

To  
The HR

29/01/2020

Respected Honorable Sir/Madam,

**Ready to relocate/salary negotiable**

**SUBJECT:**

**APPLICATION FOR THE POSITION OF PRINCIPAL/VICE PRINCIPAL/EXECUTIVE  
ADMIN/ HR-ASSISTANT /ADMINISTRATOR/SUITABLE POSITION.  
(16 YEARS ADMINISTRATION EXPERIENCE).**

*PLEASE DO ACCEPT MY HUMBLE OBEISANCES.*

Trust this Friendly email/letter of mine finds you in Hale and Healthy, and Hilarious in the pink of Health and in all Cheer. I am sure under your dynamic stewardship your Institution will make rapid strides in all Directions and Dimensions and soon occupy a prominent place in the Educational map of India.

In your magnanimous presence with best health and prosperity I am sending my details for your kind perusal for getting me a chance to prove my efficiency for the above mentioned position.

I am very much impressed rather delighted and hypnotised by your Accomplishments. You are occupying Coveted, Prestigious position. Let me wish you everything Best.

Hoping for your kind co-operation and early response.

Thanking You in Anticipation, Regards.,

**RABIN CHANDRA PARAMANIK,**  
**M.Sc,B.Ed,M.Phil, (P.G.D.M.IN HRM pursuing)**  
**PRINCIPAL (STATE, ICSE, CBSE, PUC), & DEAN ADWIKIA INSTITUTION,**  
**J.J.Nagar, H.M.R Layout, Bangalore-560056.**  
**PHONE: 9886081493., 9035820948: E.MAIL: [robinparamanik@gmail.com](mailto:robinparamanik@gmail.com)**

## **BRIEF RESUME**

**NAME :** **RABIN CHANDRA PARAMANIK**

**QUALIFICATION:**

**M.Sc., B.Ed .,M.Phil.,(P.G.D.M.IN HRM pursuing)**

**No. OF PUBLICATION:** **124 {65(I) +59(N)}**

**No. OF CONFERENCES:** **147 {35 (I) +112(N)}**

**No. OF M.Phil:** **22 Awarded**

**No. OF Ph.D:** **07 GUIDING**

**No. OF Ph.D:** **04 Submitted**

**AWARDS:** **31**

**14 STATE,10 NATIONAL AWARDS,7 YOUNG/BEST/JUNIOR SCIENTIST AWARDS WITH TWO (2) GOLD MEDALS**

**PROJECTS:** **01. (MAJOR DBT, Govt. of India.)**

**BOOKS:** **14 {(12(I) 2(N)}**

**Invited Talk :** **21 {3(I) +18(N)}**

**Chair Session:** **08 {2(I) +06(N)}**

**Resource:** **03**

**Plenary:** **01**

**Lead:** **02**

**Workshop :** **10**

**EXPERIENCE:** **16 YEARS TEACHING, ADMIN & RESEARCH**



**RABIN CHANDRA PARAMANIK**

**M.Sc,B.Ed M.Phil,(P.G.D.M.IN HRM pursuing)**

**PRINCIPAL**, (I.C.S.E, CBSE, STATE, PUC), **DEAN** ADWIKA GROUP OF INSTITUTES.

J.J.Nagar, H.M.R Layout, Bangalore-560056,

**Hello: 9886081493, 9035820948, EMAIL: [robinparamanik@gmail.com](mailto:robinparamanik@gmail.com)**

## About

**Rabin Chandra Paramanik**, S/O: Mr.S.N.Paramanik, Retired Personal Secretary, Govt. of India, Ministry of Labour, is devoted to the dissemination of Scientific Research, Management, Social Sciences, Physical, Applied Sciences, Engineering, Medical and Technological information around the world and makes all efforts towards achieving this goal. *Sir is a teacher by Choice, Principal/Administrator by Recognition, Educational Entrepreneur by Passion, Transformational coach by Compassion and a Philanthropist by his beautiful Heart.*

## OBJECTIVE

The challenging position as a **PRINCIPAL** in a rapidly growing organization with global reach where I can utilize and whet my professional expertise to produce exceptional results and thus to deliver tangible value. I developed a passion to serve the society through teaching profession, providing quality education and the importance given to the character building in children. To strive for excellence in my job and actively participate in the organization growth, in keeping up your highly esteemed institutional motto and objectives.

## SKILL PROFILE

- ✓ Well-rounded back ground with 16 years of experience as a **PRINCIPAL/ADMINISTRATOR/ADMISSION COUNSELLOR/BIOLOGY FACULTY.**
- ✓ Strong and successful background in developing the school in academics extracurricular activities.
- ✓ Making the parents satisfy by the programmes and activities design for their w a r d s in the academic year.
- ✓ Skilled at developing the school in all-round development.
- ✓ Excellent experience in giving seminars and Guest lectures at various educational institutions in order to promote my working institution.
- ✓ Successfully organizing the school programmes and developments within the school budget. Able to manage the school at difficult phase
- ✓ Mentoring and guidance are provided to students to excel in entrepreneurship, leadership qualities, teamwork, group dynamics and academics.
- ✓ Maintaining Standard of system, all Records, Time Tables, Activities in discharging Residential duties as a Residential Principal.

- ✓ Successful in conducting Cambridge curriculum planning as per international standards and producing excellent results.

## WORK EXPERIENCE

- ✚ 2003-2010 Sreenivasan Independent PU College and International School.Bangalore as a Principal, Administrator, Admission counselor, Biology Faculty.
- ✚ 2010-2017 Alfala PU College and International School as a Biology Faculty, Principal, Administrative Officer, Admission counselor, Bangalore.
- ✚ 2017 -2019 Gurukul PU College and International School Mysore road as a Biology Faculty, Principal, Admission officer, Administrative officer, Admission counselor.(ICSE,CBSE,PUC).
- ✚ 2019-TILL DATE ADWIKA GROUP OF INSTITUTION, J.J.NAGAR, BANGALORE-560027,AS A PRINCIPAL&DEAN ACADEMICS/ADMIN.

## RESPONSIBILITIES AND DUTIES PERFORMED BY DR.RABIN CHANDRA PARAMANIK AS A PRINCIPAL/ADMINISTRATOR

- ✚ To assist the Management of the school in the increasingly complex responsibility of administering an educational institution of this size. by the help of Teachers and associate staff.
- ✚ To assist in the duties by Coordinator, Teachers and associate staff.
- ✚ Has a vision for education at the institution in the particular section and for education itself. Has a passion to follow through and bring to effect that vision
- ✚ Has the ability to share this vision and passion; and to create a synergy in leadership in the school.
- ✚ Has an ability to give considerable amounts of time to leadership in the school (daily coming well before school; leaving well after school hours; attending office on most Saturdays; being available for interaction with the School Core Team 24x7; willingness to come to school/ attend meetings / programmes, even during holidays, as the case may arise; attending to school matters with stakeholders 24x7).
- ✚ Has Good health and energy, has effective leadership skills for promotion and getting admissions.
- ✚ Empowerment of staff, students and parents of his/her particular section of the school (resourcing, working in partnership with, ensuring increasing responsibility)
- ✚ Creating structures of justice among all persons involved in the section of the school he/she has charge of.
- ✚ Concern for the harmonious growth of the "whole" person including the religious, moral, intellectual, cultural, physical, social and environmental education for the students and adult members of the section of the school he/she has charge of.

- ✚ The reporting of maintenance needs in his/her section of the school plant to the Principal and ensure that his/her section of the School buildings, its furniture and fixtures, office equipment, playgrounds, school garden and other properties are properly and carefully maintained.
- ✚ Monitor staff attendance on a monthly basis. CL/ML/Late coming checking and sending the details for the salary to the account department.
- ✚ With the other members of the Executive Committee, to be responsible for all employees in his/her section of the school in accordance with the rules laid down by the Governing Council.
- ✚ At the time of handing over charge I shall prepare detailed “handing over notes” and a report aimed at a complete orientation to the incumbent.
- ✚ Preparation of the School timetable, allocation of duties and teaching load of the teachers in his/her section.
- ✚ Providing necessary facilities to the teachers in his/her section in the discharge of their duties.
- ✚ Conducting of School and Board examinations.
- ✚ Promotion and detention of students in his/her section, in consultation with the teacher.
- ✚ Discipline in his/her particular section of the school, in consultation with the teacher.
- ✚ Plan the year’s academic work in consultation with the staff and hold staff meetings at least once a month to (inter alia) review the work done during the month and assess the progress of the pupils.
- ✚ Be responsible for curriculum development, assessment of syllabi, textbooks and prescribe changes in the above with the approval of the Executive Committee.
- ✚ Supervise classroom teaching and secure co-operation and coordination amongst teachers of the same subject areas as well as inter subject co-ordination.
- ✚ Monitor and track the progress of all financially poor and educationally weak students and report these findings to the Principal through the Executive Committee and thus ensure growth and educational excellence through equal opportunities. For example, arranging for special remedial teaching of the students belonging to the weaker sections of the community as also of other children who need such remedial teaching.
- ✚ Plan and specify a regular timetable for the scrutiny of student’s written work and home assignments and ensure that the assessment and corrections are carried out effectively and on time.
- ✚ Organize and co-ordinate various non-academic activities through the House system or in such other ways as he/she may think fit in consultation with the Executive Committee.
- ✚ Develop and organize the Library resources and reading facilities in his/ her section of the school and ensure that the students and teachers have access to books and journals of established value and usefulness.
- ✚ Ensure that a growing social awareness (concern and compassion for others in need) is developed in the students, through on-going, planned outreach programmes.
- ✚ Ensure the spiritual development of all students through regular, planned Value Education classes.

- ✚ Send the progress reports of the students regularly to the parents or guardians with an intimation to the management.
- ✚ Conduct a class / subjects for at least 04 periods a week, preferably in the senior classes.
- ✚ Send an Annual Report of his/her section to the Principal to appraise him of achievements and challenges, and areas of needed support in his/her section of the school.
- ✚ Help and guide teachers to promote their professional growth, and towards this end actively encourage their participation in courses designed for in-service training and development. This should be done in consultation with the Principal and the Executive Committee.
- ✚ Work together with the Co-ordination Team and Executive Committee in promoting team spirit and staff morale through programmes and systems for clearly determined two-way line of communication.
- ✚ Communicate and reinforce school values, beliefs and objectives frequently to staff, students and parents.
- ✚ Ensure that all new staff are acquainted with the values of Christian Brother Education through orientation programmes. This should be done in consultation with the Principal and other members of the Executive Committee.
- ✚ Encourage opportunities for communication between and among staff, students and parents through regular meetings.
- ✚ Be responsible for his/her own professional and personal development by availing of relevant resource opportunities which will expose him/ her to the new trends in education, school management, communication and personal skill development.
- ✚ Motivate, guide and supervise the work of the teaching staff of the school proper maintenance of the employer and employee relation.
- ✚ The Principal/Administrator is the final authority for the teachers in the different sections when it comes to different activities in the section. They shall co-ordinate all activities in their respective sections in consultation with the Principal according to the Role and Responsibilities.
- ✚ In consultation with the management and Executive Committee, develop and document an Annual Plan for his/her section of the school which must reflect the overall school vision and mission and ensure staff participation in and ownership of the plan. In consultation with the Executive Committee, network with school management from other and NGOs working for social concerns.
- ✚ The Principal is to submit to the Governing Council each year a detailed written report on the performance and ability of the staff members.
- ✚ Coordinate, direct and plan the academic or auxiliary activities of the school as well as the overall management of teachers, counselors, staff and students such as curriculum planning with Cods & HODs and students' discipline.
- ✚ Manpower Planning: Forecast expected strength and teacher requirement in advance for the next session/academic year.

- + Participate in the recruitment/hiring process of teachers.Organizing and Coordinating School Events.Monitoring performance/KPIs of Teachers/HOD's & Coordinators
- + Develop and provide appropriate learning and curriculum programmes and methods of instruction that meet the needs of all students in the school and timetabling to support them.
- + Promote effective teaching and learning practices across the school.Assist in the development of the school curriculum and assessment policies.
- + Uphold our educational policies and integrate the common core government guidelines into each class curriculum.
- + Create benchmarks for students and teachers and track progress towards those goals.
- + Develop programs that improve teacher performance and assist students in understanding class material better.
- + Provide guidance to the school's network of student leaders and challenge those leaders to make the school a better place.
- + Respond immediately to concerns from parents and school board administrators.
- + Comfortable taking on a leadership role.Able to see the big picture.Service oriented.Good at planning and organizing.
- + Empathetic and sociable.Highly diplomatic.Skilled in identifying problems and brainstorming potential solutions.
- + Excellent at written and oral communication as well as presentation.Passionate about connecting with teachers and students
  
- + **Organize classroom lectures and coursework ,Prepare materials and activities**
- + **Assign homework and interesting exercises.Identify students with special requirements and create individualized plans**
- + **Determine exam and assignment grades ,Provide feedback based on workload and classroom behavior.**
  
- + **Keep a record of students attendance and grades.Research new language teaching methods**
- + **Manage classroom crises and resolve conflict.Inform parents about their childrens performance**
- + **Collaborate with teaching staff and administrators to foster a good student experience**
- + **Knowledge of various teaching methods,Deep understanding of the national curriculum and English language requirements**
- + **Exceptional organizational and communication skills.A patient and resilient personalityDedication to students and education**
- + **A student-centered approach to teaching and learning methods.**
- + **A desire to keep oneself updated with the latest happenings in the field of education.A pro-active approach.An ability to shoulder responsibility.**

## EDUCATIONAL QUALIFICATION

Degree	Name of the University	Year of passing	Percentage	Class
ICSE (10)	New Delhi	1995	55.0%	Second
CBSE (12)	New Delhi	1998	61.4%	First
B.Sc. Microbiology	Bangalore University	2001	49.5 %	Second
B.Ed	Bundelkhand University, Jhansi,(U.P)	2014	75.1%	First
M.Sc. Biotechnology	Bangalore University	2003	59.5 %	Second
M.Phil. Biotechnology	Periyar University	2008	71.25 %	First
	Topic:	RAPD Molecular Marker Studies in Anticancer		
		Drug Plants		
D.Litt (U.S.A)	University of South America (Montevideo)	Honorary Doctorate Award		
				16/12/2016
F.S.E.Sc.	Fellow of Society for Environmental Science	Dumka, India		
F.I.S.E.C	Fellow of International Society for Ecological Communication, Dumka.	Dumka, India		
F.S.Sc.	Fellow of Society for Science, Dumka	Dumka, India		
F.I.S.BT	Fellow of International Society of Biotechnology	Madhya Pradesh, India		
F.I.S.C.A	Fellow of International Science Congress Academy	Madhya Pradesh, India		
<b>(P.G.D.M.IN HRM)</b>		PURSUING		



**Personal Profile:**

Name : RABIN CHANDRA PARAMANIK.

Father's Name : Sadananda Paramanik.

Date of Birth : 01/04/1979 (40 YEARS)

Category : OBC (Hindu)

Sex : Male

Permanent Address : Village;Jagrad,Post;Kumardhubi,Dist;Dhanbad,Jharkhand-828203

Present Address : Hosapalya, Mysore road,Bangalore-560074,Karnataka

Language Known : Bengali, Hindi, English. **(13 languages)**

Field of Interest : Reading Technical Books & Magazines.  
: Surfing Internet and Sports.  
: Participating in Seminars & Workshops.

Extra Curricular Activities : Participating in various College Level Fests,  
: Member of College Cricket Team  
: Member of District Level Football Team.

Strength : Hard working, creative ability to work as a team member or individual.

Place : Bangalore  
Date : 29/01/2020

Rabin Chandra Paramanik