

**Vinita Gautam**

**Ad hoc Lecturer**

Department of English  
GGDSD COLLEGE Chandigarh  
India -160030

Vinita.gautam@GGDSD.ac.in  
vini0470@gmail.com

**DOB: 9th November 1993**



**Educational Qualifications**

**Bachelor of Science (General)**

PGGCG SECTOR 11, Chandigarh, India (2013-2016)

**M.A(English)** PGGCG SECTOR 42, Chandigarh, India (2017-2019)

Qualified U. G. C. NET in English.

**Teaching Experience**

- JULY 2022-JAN2024  
Taught English to higher secondary students.  
(i) Developed engaging lesson plans and conducted interactive classes.  
(ii) Prepared students for board examinations through focused teaching.
- 27th January 2024- till date  
Ad hoc Lecturer in Department of English, GGDSD College, Chandigarh.  
-Teaching General English, courses under NEP - MDC, VAC, AEC, SEC at graduate level.  
-Conducted lectures, tutorials to engage students.  
-Mentored students in academic and personal development.

**Areas of Interest**

- English literature, teaching and mentoring, communication and presentation skills, Organising academic and Cultural events.

**Administrative Experience**

- Successfully conducted University Exams (Centre-33) in May 2024 (as an Assistant) and Nov 2024 (As an Assistant)
- Designed and guided students in creating projects on various disciplines to enhance their critical thinking and analytical skills.
- Supervised and organised practical sessions, ensuring all necessary resources, and materials were available.
- Monitored student participation and performance in practical activities, providing feedback and additional support where required.
- Assisted in organising academic events.
- Maintained accurate records, including attendance, grades, and practical outcomes for streamlined reporting.
- Collaborated with various departments to streamline workflows and improve operational efficiency.

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