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PROFILE

AMITA WALIA

District Patiala

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Residential Address:

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PROFESSIONAL SUMMARY:-

Longtime Educator Capable Of Juggling multiple Administrative Roles. Expert Communicator Who Thrives In Students And Parents-Facing Roles, With Extensive Record Of Students Success And High Rates Of Parents Satisfaction.

EDUCATIONAL QUALIFICATIONS:-

- Master of Arts (History) from Kurukshetra University
- B. Ed (English and Social Science) KUK
- C.T.E.T. Qualified

Work History

TEACHING EXPERIENCE :- (Total-22years)

- Four years experience in A.S. High School, District Kaithal (Haryana)
- Six years experience in Akal Academy, Balberha, Patiala (Punjab)
- Twelve years' experience as **Vice Principal/ Supervisory Head** in DAV Public School, Samana, Patiala (Punjab)
- **Worked as Principal in Premier Public School, Samana.**

➤ **ADMINISTRATIVE EXPERIENCE :**

- **Worked as Principal in Premier Public School, Samana.**
- **Supervisory Head/Vice Principal in DAV Public school Samana.**
- **Officiating Head for Three Months In DAV Samana.**
- **Seven years experience as Supervisory Head of Senior Wing (8th to 12th) years in DAV Samana.**
- Five years experience in DAV Public School, Samana as **Coordinator** of Primary Classes

- Time Table In charge
- Examination In charge
- CBSE Correspondence In charge
- Centre Superintendent in CBSE Board Examination in Ganga International School in 2015-16
- Experience of Dpt. Superintendent of UGC/NET Exam 2018-19
- **H.O.D. of Social Science** in Akal Academy Balbehra and DAV School Samana.
- **Master Trainer of Patiala** Zone of DAV in Social Science
- Coordinator of all Competitive Exams/ Olympiads
- Interviewed teachers in DAV Schools Patran and DAV School Samana.
- Navigated issues related to Covid-19 pandemic including revising curriculum.

Skills

- Strategic planning & implementation
- Leadership & management
- Curriculum & Instruction Programme Design and implementation
- Policy development & Implementation
- Operation Oversight staff training & Development
- To provide Value Education with Modern Education
- Ability to create rich Lesson Plans.

SEMINAR / WORKSHOP ATTENDED :-

- **E learning: ICT Integration** in School Education for Social Science in DAV School in Chandigarh.
- Workshop on **Strengthening Human Values** at Jalandhar organized by DAVCMC.
- **Life Skill: Education** at Jalandhar organized by DAVCMC.
- **Continuous and Comprehensive** Evaluation and Formative Assessment Training AT Jhajjhar , Harayana organised by CBSE.
- **Social-Science Capacity Building Program** attended at Budha Dal Public School, Patiala of CBSE.
- Workshop on "**Train the Trainers**" conducted by Worthy Regional Director Sh. Vijay Kumar.

- Three Days **Master Trainer Program** of Social Science organized by DAVCAE in Delhi.
- Attended **Webinar** on the topic **Intellectual Disability** of CBSE.
- **Webinar on Competency Based education** In Social Science of Goyal Publication.
- **Webinar of Khelo India** Movement of CBSE.
- Webinar of the topic **Inclusive Education of CBSE**.
- **Health and well Being** in School on CBSE **Diksha Portal**.
- **Pedagogy of Environmental Studies on Diksha** Portal Of CBSE.
- **Pedagogy of Language** on Diksha Portal of CBSE.
- **Capacity Program of Social Science of PB-C Zone- 3**
- **Webinar on POCSO ACT conducted by CBSE**.
- **Webinar on Designing of Multiple Choice questions**
- **Experiential Learning in Practice**
- **Connecting and Communicating with Parents**
- **Gamification in Learning**
- **21st Century Skills**
- **The Need to Value Education**
- **Teaching Strategies in Social Science**
- **Addressing Challenges in Post Covid- Schooling**.
- **Three days Online training of Pedagogical plan of School**

SEMINAR / WORKSHOP CONDUCTED / ORGANIZED :-

- CCE Workshop at DAV Public School Samana from Session 2013-16.
- Capacity Building Program for Secondary Teachers on June 2015 on Life Skills.
- CCE Workshop at DAV Patran in 2013.
- Workshop of the topic Remodeled Assessment of CBSE at DAV Public School Samana.
- Capacity Building Program of Social –Science of PBC Zone-3
- Faculty Enhancement Programs for all Staff Members on every Second Saturday in DAV Samana.
- Social-Science capacity building Program of Patiala Zone.

- IN House programme in Premier Public school, Samana
- Various capacity Building programme for teacher in PPS

AWARDS / APPRECIATION / ACCOMPLISHMENT :-

- JIM Corbett Certificate for Guidance at All India Environment Awareness Program.
- **Appreciation letter from HRD Minister for Stellar Performance of Students in Secondary Examination in 2015.**
- Teacher Excellence Award from Lions Club Samana Gold - 2016.
- Performance Excellence Award from Silver Zone Foundation 2017-18.
- Avantika Award : Dr. S.Radhakrishanan Sanmaan 2018 from Avantika Group.
- Best Principal Award from CBSE Patiala Sahodhya Cluster.
- Dynamic Principal Award from Federation of Private School Association.

SPECIAL STRENGTH & Skills

- Positive Attitude
- Sincere towards working
- Hard Working
- Loyal
- Passionate about working
- Excellent Planner
- Design and Implementation
- Policy development

RESPONSIBILITIES :

Primary responsibility:

Academic Operations

- Establish and promote high standards and expectations for all students and staff for academic performance.
- Effectively ensure that the teaching staff is optimally engaged at all points in time
- Effectively ensure that all processes are followed in line with statutory regulation of the CBSE as well as Internal Standard Operations procedures.

- Ensure the information called for by the education department is shared with them within time. Co-ordinate with the various government agencies for various works.
- Ensures the activities of the school are conducted in accordance with the rules laid down by the local authority, State Education Department and the CBSE.
- Effectively co-ordinate with the curriculum and academic teams.
- Effectively manage various parent events like parent orientation, PTM, sports day, coffee meets, student events like Children's Day, term end party, yearend party, field trips, inter house competitions, and teachers events etc.
- Oversee the execution of the Sports and Performing Arts Programme as per guidelines.
- Identifying intellectual, physical, social and emotional needs of students' success in school and taking appropriate steps to direct and coordinate the efforts of teachers and parents.
- Effectively manage parent teacher association and respective committees and ensure parent delight during all parent interfaces with the school management.
- Effectively handle parent concerns.
- Coordinate the security and safety.
- Organize dist. Level policy.
- Assess students needs

Secondary Responsibilities

School Admissions

Prepare school admission strategy for the year with the management.

Follow the decided strategy for the year.

Ensure that the admission process is fair.

Increase enrolment.

Oversee the entire admissions process.

To Implement immediate Instructions and directions.

- Daily Instructions/Time-Table/Adjustment.
- Weekly calendar
- Whole Year Action Plan
- Planning Policies
- School Calendar/Media/Newsletter

- Study plan/Content Evaluation
- Health Planner
- Celebrations/Festivals/Annual Function
- Camps/Seminars/Other school programs
- All Co-scholastic activities
- PTMs
- Circulars/Notices for Parents and Teachers
- CBSE Correspondence
- DAVCAE correspondence
- Website/SMS/E-Mail/E-Smart working
- Regular Assembly
- Faculty Enhancement Program
- Examination Work
- Competitive Examination
- Observation of School House working
- Situation/Immediate Priority basis work.
- Discipline
- Safety and Security

SPECIAL CONTRIBUTION: -

- Mentored the teachers in the creation and implementation of Powerful Learning environment, Lesson Plan and student's assessment.
- Cultivated an environment that encouraged open communication with colleagues and students.
- To Plan and implement all professional development programs for teachers.
- Developed and initiated observation and feedback with faculty.
- Framed curriculum, safety norms and behavioral expectation within school.

PERSONAL INFORMATION :-

- Status : Married
- Children : One Daughter
- Date of Birth : 18 April, 1975

Jan, 2023

(AMITA WALIA)