

DIVIJA.RAPAKA
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CAREER OBJECTIVE

To obtain a position in teaching that will allow me to use my strong passion for student development coupled with skills and experience that will enable me to make a difference in all round development of students.

Academics

M.Tech(CSE) from Ganapathy Engineering College, Warangal-
Affiliated to JNTU-HYD.

B.Tech(IT) from Samskruthi Engineering College, Hyderabad-
Affiliated to JNTU-HYD

TECHNICAL SKILLS

Operating systems: MS-DOS, windows

Languages : C,C++,Java and Python.

Work Experience:

- ❖ **Working as ICT Trainer in Lotus Lap group of schools
(Integrated with CBSE and ICSE blend).**

Roles & Responsibilities:

- To organize personal timetables, classrooms and pupils' work with due regard to the requirements of the curriculum and policies of the School.
- To discuss with parents or guardians their children's progress at parent/teacher meetings and at other times when required.

- To provide a stimulating classroom environment for children and to expect standards of individual excellence from children.
- To be aware of and act upon the needs of students with particular emotional and special educational needs and to ensure appropriate provision in their teaching for such students, including those with specific gifts and talents.
- To produce end of term, yearly, transfer and other necessary reports, as required by the Principal.
- To submit appropriate lesson plans in advance on dates specified by the Principal or the Teacher's line managers and in the format according to school policy.
- To implement the agreed school discipline policies for all pupils.
- To participate in playground and other supervisory duties as required.
- To plan, supervise and teach any extra-curricular activities as required.
- To take responsibility for the direct management and supervision of any Classroom Teaching Assistant allocated to the Teacher's class.
- To undertake such additional duties and responsibilities as may be required by the Principal, provided that they are consistent with those normally associated with the position.

❖ **Worked as Training Manager in CST Services for (Mission Code Project) in Telangana Social Welfare Residential Education Institution Society (TSWREIS) for 240 schools in Telangana State.**

Roles &Responsibilities:

- ✓ Providing professional leadership and management of the all classes, to support and develop the students in the class and hold them accountable for their progress.
- ✓ To manage, own professional development with the support of senior ICT in order to secure high quality teaching, the effective use of resources and improved standards of learning and achievement of all students in classes
- ✓ Monitor and evaluate the student progress targets for the classes taught to promote pupil achievement and to make a measurable contribution to the class, faculty and whole school targets.

- ✓ Teaching plans, which contribute positively to the achievement of students to teach and which actively involves all students in its execution. Ensure that lessons are engaging and stimulating taking into account individual needs of the students. Manage, develop and share resources to enhance teaching of ICT and Computing.
- ✓ To engage all students in classes in the consistent implementation of schemes of work which encapsulate key learning strategies To provide regular feedback for students in a way which recognizes good practice and supports their progress against targets and has a tangible and measurable impact on student learning.

Skills, abilities, personal qualities and achievements:

- **Published article in News Paper on the project I am leading as a project manager.**
- The ability to promote and maintain the highest standards in all aspects of the work in the school
- Team player with energy, enthusiasm and perseverance
- Very good organizational skills, encouraging positive collaborative working practices
- Good communication skills, showing sensitivity and strength
- Mentoring and coaching skills, showing ability to be both constructive and critical
- Ability and skills to manage change
- A commitment to developing curriculum activities within the Technology Faculty
- Evidence of a commitment to equal opportunities policies and an understanding of their effective operation with in Education.

PERSONAL PROFILE

Name : R.DIVIJA
 DOB : 10 Jan 1991.
 Languages known : English, Hindi and Telugu
 Hobbies : Listening to music, Solving puzzles.

Date : (R.Divija)