

RESUME

Dr. Surinder Kaur Chawla

MAILING ADDRESS

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EDUCATIONAL PROFILE

MBA(HR): 2014, Pondicherry University, Pondicherry

Ph.D.

Discipline : Psychology

Topic :Comparative study of learning disabled and non learning disabled on various dimensions.

From :JaiNarainVyasUniversityJodhpur, Rajasthan

Year :1996

M.A. (Psy)

From :JaiNarainVyasUniversityJodhpur, Rajasthan

Project :Negative effect of reward on child performance and self esteem.

Year :1990-1992

Achievement : Merit Holder

B.Sc. (Biology)

From :JaiNarainVyasUniversityJodhpur, Rajasthan

Year :1986-1988

WORK EXPERIENCE

: 29 Years (23 Yrs Academics & 8 Administrative)

Practicing Psychologist dealing with personality and behavioral issues of school and college going students, adolescents, adults, learning disability and their psychological issues.

Working as Exe. Director Svadhyaya Neuro Psychiatric Hospital, Indore looking after all administrative and patient management work and psychotherapies and psychological counseling.

Visiting Faculty School of Social Sciences, DAVV, Indore.
Sub: Cognitive Psychology, Bio Psychology

Visiting Faculty School Of Economics, DAVV, Indore Sub :
Organizational Behavior, Human Resource Management (MBA- IB)

Conducting online Internship Program on subject of Psychology for IGNOU students of MACP (MA clinical Psychology) batches.

Project Guide for MA(CP) IGNOU students and for many college students while working in management college

Worked as CEO with Ankur Rehab Centre .Indore dealing with Patients and Administrative work.

Working as Psychologist with a well established NGO, as well giving consultancies to School in case of mentally retarded students, dealing with young and adolescent problems, associated

with colleges for youth problems (in continuity along with other profile of Professor)

July 2013- Aug 2014: Worked as Professor with Mediacaps Institute of Techno- Management taking classes for MBA (HR), MBA (MM)

Sept 09- July 2012: **Worked as Principal (SOUGS) ,Sanghvi Institute of Management and Sciences, Indore**

Looking after the Undergraduate Program with all decisive, administrative & Academic related issues helpful in running the school.

Taking classes for PGDM & MBA (HR & OB)

Aug 07- Sept 09 : Head of The department Indore Indira School of Career Studies, Indore

Taking Lectures of Organizational behavior, Human Resource Mgmt
All other responsible activities related to students like counseling, project guidance, seminars, events etc

At Sanghvi Institute of Management Sciences, INDORE
also worked as **officiating Dean (M.B.A)**

Oct 06- Aug 07: Sanghvi Institute of Management Sciences, Indore

Taking Lectures for the Post – graduate Programmes

- Business Communication (M.B.A)
- Communication Skills (M.C.A)
- Communication Skills (Bio- Medical)

Worked as Visiting Faculty at ICSE (DAVV), IPS Academy, Pioneer Institute, Renaissance College, Indore Indira.

**Nov-05-Oct 06: SUVI Information Systems (Pvt) Ltd
HR Manager (Admin)**

- **Management Of Division**
- **Planning for HR related Training**
- **Conducting of Training**
- **Plan an Induction Program**
- **Execution of Induction Program**
- **Policy making**
- **Policy decision in concern with Top Management**
- **Documentation**
- **Wage and Salary Administration**
- **Statutory Requirements**
- **File Management**
- **Confirmations**
- **Appraisals**
- **Letter framing**
- **Letter Issuing**

- Visa Procedures
- MIS reports
- HRMS
- Retention
- Interaction with Employees
- Personnel Counseling
- Personal Counseling
- Notice Boards
- Event Management
- Training Co-ordination with various departments
- Public Relations
- HR Accounting
- Preparing of certificates
- Resignations
- Exit Interview
- Access card system

And many more related HR activities

1998 - Nov 05: **Shri Vaishnav Institute of Management** Indore

Assistant Professor

- Looking as an Deputy head of department MBA(FT)
- Conducting Personality Development programmes
- Training and counseling of students.
- Looking after Placement Activities
- Headed as an assistant superintendent for the Examination year 2002-03
- 7years of experience in teaching **Psychology and Management** subjects such as :-
 - **Human Behaviour Organization**
 - **Individual Interpersonal Behaviour**
 - **Social Industrial Psychology**
 - **Human Resource Management**
 - **Communication Skills**
 - **Training & Development**
 - **Strategic HRM**
 - **Organization Development**
 - **Human Resource for Business Excellence**

1997-1998 **Prestige Institute of Management** Indore

Psychological Counselor

- Dealing with the problems of students and organizations.
- Conducting Psychological testing for students.
- Conducted Workshops on Personality Development.
- Worked as faculty taking class of Organizational behavior. (UG course)

Associated with no. of reputed schools as counselor providing Consultancy

Self Employed (1992-1996) (Jodhpur)

- Associated with number of school as an counselor
- Worked with the clinical organization named MANSA along with a Psychotherapist dealing with Psychological Cases
- **Worked in a Nav Jyoti Mano Vikas Kendra, a Mental Retardation Centre for two years and trained six mentally retarded.**
- **Dealt with attention deficit students of school level.**
- **Worked with the problem of learning disabilities among students.**
- Assisted in the infertility clinic with the clients of depression (Niddan Poly clinic).
- Worked as a counselor for family health centre.
- Worked as Lecturer. Taught Social Psychology at Master Level (M.A)

Administration work:

- Coordinated for various class levels
- Acted as examination asst. superintendent
- Organised various levels of seminars
- Conducted workshops for parent counseling
- Conducted workshops for teachers
- Conduction of class exam
- Documentation work of various levels
- Arranging various guest lectures
- Organised extra curricular activities
- Organised career counseling camps

Research Exposure : 5 Years

Research focuses on **dimensions of Learning Disabilities** of Jodhpur Division focusing on the root cause of slow learners among **school going children age ranging from 5yrs to 13.yrs**

Faculty Development

- ❑ Attended 14 days FDP at IBMR, IPSAcademy, Indore sponsored by AICTE, New Delhi (12-25 June 2003).
- ❑ Organized Industry Institute Interface at Vaishnav Institute Of Management, Indore(2002-03)
- ❑ Attended International conferences of Indian Academy of Applied psychology. (98, 2003)
- ❑ Attended two modules of NEN EEC course at Bhopal and IIM-B. (2006,07)
- ❑ Attended International conference of IT (Pioneer Institute of Prof. Studies, Indore) (2009)
- ❑ Attended Management Conclave. (2010)
- ❑ Attended International conference of SICOM- 2011 at Sanghvi Institute of Mgmt& Science, Indore .

Conduction Of Workshop/ Training

Conducted one day work shop at Prestige Institute on Career development.

Conducted training sessions for software engineers at SuviInformations on topic understanding human Behavior, Team Building, Leadership skills etc on every Friday during Job tenure.

Conducted one day training session at Gujtarthi college on stress management.

Conducted regular session of simulation exercises at Indore Indira College, Indore for MBA Batches.

Conducted regular sessions on HR & general Management at MSMSE , a govt organization, Indore

Conducted one day workshop at NLC on recruitment, Chennai.

Conducted workshop on stress management at Kalpatru computers, Indore

Prepared module of Psychology for IIT ,Indore

Consultancy :

- ❑ Provided consultancy in the area of Parent-Child relationship.
- ❑ Provided consultancy in Retardation centers.
- ❑ Career counseling of students of different levels.
- ❑ Associated as psychologist with a NGO
- ❑ Associated with a project approved by Govt .of M.P for NGO HELDS on Womens healthy living of rural areas.

Publications :

1”Art and Craft : A therapeutic Medium 31st National & 7th International conference of Applied Psychology, Jodhpur University.

2. “How to Gain and Retain Good People” Indian Journal of Training and Development, Vol XXXI, No-3 Sept 2001

3. “A Comparative study of learning Disabled and Non learning Disabled on Visuo-Spatial dimension and Remediation” 2nd National Conference of prachi psycho cultural Research Association, 1998

4. “HRD in various organizations” Journal of Vidhya Bharti Mahavidhyalaya, Amravati. Vol I No 2, Jan 2002.

5. “HRD in Corporate Excellence” PIONEER Management and Research Journal for excellence: Jan 04

6. “ Rural Marketing” – The Challanges PIONEER Management and Research Journal for excellence Vol I Jan 04

7. “Issues of HRD In Indian Organizations” Journal of GSIMR Vol I

8. “ Negative Effect of Reward on Skilled performance and Self Esteem” Confluence , Journal Of Management Vol II No.2, 2005

9 “Issues In Retaining Quality Faculty member” Opportunities and Challenges in the Global Business IIFTR.(2010)

11. “Influence of knowledge Management on learning drives: A sustainable innovation” in presented & published in international conference organized by Planetary Scientific Research Centre, Singapore.

10 Questionnaire prepared on learning Disability.

“Project on Special Education”

Academic Activities:

- Chaired technical session at Singapore in the conference.
- Guest speaker in various Schools of Indore on topics of Live parenting, Stress management, Enhancement of memory, Exam Phobia, Teachers Student Relationship etc.

- Chaired as a session Chair for the technical session at AICTE sponsored conference at Shri Vaishnav Institute of management, Indore.
- Called as an viva expert in the panel of Sikkim Manipal University.(Distance Learning)
- Called as Viva Expert at various institutes of Indore.

Achievement :

- Merit holder of University (1992).

PERSONAL PROFILE

Date of Birth :18th September 1971

Marital Status : Married

Languages Known :English, Hindi, Punjabi

Passport Number :J9362671

LIFE MEMBERSHIP

IndianAcademy of Applied Psychology.

Dr. Surinder Kaur Chawla