

PRARTHANA SINGH J.

CONTACT



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LANGUAGES

English:



Proficient

Hindi:



Proficient

Kannada:



Proficient

Spanish:

A1



Beginner

French:

A1



Beginner

SKILLS

- Teaching & Curriculum Design (Undergraduate History)
- Research & Academic Writing
- Academic Administration & IQAC Documentation
- Editorial Work & Publication Support
- Student Mentorship & Engagement
- MS Office, LMS Platforms

EDITORIAL ASSISTANCE

- Executive Editor, Itihasa – History Department Newsletter, Jyoti Nivas College
- Executive Editor, Ananyata – College Magazine, Surana College
- Contributor, Thinklet – Monthly Newsletter, JAIN (Deemed-to-be University) (Aug 2019 – present)
- Contributor, Karnataka Politics Monitor, CeRSSE (Aug 2019 – Oct

Assistant Professor of History with 6+ years of experience in teaching, academic administration and research support. My work focusses on the Partition of India, with interests in state formation, displacement and postcolonial policy frameworks. Experienced in curriculum delivery, institutional documentation (IQAC), and coordinating large scale academic programmes.

EXPERIENCE

September 2025 - March 2026

Executive- Academic Administration

National Law School of India University, Bengaluru

- Managed end-to-end administration of 49 elective courses, acting as the single point of contact for faculty and students
- Oversaw enrolment, scheduling, and academic coordination across multiple stakeholders
- Led student communication through LMS and email systems
- Coordinated examination processes including logistics, documentation, and on-ground execution
- Standardised evaluation data, coordinated with faculty for timely submissions, and published results
- Maintained attendance records, shortage lists, and compliance communication
- Assisted PhD administration and supported academic processes
- Compiled database of international universities for potential MoUs and exchange programmes
- Supported faculty with UGC compliance and regulatory documentation

July 2024 - May 2025

Assistant Professor of History

Jyoti Nivas College, Bengaluru

- Delivered lectures, mentored students, and coordinated academic activities
- Managed documentation work for IQAC and academic events
- Served as Executive Editor for departmental and college publications

January 2022 - June 2024

Assistant Professor of History

Surana College, Peenya, Bengaluru

- Taught undergraduate history courses and co-managed academic initiatives
- Oversaw college magazine editing and student mentorship

August 2019 - June 2021

Research Assistant

Centre for Research in Social Sciences and Education (CeRSSE), JAIN

2020)

- Contributor, The Social Science Perspective, CeRSSE (Apr 2021 – present)

CONFERENCES COORDINATED

- National Conference on Conserving Heritage: Integrating Culture, Community and Sustainability, Jyoti Nivas College — 22 January 2025
- Governance and Gender Parity: Prospects and Challenges (with Konrad Adenauer Stiftung), CMS, JAIN (Deemed-to-be University) — 8–9 February 2020

WORKSHOPS COORDINATED

- Pottery Workshop, Jyoti Nivas College — 16 July 2024 (100 participants)
- Bangalore's Colonial Past: A Visual Retrospective – Photography Exhibition, Jyoti Nivas College — 8 August 2024
- Constitution in Art: A Creative Tribute – Poster Competition, Jyoti Nivas College — 26 November 2024
- Nine Online Research Methodology Workshops — May–July 2020
- Four Online Skill Development Programmes — September–October 2020
- Public Policy Certificate Courses — February 2020 (offline) & February 2021 (online), JAIN (Deemed-to-be University)

WEBINARS COORDINATED

- Indigenous Knowledge Systems: Ayurveda for Women's Health, Jyoti Nivas College — 4 December 2024
- Classrooms in the Post-COVID World — 15 May 2020
- The Political-Economy of a Post-COVID World — 29 May 2020
- Learning, E-Learning and Re-Learning — 26 June 2020
- Feminist Response to the Pandemic (with SNTD University) — 10 July 2020
- Citizen-Friendly Administration (with IIPA, Karnataka Regional Branch) — 24 July 2020

(*Deemed-to-be University*), Bengaluru

- Conducted research documentation, interview transcription, and secondary data collection
- Provided editorial support for academic newsletters and helped organise public policy workshops
- Managed backend and technical support for academic events and maintained accounts and correspondence

EDUCATION

2025

UGC NET

Qualified for Admission to PhD, University Grants Commission

2017

Bachelor of Arts History, Economics & Political Science

Mount Carmel College, Autonomous, Bengaluru, Bengaluru

Percentage: 67.97 per cent

01/2021

KSET History

University of Mysore

01/2019

Master of Arts History

Bangalore University

GPA: 7.26

01/2014

Pre-University College History, Economics, Psychology and Sociology

Mount Carmel PU College, Bengaluru, Bengaluru

Percentage: 67.33 per cent

CERTIFICATES

- The World of Indian History – AshokaX (Instructor: Manu S. Pillai)
- Fundamentals of International Politics – 35-hour course by CeRSSE, JAIN (Deemed-to-be University)
- Archives and Museum Studies – Two-credit course by Heritage Foundation, Jalgaon

PROJECTS

Women in South India's State Assemblies- Research Assistant under Dr. Priyanca Mathur, CeRSSE, JAIN (Deemed-to-be University)

INSTITUTIONAL ROLES

- Documentation Manager -Jyoti Nivas College
- Oversaw official documentation for IQAC, academic events, and workshops
- Designed reports, certificates, and posters for college-wide initiatives
- Coordinated inter-departmental information flow and archival documentation

- Unwrapping the New Education Policy, 2020 — 7 August 2020
- Emerging Trends in Evaluation and Assessment — 21 August 2020
- State of Media in India Today — 21 August 2020
- Democracy in a Pandemic-Impacted World (with Lokniti-CSDS) — 9 September 2020

RESEARCH INTERESTS

- Partition of India and its socio-political consequences
- State formation, displacement, and refugee policy
- Memory and narratives of Partition