

## A.SHAHIN SULTANA

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### PERSONAL DETAILS

Address: Dr. A. Shahin Sultana, Professor, Department of Social Work School of Social Sciences and International Studies, Pondicherry University (A Central University), Silver Jubilee Campus, Kalapet, Pondicherry - 605 014, India

Gender: Female

Nationality: Indian

Marital Status: Married

Date of Birth: 1975-07-02

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### CAREER SNAPSHOT

- An accomplished and result-driven teaching professional with more than 15 years of experience in a progressive career spanning in Teaching, Education Management, and Office/General Administration with sound knowledge of administrative strategies, policies, and procedures
- Expertise in leadership, and supervision of education and recreation programs, such as literacy programs, post-secondary, occupational training, advanced occupational education, career counseling, recreation and leisure activities, library programs, continuing education, etc
- Demonstrated experience in teaching curriculum in the areas of research and human behavior in the context of generalist social work practice
- Profound experience in researching and evaluating new educational programs, instructional methods, Social Work curriculum materials, and training courses
- Hands-on experience in designing Social Work learning courses and workshops in a university environment
- Demonstrated ability to design, adapt, organize, archive, and disseminate instructional and curricular materials for a range of teaching contexts
- Adept in building a collaborative and friendly classroom environment using and enforcing behavior guides, team teaching, and interactive learning

### WORK EXPERIENCE

Pondicherry University, India | Feb 2011 - Till date

#### Growth Path:

Pondicherry University, India | Dean, Students Welfare May 2019 - Till date

Assistant Dean (i/c), Student Welfare | Nov 2017 - May 2019

Dept. of Social Work, School of Social Sciences and International Studies, Pondicherry University, India | Head (i/c) | Jul 2017 - Jun 2018

Dept. of Social Work, School of Social Sciences and International Studies, Pondicherry University, India | Head | Jul 2014 - Jul 2017

Department of Social Work, Pondicherry University, India | Professor | Feb 2017 - Till date

Department of Social Work, Pondicherry University, India | Associate Professor | Feb 2014 - Feb 2017

Department of Social Work, Pondicherry University, India | Reader | Feb 2011 - Feb 2014

Coordinator, Pondicherry University Day Care Centre and Pre-Primary School Jan 2013-June 2015

Coordinator, PG Diploma in Industrial Relations and Labour Laws, Dept. of Social Work January 2013 -June 2015

### Key Responsibilities

- Responsible for organizing and implementing an instructional program
- Identifying, choosing and implementing various teaching methods for all students with various educational backgrounds
- Assisting in transfer to students theoretical information, practical skills, methods and techniques
- Providing a positive and honest environment for students during class hours
- Establishing and maintaining good relationships with the college staff, students and their parents
- Resolving faculty and student concerns and addresses issues related to student behavior, and campus operations immediately as they occur

## PRECEDING ASSIGNMENT

Delhi School of Social Work, University of Delhi, India| Senior Lecturer March 2009-Feb 2011

Delhi School of Social Work, University of Delhi, India| /Lecturer| Mar 2005 - Mar 2009

Honorary Director, Centre for Children and Adolescent Well-being, Delhi School of Social Work August 2010 - February 2011

Bishop Appasamy College of Arts and Science, India| Lecturer| June 2001 - Oct 2001

## EDUCATION

- Doctor of Philosophy (PhD) in Social Work from University of Madras, India - 2006
- Master of Philosophy (M.Phil) in Social Work from Bharathiar University, India - 1999
- Master of Arts (MA) in Social Work from Bharathiar University, India - 1997
- Bachelor of Arts (BA) in English Literature from Bharathiar University, India - 1995
- Master of Arts (MA) in Human Rights and Duties Education from University of Madras, India - 2007

## TECHNICAL SKILLS

- Microsoft Application Tools
- Basics of Java Language

## CERTIFICATION /TRAINING

- Diploma in Early Childhood Care and Education from Indira Gandhi National Open University, India - 2005
- Post Graduate Diploma in Human Resource Management from Pondicherry University, India - 2001
- Advanced Diploma in Java Programming from CSC Computer Education Pvt. Ltd., India - 2001
- Post Graduate Diploma in Computer Applications from Bureau of Data Processing Systems Ltd., India - 1997

## SKILL SET

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|---------------------------------|-----------------------------------|
| • Teaching Management           | • Student Assessment Development  |
| • Strategic Planning            | • Curriculum Development          |
| • Administrative Management     | • Student Relationship Management |
| • Multicultural Awareness       | • Creative Lesson Planning        |
| • Training and Development      | • Multicultural Awareness         |
| • Curriculum Research/Planning  | • Educational Program Management  |
| • Student Assessment            | • Teaching Assessment Management  |
| • Effective Student Interaction | • Positive Learning Environment   |

## LANGUAGES

- Proficient in English

## RESEARCH PROJECTS



Microsoft Office  
Word Document

## JOURNAL PAPERS/PUBLICATIONS



Microsoft Office  
Word Document

## AWARDS

- Received Best Teacher Award in Social Work at Pondicherry University, India - 2018-2019
- Received Best Teacher Award in Social Work at Pondicherry University, India - 2011-2012
- Ranked in the first position in the Assistant Professor selection interview at the Dept. of Social Work (Delhi School of Social Work), University of Delhi, India - March 2005

- Awarded Junior Research Fellowship from University Grants Commission (UGC), Government of India, Delhi, India - June 2001 and also promoted to Senior Research Fellowship in 2005.
- Rank Holder in Post-Graduation, 1997
- Rank Holder in Graduation, 1995

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*References are available on request*