

## **R THILAGAVATHY**

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### **EDUCATION**

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<b>ISTD Course</b>	<b>Pursuing 2018-2019</b>
<b>PG Diploma in Guidance and Counseling</b> RIE Mysore.	<b>January 2016</b>
<b>Master of Science in Psychology</b> Madras University, Chennai, Tamil Nadu	<b>March 2005</b>
<b>Master of Philosophy in English</b> Madurai Kamarajar University, Madurai, Tamil Nadu	<b>March 2003</b>
<b>Master of Education</b> Annamalai University, Chidambaram, Tamil Nadu	<b>December 1989</b>
<b>Master of Arts in English</b> Madras University, Chennai, Tamil Nadu	<b>March 1986</b>
<b>Bachelor of Education</b> University of Bangalore, Bangalore, Karnataka	<b>August 1982</b>
<b>Bachelor of Arts in English</b> Madras University , Chennai , Tamil Nadu	<b>September 1978</b>

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### **PROFESSIONAL EXPERIENCE**

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**Titan Watches & Jewel Division** **January 2018 to Present**  
**Social Counsellor**

Job Responsibilities:

- Help in improve outcomes in people's lives
- Support individuals and their families through difficult times

**Cheslind Textiles Pvt Ltd** **June 2013 to Present**  
**Counselor**

Job Responsibilities:

- Providing training to Existing Employees to avoid dropouts.

- Train and supervise staff providing direct-care services, including case management, counseling & Crisis Intervention for Adults & Adolescents.

- Lead weekly staff meetings attended by the Management team
- Provide Stress Management Services to girls at Various departments
- Train workers to avoid industrial Violence & anger management techniques given to promote better work atmosphere.
- Maintain and evaluate client progress and provide referrals to other services where needed.

**Government Higher Secondary Schools**

**(Nov 1998 – May 2013)**

(Vellore and Krishnagiri Districts)

Department: English

PG. Assistant: Handled classes XI and XII

Job Responsibilities:

- Preparing and delivering lectures to students in poems, prose and grammar.
- Training students on four skills in English i.e. a) Listening b) Speaking c) Reading d) Writing
- Evaluating and grading answer papers of students and assignments
- Planning, evaluating and revising of lesson plans and methods of instruction to facilitate classroom discussions
- Providing Training to Faculties to promote their excellence
- Training teachers from other schools on effective methods of writing notes of lessons.
- Providing special training for slow learners with new learning techniques.
- Conducting workshops to deal with behavioral problems, adolescent problems and paving way for behavioral modification

**Dominic Savio Higher Secondary School**

**(June 1990 – Nov 1998)**

(Salesian Educational Institute)

Department: English

Secondary Grade Assistant: Handled classes VI to VIII

Job Responsibilities:

- Preparing and delivering classes to students in poems, prose and grammar.
- Training students on four skills in English i.e. a) Listening b) Speaking c) Reading d) Writing
- Evaluating and grading answer papers and assignments
- Planning, evaluating and revising lesson plans and methods of instruction to facilitate classroom discussions

**Lions Matriculation Higher Secondary School**

**(June 1987 – Jun 1990)**

Department: English

B.T Assistant: Handled classes VIII to X

Was promoted to the post of Vice Principal

Job Responsibilities as B.T assistant:

- Preparing and delivering classes to students in poems, prose and grammar.
- Training students on four skills in English i.e. a) Listening b) Speaking c) Reading d) Writing
- Conducting workshops on better scoring techniques for class X
- Evaluating and grading answer papers of students and assignments
- Planning, evaluating and revising lesson plans and methods of instruction to facilitate classroom discussions

Job Responsibilities as Vice Principal:

- Ensuring discipline in the entire school
- Conducting periodical meetings with teachers to update them on latest teaching methodologies and motivating them to discharge their duties effectively
- Involving parents in the loop to facilitate better scoring among the slow achievers
- Implementing continuous monitoring techniques to help the students to perform better

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## **OTHER EXPERIENCES**

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### **Psychologist (Sponsored by TVS Motors Hosur) (June 2010 – May 2013)**

Career Guidance to HSS Students of Thalli Educational Division- Krishnagiri, Hosur, Tamil Nadu.

- Assisted & Trained Students with Learning disabilities.
- Motivated students for goal orientation and scoring targets.
- Provided special training to slow learners in new learning techniques.

#### **Trainer**

**(1 Day Program 2013)**

Canara Institute of Education, Attibelle.

- Provided Training to Faculties to prove them as role models.
- Methods to develop intimacy with Students
- To Identify Individual differences & problematic children.
- Methods to update their knowledge to impress students

#### **Trainer**

**(1 Day Program 2010)**

Enrichment Program to Headmasters of GHSS Krishnagiri Dt. (RV Boys Hr.Sec.) Hosur

- Provided Training on “ EGO “
- Provided Training on “Stress Management “
- To react properly for Situations.(problem solving techniques)
- Training on Positive approaches towards Staff. Students & Parents ( Triangular approach)

#### **Trainer**

**(1 Day Program 2009)**

Ramakrishna Matriculation School, Tirupattur

Provided Training to Teachers “To Adopt new Technique in Teaching “

- Provided Tips to teachers to be Students Friendly.
- Training on Class room Control & Methods to evaluate Answers Scripts.
- Effective Methods of Writing Notes of Lessons.

#### **Trainer & Counselor**

**Summer Camp (30 Days Program 2008)**

CSI Matriculation Hr Sec School, Tirupattur

- Training given to improve the following traits :-
  1. Spoken English
  2. Handwriting Skills

3. Time Management
4. Soft Skills
5. Leadership Qualities
6. Personality Developments

**Trainer & Counselor**

**(1 Week Program 2006)**

Dharmapuri, Krishnagiri & Karaikudi Collectorate

- Training Offered to BDOs & R I s of Collectorate to promote their Work Excellence.
- Provided training for Time Management, Immediate Needs of their Roles.
- Provided Family Counseling for DROs.
- Training provided for Managing the Records Effectively.

**Rasi Seeds Pvt Ltd**

**(3 Days Program 2005)**

- Training given to maintain quality in their brands.
- Awareness programs to Employees on Market Competition.

**Trainer & Counselor**

**(1 Week Program 2005)**

Paavai Engineering College, Salem

- Training given to students for Personality Development & Academic Excellence.
- Provided training for Time Management
- To Promote Students for productive Citizenship.

**Trainer & Counselor**

**(1 Week Program 2005)**

RMKV Silks, Chennai

- Training provided to Sales Men regarding the propagation of their products.
- Provided training for pleasing approaches, Communicative Skills, Body Language & General Rapport.

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**CONFERENCES ATTENDED**

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- Attended International Conference at **University of Kualalumpur, Malaysia.** on 17<sup>th</sup> & 18<sup>th</sup> Aug'13 and Published a Research Article [Involving new techniques in teaching English]

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**DECLARATION**

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I certify that all the information above is correct and references are available if they are needed hoping that my experience will be useful to you.