

LAVINA SINGH

Flat No. 503, Premium Tower 2, Shalimar Township, A.B.Road, Indore,452010

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OBJECTIVE

To work for an organization where I can put my best and prove my potential and to continuously remain relevant and result oriented for any organization I associate with.

PROFESSIONAL DEVELOPMENT

- **Completed Ph.D. on “Quality of Work Life and Quality of Life and Its Psychological Correlates”. Submitted the thesis at Magadh University, Bodhgaya, Bihar (2015).**
- **Qualified UGC-NET exam June- 2013 for Lecturership.**
- **4 Week Certification course from NPTEL (IIT Chennai) on Introduction to Research Methodology**
- **8 Week Certification Course from NPTEL (IIT Kanpur) on Introduction to Psychology; Developing Soft Skills & Personality.**
- **Received Best Teacher Award from Varanasi Management Association in 2014.**

CAREER SUMMARY

- Experienced, skilled and student focused professional.
- Having more than 10 years of experience in academics.
- Experienced in internal administrative tasks in the institution.
- A keen planner, Good in organizing and coordinating the events.
- Creative, Passionate to chase the challenge.
- Good networking with corporate people.

WORK EXPERIENCE

Total Experience: 11 Years

(August 2017-May2018)

Worked as an Assistant Professor Grade II at Galgotias College of Engineering & Technology, Greater Noida

Subjects:

- Business Communication
- International Business Management
- Engineering Economics
- Research Methodology
- Industrial Management

Allied Responsibilities:

- Department Examination Coordinator, MBA IInd Coordinator
- Research Project Coordinator

- Guest Lecture/Industrial Visit In-charge

(August 2014- March 2017)

Worked as an Assistant Professor Grade II at School of Management Sciences, Lucknow

Subjects:

- Business Communication
- Principles of Management
- Employability Enhancement Programme
- Organization Behaviour
- Human Resource Management
- Strategic Management
- Leadership and Personality Development
- Compensation and Reward Management

Allied Responsibilities:

- Co-coordinator of MBA Course
- Training of students for placement
- Designing and Preparation of All materials related to admission, conference brochure etc.
- Project Guide of students for SIP
- Member Organizing Committee for organizing National Conference
- Member of editorial board in Journal of Management- Adhyayan
- Member of International Relation Committee
- Coordinator – Fresher's Party
- Compeering in-house events
- Conducting Psychometric Tests of students for placement

(July 2010-Jan 2014)

Worked as an Assistant Professor at VNS Business School, Bhopal.

Subjects:

- Management Concepts and Practices
- Organizational Behaviour
- Human Resource Management
- Research Methodology
- Personality and Managerial Performance
- Contemporary Issues in Human Resource Management

Allied Responsibilities:

- Academic Coordinator
- SIP and MRP Training Coordinator
- Project guide for SIP and MRP of students
- Corporate Guest Lectures Coordinator
- Student Activity In charge
- Discipline In charge
- Faculty Library In charge

(Oct.2008- May2010)

Worked as Faculty HR & Management with International Institute of Management Studies, Patna.

Subjects :

- Organizational Behaviour
- Human Resource Management
- Principles of Management

Allied Responsibilities:

- Coordinator for Student Activity
- Industry Expert Lecture Coordinator
- Discipline In charge

(Sept 2007-Feb 2008)

Worked as Faculty HR & Management with Malwa Institute of Technology, DAVV, Indore.

Subjects:

- Principles of Management
- Organizational Behaviour

Allied Responsibilities:

- Faculty Library In charge

(Nov 2004 – Sep 2005)

Worked as Faculty HR with ACCA College Jabalpur.

Subjects:

- Principles of Management
- Organizational Behaviour

PROJECT/TRAINING GUIDANCE

- Guided 20-25 Summer Training Projects on various topics related to Human Resource Management and Marketing.
- Guided 4-5 Major Research Projects on HR related topics.
- Guided a major research project on Study of Relationship between Stress and Job Satisfaction ---- 2012.
- Guided a major research project on A Study of Consumer Perception and Awareness towards Event Management Company at Bhopal---- 2012.
- Guided a major research project on Study of Organisational Culture and Organizational Effectiveness at Tata Teleservices, Bhopal--- 2012.
- Completed a major research project on Organizationally Induced Learned Helplessness: Development of Psychological Measure in year 2003.
- Done a project on Work Value Difference, Learned Helplessness, Job Stress: Mediating Role of Self Efficacy and Psychological Empowerment in year 2002.
- Done a project on Study of Employee Satisfaction at Sayaji Hotels, Indore in 2002.

PAPER PUBLICATION

- Published a paper Quality of Work Life, Organizational Stress, Personal Adjustment: A Comparative Study in Public and Private Sector Banks in a book in 2017.
- Published a Paper titled “Challenges & Uncertainty: A study of Personal Adjustment and Risk Taking Behaviour among Students” in Conference Proceedings of National Conference on “Managing Uncertainty: Prospects, Challenges, and Strategies” at School of Management Sciences, Lucknow, 2017.
- Published a paper as a co-author titled “Confidence and Life Style: A Study of Consumer Attitude towards the Use of Sanitary Napkins” in EBSCO indexed Adhyayan- A Journal of Management Sciences, Vol. 4-No. 2, Dec. 2014.
- Published a paper titled “Study of Organizational Culture of a Telecom Company” in International Journal of Management Prudence, vol. IV, Issue 2, Dec. 2013.

SEMINAR/CONFERENCES

- Presented a paper “Quality of Work Life, Organizational Stress, Personal Adjustment: A Comparative Study in Public and Private Sector Banks” in International Conference on Global Business Strategies for Sustainability (GLOBUSS 2017) at Amity University, Noida on Nov 2, 2017.
- Presented a paper “Challenges & Uncertainty: A study of Personal Adjustment and Risk Taking Behaviour among Students” in National Conference “Managing Uncertainty: Challenges, Prospects and Opportunities” at School of Management Sciences, Lucknow in Feb 27, 2017.
- Presented a paper “Spiritual Intelligence: Key Success Factor for Next Generation Managers” in International Conference at School of Management Sciences, Varanasi in February 19 2017.
- Presented a paper “Study of People’s Attitude & Acceptance towards Renewable Energy” in international conference at School of Management Sciences, Lucknow in November 2016.
- Contributed a Paper on Study of Attitude towards Working Women with special reference to Lucknow in a Conference “Leading Organizations towards Sustainable Growth” at School of Management Sciences, Lucknow in February 2015.
- Presented Paper on “Sustainability through Knowledge Management: Need of Hour” in 1 day international conference on Innovation for Sustainability at Amity Business School, Lucknow in 2014.
- Presented paper on “Organizational Knowledge Management: Role of HR and Status in India” in 1day International Seminar on India Becoming World Leader by 2020 at VNS Group of Institutions, Bhopal in 2013.
- Attended 1 day Conference conducted by CII, Bhopal.
- Presented paper on “Perception of Wholesalers towards FDI in Multi-brand Retail” in 1 day Conference on FDI at Scope College, Bhopal.

FACULTY DEVELOPMENT PROGRAMME

- Attended 1day FDP on Research Methodology at Galgotias College of Engineering and Technology, Gr. Noida, 2018.
- Attended 7 day FDP on “Advance Research Methodology and Data Analytical Tools with sessions on SPSS” at Jaipuria Institute of Management, Ghaziabad, 2017.
- Attended 2 day FDP on “From Teaching to Learning- A New Paradigm for Education” at Amity University, Lucknow, 2016.
- Attended 1 day training programme on “Time Management & Stress Management” at PHD Chamber of Commerce, 2016.
- Attended 7 day FDP on Human Values and Professional Ethics at IIT Kanpur, 2016.
- Attended 1 day FDP on Use of SPSS in Research Methodology at VNS IM, Bhopal.
- Attended 1 day FDP on Research Methodology at LNCT College, Bhopal.
- Attended 5 day FDP on Communication Skills at NITTR, Bhopal.
- Attended 2 day workshop on Attaining Group Excellence through Sensitivity Training at GSIMR, Indore.

EDUCATION

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| • M.A. (Psychology), IGNOU | 2017-2019 | |
| • Ph.D, Magadh University, Bodhgaya, Bihar | 2009-2013 | |
| • Masters in Business Administration HR (Major), Marketing , (Minor)
Indore Public School Academy (IPS), D.A.V.V. Indore. | 2001-2003 | 68% |

- Bachelor of Science. (PCB), Kalidas Girls College, Vikram University, Ujjain. **1997-2000** **70%**
- Senior Secondary School Certificate Examination (PCB) Lokmanya Tilak Higher Secondary School, Ujjain **1996** **75%**

IT EXPOSURE

Module E (MS. Office, Internet) NIIIT Ujjain

ACADEMIC ACHIEVEMENT

- Got 3rd position in college in Science field in B.Sc. III.
- Got 1st position in Science field in B.Sc. II

EXTRACURRICULAR ACTIVITIES

- One year Diploma in Music(Classical Vocal) from Prayag Samiti, Allahbaad.
- Two Year Diploma in Music (Kathak) from Prayag Samiti, Allahbaad.
- Got second prize in intercollegiate quiz competition in Youth Festival at Ujjain.
- Actively participated in various competitions during annual functions.
- **“B-Certificate”** in NSS during Graduation.

PERSONAL PROFILE

- Date of Birth: 30/8/1980
- Nationality: Indian
- Marital Status: Married
- Languages Known: Hindi, English
- Areas of Interest: Music, Dance

REFERENCE

- Prof. (Dr.) Manoj Mehrotra, Director, School of Management Sciences, Lucknow.
Contact No.: 9919777701

Dr. Lavina Singh