

RESUME

Name : **Kavita Topno**

Designation : Assistant Professor

Pay Scale : 8, 000

Sex : Female

Date of Birth : 21-07-1984

Father's Name : Umblan Topno

Nationality : Indian

Present Address : Shanti Nagar
Piper Toli Argora, Ranchi-834002
M.No.- 9534006279

Educational/Professional Qualification:

Exam/Degree	Class/Division	Marks Obtained	Year of passing	Subjects	Board/University
Matriculation	2 nd	52%	2002	All School Sub.	(NOS)Delhi Board
I.A.	2 nd	55.33%	2004	Hist., Hindi, Eng., Eco, Civics, Phy.Edu.	CBSE
B. A.	2 nd	54%	2007	History	Ranchi Uni.
M.A	1 st	61%	2009	History	Ranchi Uni.
B. Ed.	1 st	77%	2011	Education	Ranchi Uni.
M.Ed.	1 st	76.29%	2013	Special paper Guidance & Counseling	Kolhan Uni.

Professional Experiences:

- 1 year teaching in Ursuline Convent Girls High School and as substitute teacher in Bishop Westcott Boys Namkum.

Other Qualifications (Publication/Research Articles/Paper Presentation)

- Presented a paper titled **“Role of Communication and Learning Resources in Effective Classroom Management”** got published in the proceedings of NAAC sponsored National workshop on “Enhancing classroom management skills for promoting quality education in India” organized by Department of Education in collaboration with IQAC St. Xavier’s College, Ranchi held on 21st and 22nd April, 2017.