

CURRICULUM VITAE

Dr. (Ms.). Perpetua Machado,
Former Principal,
College of Home Science,
Nirmala Niketan,
38, New Marine Lines,
Mumbai 400 020.
Maharashtra, India

Contact no : 91- (0) 9892368916

e-mail: p_machado@rediffmail.com

Educational Summary:

- Awarded the Ph. D, University of Mysore in the year 2004
(Specialisation in Foods, Nutrition and Dietetics)
- Completed Master's in Philosophy, SNDT University in the year 1997
(Specialisation in Foods, Nutrition and Dietetics)
- Received Master's degree in Home Science University of Mumbai in the year 1989
(Specialisation in Foods, Nutrition and Dietetics)
- Obtained bachelor's degree in Home Science from University of Mumbai in the year 1978.

Strengths:

- Visionary
- Dedicated
- Persevering
- Role-model
- Possess adequate knowledge, skill and ability for the position held
- Diplomatic
- Dynamic Leader
- Aspiring
- Receptive to feedback

- Unbiased and ethical
- Skill to tap potentials of staff members
- Ability to mentor and motivate others
- Appreciate accomplishment of others
- Possess good time management, negotiating and conflict resolution skills
- Provide autonomy to staff to work independently by delegating tasks and responsibilities
- Has extra ordinarily strong abilities of motivating the staff

Core Competencies

- Possess 24 years of progressive experience in teaching
- 7+ years of work experience with exposure to all kinds of responsibilities involved in a principal's job
- Possess good leadership and management skills
- Good organizational and relationship building
- Strong communication and interpersonal skills
- Possess excellent monitoring and supervising skills
- Ability to handle multiple tasks
- Tremendously positive approach towards the job responsibilities
- Highly planned and solution oriented work approach
- Familiarity with the frequently occurring administrative problems and methods to solve them.
- Able to handle exceptional issues using past experiences
- Have learnt and used different techniques and tools of educating students for effective and efficient teaching
- Proficiency in spoken and written English.
- Determined and goal oriented

- Have expertise using computers and well versed with the usage of Microsoft office tools namely Microsoft Word, Access, Excel, Power point to give presentations. Also has mastered skill to browse internet and access emails efficiently.

Professional Experience:

Cultural Academy Chennai

1982-1985

Teacher in the institute.

Vimalalayam Kochi

1985-1987

Teacher in the institute

College of Home Science Nirmala Niketan

Lecturer

1989- 2006

In addition to lecturing:

- o Imparts value education to students through Foundation Course
- o Conducted practicals in Food Science & Nutrition & Biochemistry
- o Guided projects and dissertations of Post graduate students
- o Evaluated term papers of third year B.Sc. students
- o Evaluated University papers of Graduate and under Graduate students
- o Coordinated Field work for the third year B Sc students
- o Organized several rural camps for Graduate students
- o Conducted and organized Personality Development for UG and PG Students
- o Presently guiding students for the Ph.D programme

College of Home Science Nirmala Niketan

2006 till date College Principal

- Responsible for setting educational goals and standards as well as establish the policies to achieve them
- Coordinate with teaching faculty of the college in developing and maintaining high curriculum standards

- Responsible for recruiting and evaluating the performance of teaching and other staff
- Perform the tasks of supervising and monitoring the activities of students, teachers and support staff
- Handle responsibilities of developing academic programs as well as monitoring the progress of the students
- Perform the tasks of examining learning material and reviewing the instructional objectives.
- Prepare summarized reports of the overall periodic working of staff and forwarding it to the higher management.

ATTENDED SEMINARS AND CONFERENCES ON ADMINISTRATION AND MAINTENANCE OF EDUCATIONAL CENTERS.

- Attended a five day **National level Executive development Programme for principals** organized by the Association of Indian college Principals in February 2007 at Pune.
- Attended **Training Course in Educational Management for Managers** at Sam Higginbottom Deemed University (SHIATS-DU), University, Allahabad from 21st June to 26th June, 2010.
- Participated in a 3 day workshop on **Capacity Building for women Managers in Higher education** organized by the BMN College in Dec 2009.
- Participated in a **National meeting on providing vertical linkages to +2 Home Science Vocational Pass-outs** held at PSS Institute of Vocational Education, Bhopal in January 2011.
- Commenced a course **in Home Management for House maids** in collaboration with Y. B. Chavan Mahila Pratishthan, Mumbai (Maharashtra Mahila Vyaspeeth) in the year 2009.
- Presented around 20 papers (oral and poster) at National and International Seminars and Conferences that are published in Seminar Proceedings and Journals.

Professional recognitions, awards, fellowships received:

- Ph.D guide in Home Science (Specialization in Foods and Nutrition.),
- Awarded Teacher fellowship by UGC for completing M Phil in the year 1995-1996 and **another year** to pursue Ph. D program in 2001
- **Kellogg's Young Scientist Award** for outstanding contribution on the best paper on iron in the year 2004-05.
- **Bharatiya Shiksha Ratan** award by the Global Society for Health and Educational Growth in the year 2007.

- Formed part of the teachers team representing Mumbai in the Japan-East Asia Network of Exchange for Students and Youths (JENESYS) Program in Dec 2008.
- Participated in the Academic –Cultural exchange programme organized by the college to France in November 2010.
- Received the Women achiever’s award by the State Bank of India on the occasion of International Women’s Day in March 2012.
- Received Best Educationist Award from International Institute of Education and Management, New Delhi for outstanding achievements in the field of education issued on 25th of July 2012.
- Organised and coordinated the International Conference in the college from 10-12 January 2013.
- Appointed as an Assessor by NAAC in April 2013.
- Invited as an observer for the ACUCA (**Association of Christian Universities and Colleges in Asia**) conference held at Fu-Jen Catholic University Taiwan, from 1-3rd November 2013.
- Signed an Agreement regarding Cooperation between College of Home Science, Nirmala Niketan, Mumbai and Fu Jen University Taiwan , R.O.C. in order to promote academic exchange and cooperation.
- Organised an educational and cultural exchange programme between College of Home Science, Nirmala Niketan and University College Ghent, Belgium from 20-26th November 2013 .

Membership of different bodies:

- Life member:
 - o Nutrition Society of India
 - o Indian Science Congress
 - o AFST (Association of food Scientists and Technologists)
- Member of the Academic Council in the university of Mumbai from 2006-2009.
- Chairperson of the Ad-hoc board of studies in Home Science at university of Mumbai from 2006-2009 and ‘special invitee’ till date.
- Member of the Research Recognition committee at University of Mumbai from 2006-2009.
- Member of the Ad-hoc Board of Studies in Human Ecology & Consumer Science SNDT University since 2009.
- Member of Advisory Board of Goa College of Home Science since 2012.
 - Member of the Ad-hoc Board of Studies in Food and Nutrition at SVT Autonomous College of Home Science, Juhu, Mumbai, SNDT University since 2013.

Mobilized Funds:

Mobilized funds through seminars, conferences and through various grants (DPR Rs.1 crore).

Upgraded infrastructure facilities in the college:

Gym, AV room, Cyber café, Library, Laboratories etc

Introduced ICT:

LCD in all lecture rooms, Public Address System, Internet access in library, Computer Laboratory/Cyber Café.

Research Expertise:

- Co-Chief Editor of 'Research Reach' Journal of Home Science ISSN 0974-617X.
- Obtained minor research grant of Rs. 30,000 from University of Mumbai in the year 2011-12.
- Undertaken various research projects through the Research Centre **and Established Linkages and Network with** Marico, Kellogg's, Bel Fromagerie, France and Pepsico.
- Three students registered for Ph.D and others in progress.
- Guided around 20 students for M.Sc dissertations.

Introduced Courses:

- Value added courses: Visual Merchandising, Entrepreneurship in Textile craft, Research Methodology for Ph.D scholars in Home Science, Nutrition and Exercise in Fitness, Creative Parenting.
- Self-financing courses: M.Sc in Food Processing and Processing and MSc in Sports Nutrition. Workstation Design and Applied Ergonomics, Indian Sign Language (ISL) Course in collaboration with Ali Yavar Jung National Institute for the Hearing Impaired.
- Self- Financing Course for Branch IV-Community Resource Management: 'Management and Ergonomics', sanctioned by University of Mumbai w.e.f June 2013-14(Received letter dated 13Dec 2013). Course will commence in college from June 2014.

Community services:

Plan, organize, implement and accompany students regularly for extension services for the underprivileged in rural areas.