**DR. SIRAJ**

**Email:** **siraj.374750@2freemail.com**

**Personal Information & Education**

**NAME:**

DR. SIRAJ

**DESIGNATION:**

HEADMASTER

**NAME OF THE INSTITUTION:**

AZIZA DAWOODNAIK HIGH SCHOOL, RATNAGIRI

**DATE OF BIRTH:** 12th JULY 1962

**EDUCATIONAL QUALIFICATION:** M.A. B Ed. Ph. D. (URDU)

**Ph. D. TOPIC:** **DR. RAJENDRA SINGH BEDI**

**AUR UNKE HUM ASAR AFSANA NIGARON KA TAQABULI MUTALA**

**TEACHING EXPERIENCE :**

35 YEARS (SINCE AUGUST 1982) at present

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**EXTRA CURICULAR / SOCIAL / LITRARY AND CULTURAL ACTIVITIES**

1. Awarded as **INTERNATIONAL JEWEL OF INDIA**, Delhi India
2. Delivered a lot of speeches on various topics in Educational and Cultural programs.
3. Selected as a **NEWS ANCHOR** on **ETV URDU** channel, In Hyderabad, India
4. Awarded as **URDU SAHITYA ACEDAMY AWARD**, In Mumbai India

5) Presented “Paper Reading” in Several Literary Seminar, Performed on **“ALL INDIA RADIO”** on many occasion.

1. Worked as an announcer more than 100 times in Educational, Cultural, Sports and Entertainment etc.
2. Function at various places. Including programs with the well-known Actor **“MR. DILIP KUMAR”** in Miraj and **“MR. KADAR KHAN”** in islampur (Maharashtra, India)
3. Arranged so many Cultural and Literary Programs including few with the Maharashtra Urdu Sahitya Academy.
4. Taught Urdu language and Literature to the Junior and Senior College as a Visitor Lecturer for 3 to 4 years.
5. Worked as a Resource Person for Teachers and Higher Class Students

**Main Job Tasks and Responsibilities**

* plan, prepare and deliver instructional activities that facilitate active learning experiences
* develop schemes of work and lesson plans
* establish and communicate clear objectives for all learning activities
* prepare classroom for class activities
* provide a variety of learning materials and resources for use in educational activities
* identify and select different instructional resources and methods to meet students' varying needs
* instruct and monitor students in the use of learning materials and equipment

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* use relevant technology to support instruction
* observe and evaluate student's performance and development
* assign and grade class work, homework, tests and assignments
* provide appropriate feedback on work
* encourage and monitor the progress of individual students
* maintain accurate and complete records of students' progress and development
* update all necessary records accurately and completely as required by law, district policies and school regulations
* prepare required reports on students and activities
* manage student behavior in the classroom by establishing and enforcing rules and procedures
* maintain discipline in accordance with the rules and disciplinary systems of the school
* apply appropriate disciplinary measures where necessary
* perform certain pastoral duties including student support, counseling students with academic problems and providing student encouragement
* participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations
* participate in department and school meetings, parent meetings
* communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs
* keep updated with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities

Thanking you!!!!

(Dr. Siraj)

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