

CRITERIA 5.2

STUDENT PROGRESSION

5.2.1

PERCENTAGE OF PLACEMENT OF STUDENTS AS TEACHERS/TEACHER EDUCATORS

Nirmala Memorial Foundation College of Education Kandivali

5.2.1.1: Number of students of the institution placed as teachers/ teacher educators during last five years

<u>Year</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>Total</u>
<u>Number of students placed as teachers/ teacher educators</u>	10	65	94	93	85	347
<u>Total number of graduating students</u>	10	65	94	93	85	347

Formula

Percentage = Total number of graduates placed as teachers/teacher educators during the last five years X 100 / Total number of graduating students during the last five years

$$= 347/347*100$$

$$= 100 \%$$

Nirmala Memorial Foundation College of Education
Kandivali

PLACEMENT RECORDS OF YEAR 2018-2019

Shantilal Shanghvi Foundation

Regd. Office : F.P 145, Ram Mandir Road, Vile Parle (East), Mumbai – 400 057
CIN - U91990MH2004NPL146501, Tel.: 022-42181111

SSF/COR/HRD/20981/19
April 5, 2019

Ms Shebha Amit Dubey
D 102 , Silver Tower
Thakur Complex
Kandivali (East) Mumbai - 101
Maharashtra

Dear Ms Dubey,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Teacher** in the **G12B** grade in our organization to be based at **Mumbai**.

Our formal appointment letter giving detailed terms and conditions of your employment shall be issued upon your joining duty, subject to finding information mentioned in Personal Information Form as accurate, your providing us with a relieving letter from your present organisation and you being found medically fit after examination by a medical practitioner not less than MBBS.

The detail of Medical Tests to be conducted, and required documents at time of joining are given in the separately enclosed letters.

Please sign the duplicate copy of offer letter indicating your acceptance and date of joining, and return the same to us for our records.

With best wishes
Yours sincerely
For **SHANTILAL SHANGHVI FOUNDATION**


AUTHORISED SIGNATORY

Nirmala Memorial Foundation College of Education Kandivali

Shantilal Shanghvi Foundation

Regd. Office : F.P 145, Ram Mandir Road, Vile Parle (East), Mumbai – 400 057
CIN - U91990MH2004NPL146501, Tel.: 022-42181111

April 5, 2019

Ms Shebha Amit Dubey
Maharashtra

Subject: Documents Required On Joining Day.

Dear Ms Dubey,

This is in reference to our offer letter, you are requested to carry in original as well as photocopies of below mentioned documents (as applicable to you).

Sr No	Description	Documents	Comments
1.	Educational certificates (X, XIIth, Graduation, Post Graduation)	Mark Sheet, Certificates	-
2	Professional Qualification	Mark Sheet, Certificates	If Applicable
3	Proof of Birth	Birth certificate / Leaving Certificate	-
4	Resignation Letter	-	Not Applicable for Freshers
5	Relieving & Experience Certificate	-	Not Applicable for Freshers
6	Pan Card & Aadhar Card	-	-
7	5 Passport Size Photo	-	If covered under ESIC, 1 family photo Post Card Size is required
8	Residential Address Proof (Permanent as well as present)	Ration card/ Passport/ Voter ID/ Electricity/ Telephone bill / Lease & License agreement	Any one
9	Universal Account No. (UAN) from previous organization for Provident Fund		This No. can be availed from HR Department of previous organization
10	PF No. from previous organization (if applicable)	PF Annual Statement slip	

Thanking you

Regards

For SHANTILAL SHANGHVI FOUNDATION


AUTHORISED SIGNATORY

Nirmala Memorial Foundation College of Education Kandivali

Shantilal Shanghvi Foundation

Regd. Office : F.P. 145, Ram Mandir Road, Vile Parle (East), Mumbai - 400 057
CIN - U91990MH2004NPL146503, Tel.: 022-42181111

April 5, 2019

Ms Shebha Amit Dubey
Maharashtra

Subject: Documents Required On Joining Day.

Dear Ms Dubey,

This is in reference to our offer letter, you are requested to carry in original as well as photocopies of below mentioned documents (as applicable to you).

Sr No	Description	Documents	Comments
1.	Educational certificates (X, XIIth, Graduation, Post Graduation)	Mark Sheet, Certificates	-
2	Professional Qualification	Mark Sheet, Certificates	If Applicable
3	Proof of Birth	Birth certificate / Leaving Certificate	-
4	Resignation Letter	-	Not Applicable for Freshers
5	Relieving & Experience Certificate	-	Not Applicable for Freshers
6	Pan Card & Aadhar Card	-	-
7	5 Passport Size Photo	-	If covered under ESIC, 1 family photo Post Card Size is required
8	Residential Address Proof (Permanent as well as present)	Ration card/ Passport/ Voter ID/ Electricity/ Telephone bill / Leave & License agreement	Any one
9	Universal Account No. (UAN) from previous organization for Provident Fund		This No. can be verified from HR Department of previous organization
10	PF No. from previous organization (if applicable)	PF Annual Statement slip	

Thanking you

Regards

For SHANTILAL SHANGHVI FOUNDATION


AUTHORISED SIGNATORY

Nirmala Memorial Foundation College of Education
Kandivali

Shantilal Shanghvi Foundation

Regd. Office : F.P 145, Ram Mandir Road, Vile Parle (East), Mumbai – 400 057
CIN - U91990MH2004NPL146501, Tel.: 022-42181111

SSF/COR/HRD/19
April 5, 2019

Ms Shebha Amit Dubey
D 102 , Silver Tower
Thakur Complex
Kandivali (East) Mumbai - 101
Maharashtra

Dear Ms Dubey,

You are also requested to get the following medical tests conducted as a part of the pre-employment medical checkup:

- CBC
- ESR
- Urine Routine
- Blood Grouping & Rh Factor
- ECG
- General Physician Examination

The amount spend on medical checkup shall be reimbursed, upto a maximum limit of Rs 700/- (Rupees Seven Hundred Only), on submission of bills on *your joining* duties. You are requested to send us the medical report at our corporate office.

Please note that you should resign from your present employment only on completion of your medical examination and after getting a medically fit report.

Regards,

For SHANTILAL SHANGHVI FOUNDATION


AUTHORISED SIGNATORY

Nirmala Memorial Foundation College of Education Kandivali

Shantilal Shanghvi Foundation

Regd. Office : F.P 146, Ram Mandir Road, Vile Parle (East), Mumbai – 400 057
CIN - U91990MH2004NPL146501, Tel.: 022-42181111

Salary Components Re-Allocation Form (GSA & below)

To be filled in as part of the induction and joining kit by the new employee

- As part of your compensation structure, you may be entitled to LTA component up to the amount mentioned in your individual offer letter.
- The amount mentioned there is annual entitlement and is payable only when you submit the claims (subject to accrual as per policy, pro-rated from your date of joining). Any unclaimed balance shall be paid out to you after the end of the year as per policy, post deduction of applicable taxes.
- Hence, in case you feel that the current entitlement is higher than your expected LTA claim for the year, you may wish to reduce this annual reimbursement and move a part or all of your LTA to your monthly salary under supplementary allowance, to increase your monthly cash in hand. Please note that this monthly payment will be subject to normal taxes as applicable and you will not be able to claim tax deduction which is otherwise available as LTA.
- To help you in exercising this option, the section below enables you to allocate an amount to this reimbursement (in column 'D') as per your expected actual expenditure during the year. The entire balance amount (amount reduced from the original entitlement) will be moved to your monthly supplementary allowance basis your allocation selected here, thereby increasing the monthly salary.
- The table below provides the reimbursement components applicable to you in column (C). Please fill the amount you want to retain as the new annual reimbursement limit in column (D). This can be any amount from 0 up to a max. of the amount mentioned in column (C). The balance [(C)-(D)] will be added to your supplementary allowance. Even if you wish to retain the current entitlement (as per your offer letter), please fill the column (D) below with the existing amounts. Failure to mention any amounts in column (D) below may result in the entire money being moved to Supplementary allowance.

(A) Sr.No.	(B) Salary Component (Reimbursement)	(C) Entitlement as per letter (INR Per Annum) To be pre-filled by TA team as per offer	(D) Amount to be allocated for reimbursement (INR Per Annum) MANDATORY To be filled by the employee at the time of joining formulation	(E) Balance amount that will be moved to Supplementary allowance [(C)-(D)] (INR Per Annum) To be filled and authenticated by TA team/HR Ops and recorded in payroll
1	LTA	20000/- p.a		

- Please note that this allocation can be done only once in a financial year and can NOT be changed thereafter till the next financial year. Accordingly, you will be able to make any changes to this allocation only effective the next 1st April. The tax benefit will be available only for bona fide reimbursements within the allocated limits. Unclaimed balance will be paid post taxes at year end.

I hereby certify that I have made the above allocation(s) after due consideration of its impact and I agree that it will be applicable for the full Financial Year. I understand and agree that during the year, I will not be able to make any further changes in this benefit. I will provide the original bills and other supporting documents at the time of making such claims to avail the tax benefit and will be fully responsible for any tax liability arising out of them.


(Employee Signature) Location: _____
Name: _____ Date: _____

For Office Use only:

I hereby certify that I have checked and verified the allocations made by the employee in the table above and correctly updated them in the payroll records and admin records for processing the reimbursements.

HR Administrator Signature: _____ Name: _____ Date: _____

Nirmala Memorial Foundation College of Education Kandivali

 **KENSRI SCHOOL**
Managed by KENSRI Trust

Affiliated to CBSE, New Delhi
Affn No. 830008

KS/Appoint/22-23 DT: 09/05/2022

Ref: Your letter of appointment.

Dear Ma. Supriya Mahendra Pandey

The management of KENSRI School is pleased to inform you that you have been found suitable for the post of an English teacher for Secondary section in our school. You are hereby offered an appointment with effect from 16th May 2022. The conditions in brief of your appointment would be as follows.

General conditions:


1. You will be paid a consolidated salary of Rs. 30,000/- (Rupees: Thirty Thousand Only)

Gross	Net Salary	CTC
28,200	26,260	30,000





2. Your appointment will be on probation for 1 year. On appointment you will agree to serve a period of 2 years mandatory in the institution. During this time your appointment may be terminated for non-performance or any other reason viz. not in tune with the management without prior notice.
3. After completion of 2 years, under any circumstances if you wish to discontinue your service in KENSRI SCHOOL during the academic year, you are required to give a notice period of two months or one month's salary.
4. During your probation you will be eligible for 5 CL in a year. This should be availed only with prior permission and only for unavoidable circumstances.
5. After completion of your probation period, you are eligible to take 10 CL in a year. More than ten CL taken in a year will attract loss of pay. CL is a privilege given and not a right. This should be availed only with prior permission and only for unavoidable circumstances with a substitute.
6. You will report to the in charge for any clarification or problems. The Principal will give your charter of work, secondary duties and so on.
7. Normally as a staff member, you are expected to be punctual, follow lesson plan, time frame and ensure that all the efforts are made so that the student understand the concept.
8. You will attend school as per the school timings and beyond as and when necessary.
9. Monday - Friday: 08.00 a.m. - 3.30 p.m.
Saturday: 08.00 a.m. - 12.30 p.m. (working Saturday and as and when required)
10. Reporting time for school staff is 8.00 a.m. All teachers to be in their respective class by 8.10a.m. Any staff coming after 8.00a.m. will be marked late. Three late coming will lead to One CL. Please ensure that you are on time.
11. Staff cannot leave the school premises without the Principal's permission and a written note to be handed over at the security gate. - Please punch whenever you enter/leave the school premises.
12. You are requested to open a saving bank A/c with Canara bank to credit your salary.
13. Vacation salary will be paid to teachers who had been on duty on the first day of resuming of school and who was present on the last working day of the academic session with continuous service of ten months and without taking leave on loss of pay.

Kindly sign the office copy of this letter as acceptance including the rules and conditions of the school.

The management wishes you good luck.


Mrs. V S Shashikala
Principal

Encl: Policy

 www.kensri.in  +91 988 2202600, 2228822
 admin@kensri.in  # 1242/4446, Naripa Street,
Marianmathur, Bangalore - 560 024, India

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Nirmala Memorial Foundation College of Education Kandivali

PLACEMENT RECORDS OF YEAR 2019-2020

NIRMALA MEMORIAL FOUNDATION COLLEGE OF EDUCATION
Kandivali, Mumbai - 400 067
E-MAIL: nirmalacollegeofeducation@gmail.com
WWW: www.nirmalacollegeofeducation.com

OFFICE OF THE DEAN
Kandivali, Mumbai - 400 067
E-MAIL: dean@nirmalacollegeofeducation.com
WWW: www.nirmalacollegeofeducation.com

LETTER OF APPOINTMENT

Ref. No. : _____ Date : _____


To,
Mrs. Nandini Chavhan

Subject: Appointment for the post of Head of Department (H.O.D.) of B.M.S. Program in the Nirmala Memorial College of Art's, Commerce, Science and Management Studies on ad-hoc basis.



Dear Sir,

The undersigned is pleased to appoint you as the Head of Department (H.O.D.) of B.M.S. Program in the Nirmala Memorial College of Art's, Commerce, Science and Management Studies on ad-hoc basis.

The appointment is subject to the following conditions:

1. Your appointment is on ad-hoc basis for the period from 27/07/2019 to 30/06/2020.
2. Your performance, attitude and regularity will be evaluated during this period. If found unsatisfactory, your services may be discontinued with immediate effect without assigning any reason, without notice.
3. You will be governed by the service rules & regulations, administrative order(s), any such order(s) issued by the institution/university, time to time and as amended from time to time.
4. The appointment is a full time one and does not permit the holder to engage himself/herself in any outside business, consultation, professional, technical or other work either outside or within the institution without the express sanction of the institution authorities.
5. You shall carry out duties as will be assigned to the above post. Responsibilities attached as per guidelines given in Institute O.C. manual and other duties assigned to you from time to time.
6. You shall not disclose or give any information in any form whatsoever, related to the Institute & its activities, while in or out of work after ceasing to be in the service of the Institute.
7.  You shall not engage for casual cases only which is on private basis.  Your continuity of service to this appointment, which if granted, shall not be binding on you.
8. Any resignation or your part will be liable for action, which may include the termination from service with immediate effect. The following services will be deemed to be "Surrendered":
 - Moral turpitude
 - Conflict of interest
 - Absenteeism from duty without prior intimation, just cause and reason
 - Insubordination by disobeying orders
 - Engaging in similar service without the written sanction of the Management
 - Any other act which is deemed to be inimical to the interest of the Institute and its environment.

Nirmala Memorial Foundation College of Education Kandivali

		University of Mumbai		UCB/UM/ES						
		CCF 149010011								
CERTIFICATE SHOWING THE RESULT OF THE CANDIDATE										
NAME: PYADAV POONARDEVI GAURISHANKAR BADAHADEVI										
EXAMINATION: B.Sc. (GEN VI) (CBCSS) (75+25)										
HELD IN: NOVEMBER 2017										
SEAT NUMBER: 3071400										
Course Code	Course Title	Course Credits	Maximum Marks	Minimum Marks	Marks Obtained	Sub Total	Credits Earned (C)	Grade	Grade Points (G)	C X G
USHT603R	40: MATHEMATICS (REVISED) REAL AND COMPLEX ANALYSIS (REVISED) Theory	2.5	75	30	40+					
	Internal		25	10	10+					
USHT602R	ALGEBRA (REVISED) Theory	2.5	75	30	47	66	2.5	A	6	15.00
	Internal		25	10	19+					
USHTP07R	PRACTICAL OF USHT601 & US HT602 Practical	3.0	100	40	65+	66	3.0	A	6	18.00
USHT603R	METRIC TOPOLOGY (REVISED) Theory	2.5	75	30	30					
	Internal		25	10	19+					
USHT6A4R	NUMERICAL ANALYSIS II (RE VISED) Theory	2.5	75	30	49+	49	2.5	B	3	7.50
	Internal		25	10	21+					
USHTP08R	PRACTICAL OF USHT603 & US HT604 Practical	3.0	100	40	85+	70	3.0	D	2	6.00
USACCA601	3: COMPUTER PRG. & SYS. ANAL. COMPUTER PROGRAMMING AND SYSTEM ANALYSIS - II Theory	2.0	75	30	54+					
	Internal		25	10	22+					
USACCA6P1	PRACTICAL OF USACCA601 Practical	2.0	100	40	87+	76	2	D	2	4.00
						87	2	D	2	4.00
Total		20	600	--	--	--	20.00	--	--	122.00
Sen. I SGPA 15.25		Sen. II SGPA 15.15		Sen. III SGPA 16.25						
Sen. IV SGPA 16.70		Sen. V SGPA 15.78		Sen. VI SGPA 16.10						
Remark: Successful		CGPA 5.87		FINAL GRADE: B						
Result Declared on:		FEBRUARY 18, 2018								
										
				DIRECTOR						
				BOARD OF EXAMINATIONS & EVALUATION						

Nirmala Memorial Foundation College of Education Kandivali



Rustomjee Cambridge International School & Jr. College
Rustomjee Acres, Dahisar (West), Mumbai - 400 068 • t : 2894 2363 / 2894 2939 • Fax : 2890 0951
Website : www.school.rustomjee.com

Candidate name	Mehak Chhajed	Date	01.07.2022
Address	2, Trilok Darshan, Carter Road-4, Borivali(East), Mumbai-66		
Contract of Employment		Contract Start date	18.07.2022
Candidate	Mehak Chhajed	Contract expiry date	31.04.2025
Position	Asst. Teacher	Gross compensation	Rs. 22000/-
Nature of employment	3 years contract	Time	7.00 to 2.00pm
Section	Secondary Section teacher		

* All standard deductions will apply as per the norms of the Institution.

Terms of Contract

- Employee notice period: Should you wish to resign, you need to give 3-month's notice, or 3 month's pay in lieu of notice.
- Employer notice period: Should the institution wish to terminate your services, the institution will give you one month's notice or 1 month's pay in lieu of notice.
- Termination Clause: The school follows a strict code on Corporal Punishment. Sound disciplinary action including Termination of Service without any notice, in any instance of Corporal Punishment, poor performance and/or non-performance of duties allotted to you.
- You shall abide by all the prevalent Terms and Conditions of the Institution. The School follows a practice of taking an undertaking from the teachers regarding the Code of Conduct. You shall adhere to this Code of Conduct at all times.
- This contract is offered to you on the basis of all information given by you, and representation made by you during the interviews, and subsequent documents submitted by you. If it is found you have misled or misrepresented and/or there is any discrepancy in your documents, then the contract shall be considered null and void, and your services shall stand terminated.

Documentation

Please submit the following original documents along with one photocopy for the school records

- ✓ Birth Certificate or School/College Leaving Certificate
- ✓ SSC Marksheet, HSC Marksheet, Graduation Marksheet, Post-graduation marksheet
- ✓ Teaching Qualification Certificate
- ✓ Marriage Certificate
- ✓ Photocopy only: Passport or PAN-card or Adhaar-card
- ✓ Residence proof: (Electricity bill/ Gas bill/ Rent Agreement/Society Maintenance Receipt)
- ✓ Experience Letters/Discharge certificate, Last drawn salary slip
- ✓ Medical Fitness Certificate stating no communicable diseases
- ✓ Recommendation Letters from a person of repute.
- ✓ Two Reference Letters regarding character and family background
- ✓ Any other certificates of achievement
- ✓ 3 passport-sized photographs

Please ensure you submit all Originals in a File, along with one photocopy set till 07.07.2022.

Tanya Valecha
Principal

CELON LABS
CELON LABORATORIES PRIVATE LIMITED
Corp.Off: Plot No. 254, Padma Nagar, Madhapur,
Hyderabad, R.R.Das - 500 081, Telangana, INDIA.
Phone: +91 40 40303838, Fax: +91 40 40303938
www.celonlabs.com, email: info@celonlabs.com
CIN: U24232TG2501PT1036097

Privileged & Confidential

18th February, 2022

Mr. Pradeep Prabhakar Kedare
10003336
Area Business Executive

Dear Mr. Pradeep Prabhakar Kedare,

Sub-Appointment Letter

In Continuation of our offer letter, we have pleasure in appointing you as "Area Business Executive" in our company, with effect from **18.02.2022**. Your appointment is on the terms and conditions stipulated herein.

1. SALARY & BENEFITS

The details of your entitlements with regard to salary and other allowances/ benefits are set out in Annexure I.

2. WORK PLACE

- a) You are initially based at **Mumbai** headquarter for the **Revlon Sales - Team 1** division of the Company.
- b) The Company reserves the right to change your headquarter and division to any place in India, and accordingly, you can be transferred to any area, territory or region in India, from time to time as deemed necessary, at the sole discretion of the Management. Once transferred, if you do not report to the specified headquarter on or before the date specified by the Management, your services shall be deemed to have abandoned your employment with effect from the specified date, unless otherwise agreed by the management.
- c) Your services can also be transferred to any subsidiary and / or joint ventures and / or sister concerns/ collectively the "Affiliates") that may exist at present, and / or incorporated at a future date, and you will be required to serve the said Affiliates as desired by the Management. In such case, you will abide by responsibilities expressly vested or implied or communicated and shall follow rules and regulations of the department / office, establishment, jointly or separately, without any additional compensation or extra remuneration or provision of accommodation. You, thereupon, may be governed by service conditions and other terms of the said concern as may be applicable.

3. SERVICE CONDITIONS

- a) You shall serve the Company diligently, faithfully and to the best of your skills and ability. You shall perform the duties entrusted to you with high standard of initiative, efficiency and economy. You shall at no time refuse to do any work/ activities as allotted to you by your supervisors. You shall endeavour to increase your knowledge and skill through execution of job assigned to you from time to time.

Reg. Off: Plot No.2, ALEAP Industrial Estate, Gajlaramaram, Medchal-Malkajgiri Dist. - 500 060, Telangana, INDIA.

RESUME

Jovita Reynold Godinho

Contact No: 7304899344

1. Email id: jovitagodinho708@gmail.com

Stop,

Address: ~~Syriaca~~ house,
~~Gorai Uttan~~ Road,
Gorai Pakhadi

Mumbai - 400091

Carrier Objective

To pursue a professionally satisfying growth and challenging career. Seeking a quality environment where my knowledge can be shared and enriched for the growth for the organization and self.

Personal Profile

- Date of Birth : 14th January 1996
- Gender : Female
- Nationality : Indian
- Language Known: English/Hindi/Marathi
- Marital Status : Single
- Father Name : Reynold Edward Godinho
- Mother Name : Yvonne Reynold Godinho
- Hobbies : Reading, Dancing

Academic Qualifications



Course	College/University	Year
<u>B.Ed</u>	Mumbai University	2018-20
T.Y.B.A.	Mumbai University	2016-17
Higher Secondary Education	Maharashtra Board	2013-14
Secondary School Education	Maharashtra Board	2011-12

Additional Qualification

- Packages : Ms-Cit

Work Experience

School: St. Thomas High School, Goregaon East
Experience: 6 months (June to December)
Role: Substitute Teacher

Company: SPV (Cinecom group)
Experience: 5 months (December to April)
Role: Ad tagger

References

I hereby attest that the above information is true and correct to the best of my understanding. I believe I am confident, dedicated and positive person. I have a good communication skills, if given an opportunity I will prove my skills to the best.


Thank you.

Place: Mumbai
Date:

(Jovita Godinho)

Nirmala Memorial Foundation College of Education Kandivali

PLACEMENT RECORDS OF YEAR 2020-2021



RESUME

Personal Information

FIRST NAME / SURNAME - Nirmala Manojanand Nadar

ADDRESS - 1401, Parishram sra bldg, Bhabrekar Nagar, Charkop, Kandivali West, Mumbai 400067

TEL - +91 9833152924

EMAIL - manosnirmala@gmail.com

NATIONALITY - Indian

DATE OF BIRTH - 26th April 1995

GENDER - Female

DESIRED POSITION **Assistant Teacher**

Work Experience

DATES - June 2016 - February 2019

POSITION - Assistant Teacher

RESPONSIBILITIES - Teaching primary students .

EMPLOYER / ADDRESS - Sai English High School, Kalyan

TYPE OF BUSINESS - Education

DATES - July 2019 - April 2020

POSITION - Assistant Teacher

RESPONSIBILITIES - Teaching secondary students.

EMPLOYER / ADDRESS - Soosai English High School, Kandivali

TYPE OF BUSINESS - Education

DATES - Jan 2022 - April 2022

POSITION - Assistant Teacher

RESPONSIBILITIES - Teaching Secondary students.

EMPLOYER / ADDRESS - Soosai English High School, Kandivali

TYPE OF BUSINESS - Education

Nirmala Memorial Foundation College of Education Kandivali

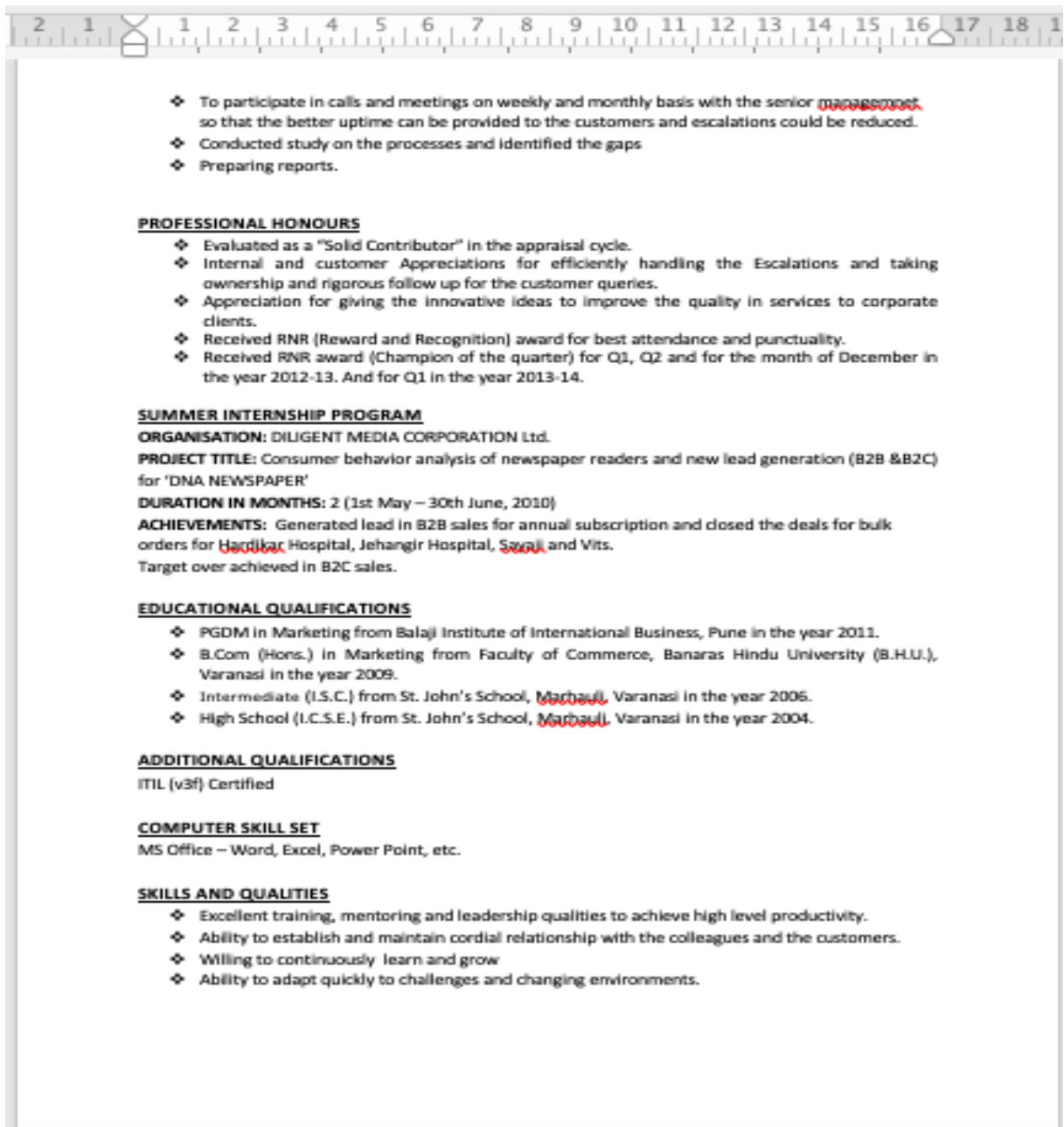
Education and Training

DATES	- 2009-2010
QUALIFICATION AWARDED	- SSC
INSTITUTION	- Glory English High School, Bhiwandi, Maharashtra board
DATES	- 2012-2013
QUALIFICATION AWARDED	- HSC
PRINCIPAL STUDIES	- Science
INSTITUTION	- BNN college, Bhiwandi, Mumbai University
DATES	- 2014-2016
QUALIFICATION AWARDED	- Graduation
PRINCIPAL STUDIES	- B.Sc Chemistry
INSTITUTIONS	- Saket College, Kalyan, Mumbai university
DATES	- 2019-2021
QUALIFICATION AWARDED	- Post graduation
PRINCIPAL STUDIES	- B.Ed
INSTITUTION	- Nirmala Memorial Foundation college, Kandivali

Skills and Competences

LANGUAGE SPOKEN	- English, Tamil, Hindi
ORGANISATIONAL SKILLS AND COMPETENCES	- Team work, Hardworking, Quick learner
COMPUTER SKILLS AND COMPETENCES	- Basic knowledge of computers.
ADDITIONAL INFORMATION	- Able to gauge and execute plans according to the type of learners in the classroom.

Nirmala Memorial Foundation College of Education Kandivali



◆ To participate in calls and meetings on weekly and monthly basis with the senior management so that the better uptime can be provided to the customers and escalations could be reduced.

◆ Conducted study on the processes and identified the gaps

◆ Preparing reports.

PROFESSIONAL HONOURS

◆ Evaluated as a "Solid Contributor" in the appraisal cycle.

◆ Internal and customer Appreciations for efficiently handling the Escalations and taking ownership and rigorous follow up for the customer queries.

◆ Appreciation for giving the innovative ideas to improve the quality in services to corporate clients.

◆ Received RNR (Reward and Recognition) award for best attendance and punctuality.

◆ Received RNR award (Champion of the quarter) for Q1, Q2 and for the month of December in the year 2012-13. And for Q1 in the year 2013-14.

SUMMER INTERNSHIP PROGRAM

ORGANISATION: DILIGENT MEDIA CORPORATION Ltd.

PROJECT TITLE: Consumer behavior analysis of newspaper readers and new lead generation (B2B &B2C) for 'DNA NEWSPAPER'

DURATION IN MONTHS: 2 (1st May – 30th June, 2010)

ACHIEVEMENTS: Generated lead in B2B sales for annual subscription and closed the deals for bulk orders for Hardikar Hospital, Jehangir Hospital, Sayaji and Vits.

Target over achieved in B2C sales.

EDUCATIONAL QUALIFICATIONS

◆ PGDM in Marketing from Balaji Institute of International Business, Pune in the year 2011.

◆ B.Com (Hons.) in Marketing from Faculty of Commerce, Banaras Hindu University (B.H.U.), Varanasi in the year 2009.

◆ Intermediate (I.S.C.) from St. John's School, Marhauji, Varanasi in the year 2006.

◆ High School (I.C.S.E.) from St. John's School, Marhauji, Varanasi in the year 2004.

ADDITIONAL QUALIFICATIONS

ITIL (v3f) Certified

COMPUTER SKILL SET

MS Office – Word, Excel, Power Point, etc.

SKILLS AND QUALITIES

◆ Excellent training, mentoring and leadership qualities to achieve high level productivity.

◆ Ability to establish and maintain cordial relationship with the colleagues and the customers.

◆ Willing to continuously learn and grow

◆ Ability to adapt quickly to challenges and changing environments.

Nirmala Memorial Foundation College of Education Kandivali

SPECIAL ASSIGNMENTS UNDERTAKEN

NAME OF THE ORGANIZATION: KUSHT UNMOOLAN EVUM NIYANTRAN SANGATHAN

Participated in Leprosy eradication drive program and was awarded with certificate of appreciation for an outstanding performance in the year 2004

NAME OF THE ORGANIZATION: CARING SOUL FOUNDATIONS

Participated in AIDS awareness campaign and was awarded with certificate of appreciation for an outstanding performance in the year 2001

NAME OF THE ORGANIZATION: VARDHMAN SPINNING AND GENERAL MILLS LTD.

Participated in 'Knit for a cause program'

EXTRA CURRICULAR ACTIVITIES:

- ❖ Participated in ICSQCC (INTERNATIONAL EVENT FOR QUALITY CONTROL CIRCLES) for the event of collage making organized by CMS Lucknow in the year 2005.
- ❖ Participated in SAARC youth festival in the year 2004.
- ❖ Represented Faculty of Commerce in collage making, poster making and rangoli competitions in youth festival (Spandan) organized by BHU in the year 2007 & 2006
- ❖ Won 2nd prize in fusion group dance competition in the year 2005 (Inter School Competition – district level) organized by Horlicks Wiz kids.

INTERESTS AND HOBBIES

Travelling, Sketching and Photography

PERSONAL DETAILS

Name : Priyam Gupta
Husband's Name : Ravi R. Gupta
Date of Birth : 14th June 1988
SEX : Female
Nationality : Indian
Languages Known : Hindi and English
Marital Status : Married
Permanent Address : Plot no. 171, RSC 44, Sector-5, Charkop, Kandivali West, Mumbai 67
Email : priyam1407@gmail.com


I hereby declare that the information furnished above is true to the best of my knowledge.

Date :
Place : Mumbai

Priyam Gupta

Nirmala Memorial Foundation College of Education Kandivali

PLACEMENT RECORDS OF YEAR 2021-2022

 **Swami Vivekanand International School
& Junior College**
(ISO 9001-2015 CERTIFIED)
Parekh Nagar, Behind Gokul Nagar, Off. S. V. Road, Kandivali (West), Mumbai-400 067.
Tel.: 2801 0316 / 2809 1651 / 52 / 53 / 54 • Fax : 2801 0311
Website : <http://www.svischool.com>
PERMANENT UNAIDED SCHOOL

Ref. No. HR/K/APR/2021/868 Date

Date: April 25, 2022

To,
Ms. Pournima Ramchandran
C/402, Bhaidaya Nagar, Navghar Road,
Bhyandar (E), Thane - 401105

Dear Ms. Pournima Ramchandran,

Sub: Engagement as visiting teaching professional

With reference to your application and further discussions you had with us, we are pleased to engage you as visiting teaching professional on the following terms & conditions:

1. This engagement shall be valid for the period from June 02, 2022 to April 30, 2023.
2. Your place of working shall be Swami Vivekanand International School & Jr. College, Kandivali (W) or such other place as may be communicated to you from time to time.
3. You shall report to Primary HM of the aforesaid School or any other person, as may be communicated to you.
4. **Your remuneration shall be Rs 26,000/- (Rupees Twenty Six Thousand only) p.m. lumpsum subject to deduction of TDS.**
5. It shall be your responsibility to register and pay professional tax directly under the provisions of Maharashtra State Tax on Professional, Trades, Callings and Employments Acts, 1975.
6. Your working hours shall be from 12.00 noon to 6.00 pm on all school working days, which shall be displayed on the Notice Board or communicated to you from time to time. Additionally, you shall attend the Parent Teacher Meetings (PTMs)/Open House and certain events in the School, which may be held on days and at time other than mentioned above.
7. You shall mark your attendance as may be advised to you. Please note that for a total of three late marks in a month; pro rata remuneration for one day shall be deducted from the amount payable to you.
8. You shall be entitled to avail a maximum of 12 leaves of absence during the tenure of your engagement.

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Ms. Pournima Ramchandran 