



Dr .KAVITHA MENON

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CAREER OBJECTIVE

A confident, assiduous and empathetic faculty having **more than 14 years of teaching experience** from one of the top private universities in India and subsequently from one of the best colleges in Chennai. Possess excellent communication and time management skills, dedicated, and able to build quick rapport with students and colleagues, seeking a teaching position in an educational institution of repute, where my expertise, experience and skills can be shared and enriched leading to higher quality education to the students of the organization, and my personal growth

ACADEMIC QUALIFICATIONS

- ❖ Completed Ph.D. from the University of Madras in Commerce in January, 2021
- ❖ Professional Certification: FCMA – ICWA completed in 2004 from The Institute of Cost & Works Accountants of India. Fellow Membership
- ❖ Cleared UGC NET in Commerce in June 2012.
- ❖ Masters of Commerce in 1st division from Madras University in 2009.
- ❖ Bachelor of Commerce in 1st division from Meenakshi College for Women, Chennai, University of Madras (1996–1999)
- ❖ 10+2 from Pratt Memorial School, Kolkata (1994–1996)
- ❖ 10th from Pratt Memorial School, Kolkata (1994)
- ❖ Diploma in Computer Applications from Loyola College, Chennai

PROFESSIONAL EXPERIENCE

**ASSISTANT PROFESSOR & HEAD
DEPARTMENT OF ACCOUNTING & FINANCE
D G VAISHNAV COLLEGE, CHENNAI
July 2015 onwards**

- ❖ Heading the department of accounting & finance with the following key responsibilities:
 - Lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities
 - Advising and contributing to the designing of the regulations, curriculum and syllabi improvement of the department in line with the current needs of the industry through regular review, evaluation and development

- Promoting a culture of learning that is directed to student needs
 - Contribute to the overall leadership and management of the faculty
 - Participating in the recruitment, employment and orientation of new faculties and providing appropriate opportunities for faculty to participate in department affairs.
 - Ensuring the effective and smooth operation of the department in accordance with approved governance procedures of the institution.
 - Supervising and coordinating in the preparation of various reports for IQAC & NAAC.
 - Other administrative responsibilities include preparing and administering of the department budget, coordinating in the preparation of time table and rescheduling of classes, subject allocation to faculties, ensuring department discipline
- ❖ Handling students of B. Com (Accounting & Finance) the following subjects:
 - **Financial Management**
 - **Corporate Accounting**
 - **Financial Accounting**
 - ❖ Was part of the Entrepreneurship Development Cell of the college and was the convener of “Vaishnav Bazaar” organized for first time in college in 2018 to promote entrepreneurship among students and develop their transferable skills. Conducted “Vaishnav Bazaar” for 2 consecutive years.
 - ❖ Completed the 16-week ARPIT Course for Career Advancement Scheme (CAS) promotion Refresher Course in Commerce
 - ❖ Attended Faculty Development Programmes on
 - Advanced Concepts for Developing MOOCs by Ramanujan College, New Delhi
 - Digital Age Education: Pedagogy for Online Teaching, Learning and Evaluation by Amity University, Noida
 - ICT Tools for Effective assessment – Formative & Summative by D G Vaishnav College
 - ICT Competency for Higher Education Teachers by D G Vaishnav College
 - Psychological Skills for Effective Teaching and Learning by Ramanujan College, New Delhi
 - Learner Centric Content Design Tools by Sanatan Dharma College, Ambala
 - ❖ Attended various Professional Development Programmes organized by the Institute of Cost Accountants of India

ASSISTANT PROFESSOR

AMITY GLOBAL BUSINESS SCHOOL, CHENNAI (Part of Amity University, Noida)

August 2010 – July 2015

- ❖ Effectively handling students of Masters of Business Administration (MBA) and Bachelor of Business Administration (BBA) students through the following subjects:
 - **Financial Management**
 - **Advanced Corporate Finance**
 - **Accounting for Managers**
 - **Financial Accounting**
 - **Cost and Management Accounting**
- ❖ Delivery of classroom lectures through -
 - PowerPoint Presentations
 - LCD Projector
 - Class Assignments
 - Home Assignments
 - Projects
- ❖ Supervision of undergraduate and post-graduate students during Summer Projects, Internships and Dissertation.
- ❖ Other responsibility areas/activities relate to admissions, examinations, scheduling of classes, preparation of time table, conducting technical round and interviewing candidates for finance faculty positions, meeting with parents to discuss progress and address student behavior or mastery issues, coordinating various cultural events, mentoring, ensuring discipline and adherence to college rules and regulations etc.
- ❖ Attended Faculty Development Programs (FDP) on
 - Statistical Analysis for Management Research through SPSS
 - Equity, Futures and Currency Derivatives (in association with NSE)
 - Changing Role of Teachers in Value Addition
- ❖ Attended various Professional Development Programmes organized by the Institute of Cost Accountants of India

SR LECTURER

AMITY SCHOOL OF BUSINESS, AMITY UNIVERSITY, NOIDA

July 2007 - July 2010

- ❖ Delivered high standards of teaching and learning to Bachelor of Business Administration (BBA) students through the following subjects:
 - **Cost and Management Accounting**

- **Financial Accounting**
- ❖ Developed the course curriculum for the above mentioned subjects in line with university requirements
- ❖ Delivered classroom lectures through -
 - PowerPoint Presentations
 - LCD Projector
 - Class Assignments
 - Home Assignments
 - Projects
- ❖ Provided consultative counseling support to the undergraduates
- ❖ Supervision of students during Summer Projects, Internships and Dissertation
- ❖ Department Coordinator for Sangathan 2009, Amity University Sports Meet – in charge of organizing certain sports events, assessing and selecting students for various sports events, coordinating and providing support to students
- ❖ Compilation of course material for Financial Accounting - II as per the university approved syllabus for the purpose of e-content and associated web-based learning which is expected to supplement traditional teaching and learning.
- ❖ Other responsibility areas/activities:
 - Two-week University Level Summer School Course for classes XI, XII & XII pass-outs
 - Admission Board Interviews
 - Attended Faculty Interviews
 - Acted as Moderator for End-term Question Papers
- ❖ Attended Faculty Development Programs (FDP) on
 - Psychology of Learning and Teaching Styles
 - Case Study Methodology of Teaching

VISITING FACULTY

AMITY SCHOOL OF COMPUTER SCIENCE, AMITY UNIVERSITY, NOIDA

August 2007 – December 2007

- ❖ Ensured that students of Masters of Computer Applications (MCA) achieved high standard of learning of the subject - **Accounting & Financial Management**
- ❖ Delivered classroom lectures through -
 - PowerPoint Presentations
 - OHP
 - Class Assignments
 - Home Assignments
 - Projects

VISITING FACULTY

AMITY INSTITUTE OF INFORMATION TECHNOLOGY, AMITY UNIVERSITY, NOIDA

November 2006 – December 2006

- ❖ Ensured that students of Masters of Computer Applications(MCA) and Bachelor of Science (Information Technology) B.Sc.(IT) effectively learnt the following subjects-
 - Financial Accounting (MCA)
 - Operations Research (MCA)
 - Introduction to Financial Accounting (B.Sc (IT))

VISITING FACULTY

AMITY SCHOOL OF DISTANCE LEARNING, AMITY UNIVERSITY, NOIDA

January 2005 – December 2006

- ❖ Taught **Accounting for Managers** to MBA / MCA Students

RESEARCH ARTICLES AND PAPER PRESENTATIONS

- ❖ Paper published on “Are Gen Z Big Users Of Mobile Payment Apps? A Study Of Gen Z University Students In Chennai” in Adalya Journal, UGC-CARE Approved Group A Journal, ISSN 1301-2746.
- ❖ Paper published on “Role of Payment Options in The Business of Micro-Retailers” in Journal OF Emerging Technologies and Innovative Research, UGC-CARE Approved Journal, ISSN 2349-5162.
- ❖ Paper Published on “Forensic Audit – Strengthening the Banking System” in Manakin Press, ISBN 9789386221186.
- ❖ Paper presented on “Bitcoins – Next Generation Currency?” at UGC Sponsored National Seminar on “Modern Trends and Development Strategies in Business” 4th January 2014 at DB Jain College Campus, Organized by Department of Corporate Secretaryship, D.B. Jain College, In association with The Institute of Company Secretaries of India (ICSI)
- ❖ Paper presented on “Peer To Peer Lending - Issues, Challenges And Road Ahead” at International Conference on "Business Research - a new paradigm" held at Ramakrishna Mission Vivekananda College, Mylapore, Chennai on 19 February 2016

SKILLS

- ❖ Proficiency with MS Office – Word, Excel, PowerPoint
- ❖ Good Communication Skills
- ❖ Good organizational and time management skills

PERSONAL DETAILS

- ❖ Date of Birth - 01 May 1977
- ❖ Nationality - Indian
- ❖ Languages Known:
 - Fluent - English, Hindi, Malayalam and Bengali
 - Familiar – Tamil

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