

## Curriculum Vitae



***Dr. Sandeepa Sood***

Ph.D.

Principal Saffron Public School,  
Phagwara

Mobile : 98557-21414

E-mail : [sandeepa.sood@gmail.com](mailto:sandeepa.sood@gmail.com)

Date of Birth : November 9, 1969

**Career Mission** : To serve as an Educator and Representing as a role Model for  
creating Passion in achieving set goals

***2000- Current*** : ***Principal , Saffron Public School***

- Heading and managing school activities
- Establishing outstanding Academic achievement
- Champion Academic quality of school, ensuring students receive exemplary education , while managing day to day school operations
- Supervise implementation of approved curriculum and provide resources for necessary teacher and staff training and development
- Develop and maintain annual school budget including salaries , supplies and capital improvement projects to support progressive growth of school
- Manage accreditation and maintenance processes and develop strategic plans to improve academic programmes and outcomes
- Devise innovative concepts , ideas and plans to engage parents in educational process
- Counsel and discipline students in terms of behaviour , career choices and character development
- Mentor teachers in managing strategies of the school and regulating students behaviour
- Evaluate teachers' performance for upgradation of education process
- Establish and coordinate security procedures for students , staff and visitors
- Hold and manage – Annual Prize Distribution Functions , Annual Sports Meet, Recreational Programmes, Graduation and Farewell Ceremonies, Orientation Programmes and Workshops , Seminars and Conferences

***1994-2000*** : MGN Public School, Kapurthala

- Held responsibilities of Activity In-charge , Kindergarten Coordinator
- Hostel In-charge

- H.O.D. (Social Science)
- Conduction of Workshops , Seminars and Conferences. Hold and manage Annual Prize Distribution Function Fete, Sports Day, Parent Teacher Meetings.

## *1992-1993 – Dayanand Model School, Nabha*

- Vice Principal for Six Months
- Held responsible for activities in-charge
- H.O.D. Social Science
- Social and Welfare In-charge
- Preparing and administrating class tests, projects and assignments to evaluate the students progress and record the results.
- Assisting and helping students in organising school programmes and functions.
- Acquiring and coordinating necessary information to Designs Academic Orientations and prepare topics using. Advanced Teaching techniques and Interactive learning and teaching methodologies and presenting concepts with real life examples to give better insights.
- Monitoring academic progress of content area, students sub populations, teachers and preparing and administrating class tests, Projects, Assignments to evaluate the students progress and record the results.
- Looked after Social Science department at the school.
- Participated in department meeting, staff development, workshops, progress and curriculum function.
- Promoted teacher growth by determining suitable development tasks, Assists teachers in establishing realistic and attainable academic goals and Advises teachers and administrators on academic issues.
- To provide the best teaching and learning processes and environment for the students.

*1991-1992*

: Baba Appo Aapp Guru Nanak Public School

Chintawala , Tehsil Nabha, Distt. Patiala, Punjab

- H.O.D. (Social Science)

## *Laurels for Saffron Public School*

- Awarded with Brainfeed School Excellence award for Academics and Best Green Building school
- Best Eco-friendly School Award by The Times of India Group
- Gobar Times Green School Award
- Twice held Best Delegation Trophy in IIMUN - Indian International Model of United Nations sessions
- Gaered Award for protection of environment
- Certified with Career focussed school by Univariety Career Counselling Organisation
- Outstanding Voluntary contribution award by Smile Foundation and Indian Association for Blind
- National and International Sports accolades
- Producing effective academic results with District Toppers (Grade– XII) C.B.S.E. for last Ten years

- Collaboration with NGOs for social productivity and working head to head with Nanhi Chhaan Foundation , Smile Foundation, Naaz Foundation, Global Cancer Concern India.

## *International Ventures* :-

- Running successfully International curriculum
  - Cambridge Assessment of International Examinations , U.K.
  - Pearson Edexcel Board , U.K.
- Saffron Public School is collaborated with following International Organisations and Institutions :-
  - British Council, U.K.
  - The International Award for Young People
  - National College of Ireland
  - Stow College, Glasgow, U.K.
  - Medicine Hat College, Canada

## *Personal Achievements*

- Doctor of Letters (D. Litt.) Awarded by University of South America, U.S.A.
- Awarded for Academic Achievements by Ministry of Human Resource Development, INDIA
- Honoured with Inspiring Educator of Punjab by Rocksport Adventures
- Certificate of Recognition for contribution in Maxx English Wizard Competition – 2014
- Enrolled as a member of United Schools Organisation of India (USO)
- Best Principal Award by International Mathematics Olympiad.
- Attended the Capacity Building Programme on Effective School Management and Leadership.
- Award of appreciation by Chandigarh University.
- Award of appreciation by Lovely Professional University.
- Certificate of Merit by International Equanimity Olympiad.
- Appreciation Award by Global Cancer Concern India.
- Appreciation Award by Global Sustainable India.
- Best Principal by Future Mind organisation.
- Certificate of achievement for Leadership placing the school at an International level for Career and college guidance system for school students.
- Letter of appreciation by [www.schoolsindia.com](http://www.schoolsindia.com).
- Appreciation Award by Rashtriya Bhasha Vikas Parishad, Pune
- Appreciation by Distt. Kapurthala Taekwondo Association (Regd.)
- Best performing school by Disha Career Counselling and guidance cell.
- Certificate of Appreciation for outstanding performance and contribution of the students and teachers in Transforming Education Awards organised by Lovely Professional University, Punjab.

## *International Vists :-*

- Headed a trip to USA with a group of 33 students and 8 teachers in 2008.
- Visited Malaysia and Singapore along with a delegation of 8 people - visited North Light School, Singapore.
- Visited U.K. for research in teaching practices in 2013.
- Visited Dubai in 2015 – Academic city , BITS Pilani, Manipal University, American University, Harriot Wall University and explored the different aspects of admission possibilities in these universities.
- Visited Australia in 2015 and covered University of Sydney , UNSW(University of New South Wales), UTS and met their country heads to discuss various possibilities for Indian students and scholarship programmes.

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- To develop and implement an effective instructional Program appropriate to the students special attention is given to the supervision of teachers and other instructional personnel working in the school including both full and part time personnel.
- To supervise the building and other appurtenances of the school and is responsible for the neatness and cleanliness of the school surroundings. The safety of the children is a primary responsibility – the school premises is regularly inspected and given careful attention to safety factors.
- Submission of recommendations to the H.O.D.s for the appointment, assignments, promotions, transfer and dismissal.
- Collect data, prepare and complete attendance reports.
- Establish and maintain proper relationships between the school, the home and the community.
- Hold fire drills and other safety drills.
- Receive all patterns calling at the school and when requested and arrange for conferences between all patrons and teachers.
- Attend all the meetings called by the Management and District Administration.