

**Dr. Sapna Sugandha**

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**Career Objective**

To get a challenging position in the field of research and academic in which I can utilize my experience and contribute towards the growth & development of the Nation.

**Career Summary**

- Currently working as Professor and Head in Department of Management Sciences in Mahatma Gandhi Central University Bihar, Motihari.
- Dy. Proctor in Mahatma Gandhi Central University Bihar, Motihari.
- Vast experience in Research and Practical application of HR as an HR Professional in the area of Human Resource Development & also in Research in Central govt. Organization along with teaching experience in HR.
- Proficient in developing new lessons and activities to expand learning opportunities.
- Extensive participation in extra-curricular activities.
- Specialization in HR, OB, Labour Laws, Labour Economics, Business Law, Group Dynamics & General Management.
- Research Areas are HR Analytics, Human Psychology, Block Chain in HR, AI in HR, HR Audit and Accounts, OB.
- Masters in Personnel Management
- PhD in Human Resource Management (Human Resource Accounting)
- UGC-JRF Qualified in Human Resource Management

### **Recent Publications & Conferences**

- Paper on role of working women in Covid-19 in UGC/Peer Reviewed ISSN Journal.
- Paper on succession planning in UGC/Peer Reviewed ISSN Journal.
- Paper on artificial intelligence in recruitment in UGC/Peer Reviewed ISSN Journal.
- Paper on role of pharmaceutical in Covid-19 in UGC/Peer Reviewed ISSN Journal.
- Paper on E-Leadership and challenges in UGC/Peer Reviewed ISSN Journal.
- Paper on E-performance appraisal and challenges in UGC/Peer Reviewed ISSN Journal.
- Paper on role of mythology in saving environment in UGC/Peer Reviewed ISSN Journal.
- Paper on role of Motivation in Covid-19 pandemic in UGC/Peer Reviewed ISSN Journal.
- Paper on leadership in group in UGC/Peer Reviewed ISSN Journal.
- Paper on basic need in Covid-19 pandemic under review in UGC/Peer Reviewed ISSN Journal.
- Paper on new strategies to save the environment under review in UGC/Peer Reviewed ISSN Journal.
- Paper on e-Office role in UGC/Peer Reviewed ISSN Journal.
- Paper on role of psychology study in Covid-19 in ISBN edited book.
- Paper on role of e-training in ISBN edited book.
- Many paper presented related to Succession Planning, Environment, AI in HR, Industry-Academia Alignments, E-leadership, Role of Agriculture, etc. in National and International Conference.

### **Recent Research Assignments**

- “Assessment Centre for Excellence” in a CPSE.
- Training Evaluation in CPSE.
- Others research assignments in HR.

### **PG Dissertation Supervised**

- More than 30 Nos. of Post Graduate Students have been supervised in the areas of HR i.e. Recruitment, Training, Mentoring, etc.

- Many are on-going.

#### **E-Content Development/Editor**

- 6 Nos. of E-Content “Abhigjna” have been edited.
- E-content developed on HR subjects.

#### **Recent Membership in National/ International Conference**

- “International Conference sponsored by Ministry of Power through NHPC on ”Hydropower Development” in September 2018.
- Committee Member of “National Seminar on Consumer Protection and Welfare : Issues and Challenges conducted by MGCUB, Motihari.
- Committee Members/Co-conveners in many National Webinars.

#### **Designing of Course**

- Courses have been designed in 2016, 2017, 2018 in the areas of Competency and Leadership, Functional, Cross-Functional, Health & Lifestyle Management, etc. for the Executives in NHPC.

#### **Recent Coordination of Training/Seminars**

- MDP Training Programs have been coordinated in the years 2016,2017 and 2018.
- Many Seminars have been coordinated at University/Organization level.

#### **Recent Committee Member Assignments**

- Member of the Internal Quality Assurance Cell in Mahatma Gandhi Central University Bihar, Motihari.
- Member of the ICC Committee at Mahatma Gandhi Central University, Bihar.
- Member of the Committee for printing of Diary, Calendar and Table Calendar of the University.
- Member of the Inaugural and Valedictory Committee at the National Seminar on Consumer Protection and Welfare: Issues and Challenges.

- Member of Department Research Committee in the Department of Management Sciences, MGCUB.
- Members in committees on Grievance related to academics/exam during pandemic, procurement, Faculty Club, etc.

#### **Recent Invited Talks**

- Lecture on Motivational aspects of HR in Bihar State Power Holding Company Limited for Legal Officers
- Lecture on Team Building in BIMTECH for NHPC Officers.
- Various talks on HR issues in organizations.

#### **Personal Qualities**

- Excellent interpersonal skills.
- Strong analytical, logical and mathematical skills.
- Excellent communication skills in written and verbal both.
- Ability in clarifying the doubts.

#### **Some of the Key Responsibilities Handled**

- Employ differentiated research methods, incorporating, audio and visual activities to address all learning styles.
- Having vast experience in HR establishment.
- Provide individualized instruction to keep all at expected skill level.
- Identify and organize field trips to enhance curriculum.
- Develop discipline plans and work closely with at-risk.
- Has good training needs identification and designs programs accordingly.
- Believes highly trained staff help corporate bottom lines by improving overall efficiency and productivity.
- Understanding of principles of good training and human resource development programs.
- Experienced with writing new employee training and human resource development manuals.

- Encourages staff participation in training and human resource development to make it more interesting.
- Collaborates well with supervisors and corporate executives to arrange training.
- Authored training and human resource development manuals for all employees in various departments.
- Designed and developed training programs and materials both for new employees and existing ones.
- Worked with management to identify training needs.
- Conducted training and human resource development programme for new and existing employees up to the Level of Directors.

#### **Personal Details**

**Languages Known:** Hindi, English and Maithili.

**(Dr. Sapna Sugandha)**