



SHUBHRA PANDE

SCHOOL PRINCIPAL



+919301253398



tiwarishubhra@gmail.com



Tilak Nagar Society,
Airport Road
Bhopal, M.P.

PROFILE

Seasoned academic leader with over 35 years of proven excellence in school administration and educational leadership. Recognized for driving institutional growth through strategic vision, policy formulation, and implementation of best practices in teaching and learning. Skilled in organizational development, stakeholder management, and capacity building of faculty to achieve sustained academic outcomes. Committed to upholding the highest standards of governance, compliance, and innovation to position the institution as a benchmark of quality education.

EDUCATION

- RANI DURGAWATI UNIVERSITY
JABALPUR (1986 - 1988)
Masters of Science (Chemistry)
- RANI DURGAWATI
UNIVERSITY JABALPUR (1991)
Bachelor of Education
- RANI DURGAWATI UNIVERSITY
JABALPUR (1983 - 1986)
Bachelor of Science

WORK EXPERIENCES

- PRINCIPAL, DELHI PUBLIC SCHOOL, BUDAUN, UTTAR PRADESH (2023 - PRESENT)
- PRINCIPAL, DELHI PUBLIC SCHOOL, MEERUT, UTTAR PRADESH (2019- 2023)
- VICE PRINCIPAL, DELHI PUBLIC SCHOOL, DEHRADUN, UTTRAKHAND (2016 - 2019)
- FOUNDER HEADMISTRESS, DELHI PUBLIC SCHOOL, MAHENDRAGARH, HARYANA (2013 - 2016)
- HEADMISTRESS, PGT AND EXAMINATION INCHARGE SAGAR PUBLIC SCHOOL BHOPAL, MP (2009 - 2013)
- PGT CHEMISTRY, HOLY FAMILY SCHOOL BHOPAL, MP (2006 - 2009)
- PGT CHEMISTRY, BOURBON HIGHER SECONDARY SCHOOL , BHOPAL , M.P (2001 - 2006)
- PGT CHEMISTRY, RED ROSE HIGHER SECONDY SCHOOL, BHOPAL, M.P. (1995 - 2001)

SKILL

- Training and guiding teaching staff in Innovative teaching strategies and lecture techniques.
- Development of students through observations and surveys.
- Preparation goals and objectives for academic staff.
- Curriculum designing.
- Time-table management.
- Training guiding academic staff in classroom management and in maintaining proper school decorum.
- Complete school management

SIGNIFICANT EXPORURES IN PROFESSIONAL CAREER

- Adolescence Education Programme organized by CBSE
- Participated in Principal training workshop organized by DPS Society in Dwarka, Delhi
- Attended the Delhi Public School Counsellor Workshop in Delhi.
- Attended “Principal as a Visionary Leader” workshop by DPS Society empaneled with CBSE.
- Attended workshop on “Emotional Intelligence” conducted by CBSE.
- Attended workshop on ‘Principal as a Pedagogical Leader’ by CBSE.
- Certified CBSE resource person (Trained under ISTM)
- Best Principal Award by Mahrishi Dayanand University, Noida.
- Awarded as an Influential woman by Arunodaya Organization

AWARDS & ACHEIVEMENTS



BEST PRINCIPAL AWARD
WON THRICE
By SOF



DEPUTY CITY COORDINATOR,
MEERUT DISTRICT & BUDAUN
by COE NOIDA



CENTRE SUPERINTENDENT & OBSERVER
By NTA & CBSE



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CONTACT

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Dear Madam/Sir,

It is with great interest that I am applying for the position of Principal in your School. I have a Master degree in Chemistry and Bachelor of Education additionally. I have enjoyed more than three decades in teaching and administration.

I am enthusiastic and prepared to contribute my knowledge to the public school program and curriculum, to maximize the student learning experience. With experience in program initiatives, optimizing the learning atmosphere, staff development, and promoting a safe environment, I have a proven record for exceeding faculty goals through effective internal and external communication, with firm commitment to child centered learning along with NEP based strategies of experiential learning and to generate a competency based learning school environment.

You will find the enclosed resume covers past accomplishments and imperative skills in detail, but here is a summary of what I have to offer to your School: Leadership Competence – The ability to promote the philosophy of the school program, provide team building, leadership, promote multicultural awareness, objective judgment, create an effective staff development plan, and engage in continuing professional development.

Administrative Competence – The talent to maintain a safe, respectful, positive and effective learning environment, evaluate staff performance, monitor financial procedures, record retention and coordinate the school advisory councils.

I would work with utmost sincerity and dedication. Possessing a good personality, tact and understanding, I will be an asset to the institution.

Looking forward to building a career with you.

Yours faithfully,
Shubhra Pande

REFERENCES

- MS. VATSALA SINGH (PRINCIPAL DPS, CHHATARPUR M.P.)
- MS. SANCHITA VERMA (PRINCIPAL, INDIAN SCHOOL, SOHAR, OMAN)