

CURRICULUM VITAE

Personal Profile:

Name **SUNIL AGGARWAL**
Date of birth 13.06.1955
Father's name (Late) Shri Sajjan Kumar
Address C-98, Preet Vihar, Delhi – 110 092
Contact No. 9810097098
E-mail saggarwal13@yahoo.co.in

Academic Qualifications:

Name of examination	Board / University	Subjects
Hr. Sec. I	Punjab University	English, Physics, Chemistry Biology, G. Sc., Maths, Social Studies, Hindi, Punjabi.
Hr. Sec. II	P.S.E.B.	English, Physics, Chemistry Biology, Hindi, Punjabi
Pre-Medical	G.N.D.U.	English, Physics, Chemistry Botany, Zoology
B. Sc. (Medical)	G.N.D.U.	Botany, Zoology, Chemistry, English (Opt.)
M.A.	G.N.D.U.	English
M. Phil	Punjab University	English
B. Ed	Annamalai University	
Ph. D		English

Dissertation / Research:

- i) Wrote a Dissertation on “Image of Man in the Selected Novels of William Golding in M. Phil.”.
- ii) Wrote a Thesis on “Lillian Hellman – A Non-Conformist Dramatist” in Ph. D

Achievements:

- Merit Scholarships in Middle, Hr. Sec. I and Hr. Sec. II
- **British Government's BURSARY (1992), entitled for the course “Communicative Approaches in English language Teaching”, being the only Indian selected for the above course that year.**
- Passed Health and Hygiene Course from Pune.

Professional Experience:

A total experience of 32 years in the field of Education upto now:

- i) Presently working as a free-lancer attached to various groups, advising them on the establishment of new schools and colleges right from scratch to their successful running – guidance in architectural requirements for the institutions' buildings, their design and construction; provision of infrastructure; appointment of Staff, Principals, Directors and their training, their initiation into the School/College concept; generating surplus from the institutions; their proper marketing; control over day-to-day expenditure; coordinate, monitor and scrutinize everything required for day-to-day running of schools, colleges and institutes of higher learning. Some of the assignments are:
 - Chief Advisor – School Development in Educomp Infrastructure and School Management Ltd. Under the parentage of Educomp Solutions Ltd.
 - Senior Advisor – Higher Education in Educomp Raffles Higher Education Ltd.
 - Educational Advisor – The Heritage Group of Schools
 - Educational Advisor – St. Kabir Group of Institutions, Gujarat
- ii) Worked as President, IILM.
- iii) Worked as Secretary / Education Officer in the Apeejay Education Society looking after the Administrative, Financial, Academic, Teacher Training, Construction and all other related jobs of the Society and 25 Schools / Colleges / Institutes, under it, for 17 years.
- iv) Worked as a Lecturer of English Literature in Doaba College, Jalandhar from 1978 to 1987.

Functions & Responsibilities:

a) Administrative:

- i) Planning and implementation of New Projects involving expansion and diversification.
- ii) Development of old schools / colleges / institutes of Higher Learning.
- iii) Review and monitoring of the Institutional Planning.
- iv) Preparation of the Agenda of the Society's Executive Committee Meetings and maintenance of Minutes of the Meeting.
- v) Review of the fee structure for schools & colleges and their financial planning.

- vi) **Class Observation.**
- vii) **Instrumental in devising “Manual of Accounts (Schools)”, “Manual of Accounts (Higher Education Institutions)”, “Audit Manual”, “Service Rules” of the Society/Trust ; Guidelines for the Principals of various schools and various proformae.**
- viii) Coordinating and finalizing agreements between the institutions and various contractors – i.e.,
Transporters,
Books & Stationery,
Uniform Suppliers,
Security Agencies,
Swimming Pool
And other critical support services.
- ix) **To liaise with Directorate of Education, AICTE, Department of Technical Education, Delhi Government and various Universities.**
- x) To liaise with DDA, Noida & Greater Noida Authorities as well as HUDA for various projects.
- xi) **To deal with all the service matters.**
- xii) To scrutinize and recommend cases of promotion of support staff, officers in the Society and the institutions under it.
- xiii) To monitor legal cases
- xiv) Dealing with all cases of purchase of land in NCR for educational institutions.
- xv) To frame and deal with all policy matters referred to the Central Office by schools and colleges.
- xvi) To work as member of Selection Boards, Review Committees, etc.
- xvii) Preparation of the Agenda for Principals’ meetings and keeping record of the minutes.
- xviii) **Conducting Academic Audit of the institutions - a confidential report about the academic output in the institutions, the quality of staff employed; (performance of all the teachers is observed), suggesting ways and means to improve this.**
- xix) **Conducting Administrative Audit - checking of all the records, analysis of the administrative system in the institutions, the functioning of the**

various committees, the feedback of the students about the teachers; the Principal and the Institution; the feedback of the teachers about the Principal, Institution and the Management; suggestions, ways & means for improvement.

b) Financial

- i) Monthly financial reports of each Institute
- ii) Audit Reports and their follow up action
- iii) Monitoring and scrutinizing balance sheets of various institutions
- iv) Monitoring cash flow of various institutions, exercising strict financial control over the institutions
- v) Holding meetings of Accounts Officers of various units for discussion on important matters for streamlining of financial functioning including budget.
- vi) To approve recoupment of imprest and admit expenditure vouchers against imprest cash.
- vii) To process cases for grant of - Gratuity to retiring employees, Ex-gratia payments, Honorarium, House Rent Allowance, Co-ordination Allowance, Incharge Allowance, Over-time Allowance, etc.
- viii) Processing cases for grant of scholarships in various schools.
- ix) Sanctioning expenditure on items of Capital and Revenue nature provided for in the budgets of institutions.
- x) To permit purchase of books for library subject to budget provision
- xi) Scrutiny of expenditure.
- xii) Signing of all cheques received from schools and colleges.
- xiii) To monitor the financial status of each school / college / institute.

c) Personnel Planning & Implementation:

- i) To examine justification for new posts / creation of new posts on the basis of yardsticks fixed by CBSE, Directorate of Education, States, Universities, AICTE, etc.
- ii) Maintenance of personal files, service books of all Principals, Directors

- iii) To scrutinize initial fixation and revision of the pay scales of Principals / Directors
- iv) Acceptance of lease agreement for allotment of residential accommodation to staff.

d) Processes

- i) **Guidelines for running a Corporate School, and their documentation, implementation.**
- ii) **Franchising a school, entering into JVs with schools/colleges, establishing a school/college for the partner.**
- iii) **Management services to be provided to a school, whether high end, middle income group or a budget school.**

e) General

- i) **Advising on all legal and statutory issues concerning schools and colleges.**
- ii) **CBSE/AICTE/University/Government Approvals for the institutions.**
- iii) Advising on Service Matters (a) General (b) in case of a J.V.
- iv) Market strategies for a New School (suggestions)
- v) Advising on fixation of Fee structure, its norms

f) Academics:

- i) To coordinate all academic related activities with:
 - 1) Guru Nanak Dev University, Amritsar, Punjab
 - 2) M.D. University, Rohtak, Harayana
 - 3) Punjab Technical University, Jalandhar, Punjab
 - 4) Tilak Maharashtra University, Pune, Maharashtra
 - 5) Dr. Ambedkar University, Agra
 - 6) Thames Valley University, UK
 - 7) University of Westminster, UK
 - 8) University of Central England, Birmingham, UK
- ii) Convenor of the Text-books selection committee
- iii) Selection of library books and their procurement

- iv) Appointment of teachers – chairing the Interview Boards as President’s nominee for the selection of teachers.
- v) Member of the Interview Board for the appointment of Principals / Directors
- vi) Class room observation

g) Teacher Training Workshops:

- i) **On the Job Professional Training for Teachers.**
- ii) **Conduct training for the Principals/ Administrators/ Directors -- this will help them to be better administrators and academic leaders by improving their supervision skills, improving interpersonal relationships i.e. relationship with the students; staff, relationship with the parents and relationship with the community at large; work ethics; imbining of moral values etc.**
- iii) **Modalities for Induction of New Staff Members.**

Workshops for the teachers were conducted on various topics using Communicative Skills:

- How to read a Brochure – particular places to visit
- To learn vocabulary through reading of personal newspaper advertisements and to write a Personal Advertisement.
- Writing a Report to give advice
- Teaching / writing skills
- How to describe a Place and Learn and Practice Linking Paragraph.
- Writing Skills: Topic – “Successful Career”.
- How to Grasp a Poem.
- Reading for Information (To read from a Tourist Leaflet).
- How to write a story.
- To Read a Real Life Story in order to Understand and Role-play it.
- Getting to Know One another.

- How to Write a Post-Card to a Friend Telling him about your Trip – Skills: Reading/ Writing; Organization ; Pair Work / Group Work / Individual.
- Word attack skills using communicative language.
- Teaching Methodology in large classes.
- Participated and contributed in a CBSE – British Council Seminar on the teaching of English in Secondary Schools.
- Attended ODA / British Council funded seminar titled “Monitoring and Evaluation of English Language Curriculum”.
- Conducted workshops on the subject of Social Studies – J&K, Punjab, Himachal Pradesh – using communicative skills.

Special Activities:

- **Organized an All India Educational Conference on “Developing Self-Confidence and Creative Potential” in school students.**
- **Co-ordinated a Task Force for Designing Education for the 21st century.**
- **Organized a conference on “Value education”.**
- **Organized “All India Educational Conference on Globalization and Privatization of Education”.**

Extra Curricular Activities:

- Regular participant in All India Radio Talks, Group Discussions and Story Telling.
- Worked as a Member of Audience Research Unit in All India Radio, Jalandhar
- Elected President of the English Literary Society of Doaba College and Kanya Maha Vidyalaya, Jalandhar and participated in various activities on behalf of the Society.
- Editor of College Magazine “The Doab” English section.
- Awarded various prizes and certificates for Academic progress, General Knowledge Tests and Discussions.
- Member of Leeds University Alumni Association
- Member of Association of British Scholars in India

Conferences / Workshops:

- Actively contributed to the **Workshop on “Policy, Process and Mechanism on Private Education Providers”** conducted by National Institute of Educational Planning and Administration, New Delhi.
- Helped in the organization of **Stanford Asia Technology Initiative Global Entrepreneurship Conference at Bangalore.**
- **Presented paper entitled “Lillian Hellman – A Non-conformist Dramatist”** in the 48th All India English Teachers’ Conference Indian Association for English Studies (IAES) 19- 21 December 2003 at Chaudhary Charan Singh University, Meerut (U.P.).

Projects:

Collaboration between various Foreign Universities and Apeejay Education Society:

- a) University of Central England for Accreditation of Design courses.
- b) Thames Valley University for franchising BBA Hons., and MBA courses.
- c) University of Westminster, UK, for B. Sc. Hons. – Information Systems and B.Sc. Hons. – Software Engineering courses.

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