**Curriculum Vitae**

***Dr. PARUL***
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**Job Objective**

A Challenging position in a growth oriented University/Institution/College that blends professionalism and dynamism in both its vision and actions and provides a platform for growth with suitable use of my experience and qualification.

**Professional Synopsis**

* A result driven professional with over **14 years** of experience in the field of Education.
* Worked as **Assistant Professor/ Teacher Educator** in education colleges for **7years**
* ***Presently working as PGT MATHEMATICS AT ST. JOHN’S HIGH SCHOOL since past 7 years***
* Strong analytical & organizational abilities with adeptness in formulating Education systems and preparing competent teacher educators for future.
* Excellent communication and counselling skills in public relation interaction
* A keen analyst with exceptional relationship management skills and abilities in liaising with various regulatory authorities & external agencies/bodies.

**Skills**

**Summary of Skills:**

* Strong analytical and organizational abilities with adeptness in formulating education systems and preparing mathematicians and competent teacher educators for the future
* Excellent orator in public dealings.
* A keen analyst with exceptional relationship management skills and abilities in liaising with various regulatory authorities and external agencies/bodies
* Excellent track record and experience of teaching math at high school levels
* Experienced in helping students understand mathematic concepts and developing interest for the subject
* Ability to develop relationship with students and guide them in developing skills
* Passion for teaching mathematics and solving problems of students
* Skilled in assessing and working on weak and strong points of students
* Ability to work closely with teachers, parents, and students

**Key Performance**

***Assignments:***

* Prepared chapter assignments for the students.
* Assessed learning absorption and retention, and adapted instructional techniques to the level of students.
* Ensured that all assignments were duly completed by the students.
* Held responsibility of orderliness of the assigned classroom.

***Exams Training:***

* Taught and assisted students in solving complex numerical problems.
* Explained different techniques with which a problem could be solved.

***Skills:***

* Strong decision taking abilities.
* Ability to take up new challenges.
* Ability to coordinate at all levels.
* Self-Motivating, Strong leadership skills.
* Able to priorities work efficiently across a wide range of responsibilities.
* Able to work as a team player across all levels of Management.
* Good organizational and communication skills**.**

**ACADEMIA**

* **Ph.D from Department of Education Punjab University ,Chandigarh.**
* **U.G.C. NET Education Cleared in Dec, 2003.**
* **M.Ed From Punjab University, Chd in 2003-04 - (78.14%)**
* **B.Ed From Govt. College of Education, Chd in 2002-03 - (74.56%)**
* **M.Sc Maths from Himachal Pradesh University, Shimla in 2000-02 – (77.25%)**
* **B.Sc (Non Medical) from M.C.M. D.A.V College ,Chd (PU) in 1997-2000 - (69.45%)**

 **CAREER CONTOUR**

* **Presently working as PGT Mathematics at St John’s High School from April 2011 till date:-**
* Working as **class in-charge of senior-most class 12** (medical and non medical stream)
* **Teaching mathematics to class 11 and class 12 (both non medical and commerce streams)**
* **Additional responsibility of class coordinator for classes 11 and 12 (for medical, non medical, commerce and humanities streams). The responsibility includes planning and implementation of academic calendar, examination schedule, supervision, time table substitutions, counselling, field trips and educational tours, and various others specialized programmes in day to day activities.**
* Arranging and planning **sponsorship programs** for economically weaker sections of the society
* **Planning and organizing Science quiz as Event Mentor in school for the past two years**
* Plan math lessons and prepare instructional materials, individualized for students with issues.
* Guide students from [either elementary school or high school, grades] in mathematics.
* Direct students in completing the curriculum for their end term examinations.
* Teaching mathematics course and providing instructions to students
* Monitoring and evaluating performance of students
* Communicating with parents and sharing progress reports of their children
* Managing behavior of students and reporting to the supervisor about indecent behavior
* Preparing lessons according to the understanding level of students and repeating them the next day if needed
* Compiling and maintaining various records of students such as attendance, test administered, and extra coaching provided
* Make students comfortable and at ease and encouraged them asking their doubts
* Provide extra coaching to students lagging behind in unit tests
* Attend teachers and parents meetings and contribute thoughts and ideas in improving education

**Worked as Assistant Professor ( Teaching of Mathematics) on regular basis in Rayat and Bahra College of Education, Sahauran from July,2005 to April, 2011**

* **Teacher educator for Bachelor of education and Master** **of** **education classes**
* Worked as **Dean Academics** in education college which included **planning and implementation of admission procedure, time table, academic calendar**, **examination** **schedule, liaison officer and public relation caretaker.**
* Served as **Officiating Principal** for three months in the college. **The duty included management and planning of the entire institute.**
* Member of **steering committee** of **NAAC** in education college
* **Internal Quality Assurance Cell (IQAC) coordinator** in the college which included ensuring quality mechanism in the college’s academic and non-academic processes
* Time table in charge in education college
* Member of NSS Committee for two years in education college
* Member of Under Graduate Committee in education college
* Selected, modified, and provided instructions to students as required
* Trained the fresh teacher educators in psychological dealing of students
* **Worked as Lecturer on adhoc basis in Indo Global College of Education ,Abhipur from Aug,2004 to May,2005**
* Teacher educator for B.Ed class teacher trainees
* **Time table in charge** in education college
* Correspondence with Punjabi University, Patiala
* **Admission in-charge** of the college

**Research Initiatives**

* **My own research work**

I have completed my research work in mathematics education from Department of Education, Punjab University, Chandigarh. The title of my research is

**EFFECTIVENESS OF COMPETENCY-BASED APPROACH IN DEVELOPING EXIT COMPETENCIES AMONG PROSPECTIVE MATHEMATICS TEACHERS IN RELATION TO ACHIEVEMENT MOTIVATION AND TEACHING APTITUDE**

My research work was highly appreciated and was considered to be practical in terms of its application in teacher education system.

* **Research work supervised**

I have guided three dissertations at Master of Education level.

* **Publication**

One research paper has been published in a research journal, named, ‘Researcher’s Tandem’, Voume. Oct to Dec, 2009

* **Participation in Seminars/Conferences/Workshops**

**International Level**

* Paper presentation in International Conference – ‘Innovative Practicum in Teacher Education’ on 14th – 16th Nov, 2006 at Dev Samaj College of Education, Chandigarh

**National Level**

* Paper presentation in seminar – ‘Transforming Classrooms : Educational Technology for Teaching and Learning’ on 6th Feb, 2010 at Chitkara College of Education, Rajpura
* Paper presentation in seminar – ‘Values, Self and Society’ on 25th March, 2009 at Chandigarh College of Education, Landran
* Participated in National Workshop – ‘Research Paper Writing Skills’ on 12th May, 2009 at Rayat and Bahra College of Education, Mohali
* Paper presentation in National Conference of AIAER – ‘Higher Education and National Development: Issues and Concerns’ on 5th – 6th May, 2006 at Jasdev Singh Sandhu College of Education, Patiala
* Paper presentation in seminar – ‘Teacher Education – Some Specific Challenges in 21st Century’ on 5th Feb, 2005 at B.C.M College of Education, Ludhiana

**State Level**

* Participated in seminar – ‘Drug Addiction in Punjab – Prevalence and Preventive Measures’ on 19th March, 2010 at Rayat and Bahra College of Education, Mohali
* Paper presentation in seminar - ‘Stress Management – An Indispensable Part of Educational Curriculum’ on 10th Feb, 2010 at Doaba College of Education, Ghataur
* Paper presentation in seminar – ‘Total Quality Management in Education’ on 31st Jan, 2010 at Shivalik Hills College of Education, Patti Nangal
* Participated in workshop – Disaster Management Preparedness workshop on 19th – 21st Nov, 2009 at Rayat and Bahra College of Law, Mohali
* Participated Annual Conference of CTE- ‘Exploring Possibilities in Education’ on 26th Sep, 2009 at Rayat and Bahra College of Education, Mohali
* Paper presentation in seminar – ‘Shaping Young Minds – Prior National Concern’ on 28th March, 2009
* Participated in seminar – ‘Bridging the Gap between Teacher and the Students: A Dialogue Approach’ on 6th March, 2007 at Jasdev Singh Sandhu College of Education, Patiala
* Participated in seminar cum workshop – ‘Role of Educational Institutions in Disaster Management’ on 12th Feb, 2009 at Doaba College of Education, Ghataur
* Participated in seminar – ‘Learning Disabilities to Earning Abilities’ on 6th Feb, 2009 at Rayat and Bahra College of Education, Mohali
* Participated in VII Annual Conference of CTE – ‘Teacher Education – Learning and Working in a Society in Flux’ on 31st Oct, 2008 at Rayat and Bahra College of Education, Mohali

**Personal Details**

Nationality : Indian.

Date of Birth : 15th Apr’1980.

Marital Status : Married.

Sex : Female.