

## **RESUME**

ANU SYRIAC  
D-8, Shayona City, Part 4,  
Nr., Shayona Int. School,  
R C Technical Road,  
Ghatlodia, Ahmedabad – 380061  
Gujarat, India.  
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**Having a total academic experience of 17.5 yrs. out of which teaching experience of 12 yrs. & 5.5 yrs as Principal.**

### **Academic Qualification**

<b>Course</b>	<b>Institution</b>	<b>Board / University</b>	<b>Year</b>
SSC	St. Maria Gortti High School	Kerala Board	1996 - 1997
HSC	St. George College	Mahatma Gandhi University Kerala	1997 - 1999
B.A.	St. George College	Mahatma Gandhi University Kerala	1999 - 2002
M.A.	Alphonsa College	Mahatma Gandhi University Kerala	2002 - 2004
B.Ed.	Titus II Teacher College	Mahatma Gandhi University Kerala	2004 - 2005
M.Ed.	Akar M. Ed. College	Gujarat University Gujarat	2019 - 2021
Ph.D	( Sub. : Education )	Sabarmati University	Pursuing 2021
TESOL	Asian College of Teachers	International Diploma in TESOL	2020 - 2021
ECE	British Learning	Diploma in Early Childhood Education & Day Care	2020

## Organisational Experience

Name of School	Designation	Joining Date
SMT. K N Patel Junior College ( Ahmedabad )	Academic Head	1 <sup>st</sup> June 22 to till date
Mother Teresa World School ( Ahmedabad )	Principal	1 <sup>st</sup> June 21 to 30 <sup>th</sup> May 22
Tatwamasi Vidyalaya ( Ahmedabad )	Principal	1 <sup>st</sup> June 17 to 15 <sup>th</sup> May 21
Utopia School ( Ahmedabad )	PGT Teacher	1 <sup>st</sup> June 13 to 31 <sup>st</sup> March 17
I D Patel Education Campus ( Ahmedabad )	PGT Teacher	1 <sup>st</sup> Feb 11 to 10 <sup>th</sup> May 2013
Shayona International School ( Ahmedabad )	PGT Teacher	1 <sup>st</sup> June 07 To 10 <sup>th</sup> Jan 11
Akshar Vidyalaya ( Hyderabad )	Upper Primary Teacher	1 <sup>st</sup> June 05 to 31 <sup>th</sup> May 06

- Worked with ALLEN Institute Thaltej as part time teacher.

## Work Experience:

### ❖ Total Experience - 17.5 years

#### • Working as Academic Advisor with K N Patel Junior College

- Leading a team of teachers and administrative staff working with CBSE & State Board
- Supervising and guiding the teachers in all academic work.
- Analyzing and evaluating academic and non academic progress of the students.
- Organizing and managing all the events and cultural programs.
- Attending all the board meeting.
- Supervising and guiding admin team to upload students data .
- Supervising students board registration.
- Maintaining GR & students UDICE with proper supervision.
- Supervising transport & canteen facility.
- Managing parents visit
- Maintain discipline of students and staff.
- Undertake and review year on year basis the book content and its publishers.

- Conducting periodical exams and maintaining students record.
- Conducting regular staff meeting.

- **Worked as Principal With Mother Teresa World School Vadsar**

- Attending ICSE Board council meeting.
- Directing the clerk for uploading the Students data of 9<sup>th</sup> & 10<sup>th</sup> in ICSEportal.
- Guiding and directing admin staff to upload students data in schoolsoftware.
- Guiding admin staff to generate GR & UDISE No. for students.
- Guiding, conducting and supervising periodic, term and annual examination.
- Guiding the staff for preparing results, students register, students progress and students discipline.
- Academic book selection, uniform and ensuring ontime availability.
- Directing the clerk for uploading staff data ICSE portal.
- Attending all ICSE principal meeting.
- Coordinating with ICSE board conveners.
- Facilitating Viva.
- Supervising transport facility with transport incharge. ( 14 buses )
- Supervising and maintaining 15 Acres of green campus.
- Supervising the hostel of 350 students ( boys & girls )
- Managing & supervising mess for all the students. ( Breakfast, Lunch & Dinner )
- Supervising hostel with hostel warden for maintaining discipline, evening study, games, students entry & exit, parents visit, gate pass, food quality and laundry.
- Manage a team of 120 staff members which includes academic & admin staff to execute the academic responsibilities.

- Co-coordinating with QDC, CRC and DEO Office.
- Coordinating with clerk for all circulars and daily updation of U –DISE, RTE, QDC & CRC.
- Supervising Online Secondary & Higher secondary Board Exam forms, updation and uploading on time.
- Supervising the clerk for regular updation of GR Register, New Admission and LC data.
- Maintaining daily attendance of staff and students in their respective registers.
- Attending the meeting which are held by DEO and AEO.
- To conduct teachers & parents orientation in the beginning of the academic year.
- To supervise the academic & non academic activity on a regular basis.
- To visit live classroom session to observe the teaching method & style for its effectiveness.
- To conduct teachers meeting once in a month.
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- Teachers training are conducted twice in a year by expert faculty.
- To organize school events like Annual day, Sports day, National days & Festival days.
- To conduct different competition like drawing, essay writing, poetry recitation, fancy dress, elocution, dance, drama, singing, art & craft, quiz competition etc.
- To motivate students we arrange picnics, historical site visit, participate in different cultural activities like dance, drama, drawing at interschool level.
- Supervising daily mails from school parents, hostel parents and respective school affiliated boards.
- Keeping record and supervising admission team - follow-up of Just Dail, admission inquiries, counseling and maintaining record of positive admission

inquiries.

- Guiding admission team to facilitate campus visit of parents after admission inquiries.
- Guiding and supervising admission team to maintain records and proper filing of new admission with complete set of documents as required.
- Arranging and managing pre - school visits at our premise and facilitating transport.
- Providing and arranging campus for other pre - school events.
- Guiding and sending admission team to visit pre schools for admission campaign.

- **Worked with Tatwamasi Vidyalaya as a Principal.**

- Manage a team of 80 staff members which includes academic & admin staff to execute the academic responsibilities.
- Co-ordinating with QDC, CRC and DEO Office.
- Coordinating with clerk for all circulars and daily updation of U –DISE, RTE, QDC & CRC.
- Supervising Online Secondary & Higher secondary Board Exam forms, updation and uploading on time.
- Supervising the clerk for regular updation of GR Register, New Admission and LC data.
- Maintaining daily attendance of staff and students in their respective registers.
- Attending the meeting which are held by DEO and AEO.
- To conduct teachers & parents orientation in the beginning of the academic year.

- To supervise the academic & non academic activity on a regular basis.
- To supervise teachers daily, monthly & year plan for its timely & effective implementation.
- To visit live classroom session to observe the teaching method & style for its effectiveness.
- To conduct teachers meeting once in a month.
- Teachers training are conducted twice in a year by expert faculty.
- To organize school events like Annual day, Sports day, National days & Festival days.
- To conduct different competition like drawing, essay writing, poetry recitation, fancy dress, elocution, dance, drama, singing, art & craft, quiz competition etc.
- To motivate students we arrange picnics, historical site visit, participate in different cultural activities like dance, drama, drawing at interschool level.
- To maintain govt. notification and follow the govt. guidelines issued from time to time.
- Have a monthly meeting with managing trustees and update them about the progress of the school, informing them about new guidelines issued by the govt., put up requirements relating to infrastructure, staff requirement, staff performance etc.
- Arranging one night stay for students, arranging of food court, carnivals and camp fire.
- Providing facility and guidance for students to celebrate all cultural and traditional festivals in competitive and innovative spirit.
- To frame the team work and pleasure - arrange staff picnic, get together, play different games once in a year.

## **Participation in other activities & certificates obtained :**

- (a ) Experience in different UPSC and GPSC exam as building conductor & supervisor ( from 2013 to 2021 ) .
- ( b ) Experience in conducting higher secondary board exam & building incharge( 2017 to 2021).
- ( c ) Experience in board exam supervision ( 2007 2017 ).
- ( d ) Awarded the Youngest Principal by SVS ( QDC in the year 2019 )
- ( e ) VIVA examiner of IB board at J G International School Ahmedabad for last 4 years.
- ( f ) Jury - Inter Gujarat English Poem competition conducted by Allen Career Institute Ahmedabad.
- ( g ) Participated two days state level workshop on “ Review of the constitution “ Conducted by political science association of Kerala.
- ( h ) Participated in state level seminar on Evaluation at secondary level “ New Approaches in Practice ” organized by Titus II Teachers college, Thiruvalla, Kerala.
- ( i ) Participated seminar and panel discussion on “ AIDS & ITS PSYCHO SOCIALIMPACT ” conducted by National Service Scheme, College of Engineering Chengannur, Kerala.
- ( j ) Awarded certificate of Completion in International Certified Career Coach Program organized by Career Development Alliance ( USA )
- ( k ) Awarded certificate for initiative & leadership in organizing competitive exams conducted by British Council.
- ( l ) Awarded Certificate of Appreciation for organizing essay writing event organized by UN Information Centre for Indian & Bhutan.
- ( m ) Awarded Certificate of Appreciation for outstanding performance in heritageFEST 2019.
- ( n ) Awarded Certificate of participation on ‘ National Education Policy 2020.’
- ( o ) Worked as the coordinator for National Science, Maths and English Olympiad.
- ( p ) Worked as the coordinator for Talent Text Conducted by ALLEN and received certificate.
- ( q ) Worked as the coordinator for Talent Hunt exam conducted by Akash Institute.

**Personal Details :**

Name : Anu Syriac  
Date of Birth : 27<sup>th</sup> Jan 1982  
Gender : Female  
Marital Status : Married  
Nationality : Indian  
Languages Known : English, Hindi, Gujarati & Malayalam

Place :Ahmedabad

Anu Syriac

**Reference :**

Respected Mr. Mukesh Patel ( Trustee & Chairman ) 9825047429 ( Mother Teresa World School )

Respected Mr Sukumaran Nair ( Trustee & Director ) 9879796653 ( Tatwamasi Vidyalaya )