

ACADEMIA

- Jun '07- Jun '09 **Masters of Arts, Economics (M.A.)**, IGNOU
May '06 - Apr '07 **Bachelor of Education (B.Ed)**, GGSIP University
July '96- May '99 Bachelor of Arts, **Economics (Hons)**, Miranda House, Delhi University
Apr '94 - Mar '96 All India Senior Secondary Certificate Examination (C.B.S.E.), Holy Child School.

CAREER CONTOUR

Founder and Head

GENIUS EDUTORIAL

April 96–

Present

EMPOWERING STUDENTS, TRANSFORMING LIVES

- Started a Coaching Institute as an **entrepreneurial venture** with an objective of grooming individuals for all-around development along with providing tutorials for academics.
- Presently offering tutorial services for all classes from I-XII (in some cases at concessional rates and even free of cost for some EWS students).
- English Conversation & PD Modules for kids and teenagers with main focus on **Education, Empowerment and Environment**.
- Successfully running **Genius Creativity Hub** since 2000.

Kamal Public School

PGT, Economics

Jul 07–

Nov 2014

- Won the running trophy of the school for being the **Best House Incharge** in the first year of appointment to the position

Incharge, Middle Wing

Dec 07–Nov

2014

WORK PROFILE

- **Syllabus:** Sole responsibility of **ideating, framing and formalizing syllabus** for the middle wing; responsible for formation of book selection committees and finalizing books for the academic session.
- **Supervision:** Responsible for overseeing teachers' work profile and conduct of staff meetings.
- **Eco Club Incharge:** Responsible for effectively conducting various activities of **THE GREEN BRIGADE** of the school and preparing the annual report of the activities and competitions so conducted during the year.
- **Monitoring:** Attendance, fee defaulters, result analysis, copy checking by teachers, blue prints of report cards, newspaper subscription, website of the school & colleges
- **Organizing:** **Seminars and Workshops, Competitions, Health check up, Special Assemblies, events and days for students and Faculty Development Programmes for teachers, presided over, organized and presented some FDPs in school**

- **Admissions:**Responsible for **orientation of new admissions**
- **Examination:** Responsible for framing of term papers to conform with the syllabus and conducting the same. Keeping abreast of the times in coherence with guidelines as per CBSE norms and effectively putting them into school curriculum and practice.
- **Policy formulation:** Rendered help in formulation and execution of policies for the betterment of the school in regard of leave and attendance policy, recruitment, discipline policy, activities in school, curriculum development, developing the concept of appraisal sheet for employees of the school ,**working out innovative measures for effective teaching learning**, launching the school song, initiating website with technical support etc.
- **Recruitment:** Observing demo classes of new teachers and assisting management in regard of new appointments.
- **Organization:** Solely responsible for spearheading the School Annual Function; compeered the function as well.
- **Literary:** Editor of the school magazine '**DISHA**',teaching XI and XII classes as P.G.T (Economics).
- **Co- Scholastic Activities:** Prepared several students for Zonal, Inter-zonal, State and National Level Competitions who went on to win several laurels for the school at the different levels.
- **Others: Drafting school planner , prospectus, write-ups, press releases as well as for other Institutes under the aegis of KEWS.,** Counseling of students, maintenance of Red and Blue Book and staff attendance register, Filing of important docs of academic and non academic nature, rendered voice over for school commercial,handled video and photoshoot of the school,**Editor of College Prospectus.**

Visiting faculty

All India Institute Of Local Self Government

Feb'08 – Dec'10

Took classes for MBA students as a visiting faculty (Subjects : **Project Evaluation, Consumer Behaviour,Strategic Management, Organisational Behaviour, Managerial Economics, Human Resource Management**)

Trinity Institute of Professional Studies

Asst. Professor

Feb'11

–July'12

- ◆ Took classes for BBA (B & I) students. Subject: **Business Economics.**
- ◆ Editorial Incharge of their Publications vis-à-vis' Newsletters, Journals, Brochures etc.

- ❖ Co-ordinating and compeering various events, National Conferences, Convocations, Fests, other ceremonies etc.
- ❖ Conceiving the dynamic website of college in March,2013

NIOS Centre Superintendent

- ❖ Acted as Centre Superintendent for NIOS at Kamal Public School in Oct,2012

AWARDS AND APPRECIATION

- ❖ Conferred the **Avantika Rajiv Gandhi Excellence in Education Award 2010** for dynamic role in the field of Education and acting as a catalyst of change.
- ❖ Won a cash prize of Rs. 7500/- for writing an essay on *Financial Inclusion* conducted by *State Bank of India in 2008*.
- ❖ Conferred mementos of appreciation for successful conduct of Zonal Sports, Cultural and Literary activities as the **Venue Incharge in 2008, 2009, 2010, 2011 and 2013** by **Directorate of Education, Govt. of NCT, Zone 18, District West B**
- ❖ Awarded appreciation memento for successful conduct of **North Zone Judo Championship in 2010 as the Organising Secretary**.
- ❖ Conferred appreciation memento for anchoring **National Conference** entitled **ACTIVITY BASED LEARNING IN PROFESSIONAL EDUCATION in 2011 and INDIA – SURVIVOR OF ECONOMIC RECESSION in 2012** at Trinity Institute of Professional Studies.
- ❖ Awarded Appreciation Souvenir for anchoring **Aalekhya (Inter College Fest** hosted by TIPS, Dwarka) in **2010 and 2011**.
- ❖ Honoured in the capacity of a **judge** to the prelims of literary competitions of **ANUGOONJ –Inter College Fest of GGSIP University** in Jan'2014
- ❖ Honoured in the capacity of a **judge** to a college level **debate** on the topic **“IS THE LOKPAL BILL JUSTIFIED?”**
- ❖ Awarded Certificates of Excellence by **THE TIMES OF INDIA & THE HINDUSTAN TIMES in 2012** for giving education a new dimension through inclusion and effective execution of **HT Pace** and **Times NIE** student programmes as a part of school curriculum.
- ❖ Honoured by **CAREER LAUNCHER** for undertaking new endeavours in the field of education in 2014.
- ❖ Honoured by **KCS EDUCATE** in 2014 for working towards the cause of holistic education

- ◆ Honoured as **THE INSPIRING GEM OF INDIA** by QITM spearheaded by Dr. Shivangi Maletia in 2017.
- ◆ Felicitated for sharing intense passion for the cause of environment and exuberant participation by Richard Yaw Boateng (National President at Film Directors Guild of Ghana) at National Conference on Environment and Sustainable Development organised by Dr. Amit Kaur Puri (Founder and President of AKP Healing India) at Hotel Le Meridian on September 31, 2018 amidst a galaxy of distinguished luminaries from various fields like politics, media, science, academia, fashion, media, environmentalists, corporate sector and public sector stakeholders.
- ◆ Appreciated by **INDIA DIDAC** (A social forum for all stakeholders of the education and training industry in the country for the effective delivery of various national objectives, needs and goals) during the **IDA Educators' Week (Feb 4- Feb 9, 2019)** with the name appearing on their **WALL OF FAME** for being a path breaker with outstanding contribution in making a difference to the field of education.

ACHIEVEMENTS & OTHER ACTIVITIES

- Youngest to be promoted to the designation of **Incharge** of Middle Wing of the school within six months of joining based on work performance, initiatives taken and leadership skills exhibited.
- Published a book *First Phonetic (Reader and Workbook) Foundation Series* published by Abhishek Publications
- Done translation work of history subject for P.T.U and G.N.D.U (Hindi to English)
- Proof- read the following books:
 - 1) **Dr. Bindeshwar Pathak: The Father of Action Sociology** by Richard Pias
 - 2) **The Caravan of My Life (The English version of the autobiography of Chandrashekhar, Former PM of India, translated by R.U.Singh, IAS)**
- Developed and Proof- read **Ph.D thesis** on Psychology, Education on Moral Values and two thesis on Physical Education.
- Have been conducting English Speaking and Personality Development Course for all age groups (from admission seekers to adults)
- Certificate for **Best Directress** in one act play for a play directed inmates at Tihar Jail
- **Editor to Trinity Times (Newsletter), Voice of Trinity (Community Newspaper) and College Journal for 2 years**
- Associated with **Debut Life** (International and National Magazine for Women Empowerment) as **Education Partner** for Mrs. & Miss Debut Tiara (A Fashion Show for Women Empowerment).
- **The Trials and Tribulations of My Life**- The story of my life featured in the May Issue (2017) of **BLISS EQUITY – LIFESTYLE LOUNGE**
- **Financial Inclusion and Women Empowerment** – Article published in **Rural Connect Magazine** September 2017 Edition (under the aegis of **ANCHOR MEDIA GROUP**)

- Articles featured in newsletters like **Devditi Xpress and Empowering Women by FLC(Regd.)**

WORKSHOPS AND PROGRAMMES ATTENDED

- ❖ **Workshop on Personality Development Programme** by Briliants' in 1996
 - ❖ **Workshop on Parenting** by Shemrock Group of Schools in 2003
 - ❖ **Fevicryl workshop for art and craft** in 2004
 - ❖ **Seminar on Value Education** by Dr. Vidyalankar at MSI,Janakpuri in 2007
 - ❖ **Workshop on the use of Mathematical Aids** by Jodo Gyan at MSI, Janakpuri in 2007
 - ❖ **Seminar on Resume Construction and Handling Interview** at MSI, Janakpuri in 2007
 - ❖ **Workshop on English Conversation** at Max Mueller Bhavan in 2010
 - ❖ **Seminar on Integrating Technology with teaching learning (no internet ,no LAN) by Educosoft** at Hotel Hilton in 2014
 - ❖ Seminar entitled **Challenges in Indian Education: Lessons from Asia** at IHC by Dr. Rukmini Banerji (CEO Pratham Education Foundation) in 2016
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- ❖ Organised a combo workshop at Genius Edutorial entitled **Career Guidance and Time Management** in association with Smartprep India Pvt. Ltd in 2017
 - ❖ Organised a power packed seminar at Genius Edutorial on **Career Management for Commerce Stream students** (Speakers:Gaurav Palia, Member CTF),**Stress Management and the Art of Living**(Gaurav Kukreja, Faculty Art of Living) in Jan, 2018.
 - ❖ Attended a seminar on **Career Counselling by IMS** with Jitin Chawla and Alok Bansal among the expert panel members on March 18, 2018.
 - ❖ Conducted a workshop on Mandala making for students of classes 6-9 in June,2018
 - ❖ Attended **Scrapbook -2018**(Children's Publishing Conclave) at FICCI on August 25, 2018 as a special invitee.
 - ❖ Attended **National Conference on Environment and Sustainable Development** organised by Dr. Amit Kaur Puri (Founder and President of AKP Healing India) at Hotel Le Meridian on September 31, 2018.
 - ❖ Attended **DIDAC 2018** from Oct 4 to Oct 6, 2018 and had the opportunity to learn from conferences, talks and certified IDA workshops.
- [**Workshop 1** :Virtual Reality for Education by Lucas Nuelle
Workshop 2 : Reading leads to Academic Excellence by Scholastic
Workshop 3 : 21st Century Skills for School Leaders by British Council
Workshop 4 : Creating Happy learners and engaged Classrooms by Cerebral Solutions
Workshop 5 : Development of Digital Content by CIET,NCERT
Workshop 6 : Child is the Curriculum by Nature Nurture]

- ❖ Genius Edutorial was the **Education Partner to Mini Verve 2.0**, THE ECO FEST at MLNC, South Campus, DU organised on Oct 30, 2018 by Wirtschaft - The Economics Society of MLNC

CO- CURRICULAR ACTIVITIES

- **LITERATURE:** As Literary Head (HCS) responsible for publishing the school magazine and organizing literary activities
- **SOCIAL SERVICE:** Participated in rally for environment protection by protesting against burning of crackers on Diwali, Certificate from Helpage India.
- **HOUSE INCHARGE:** As House Incharge (KPS) responsible for organizing and preparing students for inter-school competitions
- **HOBBIES:** Organizing activities and poetry composition, summer camps for kids
- **SPORTS:** Active participation in badminton, throwball, Kho-Kho and gymnastics at school level
- **ENGLISH CONVERSATION AND PERSONALITY DEVELOPMENT CLASSES:** Conducting classes for various age groups inclusive of training in Grammar, fluency etc.
- **FDPS ORGANIZED:** Contemporary topics namely Teaching Methodology vis-à-vis CCE, Problem students or Problem teachers? , How to tackle indisciplined students?, Schools in 2020, Memorisation techniques, Effective teaching skills, Netiquettes to name a few.
- **GENERAL :** Active participation in debates, declamations, quiz, poetry composition and enactment, compeering , music, art, elocution, article writing, symposium, recitation competition, essay writing, presentations, skit, etc. at school and college level.

- **MOTIVATIONAL TALKS:** Conducted a motivational talk for students at Saksham Foundation on Oct 18, 2018 on the topic 'Trials and tribulations of Life' and another for homemakers, professionals and women entrepreneurs at Genius Edutorial on Dec 18, 2018 on the topic 'We, The Women.'
- **SMARTIVITY CAMP AND MERAKI:** Summer camp and an exhibition of what the participants learnt during the same are the two annual events of GE.
- **GE CONFLUX:** The GE Alumni Meet is an event organised every year in Jan-Feb.

- **SOCIAL SERVICE**
 - ✓ Organised and participated in **rallies for environment protection** by protesting against burning of crackers on Diwali at KPS and Genius Edutorial every year
 - ✓ **Sanitation Drives** initiated at KPS in coherence with **Swachhta Abhiyaan** in India
 - ✓ Certificate from **Helpage India**

- ✓ Organized **ECO FEST at Genius Edutorial** in June, 2017 wherein consciousness was raised among school students for the environment through various activities, games and competitions. A tree plantation ceremony was also organized.
- ✓ Closely associated with NGOs like AKP Healing India, Khushi Ek Ehsaas etc.
- ✓ Conducted Clothes Donation Campaign on March 8, 2018 (on the occasion of Women's Day) through Misansh Bank under the aegis of Genius Edutorial in collaboration with **The Earth Saviours Foundation**.
- ✓ Conducted Clothes Donation Campaign on October 12, 2018 for the benefit of the students at **Saksham Foundation**. Also organised a special programme for the kids at Saksham Foundation with the participants being students of Genius ECPD Modules to give them real life exposure.