Curriculum Vitae

1	**NAME**	Dr. Dalwinder Kaur
2	**ACADEMIC QUALIFICATIONS**	B.Ed Teaching English for Young Learners (TEYL) Hons. (University Utara Malaysia) Doctor of Philosophy in Education (University Malaya)
3	**CURRENT PROFESSIONAL MEMBERSHIP**	Manipal GlobalNxt University
4	**CURRENT TEACHING AND ADMINISTRATIVE RESPONSIBILITIES**	1. To carry out research, teaching and administration within the Department, especially in the area of Education 2. To teach at Undergraduate, Master's and PhD level in areas allocated by the Head of Department and reviewed from time to time by the Head of Department. 3. To develop online content as per the approved syllabus and customise it to specific requirements of learners. 4. To hold live interactive in-camera webinars and record sessions using tools such as Microsoft Teams, Zoom, etc. 5. To facilitate learning activities using learning management systems. 6. To supervise or assist with supervision of Undergraduate, Masters or PhD students. 7. To contribute to the development, planning and implementation of a high-quality curriculum. 8. To assist in the development of learning materials, preparing schemes of work and maintaining records to monitor student progress, achievement and attendance. 9. To participate in departmental and faculty seminars aimed at sharing research outcomes and building interdisciplinary collaboration within and outside the department. **Administrative Responsibilities** 10. Development of new programmes / review of current programs 11. Coordinating the preparation of MOE/MQA documents whenever required 12. Monitoring and ensuring all programs conform to the standards /

		requirements as per the regulating body (MQA/EAC etc
		13. Propose the appointment of academic examiners/experts and industrial advisors
		14. Managing the operation of the current /existing programme(s) in the Department
		15. Ensuring that the academic programme is implemented as approved by the regulatory body(ies).
		16. b) To review the curriculum at periodic intervals through the Board of studies, identify
		17. the necessary changes and to take appropriate steps to have necessary approval and implement the same.
		18. To set the date for exams and ensure that the same are adhered to
		19. To perform periodical check of the course work marks or internal assessment in SLCM of the Department faculty
		20. Coordinator for examination results for all Departmental courses
		21. Implement a mentor-mentee scheme for the students
		22. Monitoring student performance (including attendance) and providing feedback to all stakeholders (including parents).
		23. Ensuring that the junior faculty members are mentored by the seniors
		24. Institute co-curricular activities for the Department/Department including MPU
		25. Ensuring the availability of all course files and examination course files
		26. Attending to any other relevant matters as authorised by Dean, Academics & Corporate Management/University administration
		27. To have in file all meetings held, curriculum review, BOE minutes, etc.
		28. Developing collaborations with industry and ensuring that all students are positioned for the internship in time
		29. Coordinating the internship evaluation visits with lecturers
		30. Project work coordination in the Department
		31. Carry out quality research in the Department
		32. Encourage the academic staff in the Department undertake research

		33. Assist the faculty to apply the research grants from funding agencies 34. To develop consultancy work for the Department 35. Any other responsibility to ensure that the programme is implemented smoothly and entrusted from time to time by the management (school/university)
5	**PREVIOUS EMPLOYMENT**	HELP University (April 2014 – August 2023)
6	**CONFERENCES AND TRAINING**	*Active Learning in Flipped Classroom* – 24th MELTA INTERNATIONAL CONFERENCE 2015 (KUALA LUMPUR) *To Flip or Not to Flip?* - 25th MELTA INTERNATIONAL CONFERENCE 2016 (IPOH, PERAK) *Potential Benefits and Challenges in Flipped your ESL Classrooms* – CULI INTERNATIONAL RESEARCH SEMINAR 2016 (CHULALONGKORN UNIVERSITY, BANGKOK) *Pandemic Teaching: Importance of Student Reflections in Virtual Learning Environment-* COVID-19 CRISIS IMPACT: A SHIFT FROM CHALLENGES TO OPPORTUNITIES IN ENGLISH LANGUAGE WEBINAR 2020 (UNIVERSITY OF BAHRAIN) *The Science of Learning and the Art of Teaching* (HELP UNIVERSITY FORUM 2020) *How to be a good presenter* (HELP UNIVERSITY CIRCLE K INTERNATIONAL 2020)
7	**RESEARCH AND PUBLICATIONS**	Dalwinder Kaur, Esther Yong, Norhayati Mohd Zin, Dorothy DeWitt (2014). The Use of Videos as a Cognitive Stimulator and Instructional Tool in Tertiary ESL Classroom. *The Malaysian Online Journal of Educational Technology, 2*(3), 32-41 (*Non-ISI/Non-SCOPUS*) Rafiza, A.R., Dhillon, D. & Halili, S.H. (2015). The Design of Flipped Teacher Professional Development (FiTPD), *Business Process Management Journal, 7*(7), 592-596. DOI: 10.1166/asem.2015.1736 (*SCOPUS-Indexed*)

		Rafiza, A.R., Dalwinder, K., Siti Hajar, H. & Zahri, R. (2016). Experts' Cognitive Task Analysis on the Design of Flipped Teacher Professional Development (FiT-PD) for ESL Teachers. *Innovations in Education and Teaching International Journal.* (*ISI-Indexed*)
		Rafiza, A.R., Dalwinder, K., Siti Hajar, H. & Zahri, R. (2017). Flipped ESL Teacher Professional Development: Embracing Change to Remain Relevant. *Teaching English with Technology*, *16*(3), 85-102 (*SCOPUS- Indexed*)
8	**CONSULTANCY**	-
9	**COMMUNITY SERVICE**	-
10	**OTHER RELEVANT INFORMATION**	HRDCorp Certified Trainer