

### **Career Objective**

I am motivated and ambitious and encourage students to appreciate and understand the importance of Science in our daily lives. I believe in a strong communication between a teacher and his students thereby encourage the children to express their ideas verbally and through writing. Looking forward to obtain a job in a reputed school located in and around kolkata

### **Educational Qualifications**

- AISSE (10) - Kendriya Vidyalaya Barrackpore CBSE - June' 91 - 72.6%
- AISSCE (10+2) - Kendriya Vidyalaya Barrackpore – CBSE - June' 93 - 70.6%
- B.Sc B.Ed - Regional Institute of Education , Bhubaneshwar Utkal University - Aug' 97 - 66%
- M.Sc (Zoology) - Annamalai University - Aug'99 - 66%
- M.Sc (Ecology & Environment) - Sikkim Manipal University - May' 09 - 74.4%

### **Professional Experience**

**Assistant Teacher in Biology and Environmental Science at Modern English Academy, Barrackpore (April 2001 –Present).**

**ICSE Paper Examiner**

Biology from 2006 to 2013.

Team Leader in 2012 and 2013

**ISC Paper Examiner**

Environmental Studies & T.L. for same.

Biology (Theory) from 2015 to 2019.

**Practical Visiting Examiner.**

Practical Examination in 2019.

### **Present Role as a Teacher**

- Attend departmental and school-wide educator meetings and conferences for promoting education
- Communicate with students and parents through conferences, telephone calls and email about student performance, goal setting, behaviour problems and other issues
- Conduct safety drills or lead guidance sessions when necessary throughout school year for overall student security
- Take the curriculum framework and develop lesson plans to include the entirety of the coursework
- Utilize technological modalities and hands-on laboratory work to further lesson effectiveness of lessons
- Serve as chair of the curriculum planning committee for the science department
- Evaluate student performance regularly and keep evaluation records up to date
- Communicate well with other staff, students and their parents or guardians through Parent – Teacher open house, personally and professionally

### **TGT (Biology) at Central Modern School, Barasat, Kolkata (July 2000 –March 2001)**

- Explain new ideas and unfamiliar concepts with authority and in a clear and concise way so that students can understand.
- Plan lessons, present information, promote discussion, assess performance and modify learning techniques in the study of biology for students in high school
- Instruct students in large classroom settings as well as small groups to expand knowledge of scientific method and biological sciences
- Provide a safe and stable learning environment and discipline disrespectful students

- Encourage active participation and monitor individual student performance to enhance their understanding and skills

**Primary Teacher (Science) at Kendriya Vidyalaya No. 2, Ichapur Kolkata (Aug 1999 - Nov 1999).**

- Assess students' skills to determine their needs and to develop teaching plans.
- Adapt lessons to meet the needs of students
- Plan, organize, and assign activities that are specific to each student's abilities
- Teach and mentor students as a class, in small groups, and one-on-one
- Discuss student's progress with parents, teachers, counselors, and principal

**Seminars And Courses Attended**

- Workshop by Regional Science Centre, Bhubaneshwar as a part of Teachers Training Programme.
- Workshop for Professional growth by HLS India.
- Workshop for Biology at ICSE and ISC level.
- Workshop for Educomp on training in audio-visual teaching learning process.
- Workshop by British Council on conducting ISA project.
- Workshop on Wipro Earthian Projects on Sustainable Development and Waste Management in School Campus.
- Workshop by Ratna Sagar Publications and Selina Publications.

**Special Recognition**

ICSE Pariksha Award for the Best Teacher in Biology in 2009 by Together With Publication.

**Personal Details**

Date of Birth: 10 August 1975

Gender: Female

Nationality: Indian

Languages Known: English, Hindi & Bengali

Marital Status: Married

**Activities & Interests**

Reading books and articles on human behaviour | Development in Child psychology | Listening to music | Singing | Practising Yoga | Nurture interests in handicraft items

**Declaration**

I hereby declare that the information furnished above is true to the best of my knowledge.

**Manisha Dhar**