



# Rugmani T K

## FROM

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Kalya House  
Vanimakulam  
Ottapalam  
Palakkad, Kerala  
tkrugmani642@gmail.com  
+91 730 6666 386

## Date

09 October 2022

## Place

Ottapalam, Palakkad, Kerala

## COVER LETTER

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Chairman  
Hospital

Respected Sir/ Madam ,

As a Principal with nearly 17 years of experience, am writing to express my interest in the Nursing School Principal position at your School of Nursing. My experience aligns well, as have worked in Nursing School for several years with a prominent leader and know would make a valuable addition to your team.

After working for over a decade in Nursing Field , have advanced knowledge in General Administration of School of Nursing, Administrative arrangements for students' clinical experience and teaching in hospital and public health field, Maintenance of permanent records of students and Supervision and guidance of teaching staff including organization of in-service education of staff . Moreover,

while my previous position afforded me a well-rounded skill set :-

Excellent relationship building and time

Previous experience as a principal

Knowledge of school administrative processes and national educational regulations

Crisis management

Degree in Nursing

Hands-on experience with MS Office and education management systems

In addition to my experience and relationship-building experience, have a solid educational foundation and passion for furthering projects that build loyalty and, in turn, keep discipline for your Hospital . Would much appreciate the opportunity to contribute to your ongoing growth and continued success.

Please review my attached resume and certificates for additional details regarding my expertise and achievements. Do not hesitate to reach out if you have any questions or need further clarification of my experience. Would love to meet with you and discuss the position in detail.

Thank you for your consideration

Sincerely

Rugmani T K  
Signature



# Rugmani T K

Nursing School Principal

## Summary

High-achieving leader with a focus on academic excellence and demonstrated results in student achievement. Extremely well-versed in establishing objectives aligned with district strategies, and overseeing high-impact educational programs. Seasoned administrator with notable success leading a cadre of educators in oversight of academic programs and delivery of instructional services.

## CONTACT



Location :  
Ottapalam, Palakkadu, Kerala



Phone :  
+91 730 6666 386  
+91 949 5465 896



Mail :  
tkrugmani642@gmail.com



LinkedIn :  
linkedin.com/in/rugmani-t-k-ba2162253

## PERSONAL DETAILS

Husband's Name : Mohan B

Date of Birth : 08-02-1972

Sex : Female

Natinnality : Indian

Marital Srarus : Married, Widow

Having rwo Daughters

Surya & Sreya

## LAUGNUAGES KNOWN

Rnglish , Malayalam

Tamil

## EXPERIENCE- 16 YEARS & 8 MONTHS

- PRINCIPAL OF NURSING SCHOOL  
School of Nursing Valluvanadu , Ottapalam , Palakkadu, Kerala  
July 2019- still continueing
- PRINCIPAL OF NURSING SCHOOL  
School of Nursing Dr.NKMM , Valancheri Malappuram, Kerala  
Mar 2014 - Apr 2017
- PRINCIPAL OF NURSING SCHOOL  
School of Nursing Care well, Kasarakode, Kerala  
Oct 2012 - Feb 2014
- PRINCIPAL OF NURSING SCHOOL  
School of Nursing Ansar, Kunnamkulam, Thrissur, Kerala  
Mar 2008 - Oct 2011
- PRINCIPAL OF NURSING SCHOOL  
School of Nursing Thrichur Heart, Thrissur, Kerala  
Jun 2007 - Frb 2008
- VICE-PRINCIPAL & TUTOR OF NURSING SCHOOL  
School of Nursing Mordern, Kodungallur, Thrissur, Kerala  
Aug 2005 - May 2007
- TUTOR OF NURSING SCHOOL  
School of Nursing Abdul Wahab Memorial Rajah Charitable, Chavakkadu, Thrissur, Kerala  
Aug 2005 - May 2007
- TUTOR OF NURSING SCHOOL  
School of Nursing Mary Immaculate, Engandiyoor Thrissur, Kerala  
May 2002 - Aug 2004

## EDUCATION

- B.sc Nursing  
University Of Calicut | Govt College of Nursing , Medical College, Kozhikode, Kerala
- B.Sc Zoology  
University Of Calicut | Vimala College , Thrissur, Kerala
- Pre-Degree  
University Of Calicut | St.Mary's College , Thrissur , kerala

# University of Calicut

## FACULTY OF MEDICINE

Whereas it has been certified by duly appointed Examiners that

.....*Rugmani T.k*.....

is qualified to receive the Degree of Bachelor of Science in Nursing (B. Sc. Nursing)  
he/she having been placed in.....*Second*.....Class at the Examination  
held in.....*August 2001*.....(Reg.No.....*401*.....)

The Senate of the University of Calicut hereby confers on him/her the Degree of

### **Bachelor of Science in Nursing**

with all the Rights, Privileges and Honours thereunto appertaining.

Given under the seal of the University.



CALICUT UNIVERSITY  
673 635

Date *14.07.2004*

*Muneer*  
VICE-CHANCELLOR



R032021006317

# Kerala Nurses And Midwives Council



## REGISTRATION CERTIFICATE



This is to certify that

**RUGMANI T K**

having undergone

B.Sc. Nursing programme at *College of Nursing, Medical College,  
Calicut*

from *February 1992 to October 2000* has passed the examination conducted  
by the *University of Calicut* held in August 2001

and is permitted to practice as Nurse and Midwife under the provisions of the  
Nurses and Midwives Act, 1953.

The number assigned to her in the Register is Nurse: 33499 & Midwife:  
34315 dated 26th March 2002.

The Registration Certificate is renewed on 30th August 2021  
and valid upto 29th August 2026.

Digitally signed by  
DR SALEENA SHAH  
Date: 05.10.2021 10:27:01 IST

Registrar

Kerala Nurses and Midwives Council

**Dr. SALEENA SHAH**

REGISTRAR

Kerala Nurses and Midwives Council  
Red Cross Road  
Thiruvananthapuram-695035

0305124

Valanchery, Malappuram Dist.,  
Kerala, India. Pin ; 676 552  
Ph: 0494 2642671, 2644335, 2644724, 2644745  
e-mail : nizarhospitalvly@gmail.com



NZR/HRD/48-17

DATE: 18/10/2017

**TO WHOM-SO-EVER IT MAY CONCERN**

This is to certify that **Mrs.Rugmini**, W/o: Mohan B, Kalya House, Thaithal Village, Mannanur (PO), Vaniyamkulam, Palakkad (Dt) has worked as **Principal** in our Nursing School named "**DR.NK Mohammed Memorial School Of Nursing**" Run by Nizar Hospital from 10<sup>th</sup> March 2014 to 10<sup>th</sup> April 2017.

**Nizar Hospital** is a 150 bedded hospital having various departments such as Medical, Surgical, Gynaec and Obstetrics, Orthopedic, Ophthalmology, Radiology, Pediatrics, ICU, NICU with 24 hours Casualty and Pharmacy. We also have a well set up Operation Theatre with C Arm and life saving equipments where many surgeries are conducted daily.

During the period of her employment with us, she is found to be sincere and hardworking.

We wish all success in her future endeavors

For Nizar Hospital

**DR.NM MUJEEB RAHMAN (MS)**  
Managing Director



28-02-2014

**EXPERIENCE CERTIFICATE**  
**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Mrs. Rugmani T. K., has worked in our School of Nursing as Principal from 01-10-2012 to 28-02-2014. During this period she is found to be honest, sincere and hardworking. To the best of my knowledge, her conduct and character are good. I am confident that she will be an asset to any institute that employs her.

We wish her all success in her future career.

  
Dr. M.A.M. Afsal MS.  
Managing Director



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# ANSAR HOSPITAL

Ansar Nagar, Perumpilavu, P.O Karikkad-680519  
Thrissur Dist., Kerala.

Phone : 04885 - 281320, 282003, 282078, 289042, Fax : 04885-289060

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Date.....09-08-2011

## CERTIFICATE

This is to certify that Mrs.Rugmani.T.K has been working as  
Principal, Ansar School of Nursing from 24-03-2008 and still  
continuing.



Director

Prof.E.Mohamed

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# TRICHUR HEART HOSPITAL LTD.

Regd.Off: S.T. NAGAR, KANNAMKULANGARA, THRISSUR - 680 001, KERALA, INDIA.

Phone : 0487 - 2433101  
E-mail : hearthospital@trichurheart.com

Fax : 91 - 487 - 2442025  
Website : www. trichurheart.com

Our Ref: THH/ P&A/ 90/ 08  
5<sup>th</sup> February ,2008

## TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Mrs. Rugmani.T.K.**, is joined this Nursing School as "**Principal**" since 1<sup>st</sup> June, 2007. During this period she is found to be diligent, sincere and hardworking. She has been relieved from her duties with effect from **05/02/08**.

Ours is a Multidisciplinary super specialty Hospital with Special emphasis on Cardiology, Cardiovascular Surgery, Neuro Surgery, Traumatology, Joint replacement surgery and Neonatology.

I wish her all the best.

for TRICHUR HEART HOSPITAL LIMITED

  
SHEEJA BABY  
PERSONNEL MANAGER







**MODERN HOSPITAL**  
Kodungallur  
Your Family Hospital. Always...

HR/EC/94-07

31<sup>st</sup> May 2007

**Experience Certificate**

To whomsoever it may concern

This is to certify that **Mrs. Rugmani T. K.** has been working here as a Clinical Instructor in our School of Nursing from 1<sup>st</sup> August 2005 to 31<sup>st</sup> July 2006 and as a Vice Principal from 1<sup>st</sup> August 2006 to 31<sup>st</sup> May 2007.

During the period she proved herself as a very good impartial teacher. She has taken keen interest in guiding and supervising the students in clinical field, curricular and extra curricular activities. She has a pleasant attitude and good working relationship with co-workers.

I wish her all the success in her future endeavors.



Dr. M. R. Ravi

Modern Hospital Kodungallur Limited General Manager  
Corporate & Registered Office:

Post Box No.: 22, Kodungallur Post, Thrissur Dist., Kerala, India - 680 664

Ph.: 0480-2802922, 2802022, 2804122, 2804260, 2801422 (5 lines)

email:modernhospital@hotmail.com Web:www.modernhospital.com

# SCHOOL OF NURSING

ABDUL WAHAB MEMORIAL RAJAH CHARITABLE HOSPITAL,  
MUTHUVATTOOR, P. O. CHAVAKKAD - 680 506

Ref:

Date.....

12.07.2005

## TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Mrs.Rugmani.T.K** has been working as Nursing Tutor in our School of Nursing from **10.08.2004** to **30.05.2005**. Her work, conduct and character were good . She has efficiently performed her duties as a Nursing Tutor during her service period in our School of Nursing.

I wish her success in her future endeavours.

Principal

*S. John Pagan*  
PRINCIPAL 12/7/05



Phone: 290237 Egr.

SCHOOL OF NURSING

# Mary Immaculate Mission Hospital

ENGANDIYOOR-680 615, Thrissur Dist., S. India

Date...7-8-2004.....

## CERTIFICATE OF EXPERIENCE

This is to certify that Smt. Rugmani T.K. B.Sc.Nurse has worked in Mary Immaculate School of Nursing from May 15, 2002 till August 7, 2004 as Tutor cum Clinical Instructor. Her performance and interaction with Superiors, Colleagues and Students and also her Character and Conduct are good.

I wish her every success in her future career.



*Joseph Kakkassery*

Msgr Joseph Kakkassery

**Director**

**Mary Immaculate Mission Hospital  
ENGANDIYUR - 680 615**