Education” was organised by Besant Evening College, Mangaluru on 19th September 2015
RESEARCH PROJECTS UNDERTAKEN	<ul style="list-style-type: none"> ➤ 1 M.PHIL IN COMMERCE - Dissertation: ” Employee Training and Development Practices COMPLETION YEAR - 2008-09 ➤ 2. MINOR RESEARCH PROJECT - Women oriented employee training and development Practice- A Study with reference to selected small and Medium Scale Industrial Units in Karnataka State ➤ PROJECT OUTLAY- Rs. 1, 00,000 COMPLETION DATE-23 Dec. 2013
Publications in Refereed Journals	<ul style="list-style-type: none"> ➤ PROFICIENT - An International Refereed Journal of Management” with an ISSN 0975-475X Paper titled “Technology Integration in Learning – Need of the Hour” ➤ Indian Journal of Commerce & Mgt. Studies ➤ Internationally Indexed Blind Peer Reviewed Journal - Volume –III Issue - 2 May 2012 ISSN2249- 0310 EISSN-2229 – 5674 Paper titled” Enhancement of Response Leadership

	<p>in Mgt. – Ways and Means”</p> <ul style="list-style-type: none"> ➤ International Journal of Innovative Research in Computer and Communicative Engineering ➤ (IJRCCE) Volume-3 Special Issue 7 ISSN (Online): 2320-9801 ISSN (Print):2320-9798  <p>Impact Factor: 5.618 Paper titled” Blended and M-learning in Higher Education-A study with reference to selected Private and Government Colleges.</p>
Chapter Publication	<ul style="list-style-type: none"> ➤ Corporate Governance : Concepts & Practices - ISBN 81-86099 – 60 – 3 ➤ Supply chain Management – Current Scenario - ISBN 978 – 81 – 921764- 0-6 ➤ Soft skills and Employability - ISBN – 978 – 81 – 928345 – 1 -1 ➤ Under Progress for an Australian Publication
RESEARCH GUIDANCE GIVEN	<ul style="list-style-type: none"> ➤ Guidance for students project- “Rain water Harvesting-Prospects And Challenges”
MEMBERSHIP OF VARIOUS BODIES	<ul style="list-style-type: none"> ➤ Chairperson of BOE, Mangalore University 2014-15 and 2015-16 ➤ Member of BOS, Mangalore University - 2014-15 ➤ Member of BOE, St Agnes college, Mangalore 2014-15 ➤ Member of BOE Roshni Nilaya 2013-14 ➤ Member of BOE Roshni Nilaya 2015-16 ➤ Member of BOS, St. Agnes college, Mangalore 2013-15 ➤ Chairperson, Board of Studies, Secretarial Practice / Office Practice & Management / Office Management & Secretarial Practice, Mangalore University – 2011 – 12, 2012-13, 2013-14-Developed syllabus and overall course structure, and administered all grades ➤ Is a member of the AMUCT - Teachers’ Organization ➤ Subject cell- Secretarial Practice -Teachers’

	Organization
CONSULTANCY GIVEN	<p>Resource Person to Cross land College Brahmavar on the Topic Record Management 30.8.2014, 2014-15</p> <p>Chaired a session at the National conference on "SOFT-SKILLS AND EMPLOYABILITY" at cross land college, Brahmavar on 29,30 August 2013 3.15p.m - 5.20pm- Published in Deccan herald 31.8.2013 Sat</p> 
AWARDS/HONORS/FELICITATIONS RECIEVED	<ul style="list-style-type: none"> ➤ Exemplary Performance Award by the W.N.E.S for all the activities organized in the college meticulously in 2008 ➤ Best Paper Presenter Award for presenting Conference paper at 2nd International Conference Organized by Dept. of Business Administration and Management Wing DDE, Annamalai University, Tamil Nadu on 28-30 July 2010 ➤ Exemplary Performance Award by the W.N.E.S in 2011 ➤ Best Paper Award for "Blended and M-learning in Higher Education-A study with reference to selected Private and Government by St. Aloyius College, Beerli, Mangalore
AREAS OF INTEREST	In the field of Research and Sports and Games
SIGNATURE	