

## **CURRICULUM VITAE**

**DR.SHYJU K.R.**

**PhD(D.Litt)**

M.A. English, M.A

Psychology & B.ED, PG Diploma in Career counseling

MBA (HRM).

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### **Summary:**

- Dedicated, resourceful educational professional with 18 years of experience and a proven ability to: create and monitor policies and practices that promote a safe learning environment; ensure a school culture that encourages continuous improvements for teachers and students.
- Develop an environment that encourages open communication with colleagues', students and parents.
- Visionary and team player with a proven track record in increasing student academics and maintain Excellency in education
- Expertise in creation and implementation of lesson plans which focus on students
- Learning and teacher's development and good awareness of the most recent innovations in the field of education
- Deep understanding of students' psychology and ability to tune the teaching process to the understanding level of students
- Superior interpersonal skills to develop strong and lasting relationships with all stake holders
- Astute professional with vast experience and proven track record for exceeding organization goals through effective internal and external communication; and with a firm commitment to drive together management objectives and ensuring the highest level of student centered learning.

### **Objective:**

- To secure a challenging position that allows me to contribute my skills and abilities for personal and organizational betterment.
- To experiment with new ideas towards creativity, while providing growth opportunities for both the institution & myself.

### **Seminars attended / Papers published:**

- Attended CBSE regional conference of Principals organized by Principals Forum in the month of September 2015 at MEERUT.
- Presented a paper on the importance of career guidelines in secondary school curriculum in an educational conclave organized by RAMTECH SHAMLI U.P.
- Published many articles on carrier selection, soft skills, and leadership in magazines like Vanitha, education chronicles and newspapers.
- Conducted more than 1200 sessions on career selection in schools and colleges.
- Attended a leadership program for two days at Canara English school at Mangalore on 12 and 13 November 2016
- Attended a seminar on leadership for principals conducted by AICS on October 10<sup>th</sup> and 11<sup>th</sup> 2017 at STMARY'S School Udupi, Karnataka.
- Presented training program on 'teaching for excellence for newly inducted teachers of AICS,SAHODAYA, Kannur and various schools of Kerala and Tamilnadu.

- Attended CBSE SAHODAYA National Conference held in Madurai 2017
- Attended national seminar conducted by CED Delhi in Bangalore about the theme 'Making of a perfect Principal in the month of June 2018
- Attended and Submitted a paper on 21st century teaching and learning during a program named EDUTALK organized in Delhi on 21st May 2018.
- Attended CBSE National Conference In Delhi for Principals in 1<sup>St</sup> & 2<sup>nd</sup> Nov-2019

### **DEMONSTRATED ACHIEVEMENTS AND PROCESS INTRODUCED FOR MAINTAINING STANDARD IN SCHOOL:**

- Identification of key priority areas, Curriculum Development, Recruitments, Infrastructure Development and Budgeting.
- Development of school improvement plans for a chain of schools(IDPS)
- Knowledge of latest educational trends and their application to school systems
- Selecting vendors for school uniforms, books, school stationary and printing material
- Ability to develop staff and students through workshops and seminars
- Initiation of innovative classrooms teaching techniques project based learning for effective curriculum transaction
- Development of systems for conducting work appraisals, specifically for teachers and Head of the school and conducting Academic Audits to monitor performance
- Development of common school calendar, school prospectus and school website, organization newsletter and school magazines
- Expertise in resolution for CBSE related matters, planning the timetable, assessment schedule, parent teacher meetings, school activities and school functions
- Organization capabilities include seminars and career workshop for students involving domestic as well as international spheres of study and workshops for members of the staff
- Designing the recruitment process for selection of teachers and other school staff
- Partnering with parents for constructive inputs on school improvement
- Evolving strategies to work on gifted students and under improvement
- Branding and Marketing
- Checklist for school heads and appraisal systems, Academic audit, Self evaluation by teachers, Conversation Classes, Development of non scholastic achievement record, Stationary audit, Parent response sheet, computerized result formats.
- Computerized performance records for students of secondary and senior secondary classes
- Introduction of computer aided learning and multiple capsules in classrooms
- Uniformity in the book selection process and library purchases
- Parent teacher meet formats.
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### **Academic Chronicle:**

- **Doctor of Philosophy (PhD.)** from university of Asia, 2019)
- **Master of Arts in English**, 2002 (Calicut University, Kerala).
- **Master of Arts in Psychology**, 2008(Magadh University).
- **B.Ed.** 2003 (Calicut University, Kerala).
- **Master of Business Administration** 2013 (DDU, Gorakhpur).

- **Post-Graduation Diploma In Career Counseling** (Indian Institute of Psychotherapy & Management Science, Mumbai) 2006.
- **Bachelor of Arts in English**, 2000(Calicut University, Kerala).
- **P.D.C.** (Calicut University, Kerala).
- **SSLC** (Kerala state board).

### **Skills/Strengths:**

- Career counseling and guidance.
- Student counseling and behavior therapy.
- Group discussion
- Personality development and soft skills development expert .
- Good qualitative aptitude along with excellent grasping power and eagerness to learn.
- Good work ethics with excellent communication and interpersonal skills.
- Self –Motivation & a passion to succeed. Ability to recruit, select, train, supervise and evaluate school staff
- Lesson Planning
- Ability to work well in both team environment and individual environment.
- Knowledge of budget preparation and implementation
- Adroit at analyzing an organization’s critical requirements, identifying deficiencies and potential opportunities and develop innovative cost effective solutions for enhancing ,competitiveness , increasing output and improving overall academic experience.
- Flexible and versatile to adapt to any new environment, work on any project and relocate
- Managing Academic Programs
- Skilled in enforcing school’s disciplinary code
- Extra Curricular activities and students “Motivation”

### **Software Exposure:**

- Operating System : Windows XP, Windows 7, Windows 8, windows 10
- Utility tool : MS Office

### **Extra Curricular Activities:**

- Dramatics.
- Sports(Volleyball, Cricket)
- Creative Writing

### **Languages:**

**To speak** – English, Malayalam, Hindi

**To read & write-** English, Hindi, Malayalam

### **Work Experience:**

- July, 2004-May, 2011- Worked as a **Teacher of English** at **St. Joseph’s School, Pakartalla** (ICSE affiliated), District- Bhagalpur (BIHAR)
- June, 2011-June 2013 worked as **PGT in English** at **St. Joseph’s School Khorabar Gorakhpur**.
- June 2013-till March 2015 worked as **Principal** at **International DPS, Banka, Bihar**.
- April 2015-till May 2016 working as **Principal** at **ST. R C. SCIENTIFIC SCHOOL SHAMLI** Uttar Pradesh.
- May 2016-till March 2018worked as principal at **GURUKULA PUBLIC SCHOOL KUNDAPUR KARNATAKA**

- April 2018-till April 2019 worked as the Principal at SRI VIVEKANANDA INTERNATIONALSCHOOL(ICSE),CHANNARAYAPAT,HASSAN DIST,KARNATAKA
- May2019 till date working as the principal of EXCELLENT PUBLIC SCHOOL LOKAPUR,BAGALKOT DISTRICT ,KARNATAKA

### **ACHIEVEMENTS.**

- Awarded by Mr.VARUN GANDHI on behalf of RAMTECH SHAMLI for educational excellence and School leadership in 2016
- Guided the present school GURUKULA PUBLIC SCHOOL to get the best 13<sup>th</sup> CBSE School in Karnataka by BRAINFEEED MAGAZINE ALL INDIA SCHOOL RANKINGS.
- Award by AVANTIKA FOUNDATION and IUEF for the contributions to school education in India in a function held in Hyderabad on 27<sup>th</sup> July 2018
- Published articles in English and Malayalam dailies and magazines on Career Development and selection, Personality development, leadership and soft skills.
- Arranged ISO 9001:2015 CERTIFICATION to the present school.
- Guided many schools to get CBSE affiliation.
- Attended many seminars and training sessions of CBSE ,CISE and many institutions
- Working as the admin of many online social media principal forums which are engaged in educational development research and knowledge sharing
- Conducted many faculty development programs across India and Abroad.
- Conducted “Campus to Corporate Program” for various professional colleges in India.
- Conducted many faculty development programs across India and abroad.
- Conduct ‘Campus to Corporate’ programs to various professional college across India

### **References:**

#### **Fr.Sibi Joseph**

Principal

St. Joseph’s School

Khorabar, Gorakhpur

#### **Personal Details:**

D.O.B.	:	22 <sup>nd</sup> January 1979
Father’s Name	:	Ramachandran.Nair
Sex	:	Male
Nationality	:	Indian
Marital Status	:	Married
Religion	:	Hindu .Nair

#### **Declaration:**

I hereby declare that all the details furnished above are true to the best of my knowledge

**(SHYJU K.R.)**