

# JHARNA PANDA

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## Summary of Relevant Experience

I have served as the Program Coordinator of CTRPFP since 2020. My responsibilities include overall administrative responsibility of CTRPFP's activities, including: (i) overseeing CTRPFP's financial management; (ii) responding to the administrative needs of faculty members; (iii) organizing annual training workshops for tax officials; and (iv) coordinating academic workshops and seminars.

I have also administered several primary surveys related to education, health, community development programs, and domestic violence across almost all districts of West Bengal and selected districts of Jharkhand and Odisha. Through the execution of these primarily externally funded research, I have gained extensive experience in: (i) maintaining meticulous project accounts; (ii) training and managing personnel from diverse backgrounds; (iii) organizing training workshops, academic conferences, and seminars; and (iv) taking overall responsibility for the coordination of academic events.

## Professional Experience

### Program Coordinator, CTRPFP

May 2020 – present

Responsible for coordination and administrative management of CTRPFP, including:

- Coordinating CTRPFP's finances with CSSSC officials, including tracking monthly expenditures, monitoring interest income, and ensuring timely renewal of fixed deposits.
- Facilitating administrative support for CTRPFP faculty members.
- Assisting in organizing annual training workshops for tax officials, academic workshops and seminars

### Research Project Coordinator, CSSSC

2014 – 2020

Successfully conducted primary field surveys in South 24 Parganas, West Bengal

#### Key responsibilities:

- **Research design:** Designed the Implicit Association Test (IAT) and vignettes (story writing and recording), contributed to questionnaire design, and sample design.
- **Training:** Trained field investigators for the pilot and final surveys.
- **Survey implementation:** Coordinated and supervised the pilot and main surveys; organized and managed teams of local field investigators across South 24 Parganas.
- **Field coordination and logistics:** Managed logistics before and during fieldwork, including payments, coordination with local administrators, responding to field-level queries, and resolving unanticipated operational challenges.
- **Data management:** Supervised a team of data entry operators for data entry in MS Access.
- **Data analysis:** Conducted preliminary data analysis to identify errors and examine emerging patterns.
- **Final Report:** Contributed to report writing and dissemination.
- **Dissemination:** Disseminated findings in Kolkata.

2013 (Jan-Dec)      Held overall responsibility for a joint project between **University of Exeter (U.K.)** and **CSSSC**. Oversaw & supervised all fieldwork activities, ensuring methodological rigor and timely completion.

## **Project Consultant, CSSSC**

- 2011-2013 Administered projects funded by the **Ministry of Minority Affairs, GOI**:  
(a) Evaluation of Scholarship Programs: Pre- & Post-matric, Merit cum Means & free coaching schemes  
*Areas covered:* West Bengal (District: Murshidabad), Orissa (District: Ganjam).  
(b) Evaluation of Multi Sectoral Development Project (MSDP):  
*Areas covered:* West Bengal (Uttar Dinajpur, North 24 Parganas, Bardhaman) & Orissa (Gajapati).  
**Key responsibilities:** designing primary surveys, managing field logistics & implementation, data entry, analysis and report writing.

## **Research Assistant & Chief field Supervisor for the Sir Ratan Tata Trust (SRTT) Project**

- 2007-2011 Administered primary surveys across six districts of West Bengal and one district of Jharkhand.  
Objective: to explain variance in numeracy and language learning outcomes across schools.  
Responsibilities included:
- survey design & sampling
  - training field investigators,
  - managing field logistics
  - supervising data entry (ACCESS).
  - contributing to preliminary analysis
  - co-authoring the final report
  - disseminating findings in Murshidabad, Birbhum and South 24 pgs.

## **Additional Research and Consultancy Experience**

- 2011-2012 Developed **five case studies on Social Exclusion** for the **Self Help Group Promotional Forum**, supported by UNICEF
- 2008-2011 **Research Assistant**, South Asian Union Catalogue, CSSSC.
- 2007 **Field Supervisor, UNICEF** Internship project on Health and Hygiene, CSSSC
- 2006 **Research Assistant** in an educational project on primary education, focusing on quantitative, qualitative, and gender dimensions.
- 2005 **Field Supervisor (IDSK)** for a **UNICEF** supported study on **community-based polio communication**, including audio-visual documentation
- 2004 Participated in a study on health conditions of women working in stone queries in Birbhum (UTNAU).
- 2004 Awarded **UGC Fellowship** for research on the **effectiveness of immunization program in rural areas**, Institute of Development Studies Kolkata.
- 2003 **Field Investigator (STUP consultant)** for 'Swajaldhara' project, to study sanitation conditions in schools in Darjeeling, Jalpaiguri, Bankura & Birbhum.

- 2003            **Assistant Co-ordinator**, Reproductive Child Health Program, **Tagore Society for Rural Development** (West Bengal, Jharkhand and Orissa).
- 2002            **Research Assistant, Development Management Consultants, Sunderbans – evaluation of the Rangabelia Project**
- 1999            **Project Director, Institute of Social Work** (South 24 Parganas) working on community development, health, gender, education & micro-credit

### **Institutional Affiliation**

#### **Centre for Studies in Social Sciences, Calcutta (CSSSC)**

*Associated since 2005 (20 years).*

### **Publications**

#### **Book Publication**

*Pothe Prantore—Tahader Kotha (2025)*

#### **Selected Articles & Reports:** *Available upon request*

### **Seminars & Conferences**

- Presenter, *Colloquy: Development and Policy Dialogue*, 30 November 2025
- Presenter, Research Scholars' Seminar, University of Calcutta (Economics Department), 9 December 2019
- International Conference on *Women after Independence (Politics, Development, Law & Media)*, Visva-Bharati University & UNESCO, November 2008
  - Paper presented: "**Lives without Rights**"

### **Education**

#### **Master of Social Work (MSW)**

#### **Languages**

Bengali - Superior (spoken/written)

English - Average (spoken/written)

Hindi - Average (spoken/written)

### **Computing Skills**

Well versed in Microsoft EXCEL, WORD, ACCESS. Can use internet to gather information regarding project specific details. Know software to write in Bengali language like AVRO.

### **Other skills**

Can make amateur short-films on social issues. Interested in still photography.

### **Personal Details**

Date of birth: 15<sup>th</sup> July, 1965

Nationality: Indian