

## Curriculum Vitae

**Prashant Arya**  
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### Profile

I am a young and dynamic team player with strong interest doing things with an initiative and creativity. This interest has enabled me to work with a number of leading organizations both within and outside field of education. I have the distinction of contributing in number of programs related to organizing training and scheduling batches of the organization. I have also planned, executed successfully support activities to assess training effectiveness in the institute. My communication skills and time management has helped me to be successful in my initiatives of systemizing the working of the college.

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### Accounts Knowledge :

- **Tally 9 with 'A' Grade** from Regional Computer Centre, Sector -17, Chandigarh in the year 2008.

### Research Knowledge :

- Working knowledge of **SPSS Software** used for data analysis purpose.

### Educational Qualification:

- **Graduation** from Panjab University, Chandigarh in 1998.

### Professional Qualification:

- **Pursuing Masters of Business Administration (M.B.A.)** from Panjab University, Chandigarh (session 2008-2010).
- **Masters of Science (information & Technology)** from Punjab Technical University, Jalandhar in the year 2002.

- **Post Graduate Diploma in Computer Application (PGDCA)** from Regional Computer Centre, Sector -17, Chandigarh in the year 2001.
- **Data Entry Course** from Regional Computer Centre, Sector -17, Chandigarh in the year 2000.
- **Computer Appreciation Course** from Regional Computer Centre, Sector -17, Chandigarh in the year 2000.

**Technical Qualification:**

- **Masters in Library and Information Sciences (M.lib)** from Kurukshetra University, Kurukshetra in the year 2006.
- **Bachelor in Library and Information Sciences (B.Lib)** from Panjab University, Chandigarh in the year 2003.

**Work Experience: 9 Years**

**Dev Samaj College of Education, Sector 36-B, Chandigarh**

<b>System Administrator</b>	<b>December 2001 onwards</b>
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Dev Samaj College of Education is a premier institute in the region since 1981. It's the leading College of Education in northern region. I am primarily responsible for operational efficiencies and stability, optimum system integrity, security and performance of the institution's operating system. Along with a variety of technical administration duties in the installation, deployment, maintenance and support of the institution's operating system and associated server software, hardware and database. ***The thrush area is planning, executing successfully supporting activities to deliver and assess training effectiveness in the institute.***

I was also very much involved in the automation of the library through SOUL (Software for University Library), a leading and most suiting software used by most of the college libraries. Being a distinction holder in Library classification and cataloguing I was consulted a number of times by the College librarian. I had a hand on experience on all the modules of LIBSYS software. I have also attended seminars / conferences in the filed of Librarianship.

**Professional Achievements:**

- Have secured above 70% marks in M.Sc (IT) in all semesters.
  - Have been responsible for development of a College CD on college profile of Dev Samaj College of Education, Sector- 36 B, Chandigarh titled "*Journey through college of values...*" comprising of annual report, activities and special features of the college.
  - Have been undergoing development of web site for Dev Samaj College of Education Sector 36/B, Chandigarh named [www.devsamaj.org](http://www.devsamaj.org)
  - Have been responsible for analysis of data of M.Ed students required during their dissertation by using SPSS software.
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#### **Special programmes:**

- Planning and executing visit to Rashtrapati Bhawan for and interaction with **Sh A.P.J. Abdul Kalam, President of India** on 23<sup>rd</sup> November 2005.
  - Planning and executing visit to Governor House for and interaction with **Dr. Manmohan Singh, Prime Minister of India** on 28<sup>th</sup> September 2006.
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#### **International/ National Seminars organized/ attended:**

- Organized the National Seminar sponsored by University Grants Commission on Guidance and Counseling in 21<sup>st</sup> Century: Unfolding, Developing and Utilizing the Full Human Potential for Enhancing the Quality of life, 16 – 18 May 2002
- Organized Training and counseling sessions for Chandigarh Police for their recruitment programme in February and September 2002
- Participated in National Seminar on the theme "*The Education of Teachers and Teacher Educators for Human Rights*" held at Dev Samaj College of Education, Sector 36-B, Chandigarh sponsored by University Grants Commission from 9<sup>th</sup> to 11<sup>th</sup> May 2005.
- Awarded grant to organize a regional seminar on English Language Teaching in 21<sup>st</sup> Century: Methodologies and Techniques in the last academic year.
- Participated in **International Conference** on the theme "**Innovative Practicum in Teacher Education**" held at Dev Samaj

College of Education, Sector 36-B, Chandigarh co-sponsored by NCTE, New Delhi from 14<sup>th</sup> to 16<sup>th</sup> Nov 2006.

- Attended National workshop on Policy of effective practices Quality assurance in Teacher Education held at Dev Samaj College of Education, Sector 36-B, Chandigarh from 9<sup>th</sup> - 10<sup>th</sup> March 2007.
- Attended One day seminar on "Learning Disabilities in the Classrooms: Issues & Concern" held at Dev Samaj College of Education, Sector 36-B, Chandigarh on 27<sup>th</sup> March 2009.
- Attended training programme on **Statistical Product and service solutions (SPSS)** held at Department of Statistics, Panjab University, Chandigarh from 25<sup>th</sup> – 28<sup>th</sup> May 2009.

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**Languages Known** : Fluent in English, Hindi & Punjabi.

**Personal Details**

Date of birth : 14th October, 1977  
Father's name : Sh. Manoj Arya  
Marital Status : Married  
Sex : Male  
Interests : Computers, Driving & Swimming

Other Details

Passport No : **F 8961730**

**Place: Chandigarh**  
**Date: 17.5.2010**

**(Prashant Arya)**