**DR BINDU KAPOOR Mobile: 9999973906 E-mail id: bindu29mar@gmail.com**

***SYNOPSIS***

 A Psychologist, an educator and an administrator with over 18 years of experience in Counseling, training, teaching and administration.

 Worked as an officiating Senior School Incharge at G D Goenka Public School, Rohini, for the session (2016-18). Worked as School Counselor at G D Goenka Public School, Sector 22, Rohini from March 2010 to May 2019.

 A rich counseling experience in areas of career, life transitions, school issues, self-esteem, stress management, depression, grief/loss, cognitive/communication skills, relationship issues, family therapy and parenting styles.

 A holistic approach in working with students and interested in providing both personal and career counseling.

 Use a client-centered approach in helping students through the application of cognitive, behavioral and systematic counseling strategies. Specializes in the use of cognitive strategies and motivational interviewing to help students to assess readiness for personal, family, and career change and to assist in the process of taking steps towards meeting goals in these areas.

 Worked in close partnership with the Principal and school coordinators to continuously review the effectiveness of the teachers, curriculum and classroom delivery

Work as a think tank for various promotional activities for the school and have been successful in bringing about a positive result.  Work towards creating and promoting parent advocacy for a healthy partnership between school and parent fraternity.

 A high-quality student experience, through a comprehensive network of student support and guidance services and a range of social and cultural activities.

 Adroit in facilitating / coaching students by using interactive discussions and “hands-on” approaches to assist students learn & lead them for excellent achievements.

 Excellent communication, interpersonal, problem solving, leadership, team-building & presentation skills.

***OCCUPATIONAL CONTOUR***

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| --- | --- | --- |
| Tenure | Organization | Designation |
| March’2010-May’2019 Rohini, | G D GoenkaPublic School Sector 22, Rohini | Senior School Counselor |
| August ‘2016-February ‘2018 | G D GoenkaPublic School Sector 22, Rohini | Senior School Counselor & Officiating Senior, School Incharge |
| March 2006-March 2010 | Bal Bharati Public School, Pitam Pura | School Counsellor |
| September 2003-February 2006 | CRPF Public School, Rohini | School Counsellor |
| August 1990-October 1996 | University of Rajasthan | Assistant Professor |

**KEY AREAS HANDLED**

**GUIDANCE & COUNSELLING**-

 Individual Psychological Counseling.

 Career counseling

 Classroom observations for individual children with special needs like LD, ADHD etc.

 Psychological assessments and diagnosis.

 Providing adequate referrals (wherever needed).

 Providing adequate support to students with special needs like – ASD, ADHD, LD etc.

 Providing exemptions to students with special needs (as per CBSE norms)

 Guidance and mentoring of SEN center in the school

 Group counseling

Family Therapy: Marital Counseling

 Student workshops

 Parent workshops

 Teacher workshops

 Providing adequate guidance in curriculum, assessments/evaluations etc to the Academic Heads and teachers.

 Analyzing classroom dynamics for demonstrating and teaching effective classroom management strategies to the teachers.

**GENERAL ADMINISTRATION**

 Defining operational plans for ensuring smooth running of the organization.

 Created safety guidelines and worked on devising a plan for ensuring student safety at all levels.

 Worked upon systems to bring down teacher absenteeism.

 Created opportunities to improve school-parent-community partnership.

 Devising new courses/ trainings, keeping in view latest technological advancements & needs of the children & teachers.

 Formed and headed the school POCSO committee.

 Organized and co-ordinated various workshops for student and parent on career and stream selection, cyber security by eminent experts.

 Delivered talks on parenting on school orientation day for consecutive eight years.

 Different workshops for students on – gender sensitivity, film making, photography, career guidance, anger management, stress management, peer pressure, study skills, online computer courses, subject enrichment workshops etc.

 Created systems to improve student behavior and achievement – discipline committees, reflection journals for students, planned support classes for low achievers, special courses for high achievers.

 Started Special education center and mentoring/monitoring/Coordinating its functioning.

 Started Life Skills Program (School Cinema) co-ordinated, guided and mentored teachers.

 “Young Minds Enrichment Program” for the students: workshops on varied topics for the students, eg: Challenges of adolescence, Peer pressure, aggression management, gender sensitivity, stress management, conflict resolution, study skills etc. were conducted.

 “Parents enrichment Program”: different workshops for parents of all classes on Child Sexual abuse, Positive parenting, Parenting styles etc were conducted.

 Organized workshops by resource people from outside school for the students and teachers.

 “Peer Mentors program” – mentored and coordinated student leaders who conducted workshops for their peers on bullying, study effectiveness, media literacy, anger management etc.

 Successfully participated in first and second CBSE International Life Skills, Values, Gender, School-Health and Well-Being Summit 2014.

**TEACHING** –

 Teaching Life Skills

 Taught Human Development at both undergraduate and postgraduate levels, university of Rajasthan, year 1990-1996.

**TRAINING –**

 Teacher as a researcher

 Teacher as a Counsellor

 Train teachers in designing and creating learning experiences in Life Skills classes.

 Classroom management strategies for effective teaching.

 Train teachers to become Teacher-Counsellors for effectively identifying and managing students with special needs.

**CONSULTANCY-**

 Provided consultancy for schools, like Titiksha Public School, Rohini

Margshree School, Nangloi, New Delhi

Krishna Play School, Rohini, New Delhi

 Consultant Rehabilitation Psychologist since 2004

Visiting Consultant at various private hospitals and clinics like Sarvodaya Child Care, Savera Hospital, Smiling Faces, VibhoreNeuro Care.

**AWARDS AND ACCOLADES –**

Gold Medalist at Post Graduate level, University of Rajasthan

Standout Counseling Ideas and Initiatives Award 2017 by SDKR Career and Education Outreach Services**ACADEMIC CREDENTIALS**

***1996***

***Doctorate In Psychology***

A Psychological study of personality dimensions, body image and adjustment level of under-graduate and post-graduate girls’ resident student of university of Rajasthan : identification, intervention and implication

Department of Psychology

University of Rajasthan

***1990***

***Masters in Human Development***

68%

Department of Home Science

University of Rajasthan

**1988**

**Bachelor in Home Science**

67%

Department of Home Science

Maharani College, University of Rajasthan

**Certified Trainer :**

**Cognitive Behavior Therapy(CBT)**

**Transitional Analysis( TA)**

**Parenting Coach**

**WORKSHOPS & SEMINARS**

 Emotional Dysregulation and Defiance in Children and Adolescents by Dr. Monisha c. Nayar-Akhtar, Psychotherapist and Psychoanalyst, Philadelphia.

 Movie review- Psychoanalytical perspective by Dr. MeetuKhosla, Professor, Delhi University, at Sir Gangaram Hospital.

 Leadership Development Workshop – Conducted by British Council, 27th-29th August’14.

 Symposium– Child Sexual Abuse (CSA) 7th June, 2014, conducted by Indian Medical Association and UNICEF at India Habitat Center.

 Workshop - “Decoding the Inclusive Curriculum: Challenges & Possibilities (14th May 2014), at the Auditorium, Moolchand Med city, New Delhi.

 Workshop- “Stepping to Accreditation” Trainer - Dr. KalpanaKapur. (10th May 2014)

 Certificate program on basics of COGNITIVE BEHAVIOUR THERAPY (CBT) and Application of CBT in Childhood Psychological Disorders. (30th March-31st March ’14)

 Peer Moderator Program on Pro Social Behaviour, sessions ranging from Gender sensitization to aggression management and study skills, organized by Fortis Hospital.

 “Parenting Matters”, a parenting workshop involving elements of TA and 5 Cs of parenting by Dr. SheljaSen, Child Psychologist and Family Therapist.

 Skilling in Schools, organized by CBSE in September 2013.

 Capacity building program for teaching Life skills and Values, conducted by CBSE, in March 2013

 Participated In National Convention for School Counsellorsin 2012 and 2013.

 Participated in “National Convention for School Counsellors” on September 22nd, 2011, at Siri Fort Auditorium, New Delhi, organized by “Institute of Counsellor Training Research and Consultancy (ICTRC).

 Trained and worked with Wendy Tomlinson, a practicing Special Educator from Canada, for a period of 15 days in Jan, 2005.

 Participated in an interactive workshop on “School Mental Health – A Clinical Orientation”, by Dr. Samir Parekh, Consultant Psychiatrist, Max Hospital.

 Participated in the workshop on “Learning Differences” by “Mel Levin” in the India Habitat Centre, organized by “Learning Matters”.

 Participated in the “Symposium On ADHD” for School Teachers and Counsellors on 22nd APRIL, 2007, at Sir Ganga Ram Hospital, New Delhi.

 Participated in the 1st International Conference on Children and Family Therapy organized by IAFT on 12th March 2006 at Sitaram Bhartia Institute of Science & Research, New Delhi.

 Attended an Orientation Programme for teachers of Psychology at Higher Secondary Stage organized by the Department of Educational Psychology and Foundations of Education from 25th to 27th July, 2006 at NIE Campus, NCERT, New Delhi.

 Participated in a workshop on “Psychometrics in Children” on 3rd & 4th August, 2005, held at Saksham Child & Adolescent Guidance Clinic, New Delhi.

 Attended the workshop on “The Self of the Therapist” organized by IAFT and conducted by MuditaRastogi on 11th March 2005.

 Participated in the CME – The Difficult Child: From Diagnosis to Solutions, conducted by the Deptt. Of Pediatrics and Mental Health on 6th Feb, 2005 at India Habitat Centre, New Delhi.

MEMBERSHIP

 AISCAP: Association of Indian School Counsellors and Allied Professionals, run by a team at MoolchandMedcity.

 EHSAAS: An association of School Counsellors and Allied Professionals, run by a team at Gangaram Hospital.

**Date of Birth : MAY 30,1968**

**Address : A 156, FIRST FLOOR, MEERA BAGH, PASCHIM VIHAR**

**Marital status : Married**

**Dated: 03/12/2019**