AMRUTHA PRABHAKARAN K P

IT Administrator | Assistant Professor (Computer Science)

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PROFESSIONAL SUMMARY

Results-driven IT Administrator and Computer Science Educator with 2+ years of institutional IT administration experience and 6+ years of teaching expertise across undergraduate and higher secondary levels. Proven track record in campus-wide network and system management, university examination portal administration, institutional website governance, curriculum delivery, and undergraduate project mentoring.

WORK EXPERIENCE

IT Coordinator cum Assistant Professor – Department of Computer Science **June 2023 – Present**

KVUM DHO Arts & Science College for Women, Pookkarathara, Kerala

- Administer and maintain campus-wide IT infrastructure, servers, systems, and local area networks to ensure uninterrupted academic and administrative operations.
- Manage college website architecture, content updates, and digital design to strengthen institutional visibility.
- Oversee University of Calicut portal operations, including student examination registrations, internal marks & APC uploads, and semester exam barcode mapping.
- Deliver undergraduate lectures and laboratory sessions in Computational Physics, Microprocessors & Microcontrollers, Computer Applications in Business, and Office Automation Tools.
- Mentor undergraduate students on academic software projects and coordinate invigilation duties for university and internal series examinations.
- Serve as Institutional Nodal Officer for e-Grantz and Fisheries Scholarship portals, ensuring timely student financial aid processing.

IT Teacher **June 2019 – March 2021**

Darul Hidaya Higher Secondary School, Edappal, Kerala

- Planned and delivered higher secondary computer science lessons aligned with Kerala HSE curriculum standards.
- Executed periodic hardware maintenance and software updates across smart classrooms and computer laboratory systems.
- Designed and administered monthly formative assessments to evaluate and improve student learning outcomes.

IT Teacher **January 2017 – March 2019**

Alliance Infocom Computer Academy, Ponnani, Kerala

- Taught core IT courses and supervised hands-on practical sessions and final projects for PGDCA, CTTC, and DCA students.
- Conducted external practical examination invigilation duties across multiple exam centers under Kerala State Rutronix.

TECHNICAL SKILLS

Programming Languages	Python, Java, C, C++, VB.Net, Assembly Language
Web & Mobile Development	ASP.Net, PHP, Android (Eclipse SDK)
Databases & Documentation	SQL, LaTeX, Microsoft Office & Office Automation Suites
IT & Portal Administration	Network & System Maintenance, Institutional Website Management, University Exam Portals, e-Grantz Portal

EDUCATION

Qualification	Board / University	Year	Aggregate

Master of Science (M.Sc.) in Computer Science	University of Calicut	2016	**73%**
Bachelor of Science (B.Sc.) in Computer Science	University of Calicut	2013	**70%**
Higher Secondary (Plus Two)	Kerala HSE Board	2010	**71%**
SSLC (Class X)	Kerala State Board	2008	**74%**

PUBLICATIONS, CONFERENCES & FACULTY DEVELOPMENT

- International **Conference Paper (Published):** Presented and published "AI and Digital Tools for Sustainable Learning" at INSIGHT 4.0 – 4th International Conference on Integrating Disciplines for Sustainable Development, MES Keveeyam College, Valanchery, in association with Kerala State Higher Education Council (10–12 February 2026).
- Paper **Presentation:** Presented an academic paper on "Google Self-Driving Car".
- Quality **Assurance Workshop:** One-Day Workshop on Institutional Development Plans (IDPs) and Global Quality Standards in Higher Education Institutions, SAFI Institute of Advanced Study (Autonomous) & IQAC (4 February 2026).
- Pre**-Conference Meet:** INSIGHT 4.0 Pre-Conference Meet on Emerging Trends in Research, Innovation, and Interdisciplinary Collaboration, MES Keveeyam College, Valanchery (2 February 2026).
- Faculty **Development Programme (FDP):** Three-Day FDP on AI, Machine Learning & Data Visualization, MES T.O. Abdulla Memorial College, Kunnukara (16–18 December 2025).
- NEP **2020 Orientation:** Completed NEP 2020 Orientation & Sensitization Programme under Malaviya Mission Teacher Training Centre (MMTTC), University of Calicut (18–27 November 2024).
- AI **Training Workshop:** One-Day Training Workshop on Artificial Intelligence, DHHSS Hall, Edappal (16 November 2024).
- LaTeX **Workshop:** One-Day Workshop on LaTeX organized by Vidya Academy of Science and Technology, Thrissur & Computer Society of India (11 July 2015).

ACADEMIC PROJECTS

- Postgraduate **Main Project:** Wolverine Using Accelerometer — Developed using ASP.Net & Android.
- Undergraduate **Main Project:** Hotel Reservation System — Developed using ASP.Net.

PERSONAL DETAILS

Date of Birth: May 10, 1993
Nationality: Indian
Gender: Female
Languages Known: English, Malayalam
Marital Status: Married
Permanent Address: Kottarapattil (H), Biyyam (PO), Puzhambram, Ponnani, Malappuram, Kerala

DECLARATION

I hereby declare that the information provided above is true, complete, and correct to the best of my knowledge and belief.

Place: Ponnani **Amrutha Prabhakaran K P**