



Prahladrai Dalmia Lions College of Commerce & Economics

ISO 9001:2015 Certified

Ref. No.: _____

Date: 26/09/19

To,
CMA Dr. Natika Poddar
Associate Professor-Finance
Programme Head-MFM/MMM
St. Francis Institute of Management & Research

Dear Ma'am,

We are pleased to invite you as a Guest speaker with our M.Com Part II students on "Project Guidance" to enhance them with relevance of framing project topic, laying down objectives and Research Methodology on 26th September, 2019 from 7.00AM-8.45 AM.

Your engagement with our students would help them in gaining expertise in area of their project work. Kindly let us know your availability for the same.

Thanking you,

With regards,

Prof. Pankaj Jain
M.com Co-ordinator

Dr. N.N. Pandey
Principal

DI / L- IG / Gen/ 00



Prahladrai Dalmia Lions College of Commerce & Economics

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Ref. No.: _____

Date: 20/09/19

To,
CMA Dr. Natika Poddar
Associate Professor-Finance
Programme Head-MFM/MMM
St. Francis Institute of Management & Research

Dear Ma'am,

We greatly appreciate that you accepted our invitation and consented to be as a Guest speaker with our M.Com Part II students on "Project Guidance" to enhance them with relevance of framing project topic, laying down objectives and Research Methodology on 26th September, 2019 from 7.00AM-8.45 AM.

Thanking you,

With regards,

Prof. Pankaj Jain
M.com Co-ordinator

Dr. N.N. Pandey
Principal

DI / L- TG / Gen/ 00



St. Francis Institute of Management and Research

Approved by AICTE and affiliated to Mumbai University
(An ISO 9001-2015 Certified and NAAC 'A' Grade Accredited Institute)

Mt. Painsur, S.V.P. Road, Borivali (West), Mumbai - 400 103
Tel.: 2891 7089 / 2892 9156 (MMS) / 2891 7096 (PGDM) / 2895 8403 (MMM/MFM)
Fax: 2890 6567 E-mail : info@sfimar.org Website : www.sfimar.org

Date: 15/06/2019

To,
Prof. Subhashini Naikar,

Dear Madam,

We are pleased to appoint you as a Visiting Faculty for our MMM Programme at our Institute. Your lecture for Third Year Semester – I, Subject – Customer Relationship Management will be on Saturday, 06.15 p.m. to 09.15 p.m. commencing from 22/06/2019.

You will be paid an honorarium on hourly basis @ Rs. 1250/-. The remuneration includes payment for all efforts and time spent for submission of session plan, conducting the sessions as per the stipulated time frame, setting question papers, invigilating the subject examinations, evaluating the students for Internal Assessment marks, correction & submission of the answer papers and declaring the results finally within one week from the date of subject examination. Please note that no additional remuneration would be paid for setting 2 sets of question papers, invigilation, evaluation and finalization of marks. Invigilation duty is mandatory for the respective subject faculty for midterm as well as final exams. Mid-term/End-term answer sheets should be evaluated in the Institute premises itself.

On your arrival at the Institute, on the days of your lecture session kindly record your attendance with Ms. Chhaya at the administrative office. You are also requested to provide Xerox copy of your pan card.

This appointment is purely as a Visiting Faculty and does not entail any lien on or any entitlement as a regular faculty member. While you are in the premises you are required to abide by the rules & regulations of the Institute and in no way should behave in the manner which can affect the prestige and value of the Institute. Based on the feedback from students, if there would be a requirement for replacing you during middle of the Semester, then only 50% of honorarium for that particular month will be paid to reimburse the traveling cost incurred.

If the above terms and conditions are acceptable to you, kindly sign and return the duplicate hereof, for our records.

Thanking you,

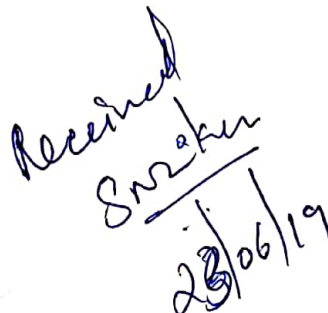
Yours faithfully,



Bro. Alphonse Nesamony
(Chairman)

I read the terms and conditions of appointment and confirm acceptance of the same.

Prof. Subhashini Naikar


Received
Suzakar
23/06/19

Subhashini Naikar

Date of Birth : 23rd November 1981
Communication Address : 47G, 115, Manish Nagar
Four Bungalows, Andheri (w)
Mumbai 400058
TEL : 9833124996
Email Id. : subhicool@gmail.com

Educational Qualification :

- 1) Cleared SET exam in the year September 2009.
- 2) M.Com. with 58 % from Mumbai University in Management in the year 2007.
- 3) B.Com. with 65% from Mumbai University in the year March 2002.
- 4) HSC with 71% from Maharashtra board in the year March 1999.
- 5) SSC with 59% from Maharashtra board in the year March 1997.

Professional Qualification :

- 1) Currently doing M.Phil. from YCMOU.
- 2) Successfully completed Post Graduate Diploma in Human Resource From Welingkar Institute of Management (Distance Learning)
- 3) Diploma in HRM from Welingkar
- 4) Advanced diploma in business administration from welingkar
- 5) Certificate Course in typing @ 30 W.P.M.

- 6) Diploma in Computer Application
- 4) Certificate Course in Tally 5.4
- 5) Completed a banking entrance exam course from National School Of banking

Hobbies : Reading, Photography, Dancing & Travelling.

ACHIEVEMENTS :

- 1) Won several medals in the school for sports event like running race and the book balance.
- 2) In the performance appraisal held at Career launcher India ltd. Was awarded the top 5 grade for the best performance and was sent to Delhi for leadership training.
- 3) In M.Com. Part-1 examination stood 2nd in Vivek College.
- 4) In M.com Part-2 examination stood 3rd in Vivek college and stood first in International Marketing subject.
- 5) Mumbai University Examiner for Viva voice for Marketing and HR. Also examiner for Marketing, Copywriting and Advertising and Marketing Research.

Experience:

- 1) one year work Experience as an Assistant Accountant Cum Computer Operator in Khadi Gramo udyog. (April 1999 - May 2000)
- 2)one year work Experience as an English teacher in St.Theressa High School.(June 2000 - May 2001)
- 3) one year work experience as an Office representative cum Customer Care Executive with Mr. Rohit Dhanani, (LIC AGENT) 2nd in India for highest premium income. (July 2001 - September 2002)
- 4) Worked in Career Launcher India Ltd. in the IIT segment which is an educational institute as a Centre Head Cum Operation executive. (October 2002 – February 2006)
- 5) Worked in MET (Mumbai Education Trust) as a Sr. Customer Relation Officer (September 2006 –June 07)
- 6)Worked in Ghanshyamdas Saraf College as a BFM co-ordinator for BMS,BCBI,BCAF and BMM. (June 2007 – January 2011)
- 7) Currentlyworking at Prahladrai Dalmia Lions College of Commerce and Economics as Assistant Professor.

- 8) Also a visiting faculty in Patkar College, Kohinoor Institute of Hotel Management , School of broadcasting & Communication and Kirandevi Saraf Institute of Management, Atharva college of Hotel management and ICFAI

Responsibilities :

- 1) As an Office Assistant cum Computer Operator I was dealing in drafting of letters, preparing the sales Voucher, filling up the rebate forms, etc.
- 2) As an English teacher I was teaching english to the students of Std vii, viii & std ix. I was also honoured to be a host in the annual function held in the school Annual day.
- 3) As a Customer Care Executive I was responsible for preparing the database to follow up through internet, follow up of the Customers grievance in the LIC Offices through phone, Counselling the Customer regarding the pros and cons of a policy which enables them to decide better, emailing, etc.
- 4) As a centre head cum operation executive I was handling Counseling and acted as a coordinating link between the students, the parent and the faculty and interact with different people and find the solution for any difficulty and as an Administration in-charge and Centre Head I take care of the admissions, other branches of working ,arranging for the tests, preparing the schedule for all the 6 centres by keeping in

mind the available human resources, etc. Was reporting directly to the Director and was handling all the secretarial work of the Director like arranging Meeting, Travel, Correspondence work, etc.

- 5) As a Customer Relation Officer in MET I handle the counseling desk. I am also actively involved in counseling the students through the mode of Walk-in, Telephonic and email and drafting various business letters. I am also responsible for the arranging for the seminar in the colleges for the students who are in the final year of graduation. Individually addressing seminars in Mumbai and Pune for the students who are in the final year of graduation regarding the career guidance in Professional courses.
- 6) As a core faculty at Saraf College, I teach Management, Organizational Behaviour and Marketing subjects to the Undergraduate and Post graduate students. Also taking part in the administrative activity of maintaining the projects, Counseling during admission, etc. Am the Placement officer and the chairperson of the examination committee.
- 7) As a Assistant Professor at Prahladrai Dalmia Lions College of Commerce and Economics I handle Advertising and Environmental Management subjects for Undergraduate and for Post graduate I teach Strategic Management Subject. Active member in the following committees : - Placement, Exam, Seminar, Fine Arts, Cultural Association, UGC, etc

8) As a visiting faculty, I am handling the subjects like Advertising management, Marketing, Psychology, Copywriting and Advertising Research, Brand Management. At Kohinoor College of Hotel Management teach POM, Sales and Marketing and Hospitality Marketing. As a visiting faculty at Kirandevi Saraf Institute for MBA and ICFAI, I teach Organizational Behaviour, Business Communication and Managerial Effectiveness, Principles of Management, Marketing Management.

Publication and Paper Presentation :

- 1) Published a book on 'Special studies in Marketing' by Himalaya Publication (June 2011)
- 2) Published a book on 'Advertising and Marketing Research' by Vipul Publication. (December 2012)
- 3) Presented paper titled 'Online Gift Portal' at the International Conference on Innovation and Entrepreneurship hosted at the green campus of Institute for Future Education, Entrepreneurship and Leadership (iFEEL) on February 2012.
- 4) Presented a paper titled 'Emerging Trends of E-Commerce and Online Gift Portal' at the UGC Sponsored National Conference on 'The Indian Business Scenario: Challenges Ahead' organized by the Department of Commerce of Ghanshyamdas Saraf College of Commerce and Economics on November 2012.
- 5) Presented paper titled Emerging challenges and Opportunities in Green marketing at a UGC Sponsored National level seminar organised by Prahladrai Dalmia Lions College of Commerce and Economics on

February 2012.

(Subhashini Naikar)
Signature