

POST APPLIED FOR : Principal



MANISHA BHAGEE

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INTRODUCTION: I am a highly skilled and overtly student-focused educational leader possessing a strong commitment to the development of students, staff and providing a stimulating, safe and motivating learning environment. Dynamic visionary leader and solid team player with a proven track record in collaborating with the school community, increasing student academics and maintaining excellence in education. Trustworthy professional with good communication skills to develop strong and lasting relationships with all members of the school community.

CORE COMPETENCIES:

<ul style="list-style-type: none">• Budget Development• Performance Standards Development• Teaching Mentoring and Development• Mission Statements and School Vision• School Administration• Classroom Evaluation• Student Teacher Supervision	<ul style="list-style-type: none">• Curriculum Development and Improvements• School Security and Safety• Standardized Testing and Scores• Program Management and Co-ordination• Program Evaluation and Assessment• Leadership and Team Building• Workshop and Seminar Presentations
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PROFESSIONAL OBJECTIVE: To obtain an administrative position that will utilize my abilities in communications, public relations, collaboration, technology, curriculum and instruction, and supportive leadership which will result in a positive learning environment ensuring the involvement and success for all stake holders.

ACADEMIC CREDENTIALS

<i>Name of the Examination</i>	<i>Board/University</i>	<i>Year</i>	<i>Result</i>
<i>AISSE</i>	<i>CBSE</i>	<i>1987</i>	<i>I Div.</i>
<i>AISSCE</i>	<i>CBSE</i>	<i>1989</i>	<i>II Div.</i>
<i>B.Sc.</i>	<i>Pt. Ravishankar Shukla, Raipur</i>	<i>1993</i>	<i>II Div.</i>
<i>D.S.S</i>	<i>Center for Software Export and Training</i>	<i>1996</i>	<i>I Div.</i>
<i>C.I.C</i>	<i>IGNOU</i>	<i>1999</i>	<i>I Div.</i>
<i>MCA</i>	<i>Sikkim Manipal</i>	<i>2009</i>	<i>I Div.</i>
<i>B.Ed.</i>	<i>MDU, Rohtak</i>	<i>2012</i>	<i>II Div.</i>
<i>M.Ed.</i>	<i>MDU, Rohtak</i>	<i>2017-19 (Last Semester)</i>	

WORK EXPERIENCE

I have a total experience of more than 22 years out of which the teaching experience spanning 19 years and Admin experience spanning more than 13 years at various schools. These include:

March 2018 – Till date:	Working as Vice Principal in Sanskar The Co-Educational School, Ghaziabad U.P.
April 2015 – March 2018:	Working as Academic Co-ordinator (Head for Primary, Middle and Senior wings) in Global Indian International School, Noida U.P.
April 2012 – March 2015:	Worked as Senior Assistant Academic Co-ordinator and PGT (C.Sc. & IP) in Lotus Valley International School, NOIDA U.P.
July 2010 – March 2012:	Worked as Senior and CBSE Co-ordinator and PGT (C.Sc. & IP) in Uttarakhand Public School, NOIDA U.P.
April 2004 – June 2010:	Worked as Senior Co-ordinator, Examination Incharge and PGT (C.Sc. & IP) in Indirapuram Public School, Indirapuram, Ghaziabad, U.P. (Formerly named as Bharatiya VidyaBhavan's Public School, Indirapuram, Ghaziabad, U.P.)
July 2002 – March 2004:	Worked as TGT (Computers) in Ryan International School, Mayur Vihar Phase III, New Delhi.

April 1996 – June 2002:

Worked as PRT (Computers) in Lovely Public Sr. Sec. School, Priyadarshini Vihar, New Delhi – 110092

LEADERSHIP AND PROFESSIONAL EXPERIENCES:

I have had the opportunity to work under Management/ Principals who constantly supported me in upgrading and introducing new and interactive methods of teaching/learning, and encouraged me to make learning a joyous and challenging experience.

- ❖ *I have worked as ‘Vice Principal’, ‘Academic Coordinator’, ‘Senior In-charge’, ‘CBSE Co-Coordinator’, ‘Examination In-charge’ and ‘HOD Computer Science Department’ and ‘Admin ERP and IT’ in various schools. In this capacity I planned and looked after the following :*

As a Leadership Team member

- *Attended International Leadership meet organized by GIIS at Macau, Greater China in 2018 and worked on upcoming projects at GIIS.*
- *Facilitated staff development meetings and plans.*
- *Coordinating the functioning of the school for day to day matter.*
- *Coordinating with the Teachers regarding all Academic and Non-academic matters.*
- *Worked as ‘International School Award coordinator’ (for British Council). In this capacity, I have already succeeded in getting the ISA Award by British Council for the school.*
- *Coordinated many **Global Exchange programs***

As a Professional Learning Community Committee member

- *Developed agendas for each committee meeting*
- *Monitored discussions to stay on track*
- *Monitored committee projects and completed as per the yearly goal plan.*

As a Safety Committee member

- *Guided work of Crisis Plan Committee*

As Evaluation and Scheduling Committee member

- *Annual planning and scheduling of various examinations incorporating the Continuous Comprehensive Evaluation (CCE) system for Classes 6 to 10.*
- *Annual planning of Continuous Assessments for classes 1 to 5.*
- *Designing of the Report Card for Classes 1 to 8*

- All CBSE related formalities of AISSE and AISSCE, Teacher's data bank etc.
- Handling of all the documents related to Internal Examination, Board Examination and Examination Department (including question papers and worksheets).
- Compilation of **School Syllabus Booklet** from Classes 1 to 12.
- Coordinator for various competitive examinations such as NCO, IIO and Schoolsindia.com. etc.

As Public Relations officer Committee member

- Created and published the Newsletter and Magazine

As Hiring Committee member

- Assisted in interviewing process

As Technology Committee member

- As IT Head taken care of all modules of ERP in the school
- Monitored Wordsworth lab, Maths Buddy , Scorace , Extramarks and EduCom

As Vision Committee member

- Helped create a plan to address school's top needs and participated in implementation

As Manager of resources

- Managed MyGIIS Entab and SchoolsIndia ERP and all IT related matters
- Developed all major events budget and monitored spending

As School Board Meeting Attendee

- Attended School Board meetings regularly.
- Presented to the board on curriculum changes and staff development

As Public Speaker

- Gave many presentations on IT and Evaluation.
- Gave Annual School Report presentation
- Organized all Inter Campus Subject Conferences.

As HOD

- All the responsibilities of HOD (question paper checking, Diaries checking, etc.) were being performed by me.

As Life Long Learner

I have undergone many training programmes some of which are:

- CRISP Technology Training and various Subject enhancing workshops in Global Indian International School, Noida.
- Workshop on Body Science in Global Indian International School, Noida.
- Workshop with Dr. Bhawna Burmi on "Living In Balance".

- Workshop conducted by Vice Chairman, Lotus Valley International School, Mr. S.C. Arora on "Educator and Education".
- Workshop on "Behaviour Management in the classroom" by renowned psychologist Dr. Ravindran.
- A workshop by Ms. Simi Srivastava on the topic 'Me to We'
- A seminar on the use of 'The Red Ink' conducted by Vice- Chairman Mr. S.C. Arora.
- Attended two days CBSE Orientation Programme for Informatics Practices based on change of syllabus.
- Workshop of Enhancing Teaching ability and Language skill by Mr. Babbar and Mr. Gangal in Bhartiya Vidya Bhavan's Public School, Indirapuram.
- Basic course in student counseling for school teachers, organized by Institute of Counselor Training Research and Consultancy in Bhartiya Vidya Bhavan's Public School, Indirapuram.
- Beginners Course of the Intel Teach to the Future Program in Lovely Public Sr. Sec. School, Priyadarshani Vihar, Delhi -110092
- One day Training Camp for, Delhi State Girl & Boys – Scouts in Lovely Public Sr. Sec. School, Priyadarshani Vihar, Delhi – 110092

To me, teaching/ administration has never been a mere job but an enjoyable, fulfilling and challenging vocation to which I have always given my sincerest best. My strength lies in my willingness and ability to learn and grow and in being able to establish a rapport with my students/ staff and management.

HONOURS AND AWARDS

- Bagged certificates & Prizes in Drawing & Dance
- Played Hand Ball at Zonal Level.
- **Bagged the Best Teacher's award for the Year 2008-2009 sponsored by NIIT and Year 2009-2010 sponsored by 'Career Launcher.'**

PERSONAL DETAILS:

Husband's Name	Mr. V. K. Bhagee
Date of Birth	27 th February 1972
Religion	Hindu

Ms. MANISHA BHAGEE