

GITA S P



'Gita Priya', T.C.24/1941, Minchin Road, Thycaud P.O, Trivandrum 695014
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PROFESSIONAL SYNOPSIS

College of Engineering Trivandrum (CET)-June 2019-Present
Assistant Professor (Adhoc), Department of Mechanical Engineering

Adishankara Institute of Engineering and Technology, Kalady, Ernakulam, Kerala.
June, 2009 – December, 2018

10 Years of experience in Academics as Assistant Professor, Department of Mechanical Engineering.

HDFC Bank Ltd: July, 1995 - May, 2009

14 years of experience in Banking Industry, of which 12 years in credit segment,
as Manager (Band 3) – Credit Operations, Kerala.

ORGANIZATIONAL EXPERIENCE

Organization : Adishankara Institute of Engineering and Technology, Ernakulam.
Position held: Assistant Professor, Department of Mechanical Engineering
Period : June, 2009 - December, 2018

Adishankara Institute of Engineering and Technology, Kalady, Ernakulam, established in the year 2001, at Kalady, Kerala, is a leading self-financing engineering institution run by Adishankara Trust, Sringeri. The institution is affiliated to AICTE and APJ Abdul Kalam Technological University, Kerala. The institution is one among the few educational institutions in Kerala which has got accredited to National Board of Accreditation (NBA).

Key Responsibilities

- Main subjects handled include Material Science and Engineering, Manufacturing Technology, Production Engineering, Industrial Engineering, Supply Chain Management, Quality Control, Total Quality Management, Principles of Management, Marketing Management, Operations Management etc., with area of specialization in Heat Treatment operations.

- Other responsibilities include managing students' academics improvement program and monitoring, analyzing university results and implementing corrective actions, reviewing course delivery manuals of various courses, conducting PTA meetings and managing relationship with students and parents, counselling of students, and observer of KTU (APJ Abdul Kalam Kerala Technological University) exams at various colleges.

Key positions held

- Faculty Advisor to Students' Council of the Institution.
- Faculty Advisor to Students' Welfare Committee.
- Faculty Co-ordinator of Students' Admission cell.
- Faculty Co-ordinator of NPTEL Local Chapter under IIT, Chennai.
- Faculty member of Women Empowerment cell.
- Faculty Co-ordinator of Young Scientists' Award.
- Faculty member of Internal Quality and Audit Assurance cell and documentation of NBA accreditation cell at department level.
- Faculty Advisor to Mechanical Engineering students of various batches.
- Faculty-in-charge of Heat treatment facility..
- Faculty member of organizing committee of Faculty Development programmes of the department.

Key Achievements:

- NPTEL Local Chapter of the Institution under IIT, Chennai has been ranked at 48th position on all India level and got AA rating on the basis of course certifications of students and faculty members.
- Key faculty member in establishing metallography and heat treatment lab facilities of the institution.
- Paper publications: (i) Quality Management in Car Manufacturing Industry – A Customers' Perspective at National Conference, MTime, SNGCE, Ernakulam and (ii) Process Control of a Crude Oil Distillation unit at International Conference, Toc-H Institute of Engineering and Technology, Ernakulam

ORGANIZATIONAL EXPERIENCE

Organization: *HDFC Bank Ltd, Ernakulam*

Position held: *Manager, Credit Operations*

Period: *July, 1995 – May, 2009*

Key responsibilities included andling branch operations during the initial phase of banking career and later on specialized in Credit Operations of the Bank based at Administrative Office/Regional Office, the gist of responsibilities as follows:

- Segments handled: Corporate Credit, SME, Small business and Retail Credit pan India.
- Credit appraisal: Processing of credit proposals of medium to corporate accounts and putting up for approvals to Committee of Executives, Special Credit Committee of Board, and Board of Directors.

- Documentation: documentation checking, Task force member for centralization/due diligence of documents of elkb/ecbop for branches in Kerala.
- Post sanction follow up/recovery: unit visits, monitoring the health of the accounts & renewals
- Work place : fully computerized – Operating system – Flexcube, Finnacle, MS-Dos, MS-Windows & MS-Office

ORGANIZATIONAL EXPERIENCE

Organization: Vikram Sarabai Space Centre (VSSC), Thumba, Trivandrum

Position held: Management Trainee

Period: February, 1994 – June, 1995

Profile: Project on quality control

Organization: Rajiv Gandhi Institute of Technology, Kottayam

Position held: Guest Lecturer

Period: January, 1993 to January, 1994

Profile: Guest Lecturer in Industrial Engineering

EDUCATIONAL CREDENTIALS

B.Tech in Industrial Engineering with First class from **College of Engineering (CET), Trivandrum.**

M.Tech in Production and Industrial Engineering with First class and distinction from **Mar Athanasius College of Engineering, Kothamangalam, Kerala**

PERSONAL DETAILS

Date of Birth: 31.05.1971

Present Address: 'Gita Priya', ETN 33,T.C.24/1941, Minchin Road, Thycaud P.O, Trivandrum 695014

Languages known : Malayalam, English, Hindi

Marital status: Married

Dependents: 1

Thanks and regards

Gita S P