

## MANGALORE UNIVERSITY

## GRADATION LIST OF TEACHERS AS ON 1ST JULY 2015

## SUBJECT : SECRETARIAL PRACTICE :

Sl. No.	Name of the Teacher	Designation	Date of Birth	Qualification , Specialization, and year of completion	Date of joining the College	Total No. of teaching service at Degree / P.G. level	Details of experience in BOS, BOE , Pra. Exam. Cordination	Topics taught	Courses taught	Remarks
1.	Mrs. Jyothi Crossland College Brahmavar	Asst. Professor	24.08.1964	B.A.Sec.Pract 1987, M.A.(Hist) 2004, M.A. (PPM) 2000, M.Phil 2010, ADICA Cert. in Comp. Appln.	22.06.1987	28 Years	BOS Member, BOE Chairperson	Secretarial Practice	B.A.	
2.	Ms. Hemalatha Besant Women's College Mangalore.	Associate Professor	23.08.1965	M.Com./M.Phil. Sr.Gr. Short Hand, Sr. Gr. Typing, Dip in Sec. Pra/PGDCA	01.07.1987	28 Yers	BOS Chairperson 2011-12, 2012-13, BOS member, BOE Chairperson, Co-ordinator Pract. Exam, BOE Member 2012-13, 2013-14 M.U.	All the Subjects of Secretarial Practice	B.A./ B.Com. (Voc)	
3.	Ms. Ranjini Besant Women's College Mangalore.	Lecturer	19.02.1968	MCom Diploma in Comm.Pract. PGDCA	26.06.1991	24 Years	BOS Member 3 years, Chairperson 2014-15 BOE Chairperson 1 Year, Coordinator Pract. Exam. , Member 2013-14	All the subjects of Secretarial Practice	B.A./ B.Com. (Voc)	
4.	Mss. Vidya Bhat Besant Women's College Mangalore.	Lecturer	20.09.1967	M.Com./ PGDCA/	01.12.2005	14 Years	Pract. Exam. Coordinator	Personal tax planning, Banking, Office Management	B.Com. (Voc)	