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DOB: 25 Sept 1959

Professional Summary

An academic administrator with forty years of experience in delivering academic excellence, teaching, student mentoring, and administration. Board member in number higher education councils through the Ministry of Human Resource Development, Government of India and the Central Board of Secondary Education.

Experience and Organizational Impact

2020 – 2021: Director, North Point, Senior Secondary Boarding School, Kolkata

Academic Excellence and Administration

Responsible for implementing academic excellence through needs assessment, resource allocation, curriculum development, mentorship, and partnerships with the teaching fraternity. Foster, and maintain external relationships and parent-teacher interactions. Administer board standardized tests and represent the organization to higher education bodies; for matters related to curriculum, teaching & student success.

Impact:

My position as the nodal head has helped in streamlining the school's administration, improved teacher-student ratio in imparting class based curriculum measured through success in standardized tests, better teacher-parent relationships, and external communications.

2006 – 2020: Administrator, Apeejay School Education Trust, Kolkata

Management Strategy and Operations

As administrative head managed all aspects of day to day operations, budget, and P&L of all the schools under Apeejay School Foundation Trust. Responsible for laying the vision and strategy for the Apeejay School Education Trust and implementation of strategic goals. Was the representative of Apeejay Schools to the community, higher education councils, corporate partners, and parents.

Was individually responsible for and headed the Management team to establish and start Apeejay Schools in Bhubaneswar (2016) and Haldia (2018)

1993-2000: Principal, Apeejay School Salt Lake and Park Street Branches, Kolkata

Academic Excellence and School Management

As Principal with dual charge, was responsible for day to day operation of both branches, setting education standards, curriculum and performance matrix of students, teacher and staff management and performance review, managing school budget, spend and revenue generation, parent and external organization relationship management.

1981-1992: Head Mistress, Interim Principal, Apeejay School, Park Street Branch, Kolkata

Academic Excellence and Student Performance:

Responsible for day to day school curriculum, teaching, student performance, standardized tests, teaching management and teaching secondary and higher secondary students. Being question setter, examiner, and invigilator for board examinations.

Impact:

I was responsible for transforming Apeejay Schools into a powerhouse in Kolkata. During my tenure (over 39 years), I have impacted the schools' performance in standardized tests, improved graduation rate that led to ensuring that no child is left behind, introduced new technology based curriculum and resources for students, recruited great teaching staff who made every day difference both with innovative teaching and teacher-student relationship. As an administrator I was responsible for making Apeejay School attain national status, set the vision, strategy and long term goals in academic excellence, school management and an open door policy to have interactive relationship with students and teachers. I have been engaged at the national level in setting higher education policy, board standardized test requirements and curriculum formation, and led national higher education leadership councils.

Education, Leadership, Awards

- Ph.D. Trinity World University
 - M.Ed., Charan Singh University, Meerut
 - M.A, University of Calcutta – Major English
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- Represented schools in Eastern India at the 58th CABE Meeting In 2011 – Chaired by the Hon. Minister, Mr. Kapil Sibal.
 - Team Member visiting Hanban, China, to represent CBSE schools of eastern India
 - Member of Curriculum Formation Committee for Inclusive Education under Central Board of Secondary Education.
 - City Coordinator for UDAAN – An online contact program initiated by the Minister For Human Resource Development - To encourage enrolment of girls to engineering colleges.
 - Centre Nodal Superintendent for SSSE & AISSCE 2004 – 2015
 - Head Examiner for English (AISSCE) 1999 - 2003
 - **Resource person appointed by CBSE for various CBSE CCE & FA workshops**
 - Currently President Of The Sahodaya Schools Complex, Kolkata chapter
 - CBSE appointed tele-counsellor for board examinees 2016 -present
 - State coordinator for CBT examination under -National Testing Agency (NTA), administered through The Ministry of Human Resource Development.
 - City coordinator for All India Level National Entrance and Merit Examinations - CTET, JEE, UGC, NEET.
 - Member of various Inspection Teams constituted by CBSE for advising on affiliation to CBSE
 - Member: CBSE Virtual Inspection Team for affiliation (2020)
 - Lifetime achievement award as a Principal and Senior Administrator, Lions Club, Kolkata 2020.
 - Member of Advisory Board of World Genius Council.

- Merit Award – (2012) at The 20th Annual National Sahodaya Conference at Amritsar- for outstanding work in implementation of C.C.E.
- CBSE Award to Mentors (2011-12) – For Commendable Services as Mentor Of Outstanding Merit, for implementation of Continuous & Comprehensive Evaluation (C.C.E) in schools.
- Long Service Award – (2006) – Apeejay Surrendra Group For 25 Years Of Continuous Service.
- Best Principal Award – (2005) – from 8th National Science Olympiad Foundation.
- Vidya Bhushan Samman – (2005) – from The International Association Of Lions Club
- Initiated V-SAT Classes titled Vivek-Disha with Ramakrishna Mission Institute, Kolkata