

S DEEPIKA MAHESWARAN
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10+ Years of experience in the field of education- M.Sc., B.Ed., B.Sc.

PROFESSIONAL EXPERIENCE:

- **Vice-Principal:** Spurthy Global School, ICSE Chandapura, Bangalore (Year from 2021 till date)
- **Academic Coordinator:** Mount Litera Zee School, CBSE, Bannerghatta, Bangalore (Year 2019-2021)
- **Value Coordinator:** Mount Litera Zee School, Electronic City, CBSE, Bangalore (Year 2016-2019)
- **Primary Teacher:** Vibgyor Group of Schools, ICSE, Electronic City, Bangalore (Year 2015-2016)
- **Secondary teacher:** Sapthagiri Matric High school-MATRIC BOARD, Hosur (Year 2009-2010)
- **Secondary teacher:** Oxford High school- MATRIC BOARD, Erode (Year 2008-2009)

ACADEMIC PROFILE:

Qualification	Board/University	Year of passing	Result
M.Sc. Chemistry	MS university	2018	First Class
B.Ed.	Mewar University	2014	First Class
B.Sc-Bio chemistry	Navarasam Arts and Science college.	2008	Distinction
Higher secondary course certificate	Carmel Higher Secondary School	2005	71%
Secondary school leaving certificate	Carmel Higher Secondary School	2003	89%

ADDITIONAL COURSES:

- ✓ *Diploma in Child Psychology*
- ✓ *Diploma in School Management and Administration*
- ✓ *Certificate Course in Chat GPT-AI*
- ✓ *Advance Diploma in Bio-informatics*

Roles & Responsibilities in the current profile:

- Conducting teacher trainings and workshops.
- Implementation of various creative teaching modules and effective pedagogies.
- Subject teacher allotment and managing teachers' work load.
- Conducted the curriculum workshop and guiding the teachers on programming of work and lesson planning.
- Checking and validating the notebooks.
- Observing the classes and giving feedback for improvisation.
- Analysing the students marks and discussing with the teachers to improve the academic performance.
- Empowered the team of educators by providing leadership opportunities at work with cash rewards.
- Conducted ICSE board examinations in compliance with the established norms of the ICSE board.
- Implementing the support programme.
- Making circulars and sharing with the parents to keep the communication effectively.
- Setting up the classrooms.
- Attended to all the parental queries and concerns regularly
- Designing the timetable, school diary, SOP, academic year calendar and progress report card.
- Have rolled out new roles – Co- class teacher, team leaders, HOD/Subject leads to monitor the academics effectively.
- Experienced at planning/organizing, tweaking lesson plans and activities.
- Recruitment of staff.
- Parent teachers association.
- Managed the ICSE & KISA board portals regularly.
- Taught Value Education, Science, Chemistry & English subjects.
- Conducting meeting with teachers.
- Assigning roles and responsibilities to the coordinators, team leaders and teachers by assigning them into various committees.
- Overseeing the daily activities and assisting the Principal in handling various administrative works.
- Conducted the induction training for teachers to set up the standard operating procedures for the teachers in terms of academics.
- Ensured to maintain a healthy and safe campus for all the employees and students in school.
- Designed and Implemented Curriculum tracker, timetable, assessment structure and online worksheets.
- Counsel students, parents, and teachers and suggest corrective measures to elevate students' academic performance in all spheres.
- Recruited and trained the teachers as and when required.
- Acting Principal in the absence of Principal

- Attending the board meetings conducted by CISCE.
- Planning for various workshops and trainings for the teachers and students.

ACHIEVEMENTS:

- Got promoted as a **Vice- Principal from Academic coordinator** within the **span of one year** at Spurthy Global School
- Played a key role by setting up the academic documents for **ICSE Permanent Affiliation** inspection and got the permanent affiliation for the school.
- Supported Principal to improve the school strength from **380 to 640 in a span of 1.5 years** by actively marketing the developed policies of the school and counselling parents for admissions in Spurthy Global School.
- **As a Head of academics** played a key role in transforming regular method of teaching to modern teaching via technology during the first year of online classes (2020-2021). Have planned, executed, and conducted the online classes effectively at Mount Litera Zee School, Bannerghatta.
- Recruited the teachers, conducted the online trainings for teachers on online tools and classroom management to conduct the classes effectively at Mount Litera Zee School, Bannerghatta.
- Got promoted as a **Value coordinator from teacher** in Mount Litera Zee School, Electronic city.
- Organised and conducted the **Inter School Literary events** successfully between the different schools in Bangalore.

SKILLSET & COMPETENCIES:

- Well-versed in MS office, poster designs and online learning portals.
- Strong interpersonal and intrapersonal skills with verbal and written communication skills.
- Goal oriented at work.
- Adaptable and a quick learner.
- Effective people management.
- Effective in decision-making & problem solving skills.
- Managing the team and assigning the responsibilities.
- Strong at communicating with the team and parents effectively.

Reference:

1. Dr. Benny Kuriakose

President – Karnataka ICSE School Association

Principal- Spurthy Global School

Contact No: +91 92432 03090

2. Ms. Divya Barat

Principal,

Chrysalis High

Contact No: +91 93536 03258

3. Ms Preethi Naveen

Programme Manager

Makkala Jagriti, NGO

Contact No: +91 81975 83583

PERSONAL PROFILE:

Name	: S Deepika Maheswaran
Date of Birth	: 19-07-1988
Marital Status	: Married
Nationality	: Indian
Languages Known	: English, Kannada and Tamil
Interests	: Dancing, Singing, fitness, gardening.
Contact	: +91 8861115133
Address	: Electronics city, Bangalore.

DATE:

PLACE:

SIGNATURE