

SHRUTI NATH

Assistant Professor of English

UGC-NET Qualified

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PROFESSIONAL SUMMARY

Dynamic and student-focused English teaching professional with proven expertise in higher education, home tutoring, and digital learning environments. Passionate about fostering inclusive, engaging, and communicative classrooms—both offline and online. Adept at lesson planning, curriculum design, academic mentoring, and leveraging technology—including ERP systems—to enhance learning and institutional efficiency. Demonstrated ability to prepare students for academic and professional success in English communication, critical thinking, and legal studies. Recognized for innovative teaching methods, strong rapport with learners, and a commitment to continuous professional development.

CORE COMPETENCIES

- English Language & Literature Instruction (UG/PG)
- Legal English & Communication
- Lesson Planning & Curriculum Design
- Online Teaching Tools (Zoom, Google Meet)
- ERP System Management for Academic Administration
- Digital Literacy & EdTech Integration
- Academic Writing & Research Guidance
- Public Speaking & Soft Skills Training
- Student Mentoring & Motivation
- Assessment & Feedback
- Faculty Development & Seminar Presentation

PROFESSIONAL EXPERIENCE

Assistant Professor (English)

IIMT College of Law, Greater Noida

February 2024 – December 2024

- Delivered tailored lectures in English language and literature for BA. LL. B students focusing on legal communication, comprehension, and critical reading.
- Enhanced academic language proficiency, communication skills, and writing techniques through interactive lessons and workshops.
- Designed and taught modules on phonetics, including syllables, stress patterns, pitch, and intonation, improving students' pronunciation and spoken English.
- Conducted training in public speaking, group discussion, and interview skills, preparing students for academic and professional success.
- Expert in lesson planning, ensuring structured, outcome-oriented, and engaging classes.
- Integrated online teaching tools (Zoom, Google Classroom) for hybrid and remote learning, creating engaging digital content and managing virtual classrooms.
- Utilized ERP systems for academic scheduling, attendance, and student record management, contributing to efficient institutional operations.
- Participated in faculty development programs and national seminars; presented academic papers on gender equality and communication.
- Applied SEO knowledge to optimize AI chatbots and enhance digital learning resources.
- Received positive student feedback for clarity, engagement, and supportive mentoring.

Reason for leaving: Took a planned career break due to a significant personal commitment—marriage—and to ensure a smooth transition before fully dedicating myself to the demanding and rewarding profession of teaching.

HR Recruiter

Pace HR Consultancy, Faridabad

October 2022 – December 2022

- Assisted in candidate sourcing, screening, and scheduling interviews for diverse client requirements.
- Maintained candidate records and supported onboarding processes.
- Gained insight into corporate communication and talent management.

Home Tutor (English Language & Literature)

Self-Employed

- Provided personalized English language and literature tutoring to students from Class VI to undergraduate level, focusing on grammar, comprehension, and creative writing.
- Adapted teaching strategies to individual learning needs, resulting in measurable improvements in academic performance and confidence.
- Prepared students for board exams, competitive tests, and language proficiency assessments.
- Utilized digital platforms (Google Meet, WhatsApp, interactive PDFs) to support remote learning and progress tracking.
- Fostered a supportive and motivating environment, leading to high student retention and positive parent testimonials.

EDUCATION

M.A. English

Indira Gandhi National Open University,

2020 – 2022 | Percentage: 57%

B.A. English

Indira Gandhi National Open University,

2017 – 2020 | Percentage: 64%

Class XII (CBSE)

Kendriya Vidyalaya, Aliganj, Lucknow

2014 – 2015 | Percentage: 89.83%

Class X (CBSE)

Kendriya Vidyalaya, Faizabad Cantt, Ayodhya

2012 – 2013 | CGPA: 9.2

CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

UGC NET (English)

Qualified June 2023

This national-level certification demonstrates advanced subject mastery and eligibility for Assistant Professor roles in Indian universities, reflecting my commitment to academic excellence and continuous learning.

Diploma in Computer Application

This program provided practical training in MS Office, PowerPoint, MS Excel, and other essential digital tools. These skills have been directly applied in my teaching, particularly in designing interactive presentations and managing online classes.

HR Certification

Completed a 3-month HR Certification Program (July 2022 – September 2022)

This certification enhanced my understanding of talent management, recruitment processes, and organizational communication, which has contributed to my holistic approach to student mentoring and professional development.

Faculty Development Programme on Intellectual Property Rights & Wealth Management

I participated in a distinguished Faculty Development Programme (FDP) focused on Intellectual Property Rights (IPR) and Wealth Management, designed to empower educators with a robust understanding of the legal, economic, and strategic dimensions of intellectual property. The programme was organized for faculty, research scholars, and advanced students, with the objective of enhancing teaching capacity, research quality, and the ability to disseminate IPR knowledge to the next generation.

Key Learnings and Activities:

- Comprehensive coverage of patents, copyrights, trademarks, industrial designs, and geographical indications.
- Detailed understanding of patent filing procedures and documentation.
- Insights into copyright registration and trademark protection in academic and business contexts.
- Exploration of IPR challenges in the digital era, including cyber-crimes and AI-generated content.
- Emphasis on industry-institute collaboration and government schemes promoting IPR.
- Modules on wealth creation through intellectual property monetization and integration into institutional financial planning.

Impact:

This FDP enriched my ability to guide students and colleagues on intellectual property's importance, encouraging innovation and ethical scholarship in academic settings.

National Seminars

“Gender Equality is still a Distant Dream: A Critical Reading of Tara by Mahesh Dattani”

Presented a research paper critically analyzing gender bias and societal expectations in the play Tara, linking it to contemporary gender equality issues. This seminar enhanced my analytical skills and deepened my commitment to integrating social awareness into teaching.

“The Influence of Verbal and Non-Verbal Communication on Social Life”

Presented research on the role of body language, tone, and cultural context in communication. The seminar fostered a multidisciplinary understanding of communication, which I incorporate into my teaching to develop students’ holistic communication skills.

VISION STATEMENT

As an educator, my vision is to empower learners to become confident, articulate, and critical thinkers who can navigate the complexities of the modern world through mastery of the English language. I aspire to create a dynamic, inclusive, and student-centred environment where all individual’s unique strengths are recognized and nurtured, and where learning extends beyond textbooks to real-life application and lifelong curiosity.

TEACHING METHODOLOGY & ADAPTATION

My teaching philosophy is rooted in the belief that every student learns differently, and it is the educator’s responsibility to adapt methods to suit diverse needs. I employ a communicative, interactive, and technology-integrated approach, blending traditional lectures with group discussions, project-based learning, and digital resources. I regularly use formative assessments and feedback to gauge understanding, and I adjust my teaching strategies accordingly offering additional support, differentiated instruction, or advanced challenges as required. This adaptive methodology ensures that each learner is engaged, motivated, and able to progress at their own pace, fostering both academic achievement and personal growth.

TECHNICAL & ONLINE TEACHING SKILLS

- Platforms: Zoom, Google Classroom, MS Teams, WhatsApp, Google Meet
- ERP Systems: Experienced in using ERP platforms for managing academic schedules, attendance, and student records

- EdTech Tools: Interactive presentations, digital whiteboards, online quizzes, content curation
- SEO & Digital Content: Social bookmarking, AI chatbot prompt optimization

EXTRACURRICULAR ACTIVITIES

- Yoga Club Coordinator: Organized workshops on mindfulness, stress management, and holistic health; promoted student wellness initiatives.
- Storytelling: Developed narrative skills through active participation in storytelling events.
- Scouting and Guiding (Certified): Built leadership and teamwork skills through scouting activities.

LANGUAGES

- English: Full Professional Proficiency
- Hindi: Full Professional Proficiency

WHAT I BRING TO YOUR INSTITUTION

I bring to your institution a blend of academic rigor, innovative teaching, and a deep commitment to student success. My experience as an Assistant Professor and home tutor, combined with active engagement in professional development, equips me to:

- Foster holistic student development by enhancing communication, critical thinking, and confidence.
- Deliver innovative, inclusive, and adaptive teaching that integrates technology and personalizes learning.
- Leverage expertise in online and blended learning platforms and ERP systems to expand your institution's digital education capabilities and administrative efficiency.
- Contribute to research, curriculum development, and academic events, enriching the intellectual environment.
- Mentor students beyond academics, promoting wellness, engagement, and community building.
- Collaborate with colleagues to support your institution's mission of delivering transformative education.

I am committed to making a meaningful, lasting impact on your institution's academic excellence and student growth.