

CURRICULUM VITAE



NAME	MRS.PREMALATHA VIJAYAKUMAR
DATE OF BIRTH	21.01.1971
NATIONALITY	INDIAN
MARITAL STATUS	MARRIED
PRESENT ADDRESS	A101, CONFIDENT JADE, B HOSAHALLI ROAD, SREE NARAYANA NAGAR, KADA AGRAHARA, NEAR SOMPURA GATE, KARNATAKA -562125.
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EDUCATIONAL QUALIFICATIONS

M.Sc., M.Ed.

#	Course	College &University	Year of passing	Class
1	B.Sc.	N M Christian College, Marthandam, Madurai Kamaraj University.	1991	First
2	M.Sc.	V.O.C. College, Tuticorin, Madurai Kamaraj University.	1993	First
3	B.Ed.	Lady Willington College of Education, Chennai, Madras University (Regular).	1994	Second
4	M.Ed.	Institute Of Correspondence Education, Chennai, Madras University.	1995	Second

PROFESSIONAL EXPERIENCE

20 YEARS

#	Institution	Board	Designation	Period
1	NAKSHA ACADEMY, Near Gunjur Bust Stop, Bengaluru- 560087.	CBSE	PRINCIPAL	May 2014 To Dec-2022
2	Jalaluddin School, MINISTRY OF EDUCATION H. Dh. Kulhudhuffushi, Republic of Maldives.	GCE 'O' Level London & IGCSE Cambridge	Senior Teacher in Fisheries Science	April 1999 To Nov 2006
3	Holy Cross Matriculation Higher Secondary school, Komarapalayam. Erode.	Matriculation - HSC	Vice Principal cum PG Teacher in Zoology	June 1994 To Jan 1999

ADMINISTRATIVE AND LEADERSHIP SUCCESSES:

- Revamped the technological infrastructure to ease out the **transition to online** classes during the Covid Pandemic. Introduced **co-curricular activities** through online platforms.
- Conducted **workshops** for teachers and staff to become technologically efficient for the smooth administration.
- Worked successfully in obtaining **Secondary affiliation for Naksha Academy to CBSE Board** in the year 2019 and upgradation of the school to **Senior Secondary** in 2022. Worked in the **name change** of the school from Chistiya International School to Naksha Academy.
- Managed **day-to-day operations** and trained the admin staff towards efficient parent/potential parent engagement.
- Specializing in the **training of academic staff towards curriculum management** and efficient pedagogy dissemination. Strategic financial planning, organisational re-design, **marketing strategy** and research.
- Identified and **acquired new enrolment**, and managed all aspects of the school administration from provision of deliverables, follow-up, and relationship management for long term retention of students and quality faculty.
- Honoured with **Asia's Greatest Principal 2020-21** award by Humming Bird Education Ltd. for producing outstanding results in International Level Olympiads.

Trainings Attended:

- Attended **Improving school performance webinar on 4th Feb 2022** conducted by the **private school Principals Association**.
- Attended the **27th CBSE National Conference of Sahodaya School Complexes 2020 -2021 hosted by Sahodaya Samiti, Gwalior** in collaboration with Central Board of Secondary Education.
- Attended the **FUN OF DOING SCIENCE** by Aravind Gupta conducted on 22nd January 2022.
- Attended the **We Think Digital – Digital Sakti 3.0** organised by the National Commission for women.

- Attended **Annual pedagogical planning & Lesson planning** conducted by Capacity Building Program by Perspectives.
- Attended the **Art of Lesson planning** conducted by Capacity Building Program by Perspectives.
- Attended **Awareness Program on Extension of Affiliation** conducted by Capacity Building Program by Perspectives.
- Attended **Awareness programs on latest CBSE Initiatives** conducted by Capacity Building Program by Perspectives.
- Attended **Awareness program on School Quality Assessment** and Assurance conducted by Capacity Building Program by Perspectives.
- Attended **Assessment of Teacher Performance** conducted by Capacity Building Program by Perspectives.
- Attended **Awareness program on Extension and upgradation of Affiliation** conducted by Capacity Building Program by Perspectives.
- Attended **Annual pedagogical planning and Art Integration** conducted by Capacity Building Program by Perspectives.
- Attended **Pedagogical Leadership Training Capacity Building** Program Phase one conducted by COE Bengaluru. Attended many trainings conducted by **COE Bengaluru and Chennai**.

ACCOMPLISHMENT OF SUCCESSES DUE TO THE FOLLOWING SKILLS IAPPLIED THROUGHOUT MY CAREER.

- Believing in 'Learning by Doing' and TEAM WORK.
- Strongly believe in moral values and ethics.
- Meticulous planning and organising.
- Setting goals and working towards achieving them.
- Designing own curriculum for different levels – Average, above average and gifted.
- Use of Modern technologies.
- Organising all school Events.

- Implementing new innovative ideas.
- Teachers training and Assessment.
- Encouraging the students to participate in all competitions and Olympiads.
- Special strategies applied to help below average students-remedial classes
- Creating healthy competition among students.

HOBBIES

- Collecting **Coins and rupees** of all countries.
- Collecting **Stamps** of all countries.
- Gardening

Place: KADA AGRAHARA, NEAR SOMPURA GATE
Date: 22nd Jan 2023