**Dr.Prem Knowles.S**

**Address:** No.58,3rd Cross,

Vidyapeeta layout.

Thiyagarajanagara, Bangalore

Karnataka -560028 **Mobile: +91- 9943629157,**

**Email ID:** [**premknowles@gmail.com**](file:///C:\Users\premk\OneDrive\Documents\AppData\Local\Local%20Settings\Temporary%20Internet%20Files\Content.IE5\TERD8VMF\premknowles@gmail.com)

**Career Objective**

To be succeeding as a challenging personality in organization, where my capabilities can be exploited for the growth of the organization and provides ample scope for career growth.

**Personal Strength:** Communication Skills, Confident & Positive Attitude

**Academia**

* **Ph.D(Business Administration),** Specialization:HRM, Annamalai University;Awarded : December,2021
* **MBA - HR & Marketing -** Vins Christian College of Engineering,Anna University **– 2010 - 74%**
* **BA - English Literature -** Nesamony Memorial Christian College**,** MS University **– 2008 - 60%**
* **HSC -** M.G.Matric H.S.School, Kirathoor **– 2005 - 73%**
* **SSLC -** MG.Matric H.S.School **– 2003 - 72%**

**Additional Eligibility**

1. **BBA** (Additional degree) from M.S.University, Tirunelveli. (2011).
2. **IELTS** ( International English Language Testing System), Band Score – 6.0 (April,2012)
3. **Certification in Digital Marketing,**Basic online course-(2019)

**Employment History : Teaching: 10 years,Administration:1 1/2years,**

1. **Title :** Lecturing/Trainer(MBA department)

**University :** GIBS B School, BSK IIIrd Stage, Bangalore

**Designation : Assistant Professor**

**Duration :** March 2021 to Present

* To teach Post graduate level in areas allocated by the Head of Department and reviewed from time to time by the Head of Department.
* Alumni Engagement Co-ordinator
* Social Media/Digital Marketing Co-ordinator
* Student Social Responsibility Club Co-ordinator
* To carry out research and produce publications, or other research outputs, in line with personal objectives agreed in the Staff review process.
* To engage with the broader scholarly and professional communities
* To participate in the development, administration and marking of exams and other assessments.
* To provide pastoral care and support to students.
* To participate in the administration of the department’s programmes of study and other activities as requested
* Delivering lectures, seminars and tutorials;
* Developing and implementing new methods of teaching to reflect changes in research;
* Designing, preparing and developing teaching materials;
* Assessing students' coursework;
* Setting and marking examinations;
* Supporting students through a pastoral or advisory role;
* Undertaking personal research projects and actively contributing to the institution's research profile;
* Writing up research and preparing it for publication;
* Supervising students' research activities;
* Completing continuous professional development (CPD) and participating in staff training activities;
* Carrying out administrative tasks related to the department, such as student admissions, induction programmes and involvement in committees and boards;

1. **Title :** Researcher (Engaged as full time)

**University :** Annamalai University, Chidambaram

**Designation : Research Scholar**

**Duration :** June 2019 to January 2021

1. **Title :** Lecturing/Trainer (Dept. of Management Studies)

**Institution :** T.John Institute of Management & Sciences,Bangalore

**Designation : Assistant Professor**

**Duration :** May 2017 to May 2019

* To teach at undergraduate and Post graduate level in areas allocated by the Head of Department and reviewed from time to time by the Head of Department.
* NSS Co-ordinator
* Alumni Engagement Co-ordinator
* Red Cross Co-ordinator
* Student Social Responsibility Club Co-ordinator
* To carry out research and produce publications, or other research outputs, in line with personal objectives agreed in the Staff review process.
* To obtain research funding support.
* To engage with the broader scholarly and professional communities
* To participate in the development, administration and marking of exams and other assessments.
* To provide pastoral care and support to students.
* To participate in the administration of the department’s programmes of study and other activities as requested
* Delivering lectures, seminars and tutorials;
* Developing and implementing new methods of teaching to reflect changes in research;
* Designing, preparing and developing teaching materials;
* Assessing students' coursework;
* Setting and marking examinations;
* Supporting students through a pastoral or advisory role;
* Undertaking personal research projects and actively contributing to the institution's research profile;
* Writing up research and preparing it for publication;
* Supervising students' research activities;
* Completing continuous professional development (CPD) and participating in staff training activities;
* Carrying out administrative tasks related to the department, such as student admissions, induction programmes and involvement in committees and boards;

1. **Title :** Lecturing/Trainer (MBA department)

**Institution :** Vins christian College of Engineering, Nagercoil

**Designation : Assistant Professor**

**Duration :** August 2012 to December 2016

**Job Profile:**

* To teach at undergraduate(BE management subjects) and Post graduate level in areas allocated by the Head of Department and reviewed from time to time by the Head of Department.
* To carry out research and produce publications, or other research outputs, in line with personal objectives agreed in the Staff review process.
* To obtain research funding support.
* To engage with the broader scholarly and professional communities
* To participate in the development, administration and marking of exams and other assessments.
* To provide pastoral care and support to students.
* To participate in the administration of the department’s programmes of study and other activities as requested
* Delivering lectures, seminars and tutorials;
* Developing and implementing new methods of teaching to reflect changes in research;
* Designing, preparing and developing teaching materials;
* Assessing students' coursework;
* Setting and marking examinations;
* Supporting students through a pastoral or advisory role;
* Undertaking personal research projects and actively contributing to the institution's research profile;
* Writing up research and preparing it for publication;
* Supervising students' research activities;
* Completing continuous professional development (CPD) and participating in staff training activities;
* Carrying out administrative tasks related to the department, such as student admissions, induction programmes and involvement in committees and boards;

**2) Company Name : Indian Medical Association Tamilnadu State Branch**

**Location :** Chennai

**Designation : Office Manager**

**Duration :** December 2010 to January 2012

**Job Profile:**

* Maintaining office services by organizing office operations and procedures; preparing payroll; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions.
* Providing historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records.
* Maintaining office efficiency by planning and implementing office systems, layouts, and equipment procurement.
* Designing and implements office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments.
* Keeping management informed by reviewing and analyzing special reports; summarizing information; identifying trends.
* Maintaining office staff by recruiting, selecting, orienting, and training employees.
* Maintaining office staff job results by coaching, counselling, disciplining employees; planning, monitoring, and appraising job results.
* Maintaining professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
* Achieving financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
* Contributing to team effort by accomplishing related results as needed.

**Professional Training**

**Company: Dsquare Technologies ,Bangalore**

**Course: Advance Diploma in Human Resource Management & Indian Payroll Management**

During the Training I was given exposure to the following areas

|  |  |  |
| --- | --- | --- |
| **End to End Recruitment** |  | **HR Generalist Areas** |
| Handling End to End Recruitment | Handling Joining formalities & Exit Interview |
| **IT , ITES & Non IT Recruitment** | PMS System of the Employee |
| Cold Calling and Head Hunting | Conducting Induction for the new employees |
| Training the candidates on interview | MIS Reporting |
| Sourcing through **job portal** | Handling Employee Grievance - ERM |
| Short-listing profiles for given requirement – Technical and Non Technical Assessment | Processing Employee PF, ESI, Mediclaim & Other Employment Registration forms |
| **End to End Indian Payroll Management System** | | |
| Taking Care of Complete Staff Data Base | | |
| Pay-roll processing with regard to labor laws, Monitoring PF, ESI, PT Calculations, Remittances, Fillings | | |
| Taking Care of routine Tax planning Co-ordination for the Employees | | |
| Monitoring Relieving Procedures and Settlements & General administration-related work | | |
| Employee Co-ordination & Maintaining the Contract Employees details | | |

**Presented and Published Papers: Published papers-12**

### A Study on the Impact of Emotional Intelligence Factors for the Enhancement of

### Workplace Happiness With Reference To the Teaching Faculty in Bangalore,

### AIP journal, Scopus indexed (accepted for publication)

### Executive coaching for leadership in organizations and its benefits for

### managerial performance-a conceptual study; International journal of research

### and analytical reviews; Volume 8, Issue 4,2021; Page no. 376-381 (UGC listed)

### An Empirical Study on Teaching faculty’s rating on Work-life;*GIS Science*

### *Journal; ISSN: 1869-9391,Volume 7, Issue 11, 2020;Page No. 836-847* (UGC

### Care Listed)

### An Empirical Study on Teaching faculty’s rating on Organizational Culture;

### *NOVYI MIR Research Journal; ISSN:0130-7673; Volume 5, Issue 11, 2020;Page*

### *No.83-93* (UGC Care Listed)

### Work Life Balance(WLB) Level Among The Women Employees In Information

### Technology Industry- A Pilot Study; TEST Engineering & Management, *Volume*

### *83 ISSN: 0193-4120 Page No. 14130 – 14143 (Scopus Indexed,UGC Care Listed)*

* **Recent Studies On Work-Life Balance:A Literature Review,** JES Journal of

Engineering Sciences, Vol 11, Issue 4 ,P.1208-1213**(Scopus Indexed,UGC Care**

**Listed)**

* **A Study On Brand Preference Towards Hyundai Cars In Southern Districts Of**

**Tamilnadu.** *Our Heritage(Journal)*, Vol.*68,Issue* :61, P.183-190,2020 **(UGC Care**

**Listed)**

* **‘Modern Development Of Education System And Implementation Of National Education Policy (2020)’**, International Journal of Current research in education, culture and society,ISSN: Vol:6,Issue:1,pg:263-267
* **'Happiness Department'-An Emerging Ideology to Improve Employee Effectiveness &**

**Job Satisfaction,**IOSR Journal of Business and Management, *Volume 21, Issue 12. Series. I*

*(December. 2019), PP 58-61 ,DOI:*10.9790/487X-2112015861.(International Journal)

* **Influence of E-learning in Training & Development system and Organizational study,**

*Journal of Research in Business and Management,Volume 7 ,Issue 2 (2019) pp: 49-*

*55,ISSN:2347-3002 (International Journal)*

* **Impact and Need of Laughing Medicine for Sound Mind and Body- An Analysis Study,**

*Journal of Business and Management (IOSR-JBM) e-ISSN: 2278-487X,p-ISSN: 2319-*

*7668.Volume 20,Issue 5. Ver. VIII. (May. 2018), PP 49-53 ;* DOI: 10.9790/487X-

2005084953 *(International Journal)*

* **Pullulating & Irreparable Harm of Stress among Students,** *IOSR Journal of Business and*

*Management (IOSR-JBM) e-ISSN: 2278-487X, p-ISSN: 2319-7668. Volume 21, Issue 3.*

*Ser. II (March. 2019), PP 01-03;* DOI: 10.9790/487X-2103020103 (International Journal)

* **A Study on the impact of Emotional Intelligence factors for the enhancement of workplace happiness with reference to the teaching faculty in Bangalore,** International

Conference, Recent trends in Science and Engineering Organized by REST Society for

Research International, 27th & 28th March 2021

* **Historical Development and Modern Trends of Operation Management** ;*Paper Presented*

*Inabsentia-Tenth International conference on Operations and Quantitative Management*

*,Symbosis Institute of Operation Management,Nashik;2011*

* **Recent trends and Innovations in Human Resource** ,*Paper Presented, National*

*conference on Managerial Excellence,Velammal College of Engineering,*

*Madurai;2011*

* **Management Education and Practices for Making Leaders**; *Paper Presented,*

*International Conference on* Management and Technology Leading to Social

Development *;published in ISBN,Annamalai University; ICLBH,2011*

* **Evolution, Practices and Changing Role of HRM.;** Paper Presented,National Conference on Sustaining Growth in the Era of Global

recovery,Published in ISBN,Vel tech High Tech Engineering college, Chennai;SGEGR 2011

* **Recent trends and techniques in Insurance sector** ,Paper Presented, UGC

sponsored National Seminar on New Vistas in Insurance sector,Nesamony

Memorial Christian College,2011

**Book & Chapters**

1. ‘Pullulating and irreparable harm of stress among Students’; Recent Research Trends in Business Administration,Empyreal Publishing House, ISBN : 978-81-939070-7-8, Pg:90-93 (Chapter)
2. ‘Schemes for Women Empowerment by Ministry of Women and Child development (MWCD), Government of India’;Gender Equality: A step towards Women empowerment; Eoro World Publication, ISBN: 978-93-94460-05-8; Pg:259-265 (Chapter)
3. ‘Digital Era giant ‘Facebook’ from 2004 to META 2021’, Multidisciplinary Exploratory Research in Advanced Technologies,IOTA publishers, ISBN: 978-93-93622-21-1; Pages 72-81 (Chapter)
4. ‘Knowledge Management & innovation’, ( text book,syllabus of Bengaluru City University, writing in progress)

**Participated Conferences, FDP,Workshops & Seminars**

### *One day* National conference on ‘"Quality Assurance and its Impact on Higher Education Institutions in India” organized by ‘Sri Krishna degree college, Bengaluru on 29th Dec, 2022; Paper presented in the title ‘Modern Development Of Education System And Implementation Of National Education Policy (2020)’

### *Three days* ‘International Conference on Business, IT, Enterprise Architecture’, Organized by Management development institute, Murshidadad ’Resurgence of Business and Economy Post covid-19’ , 25th-27th November,2021; paper Presented in the title ‘Á Conceptual Study on the journey of Digital Era giant ‘Facebook’from 2004 to Meta 2021’

* One day FDP on **‘Green Audit & Energy Audit in HEI’s for NAAC Accreditation’**, organized by IOT Academy, 20th November,2021
* Two days National Conference on **‘Chances, Concerns and Challenges in Commerce’**, organized by St.Joseph’s College, Bengaluru,10th & 11th Nov, 2021
* One day workshop on ‘**Implementation of National Education policy(NEP 2020)’,** organized by Bengaluru City University,1st September, 2021
* One day International Webinar on **“Soft Skills for Success**”, organized by Dr.MGR Govt. Arts and Science College,Villupuram, 12th Nov, 2021
* Three days International Conference on **‘Recent trends in Science & Engineering’,** organized by REST society for Research International, 27th-28th ,March 2021
* One day FDP on **‘Developing skills on Case writing & Case-based Research’,** organized by Ramaiah Institute of Management, 25th March, 2021
* One day FDP on ‘**Metacognitive Strategies in Handling Millennials’,** organized by T.John Institute of Management & Science, Bangalore on 22nd January, 2021
* Three days FDP on ***‘Workshop on Research Methodology’,*** Conducted by REST Society for Research International, 18th to 20th April,2020
* Two days’ Workshop on ***‘Contemporary Techniques for Research Methodology and Data Analysis’***, held in Alliance University, Bangalore on 29th & 30th August, 2017.
* One day FDP on ***‘Excellence in Teaching and Learning’***, held in TIMS, Bangalore on 15th June 2017.
* One day FDP on ***‘Unlocking happiness at Workplace’***, held at R.V. Institute of Management, Bangalore on 24th May 2017.
* One day National Conference on ***‘Mobilizing Technology and innovation for Business Sustainability’***, organized by TIMS, Bangalore on 15th February 2018.
* One day MDP on ***‘Story telling and Employability Skills in Management Education’***, in Don Bosco Institute of Technology, Bangalore on 30th November 2018.
* One day Workshop on ***‘Introduction to Structural Equation Modeling (SEM) with R Programme’***, held in RV Institute of Management, Bangalore on 1st July 2018.
* One day National Workshop on ***‘Academic and Administration Audit’***, held in St. Francis de Sales College, Bangalore on 15th March 2019.
* One day Workshop on ***‘Everything you need to know about writing a publication-ready manuscript’,***held in Annamalai University on 20th Nov, 2019
* One day Industrial training on ***‘Marketing Cadre’*** in ‘Rathna Softnet Tech’, Nagercoil on 2nd April 2018.
* One day International Conference on ‘**Management and Technology Leading to Social Development**,Annamalai University,2011
* One day National Conference on **‘Managerial Excellence’**,Velammal Engineering college,Madurai, 2011
* One day National Conference on ‘**Sustaining Growth in the Era of Global Recovery’**, Vel Tech Engineering college,Chennai,2012
* One day UGC sponsored National Seminar on **New Vistas in Insurance sector**, Nesamony Memorial Christian College, 2011
* One day National Seminar on **Communication Skills and Leadership**, Nesamony Memorial Christian College, 2007
* One day National Seminar on **Indian writing in English,** Nesamony Memorial Christian College, 2008

**Journal Reviewer**

**Position :** Adjunct Reviewer

**Journal :** InSc-International journal of Engineering, Basic sciences,Management

& Social Studies(IJEBMS)

**Published by :** Institute of Scholars, Bangalore

**Awards & Recognitions**

1. Award : **‘Young faculty 2019 Award’**

Organized by : Indian Education Festival,

Centre for Educational Growth and Research, New Delhi

Awarded on : 18th April, 2019

Presented by : President CGGR & Member Secretary,AICTE

2. Award : **‘Young faculty Award 2019’**

Organized by : Business Achievers Award 2019,

SAIBAA Awards,Chennai

Awarded on : 30th March, 2019

3. Award : **‘Pillars of Nation Award 2018’**

Organized by : MNMP, Chennai

Awarded on : 3rd November, 2018

Presented by : High Court Judge, Chennai

4. Award : **‘Excellence in Academic and Social Services ’**

Organized by : Excellence Award 2017

South Asian International Awards (SAIA), Chennai.

Presented by : Mayor of Bangalore

Other Achievements

5. ‘Young Achiever Award’ received from Institute of Scholar ,Bangalore in 2020

6.Appreciation Award from SAIBA Chennai for the corona lock-down activities in 2020

7.Secretary of Fine Arts Association in Nesamony Memorial Christian College, Marthandam during

the year 2008.

8.Won prizes in Inter and Intra college competitions, district level & participated in State level

Competitions

**Academic Projects**

**Project (1):** Human Resource

Company: Indian Rare Earths Limited

Title: A Study on Motivational Aspects Adopted

Location: Manavalakurichi

**Project (2):** Marketing

Company: Aachi Brand Products

Title: A Study on Customer Preference & Brand Awareness

**Computer knowledge**

* MS Office and Internet Applications

**Personal Details**

* Father’s Name : .D.Selvadhas
* Date of Birth : 09.04.1988
* Nationality : Indian
* Marital Status : Married
* Permanent Address : 15G, G K Nivas, Chettiavilai,Nithiravilai(PO), Kanyakumari dist, ` Tamilnadu-629154
* Passport : J6948516

**Declaration: I Hereby declare that the above – furnished details are true with Proven records.**

**Place: Bangalore**

**Date: 27/03/2022**

**Signature**

**(Dr.Prem Knowles)**

**References:**

**Dr.Mohan Kumar S Dr.Jayalal J A**

Associate Professor & Deputy Controller Associate Professor,

Of Examinations, Department of Surgery,

Dept. of Business Administration, Tirunelveli Govt. Medical College

Annamalai University,Chidambaram, Tirunelveli & PO

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**Dr.Krishna Gayathri Dr.Ashpin Pabi D J**

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