



# GEETA INSTITUTE OF EDUCATION

((Vill Karhans G.T Road, Samalkha, Panipat. P.H-99960-33743, 0180-2572094)

(Affiliated to CRSU, Jind & Approved by NCTE)

College website:-[gie.geeta.edu.in](http://gie.geeta.edu.in) & E-mail:- [infogieslm@geeta.edu.in](mailto:infogieslm@geeta.edu.in)

Ref:-GIE/19/.9.76.


Date:-10/9/19...

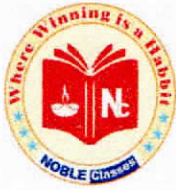
## To Whom It may Concern

Certified that Mrs. Renu Rathi D/o Sh. Ishwar Rathi R.O. village Garhi Sadhan , post office , Garhi Jattan , Indri ,Karnal worked as a Lecturer (D.El.Ed. course) in this college from 03/10/2016 to 10/04/2019. She was drawing the salary 18500/- per month.

We wish her success in her life.

Regards.

  
Principal/Director  
Geeta Institute of Education  
Karhans, G.T. Road, Panipat



# NOBLE CLASSES

Old Khadi Ashram, Behind Bus stand, Ladwa, Mob: 9812907783, 9991300619

Email id: nobleclasses2@gmail.com

Coaching for Academic & Competitive Exam

Ref:

Date: 22.03.2022

## To Whomsoever It May Concern

This is to certify that Mrs. Renu Rathi, wife of Mr. Jitender Kumar, resident of Village- Garhi Sadhan, PO- Garhi Jattan, Tehsil- Indri, Karnal is working as a Secondary Teacher for Noble Classes Institute, Old Khadi Ashram, Behind Bus Stand , Ladwa from 01/05/2019 to till date. Her working time is from 8a.m to 4p.m. She is drawing the salary 22,500/- INR per month. During her job, she is majorly responsible for the below mention duties:

- Mrs. Renu Rathi uses a variety of techniques and material for prescribed teaching syllabus.
- She formulates the subject material for demonstration to the students.
- She is providing the subject matter to the students through audio-visual aids, discussion method, lecture method and field studies.
- She helps the students in evolving their interests in classroom by introducing innovative activities.
- She assigns and corrects the home assignments.
- She conducts classroom discussions and effectively supervises the work in the class.
- She is responsible for preparing, conducting and correcting tests.
- She also prepares, administers and mark tests, projects and assignments to assess students' progress and record the results.
- She evaluates the progress of the students keeping in mind their abilities and discuss the result with parents and institute officials.
- She discusses individual progress and problems with students and parents.
- She is responsible for maintaining discipline in classrooms.
- She actively participates in staff meetings.
- She is responsible for maintaining institute records.
- She actively takes part in conducting institute affairs like annual functions and other co-curricular activities.

We wish her a successful life.

*Parveta*  
22/3/2022  
**Noble Classes**  
**Ladwa (KKR.)**  
Director