



DR. K. L. SIKHWAL

Principal

PROFILE

Always been a ground level person who believes in that success comes to those who never get tired of working with clear visions. Soft and effective Communication also added to bring patrons together and listen and implement the policies and procedures which always helped and are helping the students and teachers to know them and to come up with great results.

School under my Leadership

A school is a building surrounded by four walls with future inside. It's a social institution that reflects the standard of the society. Above all, it always keeps its door open for all irrespective of caste & creed, colour & community, high & low, rich & poor. Hence it may be termed as a pious and sacred social institution that ignites the young minds and moulds the pupils to become good citizens of the nation.

At Milestone Public School our philosophy of education has always been meeting the needs of the individual child. Here children acquire skills and knowledge easily as we can make the surrounding stimulating and purposeful. In the 21st century, the Digital Revolution affects us all. Quite simply, it is changing everything: a brilliant barrage of information, entertainment, companionship and education is speedily available. In such a surrounding when work and effort is valued, the child's self -esteem is heightened we are always rendering a supportive hand to the students, and from this results self-motivation.

CONTACT

PHONE:
9770413971, 8109869534

EMAIL:
kl.sikhwalkd@gmail.com

HOBBIES

Gardening
Writing
Cycling
Cooking

The Director,

Subject: Application for position of Principal

Dear Sir/Madam,

I am applying for the position of teaching staff in your institution. I possess the necessary skill set of teaching, supervision and maintenance that I think will definitely be of immense benefit to your educational institution.

The value I will introduce to your institution includes:

- I wish to utilize all my expertise and knowledge in English to teach the students of a good institute. I would like to introduce learning English by drama. I like innovations in learning and would enjoy working with an institute that encourages innovations. I would work with dedication and put in hard work for the benefit of my students.
- Team and individual maintenance and supervision skills, which includes the supervision of admissions of personnel, as well as the supervision of academic affairs. I exercise a personal and supportive approach to encourage enhanced performance levels at both the individual and team levels.
- An adaptable and flexible nature attained through working in situations where the overall success of the organization.

I have a firm belief that strong relationships should be built between members of a team, as well as with other fellow workers. I am a very positive person with a strong conviction in the team spirit and I am more than capable of achieving this in every case. I believe in a team spirit where everyone is part of an overall team that is stronger than the sum of its constituent parts. This attitude, I feel, will be constructive and positive, and unquestionably a benefit to your institution/school.

I am a strong adherent in meeting the needs of each and every pupil I teach. I find it easier to concentrate on what individual pupils need, rather than blanket teaching them all the same thing. In this way each pupil's latent talent is brought to the fore and exposed in the best possible way.

I am certain that a meeting to discuss this further would benefit us both. I most definitely would appreciate the opportunity to further discuss how my skills can be of the most benefit to the School. You may contact me at the addresses Cell phone or e-mail I have mentioned in my C.V. as well as on this cover note.

Thanking you,
Yours Sincerely,
K.L. SIKHWAL

Principal
Milestone Public School
Khairagarh

CURRICULUM VITAE

Career Profile:

A highly talented, skilled and dynamic educational leader, with ten years of experience in motivating learning environment and developing staff and students. Successful in maintaining excellent educational environment, increasing student's academics and in collaborating with school communities. Successfully managed around forty teaching staff members, ten non-teaching staff members and students from nursery to twelfth grade.

Seeking a challenging and responsible position to use my abilities and experience effectively and efficiently for children and I also have acquisition for learning and developing new skills.

Professional strengths:

- Possess in-depth knowledge of budget, curriculum and performance standard development
- Possess excellent leadership qualities and team building skills
- In-depth knowledge of classroom evaluation and school administration
- Possess excellent written and verbal communication skills
- Experience in program assessment and evaluation
- Follows strict instructions regarding school vision and mission statement
- Possess excellent management and organizational skills
- Ability to introduce new policies on school safety and security
- Possess good monitoring skills

Career Achievements

- Extensive knowledge of principles and processes for providing excellent academic and extra co-curricular services. This includes administration need assessment, meeting quality standards and management's satisfaction.
- customary knowledge of administrative and clerical procedures and systems such as word processing, computer savvy managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Excellent knowledge of group behavior and dynamics, societal trends and influences, ethnicity, cultures.
- Proficiency at talking to others to convey information effectively.

Professional Experience: (in ascending order)

As a Administrator cum Examination Controller

St. Marks Senior Secondary School, New Delhi.1990-1993

- Introduced peer Observation Program for teachers to enhance classroom management skills
- Responsible for designing lesson plans and provided data on teaching guidelines and standards
- Supervised and evaluated staff
- Handled the tasks of monitoring academic performance of students and provided guidelines to individual students
- Liaison with parents and played the role of advisor to students
- Worked closely with the principal to ensure smooth and effective running of the school
- Resolved conflicts between teachers, parents, students or between individuals.
- Handled administrative tasks like preparing and maintaining important files and processing paperwork
- Setting up of Date Sheets for quarterly, half yearly and final examinations.
- Cross checking of set of question papers for every class and subjects.
- Proof checking before final printouts.
- Seating plans and duty charts.
- Result declaration.

As a Vice Principal

SHRI HARI OM MAHAVIDYALA, NARLAI, INDORE 1993-1999

- Assisted school principal in maintaining proper discipline inside school campus
- Supervised 12 support personnel, 75 teachers and more than 2000 students
- Reviewed text books and notes of students and gave suggestions to teachers for improvement
- Maintained safe and peaceful environment in school
- Attended student management programs
- Assisted teachers in lesson planning and class room activities
- Implemented and designed systems for tracking teachers and students attendance for the purpose of payroll
- Conducted post and pre conferences with teaching staff to review evaluations and observations

Taken classes of Commerce Stream for the subject of Commerce.

Had taught Mathematics and Science up to VII.

As a Teacher cum Vice Principal; subject English (core/elective).

Don Bosco Sr. Sec. School, Nepal, Birat Nagar – 1999-2003

- Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.
- Worked as a member of the syllabus development committee and did lesson plans with thorough text selection.
- Member of the selection committee for selecting and approving all departmental texts with extended course metaphors as well as reevaluating the stuffs.
- Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.
- Prepare materials and classrooms for class activities.
- Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students.
- Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provide students with opportunities to observe, question, and investigate.
- Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- Prepare, administer, and grade tests and assignments to evaluate students' progress.
- Coordinated drama activities. Debates and quiz.
- Communicated and liaised with fellow team department members on a regular basis with regards to planning, assessment, parent and community contact, subject organization and classroom issues, including discipline, expectations and routines.
- Attended and constructively contributed in staff meetings.

As a Principal

Apollo Om Boarding Sr. Sec. School, Nepal, Lahan – 2003-2011

- Implemented, developed and maintained curricular and extracurricular programs
- Managed staff, students and all activities of the school
- Monitored attendance of teachers and students
- Launched computer programs compulsory for students
- Reviewed text books and notes of students and gave suggestions to teachers for improvement
- Maintained safe and peaceful environment in school
- Performed the tasks of rewarding students with zero absenteeism
- Assisted school Management in maintaining proper timely reports of the school with lesser complaints.
- Administered various operations of school activities
- Attended student management programs
- Assisted teachers in lesson planning and class room activities
- Implemented and designed systems for tracking teachers and students attendance for the purpose of payroll
- Attended conferences with parents, teachers and students
- Supervised 29 support personnel, 150 teachers and more than 3000 students
- Conducted post and pre conferences with teaching staff to review evaluations and observations
- Handled the tasks of evaluating teachers' performance and formulated personal policies for students

As a Principal

Sainath Public School, Than Khamariya – 2013-2014

- Administered staff, students and all activities of the school
- Reviewed text books and notes of students and gave suggestions to teachers for improvement
- Maintained safe and peaceful environment in school
- Performed the tasks of rewarding students with zero absenteeism
- Assisted school Management in maintaining proper timely reports of the school with lesser complaints.
- Prepared teachers lesson planning and class room activities
- Attended conferences with parents, teachers and students
- Conducted conferences with teaching staff to review evaluations and observations
- Handled the tasks of evaluating teachers' performance and formulated personal policies for students
- Appraisals of teachers.
- Campaigning for school

As a Principal

Milestone Public School, Khairagarh- (January 2014-.....continuing.)

Creating Annual Plans, Selection of Books, Analysing Accounts and Transportation System.
Handling Staff of 45 teaching staff, 10 Back Office Members and Non Teaching staff. Upgraded Affiliation system for CBSE and handled entire documentation and meeting with superior educationists.

Handled Parents Orientation, Teachers Induction and Micro Teaching Trainings in school and conducted Teachers Training for CCE

Achievement:-

- Best Principal 2019 (Chhattisgarh) by Global Triumph Foundation Bangalore
- School awarded as One of the Top 5 emerging Schools in Chhattisgarh 2019
- **Winner of 'Excellence Award in Education'** April 2017 by Econs & CEE, New Delhi
- Outstanding **International Teacher Award 2017** by Himakshara, Bhubaneshwar.
- Parents and Student community appreciated the Hard and Smart work done for students to enhance their knowledge for overall development.

Trainings Attended:-

- Principals Leadership Conclave on Unpacking School Performances – Raipur
- Effective Leadership Manager – Bhubaneshwar
- Edu Summit for Principals Students first 2021, New Delhi
- Principal meet of CBSE at Jabalpur 2017 2017-18 Academic Strategy
- Principal/Teachers mega meet at Cochin May 2018 Education for Sustainable Development
- Attending online CBSE and other Forums online webinars.

Educational Summary:

- Master in Arts with specialization in English.
- Bachelor of Arts in with specialization in English
- Masters in Business Administration (MBA) – Sales/Marketing and Public Relations
- B.ed. Puvanchal University 1988
- M.ed Maharashtra
- Doctor of Philosophy (Saint sahitya mein Loktatwa 1450-1550)

Personal Details:

- Date of Birth: 8th Sep, 1969

- Employment status: Full time

Expectations: Negotiable as per institution norms.

DR. K L SIKHWAL


Principal
Milestone Public School
Khairagarh