

SHYAM LAL COLLEGE
(University of Delhi)
FACULTY DETAILS

A. GENERAL INFORMATION:

Name of Faculty : ANITA SIKANDAR
Date of Birth : 16-08-1969
Designation : INSTRUCTOR
Course/Department : **Office Management & Secretarial Practice**
 Course offered by the Department of
 Commerce, Delhi School of Economics,
 University of Delhi, Delhi.



Area of Specialisation:

Business communications, Office Management and Administration,
 Computer Applications in Business, Organizational Behaviour, ,
 Stenography English and Computer Typography in english, HRM and
 Organizational Behaviour

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Residence Address : Lotus Boulevard Apartments, Apartment No.2203, Tower No.16,
 Sector-100, Distt. Gautam Budh Nagar, Noida-201301

B. Academic Qualification:

Degree	Board/University	Subjects	Year
Pursuing Ph.D	SRM University, Delhi NCR Sonepat	Management	July 2020
M.Phil	Ch. Devi Lal University, Sirsa	Management	2009
M.B.A.	IGNOU University	Mktg & HR	1999
PG Diploma	Aalagappa University, Tamilnadu	Personnel Management & Labour Laws	2002
Computer Course O-Level	DOEACC, Ministry of Communications & Information Technology, Govt. of India	Computer Applications	2007
B.Com (Prog)	Shyama Prasad Mukherjee College, University of Delhi	Commerce, Accounts, Business Comn, Office Management & Secretarial Practice	1989
One Year English Stenography Course	Ministry of Labour, NCTVT, New Delhi	Stenography, English Grammar & General Knowledge	1987
10+2 Commerce Stream	Delhi Govt. School No.1 Tilak Nagar	Commerce, Accounts, English, Maths & Economics	1986

B. TEACHING EXPERIENCE:

Courses Taught	Name of University/College/Institution	Duration
B. A.(Prog) Discipline Course – Office Management & Secretarial Practice, Human Resource Management (B.Com Hons) Business Communication (B.Com) – Non Collegiate	Aurobindo College Ramanujan Collge Shyam Lal College Shyam Lal College (Evening), S.P.M College(Non-collegiate) & IGNOU Maharaja Agrasen College (Non-Collegiate)	09 Years

C.1. Total Teaching Experience (in years):

- a) Under Graduation (Pass Course): 09 Years
b) Under Graduation Honours Course): Not Applicable
c) Post Graduation: Not Applicable

C.2. Teaching Workload:

Class	Period					
	Assigned Per week			Taught in a semester/year		
Academic Session January to June	Lectures	Tutorials	Lectures in Computer Lab	Lectures	Tutorials	Lectures in Computer Lab
(Semester system)						
2019-20	10	2	6	10	2	6
2018-19	10	2	6	10	2	6
2017-18	10	3	5	10	3	5
2016-17	10	3	5	10	3	5
2015-16	8	4	6	8	4	6
2014-15	8	4	6	8	4	6
2013-14	8	4	6	8	4	6
2012-13	8	4	6	8	4	6
July to December						
2020-21	10	2	6	10	2	6
2019-20	12	3	3	12	3	3
2018-19	15	3	-	15	3	-
2017-18	15	3	-	15	3	-
2016-17	10	3	5	10	4	5

2015-16	9	4	5	9	4	5
2014-15	8	4	6	8	4	5
2013-14	12	6	-	12	6	-
2012-13	12	6	-	12	6	-
July to April	(Annual System)					
2011-12	8	4	6	8	4	6
2010-11	8	4	6	8	4	6

C.3. Innovations/ Contributions in Teaching:

a) Design of Curriculum:

Contributed for the design and development of two discipline specific papers for Semester-V Stenography & E-typewriting

- Contributed for the design and development of all the **six semesters courses** the Commerce Based B.A. Program Discipline Course of Office Management and Secretarial Practice (OMSP) in Four Year Undergraduate Program 2014-15 (**FYUP**) under the Chairmanship Prof. J.P.Sharma, Head and Dean, Department of Commerce, University of Delhi.
- Contributed for the design and development of all the **6 semester Courses** under the Three Year Choced Based Credit System (**CBCS**) 2015-16 Commerce Based B.A. Program Discipline Course of Office Management and Secretarial Practice (OMSP) under the Chairmanship of Prof. Jai Prakash Sharma (Dean and Head of Department), Chairman, OMSP Syllabi Drafting Committee, Department of Commerce, Delhi School of Economics, University of Delhi, Delhi.
- Contributed for the design and development of **two additional optional papers in Semester-V & VI** based on offering choices in Discipline Specific Elective in Semester-V and Semester-VI namely Practical Stenography and e-typewriting and Advanced Stenography & Computer Applications Practical and **two additional Generic Papers** of Business Organization and Business Management in the Commerce based B.A. Program Discipline Course of Office Management and Secretarial Practice under CBCS under the guidance of the Head and Dean Prof. Kavita Singh, Department of Commerce, University of Delhi which has been approved by the Statutory Committee of the University Department of Commerce and AC and EC of the University of Delhi in 2017.
- Designed and development of **Outcome based Learning Curriculum** of **nine papers** namely Office Management & Secretarial Practice Semester-II (BAPCP29), Computer Applications in Business Semester-III (BAPCP30), English Stenography Semester-IV (BAPCP31), Advanced Stenography Semester-V(a) (BAPDSE29), Practical Stenography & E-Typewriting Semester-V(b), Advanced Stenography and Computer Applications (Practical) Semester-VI(a) and Computer Applications and Stenography (Practical) Project Report Semester-VI(b) (BAPDSE32) and Computer Applications Semester-III (BAPSEC30) from 18th March 2019. Ist Draft Approved on 30th March 2019. 2nd Draft uploaded on 4th June 2019. All the six papers designed for the course have been approved by the Committee on Courses by the Department of Commerce, University of Delhi and the Academic Council and the Executive Council.

b) Teaching Methods: Lectures in classroom, computer lab through Projector/ppt. **case study (2019 onwards).**

c) Laboratory experiments: 6 Practical/Lectures in Computer Lab

d) Evaluation methods: Assignments, class tests, quizzes, Project Reports and practice based keyboard skills test in stenography and computer applications and University Examination. Online teaching through google classroom, google meet and zoom has been started from the 2019-20 session from March 2020 onwards. Assignments are given through google classroamm and assignments through google forms.

e) Preparation of resource material including books, reading materials, laboratory manuals etc. Additional reading material of the syllabus is given to students from other books collected from various data basis collected by the faculty from time to time and prove youtube and video lecturs. **Reading Material provided to the students on need basis for further study as per new syllabus.**

E-books, e-study material, Ppts in the form of lessons for stenography and video lessons to learn Typography are available in the google classroom on the B.A. Prog OMSP 2nd Year 3 Sem and 3rd Year 5 Sem from the academic session 2020-21 in the pendamic lockdown period.

f) Remedial teaching/Student counseling (academic): Remedial classes are taken regularly after the regular classes/sessions are over on need basis during the preparatory leave and in the online google classroom basis. Mentored the students studying history allotted by the college during 2019-20 academic session.

g) Any other: Students are also regularly taught about the life skills and employment skills and keep them ready for the job related written tests and interviews. Students are regularly guided and informed about the job careers and vacancies in government/PSUs.

C.4. Details of Teaching Plan etc:

Details of course teaching Plan, Synopses of lectures and reading lists supplied to students: Refrence books, news updates about skilled jobs, latest Notifications on the DU Websites and on Google: through Whatsapp and email, Industry visits.

C.5. Details of participation in the following:

i) University teaching (PG programme): University of Delhi has not yet introduced this vocational course - Office Management and Secretarial Course at PG level in the University Department.

ii) Paper setting and evaluation: Head Examiner, Examine, Paper Setter, Convener and moderator for all the six disciplinary courses taught in OMSP Discipline from 2012 onwards- Business Communication, Office Management, Computer Applications, English Stenography – Basics and Advance (Therory) & Modern Office Management & Computer Applications (Practical), B.Com (Prog) OMSP (Old course) and under CBCS, Also paper setter of B.Com (Semester) and B.Com (Hons) (Semester) Business Communication papers in April 2018 and Vyapak Sampreshan for B.Com (P) and B.Com (Hons) in March 2019. Every year more than 300 answer scrips checked from 18 papers being convener and examiner in the Department of Commerce, DU

iii) Conduct of examinations: (Theory) – Internal written Tests, quizzes, Project Reports (2019 onwards)

iv) Evaluation of Project Reports: Evaluated in the form of Internal assignments.

v) Assessment of home assignments: Internal Assessment in the form of written assignments, and report writing.

C) Research Experience and Training: Two Research projects and trained the students in computer literacy programme in 2016 and 2017 as a Resource Person.

D) .Research Projects carried out:

Title of the project	Name of the funding	Duration	Remarks
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	agency		
Marketing Strategies of Central Warehousing Corporation	-	1998	Research Project as part of my Three Year MBA Program
An empirical study on Job Satisfaction: Delhi University and its Colleges	-	2008	Research Dessertation as part of my M.Phil Program

E) Research Contributions: Total 4 Nos. published in peer reviewed International and National UGC Care Journal. One paper is being published in **Scopus** in 2020.

F) No. of research papers published (please enclose list)

Publication Title	Journal	Published/ Edited in	ISSN/ISBN No. (if available)	Vol, Month & Year
Need of Digitalized Work Culture in Indian Universities	Journal of Higher Education	Association of Indian Universities	ISSN-0566-2257	56(30) July (23-29) 2018
Key Drivers of Quality of Work Life: A New Scale construction for Higher Educational Institutions	International Journal of Research and Analytical Reviews (IJRAR)	An International Open Access Journal UGC listed (www.ijrar.org) May 2019	E.2348-1269 P.2349-5138 with impact factor 5.72	6(2) May 2019
HRD Culture in Higher Educational Institutions of India: An Empirical Study	Test Engineering and Management	Scopus Listed Journal January 2020	Vol. 83, pp 6818-6823.	83 February 2020
Work Life Happiness and Employee Wellbeing: A demographic study in select Institutions of Higher Learning in NCT of Delhi	XIV International Conference organized by AVID College, Male Maldives	Conference Proceedings of AVID-ARC-2020 on Women Leadership and Empowerment organized by Academic Research Conferences, Abu Dhabi, Male	ISBN: 978-1-7338929-3-3	23 rd July 2020

G) Any other publication / articles etc. (please enclose list):

Conference Proceedings: Eight Research Papers and one Article in College Magazine

1. Sikandar, A and Sikandar, M.A. (2020). "Work Life Happiness and Employee Wellbeing: A demographic study of employees from Select Institutions of Higher Learning in NCT of Delhi" in the XIV International Research Conference (online) on "Women Leadership and Empowerment" at AVID College, Male, Maldives organized by Academic Research Conferences on 23rd July, 2020.

2. Sikandar, A. (2020). "Demographical Study of Work Life Happiness in Educational Institutions" in **International** Conference on "Industry 4.0: Impact of Technology on Business Environment" organized by the Delhi Institute of Advanced Studies on 6th January 2020.
 3. Sikandar, A., & Singh, Kavita. (2020). "HRD Culture in Educational Institutions" in International Conference on Excellence in Higher Education and Innovations on 4-5 January 2020 by Delhi Institute of al
 4. Sikandar, A. (2019). "Learning Outcomes based Curriculum Framework of Undergraduate Education: A Road Map Ahead" in **National** Conference on "Quality Advancement in Teaching and Learning towards Academic Excellence" on 2-3 August 2019 organized by Shyam Lal College (university of Delhi) in collaboration with National Assessment and Accreditation Council (NAAC), New Delhi.
 5. Sikandar, A. & Singh, K.(2019). "Key Drivers of Quality of Work Life: A new Scale construction for Education Sector" in **National** Conference on Technological Innovations in Management, Engineering and Science (TIMES-2019) held on April 26-27, 2019 organized by SRM University Delhi-NCR, Sonapat.
 6. Sikandar, A. (2019) "Make in India Programme: Fostering Innovations, Learn, Engage, Accelerate and Disrupt: DU Colleges Case Study" in **National** Conference on "Make in India: Towards Growth and Progress" organized by Department of Commerce and IQAC on April 24-25, 2019 in Shyam Lal College (University of Delhi), Delhi.
 7. Published an article on "Innovations in Educational Institutions: A case study DU College" in AnooGUNJ College Magazine in 2019.
 8. Sikandar, A. & Dahiya, R. (2018)."Role of Digitalised Work Culture in Indian Universities" at the **International** Conference on "Digital Economy – Innovation and Challenges" organized by the Department of Commerce, Maharaja Agrasen College (University of Delhi) held on April 20-21, 2018.
 9. Sikandar, A. and Singh, R.N. (2016). "Challenges of Women Leaders in Globalized World: Work Life Balance in **National** Symposium on "The Role of Corporate Governance and Leadership in the Globalised World" held on July, 2018 organized by Faculty of Management Studies, SRM University Haryana, 39, Rajiv Gandhi Education City, PS Rai, Sonapat, NCR Region.
7. **Seminar, Conferences, Symposia, Workshops etc.:**
- i.* Attended Faculty Development Programme organized by Mata Sundari College University of Delhi on ICT based new Paradigms of e-teaching from 15th September to 30th September 2020.
 - ii.* Participated in **International** Conference on "Industry 4.0: Impact of Technology on Business Environment" organized by the Delhi Institute of Advanced Studies on 6th January 2020.
 - iii.* Attended FDP on "Skilling Effective Quality Research Paper Writing" organized by Jaipuria Institute of Management, Noida on 14th December 2019.
 - iv.* Attended Faculty Development Programme on 'How to publish in Scopus & High Impact Journals' organised by International Management Institute, New Delhi in June 06-07, 2019.
 - v.* Participated in Faculty Development Programme on "Parametric Test and Regression Analysis" organized by Rukmini Devi Institute of Advanced Studies, New Delhi on May 11, 2019.
 - vi.* Attended One Week Workshop on 'R Software and R Studio' in April 2019 conducted by Department of Economics, Shyam Lal College (University of Delhi).

- vii.** Attended National Conference on Technological Innovations in Management, Engineering and Science (TIMES 2019) organized by SRM University Delhi NCR Sonapat, India from April 26-27, 2019.
- viii.** Attended National Conference & Young Entrepreneurs; Convention on Make in India: Towards Growth & Progress in April 24-25, 2019 organized by Shyam Lal College (University of Delhi).
- ix.** Attended International Conference on “Digital Economy-Innovation and Challenges ” organized by Department of Commerce, Maharaja Agrasen College (University of Delhi) on 20-21 April 2018.
- x.** Attended **two Weeks Capacity Building** Programme for Young Social Science Faculty from March 12-29, 2018 on Academic Writing organized by Indian Council of Social Science Research, New Delhi and IIPA, New Delhi.
- xi.** Attended Winter School and International Conference on “Sustainable Development” during 3-7 March 2018 organised by Shyam Lal College (University of Delhi).
- xii.** Attended one Day Workshop on “Academic Writing) organized by Jaypee Institute of Technology in January 2018.
- xiii.** Attended Workshop on Latex – a Scientific ICT Tool for Publishing at Guru Angad Dev Teaching Learning Centre of MHRD at SGTB Khalsa College, Univ. Of Delhi on 6th November 2017.
- xiv.** Attended one **week FDP** on Advanced research Learning through SPSS and PLS from 5-10 June 2017 in Delhi Institute of Advanced Studies.
- xv.** Workshop on Advanced Regression Analysis on 23-9-17 organised by Rukmini Devi Institute of Advanced Studies, Rohini, Delhi.
- xvi.** One Week Workshop on SPSS and Advanced Regression Analysis from 3-7 July 2017 organised by Rukmini Devi Institute of Advanced Studies, Rohini, Delhi.
- xvii.** Attended a two-day 5th Annual International Commerce Conference, 2016 on “Startup to Sustainability, Initiatives and Challenges” conducted by the Department of Commerce (University of Delhi), Delhi School of Economics on 4 – 5 November 2016.
- xviii.** Attended a two day’s International Conference on Sustainable Business Models organised by Shyam Lal College at India International Centre, Delhi from 16-17 March 2016.
- xix.** Attended a two day Annual International Conference on Line by Line Habits and Practices of Writing in Shiv Nadar University on 19th and 20th February 2016,
- xx.** Attended a two day’s International Commerce Convention on Corporate Governance and Corporate Social Responsibility: Retrospective and Perspective in Delhi School of Economics, University of Delhi on 18-19 December 2015
- xxi.** 07 days National Workshop on “Introduction to SPSS and STATA”, October 7-14, 2015 organised by JNU faculty at Shyam Lal College, University of Delhi.
- xxii.** One full day Faculty Development Programme on “Research Methodology using SPSS” organised by IBS Gurgaon Campus, ICFAI Group in 2015.
- xxiii.** 06 days “Research Competency Development Programme”, September 14-19, 2015 at Jaypee Business School, Noida
- xxiv.** Attended a National Conference on “The Role of Corporate Governance and Leadership in the Globalised World”, on 10th July, 2015 at SRM University, Haryana.
- xxv.** Presented a Conceptual paper – “Challenges of Women Leaders in Globalised World: Work Life Balance” in the National Conference held on 10-7-15 organised by SRM University, Haryana.
- xxvi.** Attended 4-day Digital Literacy and Innovation for Tomorrow’s Education (D-LITE) Course in Nov. 2013 organized by Campus of Open Learning, University of Delhi in association with Edinburgh College, Scotland, U.K.
- xxvii.** Attended 10-Day Training Programme on ‘MS Excel’ organized by Delhi University Computer Centre, University of Delhi in the year 2010.

Organised:

- i. Organised a 15 day’s Workshop on Computer Basics under Skill Development Programme in Shyam Lal College from 24th February to 9th March 2016 as a Resource Person.
- ii. Organised a 15 day’s Workshop on Computer Basics under Skill Development Programme in Shyam Lal College in March 2017 as a Resource Person.
- iii. Organized Tobacco free campaign workshop in 2011 for college students.

H) Extension Work/Community Service:

a) Please give a short account of your contribution to:

i) Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.: Inservice programmes and assisted to Unit Commandant during emergency in Golden Temple, Amritsar and participated in DIG and DG Inspections from 1990-1993.

ii) National Literacy Mission:

While working in Navodaya Vidyalaya Samiti HQrs, assisted in establishment of around 98 Navodaya Vidyalayas in Districts of different states of India. Being part of the Navodaya Vidyalaya School Administration, interacted with various school students especially in villages with girls on gender based activities.

b) Positions held/ Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

Attended three months Combat Training in National Institute of Security Academy (NISA), Hyderabad and one month combat training in SPG camp, New Delhi. Served as Sub-Inspector/Inspector in SPG (Prime Minister Security), Armed Force HQrs-DGDE Ministry of Defence and CISF (Industrial Security) from 1990-1998.

I) Participation in Corporate Life:

Please give a short account of your contribution to:

College: Member of various Committees during 2011-2020 - Sports Committee (2011-12), Space, Furniture, Establishment & Development Committee Building Committee (2011-12), Nodal Officer of Delhi University Smoke Free Initiative (2010-2012), Prospectus Committee, Antardhvani Committee and Staff Council Decisions Implementation Committee (2014-15), Students Fee Concession Committee (Commerce) and Prospectus Committee (2015-16), Skill Development Cell and Placement Cell (2016-17 to 2019-2020), permanent member of B.A. Program Society, Students Union Election, B.A. Programme Admission Committee from 2011 to 2020, Nodal Officer and Member in NAAC Committee.

Admission Committee 2019-20 B.A. Prog

Delhi University : Convener as well as Member in various groups/teams in all syllabus revision committee, paper setter as convener and member, paper moderator for OMSP Course papers in B.A. Prog, B.Com and B.Com (H) – 2012- till date .

J) Any other information (which you feel to be important) :

Having 24 Years Administrative experience in (Central -Paramilitary forces-SPG, CISF & Ministry of Defence Govt. of India, statutory & autonomous educational institutions, University like AICTE(MHRD), NVS HQrs (MHRD), JNU and Delhi University Colleges – I.P. College, Vivekananda College and expert member/ instrumental in conducting written and technical proficiency test for Stenography and Typography in the appointment of Personal Assistant, Stenographers and Junior Clerks. Worked as Administrative Officer in AICTE (2002-04) and Vivekananda College (2007-2011). Teaching in Shyam Lal College, Department of Commerce for the last 9 years since 25th January 2011.

K. All the Six Papers offered in old and even semesters in a Three Year Degree Program – Commerce based B.A. Program Office Management and Secretarial Practice designed and developed and being taught as per details given below:

Semester	Paper Code	Paper Name	Lectures	Tutorials	Total
I	62411118	Business Communication	5	1	6
II	62411128	Office Management & Secretarial Practice	5	1	6
III	62411138	Computer Applications	5	1	6
IV	62411148	Stenography (English)	5	1	6
V	62411158	Advance Stenography (Option 1)	5	1	6
V	62411158A	Stenography & E-Typewriting (Option 2)	5	1	6
VI	62411168	Advance Stenography & Computer Applications	5	1	6
VI	62411168A	Secretarial Practice & Computer Applications (Modern Office Practices – Project Report)	5	1	6

(Signature of the Faculty Member)

Anita Sikandar
Instructor (Office Management & Secretarial Practice)
Department of Commerce