

BIO-DATA

1. **Name** : Jasmine Kaur
2. **Designation** : Assistant Professor
3. **Department** : Basic and Applied Sciences
4. **Date of Birth** : 30-09-1975.
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Punjabi University,
Patiala



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- 6 **Areas of Specialisation**
- Communication Skills in English
 - Teaching of English as a Second language

7. Academic Qualifications :

Sr. no.	Degree Held	Year	Board/Univ./ Inst.	% of marks	Div./ Rank	Subjects Taken
1	Matriculation	1991	CBSE	64%	I	English, Hindi, Punjabi, General Science, Maths, Social Science, Physical Education
2	10+2 (Medical)	1993	PSEB	57%	II	Physics, chemistry, biology, English, Punjabi.
3	B.A.Honours School in English	1997	Punjabi univ., Patiala	60.8%	I	British, European, American, Victorian, Indian literature, grammar and phonetics, British history ,psychology.
4	M.A.in English	2000	-do-	61.6%	I	British, European, American, Victorian literature, grammar and phonetics, 20 th century lit., literary criticism
5	NET	2000	UGC			English
6	Elementary French Certificate (Level III)	2005	French Embassy	63%	I	
7	Certificate course in Teaching for success-understanding SEN	2016-17	British Council, U.K.	85./.	I	Understanding Special Education Needs
8	Certificate in TESOL/TEFL (120 Hours)	2017	Jointly awarded by ACT, India and TESOL Canada		Grade-A	ESL/EFL teaching methodologies, , SLA, language skills, lesson planning, classroom management, etc.
9	Post Graduate Diploma in TESOL/TEFL (280 Hours)	2018	ACT, India (accredited by TESOL Canada)		Grade-A	Specialization in Young Learners and Business English .

8. Scholarships:

- Received National Scholarship in BA Hons. School in English from Govt. of India, Ministry of Education and social welfare.

9. Details of Experience:

S. No.	Name of the Inst./Employer	Position Held	Duration	Major Job Responsibilities and Nature of Experience
1.	Patel Memorial National college,Rajpura	Lecturer	16 August to 31 st March 2001	Teaching theory of communication skills in English to students of BCA.
2.	Baba Banda Singh Bahadur Engineering College, Fatehgarh Sahib	Assistant Professor	1 st August 2001 to 22 nd December 2011(F.N.)	<ul style="list-style-type: none">• Teaching communication skills in English to students of B.Tech and MBA(theory and practical).• Setting up of communication skills lab.• Invigilation counselling duties, organising seminars, conferences of national and international level, etc.
3.	Department of Basic and Applied Sciences, Faculty of Engineering,Punjabi University,Patiala	Assistant Professor	22 nd December 2011 till date	<ul style="list-style-type: none">• Teaching communication skills in English to B.Tech. students (theory and practical)• Setting up of communication skills lab• Invigilation duties evaluation of• answer sheets , counselling duties, etc.• Paper setting for final examination of other universities.

10. Membership of Professional Bodies/Organisations:

- Life membership of Indian Society of Technical Education (ISTE)
- Member of English Language Teachers Association , India.
- Member of International Association of Teachers of English as a Foreign Language, United Kingdom.
- Global Professional member of TESOL International Association, USA.

11. List of Papers/Courses taught at P.G. and U.G. Level :

S. No.	Paper	Class
1.	Communication skills (Theory)	BCA, B. Tech, MBA
2.	Communication skills (Lab)	B. Tech

12. **Academic/Administrative Experience:**

- **Departmental Coordinator** for Communication Skills Theory.
- **Departmental Coordinator** for Communication Skills Lab.
- **Departmental Coordinator** for Information Updating for Website .
- Committee Member and Judge for Annual Cultural Program, **Ranbhoomi** at Punjabi University, Patiala.
- **Member of Departmental Committee** formed for setting up of **Communication Skills Lab (HSS 151) - Academic Session 2012-13**
- **Member** of Anchoring Committee for Departmental Cultural Event **Fresher's Party in Mar 2013.**
- **Member** of Anchoring Committee for Departmental Cultural Event **Crispolatieia 2K13** in Nov 2013.
- **Departmental Committee Member** formed to conduct **Athletic Events at Annual Sports Day** Event –Face Off in March 2013.
- **Paper setter** for external examination (communication skills) for other universities.
- Worked as a **Member of Departmental ACD.**
- **Member of various Departmental Committees** constituted from time to time since 2006: Admission committee, Fee Concession Committee, Discipline Committee, Anti-ragging Committee, Orientation Committee, etc.
- Acted as a **Centre Superintendent** during the Internal and End Semester Examinations held December 2017.
- Member, IQAC for the session 2017-18 session.
- Member, Faculty of Languages since October, 2018.
- Member, Board of Studies (BOS) in Basic and Applied Sciences since March, 2019.
- Member, Board of Studies (BOS) in Basic and Applied Sciences for Five year Integrated M.Sc. programme in Physics (Hons. School system) since May, 2019.

13. **Invited Talk/Expert Talk/Session Chair:**

- Presentation on 'Visible Codes in Communication' organised by Training and Placement Cell of the University on 4th April 2012.
- Invited as a judge in Annual Sood Memorial organised by the Department of English, Punjabi University, Patiala on 11th October, 2017.

14. **Seminars/Workshops/Conferences attended/organised :**

- **National conference** on ' **Impact of Science and Technology on Nature, Environment and Mankind**' held at Baba Banda Singh Bahadur Engineering college, Fatehgarh Sahib on January 27-28, 2006.
- **Second International** and 38th Annual **ELTAI conference** on ' **English for Today and Tomorrow**' at BSA Crescent Engineering College, Vandalur, Chennai on February 9-10, 2007.
- Attended **National Seminar** on ' **Problems in Communication**' at Guru Nanak Dev Engineering College, Ludhiana on March 20, 2009.
- Participated in **Induction-cum-Training Programme** organised by University College of Engineering from Jan 3 - 5, 2012.
- Participated in **Train the Trainer Program** conducted by Infosys Limited, Chandigarh from Jan 17- 20, 2012.
- **Delivered a lecture** on ' **Visible Codes in Communication**' in an **Orientation Programme** organized by Career and Counselling cum Placement Cell on April 4, 2012.
- Participated in National Seminar on, ' **Prophetic Visions and Voices in Poetry: Writing Self and the World**' organized by Department of English, Punjabi University on Mar 29-30, 2012.
- Attended National Seminar on, ' **New Paradigms in Fiction/Non: Fiction: Exploring Alterity and Tradition**' organized by Department of English, Punjabi University on Mar 13-14, 2013.
- Participated in National Seminar on, " **South and South West Asian Literature and Film: Narratives of Modernity**" organized by Department of English, Punjabi University on Feb 6-7, 2014.
- Attended ' **Business English Online Conference**' organised by Oxford University Press on 16th March, 2018.
- Organised One Day Workshop titled **Clinical Hypnotherapy for Lifestyle Stress Management** for students of M.Sc. Five Year Integrated Hons. School in Physics on February 4, 2020 in the Department of Basic and Applied Sciences, Punjabi University.

15. **G.O.C/Short Term Courses/Faculty Development Programmes:**

- **Short Term Course on ‘Effective Teaching Skills’**, conducted by National Institute of Technical Teachers Training and Research(NITTR), Chandigarh at Baba Banda Singh Bahadur Engineering college, Fatehgarh Sahib on August 4-8,2003.
- **Short Term Course on ‘Entrepreneurship Development’**, conducted by National Institute of Technical Teachers Training and Research(NITTR), Chandigarh at Baba Banda Singh Bahadur Engineering college, Fatehgarh Sahib on September 22-26, 2003.
- **62nd G.O.C.**at Academic Staff College, Punjab University, Chandigarh on June 1-28, 2004.
- **Short Term Course on ‘Intellectual Property Rights and Patent Information’** held at National Institute of Technical Teachers’ Training and Research(NITTR), Chandigarh on July 24-28,2006
- **Short Term Course on ‘Managing Self’** held at National Institute of Technical Teachers’ Training and Research (NITTR), Chandigarh on July 23-27, 2007.
- **Teacher support programme(TSP)** for Business English Certificate (BEC) held by **British council** in Chandigarh on February 9-10,2010
- **Teacher support programme (TSP)** for Business English Certificate (BEC) held by **British council** in Chandigarh on August 17-19,2010.
- **Faculty Development programme (FDP)** on **‘Human values’** conducted by Punjab Technical University, Jalandhar at Baba Banda Singh Bahadur Engineering college, Fatehgarh Sahib on July 16-17, 2010.

Date: 13/05/2020

Jasmine Kaur