



Faculty Profile

Title	Mrs.	First Name	ANITA	Surname	SIKANDAR	Photograph
Designation	OMSP INSTRUCTOR					
Department	OMSP COMMERCE					
Address	Apartment NO. 2203, Tower NO.16, Lotus Boulevard Apartments, Sector-100, Noida-201301, Distt. Gautam Budh Nagar, U.P.					
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Web-Page						
Educational Qualifications						
Degree	Institution				Year	
Pursuing Ph.D in Management	SRM University, Sonipat				2014-15	
M.Phil (Management)	Ch. Devi Lal University, Sirsa				2009	
P.G.Diploma in Personnel Management & Labour Laws	Alaggappa University, Tamilnadu				2002	
M.B.A. (Mktg & HR)	IGNOU, New Delhi				1999	
B.Com	Delhi University, S.P.M College				1989	
Computer Application Paper	DOEACC, Ministry of IT, New Delhi				2007	
Diploma in English Stenography	Ministry of Labour, National Council of Vocational Trg. Instt., New Delhi				1987	
Career Profile						
Six Years teaching experience as OMSP Instructor, Teaching Office Management & Secretarial Practice Papers - Business Communications, Office Management, Computer Applications in Business, English Stenographer (Basic & Advance) & Practical Proficiency Paper -Modern Office Management & Computer Applications. Also taught HRM in Non-Collegiate Mode						
Administrative Assignments.						
Having 21 Years Administrative experience in (Central -Paramilitary forces-SPG, CISF & Ministry of Defence, statutory & autonomous educational institutions like AICTE & NVS HQrs, JNU and Delhi University Colleges - I.P. College, Vivekananda College and expert member/ instrumental in conducting written and technical proficiency test for Stenography and Typography.						
Areas of Interest/Specialization						
Human Resource Management, Office Management, Business Communication, Computer Applications, Secretariate Practice, English Stenography and Computer Typography, Office Administration						
Subject Taught						
Business Communication, Office Management, Computer Applications, English Stenography (Basic & Advance), Human Resource Management, Office Administration						

Research Guidance
None
Publications Profile
*A conceptual paper- Challenges of Women Leaders in Globalized World: Work Life Balance was presented in a National Symposium on “The Role of Corporate Governance and Leadership in the Globalised World” organized by SRM University Haryana on July 10,2015
Workshops/Seminars Attended
<p>i). Attended a two day’s International Conference on Sustainable Business Models organised by Shyam Lal College at India International Centre, Delhi from 16-17 March 2016.</p> <p>ii). Attended a two day Annual International Conference on Line by Line Habits and Practices of Writing in Shiv Nadar University on 19th and 20th February 2016,</p> <p>iii). Attended a two day’s International Commerce Convention on Corporate Governance and Corporate Social Responsibility: Retrospective and Perspective in Delhi School of Economics, University of Delhi on 18-19 December 2015</p> <p>iv). 07 days National Workshop on “Introduction to SPSS and STATA”, October 7-14, 2015 organised by JNU faculty at Shyam Lal College, University of Delhi.</p> <p>v). One full day Faculty Development Programme on “Research Methodology using SPSS” organised by IBS Gurgaon Campus, ICFAI Group in 2016.</p> <p>vi). 06 days “Research Competency Development Programme”, September 14-19, 2015 at Jaypee Business School, Noida</p> <p>vii). Attended a National Conference on “The Role of Corporate Governance and Leadership in the Globalised World”, on 10th July, 2015 at SRM University, Haryana.</p> <p>viii). Presented a Conceptual paper – “Challenges of Women Leaders in Globalised World: Work Life Balance” in the National Conference held on 10-7-15 organised by SRM University, Haryana.</p>
Research Projects(Major Grants/Research Collaboration)
<ul style="list-style-type: none"> • Thesis on 'An Empirical Study on Job Satisfaction: Delhi University & its Colleges' in 2009 during M.Phil (2008) • Thesis on 'Changing Marketing Strategies of Central Warehousing Corporation' in 1998 in M.B.A.(1998)
Awards and Distinctions
None
Association with Professional Bodies
None
Other Activities
Organised a 15 day’s Workshop on Computer Basics under Skill Development Programme in Shyam Lal College from 24th February to 9th March 2016 as a Resource Person.