

CURRICULUM VITAE

CAREER GOAL: To contribute creative skills, experiences and collaborate with the superiors that will enhance the Institution or Organization's success.

PROFESSIONAL SUMMARY:

Charles has 20+ years experience in teaching Electronics and as a HOD in administration of the academic affairs of the department.

He has more than two years experience in academic and administrative affair if his own Institute.

He has been in Examination Committee for four years and Convener of Examinations for one year.

He has also represented multinational companies in marketing in his early days as a fresher.

Name: **J. CHARLES THEODORE**

EDUCATIONAL PROFILE:

Medium of Instruction: English

i) **M.Phil Degree** : M.Phil (Electronics)

University : Bharathidasan University, Thiruchirapalli.

Period of study: 2006-2007

Class: First

Percentage: 78.4

ii) **PG Degree** : M.Sc (Applied Electronics)

College: PSG College of Arts and Science. Coimbatore - 641 014

University: Bharathiyar University, Coimbatore.

Period of study: 1991-1993

Year of Passing: 1993 June

Class: First

Percentage: 66.75

iii) **UG Degree** : B.Sc (Electronics)

College: PSG College of Arts and Science Coimbatore - 641 014

University: Bharathiyar University, Coimbatore.

Class: Second

Percentage: 56.5

Period of study: 1988-1991

Year of Passing: 1991 June

JOB PROFILE

(i) Sourasthra College

Designation: Asst. Professor

Period: 2012 January till date

Responsibilities

Advising, Counseling and Enrollment of students,

Teaching of Electronics and Communication Subjects,

Handling Practical classes.

Conducting Midterm and Model Exams in University Pattern and autonomous pattern

Valuation of Scripts.

Conduction of Practical Exams,

Setting of Question papers,

(ii) Digital Highway

Designation: Managing Partner

Period: 2010 August till date

Responsibilities

Advertisement and Marketing of the Courses,

Enrollment of Students,

Payment Collections,

Academic affairs,

Content Writing

(iii) Nizwa College of Technology- Sultanate of Oman

Designation: Lecturer

Department: Electronics and Communication.

Period: 2009 January-2009 August

Responsibilities

As a Lecturer

Advising, Counseling and Enrollment of students,

Teaching of Electronics and Communication Subjects,

Conduction of Quiz,

Conduction of Midterm Exams,

Conduction of Practical's,

Conduction of Practical Exams,

Setting of Question papers,
Moderation of Question papers,
Valuation of Answer Scripts,
Maintain record of students Attendance, Quiz, Midterm and Final Exam Marks.
Inspection for OJT(On Job Training) students in different Organization in Oman.
Supervise final Presentation of OJT.
Declare the OJT results.

(iv) Mannar Thirumalai Naicker College. Madurai

i) Designation: Lecturer
Department: Electronics
Period: 1999(August) - 2000 (Oct)
ii) Designation: Head of Department
Department: Electronics
Period: 2000 Oct – 2008 Dec

Other positions held:

i) Member of Exam Committee for four years.
ii) Member of Discipline Committee for Eight years in student affairs.
iii) Convener of Examinations for the year 2006-2007.

Responsibilities Undertaken

As a Head of Department

Admission of students in the Department,
Administration of the Academic affairs of the Department,
Supervise the Electronics subjects in Computer Science, IT, BCA and PG Courses,
Handling Staff meetings,
Arrange for Parent Teacher meeting,
Look into the individual academics of the student,
Look into the discipline of the students,
Conducting Class Test,
Preparation of Question Paper,
Moderation of Question Papers,
Valuation of Answer Scripts,
Conduction of Inter Collegiate Seminar.

As a Member of Exam Committee

Coordinate with other committee members for Conduction of Midterm and Model Exams for the

College,
Collection of Question papers,
Distributing of Question papers,
Staff duty management,
Exam hall Inspection, Taking record of Student Attendance during Exams,
Collection of Answer scripts,
Distribution of answer scripts to respective staff,
Collect the record of marks and submit to Director and management for discussion.

As a Convener of Examinations

Responsible for the conduction of Centralized Midterm and Model Examinations,
Coordinate with other committee members for Conduction of Midterm and Model Exams for the College,
Collection of Question papers,
Distributing of Question papers,
Staff duty management,
Exam hall Inspection, Taking record of Student Attendance during Exams,
Collection of Answer scripts,
Distribution of answer scripts to respective staff,
Collect the record of marks and submit to Director and management for discussion.

Discipline Committee

Look after the disciplinary activities of student for the whole college.

(v) Kodaikanal Christian College. Kodaikanal

Designation: Lecturer

Department: Electronics

Period: 1999 (Jan) - 1999 (June).

Responsibilities Undertaken

As a Lecturer in Electronics

Teaching Electronics for Students of B.Sc (Electronics & Computer Science) and BCA students.
Handling Practical classes.
Conducting Midterm and Model Exams in University Pattern.
Valuation of Scripts and
Industrial Visits.

(vi) Megatech Control Ltd. Coimbatore

Designation: System Engineer

Period: 1996 (July) - 1998(January)

Nature of Job: Marketing of PLC'S, Drives

Responsibilities Undertaken

As a System Engineer (Marketing)

Educate the end customer the need of Automation,

Generate Enquiries,

Prepare Estimates,

Follow-up the Estimates and Enquiries,

Finalize order,

Delivery of the product,

Arrange for Installation.

Follow-up of payment,

Follow-up of after sales service

(vii) L.G.B. & Bros Ltd. Coimbatore

Designation: Sales Engineer

Profile: 1994(Feb) to 1996(July)

Nature of Job: Marketing of Gas Analyzers and

Opacity Monitors in South India.

Responsibilities Undertaken

As a Sales Engineer

Marketing of Gas Analyzers and Opacity Monitors in Process Industries in South India

Generate Enquires, Submit Estimates

Follow-up Estimates and Enquires

Finalization of Orders

Delivery Inspection with Client

Follow-up of payment

Arranging for Installation of Equipment and

Providing after Sales Servicing support

PERSONAL PROFILE

Age: 53

Date of Birth: 26.07.1970

Address for Communication: 7/902, New RC Church North street,

Melakuilkudi Road,

Nagamalaipudukottai,

Madurai - 625 019.

INDIA.

Marital status: Married

Nationality: Indian

E-mail id : jctmdu@gmail.com, jct_mdu@rediffmail.com

Mobile: +918903531316 and 9080476834

Passport No: 3324265 valid till 09/05/2015

DECLARATION:

I the undersigned hereby declare that the information furnished above is true and fair to the best of my knowledge and extent.

Signature

(J.CHARLES THEODORE)