

## Resume For Appropriate Placement

279-A, Guru Teg Bahadur Nagar (Near Shivjot Enclave)

Kharar, Distt. Mohali, Punjab

### Prof.(Dr.) Satish Menon

<b>Summary</b>	<b>Associated with Education Industry for more than 45 years in teaching and academic planning, administration and execution</b>
<b>Professional Experience</b>	July, 2016– to date, <b>Dean Academic Affairs</b> , RIMT University Mandi Gobindgarh (Pb) with and additional charge of Registrar. May, 2016 to June, 2016, Dy. Registrar, RIMT University Mandi Gobindgarh April, 2016, Contractual Assignment RIMT University Mandi Gobindgarh, Feb, 2016 to March, 2016, Contractual Assignment, Lovely Professional Uni. May, 2008–Jan. 2016, Professor and Head, Lovely Professional Uni. Punjab November, 2007 – May, 2008 - <b>Director(Academic)</b> , Punjab School Education Board April, 2004 – November, 2007 - Deputy Director(Open School), Punjab School Education Board June, 1998 – April, 2004 - Assistant Director(Quality Education), Punjab School Education Board December, 1996 – June, 1998 - <b>Director(Curriculum)</b> , Punjab State Board of Technical Education and Industrial Training Sept., 1984 – December, 1996 – Coordinator(Hindi Cell), Pb.Sch.Edu. Bd. Sep., 1975 – September, 1984 – Subject Expert (Hindi), Pb. Sc.Edu.Board May, 1974 – September, 1975 - Chemist, Thermal Plant, Bathinda February, 1974 – May, 1974 – Science Master, Govt. School, Amritsar Aug., 1973 – Jan. 1974- Lecturer(Chemistry), Govt. Sr. Sec. School, Tarntaran April, 1970 – July, 1971 – Science Master, SPAM School, Amritsar Ph. D.(Linguistic Study of Technical Terminology in Chemistry) from Punjab University, Chandigarh M. Sc.(Chemistry) - 1 <sup>st</sup> Div. (2 <sup>nd</sup> in Meerut Uni. in Inorganic Branch) M.A.(Hindi) - 1 <sup>st</sup> Div. (2 <sup>nd</sup> in Guru Nanak Dev University) Prabhakar (Hon's in Hindi) - 1 <sup>st</sup> in Guru Nanak Dev University B. Sc. ; B. Ed. ; B.A.(Punjabi and Sanskrit)
<b>Education</b>	
<b>Publications</b>	Author/Editor of 5 books on Hindi Literature/Research Published Research Paper/Article on Hindi Language/Literature More than 20 stories/poems/essays included as lessons in Hindi Text Books published by Punjab School Education Board Author/Editor/Translator of more than 100 books for School Education Coordinated preparation/printing/distribution of Punjab Open School Learning Material Contributed academic input in text books published by Punjab State Sarva Siksha Abhiyan Authority for bridge courses in Languages and Sciences. Editor of School Education(an English Magazine for teachers) and Pankhrian (a Magazine for children) Published some short stories, poems, articles ; some talks on Radio/TV
<b>Participation</b>	Attended 15 days workshop on Open and Distance Learning.CBS Attended 10 day training workshop on Computer Education organized by Mahatma Gandhi Institute of Management, Chandigarh Represented PSEB/PSBTE/LPU in meetings/conferences/ Committees at state/national/international level
<b>First time efforts in Punjab School Education Board</b>	Translation of Science and Maths books from English to Hindi/Punjabi Introduced Computer Education in schools of Punjab Coordinated introduction of 10·2·3 system of education in Pb

	Modernized Adarsh Schools managed by Punjab School Edu. Board
	Introduced concept of Language Lab in Adrash Schools managed by Punjab School Education Board
	Inculcated content of Agriculture in school books
	Introduced Open and Distance Learning in Punjab
	Introduced On the Job Training under Vocational Education at +2 leve
	Revised Hindi Curriculum by inculcating applied part of Hindi Language
	Vocationalised curriculum of Indian and foreign languages
<b>First time efforts in Pb State Board of Technical Education and Industrial Training</b>	Revised decades old curricula prescribed for polytechnic colleges
	Introduced an Communication Skill as an elective subject with contents of functional and applied contents of English Language.
	Initiated idea of Lateral Entry in Polytechnic Colleges(JET)
	Conducted Common Entrance Test for admissions
	Inculcated subject of communication skill at polytechnic colleges
<b>First time efforts in Lovely Professional University</b>	Introduced idea of part time job for in-campus students
	Established department of Central Records and Archives
	E- Governance of office administration
	Planned scholarship scheme based on achievements in sports and other co-curricular activities
	Provided counseling facilities to more than 50,000 school students
	Coordinated various activities to establish academic and professional bond between school and professional education
	Automation of office management system
	Developed software for official communication
<b>Responsibilities held at Lovely Professional University</b>	Head of Department of Administrative Governance
	Head of Department of General Planning
	In-charge Central Mail Section, Transport Cell & Tele -Facilities
	Director, Lovely Center for Skill Development
	Member Secretary of UMC appellate board
	Member Secretary of disciplinary board
	Member of administrative staff selection panel
<b>Present Responsibilities at RIMT University</b>	Academic Research, Planning and Evaluation
	Faculty Development and Resource Procurement
	Curriculum Development of about 150 courses
	Documentation of Statutes, Ordinances, Academic and Administrative Regulations, Guidelines, Manuals, etc.
	Member, University Research Board, Academic Council & Finance Committee
<b>Areas of Interest</b>	Academic Research and Planning
	Administrative Reforms
	Open and Distance Learning
	Career Counseling and Guidance
	Extension Education and Student Welfare
<b>Time for Joining</b>	One month notice, can be relaxed
<b>Personal Details</b>	Date of Birth : 17/08/1950
	Place of Birth : Babehali (Gurdaspur)
	Marital Status : Married
	Family Responsibilities: Free, son/daughter both married/settled, wife
	MA,BEd, Principal Little Flower Model School, Mataur Sector 70 Mohali
	Contact Numbers : 09781297546, 09878603855
	E-mail : satish.menon1950@gmail.com

**Signatures**

**Date**