

# RESUME FOR SCHOOL PRINCIPAL



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**OBJECTIVE:-** To maintain the educational development of students and the professional development of teachers by developing and implementing policies and programs, planning curriculum, providing a safe and healthy environment to school under my leadership and administration and leadership which will motivate instructional and support personnel to strive for superior performance

## PROFESSIONAL EXPERIENCE:-

FOUNDER PRINCIPAL:- [2016- 2020] CBSE School.

Oxford International Public School Tamilnadu

- Regular announcements in Assembly and required changes.
- Observation of classes of teachers and checking of Log book.
- Maintaining the necessary records like PTA, Regular meetings minutes,Activity planner.
- Taking care of Time table,Substitutions,Correcting books of students corrected by teachers.
- Exam details including invigilation n baseline tests,maintaining its record.
- Outside school competition,encouraging students n conducting them .
- Selection of books and different publication .
- Handling parents as well as some emergencies.



- Govt. Saral work and Data completion.
- Allotment of work to teachers and making in- charges as per their capacities.
- Giving suggestion to management if needed and have bonding between staff and management.
- Year planning Date wise and forming different committees in school of parents, students and teachers.

**PRINCIPAL:- [2013- 2016] CBSE School.**

**Swaminarayan Gurukul International School, Gujarat**

- Planning the activities, Coordinating and evaluating teaching and the curriculum.
- Planning and handling of the parents and students with meeting and discussion.
- To integrate the technology for enhancing modern teaching practices, learning outcomes.

For

Example DMIT, Advanced parenting, e- learning introduction from per- primary level to primary level.

**PRINCIPAL [ June 2009 to 2013] CBSE school**

**Ram Narayan CBSE IIT Academy vizag**

- As a principal, all the responsibilities of managing the students, staff and activities related to school.
- Completed the task of teachers' recruitment whenever needed, maintaining the discipline and decorum in the campus.
- Formation of PTA committee, getting feedback from teachers, students and parents and taking appropriate action on it at appropriate time.
- Handling finance of school, making year plan and following it.
- Maintaining safe and healthy, peaceful environment in the school and monitoring it.
- Facing Inspection and audit of the school.
- Daily meeting with teachers for the improvement of school, guiding them as well as learning with them and conducting small teachers training whenever needed.
- Review text books and notes, checking lesson plans and give feedback to teachers for betterment.
- Design the curriculum as well as the required formats for the lesson plans as well as daily logs.
- Maintaining substitution records and allotting the workload.

**VICE PRINCIPAL [2005 to 2009] CBSE School**

**Sri Ramnarayan CBSE IIT Academy school, vizag**

- Handling day to day working of the school, including assembly, management of regular classes and substitution classes.
- Monitoring regular classes, working towards development of students' personality specially conversation English.
- Handling day boarding and boys' hostel.



- Handling co curricular activity and weekly activities according to academic calendar.
- Exam cell maintenance.
- To help principal in his day to day work and handle the responsibilities in his absence.

### **NATIONAL EXPERIENCE [ 8 years] :-**

**Designation :- Physics Teacher [ 1997 to 2005]**

AmbhujavidyaniethanSchool,Chennai,Tamilnadu.

- As a class teacher, carried out the responsibility of maintaining classroom.
- Maintaining the discipline if the classes.
- Inculcate the interest of students towards representing them in front of the group with confidence Organizing scheme of the year.
- Orienting students of grade 8 n 10 towards physics subject.

### **COMPUTER SKILL:-**

- PGDCA from Aptech Computer Institute Rajkot
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### **ACADEMIC QUALIFICATION:-**

| Grade     | Name of university                                   | Year Of Passing | Duration | Subject s                                                                                                                   | %     | Class secured |
|-----------|------------------------------------------------------|-----------------|----------|-----------------------------------------------------------------------------------------------------------------------------|-------|---------------|
| B.Ed.     | Banglore University Karnataka                        | 01/05/1999      | 1 year   | Philosophical n sociological foundation of education, Method of Educational Research, Psychological foundation of teaching, | 63.00 | First Class   |
| M.Sc. Phy | Baba sahib AmbedkarMarathwada university Maharashtra | 05/06/03        | 2 year   | Electronics,Applied electronics                                                                                             | 59.5  | Second Class  |
| B.Sc. MPC | SV University,Tirupati                               | 01/05/97        | 3 Years  | Maths with laplas transformation<br>Physics with electronics<br>Chemistry with organic                                      | 59.5  | Second        |
| XII       | SV Junior college Palamaneru                         | 01/03/94        | 2 years  | English,Sanskrit,Maths, Phy,Chem,                                                                                           | 60.3  | First         |



|   |                                 |          |         |                                                            |      |        |
|---|---------------------------------|----------|---------|------------------------------------------------------------|------|--------|
| X | SV Junior college<br>Palamaneru | 01/03/92 | 10years | English,Hindi,<br>Telugu,Mat hs,<br>Science,Social Science | 59.5 | Second |
|---|---------------------------------|----------|---------|------------------------------------------------------------|------|--------|

### **PERSONAL PROFILE:-**

**Name:-** M S

Sat hyanarayanaSharma

**Date of Birth:-** 01-07-1977

**Nationality:-** Indian

**Languages Known:-** English,Hindi,Telugu.

**Marital status:-** Married

**Place :-** ,AndhraPradesh,India

**Date:**

