Meenakshi Rawat

Principal

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PERSONAL STATEMENT

School principal with 22 years in education, including 9 years leading CBSE senior secondary schools of 1,400 to 2,200 students. Strong in academic planning, NEP 2020 implementation, CBSE affiliation and inspection compliance, teacher development and parent engagement, with a track record of growing admissions and board results.

WORK EXPERIENCE

Principal · Doon Valley Senior Secondary School, Dehradun — Apr 2020 – Present

- Lead a CBSE senior secondary school of 2,200 students and 140 staff, reporting to the managing committee on academics, budget and compliance.
- Raised the Class XII pass percentage from 91% to 99% and the share of students above 90% from 8% to 21% in four years.
- Grew admissions by 34% by launching a science stream with integrated coaching and improving the admission enquiry process.
- Completed the CBSE affiliation extension and fire, building and safety audits without observations in 2024.

Vice Principal · Garhwal Hills Public School, Rishikesh — Apr 2016 – Mar 2020

- Managed timetables, examinations and substitution for 85 teachers across Classes I to XII.
- Introduced a structured teacher appraisal with classroom observations, cutting mid-year teacher attrition from 14% to 6%.
- Planned and ran 50 hours of annual in-service training per teacher, meeting the CBSE requirement.

EDUCATION

M.Ed. in Educational Administration · Himalayan State University, Srinagar Garhwal — 2009 – 2011
Grade: 74%

M.Sc. in Chemistry · Himalayan State University, Srinagar Garhwal — 2001 – 2003
Grade: 69%

SKILLS

School administration · CBSE affiliation bye-laws · Academic planning · Staff recruitment and appraisal · Budgeting · Admissions management · ERP and school apps · Parent engagement

CORE SKILLS

- Educational leadership
- NEP 2020 implementation
- Compliance and audits
- Teacher professional development
- Crisis management
- Stakeholder communication

CERTIFICATIONS

Leadership for Academic Excellence (principals' training programme) · CBSE Centre of Excellence — May 2022

School Safety and Disaster Management · State Disaster Management Authority — Jan 2023

LANGUAGES

Hindi · Native · English · Fluent · Garhwali · Native

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