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| **ACADEMIC RECORD** |

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| **Exam** | **University/Board** | **Name of Institute** | **Year** | **%** |
| M.COM | GAUHATI UNIVERSITY | GAUHATI UNIVERSITY | 2007 | 69.11 |
| B.COM (H) | GAUHATI UNIVERSITY | NOWGONG COLLEGE | 2004 | 63.67 |
| H.S | AHSEC | NOWGONG COLLEGE | 2001 | 73.80 |
| H.S.L.C.E | SEBA | CHRIST JYOTI SCHOOL | 1999 | 80.11 |
| Cleared NET Under UGC Norms in June’2013. |
| Pursuing PhD from Gauhati University |

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| PROFESSIONAL RECORD | * Serving as HOD, Department of Commerce for the last 3 & 1/2 years
* Member of the IQAC subcommittee of ADP College
* Member of Placement cell, Career Counselling cell and CBCS committee of ADP College
* Examined Final examination copies of B.Com semesters(GU)
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| work experience | * Presently, working as Assistant Professor in ADP College since August 2017
* Had been a Lecturer in Bharatiya Vidyapith Junior College, Nagaon for 5 years
* Had worked as Contractual Lecturer in Nowgong College for a year
* 10+Years’ Experience of private coaching
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| COMPUTER SKILLS | * Adequate knowledge of MS Office
* Conversant with ICT Tools usage
 |
| Seminars & workshops | * Presented paper entitled “Role of Higher Education in inculcating Moral Values in UGC sponsored National Seminar in Jagiroad College, 21st & 22nd September,2017
* Workshop on “ Pedagogy for Faculty” in ADP College on 29th October 2018
* Submitted paper entitled “Self-help Groups as tool for Economic Empowerment of North-East India” in a National Seminar in NEHU, Tura Campus on 17th November,2018
* Regional workshop on “New Assessment and Accreditation process of NAAC” in ADP College on 28th November 2018
* Faculty Development Programme on “Use of ICT Tools for Classroom Teaching” in ADP College from 29th April-4th May,2019
* Workshop cum Training Programme on “Research Methodology in Social Sciences” organised by Mahapurusha Srimanta Sankaradeva Vishwavidyalaya, Nagaon from 10th July -17th July,2019
* Presented paper titled “Carbon low future initiative in Cement Industry” in National Seminar in Gauhati University, 23rd of October,2019
* Presented paper titled “Progress in Green Cement Technology” in International Seminar in Gossaingaon College on 4th of Februrary,2020
* Research Paper “Corporate Responsiveness of Cement Industry” presented in National Seminar in K.C. Das Commerce College on 8-9th January,2021.
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| Publications | * Paper entitled “Role of Higher Education in Inculcating Moral Values” published in Journal CREATCRIT, Vol.-6, No.-1, January, 2019. Pp16-21, ISSN: 2347-8829 PIF (12OR)- 3.002
* Paper submitted in Seminar in NEHU, Tura campus selected for publication. ISBN to be submitted with the hard copy
* Article entitled “Role of Microfinance in Economic Empowerment of Women” published in Journal SANCHARINI, September,2019, ISSN:2395-4558
* “A Study of the Retail Market Share of Mini Cement Brands- with special reference to Nagaon Town” published in Journal of Interdisciplinary Cycle Research, UGC CARE listed, Volume XII, Dec,2020; ISSN: 0022-1945
* “Reselling- The Digital Market where woman leads” published in Digital Promotion,2020 ISBN 978-93-88804-85-1
 |
|  | * Has the privilege of launching the Department of Commerce in ADP College, Nagaon in 2017
* Solely managed the entire department with students strength of around 350
 |
| languages known | * English
* Hindi
* Assamese
 |
| hobbies | * Reading
* Travelling
* Teaching
 |
| strengths | * Confident
* Positive Attitude
* Adaptability
* Patience
 |
| **PERSONAL INFORMATION** | * Date of Birth : 2nd September 1983
* Nationality : Indian
* Sex : Female
* Mobile No : +919707697617
 |
| **PERMANENT ADDRESS** | * House no-3, Sarma building, Near Sreenagar Masjid, P.O. & P.S. – Dispur, Dist: Kamrup, Guwahati - 781005, Assam
 |
| **CORRESPONDENCE ADDRESS** | * C/0- M/s- Mukta, Opposite Jajodia Girls School, M.D.Road, Kharampatty,Haibargaon,Nagaon,Assam – 782002
 |
| Declaration | I hereby declare that the above mentioned facts and information are true to the best of my knowledge. I will be responsible for any discrepancy found in them. Date: Place: Nagaon RASHMI SHARMA  |