**APPLICATION FOR THE POST OF ASSOCIATE PROFESSOR**

**MEGALA SARAVANAN**

**PERSONAL SUMMARY**

An experienced head teacher with over 15 years of experience in providing the vision and leadership required to ensure a high quality of education for pupils. Having a proven track record of successfully managing resources and staff to improve educational services, thereby providing pupils and teachers with the best environment to achieve their full potential. **CAREER HISTORY**

**In College Level**

Excel Engineering College, Komarapalayam

HOD April 2010 - Present

Sri Vasavi College of Education, Erode.

HOD June 2008 - April 2010

Selvam Arts & Science College, Namakkal.

Lecturer June 2007 - May2008

Softskill Trainer GTT ,BARCLAYS,CAPEGEMINI

Working in partnership with pupils, staff, parents, governors and to develop a rich and creative curriculum which meets the learning needs of all.

**Duties:**

Involved in the recruitment and selection of teaching and support staff.

Planning, managing and monitoring the curriculum within the agreed budget.

Setting appropriate targets for the improvement of school performance.

**ACADEMIC QUALIFICATIONS**

(Ph.D) English Batch 2009

Dravidian university (waiting for Viva)

M.Phil English Mar 2009

Periyar University

M.A. English May 2006

Annamalai University

B.Sc. Chemistry April 1999

Madras University

**ADDITIONAL QUALIFICATION**

M.A. Hindi Sep 1997

Allahabad University

B.Ed. Hindi Sep 1994

Allahabad University

M.A. Hindi Dec 2005

Pondicherry University

ESOL Entry Level Certificate(A2) 2013

University Of Cambridge

**KEY STRENGTHS**

Strategic planning

Curriculum development

Leadership and staff training

Flexibility

Project management

Decision making

**PREVIOUS CAREER HISTORY**

**In School level**

Cluny Mat.Hr.Sec.School,Salem.

Teacher June 2006 - April 2007

VertiVikas Hr.Sec.School,Keeranoor,Mallur,Nammakkal

Teacher June 2004 - May 2006

Montford A.I.Hr.Sec.School,Yercaud

Teacher June 2003 - April 2004

Sri Rathnaa English School-Mat.wing,Nethimedu,Salem

Teacher Jan 2000 - April 2003

Provided professional leadership and management for the school. Strove hard to promote the aims of the school through the implementation of the policies.

**Duties:**

Focused on pupils’ achievement, using data and benchmarks to monitor their progress.

Ensured that the progress of the pupils of the school is monitored and recorded.

Encouraged good behaviour from pupils. Arranged for parents to be given regular information about the school curriculum.

**RESEARCH PAPER TITLE**

**“**Loveless lives of women”- Kamala Das Indian literature & Poetry.

**PAPER PUBLISHED**

Title “American popular music” in IAAC Bharathiar University-2010.

**SKILL SET**

“Soft Skill trainer for MBA II year and CSE Final Year”

“Communication Skill trainer for MBA I Year & Engineering –I year “

**ACHIEVEMENTS**

Participated in **IAAC** sponsored national level Conference on **“ Indo American Literature”** organized by Bharathiar University, Coimbatore

Participated in **“Faculty Development Programs”** organized by Excel group of Institution, Komarapalayam.

**“Awareness camp Organizer”** for B.Ed Students at Kombaniputur organized by Sri Vasavi College of Education, Erode

**PERSONAL DETAILS**

* D.O.B : 11.03.1979.
* Gender : Female
* Marital Status : Married
* Children : One

**Job Seeker First Name / CV No: 1826052**

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