

## **DR. MINASREE SAIKIA**

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Dumass Magdalla Road, Surat- 394518, Gujarat, INDIA**

### **SUMMARY**

**Approx. over 5 years of experience in the field of Corporate Social  
Responsibility (CSR)/Corporate Sustainability/ CSR Evaluation /Human Resources**

**Master of Arts - Sociology**

**&**

**Post Graduate Diploma in HRD**

**PhD Industrial Sociology - Specialization in CSR**

### **WORK EXPERIENCE**

#### **1. Veer Narmad South Gujarat University (A State Govt. University)**

**Designation: Faculty/Lecturer – Corporate Social Responsibility/ HRM/ Labour Welfare/ Sociology**

**Location: Surat**

**Duration: 03<sup>th</sup> July 2014 to till date**

**Organisation Profile:** Veer Narmad South Gujarat University has endeavoured to be an institution of excellence in higher education. The University, awarded B++ by the National Accreditation and Assessment Council in 2004 and re-accredited 'B' with 2.82 CGPA in 2011, was originally established under the South Gujarat University Act, 1965 passed by the Gujarat State Legislative Assembly. It became functional from the academic year of 1966 and was incorporated as a University on 23 May, 1967. Recognized by the University Grants Commission in 1968, it was renamed as Veer Narmad South Gujarat University in 2004 after the great Gujarat poet Veer Narmad whose real name was Narmadshankar Lalshankar Dave.

#### **Job Profile:**

- Teaching in Post Graduate Diploma in Corporate Social Responsibility.
- Teaching in Integrated 5 years programme in HRD, Master of Human Resources Development, M.A. in Human Resource Management & Labour Relations and Master of Labour Welfare.
- Involved in various Curricular & Co-Curricular activities like e Preparing & Designing syllabus for the Integrated course of degree in HRD.
- Organising and coordinating in various seminars, conferences and workshops.

- Convenor of CSR Cell in the department, projects in CSR, Communicating and Co-ordination with corporate leaders and other officials in CSR project designing.

## 2. TÜV Rheinland India Pvt. Ltd.

**Designation:** Executive –Corporate Social Responsibility (CSR) & Sustainability Services  
**Location:** Vadodara  
**Duration:** 12<sup>th</sup> February 2012 to 31<sup>st</sup> January 2014

**Company Profile:** TÜV Rheinland is a German based global provider of technical, safety, and certification services. Originally called the Dampfessel-Überwachungs-Verein (Steam Boiler Inspectorate), TÜV Rheinland was founded in 1872 and has its headquarters in Cologne, Germany. Renamed the TÜV Rheinland (Technical Inspections Organization) group in 1936, it employs more than 12,000 people in 360 locations in 62 countries and generates annual revenues of € 1.1 billion (40% outside of Germany). The group's guiding principle is to achieve sustained development of safety and quality in order to meet the challenges arising from the interaction between man, technology and the environment.

### Job Profile:

- Training & Development- Conceptualizing, developing indoctrination and training modules and ensure delivery of these modules for developing skilled work force for optimum efficiency.
- Review the ethical & technical evaluation reports received globally to verify compliance to client's requirements and local law.
- To attend conferences & seminars and make presentations to favorably project and promote the CSR services.
- Training & Development- Conceptualizing, developing indoctrination and training modules and ensure delivery of these modules for developing skilled work force for optimum efficiency. This includes coaching & imparting training on risk assessment within the organization's Sustainability
- Conduct various trainings, workshops on Social Audits and do Social Audits like SA 8000, SEDEX, BSCI, ISO 26000 Guideline on Social Responsibility in many reputed companies
- Monitoring and involve into impact assessment evaluation to get the best outcome
- Conceptualizing, developing new certification on NGO Certifications, attend and deliver speech on the process of NGO Certifications.

## 2. CONMAT SYSTEMS Pvt. Ltd.

**Designation:** Research Advisor –Corporate Social Responsibility (CSR)  
**Location:** Vadodara  
**Duration:** 18<sup>th</sup> June 2010 to 23<sup>th</sup> September 2011

**Company Profile:** CONMAT SYSTEMS PVT. LTD. are engaged in Design, Development and Manufacture of World Class Construction, Storage and Material handling Equipments for the infrastructure sector. We are committed to achieving this by combining cutting edge engineering with leading edge Research and ensuring International Standards and benchmarks in Quality, Safety, Health and Environment.

**Job Profile:**

- Ensuring community development & roll-out of specific initiatives with maximum coverage & impact
- Identifying potential area for CSR implementation in slums, interactions with grassroots level with broader prospective
- Monitoring progress of CSR initiatives as per plan & ensuring implementation of best practices

**4. Morpheus Human Consulting Pvt Ltd.****Designation: Trainee Human Resources****Location: Vadodara****Duration: 16<sup>th</sup> May 2009 to 22th October 2009**

**Company Profile:** Morpheus Human Consulting Pvt Ltd offer recruitment services as a core product across all levels. Morpheus is also specialized in Training, Human Outsourcing, People Development Program and Temporary Work Force Solutions. Our clients are from Banking, Insurance, and Information Technology (IT), Information technology Enabled Services (ITES), Logistics & Courier and Media Industries.

**Job Profile:**

- Sourcing & Screening right profile through different sources like Job Portals, Employee Referrals, and Existing Databank. Head Hunting at job portals like [www.timesjob.com](http://www.timesjob.com) [www.naukri.com](http://www.naukri.com) etc. Cold Calling candidates, Inviting Resume from candidates, arranging first round of interview process for candidates

**PROJECTS EXPERIENCE**

1. A research survey project on “**Social Impact Evaluation of CSR Activities in NTPC Ltd.**”, Kawas.
2. A Training Project on **Corporate Social Responsibility (CSR) of RIL, at Reliance Industries Limited, Vadodara.**
3. “**Study on Social Economic settings of a Rural Village**” in Vadatalab at Gujarat.

**SEMINAR/CONFERENCES & TRAINING WORKSHOP ATTENDED**

<b>Organization/Institute</b>	<b>Topic of Respective Field</b>	<b>Duration</b>
Confederation of Indian Industry, (CII) New Delhi	ISO 26000 Certified Training program on Social Responsibility	3 Days
4 <sup>th</sup> Wheel, Ahmadabad	Sustainable Social Business Models as an effective form of Corporate Social Responsibility investment	1 Days
St Jhon Ambulance Association of England at Vadodara.	First Aid workshop	4 Days
Delhi Management Association	SAP National HR Summit on Leveraging Technology for Excellence in HR	2 Days

Delhi Management Association	National Seminar on Managing People cost in current Economic slowdown	2 Days
Baroda Management Association	Transformation Leadership - Pervading through contexts	2 Days
FICCI, Ahmadabad	Beyond CSR-Best practices of Corporate Social Responsibility	1 Day
Institute of Directors (IOD), New Delhi	16th World Congress on Environment Management	2 Days
Confederation of Indian Industry (CII), Surat	Awareness Session on Corporate Social Responsibility Section 135 - Companies Act 2013	1 Day
Institute of Directors (IOD), Mumbai	International Conference on Corporate Social Responsibility	2 days
Department of HRD, VNSGU, Surat	Human Resource Issues ( <b>Faculty Development Programme</b> )	6 Days
Department of HRD, VNSGU, Surat	Statistical Quality Control	1 Day
Corporate Citizen, Baroda	Gujarat CSR Summit 2015	1 Day

### PUBLICATIONS IN ISSN/ISBN/OTHERS

Title of Paper	Journal/Book	ISSN/ISBN No.
Corporate Social Responsibility: With Reference to Cultural City- Vadodara, Gujarat, India.	Corporate Social Responsibility & Sustainable Development	ISBN - 978162776612
The Rise and Development of Corporate Social Responsibility: An Exploration.	Journal of Social Reality	ISSN - 0976 - 3422
The Role of Corporates towards the Upliftment of Weaker Sections of Society	International Journal 'Global Research Analysis'	ISSN - 2277 – 8160
CSR as Good Business Practice	Institute of Directors Proceeding in Embedding CSR Mandate into Corporate Strategy	ISBN – 978-81-930987-9-0

**PAPER PRESENTED IN NATIONAL & INTERNATIONAL SEMINAR & CONFERENCES**

<b>Title of the Paper</b>	<b>Name of the Seminar/Conference</b>	<b>Date &amp; Place</b>
Corporate Social Responsibility: With Reference to Cultural City- Vadodara, Gujarat, India.	International Conference on Corporate Social Responsibility & Sustainable Development	03- 06 June 2013, Bangkok (Thailand)
The Rise and Development of Corporate Social Responsibility: An Exploration.	19 <sup>th</sup> Conference of Gujarat Sociological Society (GSS)	07-08 January 2012 Radhanpur, Gujarat
The Role of Corporates towards the Upliftment of Weaker Sections of Society	20 <sup>th</sup> Annual Conference GSS- Social Development in Gujarat & India: Retrospect & Prospect	19- 20 January 2013, Central University of Gandhinagar, Gujarat
Women empowerment through Corporate Social Responsibility	21 <sup>st</sup> Annual Conference – Gujarat Sociological Society	01-02 February, 2014, Dept. of Sociology, Saurashtra University, Rajkot
Measuring Corporate Social Responsibility as an actionable business	22 <sup>nd</sup> Annual Conference GSS - Development, Diversity & Democracy in Region	28th February & 1st March 2015, Bhavnagar University
Indian Women in Global Canvas	National Seminar on Understanding Women Empowerment	27 -28 October 2015, Department of Sociology, MSW Program, VNSG University, Surat
CSR as Good Business Practice	National Conference on CSR- Samhit	08-09 January 2016, CSR Cell, Navrachana University, Vadodara
CSR and ISO 26000 Guidance on Social Responsibility	National Conference on 'Emerging Trends in Global Business Management	December 3, 2016, The Department of Business And Industrial Management. VNSG University
Environment Sustainability: A Step towards Corporate Social Responsibility	International Conference on Contemporary Issues in Development	December 11, 2016, Vishleshan Trust, in collaboration with Department of HRD, VNSGU

**ACADEMIC/PROFESSIONAL CREDENTIALS**

<b>Name of Examination</b>	<b>University</b>	<b>Month of Passing</b>
Bachelor of Arts (Sociology)	The Maharaja Sayajirao University of Baroda	April, 2007
Masters of Arts (Sociology)	The Maharaja Sayajirao University of Baroda	April, 2009
PhD Sociology (CSR)	The Maharaja Sayajirao University of Baroda	September, 2015

## Professional Qualification

Course	University/ Institution	Month & Year of passing
Post-Graduation Diploma in Human Resources Development	The Maharaja Sayajirao University of Baroda	June, 2009 with 1 <sup>st</sup> class Distinction

Recognitions/ Qualifications	Year
UGC-National Eligibility Test for Lectureship	2011
UGC - State Level Eligibility Test for Lectureship	2011
PhD Credit Course Work	2012

**Additional Qualification:** 1) Certified Expert for ISO 26000 – Social Responsibility  
2) Certified course on First-AID Training Program  
3) Certificate in Internet Management & Basic Ms-Office course.

### **Proficiency in Computers:**

Working computer knowledge comprising of MS Office: Word, Excel, Power-Point, Microsoft Outlook.

### **PERSONAL VITAE**

**Language Proficiency:** English, Hindi, Assamese , Gujarati, German (Read, Write and Speak)

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**(Dr. Minasree Saikia)**