



RESUME

KAVITA SHARMA

ADDRESS

Flat No. 1001, Chaurang CHS
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SKILLS

- Communication
- Teaching
- Administration
- Decision Making
- Goal Settings
- Priority Management
- Managing Risks
- Managing Curriculum
- Instructional (Monitoring & Evaluating)
- Motivating
- Counseling
- Delegation
- Infrastructure Development
- Listening

PROFESSIONAL SUMMARY

Highly energetic, motivated and dedicated teacher with vast experience in teaching, class control, motivating, goal setting, monitoring performance, administration, making time table, coordinating extra co-curricular activities, conducting workshop and seminars.

WORK HISTORY/EXPERIENCE

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|-----------------|---|--|
| 1992-1993 | : | Assistant Professor in National Education Society's College, Bhandup & Siddharth College, Mumbai |
| 1993-1995 | : | Assistant professor in Chandibai Himatmal Mansukhani College, Ulhasnagar (Resigned on personal grounds). |
| 1995-2001 | ; | As Lecturer in CES Valia College, Andheri (Resigned on personal grounds) |
| 2007-2008 | : | Taught in Naval Children School, Colaba |
| 2014- till date | : | Part time faculty at VPM's Centre for International Studies, Mulund (E) |
| 2009- till date | : | Assistant Professor in VPM'S R Z Shah College of Arts, Science & Commerce, Mulund |

ADMINISTRATIVE EXPERIENCE

- ❖ Head of the Department, Arts Faculty : Since 2009
- ❖ **In-Charge Principal** VPM's RZ Shah College, Mulund : 2012-13 & 2014-15, 2019 May & June 7th April 2021 onwards
- ❖ Sr. Vice Principal VPM's RZ Shah College, Mulund : Since 2016-2021
- ❖ BMM Coordinator VPM's RZ Shah College, Mulund : Since 2017 onwards

EDUCATION

- ❖ Bachelor of Arts (Pol. Sci.) from Mumbai University (Year 1989)
- ❖ Master of Arts (Pol. Sci.) from Mumbai University (Year 1991)
- ❖ SET for Lectureship (SET) from Pune University (Year 1995)
- ❖ PG in Management (HR & Public Relations) from Madras University (2002)
- ❖ Certification course in Personality Development from DSSC Wellington, India (Year 2002)
- ❖ Early Childhood Care Course from Pune University (2007)
- ❖ Bachelor of Education (B.Ed.) from Mumbai University (in 2011)
- ❖ Pursuing Ph.D. from VPM's Centre for International Studies, Mumbai University since September 2015 (Near Completion)
- ❖ PG Recognition for guiding students for MA (By Papers) Degree in the Subject of Politics from Sep 2018
- ❖ Executive Development Programme in "hands-on with MS Office Essentials" (Certificate Course From 19th July - 03rd September 2021, organised by Department of Vocation (B.Voc) Ramanujan College University of Delhi.

ACADEMIC ACTIVITIES

- ❖ **Orientation Programme.** Attended UGC sponsored orientation program organised by HRDC, University of Mumbai from 28 Oct - 25 Nov 2014.
 - ❖ Fifteen days online **National Refresher Course** Organised by guru Angad Dev Teaching Learning Centre, SGTB Khalsa College, University of Delhi under the Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching (PMMMMNMTT) of Ministry of Education in Collaboration with SVKM's Jitendra Chauhan College of Law, Mumbai and Droit Penale Group, Prayagraj. Obtained Grade A as required for promotion under CAS of UGC and AICTE.
 - ❖ Seven Days **faculty Development programme** on "Research Methodology in Social sciences " held from 21st to 29th April, 2021 organised by S M Shetty College of Science, Commerce & management Studies
- ❖ **Participated in Seminars/ Conferences (International/ National)**
1. A half-day seminar on "USA and India-Pakistan Equation since 26/11" on 25th Sep 2009, organised by VPM's Centre for International Studies
 2. A two-day National Seminar on "Terrorism of 26/11: Implications for Indian Foreign Policy" on 26-27 Mar 2010, organised by VPM's Centre for International Studies and partially sponsored by Ministry of External Affairs.

3. A three-day International Seminar on “Nuclear Disarmament: Global Steps towards Human Security” on 20-22 Dec 2010, organised by VPM’s Centre for International Studies and partially sponsored by Ministry of External Affairs.
4. A two-day National Seminar on “India as an Emerging Major Power: Foreign Policy Thrust Areas” on 27-28 Jan 2012, organised by VPM’s Centre for International Studies and partially sponsored by Indian Council World Affairs (ICWA), New Delhi.
5. A two-day National Seminar on “Challenges to Women Empowerment : Role of State, Religion and Good Governance” organised by the Centre for Study of Society and Secularism and SVKM’s Pravin Gandhi College of Law on 16-17 Mar 2012.
6. A two-day International Seminar on “South China Sea: A Flashpoint of Global Conflict” on 01-02 Mar 2013, organised by VPM’s Centre for International Studies and Indian Council World Affairs (ICWA), New Delhi
7. A two-day National Seminar on “National Security: Changing Contours of Concept and its Concerns” on 15-16 July 2013, organised by VPM’s Centre for International Studies and was sponsored by Indian Council of Social Science Research, New Delhi.
8. A Three-day National Seminar on “American Withdrawal from Afghanistan in December 2014: Post Withdrawal Puzzle of Policy Options for India, Pakistan and Afghanistan” on 29-31 Jul 14, organised by VPM’s Centre for International Studies and co-sponsored by Maulana Abul Kalam Azad Institute for Asian Studies Kolkata, Indian Council of World Affairs, and Indian Council of Social Science Research , New Delhi.
9. Three-day National Seminar on “Nuclear Energy, Non-Proliferation and Disarmament: Policy Options for NDA Government” on 29-31 Mar 2016, organised by VPM’s Centre for International Studies and sponsored by Ministry of External Affairs, New Delhi and ICSSR, New Delhi.
10. A One day seminar on “Conflict Management, Peace Management Peace Economics and Peace Science” on 05 Oct 2016, organised by VPM’s Centre for International Studies.
11. Three-day National Seminar on “Act East Policy of NDA-II and Primary Goals: Economic Development, Democracy and National Security” on 27-29 Apr 2017, organised by VPM’s Centre for International Studies and sponsored by The Ministry of External Affairs.
12. Two-day National seminar on “Challenges to the Implementation of Good Governance in India” sponsored by the Indian Council of Social Science Research, Government of India, New Delhi, organised by the Institute of Indian Culture, Mumbai on 01- 02 Apr 2017.
13. One-Day Multi-disciplinary International Conference on “Integration of Science, Social Science, Humanities and Technology in Current Scenario: The Global Perspectives” organised by Vikas College of Arts, Science and Commerce, Mumbai on 22 Apr 2017.

14. One Day Seminar on “Research: Methodology and Ethics” on 17 Aug 2016 organised by Vikas College of Arts, Science and Commerce by IQAC and Research Development Cell RDC.
15. A two-day National Seminar on “Challenges to Indian National Security: Role of Intelligence and Defence Technologies” on 04-05 Apr 2016 organised by the Dept of Geo-politics & IR of Manipal University.
16. A two-day seminar on” Inclusive Democracy and Development: Building Space for Minorities” on 26-27 Feb 2015 organised by Institute of Indian Culture and supported by Western Regional Centre, ICSSR, Mumbai.
17. A Two-day National Seminar on “India’s Neighbourhood First Policy: Emerging New Trends” on 24-25 Jun 2019, organised by VPM’s Centre for International Studies, Mulund.

❖ **Presented Papers in Seminars/ Conferences (International/ National)**

1. A paper titled “Use of Advanced Technology- Vital for India’s Coastal Security Management” in a multi-disciplinary International Conference on “Integration of Science, Social Science, Humanities and Technology in Current Scenario: The Global Perspectives” organised by Vikas College of Arts, Science and Commerce, Mumbai on 22 Apr 2017.
2. A paper titled “India’s Nuclear Energy Security – A Coastal Security Perspective” in a Three-day National Seminar on “Nuclear Energy, Non-Proliferation and Disarmament: Policy Options for NDA Government “ on 29-31 Mar 2016 , organised by VPM’s Centre for International Studies, Mulund.
3. A paper titled “Security Engagement Against Non-Traditional Maritime Challenges: Imperative For India’s Act East Policy” in a Three-day National Seminar on “Act East Policy of NDA-II and Primary Goals: Economic Development, Democracy and National Security” on 27-29 Apr 2017, organised by VPM’s Centre for International Studies, Mulund.
4. A paper titled “Unregulated Fishing: A Vital Concern for India’s National Security” in a two-day National Seminar on “National Security: Changing Contours of Concept and its Concerns” on 15-16 July 2013 organised by VPM’s Centre for International Studies, Mulund.
5. A paper titled “Use of Artificial Intelligence Technology for Management of India’s Coastal Security” in Inter-Disciplinary National Research Conference on Changing Trends in Banking Commerce and Technology on 16 Mar 2019, organised by Shri Ram College of Commerce in Collaboration with Indian Academicians and

Research Association (IARA).

6. A paper titled "**India's Coastal Security and its Neighbourhood First Policy**" presented in a Two-day National Seminar on "India's Neighbourhood First Policy: Emerging New Trends" on 24-25 Jun 2019, organised by VPM's Centre for International Studies, Mulund.
7. A paper titled "**India's Blue Economy-A Coastal Security Perspective**" in UGC sponsored One Day National Conference on Innovations In Commerce and Management: Towards Sustainable Growth Of India on 25th January, 2020 organised by Vidya Prasarak Mandal's K.G. Joshi College Of Arts & N.G. Bedekar College Of Commerce. Thane (W).

❖ **Published Papers**

1. A paper titled "**US Withdrawal from Afghanistan: Implications for India and the Way Ahead**" published in a book titled "American Withdrawal from Afghanistan" in 2016. ISBN : 978-81-212-1319-6
2. A paper titled "Non-Traditional Threats – A major Challenge to Maritime Security of India and her Extended Neighbourhood" published in a book titled "**India's Extended Neighbourhood Policy: New Perspectives and Future Directions**" in 2017. ISBN : 978-93-86196-66-8
3. A paper titled "**Application of Advanced Technology-Way ahead for India's Coastal Security management**" in UGC approved Journal no 44274 Impact factor 2.135, Bodhi International Journal of Research in Humanities, Arts and Science Volume 1/no 4/July 2017/ ISSN.2456-5571 2017 .
4. Study material for FYBA '**Introduction to Politics**' paper I for the students of Distance Education, University of Mumbai 2017-18.
5. A paper titled "**Security Engagement against Non-traditional Maritime Challenges: Imperative for India's Act East Policy**" published in a book titled "Act East Policy of NDA II and Primary Goals" in 2019. ISBN 9789386397904.
6. A paper titled "**Use of Artificial Intelligence Technology for Management of India's Coastal Security**" published in "International Journal of Advance and Innovative Research (ISSN: 2394-7780) with impact factor 7.36 (UGC Journal No: 63571)" on 16 Mar 2019.
7. A paper titled "**India's Blue Economy-A Coastal Security Perspective**" published in "International Journal of Advance and Innovative Research (ISSN: 2394-7780) with impact factor 7.36 (UGC Journal No: 63571)" on 25th January, 2020.
8. Paper presented titled "**Impact of Covid-19 Pandemic on India's Blue Economy**" in the 1st One day International Multidisciplinary E Conference on Post Covid challenges in Education, Industry and Digital Economy organised by VPM's R Z Shah College, Mulund. Name of Journal: Modern Thamizh Research-An International Multi-Lateral

❖ **Workshop - Participated/ Attended**

1. **Research Methodology Workshop.** ICSSR sponsored 15 days workshop in Research Methodology in Social Sciences with Special Reference to International Relations held from 15-29 Nov 2010, organised by VPM's Centre for International Studies.
2. One- day Workshop on Revised Syllabus of Paper-I, Introduction to Politics (FYBA) and credit system to be introduced from Academic year 2011-12 organised on 28 Jun 2011 at Gokhale Education Society, by Shri Bhausahab Vartak College , Borivili (West) and the Board of Studies, University of Mumbai.
3. One day Workshop on Paper II and III (Semester III and IV) of SYBA in subject of Political Science, jointly organised by the Board of Studies, University of Mumbai and Chetana College on 15 Jun 2012.
4. Workshop on "Dynamics of Risk Management in International trade: Focus Africa" on 08 May 2013, organised by Centre for African Studies, University of Mumbai at Jamnalal Bajaj Institute of Management, Churchgate, Mumbai.
5. A Workshop on "Using and Interpreting Data for Improving Students Learning" on 11 May 2013, organised by organised by VPM's Centre for International Studies and coordinated by Country manager at the Australian Council for Educational Research(ACER), India which has been working extensively with the Ministry of Human Resource Development and NCERT to support the conduct of OECD's programme.
6. Two-day State level Workshop on Statistical Package for Social Sciences (SPSS) on 22-23 Jul 2016 at Satish Pradhan Dhyanasadhana College, Thane
7. Workshop on "NAAC Accreditation Process and Advantages" conducted by IQAC of Birla College , Kalyan
8. Workshop on "Choice based Credit System" in the subject of Foundation Course, organised by University of Mumbai
9. One day Workshop on Revised Syllabus of SYBCOM in the subject of Foundation Course-II (Semester III and IV), jointly organised by the Department of FC, Pragati College, Dombivili and Board of Studies in FC, University of Mumbai on 20 Jun 2017.
10. Workshop on SYBMM (Semester III) Syllabus revision at N G Acharya and DK Marathe College of Arts, Science and Commerce in association with Board of Studies in Mass Media, University of Mumbai on 22 Jul 2017.
11. One day workshop on "New NAAC Guidelines and Self-study Report Writing" organised by IQAC of SIES College of Arts, Science and Commerce, Nerul on 07 Oct 2017
12. Participated in One-Day Orientation workshop on new syllabus of FY-B.A.M.M.C(Semester I), organised on 10th of July,2019 organised by Guru Nanak college of Arts, Science and Commerce, Sion and

University of Mumbai Board of Studies in Mass Media.

13. Participated in One-Day Orientation workshop on "Preparing AQAR under New NAAC Guidelines" organised by IQAC OF Vaze College in collaboration with IQAC Cluster India on July 30th, 2019 at KET'S V. G Vaze College, Mulund.
14. Participated in One-Day Orientation workshop on new syllabus of FY-B.A.M.M.C(Semester II), organised on 4th of January, 2020 organised by South Indian Association's The S.I.A College of Higher Education, Dombivali in association with IQAC.
15. Participated in a "Two days T.Y.B.A.M.M.C (Semester V) new syllabus orientation workshop organised on 2nd and 3rd July 2021, organised by University of Mumbai Board of Studies in Mass Media & L.S. Raheja College Of Arts & Commerce.

❖ **Symposia/ Panel Discussion - Participated/ Attended**

1. Compeered and coordinated a half-day symposium organised by VPM's Centre for International Studies on "Are Human Rights Absolute?" on 25 Nov 2011.
2. Participated in a panel discussion as a delegate organised by Russell Square International College & SNDT Women's University on the topic "Women in Higher Education & Equality" on Thursday 25th Oct 2018.
3. Participated in **the Vice-Principal's meet 2019 on 'Managerial Effectiveness and Leadership Skills to develop Great Institutions'** at ICFAI Business School, Mumbai on August 28, 2019.
4. Participated in Regional Principal's Meet-2021 on the theme **"Continuing Education & Learning in Challenging Times: Stories of Academic leadership" on 01st October,2021**

❖ **Lectures/ Talks – Attended/ organised**

1. Lecture on "Sexual Violence Awareness and Education" by the group **She says**, sponsored by the US Consulate on 15 Mar 2017 at USIEF.
2. Compeered a Talk on "War and Democracy" by Prof Paul Joseph, a Political Sociologist with a Ph.D. degree from University of California, on 03 Mar 2011, organised by VPM's Centre for International studies
3. Compeered and organised a Talk on **"Alternate Dispute Resolution(ADR)"** on behalf of VPM's RZ Shah College of Arts, Science and Commerce jointly with Kelkar College in Vaze Auditorium, Mulund on 06 Oct 2011.

❖ **Other Academic Activities**

1. Participated in special meeting of Board of Studies in Foundation Course (Faculty of Commerce & Self-financing Courses) at Vidyapeeth Vidyarthi Bhavan, B Road, Churchgate, Mumbai-20 on 16 Feb 2017.

2. Attended training on “On Screen Marking” held at New Horizon Institute of Technology and management on behalf of University of Mumbai on 27 Apr 2017.
3. Attended Interaction session with Prof Sumit Ganguly (holds Rabindranath Tagore Chair in Indian Culture and Civilisation and directs the Centre on American and Global Security) from Indiana University at VPM’s Centre for International Studies on 15 Dec 2015.

❖ **College Level Activities**

1. Convener of Committees

- (i) Social Science Association
- (ii) Women Development Cell
- (iii) Student Council
- (iv) Anti Ragging cell
- (vi) Magazine Committee
- (vii) Placement cell
- (viii) Time Table Committee
- (ix) Student Grievances and Redressal
- (x) Examination Committee

2. Coordinator of Inter collegiate **Festival Fever Pitch** Since 2012
3. Organised **BMM Fest “Invictous”**
4. Coordinator and chief editor of **Documentary on VPM** in 2018.
5. Organised educational visits / study tours for BA students.
6. Industrial visits of professional course students to Chandigarh and Shimla.
7. Executive Editor of Vidya news letter of VPM.
8. Conducted workshop on CWDC.
9. Conducted all the activities of College as In-Charge principal.

❖ **University Level Activities**

1. Paper setting for SYBA Public Administration Paper III I at University of Mumbai
2. Paper assessment and moderation work at the University of Mumbai.
3. Paper setting and Proof correction work for FYBA and SYBA Political Science Paper I and II at University of Mumbai IDOL
4. Paper assessment, Paper moderator and Paper reevaluation work at University of Mumbai IDOL
5. Chairperson and member of Vigilance Squad at the University level Examination.