



Dr. NEETU

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Contact: +918279627697

Teaching with an organisation of repute.

PRÉCIS

- ☞ A dynamic professional with **nearly 13 years** of experience in Teaching in Degree College.
- ☞ Demonstrated abilities in leading and guiding project teams to deliver projects to clients within specified timeframe and as per specifications.
- ☞ Adapt at analysing information system needs, evaluating and user requirements
- ☞ An effective communicator with relationship management, analytical, problem-solving skills.
- ☞ Highly capable of judgment, discretion, and decision making skills in dealing with confidential and sensitive issues

EMPLOYMENT RECORD

Aug 14 to till now with "Methodist girl's P.G College, Roorkee" as an Asst Professor in the Department of Botany.

Aug 13 to May 14 with "Dhanuri college Dhanuri" as an Asst Professor in the Department of Botany.

Aug 11 to July 13 with "Roorkee College of Engineering Roorkee" as an Asst Professor in the Department of Environment and Resource Studies.

Job Assigned:

- Examination related work Planning and Preparation of all examination Time Table .
- Seating Arrangement Supervisor arrangement.
- Classroom arrangement block arrangement.
- Examination work distribution to staff and faculty as required.
- Examination control room arrangement question paper keep safe in position of custodian
- Questions Papers drafting, formatting & printing marks, sheet preparation and result declaration etc
- Updating of examination, result and certificate Master sheets.
- Working with Universities to achieve smooth preparation, conduct of Examinations and issue of results
- Coordinate admission course selection and other academic matters.

Achievements:

- **Awarded as Best Faculty at Roorkee College of Engineering in 2013.**
- Educated students on academic rules and regulations.
- Record keeping of Internal, external evaluation, assessment and students malpractice cases.
- Resolved issues related to student affairs.
- Coordinated and collaborated student registration activities at all campuses and Centre

Aug 08 to Feb'11 with Samrat PrithviRaj Chauhan Postgraduate College Rohalki Haridwar as a lecturer of Botany.

Job Assigned:

- Lectures of botany for students pursuing B.Sc.
- Lectures of Life Sciences for students pursuing B.Sc. (Home Sciences)
- Lectures of EVS for Students pursuing B.A.; B.Com.; B.Sc.(Mathematics)
- Undertaking other official work and working as examination controller

Aug'07 to April'08 with Vyapar Mandal Kanya P.G College Mangalore, Haridwar working as a lecturer of Botany.

ACADEMIC QUALIFICATIONS

Ph.D. :

Doctor of philosophy (PhD) in taxonomy on " Flora of Haridwar with Special Reference of Endangered Species " under the guidance of Dr. A.K. Gupta Department of Botany of Meerut college Meerut 2007.

B.Ed :

H.N.B. Garhwal University , Garhwal (2009 - 2010)

Degree: Bachelor of Education: Science

Post graduation:

C.C.S. University, Meerut (2000–2002)

Degree: Master of Science: Botany

Graduation:

C.C.S. University, Meerut (1996–1999)

Degree: Bachelor of Science: Biology

Abstract Written :

- ❖ Neetu-2019" Vegetation Response to Climate Change"National conference on Status of Upcoming Trends in Biodiversity Conservation held on January6,organised by Uttarakhand State Council for science and technology, Dehradun.
- ❖ Neetu 2016 " Effect of pollution on Roadside Vegetation" National conference on present and future challenges in Teacher training organized by Susana Methodist Girls B.ed College Roorkee.
- ❖ Neetu 2016 " Effect of Global Warming on Flora and Fauna" National Seminar on Vision India, Empowering youth March 18-19, Organized by Methodist girls PG College, Roorkee.
- ❖ Neetu (2010) "An Analysis of the Flora of district Haridwar (U.A)" India in National Conference on New Horizons in Plants Sciences.

- ❖ Nafeesh Ahamed, Neetu and A.k Gupta (2011) “Angiospermic Diversity of District Haridwar, Uttarakhand for Herbaceous Plants” in IUFRO symposium on Short Rotation Forestry: Synergies for Wood Production and Environmental Amelioration From February 10-12, 2011 at Punjab Agricultural University, Ludhiana.
- ❖ Nafeesh Ahamed, Neetu and A.K. Gupta (2011) “Traditional Ethnomedicinal Drug Practice Relation to Diabetes by the Rural People of Haridwar District, Uttarakhand, India” National symposium in Institute of Forest Productivity, Ranchi (Bihar).

Paper Published:

- ❖ Neetu, A.k Gupta and Nafeesh Ahamed (2010) “Grasses of District Haridwar, Uttarakhand, India” printed from MFP News India Vol. XX (2) 8-11.
- ❖ Nafeesh Ahamed, Neetu and A.K. Gupta (2010). “Ethnomedicinal Plants of Deoband Tehsil of Saharanpur District Uttar Pradesh, India” Indian Forester. 136 (11):1520-1528(ISSN 0019_4816)
- ❖ Neetu, Nafeesh Ahamed and A.K. Gupta (2010). “Ethnobotanical Survey of District Haridwar, Uttarakhand, India with References to Climbers Plants” Journal of Non Timber Forests Products. 17(2):223-226 (ISSN 0971-9415).
- ❖ Nafeesh Ahamed, Neetu and A.K. Gupta (2012). “Medicinally Important Weeds of District Baghpat, Uttar Pradesh, India” Journal of Non Timber Forests Products. 19(3):213-218 (ISSN 0971-9415).
- ❖ Nafeesh Ahamed, Neetu and A.K. Gupta (2010). “Traditional Ethnomedicinal Drug Practice Related to Diabetes by Rural Peoples of Haridwar District, Uttarakhand” Non Timber Forest Product and Medicinal Plants Conservation, Improvement and Sustainable Utilization (Book) 159-161.

WORKSHOP ATTENDED:

- ❖ Participated in workshop and Seminar on,” **Taxonomic Keys and Identification of Different Groups Of Flora And Fauna Including Molecular Tools**” organized by Department of Zoology and Environmental Science, Gurukula Kangari, University , Haridwar, 28-30 March, 2016.
- ❖ Participated and Presented in National conference on “ **Present and Future Challenges in Teacher training**” held at Susana Methodist Girls B.Ed. College Roorkee, 2-3 September , 2016.

Additional skill:

Knowledge of Computer (Basic, Excel, MS word, Powerpoint Presenting & Internet handling)

PERSONAL DOSSIER

Language Known: Hindi & English

Marital Status: Unmarried

Date of Birth : 27th July 1978

Father's Name: Shri. M.P. Singh

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Date:**(Dr. Neetu)**