

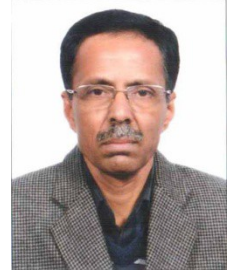


Bio-data

Personal details:

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Permanent Address & Address for communication:

Principal's quarter, Jamia Millia Islamia School Hostel Campus
Gate no. 17
Jamia Millia Islamia
M.M.A Jauhar Marg, New Delhi – 110025 (India)



Academic profile:

S. No.	Academic/ Professional Qualification	Subject offered	Board /university	Year	Div.	Remarks
1	Ph.D	English literature	LNMU, Darbhanga (Bihar)	2012	---	
2	M.A	English	DO	1986	1 st	
3	M.A	Education	DO	2011	1 st	
4	B.A (Hons.)	English	DO	1984	2 nd d	
5	B.Ed	English and SSt as methods of teaching	DO	1990	1 st	
6	+2	English, Hindi, Urdu, Pol. Science etc	DO	1982	1 st	
7	Matriculation (10 th)	English, Hindi, Urdu, S.St., Science, Maths	BSEB, Patna	1980	2 nd d	

Administrative & Teaching experience:

S. No	Name of the institution	Worked/ Working as	Period From – To	No. of years	Nature of employment	Pay-scale
1	Jamia Sr. Sec. School (Jamia Millia Islamia) New Delhi	Principal	2014-till date	3 +	Permanent	PB-3 5600-39100 GP-7600 (as per 6 th CPC recommendation)
2	All Jamia Schools (Nursery to Sr.Sec.)	Chairman (School Committee)	Do	3 +	Honorary	
3	Jamia Millia Islamia School Hostel	Provost				
3	MANUU Model School, Darbhanga (A CBSE affiliated senior Secondary School under Maulana Azad National Urdu University – A central university by an act of Parliament)	Principal	2007-2014	7	Permanent	PB-3 15600-39100 GP-7600 (as per 6 th CPC recommendation)
4	Jawahar Navodaya Vidyalaya (Ministry of HRD, govt. Of India) Posted in Meghalaya & New Delhi	PGT -English	1997-2007	10	Permanent	PB-2 9300-34800 GP-4800 (as per 6 th CPC recommendation)
5	SK. RMN Women's Inter College, Rosera (Samastipur)	lecturer	1989-1997	8	Contractual	Rs.6500-10500 (pre-revised)



Additional duties and responsibilities carried out during entire teaching and professional career:

S. No.	Nature of additional Academic and Administrative duties	Year of Performance	Assigned by
2	House Master to run the house system of a fully residential school.	1997-2007	Jawahar Navodaya Vidyalaya
3	Examiner and Head examiner for spot evaluation for board class answer-booklets.	1990-2013	BIEC,CBSE
2	Worked as centre superintendent for AISSE and AISSCE conducted by CBSE	1997-2003	CBSE
3	Inspection committee member for the inspection of schools for affiliation purpose.	2010 to 2013	CBSE
5	Observer for JEE (Main)and NEET	2014-2017	CBSE
6	Chairman for school management committee for all schools under Jamia Millia Islamia	2015 to till date	Jamia Millia Islamia
7	Chief Nodal officer for spot evaluation of Board class answer books of X & XII conducted by Jamia Millia Islamia Board of school Education at par with CBSE	2015 to till date	Jamia Millia Islamia

Administrative duties

1. To function as the administrative head of the school and also as the Drawing and Disbursing Officer of the staff employed in the school.
2. To engage teachers on part time/ contractual basis as PRT/ TGT /PGT as per relevant instructions in this regard. Issued by the competent authority.
3. To act as an Ex-officio member of selection committee for the appointments to the Teachers and Vice- Principal's posts and to recommend for probation and grant of confirmation of services of such employees in the school department except posts abroad
5. To sanction various kinds of leave to school staff as chairman (School Management committee).
6. To implement the instructions and policies of the department in respect of curricular and co-curricular activities and to take steps to bring about healthy development of the School in all fields.
7. To administer the school on sound lines and to develop healthy teacher-pupil relationship.
8. To be responsible for the proper maintenance of accounts and school records, service – books of teaching and non – teaching staff, returns and statistics as prescribed by the department from time to time.
9. To look after the welfare of the employees of the school.
10. To handle the official correspondence relating to the school and to furnish within the prescribed dates all returns and information required by the department.
11. To formulate and to submit to the vice - chancellor for approval, proposals for teaching staff, furniture, laboratory equipment and teaching aids etc. well before the commencement of the academic session.
12. To submit attendance to the Salary section of the University for the disbursement of payments including salaries etc. of teachers and other staff in time and according to rules.
13. To ensure that tuition fees, where levied and are realized and credited to the relevant bank account in time.
14. To make purchase of stores etc. required for the school in accordance with the prescribed procedure as per GFR(General Financial Rules), to enter all such stores in Stock Register, to scrutinise the bills and make payment.
15. To conduct physical verification of the school property and stocks at least once a year and to inspect the stock registers occasionally, to ensure their proper maintenance in accordance with the rules.



16. To be responsible for proper utilization of the school development fund for which a separate account is maintained. This account is operated and the fund is utilized in accordance with the rules laid down by the university from time to time.
17. To make satisfactory arrangements for supply of drinking water and other facilities for tiffin time for the pupils and to ensure that the school building and its fixtures and furniture, office equipment, laboratories, play grounds, school garden etc. are properly and carefully maintained.
18. To grant to the school local holidays, not exceeding seven in an academic year for educational and other bonafide purposes with the approval of the competent authority.
19. To supervise, guide and control the work of the teaching and non-teaching staff of the school.
20. To be overall in-charge of admissions in the school, preparation of school time-table, allocation of duties to teachers, provision of necessary facilities to them in the discharge of their duties and conduct of examinations and tests in accordance with the rules prescribed by the dept. from time to time.
21. To plan the year's academic work in advance in consultation with other colleagues and to hold subject committee and staff meetings at least once a month to review the work done during the month, and to assess the progress of the pupils.
22. To help and guide teachers and promote their professional growth by actively encouraging their participation in courses designed for in- service training.
23. To promote initiative of teachers for self – improvement and encourage them to undertake experiments which are educationally sound.
24. To encourage teachers for study of the curriculum and syllabus in use with a view to analyse the objectives of teaching of various topics and adapting instructional programmes, with due regard to inter-subject co-ordination. Such study would be particularly necessary when a new curriculum or syllabus is introduced.
25. To ensure that the teacher's diary is maintained in a manner that
 - (i) It helps the teachers in his day to day work and
 - (ii) It helps others to understand and appreciate his work.
26. To supervise class room teaching and secure co-operation and co-ordination amongst teachers of the same subject area as well as of other subjects.
27. To provide special help and guidance to teachers newly entering the profession.
28. To plan and prescribe a regular time – table for the scrutiny of pupils' written work and home assignments and to ensure that their assessment and correction are carried out effectively.
29. To make necessary arrangements for organizing special instructions for the pupils according to their need.
30. To inform the teachers about the new rating schedule which may be prescribed from time to time for assessing their yearly work. To evaluate their work objectively and also to bring to the notice of the competent authority meritorious work done or successful experiments undertaken by any teacher to improve the school.
31. To organize and co-ordinate various co-curricular activities through the House System or in any other effective way.
32. To periodically organize educational excursions after proper planning.
33. To develop and organize the library resources and reading facilities in the school and ensure that the pupils and teachers have access to and use books and journals of established values and worth.
34. To encourage the formation of parent -teacher association in order to establish contacts with and secure co-operation of parents / guardians in the programmes of the school.



35. To send regularly the progress reports of the students to their parents / guardians and to show the answer books of all the examination to the parents on demand.
36. To promote amongst pupils physical well being, high standards of cleanliness and healthy habits, and to arrange two medical examinations of the students in an year and send medical reports to parents / guardians.
37. To recommend for the sanction of increments of all staff of the School including Vice-Principal in the approved time scale.

Executive Summary :

- Possess over 10 years of quality administrative experience as school principal on permanent roll of Government of India funded Sr. Sec. School affiliated to CBSE and 17 years Teaching Experience as PGT(English) and acted as House Master to run the house- Management and Administration of Boarders of Jawahar Navodaya Vidyalaya(a fully residential school-under MHRD-Govt. of India.)
- Currently serving as Principal at Jamia Senior Secondary School - a co educational, Residential cum day boarding School under Jamia Millia Islamia-a Central University,New Delhi.
- Actively involved in supervising and managing operational planning and development, and directing the day-to-day academic and associated operations.

Core Competencies :

Teaching & Student Management :

- Recognising, respecting & nurturing the creative potential of each student and responding to all classroom queries in a spontaneous manner.
- Assisting & counselling students in various aspects of their career path.
- Ensuring discipline by observing students' work, behaviour and attendance.
- Keeping records and writing reports on students' performance.
- Making class room supervision of teachers to ensure effective teaching –learning process.

Administration & Coordination:

- Functioning as Examination Head and handling all activities related to invigilation.
- Liaising with various government authorities.
- Meeting the parents, guardians or caregivers and providing feedback on student's performance.
- Coordinating for keeping up to date with curriculum changes & assessment methods.
- Meeting with special education teachers to help implement a special education programme.
- Organising and conducting orientation programmes for teachers to update them with modern age requirements.
- Performing duty as observer for NEET, JEEE conducted by CBSE

Highlights:

- Efficiently worked as the House Master, CCA In-charge at Jawahar Navodaya Vidyalaya.
- Actively worked as the Inspector for inspection of various Public schools for CBSE affiliation purpose.
- Acted as expert for selection committee for recruitment of teachers and head-masters of Various schools run and managed by Maulana Azad National Urdu University(A central university by an Act of Parliament)
- Proficiently developed sense of belongingness & association among staff ,which resulted in to more qualitative output out of their work.
- Organized many sports meet, cultural meet , cluster sports meet,School exhibition and Annual day which results into & manifold increase in the rate of registration for admission as the Principal of Jamia Sr. Sec. School



Jamia Senior Secondary School

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- Developed scientific methods for revision of the contents which result into 100% qualitative result in board classes.
- Developed different easy models based on scientific principles for increasing the interest of the students in the subject.
- Introduced log book, work diary, microteaching for the teachers which increased manifold learning outcome and improved the class room environment substantially.
- Prepared the school for CBSE affiliation and got affiliation for all the three senior secondary schools located at Darbhanga (Bihar), Hyderabad (TS) and Meerut (Haryana)
- of Maulana Azad National Urdu University.

Orientation Program/ Induction Program/In service Course Attended and awards etc :

- Attended 21 days training Programme for computer-aided teaching learning organised by INTEL-TEACH TO THE FUTURE initiative.
- 11 – Days induction programme organised by NVS-RO, Jaipur.
- Received the appreciation letter and the best Principal award by the Vice-chancellor of Maulana Azad National Urdu University for procuring 10 CGPA for 90% students of class X.
- Received appreciation letter from the HRD Minister for obtaining quality result for Board class students.

Dr. Muzaffar Hassan

(Principal)

Jamia Sr. Sec. School

Jamia Millia Islamia