

Sushma E Bundla

KLE Society's College of Business Administration Hubli

- : +08362371301
- : sushmab@klecbahubli.org

Objective

Seeking assignments in administration management in the leading academic institutes and educational consultants of repute

Summary

- Result oriented professional with nearly 12 years of rich and extensive experience in college administration, teaching ,educational assessment
Classroom presentation and student relations
- Actively involved in supervising/managing operational planning and development, directing day- to- day academic and associated operations of the organization
- Experience of facilitating/coaching students by using interactive discussions & “hands-on” approach to help students learn & apply concepts in subjects

Experience details

ST Joseph BSW College Dharwad

JAN 2009- MAY2011

English lecturer

- Maintain excellent classroom management skills and an ability to keep students on task.
- Prepared English and History assignments reviewed and corrected all homework with an emphasis on providing feedback to each student.
- Prepared objectives and outlines for courses of study and assisted in developing curriculum.
- Integrated technology into curriculum, supplementing class lectures and developing student's word processing and researching skills.
- Designed and implemented lesson plans for all classes.

Jain College Hubli

JULY 2011-MARCH 2019

- Communicated with parents to acknowledge superior work and areas of concern through weekly newsletters, and encouraged parent-volunteer assistance throughout the year.
- Prepared administered and corrected tests; kept attendance and grade records.
- Prepared and implemented remedial programs for students requiring extra help.
- Utilizing computer resources, including educational software and the Internet, to promote interactive learning.
- Increased completion rate of homework assignments by developing and implementing an ongoing reward system.

- Inspired a higher degree of parental involvement in student education through the use of daily reports, notebook check-in system, and telephone calls.
- Participated in International Conference on Translation and Postcolonialities held in Karnataka University Dharwad.
- Presented a Paper entitled on 'Role of Women and Society as the propagaters of Solid Waste Management' in the National Seminar organized by Anjuman Arts, Science, Commerce College and PG Centre, Dharwad.
- Attended Workshop on English Language and Literature: Some Perspectives held at Karnataka University Dharwad
- Participated as a delegate in the Workshop on English Net/ Slet/ Recruitment of Lecturers(English) organized by Prashant Motagi's Pramo Education, Hubballi in association with KLE'S S.K Arts College and H.S.K. Science Institute, Hubballi.
- John Steinback's The Grapes of Wrath: A Study Dissertation submitted to Vinayak Mission University Salem Tamil Nadu.

SJMVS ARTS AND COMMERCE COLLEGE FOR WOMEN'S HUBLI

OCTOBER 2020-MAY 2022

- SJMVS ARTS AND COMMERCE COLLEGE FOR WOMEN'S HUBLI from October 2020 to May 2022.

KLE'S Society's College of Business Administration Hubballi **JUNE 2022**

Presently working in KLE'S Society's College of Business Administration Hubballi from June 2022 to till date.

Key Result areas

College administration

- Liaised with education & government departments for establishment and smooth running of institution
- Managed budgets, advised the board of trustees and ensured its guidelines were met and provided leadership and guidance to the teaching and administrative staff and also imbibed discipline in students
- Reported to parents on students' progress and selecting teaching aids materials, efficient methods for discussions/demonstration projects and field trips

Teaching & Tutoring

- Taught the academic curriculum to students, recognized, respected & nurtured the creative potential of each students at various levels
- Responded to the queries in a spontaneous manner and involved in setting and marking assignments and tests also assessed students work for internally assessed components of qualification
- Prepared and maintained records and wrote report on students also and they were updated with curriculum changes and assessment methods

Educational Details

-
- 2000 SSLC [51%] from Sacred Heart Convent High School Hubli
 - 2003 P U C [55%] from S.J.M.V.S Women's College Hubli

- 2006 B.A [72%] Bachelor of Arts from S.J.M.V.S Women's College Hubli
- 2007 M.A –English[Master of Arts][57%] from Karnataka University Dharwad
- 2009 B.ED-English & Hindi[68%] from Karnataka University Dharwad
- 2010 M.Phil-English[64%] from Vinayak Mission University Salem, Tamilnadu

Computer Proficiency

- Well versed with basics computer and internet applications (MS office, Applications Etc.)

Personal Details

Name	Mrs. Sushma E Bundla
Marital Status	Married
Date Of birth	23 August 1984
Languages Known	English Hindi & Kannada