



RICHA YADAV

***Flat No: B17/11, Asra Enclave, Vrindavan Yojana, Sector 18, Lucknow- 2260 29
7388394394; rhicha3024@gmail.com***

Self-directed, resourceful and enthusiastic with a genuine interest in handling support operations to foster students' cognitive and social growth. Strong passion for literacy coupled with exceptional knowledge of handling functions to ensure an environment conducive to learning and growth. Track record of organizing administrative support systems with the view to enable effective operations. A person with well-versed in designing and implementing modules and data management systems.

1. Able to develop and implement programs and curriculum activities with special focus on promoting educational goals.
2. Knowledge of conceptualizing the goals of the school aimed at facilitating organizational efficiency on curriculum, curricular and co-curricular activities.

WORK EXPERIENCE

1. Worked with Superhouse Education Foundation Head Office, Kanpur as **Academic Mentor** 2019-2020. Promoted as **Quality Assurance Executive** for 'Delhi Public Schools' and 'Allenhurst Public Schools' schools within the Superhouse Education Foundation 2020- till 31/12/2022.
2. Worked as **Principal** in Sardar Patel Public School (ICSE Board), Kanpur 2018-2019.
3. Worked as group **office co-coordinator** in NLK Group of School from April, 2012 to August, 2017. Worked as branch **administrative and academic co-coordinator** in NLK Group of School for N.L.K. InterCollege, Ashok Nagar from September, 2017 to January, 2018.
4. Worked as **Junior Teacher** in Pt. DP Mishra Public School (ICSE) from 2010-12.
5. Worked as a **Primary Teacher** in Prayag Academy, CBSE Board from 2008-2010.
6. Worked as **office assistant** in Kashi Jewellers from 2008-2009.
7. Worked as an **Advisor** at ICICI Bank, Kanpur from 2006-2008.

PROFESSIONAL EXPERIENCE

1. Presented paper titled “Employability model for a volatile, uncertain, complex and ambiguous (VUCA) world” at **2nd Pritam Singh Memorial Conference at IIM Nagpur** as on 17th-19th Nov. 2022.
2. Attended two days **Sahodaya Gwalior conference** on 17th- 18th January, 2022.
3. Completed four days Story telling workshop organized by **Indian Institute of Education Management, Bangalore** in January, 2022.
4. Presented paper titled Billabong High International School Curriculum: Facilitating Entrepreneurial Education to Live in a VUCA World at the Fourteenth Biennial Conference on Entrepreneurship held during February 25-27, 2021 at **EDII Ahmedabad, Gujarat, India**.
5. Title "**Entrepreneurial characteristics in third generation small businesses in a VUCA world**" accepted for publication and is forthcoming in the **International Journal of Business and Globalization**, received the DOI: DOI: 10.1504/IJBG.2020.10042520
6. Attended 2 day (April 16-17, 2020) virtual Conference: 2020 **California Entrepreneurship Educators Conference – Online**.
7. Presented paper title “IGCSE Curriculum: Billabong High International School” to 3rd international conference for entrepreneurship, innovation and leadership, March 3-5, 2020 **Amity university Noida campus**.
8. Attended two-day workshop on case writing organized by center of VUCA studies at **Amity University, Lucknow** as on 17-18 January 2020.
9. Attended 4th international conference on Sep. 2019 “Advance in digital sciences and management” at **Gautam Buddha University Greater Noida** and presented paper title “A Comparative Case Study of K12 Institution towards Imparting Entrepreneurship Education in a VUCA world”.
10. Article published in “Unique Education Journal” by “**Vadamalai Media Group Publication**” May, 2019.
11. Article published in “**Teacher’s Pride Magazine**” on pg. 38 in the April-May, 2019.
12. Attended English Workshop by NEXT EDUCATION, 2015.
13. Attended International Conference at IIT, Delhi, 2014.
14. Attended **CMS, Ed Leadership 7th International Roundtable**, 2014.
15. Participated in sessions of the “My Centa” webinar series for teachers on topics mentioned below:
 - A. “**Teaching math through art integration**” session 147th held on 9th June, 2022.
 - B. “**Flipping learning with talking presentations**” session 145th held on 2nd June 2022.
 - C. “**Conflict management for educator**” session 139th held on 21st April, 2022.
 - D. “**Role of a school leader in supporting learners with special needs**” session 6th held on 17th Jan, 2022.

- E. **“SFL- The functional unit of learning and life”** session 122nd held on 13th Jan, 2022.
- F. **“Effective communication skills”** session 121st held on 6th Jan, 2022.
- G. **“Teaching leadership qualities to students”** session 120th held on 30th Dec., 2021.
- H. **“Why are employability skills important for students”** session 116th held on 9th Dec., 2021.
- I. **“Concept map V/S Mind Map”** session 115th held on 2nd Dec., 2021.
- J. **“Teacher- The best teaching aid”** session 113th held on 25th Nov., 2021.
- K. **“Using art to enhance learning expression”** session 112th held on 18th Nov., 2021.
- L. **“Using My CENTA Effectively”** session 110th held on 28th Oct., 2021.
- M. **“Centa- TPO school leaders”** session 4th held on 25th Oct., 2021.

EDUCATION

1. Pursuing Ph.D. part time from Amity University Lucknow | 2019- till date
2. B.Ed. | UPRTOU, Allahabad | 2015
3. M.A. | CSJMU, Kanpur | 2012
4. GDM (Supply Chain Management) | IIMM | 2010
5. M.com | CSJMU, Kanpur | 2009
6. Internship | HAL, Kanpur | 2008
7. B.com | CSJMU, Kanpur | 2007
8. 12th | K.V.No.2, Kanpur | 2004
9. 10th | OEFHSSS, Kanpur | 2002

PROFESSIONAL EXPERIENCE

As Quality Assurance

1. Monitoring of complete academic progress
2. Creating process notes at Head Office level
3. Organizing teachers training and scheduling of follow up session
4. Conducting principals meet
5. Teachers report with Gap Analysis
6. Acceleration and Remediation
7. Reviewing school monthly report
8. Facilitating principal
9. Defining KRA's
10. Follow up of CBSE circulars
11. Responsible for the centralized working in allotted schools
12. Responsible for 4 to 6 schools of the group in rotation
13. Responsible for regular teachers training
14. Regular class observation
15. Implementation of training given by CBSE and DPS society
16. Complete online set up on Google classroom and follow up
17. Monitoring of repository on google classroom of classes I to XII subject wise and school wise
18. Monitoring attrition and recruitment

19. Implementation of new policies and processes as per requirement
20. Regular audit in schools
21. Result analysis

As Academic Mentor

1. Visiting the branches for quality academic assurance as per the guidelines of CBSE
2. Assembly observation
3. Inspection of students' notebook for correction, timely syllabus completion, and notebook maintenance
4. Checking of examination papers
5. Analysis on the basis of ERP report
6. Check ERP records
7. Checking all the formats, records and minutes of meeting
8. Teachers Training to develop Multiple Intelligence, AI, Experiential Learning, learning by doing concept
9. Submission of reports to Chairman about the visit
10. Assignment to students based on "WHAT IF" concept to develop critical thinking among students

As Principal

1. Book Selection
2. Query handling of teachers, parents and students
3. Tracking fees
4. Conduction of different activities as per activity calendar
5. Prior hand planning of academics and other administrative work
6. Assembly observation, guidance and planning
7. Assignment to students based on "WHAT IF" concept to develop critical thinking among students
8. Regular monitoring for academic within the school
9. Class-work and home-work balance
10. Ensure smooth working as Group Administrator
11. Handle recruitment and training of teaching and support staff
12. Create and implement admissions and registration procedures
13. Develop school policies and procedures and ensure appropriate implementation
14. Handle course evaluation and approval procedures
15. Ensure appropriate scheduling of staff and ensure that schedules are followed appropriately
16. Manage budgets and ensure that financial systems are followed
17. Assist students in choosing between subjects
18. Coordinate assessments and examinations
19. Coordinate the purchase of school materials and equipment and ensure timely and accurate delivery
20. Organize and facilitate the management of educational and social activities
21. Act as a point of contact for students', parents' and staff's grievance addressing needs

As Academic Administrator

1. Managed the syllabus completion and re-correction on time
2. Dealt with staff acquisition requests and timely approvals
3. Coordinated extracurricular activities of students as well as students
4. Handled various programs and kept all record in form of computerized reports
5. Composed monthly reports using software including given prescribed format
6. Designed and conducted numerous admin and staff trainings
7. Coordinated inter-department meetings
8. Coordinated, organized and scheduled various competitions and inter branch programs within a provided budget
9. Handled subjective substitution
10. Organize motivational and personality development classes for students
11. Developed and implemented core curriculum and class-appropriate lesson plans TOC along with the setting of working policy
12. Imparted lessons according to set school policies with a view to meeting educational objectives
13. Handed out assignments for class-work and homework and assisted students and teachers with their work
14. Monitored students and teachers to ensure that they are comfortable with their surroundings and assist students who may have problems
15. Observed students for signs of distress and ensure that their problems are addressed
16. Supervised students during class activities, lunch and extracurricular activities
17. Evaluated students and provide parents with feedback on their children's academic improvement

CORE COMPETENCIES FOR ACADEMICS

1. Online academic session
2. Teachers training session
3. Gap Analysis
4. Remediation to academic concerns
5. Planner and teacher's diary maintenance
6. Process note for teachers/Students and Parents
7. Student Counseling
8. Communication building among students
9. Setting academic policies for grade Nursery to VIII
10. Supervision of grade IX to XII
11. Academic Re-correction
12. Parents Meetings observations and follow up with schools
13. Learning Strategies and teaching techniques
14. Setting curriculum
15. Co-curricular participation
16. Support to activity team
17. Managing and taking substitutions
18. Daily observations
19. Proper notice to students on time
20. Regular teachers meeting

21. Teachers training to maintain their energy
22. Class Observation
23. Discipline among students
24. Syllabus designing and tracking
25. Monitoring for quality correction

CORE COMPETENCIES FOR ADMINISTRATION

1. Policies Implementation
2. School Maintenance
3. Recruitment and placing candidates to the Branches
4. ERP facilitator
5. Advertising of all concerns
6. Regular social media update with follow up
7. Follow up of school website
8. Assist designer for different work concerned
9. Attendance Management
10. Follow up of Stock Maintenance
11. Examination supervision
12. Dealing with vendors
13. Setting in-house publication textbook
14. Setting up the KRA
15. Implementation of teacher's trainings
16. Designing different formats and registers as required
17. New Programs Review
18. Time Management
19. Admissions Management
20. Continues observation and performance report preparation
21. Conducted annual sports day, annual function "Naman- the Shaptrishi" and alike program every year
22. Designed Hindi text book based on the curriculum of CBSEI in PYP (Primary Years Program) which brought in tremendous interest from surrounding schools' students

PERSONAL INFORMATION

- | | |
|-------------------|------------------------|
| 1. Husband's Name | Mr. Mayank Yadav |
| 2. Mother's Name | Ms. Poonam Pal |
| 3. Father's Name | Mr. Ajeet Km Pal |
| 4. D.O.B. | 02-02-87 |
| 5. Marital Status | Married |
| 6. Children | Daughter (6year) |
| 7. Language Known | Hindi, English |
| 8. Contact No. | 9935730030/ 7388394394 |

DECLARATION:

I hereby certify and declare that all the information mentioned above given by me are true, complete and correct to the best of my knowledge.

Date: _____ Place: _____ Signature: _____