

Name : Mrs. Ranjini M.
Date of birth : 19-02-1968
Residential Address : 'Sreenikethan',
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Katipalla Post,
Mangalore -575 030.
Date of birth : 19-02-1968
Email Id : Ranjinishetty68@Gmail.Com
Designation : Lecturer
Date of appointment : 26-06-1991



EDUCATIONAL QUALIFICATIONS:

- **Diploma In Commercial Practice**
1987- Women's Polytechnic (Board of Technical Education), Bondel, Mangalore
- **B.Com**
1989- Besant Women's College (Mangalore University)
- **M.COM. (BANKING)**
1994-Karnataka University
- **PGDCA**
2000- St. Aloysius College(Mangalore University), Mangalore
- **M.COM. (HRM)**
2008 -Mysore University
- **Internet (short term course)**
2010-Infotech computers
- **TALLY ERP 9 (Short term course)**
2014 -MICE, Mangalore
- **Primary & Secondary education**
St. Agnes School, Mangalore

EXPERIENCE:

- Worked as a Stenographer in Canara Steels co. Ltd :1988
- Part-time lecturer in Commercial Practice(WPT) :1989
- Part-time lecturer in SP (Besant Women's College) :1990
- Presently working as lecturer in SP (BWC) : since 1991

SUBJECTS HANDLED

THEORY:

II B.A

- Paper III - Human Resource Management
- Paper IV - Portfolio Management and Personal Taxation

III B.A

- Paper V - Business Communication and Correspondence
- Paper VI – Business Applications of Information Technology
- Paper VII -Soft Skills and Personality Development

PRACTICAL CONTENTS:

- I B.A : Typing Master, Ms Word
II B.A : CorelDraw, Typing Master, Tally ERP9
III B.A : Microsoft Excel, Microsoft PowerPoint

AWARD RECEIVED BY THE MANAGEMENT

Exemplary Performance Best Teacher Award

- 2010-11
- 2012-13 (Manel Srinivas Nayak's Centenary award)
- 2014-15

ASSOCIATIONS -IN – CHARGE

Wall Magazine Vidyarthi Deepika	: 1999
Fine Arts Association	: 2000
Inter Collegiate Competitions	: 2001
Alumni Associations	: 2002
Fine Arts Association	: 2004
Students Union	: 2006
Intercollegiate competitions	: 2008
PTA	: 2010
NSS	: 2011-12
NSS	: 2012-13
EDP Cell	: 2013-14
Consumer Forum	: 2014-15
EDP Cell	: 2015-16
Maintenance Committee	: 2015-16

ASSOCIATIONS - AS A MEMBER

NSS, Fine Arts Association, Students' Union, Alumni Association

CLASS MENTOR

III B.A, II B.A, I B.Com

- As a mentor motivated the students to take part in all the college day competitions
- Motivated and guided to contribute articles for the college magazine
- Motivated the students to participate in march past and take part in sports events

COUNSELLOR

- As a counselor tried to find out the family/financial problems of the students.
- Suggested the students to have nutritious food those who suffer from ill health.
- Monitored the marks scored by the students in semester exams
- Directed the students to study hard, those who are weak in studies
- Collected the opinion of the students about the college and educational system

- Appreciated those students who won the prizes and for such other achievements
- Enquired about their future goals and their preparation to achieve them

VALUE EDUCATION CLASSES

Conducted Value education classes on the various topics like

- Honesty is the best policy - narrated true incident
- Discipline in life
- Following rules and regulations of the college
- Respecting teachers and elders
- Skit depicting moral values
- Debate on value based topics
- Group discussion on relationship of home, family and culture
- Cleanliness
- Proper use of mobile phones

PARTICIPATION IN BOE/BOS

- **Member BOE**
St. Agnes College (Autonomus), School of Social work, Roshni Nilaya (Autonomus),
- **Member BOS**
School of social work, Roshni Nilaya (Autonomus) & Mangalore University
- **Chairman BOE**
Mangalore University
- **Chairman BOS**
Mangalore University- 2014-2017
- **BOE Member**
St. Agnes College- 2008
- **Co-Ordinator for Practical Exam**
2007 & 2008
- **BOS Member**
Mangalore University-2008-2010
- **Chairman of BOE**
Mangalore University – 2009, 2010

GUIDANCE TO STUDENTS

- Guided the departmental project on 'Rainwater Harvesting'
- Guided the students to participate in departmental competitions like 'mad ad', 'preparing job advertisements'
- Guided to write articles for the college magazine 'Deepika' and edited them
- Guided to contribute articles and assisted them to display on the Departmental Notice Board
- Guided the students to prepare models and charts for the Departmental exhibition
- Given guidance to the students as to how to comperere the programme, deliver welcome address and propose vote of thanks for departmental programmes
- Contributed ideas to conduct departmental events for 'Bequest'
- Guided the NSS students to decorate the stage on different occasions
- Guided the members of consumer forum to prepare the project
- Guided the students to prepare for departmental exhibition
- Guided the III BA students for the class project

QUESTION PAPER SETTING & VALUATION

- I, II and III BA - St. Agnes College (Autonomus),
- School of social work, Roshni Nilaya (Autonomus),
- II BA and III BA - Mangalore University

EXTERNAL PRACTICAL EXAMINER

- Crossland college, Brahmavar
- SMS College, Brahmavar
- St. Agnes College (Autonomus),
- School of social work, Roshni Nilaya (Autonomus),
- Co-Ordinator for Practical Exam - 2007, 2008

GUEST LECTURING

Topic : “Basics of CorelDraw and special features”
Department : Data Processing

Organized guest lecturing class for the SP students:

1. Topic: “How to face the interview?”
Guest lecturer: Ms. Sangeetha Nayak, Department of Commerce
2. Topic: “Page Settings in CorleDraw’
Guest lecturer: Mr. Ravinder Murthy, Department Computer Science

AS A RESOURCE PERSON

Topic : “Guidelines to face the Interview and writing CV”
Workshop : Organized jointly by Journalism, Secretarial Practice and
Data Processing Department for M.Com students on 7th
August 2015

EXTENSION ACTIVITIES CONDUCTED

- Conducted literacy campaigning programme for Besant Primary school children under which quiz was conducted to learn English
- Directed a skit, based on the topic ‘Health care and Nutritious food for women’ which was played at Kavoor Government School to give awareness to the women of Kavoor self help group, Mangalore
- Arranged a talk on the topic ‘Food for good health’ for the self help group members
- Conducted national integration related programmes, recreational games for the children of orphanage ‘Bagini Samaj’ and also donated them a water steel drum
- Organized AIDS awareness campaigning programme for Auto Riksha drivers in Kodialbail, PVS and Labagh areas.
- As a part of monument protection, organized a cleaning programme at Bejai Museum
- Organized one day cleaning camp at Lions park near Jail Road, Mangalore and at Mangala Stadium as a part of community service
- Conducted Cleanliness and malaria awareness campaigning programme in Kodialbail ward covering around 100 houses
- Participated in swatch bharath programme organized by the Environment club of our college and cleaned near the entrance gate of our college

PARTICIPATION IN OUTREACH PROGRAMMES

- As a part of outreach programme of the college, participated in clean city campaigning and Rally in Mangalore City covering houses in Bunder area
- Visited anganwadi, mannagudda to participate in outreach programme conducted by the Department of Secretarial Practice where the demonstration of condiment preparation and its packing process was done. Parents of anganwadi were benefitted.
- Participated in 'Ban Plastic' programme organized by the outreach cell of our college.
- Participated in paper bag making training programme and distributed the paper bags to the nearby shopkeepers to bring awareness of ban plastic.
- Participated in sapling programme conducted at adopted village 'Bengre' on account of Independence Day celebration.
- Participated in cleanliness awareness programme, conducted at adopted village, 'Bengre'.
- Visited Anganwadi, Kudroli to participate in outreach programme conducted by the Department of Secretarial Practice where the demonstration of Pizza, condiments and juice preparation was done and also guided the students to perform cultural programme, recreational games to entertain the children and the parents.

JUDGED THE FOLLOWING COMPETITIONS:

Poster competition	: organized by the FND Department
Collage competition	: organized by the FND Department
Poster competition	: organized by the Women's Cell
Caricature	: organized by the Political Science Dept (Bequest)
Pencil sketch	: in connection with college day
Ethnic day	: organized by Besant Pre-university college
Poster Design in CorelDraw	: organized by the DP and Computer Science Dept (Intercollegiate fest – Bequest)
Poster design	: organized for Innovision (P.G.Studies, Besant)
Rangoli competition	: in connection with college day
Fashion show	: FND Department, 'Bequest'
Variety entertainment	: Women's Polytechnic, Mangalore
Variety entertainment	: Besant vidya Kendra, MBA
Drama Competition	: in connection with College day

COMPETITIONS CONDUCTED

- Ranagoli grains
- Rangoli powder
- Pencil sketch drawing
- Kannada Poem composing
- Essay writing on 'Communal Harmony'
- Collage on AIDS awareness
- Quiz on account of 'Independence day'
- Elocution competition on account of 'Sadhbbhavana day'
- Poster making competition on 'Consumer Rights'

PRIZES WON

Academic prizes

Proficiency prize

Kannada

Statistics

Extracurricular Prizes

Drama

Fancy Dress

Drawing

Cartoon drawing

English Recitation

Kannada Poem composing

Monoacting

Skit

Best Dramatics prize

Elocution

Essay writing

COMPETITIVE EXAMS APPEARED

- Shorthand Speed Contest – organized by Shorthand Writer's Association of Karnataka
- Hindi Pravesh and Pratham

MASTER OF CEREMONY

- Students day-Cultural Programme
- Manel Srinivas Nayak's Birthday celebration -cultural programme
- Alumni Association -Felicitation Programme
- National conference by Department of History- Valedictory

STUDY MATERIAL

Prepared study materials for II B.com. Distance education, Mangalore University –

- Subject: Office Management

CERTIFICATE COURSES CONDUCTED

- Dramatical skills
- Entrepreneurship Developmental skills

AS NSS OFFICER

Organized the following events:

- Blood Donation Camp – 51 units of blood collected
- Medical camp by KMC – 9 doctors
- Annual Special Camps
- Malaria Awareness Campaign
- Aids Awareness Campaign
- Ban Plastic Campaign
- Cleaning of Managala Stadium
- Donation to Orphanage
- Cleaning of Museum
- Talk on Anti Corruption
- Awareness of Health And Nutritious Food
- Cleaning of Park

AS EDP CELL DIRECTOR

- Organized training programme to learn candle making, flower making, soap oil making, phynoil making, tie and dye process, paper basket, condiments and jam preparation etc.
- The cell extended this training programme to the parents and self help groups
- Organized exhibition - 'wealth out of waste'
- Organized training programme to teach the members, jewellery making, hair style, saree draping, eye brow threading, waxing , book binding etc.
- Made arrangements for the sale of fancy jewelleryes prepared by the members of the cell

AS A DIRECTOR OF CONSUMER FORUM

- Organized talks and poster making competition to give awareness of consumer rights
- Visited consumer court to get first hand information as to how to fight for the consumer rights in court

AS MAINTENANCE COMMITTEE IN CHARGE

- Daily monitoring of the classroom cleanliness was done
- Orientation was given to the students by going to their classes to maintain cleanliness and save energy (electricity)
- Fault in the electrical fittings was monitored and got it repaired
- Collected daily report from the student leaders
- Monitored the work of attenders and peons

FACULTY DEVELOPMENT PROGRAMMES ATTENDED

NAAC orientation programmes - by Mrs. Namritha, Father Muller's Medical College
NAAC orientation programmes - Prof.Dr. Abdul Rehman- Yenepoya Medical College
NAAC orientation programmes - by Rtd.Prof. Robert Pinto – St. Aloysius College

Attended other skill development HRD programmes

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