

Premalatha James

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ABOUT ME

Dedicated and accomplished Educational Faculty with over 18 years of experience in teaching, curriculum development and academic coordination . Proven track record of results in senior secondary of IGCSE, ICSE and CBSE boards.Passionate about Student success and committed to promoting holistic development through a student-centric approach.

WORK EXPERIENCE

2021 – CURRENT Delhi, India

ICSE BOARD NATIONAL CHIEF COORDINATOR FOR PAPER EVALUATION ICSE BOARD(INDIAN CERTIFICATE OF SECONDARY EDUCATION)

1. Promoted to ICSE National Coordinator for Paper Evaluation in Chemistry, responsible for overseeing the entire evaluation process.
2. Created and implemented reference marking sheets to ensure consistency and fairness in marking.
3. Coordinated and managed a team of teachers in the evaluation process, providing guidance and support to ensure accurate and timely paper assessments.
4. Monitored and reviewed the evaluation process to identify areas for improvement and implement necessary changes.
5. Liaised with ICSE board officials to ensure alignment with examination standards and protocols.

03/2015 – CURRENT Kottayam, India

SECONDARY SCHOOL COORDINATOR SEVENTH DAY ADVENTIST HIGH SCHOOL (ICSE)

1. Coordinated Physics and Chemistry subjects for the ICSE board, ensuring a cohesive and comprehensive curriculum.
2. Achieved a 100% pass rate in ICSE Physics and Chemistry exams through effective teaching methods and thorough exam preparation throughout my tenure.
3. Implemented digital learning methods, including the use of Moodle and Google Classroom, to enhance student learning and engagement.
4. Coordinated with curriculum development as well as handled time table management for the institution.
5. Researched and developed KPI for cost efficient increment of admission and results.

05/2005 – CURRENT Kottayam

PRIVATE TUTOR

1. Extensive experience tutoring students from grades IX, X, XI, and XII of the ISC, ICSE and CBSE board on subjects such as Physics and Chemistry.
2. Proven track record and exceptional results with students scoring 99% and 100% in Physics and Chemistry IGCSE, ICSE and CBSE board exams from 2014-2024
3. Guided many pupils into technical education where some of the notables have contributed immensely to the domain of Artificial Intelligence and Robotics from various International Countries.
4. Exceptional record with ISC examinations. (All students likely score 99-100 percent in Chemistry and Physics)

2016 – 2020 Kerala, India

ICSE BOARD NATIONAL PAPER EVALUATOR ICSE BOARD(INDIAN CERTIFICATE OF SECONDARY EDUCATION)

1. Evaluated national ICSE Chemistry board exam papers with a high standard of accuracy and consistency, ensuring fair and comprehensive assessment of student performance.
2. Continuous appointments as a paper evaluator based on demonstrated efficiency, meticulousness, and positive reviews from past evaluation cycles.

3. Applied advanced chemistry knowledge and best practices in paper evaluation to maintain uniformity and uphold academic integrity.
4. Recognized for thoroughness and precision in evaluating exam papers, contributing to the credibility and reliability of the ICSE examination process.

05/2013 – 07/2014 Nagercoil, India

IIT-JEE ENTRANCE COORDINATOR T.I.M.E (TRIUMPHANT INSTITUTE OF MANAGEMENT EDUCATION)

1. Appointed as coordinator for the entrance course IIT-JEE based on the past performance and reviews.
2. Developed and introduced a structured curriculum that improved student understanding and performance in both Physics and Chemistry.
3. Provided one-on-one mentorship and tailored study plans, leading to significant improvement in individual student performance.
4. Led a team of dedicated faculty members to achieve record-breaking results in IIT-JEE.

04/2012 – 04/2013 Kottayam, India

IIT FOUNDATION CHEMISTRY FACULTY T.I.M.E (TRIUMPHANT INSTITUTE OF MANAGEMENT EDUCATION)

1. Handled secondary class students with subjects such as Physics and Chemistry to bridge the gap between academics and time based entrance examinations.
2. Experience in simplifying complex concepts and making them accessible to students.
3. Recommended to other state level centres based on the reviews and results from the institute.

06/2006 – 03/2012 Kottayam, India

SECONDARY SCHOOL SCIENCE TEACHER SEVENTH DAY ADVENTIST HIGH SCHOOL (ICSE)

1. Handled Physics, Chemistry subjects for higher secondary pupils with 100 percent track record throughout my tenure.
2. Developed and delivered innovative teaching methods and thinking sessions for pupils to prepare them for the exam as well as created a space for interactive sessions.

EDUCATION AND TRAINING

04/2008 – 06/2010 Chidambaram, India

MASTER OF SCIENCE (M.SC) CHEMISTRY Annamalai University

03/1994 – 05/1995 Tirunelveli, India

BACHELOR OF EDUCATION (B.ED) PHYSICAL SCIENCE Manonmaniam Sundaranar University

05/1991 – 08/1994 Tirunelveli, India

BACHELOR OF SCIENCE (B.SC) CHEMISTRY Manonmaniam Sundaranar University

Website https://www.msuniv.ac.in/

LANGUAGE SKILLS

Mother tongue(s): **TAMIL**

Other language(s): **MALAYALAM** | **ENGLISH**

DIGITAL SKILLS

Content creation in Moodle and Wordpress | Microsoft Office | Online Courses | Video Conferencing (Zoom, Google Meet)