

TANU DUA

Email: tanudua08@gmail.com

Phone: +91-7303079760

To undertake the value-based teaching & other associated responsibilities at the higher level with great degree of maturity & understanding, carrying students to the perk of their intelligence.

ARE A OF EXPOSURE

- Education Leadership
- Academic Administration
- Meetings & Assessments
- Student Management
- Test Mgmt. & Performance Evaluation
- Reporting & Documentations
- Discipline & Coordination

ARE A OF INTEREST

- Artificial Intelligence
- Machine Learning
- Neural Networks
- Soft Computing
- Operating System

PRO FILE SUMMARY

- A PhD Aspiring candidate with M.Tech in CSE with more than 8 years of experience in Academic Administration & Teaching with top-notch Institution
- Proven capabilities in liaising with Admission Team for formulating long-term strategies for maximum admissions of students
- Skilled in planning and preparing lecturers and ensuring formulation of accurate, informative and relevant study materials
- Excels in facilitating/coaching students by using interactive discussions and practical approach with training & discussion sessions
- Expertise in quickly sizing up the assignments, setting priorities, creating a timeline, and delivering lectures of high quality content for students within defined timeframes
- Consistently ensured that staff meetings & professional development Activities are focused on student outcomes
- Strong exposure in providing an educational atmosphere where students have opportunity to fulfil potential for intellectual, emotional & psychological growth
- Core Member of College Proctorial Board & Anti-Ragging Committee
- Acted as coordinator of the student activities in coordination with other faculties to coordinate various festivals and events in the college

ORGANIZATIONAL EXPERIENCE

Manav Rachna International Institute of Research & Studies, Faridabad
Assistant Professor

1st Aug'22- till Date

Satyug Darshan Institute of Engineering & Technology, Faridabad
Assistant Professor & Program Coordinator, Computer Science & Engineering

1st Aug'16 – 31 July'22

Key Result Areas:

- Identified, selected & modified instructional resources to meet the needs of the students with varying backgrounds, learning styles & special needs
- Indulged in counselling and supervising students in case of career development and any other related issues
- Exhibited excellence in writing articles and blogs for the college magazine
- Indulged in organizing various events such as Sports Festival, Fresher Parties, Technical Fest, debates & many more
- Acted as an Examination In-charge and managed various activities such as paper collection, setting of assessments & many more
- Fostered the success of all students by facilitating the development, communication, implementation and evaluation of a shared vision of learning that reflects excellence
- Interacted and collaborated with students, parents and the community to build an environment that maximizes student learning, academic performance and social growth
- Responded to all classroom queries in a spontaneous manner to foster a healthy learning atmosphere in class
- Conducted Research, establishing & implementing program review and outcome assessment criteria, standards, systems & procedures and integrated the same into future departmental planning
- Conducted Parent conferences & interacted with parents on regular-basis via annual assessments & quarterly meetings
- Developed the course plan and lesson plan of subjects and indulge in preparing the time table for all the classes
- Provided a positive environment in which students are encouraged to be engaged in the learning process

Significant Accomplishments:

- Certified Microsoft Technology Associate for Introduction to Programming using PYTHON
- Organized various academic programs for students which includes **international symposium, debates, MCQs, Quiz & Presentation and many more**
- Supervised and collaborated with the Faculties to conduct **extra classes** for over **20 students** which resulted in enhancement of **students performance**
- Giving the best of results with **95-100%** passes in the subject consecutively **for 5 years**

Govt Boys Sr Sec School, Faridabad
PGT (Computer Science)

(4th Sept 2013 – 31st May 2016)

Key Result Areas:

- Tutored students by planning, preparing & presenting lessons as well as exercises, questionnaires and assignments for students at various levels
- Delivered quality instructions and lectures and ensured student satisfaction
- Assured discipline by observing students' work, behavior and attendance; facilitated students by using interactive discussions and hands-on approach to help students learn and apply concepts in subjects
- Organized and planned various activities for simulating growth in students language, social and motor skills

ACADEMIC DETAILS

2021 **PhD pursuing** from MRIIRS, Faridabad
2015 **M.Tech(CSE)** from RIET, Faridabad
2011 **B.Tech. (IT)** from CITM, Faridabad

PAPER PRESENTATION

1. "Animal Emotion Detection and Application" has got accepted in the International Conference on "Machine Intelligence and Data Science Applications (MIDAS-2020) [SPRINGER]" in association with Next Generation Computing Technology (NGCT) Society held on 4th-5th September 2020 at University of Petroleum and Energy Studies, Dehradun, Uttarakhand
2. "Image Authentication Using Digital Watermarking :A Survey " has got accepted in International Journal of Image Processing and Pattern Recognition(July 2018)
3. " Image Authentication Using Digital Watermarking " has got accepted in International Journal of Computational Engineering Research (IJCER-2015)
4. "Image Authentication Using DWT Approach" has got accepted in International Journal of Advanced Research in Computer Science and Software Engineering(IJARCSSE-2015)
5. "Image Processing Techniques for the Enhancement of Brain Tumor Patterns" has got accepted in National Conference on Emerging Trends in Computer Science and Information Technology (NCETCSIT-2015)

WORKSHOP /FDP

- Attended One Week Refresher Course on " **Emerging Trends in Computer Science**" organized by the Department of Computer Engineering and Department of Information Technology & Computer Applications at JCBUST, YMCA
- Attended One Day Workshop at Network Bulls
- Attended Workshop on Data Visualization Part-1 organized by Indian Engineering Teachers Association on 22nd April 2020
- Attended Data Science/ Machine Learning (Real Life Application). organized by Indian Engineering Teachers Association on 25th April 2020
- Attended Careers in cyber security organized by North Cap University, Gurugram on 23rd May 2020
- Attended Quality Management Techniques in Manufacturing & Operations organized by SDIET, Faridabad on 30th May 2020

- Attended Webinar on QUANTUM COMPUTATION – There is Plenty of Space at the Bottom” organized by B. S.A.I.T.M ,Faridabad on 12th June 2020
- Attended Information Security Opportunities and Challenges organized by Auro University, Surat ,Gujarat on 27th June 2020
- Attended One Week FDP on Future of Education & Research organized by Syed Ammal Engineering College , Ramanthapuram,TN from 29th June-5th July 2020
- Organized 5 days - INTERNATIONAL SYMPOSIUM ON DATA SCIENCE at SDIET , FBD from 14th July-18 th July 2021
- Attended VAC ON MATLAB with Hands On Training(VAC) organized by JCBUST, YMCA, Faridabad from 18th January- 5th February, 2021
- Attended Academia - Corporate Leadership Talk - Series - I organized by MIET, Meerut on 6th February 2021
- Attended One week AICTE sponsored STTP on "Recent Advancements in Artificial Intelligence and Machine Learning" organized by JCBUST, YMCA, Faridabad from 22th March -27 th March 2021
- Attended One week online Faculty Development Program on “Artificial Intelligence” organized by Dr. D Y Patil School of Engineering, Pune from 24th May-28th May 2021
- Attended One week AICTE sponsored STTP on “Emerging Research Areas in Big Data Computing “organized by JCBUST, YMCA, Faridabad from 26th July-31st July 2021
- Attended AICTE Sponsored Online One Week FDP on Industry 4.0: Digitization, Sensorization & Optimization organized by Manav Rachna International Institute of Research & Studies, FET, Faridabad from 15th- 19th Nov. 2021.
- Attended 6 Days Faculty Development Programme on Emerging Technologies by Jeppiaar Institute of Technology from 28th February 2022- 05th March 2022
- Attended One Week Faculty Development Program (FDP) on “Preparing Faculty Members for NAAC Accreditation” organized by Satyug Darshan Institute of Engineering & Technology, Faridabad, during 11th -17th March 2022
- Attended One Week Faculty Development Program (FDP) on VLSI Devices and Circuits for AI Applications organized by MRIIRS ,during 19th-23rd September’2022
- Attended One Week Faculty Development Program (FDP) on Data Science Using Python organized by MRIIRS ,during 10th-14th October ’2022

ADDITIONAL EXPERIENCE

- Delivered guest lectures in various government schools for vocational studies

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