

RESUME

(Dr.M.Manickasamy)

Principal , KVIIT Chennai.

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Having 25 years of experience in teaching, administration and management of school activities. I also have vast experience and expertise in heading a big team. As the head of a school I manage around 70 teaching staff, 10 non-teaching staff, and students of various ages from 1st grade to 12th grade. I have helped the management by my dynamic professional work which helped in profitable budgeting without losing the safe and healthy environment of the school. My greatest strengths which helped me to become a successful head are my logical and critical thinking, ability to solve the problems quickly and efficiently, Excellent **communication skills** and management ability with the co-operation and support of everyone around me and of course with the blessing of the Almighty. Conducting different levels of program in Cluster/Regional/National level for students and teachers

Objective:

To work in a challenging and dynamic environment, and use my expertise and rich experience for the growth of the working environment and students. To inculcate the value based and high quality education in order to face the challenges of day to day life and provide to a healthy atmosphere and safe environment for teaching learning transaction. To make the student not only holistic development but also to inculcate the value of Patriotism and national integration.

Education:

- Doctorate in Education M.S.University, Tirunelveli.
- M.sc (Botany), MA (Sociology), MBA (Educational Management).
- Bachelor of Science in Botany , St.Xaviers College, 1985.
- Two years Diploma in Gandhian Thought.

Professional Certifications:

- Professional Certification in M. Ed (Education).
- Professional certification in M. Phil (Education.)
- Ph.D (Education) M.S.University
- Post graduate diploma in Guidance and Counselling, NCERT.
- HWB in Scout & Advanced Commissioner(s).

Skills:

- Have excellent communication and written skills in English, Hindi, Tamil and Malayalam to deliver points in precise language.
- Expertise in using computers and **Microsoft office tools** namely Microsoft Word, Access, Excel and Powerpoint to give presentations. Also have mastered to operate internet and email efficiently.

- Guest lecturer in the subject of Biology, AEP (Adolescent Education Programme), Life Skills, Inclusive Education, Right to Education Act, NCF 2005, CCE, Soft Skills, Gender Sensitization and Conducting Various Level of course for teachers.
- Master in Guidance & Counselling, Personal, family and career counselling and has presented seminars on effective study habit, concentration, stress management and time management, has conducted work shop on Guidance programme for teachers and staff.
- Expert in Simplified Kundalini Yoga and Meditation and conducts courses on yoga and meditation.

Strengths:

- Faith in self and others
- Leadership and efficient managerial Skills.
- Respect and regards for every one.
- Appropriate and exact delegation of responsibilities to staff.
- I learnt and used different techniques and tools of educating students for effective and efficient teaching
- Conducting different courses/workshops/seminars In house trainings

Work Experience:

- 1993 -2010 Post graduate Teacher in Biology, Worked in North Eastern Region, Tamilnadu, Karnataka and Goa.
Principal Oct 2010 – onwards, Worked in Chattisgarh & Tamilnadu.
Kendriya Vidyalaya Sangathan.

Responsibilities as Teacher:

I assisted the Principal of the school in various Programme and monitoring activities and helped to maintain discipline inside the school campus. I attended various programs for Student management representing the school. I trained the teachers on the techniques of various teaching methodologies, learnt and experienced by me. I observed, evaluated and recorded my observations of teaching staff, non-teaching staff and students and gave it for further action to the Principal.

Responsibilities as the Principal

As the Principal of the school, I take up all the responsibility of managing the students, staff and all the activities related to school. I take up the task of teacher's recruitment whenever needed, enable students maintaining discipline and decorum in school campus, get feedback from students, teachers and parents and take appropriate actions on them at the appropriate time. I am in charge of monitoring and maintaining a safe, healthy, peaceful environment in school. I also monitor the attendance of students and teachers. In this regard, I introduced the concept of awarding students with 100% attendance record and for students maintaining punctuality which encouraged the students to come on time to school. I also reviewed the textbooks and notes followed by students and give my feedback to teachers for improvement. I was responsible for launching the computer program compulsory for all students in school free of cost which helped to keep students in touch with the latest technology. I responsibility in Audit & Accounting and Drawing & Dispersing Officer.

Glimpses in Career

- Worked for about 20 years as Examiner and Addl. Head Examiner & Head Examiner in the evaluation of CBSE board Examination.
- Conducted many level of course in Scout & Guide.
- Worked as resource person in subject Biology, AEP, Guidance & Counselling, CCE, RTE, In-service courses, Workshops etc.
- Course Director for KVS Chennai Region for the Primary Teacher in-service course.
- Course Director for Primary Teachers Induction course
- Venue Director for in-service courses, workshops, seminar etc.
- Contingent manager for KVS National Games.
- Coordinator for National Sports Meet (KVS) 2013 & 2016
- Observer/camp commandant for Scouts.
- Master Trainer for CCE, NCF 2005, AEP etc.
- Member in National Sports Control Board (KVS).
- Master in simplified Kundalini Yoga.
- One of the authors of "Manual For School Guidance Programme" published by KVS(HQ) New Delhi.
- Produced outstanding board results in Kirandul (Chattisgarh)-2013
- Ensuring Quality education in the Vidyalaya.
- PhD on Teacher effectiveness and personality characteristics of high and Higher Secondary School teachers of Bangalore city.
- Paper published on Teaching effectiveness of teachers working in Kendriya Vidyalayas and State board teachers in Goa.
- Letter of Appreciation from Honorable Minister of HRD and Additional Commissioner KVS New Delhi for performance of studies in CBSE X and XII
- Recipient of KVS "Divisional Award for Scouts-2012".
- Recipient of KVS Regional Award for Principal 2015.
- Recipient of Regional Spl. Commendation Award on ICT 2016.
- Recipient of Principal Award 2016 –Lions Club
- Recipient of Wisdom 2020 Award 2016 AMN Global Group.