Bharat Lal Prajapati
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Objective

Exceptionally dedicated and professionally committed, seeking to obtain a stable and challenging position in higher education academic communitywhich enable me to use my strong organizational and analytical skills within the various areas like HR & Personnel Establishment, Students Section, Examination Section, Central Office Operations, Legal Compliances along with various other tasks such as fulfillment of compliances internally and towards the various external statutory bodies, workout on various policies and its implementation etc., in the higher education organization of high repute.

Brief Profile

- Excellent organizational and analytical skills with ability to prioritize and to execute multiple tasks simultaneously with work in pace environment.
- Overall educational sector's dedicated professional with rich and qualitative experience of various areas like, HR & Personnel Establishment, Students & Examination Section, Central Office Administration, Legal Compliances and various other tasks such as fulfillment of various compliances internally and towards the various external statutory bodies, workout on various polices and its implementation and various others academic tasks etc.
- A dedicated professional towards the job assigned and have an ability to handle the responsibilities of departments more than one and its successful operation in well manner under mounting pressure situations as well.
- Self motivated and task oriented dedicated professional.
- Always eager to take-up new challenges and opportunity.

Core Competencies& its Detailed Functioning

HR Operations

- Overseeing overall management of the HR & Personnel department i.e. General or routine basis HR functioning, Day-to-Day HR activities, manpower planning etc.
- Handling of overall recruitment and relieving process, managing orientations programmes for faculty and staff members.
- Handling employees relations, framing and implementation of HR policy and other HR activities like payroll, salary and wages, compensation and benefits etc.
- Annual performance appraisals, leave & attendance, liaison & coordination administration, HRMS database administration, MIS administration etc.
- Managing personal records management in confidential manner, analytical and critical thinking in terms of case to case basis, strategic planning etc.
- Managing employees welfare activities, statutory compliances, organizational development activities, contract & negotiations administration, claims settlement administration etc.
- Managing PF issues, employees grievances/disciplinary issue, legal compliances and any others various issues towards employees welfare in accordance with norms of HR/personnel policy.
- Any other tasks as assigned by the University Management from time to time.

Central Office Operations

- All official/administrative work i.e. daily correspondence work at internal and external level.
- Planning for new admission's registration & counseling, conducting counseling & registration process etc.
- Preparation of duty chart for deployment of staff for the respective duties/events i.e. for conducting the registration and counseling process.

Cont..2/-

- Preparation of academic calendar semester & year wise.
- Inspection & its related compliances tasks of various statutory bodies like AICTE, UGC, BCI, NCTE, MPPURC State Govt., Central Govt. or any other statutory or regulatory bodies.
- Maintaining all official/administrative records and handling the responsibilities of various administrative/operations sites etc.
- Any other tasks as assigned by the University Management from time to time.

Students/Examination Section Operations

- Overall supervision of the students & examination section on day-to-day as well as routine basis and maintaining personal records of the students.
- Fulfillment of all necessities as desired by the students from students section i.e. providing various types of certificates to students, handling various scholarships jobs etc.
- Handling documents verification jobs as desired from various agencies, counseling and registration related job, subject registration job, conducting MSE and ESE by preparation of date sheet, seating plan for examinations, printing of question papers, invigilation duty charts, flying squad, follow up the UFM Jobs, compilation of examination result, result analysis, follow up the evaluation process of examination answer scripts and projects, follow up the job of printing & issuing grade/mark sheets, degree certificate etc.
- Jobs related with students educational verification, work related with fellowship/teaching assistantship of PG/DOCTORAL research scholars, jobs related to award the Doctorate degree to the research scholars etc.
- Any other tasks as assigned by the University Management from time to time.

Legal Compliances & Various Other Statutory Activities

- Follow-up of jobs related with legal compliances or any other issues/disputes in consultation with competent authority.
- Drafting & amendments jobs of Academic Systems and Standing Orders, Statute/Ordinances (Academic/Administrative Rules & Regulations) and drafting of short/long term academic policy on necessity of the organization in consultation with the competent authority.
- Jobs related with RTI and any others
- Any other tasks as assigned by the University Management from time to time

Liaison & Coordination

- Liaison & Coordination with various internal & various external statutory and regulatory bodies as required and approached from time to time.

Providing Assistance to Higher Authorities

- Providing appropriate assistance to Hon'ble PC, Hon'ble VC, Deans and Registrar on day-to-day and on routine basis activities in various academic operations.

Digitalization Approach in Regular Working

- Well-versed in MS-Office package.
- Correspondence/Communication through E-mails and/or the web portal.
- Fulfillment of official tasks or any official requirement through online mode to statutory or regulatory bodies.
- Handling various task of HRMS, Students & Examination Section, Academic Operations and other Campus Management through Campus Software/ERP-Module effectively.
- Any other tasks as assigned by the University Management from time to time.

Cont..3/-

Additional Professional Approach

Role in Research Projects

Played important role in accreditation of JLU Bhopal with European Commission. European Commission isan International Research Executive Agency and situated in Brussels, Belgium. JLU is the first private University of State of Madhya Pradesh which has got accreditation from European Commission. This projects is being leaded by University of Deusto, Spain with co-funding from the European Union under banner of Tuning India Projects and accordingly associated with the following international projects as Contact Person/Manager at present: -

- Capacity-Building Projects in the Field of Higher Education (CBHE): Duration (October 2017 - October 2021): Cost/Funding of the Project: 50L (approx) in INR.
- Resources for Internationalization of Higher Education Institutions in India (RISHII): Duration (January 2020 - January 2023): Cost/Funding of the Project: 50L (approx) in INR.
- Next project on Competences for Master's and Doctoral Studies in India and Russia (COMMAND) is under approval process.

Role in Students Feedback Module

- Played important role in development of student feedback module semester wise against subjects as taught by the faculty concerned. This has been accepted and implemented by the JLU management and accordingly it is working fine since July 2019.

Role in University Ranking Task

- Played important role for filing and obtaining various ranking at University or respective Schools level from various national level ranking agencies i.e. NAAC, NIRF, Careers 360, Chanakya, TOI, FICCI, Business World etc.

Participation in various Conferences/Workshops

- Attended International Conference on *Developing World Class Universities in India: Role of Data Benchmarking* conducted in Delhi on 02nd May 2018 in collaboration of O.P. Jindal Global University, Haryana, International Institute for Higher Education Research and Capacity Building (IIHEd) and Times Higher Education (THE).
- Attended UGC sponsored national workshop *on NAAC Criteria-VI (Governance, Leadership & Management)* held on 17th October 2019 in Internal Quality Assurance Cell (IQAC) at Barkatullah University, Bhopal.
- Attended AIU sponsored national workshop on *Emerging Trends in Information Technology in University Management on the theme: New Dimensions for Using ICT in Universities* held during 06-08 November 2019 at Bharati Vidyapeeth, Pune.
- Attended Fourth General Meeting of the Tuning India Project *Capacity-Building Projects in the Field of Higher Education (CBHE)* held during 02-07 December 2019 at Kolkata.
- Attended workshop on *Times Higher Education Impact Ranking Masterclass for ACU (Association of Commonwealth Universities) members only* held virtually on 19th November 2020.

Educational Profile

Academic

- MBA(HR) from NIMS, University, Jaipur (Rajasthan) in the year 2013.
- LLB from Jiwaji University, Gwalior (MP) in the year 2007.
- M.Sc.(Mathematics) from Jiwaji University, Gwalior (MP) in the year 1998.

Others

- Diploma in Computer Application (DCA) from Java Computer Center, Gwalior (MP) in the year 2001.

Cont..4/-

Work Experience

Present Employment

Presently working in Madhyanchal Professional University (MPU), Bhopal as **Additional Registrar & Academic Coordinator** with reporting to Hon'ble Vice-Chancellor, with core responsibilities of SS, monitoring of all academic operations like organize the various meetings and making of MoM, making of centralized academic calendar, monitoring of class activities, analysis of monthly vision mission & daily academic reports, analysis of various academic reports, inspection task, correspondence with statutory bodies, monitoring of research projects, drafting of Ordinances/Statues and amendments, drafting of various policies, providing assistance in raking tasks, providing assistance to Hon'ble VC and Registrar in day-to-day operations and handling many other academic related responsibilities etc.

Previous Employment

- Worked in Jagran Lakecity University, Bhopal as Deputy Registrar(Academic) & HR(Head) from 03.01.2016 to 18.09.2023.
- Worked in NGO (based on Educational Project 'Education for All') as *Consultant* from 03.08.2015 to 31.12.2015.
- Worked in Jaypee University of Engineering & Technology (JUET), Guna, Madhya Pradesh as *Administrative Coordinator/Section Officer* from 15.12.2008 to 30.07.2015.
- Worked in GRD-College of Education, Gwalior, Madhya Pradesh as *Assistant Registrar* from 05.03.2007 to 13.12.2008.
- Worked in Mahatma Gandhi National Institute of Medical Sciences (MGNIMS), Jaipur, Rajasthan as *Assistant Registrar* from 10.10.2006 to 01.03.2007.
- Worked in the Sophia Group of Colleges, Gwalior, Madhya Pradesh as *Administrative Assistant* from 11.03.2004 to 05.10.2006.
- Worked in RGVT College, Gwalior, Madhya Pradesh as *Administrative Assistant* from 22.05.2002 to 10.03.2004.
- Worked in Gwalior Nursing College, Gwalior, Madhya Pradesh as *Office Assistant-cum-Computer Operator* from 13.01.2000 to 20.05.2002.
- Worked in the Rising Public School (Boarding School), Gwalior as *L.D.T*. from July 1998 to July 2000.

Personal Profile

Father's Name	:-	Shri Ashok Kumar Prjapati
Mother's Name	:-	Smt. Gaya Devi Prajapati
Date of Birth	:-	15th April 1976
Place of Birth	:-	Gwalior (M.P.)
Nationality	:-	Indian
Category	:-	OBC
Correspondence/Permanent Address	:-	Ramdas Ghati, Payau Wali Gali, Khadan Mohalla, Lashkar, Gwalior – 474001 (MP)
Contact Nos.	:-	Mob.: 09300409855
E-mail IDs	:-	bharat_150476@rediffmail.com bharat.150476@gmail.com

I hereby declare that the information given by me as above is absolutely true to the best of my knowledge.

[BHARAT LAL PRAJAPATI]

Date:- ……..……..

Place:- ……..……..

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