



**SAMARTH EDUCATIONAL TRUST**  
**ARVIND GAVALI COLLEGE OF ENGINEERING**  
**AN AUTONOMOUS INSTITUTE**

NAAC & NBA Accredited

ISO 9001:2015

**ENGINEERING (B.Tech & M.Tech) BCA MCA B.VOC**

Approved by AICTE, New Delhi, Recognised by Govt. Of Maha., DTE Mumbai & Affiliated to  
Dr. Babasaheb Ambedkar Technological University (DBATU), Lonere.

- Address : At. Panmalewadi, Post.-Varye, Tal. & Dist.-Satara.-415 015 (Maharashtra)
- Mob : 9957100100 , 9069700100
- Email ID : agcenggsatara@gmail.com / principal@agce.edu.in
- Website :-www.agce.edu.in
- Institute Code : Engg. DTE EN-06545
- BCA 06545, MCA 06545, B.Voc 6545

Ref No.: AGCE/2025-26/NO-193

Date : 08/04/2026

To,  
**Ms. Nilophar Mussarat Khan**  
73 C, Pantacha Goth,  
Dist-Satara, Pin-415002.

**Subject: Appointment order for the Post of Student Counsellor in Samarth Educational Trust's  
Arvind Gavali College of Engineering, Panmalewadi, Satara.**

Sir,

With reference to your application dated 07/04/2026 & subsequent online/offline interview on 07/04/2026 before the Adhoc Staff Selection Committee/Undersigned for the post of **Student Counsellor in Samarth Educational Trust's Arvind Gavali College of Engineering**, the undersigned is pleased to inform you that you are hereby appointed as a regular **Student Counsellor in Samarth Educational Trust's Arvind Gavali College of Engineering**, with effect from 08/04/2026. The Management expects you to consider this as an opportunity as well as responsibility for utilizing your services with greater devotion, enthusiasm and energy with full dedication.

Your appointment is subject to the following terms and conditions:

- You will be paid pay of Rs.57700/- per month in the pay band of Rs.57700-182400/-
- Your services will be governed by the Maharashtra University Act, 1994, Statues Code of Conduct, Ordinances and rule and regulation laid down by the Dr. Babasahab Ambedkar Technological University Loneri and State Government from time to time.
- Your appointment is on two year probation period, from the date of joining to the institute and subject to approval from the Dr. Babasahab Ambedkar Technological University Loneri. Your appointment on probation shall not be deemed as confirmed unless you are issued with an order of confirmation at the end of your probation.
- You should acquire the qualifications (Ph.D./M.E./M.Fill/NET or SET) as the case may be laid down by the University or State Government or the central council pertaining to your faculty within the prescribed period.
- Your appointment is subject to the minimum number of students and the workload Prescribed for the post
- You should produce the originals and submit certified true copies of relevant testimonials such as Birth Date Certificate, Make-sheets, Degree Certificate, Experience Certificate, Discharge/Relieving Certificate, Last pay Certificate ,Cast & Validity Certificate (if applicable), Change of Name Certificate(if any), Character Certificate ,Two Passport size Photographs etc. at time of joining your duties.
- You shall undergo medical examination by the approved Medical Officer or by the Civil Surgeon at the place of your duty, within three months from the date of joining duties.

8. You are required to give the correct mailing address as soon as you join the duties and any changes in the address given earlier should be communicated to the office. It will be presumed that any letter sent by Registered Post Acknowledgement due (RPAD) on the address given shall be deemed to have been acknowledged duly signed by you.
9. You will not engage yourself in any other paid job full-time, part time or otherwise, during the continuance of your service, without the permission of the competent authority/ Samarth Educational Trust
10. Your services are transferable to any other Colleges/Institution run by the Samarth Educational Trust.
11. In case of you are found irregular and negligent of your duties; your appointment may be terminated without any notice.
12. If you are found absent continuously for more than ten days without permission your service will stand terminated automatically. If you are found guilty of violation of any terms and conditions mentioned above you will be liable for disciplinary action and punishment decided by the / Samarth Educational Trust as provided for in the statutes. During the period of your service you shall not directly or indirectly do such things which are subversive to the interests of the Society / University / Institute / College / Students.
13. Your appointment may be terminated, at any time, by giving three months notice from either sides or three month gross pay in lieu of the notice period. All legal matters are subject to Satara Jurisdiction.
14. You have to communicate your acceptance to the Management/College/Institution within seven days from the date of receipt of this Letter of Appointment, failing which your appointment is liable to be cancelled.

Principal  
Arvind Gavali College of Engineering  
Satara



Secretary  
Samarth Educational Trust  
Satara.

**Copy to:**

1. Trust office, Samarth Educational Trust, Satara
2. Personal file.

## JOINING REPORT

Date-08/04/2026

To,  
The Principal,  
Samarth Educational Trust's  
Arvind Gavali college of Engineering,  
Faculty of Engineering, Panmalewadi,  
Satara-415001

Subject: Joining report

Ref: Appointment Order No-193/ 2025-2026/ dated 08/04/2026

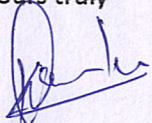
Respected Sir,

With reference to above, I am joining as Student Counsellor in Samarth Educational Trust's Arvind Gavali college of Engineering, Satara from 08/04/2026

Please accept the same and do the needful.

Thanking You,

Yours truly



From.

**Ms.Nilophar Mussarat Khan**  
**73 C,Pantacha Goth,**  
**Dist-Satara,Pin 415002.**



REF ID: 7690

Date: 2025-05-30



# CERTIFICATE of Completion

This CERTIFICATE is proudly presented to



**Nilophar Musarrat Khan**

This certifies that the above applicant has successfully completed the  
**12 Months Counselling Master Course Advance**

to advance his/her career in the field of Counselling. We believe that the skills learned during this program would add an extra badge of excellence to his/her counseling approach in the professional help community. We wish you all the best for your future endeavours



Scan & Verify



**Bobby Thakur**

Founder & Executive  
Chairman

(APA Membership NO-C2002998921)

**Himanshi Singh**  
(Clinical Psychologist)  
RCI No- A67831

Trainer Psychologist



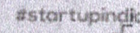
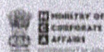
UNIVERSITY PARTNER



AFFILIATION PARTNER



CI Recognitions & Associations



# Counselling Master Course Advance Grade Sheet



www.counselindia.com



wecare@counselindiaservices.in

**Name : Nilophar Musarrat Khan**

**Course Name : Counselling Master Course Advance**

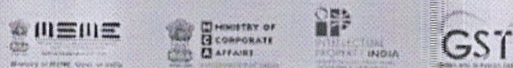
Subject Name	Course Pattern		Grade
	Theory	Duration	
Depression, Anxiety, Addiction, Stress and Anixety, Anger, Life rebuilding, Career, wrkplace, Focus and Memory, Grief and Loss, Fear & Phobia, Behaviour, Family, Parenting, Guilt and Relationship Counselling	84 Sessions	2 Hours Each	A

**Course Coordinator: Ms Tamanna**

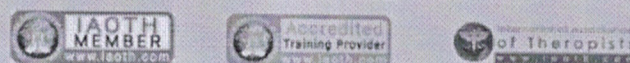
**Bobby Thakur**  
Founder & Executive Chairman  
(APA Membership NO-C2002998921)

**Himanshi Singh**  
(Clinical Psychologist)  
RCI No- A67831  
Trainer Psychologist

CI Registrations



CI Accreditation



CI Recognitions





# SAVITRIBAI PHULE PUNE UNIVERSITY

(formerly University of Pune)

GANESHKHIND PUNE 411 007

STATEMENT OF MARKS / GRADES FOR MASTER OF EDUCATION (GENERAL) (REV. 2016)

SEAT NO. 11280 CENTRE 78 PERM REG. NO.: 2132000411  
 NAME KHAN NILOPHAR MUSARRAT MOTHER : TAMANNA  
 COLLEGE / SCHOOL 0209 NIRMALATAI THOPTI, EDN. COLG

YEAR : OCTOBER 2020

M. NAME OF THE COURSE

 <- MARKS -> CRE- GR-  
 INT UEX TOT DITS ADE GP

MED 101 PSYCHOLOGY OF LEARNING & DEVELOPMENT	37	31	68	*	04	A	032
MED 102 HISTORY & POLITICAL ECONOMY OF EDUCATION	38	37	75	*	04	A+	036
MED 103 EDUCATIONAL STUDIES	40	39	79	*	04	A+	036
MED 104 INTRODUCTION TO RESEARCH METHOD	39	42	81	*	04	O	040
MED 105 COMMUNICATION & YOGA EDUCATION	41	-	41	*	02	O	020
SPA : (1) 9.110			TOTAL			18	164

Medium of instruction: English

  
 Director

Board of Examinations &amp; Evaluation



DATE : 17 NOV 2021

# SAVITRIBAI PHULE PUNE UNIVERSITY

(formerly University of Pune)

GANESHKHIND PUNE 411 007

## STATEMENT OF MARKS/GRADES FOR MASTER OF EDUCATION (GENERAL) (REV. 2016)

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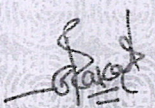
YEAR : APRIL 2021

<- MARKS -> CRE- GR-  
 INT UEX TOT DITS ADE GP

SM. NAME OF THE COURSE

MED 101	PSYCHOLOGY OF LEARNING & DEVELOPMENT	37	31	68	P 04	A	032
MED 102	HISTORY & POLITICAL ECONOMY OF EDUCATION	38	37	75	P 04	A+	036
MED 103	EDUCATIONAL STUDIES	40	39	79	P 04	A+	036
MED 104	INTRODUCTION TO RESEARCH METHOD	39	42	81	P 04	O	040
MED 105	COMMUNICATION & YOGA EDUCATION	41	-	41	P 02	O	020
MED 201	PHILOSOPHY OF EDUCATION	42	49	91	* 04	O	040
MED 202	SOCIOLOGY OF EDUCATION	37	32	69	* 04	A	032
MED 203	CURRICULUM STUDIES	35	34	69	* 04	A	032
MED 204	PRE-SERVICE & IN-SERVICE TEACHER EDU.	38	30	68	* 04	A	032
MED 205	DISSER. - PART I (PROPOSAL & REVIEW)	38	-	38	* 02	A+	018
MED 206	INTERNSHIP IN TEI (TEACHER EDU. INST.)	84	-	84	* 04	O	040
SPA : (1)	9.110(2) 8.820						
				TOTAL		40	358

Medium of instruction: English

  
 Director



Regn No. : SIU18C024585



# SANGAI INTERNATIONAL UNIVERSITY

Established by the Act of Manipur State Government Under Section 2 (F) of UGC Act 1956. Government of India.

## Degree Certificate

This is to certify that Mr./Ms. NILOPHAR MUSSARAT KHAN

Son/Daughter of MAQSOOD SHAIKH

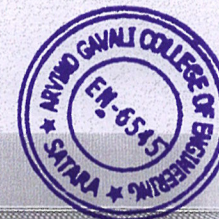
has passed BACHELOR OF EDUCATION

in 2020 Examination bearing Roll No. E18NAC024585

He/She successfully completed all requirements and criteria for the said certification through examination. His/Her conduct as per our Official record is satisfactory.

Date of Issue: 12. 01. 2021

Place: *Churachandpur, Manipur*



*[Signature]*

Registrar / Controller of Examination

# DPU

## Dr. D.Y. Patil Vidyapeeth

(Deemed to be University)

(Under Section 3 of the UGC Act. 1956)

Pune (India)

(NAAC Accredited ('A' Grade with CGPA of 3.29) & NBA Accredited)



*We the Chancellor  
the Vice Chancellor*

*the Members of the Board of Management and of the  
Academic Council of Dr. D. Y. Patil Vidyapeeth, Pune certify that*

**NILOPHAR MUSSARAT KHAN**

[School of Liberal Arts]

Registration No. : DPU/MA/22/830179

*having been examined and found duly qualified for  
the degree of*

**BA. A. (English)**

*in June 2024*

*The said degree has been conferred on his/her at the  
Fifth Convocation held on Three December Two Thousand Twenty Four.  
In testimony where of is set the seal of the said University.*



*[Signature]*

*Vice Chancellor*

009708341

*[Signature]*

*Chancellor*



# DPU

## Dr. D.Y. Patil Vidyapeeth

Pune (India)  
(Deemed to be University)  
(Under Section 3 of the UGC Act. 1956)

Sl. No.: 174970

Date: 11 Feb 2023

SCHOOL OF LIBERAL ARTS

### CONSOLIDATED MARKS MEMORANDUM



M.A.(ENGLISH)

Transcript of : NILOPHAR MUSSARAT KHAN

Regd. No. : DPU/MA/22/830179

Son/Daughter of : MAQSOOD SHAIKH

Roll No. : 254073

Course : M.A.(ENGLISH)

Month / Year : DEC 2022

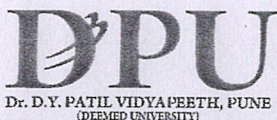
Semester : I

Mode : REGULAR

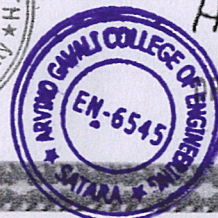
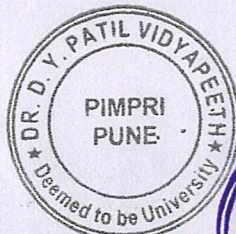
SUBJECTS	PASSING IN MONTH/YEAR	MAXIMUM MARKS	EXTERNAL	INTERNAL	TOTAL MARKS
APPRECIATING SHAKESPEARE	DEC - 2022	100	59	15	74
LITERATURE AND FILM	DEC - 2022	100	68	17	85
14th-20th CENTURY BRITISH POETRY	DEC - 2022	100	57	14	71
DIGITAL CONTENT WRITING	DEC - 2022	100	61	18	79
SCHOLARLY WRITING	DEC - 2022	100	66	15	81

RESULT : PASSED IN FIRST CLASS

TOTAL MARKS : 390/500



Dr. D.Y. PATIL VIDYAPEETH, PUNE  
(DEEMED UNIVERSITY)



H. Narankimhaik  
REGISTRAR  
DEPUTY REGISTRAR  
D.Y. PATIL VIDYAPEETH, PUNE

(EXAMS)

# DPU

## Dr. D.Y. Patil Vidyapeeth

Pune (India)  
(Deemed to be University)  
(Under Section 3 of the UGC Act, 1956)

Sl. No.: 360215

Date: 16 Feb 2024

SCHOOL OF LIBERAL ARTS

### CONSOLIDATED MARKS MEMORANDUM



### M.A.(ENGLISH)

Transcript of : NILOPHAR MUSSARAT KHAN

Regd. No. : DPU/MA/22/830179

Son/Daughter of : MAQSOOD SHAIKH

Roll No. : 761390

Course : M.A.(ENGLISH)

Month / Year : DEC 2023

Semester : III

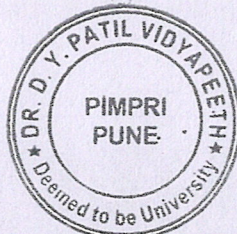
Mode : REGULAR


SUBJECTS	PASSING IN MONTH/YEAR	MAXIMUM MARKS	EXTERNAL	INTERNAL	TOTAL MARKS
16th-19th CENTURY LITERARY CRITICISM	DEC - 2023	100	58	15	73
GENDER STUDIES	DEC - 2023	100	67	17	84
POSTCOLONIAL LITERATURE	DEC - 2023	100	62	14	76
FOREIGN LANGUAGE	DEC - 2023	100	45	16	61
20th-CENTURY LITERARY THEORY	DEC - 2023	100	60	18	78

RESULT : PASSED IN FIRST CLASS

TOTAL MARKS 372/500

**DPU**  
Dr. D.Y. PATIL VIDYA PEETH, PUNE  
(DEEMED UNIVERSITY)



  
*H. Narasimhaiah*  
REGISTRAR  
DEPUTY REGISTRAR  
DR. D. Y. PATIL VIDYAPEETH, PUNE  
(EXAMS)



# SANGAI INTERNATIONAL UNIVERSITY

Established by the Act of Manipur State Government Under Section 2 (F) of UGC Act 1956. Government of India.

## MARKSHEET

Name of Student : NILOPHAR MUSSARAT KHAN  
 Father Name : MAQSOOD SHAIKH  
 Mother Name : TAMANNA SHAIKH  
 Session : 2018-2019  
 Program : BACHELOR OF EDUCATION

Registration No. : SIU18C024585  
 Enrollment No. : E18NAC024585  
 DMC No. : 25882580

### Semester-1

Code	Subject	Mark Obtained	Minimum Mark	Maximum Mark
BEDU 101	CHILDHOOD & GROWING UP	61	40	100
BEDU 102	CONTEMPORARY INDIA & EDUCATION	59	40	100
BEDU 103	LANGUAGE ACROSS THE CURRICULUM	62	40	100
BEDU 104	PEDAGOGY OF SCHOOL SUBJECT : SOCIAL SCIENCE	63	40	100
BEDU 105	PEDAGOGY OF SCHOOL SUBJECT : PHYSICAL SCIENCE - I	60	40	100
BEDU 106	UNDERSTANDING ICT & ITS APPLICATION	63	40	100
BEDU 107	EVOLUTION & DEFINITION OF ECONOMICS	62	40	100

### Result

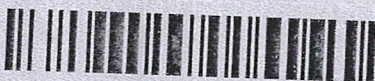
Pass

Semester	First	Grand Total	Division
Maximum Mark	700	430	FIRST Division
Total Mark Obtained	430		



Marks in Words: Four Hundred and Thirty

Date Of Issue: 28.12.2018



*[Signature]*

Registrar / Controller of Examination



# SANGAI INTERNATIONAL UNIVERSITY

Established by the Act of Manipur State Government Under Section 2 (F) of UGC Act 1956. Government of India.

## MARKSHEET

Name of Student : NILOPHAR MUSSARAT KHAN  
 Father Name : MAQSOOD SHAIKH  
 Mother Name : TAMANNA SHAIKH  
 Session : 2018-2019  
 Program : BACHELOR OF EDUCATION

Registration No. : SIU18C024585  
 Enrollment No. : E18NAC024585  
 DMC No. : 72842026

### Semester-2

Code	Subject	Mark Obtained	Minimum Mark	Maximum Mark
BEDU 201	LEARNING & TEACHING	63	40	100
BEDU 202	PEDAGOGY OF SCHOOL SUBJECT : BIOLOGICAL SCIENCE	62	40	100
BEDU 203	PEDAGOGY OF SCHOOL SUBJECT : PHYSICAL SCIENCE - II	63	40	100
BEDU 204	FORMS OF KNOWLEDGE & ITS ORGANIZATION IN SCHOOLS	64	40	100
BEDU 205	ASSESSMENT & EVALUATION : AN OVERVIEW	63	40	100
BEDU 206	THEORY OF MARGINAL PRODUCTIVITY OF DISTRBUTION	62	40	100

### Result

### Pass

Semester	Second	Grand Total	Division
Maximum Mark	600	377	FIRST Division
Total Mark Obtained	377		



Marks in Words: Three Hundred and Seventy-Seven

Date Of Issue: 27.06.2019



*[Signature]*

Registrar / Controller of Examination



# SANGAI INTERNATIONAL UNIVERSITY

Established by the Act of Manipur State Government Under Section 2 (F) of UGC Act 1956. Government of India.

## MARKSHEET

Name of Student : NILOPHAR MUSSARAT KHAN  
Father Name : MAQSOOD SHAIKH  
Mother Name : TAMANNA SHAIKH  
Session : 2019-2020  
Program : BACHELOR OF EDUCATION

Registration No. : SIU18C024585  
Enrollment No. : E18NAC024585  
DMC No. : 36378866

### Semester-3

Code	Subject	Mark Obtained	Minimum Mark	Maximum Mark
BEDU 301	SCIENCE/SSC	64	40	100
BEDU 302	LANGUAGE-ENGLISH	63	40	100
BEDU 303	ARTS IN EDUCATION : VISUAL ARTS & CRAFTS	65	40	100
BEDU 304	DEVELOPMENT OF PROFESSIONAL SELF & ETHICS	63	40	100
BEDU 305	UNDERSTANDING PHYSICAL, PSYCHOLOGICAL & SOCIO-CULT	65	40	100
BEDU 306	HEALTH, YOGA & PHYSICAL EDUCATION	62	40	100
BEDU 307	STRUCTURE OF INDIA ECONOMY	65	40	100

### Result

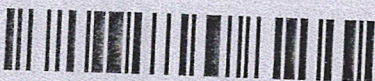
### Pass

Semester	Third	Grand Total	Division
Maximum Mark	700	447	FIRST Division
Total Mark Obtained	447		



Marks in Words: Four Hundred and Forty-Seven

Date Of Issue: 27.12.2019



*[Signature]*  
Registrar / Controller of Examination  
SANGAI INTERNATIONAL UNIVERSITY  
SATARA - 415512  
REGISTRATION NO. - 654



# SANGAI INTERNATIONAL UNIVERSITY

Established by the Act of Manipur State Government Under Section 2 (F) of UGC Act 1956. Government of India.

## MARKSHEET

Name of Student : NILOPHAR MUSSARAT KHAN  
Father Name : MAQSOOD SHAIKH  
Mother Name : TAMANNA SHAIKH  
Session : 2019-2020  
Program : BACHELOR OF EDUCATION

Registration No. : SIU18C024585  
Enrollment No. : E18NAC024585  
DMC No. : 39008875

### Semester-4

Code	Subject	Mark Obtained	Minimum Mark	Maximum Mark
BEDU 401	POST - INTERNSHIP	65	40	100
BEDU 402	INTERNSHIP	64	40	100
BEDU 403	TASKS & ASSIGNMENTS IN DIFFERENT COURSES	65	40	100
BEDU 404	SMALL SCALE & COTTAGE INDUSTRIES	63	40	100
<b>Result</b>		<b>Pass</b>		

Semester	Fourth	Grand Total	Division
Maximum Mark	400	257	FIRST Division
Total Mark Obtained	257		



Marks in Words: Two Hundred and Fifty-Seven

Date Of Issue: 29.06.2020



Registrar / Controller of Examination



# SANGAI INTERNATIONAL UNIVERSITY

Established by the Act of Manipur State Government Under Section 2 (F) of UGC Act 1956. Government of India.

## MARKSHEET

Name of Student : NILOPHAR MUSSARAT KHAN

Father Name : MAQSOOD SHAIKH

Mother Name : TAMANNA SHAIKH

Session : 2016-2017

Program : BACHELOR OF ARTS IN ENGLISH

Registration No. : SIU15C020125

Enrollment No. : E15BAEC020125

DMC No. : 65005074

### Semester-3

Code	Subject	Mark Obtained	Minimum Mark	Maximum Mark
BENG 301	HISTORY OF ENGLISH LITERATURE ( 1350-1660)	64	40	100
BENG 302	ENGLISH POETRY FROM ( 1350-1660)	60	40	100
BENG 303	ENGLISH DRAMA ( 1350-1660)	64	40	100
BENG 304	ENGLISH PROSE ( 1350-1660)	63	40	100

Result

Pass

Semester	Third	Grand Total	Division
Maximum Mark	400	251	FIRST Division
Total Mark Obtained	251		



Marks in Words: Two Hundred and Fifty-One

Date Of Issue: 29.12.2016



Registrar, Controller of Examination  
EN-6345

COPY



# SANGAI INTERNATIONAL UNIVERSITY

Established by the Act of Manipur State Government Under Section 2 (F) of UGC Act 1956. Government of India.

## MARKSHEET

Name of Student : NILOPHAR MUSSARAT KHAN  
Father Name : MAQSOOD SHAIKH  
Mother Name : TAMANNA SHAIKH  
Session : 2016-2017  
Program : BACHELOR OF ARTS IN ENGLISH

Registration No. : SIU15C020125  
Enrollment No. : E15BAEC020125  
DMC No. : 80172699

### Semester-4

Code	Subject	Mark Obtained	Minimum Mark	Maximum Mark
BENG 401	HISTORY OF ENGLISH LITERATURE (1660- 1798)	64	40	100
BENG 402	ENGLISH POETRY FROM (1660- 1798)	63	40	100
BENG 403	ENGLISH DRAMA & PROSE (1660- 1798)	60	40	100
BENG 404	ENGLISH NOVEL (1660- 1798)	64	40	100

Result	Pass

Semester	Fourth	Grand Total	Division
Maximum Mark	400	251	FIRST Division
Total Mark Obtained	251		



Marks in Words: Two Hundred and Fifty-One

Date Of Issue: 27.06.2017



*Don*  
Registrar  
Controller of Examination

COPY



# SANGAI INTERNATIONAL UNIVERSITY

Established by the Act of Manipur State Government Under Section 2 (F) of UGC Act 1956. Government of India.

## MARKSHEET

Name of Student : NILOPHAR MUSSARAT KHAN

Father Name : MAQSOOD SHAIKH

Mother Name : TAMANNA SHAIKH

Session : 2017-2018

Program : BACHELOR OF ARTS IN ENGLISH

Registration No. : SIU15C020125

Enrollment No. : E15BAEC020125

DMC No. : 51729773

### Semester-5

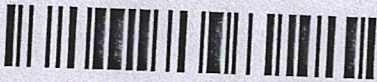
Code	Subject	Mark Obtained	Minimum Mark	Maximum Mark
BENG 501	DRAMA : THEORY AND PRACTICE II	65	40	100
BENG 502	THE ESSAY IN ENGLISH : ADDISON TO DICKENS	63	40	100
BENG 503	THE ESSAY IN ENGLISH : THE TWENTIETH CENTURY	60	40	100
BENG 504	LIFE WRITING : BIOGRAPHIES, MEMOIRS, AND LETTERS	62	40	100
Result		Pass		

Semester	Fifth	Grand Total	Division
Maximum Mark	400	250	FIRST Division
Total Mark Obtained	250		



Marks in Words: Two Hundred and Fifty

Date Of Issue: 28.12.2017



Registrar / Controller of Examination

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# SANGAI INTERNATIONAL UNIVERSITY

Established by the Act of Manipur State Government Under Section 2 (F) of UGC Act 1956. Government of India.

## MARKSHEET

Name of Student : NILOPHAR MUSSARAT KHAN  
Father Name : MAQSOOD SHAIKH  
Mother Name : TAMANNA SHAIKH  
Session : 2017-2018  
Program : BACHELOR OF ARTS IN ENGLISH

Registration No. : SIU15C020125  
Enrollment No. : E15BAEC020125  
DMC No. : 78208048

### Semester-6

Code	Subject	Mark Obtained	Minimum Mark	Maximum Mark
BENG 601	WOMEN'S WRITING	64	40	100
BENG 602	TWENTIETH CENTURY CRITISM AND THEORY	62	40	100
BENG 603	INDIAN ENGLISH LITERATURE	60	40	100
BENG 604	WOMEN LITERATURE	62	40	100

Result

Pass

Semester	Sixth	Grand Total	Division
Maximum Mark	400	248	FIRST Division
Total Mark Obtained	248		



Marks in Words: Two Hundred and Forty-Eight

Date Of Issue: 26.06.2018



*[Signature]*

Registrar / Controller of Examination

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# Nilophar Mussarat Khan

[neell.khan03@gmail.com](mailto:neell.khan03@gmail.com) | +91 8796228661

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Dear Hiring Manager,

I am writing to express my interest in a suitable position within your esteemed organisation. With over **15 years** of progressive experience in **academic instruction, school administration, curriculum design, and teacher training**, I bring a proven record of driving academic excellence, leading high-performing teams, and implementing innovative educational strategies. My commitment to fostering inclusive, student-centred learning environments has consistently elevated institutional performance and student success.

## Professional Expertise

As **Head of English Department at Satara English Medium School**, I spearheaded curriculum planning, faculty mentoring, and innovative teaching methods such as **blended learning, project-based assessments, and literature circles**. Previously, as **Headmistress at Universal Knowledge School and Kids Care School**, I managed entire academic operations, introduced student-centric models, and enhanced teacher training programs. These roles honed my expertise in **school administration, academic leadership, and stakeholder engagement**.

## Teaching/Instructional Expertise

In my teaching journey across primary, secondary, and junior college levels, I have consistently embraced the role of a guide, mentor, and facilitator. I strive to create a classroom environment that is engaging, inclusive, and supportive, where every student feels valued and encouraged. With strong communication skills, patience, empathy, and adaptability, I simplify complex concepts to make learning accessible. My approach nurtures curiosity, cultivates critical thinking, and inspires students to realise their fullest potential.

## Projects & Achievements

Throughout my career, I have launched initiatives that left a lasting impact. At Kids Care School, my strategic planning boosted enrollment by **40%**, while my leadership earned the **Best Leadership Award**. At Universal Knowledge School, I was honoured with the **Best Leader of the Year Award**. I also initiated the **Annual Literary Festival**, promoted **green campus initiatives**, and actively contributed to the **State Government of Maharashtra's Holistic Progress Card (HPC)** project, reflecting my dedication to innovation and policy development.

## Education & Credentials

I hold a **Master of Education (Distinction, 78%)**, dual master's degrees in **English and Counseling**, a **Bachelor of Education (First Class)**, and have pursued a **Ph.D. in Applied Research**. My additional qualifications in **Counseling, IT, and Computer Literacy** enable me to integrate technology and holistic support systems into education. These academic foundations, combined with my experience, make me well-prepared to contribute to forward-thinking institutions.

I am particularly drawn to opportunities that allow me to **mentor teachers, inspire students, and design impactful educational programs** that nurture well-rounded learners. I welcome the opportunity to bring my **leadership, vision, and proven expertise** to your institution. I am confident that my experience in **academic management, curriculum innovation, and faculty development** will add value to your team.

My resume is enclosed for your review. I look forward to the opportunity to discuss how my skills and achievements can contribute to your organisation's success. Should you have any questions or wish to schedule an interview, I can be reached at **+91 8796228661** or [neell.khan03@gmail.com](mailto:neell.khan03@gmail.com)

Thank you for your time and consideration.

Sincerely,

Nilophar Mussarat Khan





# Nilophar Mussarat Khan

+91 8796228661

neell.khan03@gmail.com

www.linkedin.com/in/nilophar-khan-651713362

## PROFILE SUMMARY

### Senior Educator | Academic Administrator | Curriculum & Teacher Development Specialist

Dynamic and accomplished education leader with 15+ years of experience in school administration, academic instruction & leadership, curriculum design, faculty development, and student-centred learning models. Recognised for implementing innovative teaching methodologies, driving institutional growth, and creating inclusive environments that foster excellence. Adept at aligning educational programs with national and international standards, enhancing student outcomes, and mentoring faculty for continuous professional growth.

### Key Highlights

- Expert in English Language Instruction/Teaching:** Specialised in advanced pedagogical methods for language teaching, student engagement, and fostering literacy skills.
- Head of Department Leadership (Teaching Focus):** Guided English faculty in adopting effective teaching methodologies, curriculum development, and classroom delivery.
- Strategic Academic Planner (Teaching-Centred):** Designed and implemented teaching strategies that enhanced classroom learning outcomes and aligned with student needs.
- CBSE Additional Head Examiner (Teaching & Evaluation):** Experience in student assessment and evaluation, ensuring fairness, accuracy, and high teaching standards.
- Visionary & Results-Oriented Educator:** Demonstrated measurable improvements in student performance, innovative classroom practices, and faculty teaching development.
- Teaching/Instructional Expertise (Primary, Secondary & Junior College):** Guided and mentored students by fostering an engaging, inclusive, and supportive learning environment. Demonstrated strong communication, patience, and adaptability while simplifying complex concepts. Focused on nurturing curiosity, promoting critical thinking, and inspiring students to achieve their full potential.

## CORE COMPETENCIES

Academic Leadership | School Administration | Curriculum Design | Teacher Training & Faculty Development | Student Mentorship & Assessment | Classroom Management | Strategic Planning | Parent & Community Engagement | Effective Communication | Educational Counseling | Capacity Building | Academic Audits & Policy Implementation | MS Office

## CERTIFICATION

- Master's in Counselling – Grade A
- Diploma in IT – Grade A
- MS-CIT (Computer Literacy) – 66%, First Class

## EDUCATION

- Ph.D. (Applied) – Pursuing/Completed Research Focus
- M.Ed. (Master of Education) – 78%, Distinction
- M.A. (English) – 68%, First Class
- B.Ed. (Bachelor of Education) – 70%, First Class
- B.A. (English Literature) – 60%, First Class
- B.A. (HR & Communication) – 68%, First Class
- N.T.T. (Nursery Training) – Distinction

## PROFESSIONAL EXPERIENCE

### Head of English Department

Satara English Medium School, Satara, India | Aug 2024 – Present

- Led curriculum planning, execution, and academic improvement for English across all grade levels.
- Supervised and mentored a team of English teachers; promoted continuous professional development.



- Introduced **blended learning, literature circles, and project-based assessments** to modernise pedagogy.
- Conducted classroom observations, appraisals, and teacher training for quality enhancement.
- Organised **interschool literary competitions, debates, drama events, and creative writing clubs**.
- Achievements: Initiated the **Annual Literary Festival**, improved overall English performance, and received recognition for departmental excellence.

#### Headmistress

**Universal Knowledge School, Satara, India | Jun 2021 – Jun 2024**

- Directed academic and administrative operations, aligning curriculum with institutional vision.
- Implemented **student-centric learning models** that improved measurable outcomes.
- Introduced teacher training initiatives, enhancing pedagogical practices.
- Built strong **community and stakeholder engagement programs**.

#### Headmistress

**Kids Care School (Lingua Franca Welfare Educational Society), Satara, India | Jun 2012 – May 2021**

- Increased school enrollment by **40%** through strategic planning and initiatives.
- Oversaw **teacher recruitment, training, and performance evaluation**.
- Innovated curriculum design, enhancing teaching environments and student engagement.
- Recognised with the **Best Leadership Award** for commitment to academic excellence.

#### English Teacher & Head of Department (HOD)

**Sadhana English Medium School, Satara, India | May 2012 – May 2013**

- Supervised daily operations and ensured policy compliance.
- Developed impactful **faculty development and student assessment tools**.

#### English Teacher & Campus Coordinator

**Springdale School, Pune, India | Feb 2010 – May 2012**

- Enhanced instructional quality by aligning methodologies with **global standards**.
- Conducted teacher training workshops and improved parent-teacher engagement.

#### English Teacher

**Whitehall Public School, Rampur, India | Mar 2003 – Jun 2008**

- Delivered engaging classroom sessions using best practices in pedagogy.
- Actively contributed to **co-curricular programs and institutional development initiatives**.

### KEY ACHIEVEMENTS

- Honoured with **'Best Leader of the Year'** by Universal Knowledge School.
- Awarded the **'Best Leadership Award'** at Kids Care School.
- Actively contributed to the **Maharashtra State Government's Holistic Progress Card (HPC)** initiative.
- Initiated sustainability drives, including **school plantation campaigns** with community leaders and celebrities.
- Organised major school events: annual gatherings, cultural fests, and sports days.
- Created and edited the **school magazine**, showcasing student achievements.
- Built strong student and parent relationships, earning **letters of appreciation** for positive impact.
- Hosted and represented schools as the **chief guest** at multiple interschool and community events.

### OTHER INTERESTS

Educational Innovation | Child Development | Literacy & Language Arts | Arts & Crafts in Learning | Cultural Inclusion in Education | Outdoor & Experiential Learning | Community Engagement | Environmental Awareness

