BIODATA

**“The secret of education lies in respecting the students**.”



Dr. RACHNA SHARMA

PhD(H/C)

TGT English & NCC OFFICER

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**OBJECTIVE:** - **To better facilitate students’ learning in the area of ENGLISH & NCC and enable them to work individually as well as in TEAM.**

1. **Summary of skills:**
* Keeping abreast of developments in the field by reading current literature, liaising with colleagues, and participating in professional workshops.
* Exceptional communicator with teachers, staff, students and parents demonstrating a caring and empathetic attitude, promoting the welfare of the institution.
* Deep knowledge of ENGLISH & NCC and strong interest in teaching English & NCC subjects.
* Excellent communication and written skills.
* Ability to plan the lessons and deliver them efficiently to the students.
* Ability to make use of different teaching methods like demonstration, role playing etc. with the help of ICT Tools.
* Capable of making use of Computer aided learning and Technological aided learning both for teacher and students.
* Capability to maintain good relationships with students as well as inspire them to perform well.
* Highly skilled in planning the strategies and applying them for the development of students.
* Strong interpersonal as well as organizational skills.
* Ability to discuss with students on their academic problems.
* Capacity to solve problems efficiently and effectively.
1. **Educational qualification :**

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| --- | --- | --- | --- | --- |
| **DEGREE** | **NAME OF THE BOARD/UNIVERSITY** | **SUBJECTS TAKEN** | **MARKS OBTAINED** | **%AGE** |
| **12TH**  | JKBOSE | ARTS (H Sc) | 352/600 | 59 |
| **B.Sc ( H .Sc)** | Jammu University | Home Science | 484/800 | 60.5 |
| **M.Sc. (H. Sc)** | Jammu University | Homescience | 1486/2400 | 61.9 |
| **B.Ed** | Jammu University | Teaching of Science & English | 651/1100 | 59.18 |
| **MA (ENGLISH)** | Jammu University | ENGLISH | 835/1600 | 52.19 |

1. **Professional Experience:**

Having an experience of more than 20 years of teaching English to classes VI to XII in senior secondary **Army Public School Jammu Cantt, Jammu**.

* Conducted various time classes in Camps .
* Conducted various orientation programmes for teachers in APS Jammu Cantt and students.
* Helping new teachers to settle and understand the organization.
* Designing of latest pattern question papers with the help of ITC Tools.
* Provide Subject material commerce sample papers model test papers to teachers with in the Jammu city and outside also.
* Providing course material to the students so that they can study by themselves.
* Offering guidelines to every individual for his/her development.
* Inspiring students, getting them into discussions, and developing their skill sets.
1. **Additional responsibilities:**
* Working as a **NCC OFFICER FOR JW**  from NOVEMBER 2015 to till date.
* Helped in Organizing **annual days and sports days** in the school.
* Conducted counseling for the students of class IX to XII for the last two years.
* Working as HOD English.
* Working as Incharge of Environment Club.
1. **Awards and Achievements:**
* Awarded **Best Assosiate NCC Officer award by J&K Directorate for the year 2018**.
* Attended Training Course at OTA Gwalior from 16 August – 16 Nov 2016. Got two Certificates of excellence , one in Cultural and one in Institutional Planning.
* Got Director General NCC Commendation Award in Jan 2018 at Republic Day Camp at Garrison Parade Ground.
* Attended Refresher Course at OTA Gwalior from 10 June – 10 July 2019. Out of 123 NCC Officers from all over the India got 2nd position ,Silver medal, Got two Certificates of excellence , one in Exercise Shakti and one in Exercise Anubhav ,Institutional Planning.
* Got Bharat Ratan Mother Theresa Award for her exemplar performance in NCC on 26 August 2019 at Hyderabad.
* Awarded ‘**Global Peace Award’ on International Peace Day on 21 Sep 2019 by Subedar Amir Ali Khan Global Peace Foundation & Trust at Telangana.**
* Got ‘ACHARAYA CHANAKYA SHIKSHAVID SAMMAN” on 5th September 2020.
* Awarded as **ICONIC EDUCATIONIST** of the year 2020-21 by PEFI and BTC India.
* Awarded Honorary **Doctorate Degree** , **Doctor of Philosophy in Education** by Theophany University on 12 June 2021 on Virtual platform.
1. **Conferences / Workshop Attended**:
* Training on Life Skills and Personality Development , organized by Rajiv Gandhi National Institute of Youth Development, at NCC OTA Gwalior 24-25 October 2016.
* Presonality Development and Communication Skills, organized by Department of English of Government Degree College, Udhampur 28 July 2019.
* Learn 100 WOW Teaching Ideas , organized by CED Foundation Trust at India International Centre , Lodhi Road- New Delhi ,8 September 2019.
* **Presented Paper at International Seminar , Unravelling The Mind’s Eye.31 Oct 2019.**
1. **Areas of Interest**:
* Innovating different interesting approaches to make learning of English a real fun.
* Applying the self strategies for achieving the goals of an organization.
* Providing awareness of English subject in Jammu city for both teachers and students.
* Exploring new methods, techniques applications in android related to English subject.
1. **Hobbies:**
* Playing Sports
* Taking Career Counseling and Motivational Classes for the students
* Exploring different educational websites.
1. **Personal Details:**
* **Name**: RACHNA SHARMA
* **Date of Birth**: 15/08/1975
* **Employment Status**: Full time
* **Relationship status**: Married
* **RACHNA SHARMA**

D/O BODH RAJ SHARMA (Ex IAF Officer)

W/O KARUN KHARBANDA (Bussinessman)

H No 169 , KANAK MANDI

JAMMU-180001

**JAMMU AND KASHMIR**