Respected Madam,

Submitting herewith the attachments, for **Ascent of Pedagogy**at Anglo Arabic Senior Secondary School, Ajmere Gate for your kind consideration and permission to work voluntarily with **Office-bearers of DES,** who has been assigned the responsibility of taking care of Academics and relevant affairs of the school.

Alarmed and perturbed with the poor quality of results, the school has produced during the recent past, the community in general and its well-wishers in particular are exasperated by the lack of its progress. Main reason seems to be the shortfall in the required number of teaching and non-teaching staff.

**Serious impediments required for appointing teaching and non-teaching staff (holding DPC);**

**1)**      **Certificate of no pending case of MACP from Department of Education**

**A.**    To fill up the existing vacancies, Principal has to submit a certificate to the education department that no cases of MACP (Modified Assured Career Progress) or promotions are due with the school. It is an important issue that needs to be resolved at the earliest; only then appointment to fill up the vacant posts is possible.

**B.**     In order to comply with the condition, files of**44 teachers**were submitted to the Education department for necessary action. But, these files were returned as such after one year, to the school without action being taken in this regard.

***Failure in persistent persuasion with department concerned might have been the reason for a damp squib like situation.***

**2)**      **No Minority-status Certificate:** if there is no such certificate, there shall be no special consideration for appointment of teachers from minority community.

**3)**      **No Health Certificate**: a prerequisite for availing certain facilities.

**4)**      **Insufficient drinking water storage facility and no adequate water purification plant**.

**5)**      **No NOC for fire:**A barrier in the way of promotion or new appointment of teachers.

**6)**      **No Building Safety Certificate:**ill maintained building repair, white-washing and painting needs an immediate attention.

**7)**      **Playground in depleted condition:**cessation of sports activities, an important component of academic curriculum.

**8)**      **No proper facility for Rain Water Harvesting**: an obligation that is to be discharged by all the recognized academic institutions.

**9)**      **No follow up for seeking NOC from DDA**: it is required to carry out necessary repair in the **heritage building**that the Anglo Arabic School is.

**About our colleagues:**Our team encompasses the following sincere and dedicated individuals who are ready to render their services for the cause of their Alma meter **with no consideration of reaping any financial, political or administrative reward in return.**

**a)  Social activists** who can help in the matters pertaining to the education department and Government of NCR,

**b)**  **Educationists** with capabilities of coaching, talent identification, personality development activities, counseling and career counseling.

**c)**  **Politicians**, capable of pulling off the besieged tasks.

**d)**  **Philanthropists**, who can provide financial assistance to the students in need and their Alma mater as well.

**e)**  **Skilled workers**and above all,

**f)**   **The community**as a whole.

Working in conjugation with Delhi Education Society’s Office-bearers in order to resolve the pending tasks will be an honour. It deserves your serious consideration and approval.

Please find the attached copy of my resume for your reference.

Hoping for a favorable response.

With kind regards,

**Dr. Mohammad Shahid**

**Former General Secretary, Crescent Education Society**

**Academic Counselor and Career Counselor**

**Phone: 9910121666**

**My Curricula Vitae (CV) is as under;**

1. **Name:** Dr.Mohammad Shahid,
2. **Studied in Anglo Arabic Higher Secondary school during 1965-1969,**
3. **E-mail:** [mohammadshahid2143@gmail.com](mailto:mohammadshahid2143@gmail.com)
4. **Phone:** 9910121666
5. **Qualification:** B.Sc., B.Ed., M.A. (Education), B.I.M.S.
6. **Residential Address;** 2143- Ahata kaley Sahib, Ballimaaran, Delhi-110006
7. **Teaching Experience:**
8. At Anglo Arabic Senior Secondary School: 3 years.
9. In other recognized School: 3 years.
10. **Experience in Educational Administration:** More than 25 years at different Executive positions in Executive Board of **Crescent School, Darya Ganj. New Delhi-110002.**
11. **Professional Experience**
12. **Academic counselor with 20 years of experience**: providing guidance to individual students between the age group of 10—16 years (Adolescent children) for continuing education and selection of stream as per their capabilities and intelligence at +2 level.
13. **Introduction of an early intervention program for students identified as** “at risk of failure or dropping out”.
14. **Capable of counseling the classes:** at school level.
15. **Key Skills**
16. **Analytical thinking and Planning** that is considering every setback as an opportunity to learn.
17. **Cognitive-behavioral Therapy** that aims to improve the mental health, emotional regulation, and the development of personal strategies that targets solving the current problems.
18. **Interpersonal Skills** such asactive listening, teamwork, responsibility, dependability, motivation, flexibility, patience etc.
19. **Organization Prioritization** is one of the important skills that is required to up lift the low performance of an academic institution. It encompasses a set of capabilities that help the person to plan, prioritize and achieve the goals.
20. **Problem Solving** is an act of identifying and defining a problem, establishing the priorities, selecting the alternatives for the solution and implementing the selected solution in a well heeled way.
21. **Team leadership,** leaders often incorporate past learning to solve present problems.
22. **Reference:** Hakeem Shoyeb Akram Sahib, **Director REX Remedies,** who at present keeps up the responsibility of President of Crescent Education Society, Darya Ganj, New Delhi 110006.

**(1)—Academic Counselor for more than 20 years**

1. Regular Counseling of students.
2. Counseling and Grooming of Teachers.
3. Counseling of Parents.

**(2)—Career Counselor**

1. Career for Drop outs after class VIII.
2. Career after class X.
3. How to choose a Career in Humanities after class XII.
4. How to choose a Career in Commerce after class XII.
5. How to choose a Career in Science after class XII.
6. Career in Engineering.
7. Career in Civil Services.
8. Career in Medicine.
9. Career in Paramedical Courses.
10. Career in Business-management and Administration
11. Career in Hotel-management.
12. Career in Vocational Courses.
13. Career in unconventional Courses.
14. Career in Journalism.
15. Career in Mass-media
16. Career in Police & Armed Forces.
17. How to prepare for different Competitive Exams.
18. Foreign-destination and various scholarship opportunities.

**Information Centre for Career Guidance:** If established at Anglo Arabic SS School shall be an act extremely beneficial for future of our students.

**ASCENT OF PEDAGOGY– A Mission**

Education is such an important sector that it cannot be left overlooked. Unfortunately we condoned the same. Trapped in a faulty and unsound scenario, the condition of our school is buckling under pressure. Too many factors have to go right to counter the odds. Therefore a giant act to eradicate the flaws needs to be executed in order to arrest the expected collapse with a well planed procedure.

An effort is being made to put together a plan, systematized from my **experience of teaching in Anglo Arabic School, and more than 25 years of experience in administration of education at different Executive posts at Crescent School, Darya Ganj, New Delhi.**

Components of the school **academic methodology** which deserve sincere consideration are selected for a finer definition that is required to understand for a successful plain sailing. Of course it is not an attempt to score financial benefits, but an endeavor for **Ascent of Pedagogy** in my Alma mater.

**1. A GOOD AND A BAD SCHOOL**

1. WHAT IS A BAD SCHOOL

2. ATTRIBUTES OF A GOOD SCHOOL

3. VISION AND MISSION

**2. FUTURE PLANNING**

1. STRATEGIC PLANNING

**3. PRINCIPAL**

1. ATTRIBUTES OF A GOOD PRINCIPAL

**4. VICE-PRINCIPAL**

1. NEED TO APPOINT VICE-PRINCIPAL/S

**5. TEACHERS**

1. REQUISITES OF A GOOD TEACHER

2. GROOMING OF TEACHERS

3. GENERAL INSTRUCTIONS FOR TEACHERS

4. AWARD SCHEME FOR TEACHERS

5. POLICY FOR GUEST (CONTRACT) TEACHERS

6. PREPARATION FOR NEW SESSIONTIMETABLE

**6. STUDENTS’ REQUIREMENTS**

1. TECHNOLOGY BASED EDUCATION

2. LEARNING THROUGH COMPUTERS

3. SMART CLASSES

4. AUDIO-VISUAL ROOM

5. IMPORTANCE OF CCTV (SURVEILLANCE IN SCHOOL)CLASSROOM

6. AUDIOTECHNOLOGY

7. SCHOOL BROADCAST SYSTEM

**7. STUDENTS’ PROBLEMS**

1. LATE COMING PROBLEM

2. CHRONIC ABSENTEEISM

3. DROP-OUT PROBLEM (REASONS AND PREVENTION) VOCATIONAL EDUCATION

**8. MONITORING OF TEACHING ACTIVITY**

1. MONITORING AND EVALUATION OF SCHOOL ACADEMICS AND ADMINISTRATION

2. INSPECTION OF SCHOOL

**9. COACHING**

1. EMPHESIS AT 9th AND 10th CLASS COACHING

2. COACHING FOR MERITORIOUS STUDENTS OF CLASS 11th AND 12th

3. CENTRE FOR COACHING AND COUNSELING

**10. COUNSELING**

1. COUNSELING OF STUDENTS

2. COUNSELING OF PARENTS AND THEIR ROLE IN EDUCATION OF CHILDREN

3. CAREER COUNSELING

**11. IMPORTANT SUBJECTS**

1. TEACHING OF MATHEHMATICS

2. TEACHING OF MATHS DESERVES A SYSTEMATIC APPROCH

3. EFFORTS TO IMPROVE ENGLISH SPEAKING SKILLS

**12. SCIENCE LABORATORIES**

1. SCIENCE LABORATORIES

2. PHYSICS LABORATORY

3. CHEMISTRY LABORATORY

4. BIOLOGY LABORATORY

5. SCIENCE TEACHER

**13. SCHOOL LIBRARY**

1. IMPORTANCE OF ACADEMIC LIBRARY IN SCHOOL

**14. MOTIVATION OF STUDENTS**

1. MOTIVATIONAL ACTIVITIES

2. AWARD FOR STUDENTS

3. MOTIVATIOAL SPEECHES BY VARIOUS PERSONALITIES

4. MOTIVATIONAL SPECHES BY EX-STUDENTS

5. MOTIVATION AND MOULDING OF STUDENTS’ FUTURE IS THE RESPONSIBILITY OF TEACHERS

6. SCIENCE OLYMPIAD FOUNDATION

7. PARTICIPATION OF STUDENTS IN NATIONAL TALENT SEARCH EXAMINATION

8. QUIZ COMPITITION

9. QUIZ BEE COMPITITION

**15. ACTIVITIES TO STAY IN LIME-LIGHT**

1. IMPORTANCE OF PLANTATION

2. BLOOD DONATION CAMP

3. INTER SCHOOL SCIENCE FAIR

4. DRAWING COMPETITION

**16. FUTURE BOOSTER**

1. EDUCATIONAL TALENT SEARCH

2. PERSONALITY DEVELOPMENT ACTIVITIES

**17. DISCIPLINE**

1. MAINTENANCE OF DISCIPLINE

2. CELL PHONE POLICY

**18. EXAMINATION EXERTIONS**

1. EXAM STRESS AND MANAGEMENT

2. GUIDANCE FOR PREPARATION OF EXAMS

3. FEAR FACTOR (EXAM-PHOBIA) AND ITS MANAGEMENT

4. WRITING ANSWERS IN EXAM

5. IMPORTANT POINTS TO KEEP IN MIND WHILE WRITING IN BOARD EXAMS

6. WHAT TO DO AFTER BOARD EXAMS AND BEFORE RESULT?

**19. SPORTS**

1. SPORTS AND GAMES

2. ANNUAL SPORTS DAY

**20. CO-CURRICULAR ACTIVITIES**

1. CO-CURRICULAR ACTIVITIES

2. ANNUAL CULTRAL PROGRAM

**21. HEALTH AND ENVIRONMENT**

1. SCHOOL HEALTH PROGRAM

2. ECO-GREEN CLUB

**22. PARENTS’ PARTICIPATION**

1. PARENT TEACHER’S ASSOCIATION

**23. FORMATION OF DIFFERENT COMMITTEES**

1. MANAGING COMMITTEE

2. SCHEME OF MANNAGEMEN OF AN AIDED SCHOOL

3. PROPERTY MAINTENANCE COMMITTEE

4. ACADEMIC EXCELLENCE COMMITTEE (AEC)

5. FORMATION OFA“PEACEFUL LEADERSHIP COMMITTEE UNDER THE UMBRELLA OF AEC

6. FINANCE MANAGEMENT COMMITTEE

7. MANAGEMENT OF PURCHASE

8. LEGAL COMMITTEE (LC)

9. STAFF RECRUITMENT COMMITTEE

10. DISCIPLINE COMMITTEE

11. SPORTS REGULATORY COMMITTEE

12. CO-CURRICULAR ACTIVITY COMMITTEE

13. EXCURSION COMMITTEE

14. LIBRARY COMMITTEE

**24. MISCELLANEOUS**

1. INTRODUCTION OF FOREIGN LANGUAGE

(A) FRENCH

(B) GERMAN

(C) ARABIC

**25. REQUIRED SOFTWARE**

1. ENTERPRISE RESOURCE PLANNING (ERP)

**26. ADVANCED TECHNOLOGY**

1. ROBOTICS

2. ARTIFICIAL INTELLIGENCE

3. EMPLOYABILITY AND SKILL QUOTIENT

**This is just the categorization of the subject which can be made available in detail whenever required.**