



**NAME** : **Ms. Korina Mesman**  
**DEGREE** : M.Com (H.R.M), B.Com.  
**DESIGNATION** : Assistant Professor  
**SPECIALIZATION** : Secretarial Skills,  
Administration And  
Management

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### ***CAREER HIGHLIGHTS :***

- Maniben Nanavati Women's College  
June 1999 till date  
Designation : Assistant Professor for "Office Management & Secretarial Practices" vocational subjects in Commerce Stream  
June 2015 till date  
Designation : Assistant Professor for "Human Resource Management" subject and "Brand Management" subject in Bachelor's of Management Studies (BMS).  
June 2015 till date  
Designation : Assistant Professor for "Business Communication" subject in B.Com. with Accounts Finance and Insurance (BAFI).
- Dr. Bhanuben Nanavati Career Development Centre  
June 2002 till date  
Designation : Assistant Professor for "Office Management & Secretarial Practices" and " Secretarial Skills" long term and short term courses.
- Premlila Vitaldas Polytechnic (PVP)  
June 2009 till date  
Visiting faculty in Dept. of Administration Services (DAS) for subjects like Shorthand, International Trade, Secretarial Practice, Telecommunication and Economics.

### ***ACADEMIC ACHIEVEMENTS :***

- Invited as a Resource Person to conduct Proficiency Test for the eligible candidates for the post of Steno-Typist (8 candidates) as an Examiner at SNTD Women's University, Churchgate in 2014.
- Invited as a Resource Person to conduct Proficiency Test for the eligible candidates for the post of Telephone Operator (88 candidates) as per The Secretary to the Governor of Maharashtra, Raj Bhavan, in 2011.
- Invited as a Resource Person to conduct interviews for the eligible candidates as a Visiting faculty for Retail Management subject as per

CIDCO VOCATIONAL TRAINING INSTITUTE (CVTI), Belalpur,  
Navi-Mumbai, in 2010.

***UNIVERSITY COMMITMENTS :***

- Examination Paper Setting and Translation in Marathi for Semester III/IV/V/VI and ATKT (Old course and New course) for Office Management and Secretarial Practices vocational specialized subjects, International Trade, Secretarial Practice, Telecommunication and Stenography.
- Examination Paper Assessment for Semester III/IV/V/VI for Office Management and Secretarial Practices, International Trade, Secretarial Practice and Stenography.
- Moderator for Semester III/IV/V/VI for Office Management and Secretarial Practices, International Trade, Secretarial Practice and Stenography.
- Examination Paper Revaluation International Trade, Secretarial Practice and Stenography.
- Appointed as a subject expert for restructuring the syllabus of “Office Management and Secretarial Practices”
- Appointed as a subject expert for restructuring the syllabus of “Economic” at  
Premlila Vithaldas Polytechnic (PVP), Juhu SNTD, 2015

***MEMBER OF COMMITTEES AT INSTITUTE :***

✓ Students Council    ✓ Sports    ✓ MANAA    ✓ Placement Cell

***INSTITUTE COMMITMENTS :***

- Motivating students and giving placement and Internship/On-Job-Training
- Inviting external faculty for conducting guest lectures as per to Secretarial Skills, Personality Development, Etiquette, Hospitality Management and Creativity.
- Organizing Industrial cum Educational Programme, Field Visits and One Day Industrial visit (ODI).
- Display and Exhibition of projects, charts, photographs along with Organized Seminar or Workshop
- Students active participation in various co-curricular and various activities at different levels.

**(KORINA MESMAN)**