CURRICULUM VITAE

KISHORE LUHANA
Deputy Registrar (Examinations)

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Residence **530, First Floor, Devi, Nagar, Jaipur (Raj)**



MISSION

To work as an institutional builder to actualize my potential with a commitment to contribute towards quality education training and better life conditions for the Organization, and Nation.

Work Experience: 17 Years (Accounts & Examinations)

Current Position

1. Aug 2023 to Present
   Deputy Registrar (Examinations)
   Raffles University, Neemrana, Alwar, Rajasthan
   Key Skills: General Administration, Convocation, Examination, Student Services etc.

2. Nov 2018 to Aug 2023
   Assistant Registrar (Examinations)
   Raffles University, Neemrana, Alwar, Rajasthan
   Key Skills: Examination, Student Services etc.

3. Dec 2013 to Oct 2018
   Section Officer
   Examinations Department
   Raffles University, Neemrana, Alwar, Rajasthan
   Key Skills: Pre-Examination & Post-Examination Work

4. June 2011 to Nov 2013
   Senior Office Executive (Examinations)
   Raffles University, Neemrana, Alwar, Rajasthan

5- 2.6 Years (Dec 2005 to May 2008)
   Accounts Assistant Cum Export-Import Coordinator
   Gulf Footwear Co. LLC, Aiman, UAE

KEY DUTIES & RESPONSIBILITY / FUNCTIONAL AREAS & SKILLS

- Office Automation & Documentation
- Noting, Drafting, Notification, Circular & Office Order
- General Administration & Office Monitoring & Controlling functions
- Pre, Post Examination Work, Revaluation, Student Certificate Services, Enrollment, Office Documentation & Convocation
- Student Support Services, Student Records, Placement Assistance & Scholarship Support
- Worked with Senior Authorities of the University from to time i.e., Chancellor, Vice-Chancellor, Registrar, Director of Research and Controller of Examinations
- NAD (Digilocker)

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1. KEY RESPONSIBILITIES AS DEPUTY REGISTRAR (EXAMINATIONS)

- Perform all duties in the Examination Cell as prescribed in the University Act, Statutes, Ordinance, and Regulations of the University
- Prepare a calendar of Examinations of the University.
- Proper arrangement of Online / Offline Examinations in the University
- Ensuring and supervising all activities in the Examination Section during Pre-Examination work, Actual Conductance of Examination, Preparation of Results, and Post Examination work including student services & strong Room/Godown Section management.
- To issue ensure proper Enrollment to admitted students in the University as per the Ordinance.
- Producing timely Grade Sheet, Transcripts, Provisional Degree Certificate, Degree, TC, CC, Migration, Verifications of academic documents of students & producing different Data Reports required from time to time by UGC, PCI, BCI, ICAR, AISHE, and Govt of Rajasthan etc.
- Ensuring Secrecy in the Examination Cell regarding the setting and printing of Question Papers, Examinations Records, and Publication of Results.
- Supervision & Support to staff members of the Examination Cell.
- To assist the Controller of Examinations by performing all assigned duties and responsibilities from time to time.
- Ensuring Annual Convocation every year as per Convocation Ordinance.
- To handle and manage the student service section in the University.

Organized Different Academic, Research and Sport Activities

- Organized & supervised 1st , 2nd, 3rd, 4th & 5th **Convocation** in the Raffles University.
- Successfully organized 1st, 2nd, 3rd, 4th and 5th **Surana & Surana & Raffles University National Labour Law Moot Court Competition**.
- Successfully organized 1st, 2nd, 3rd, 4th, 5th, 6th and 7th **C. L. Agrawal Memorial Moot Court Competition.**

- Organized the Annual Sport Meet successfully "***Josh Sports Meet***" at Raffles University, Neemrana from 2015 to 2023.

Responsibilities as Nodal Officer

- Committee Member of **NTA (CUET), NAD (*Digilocker)* & JET** (Gr-3 of Agriculture Dept, Govt of Rajasthan) and Higher Education, Govt of Rajasthan.

3 KEY RESPONSIBILITIES AS ASSISTANT REGISTRAR

Examination Responsibilities

- To Assist the Controller of Examinations by performing assigned duties and responsibilities.
- Ensuring and supervising all activities under the Examination Department at the time of Pre-Examination work Actual Conductance of Examination.
- Verification of Admission eligibility criteria & issue Enrollment to the students.
- Preparation of Grade Sheets, Transcripts, Degrees, TC, CC, Migration, and verifications of academic documents of students received from different agencies.
- Proper management of strong room & Godown Section.

Office & Student Record Responsibilities

- Management and maintenance of students Records files
- Ensuring proper security& secrecy of student academic records.

4 KEY RESPONSIBILITIES AS SECTION OFFICER AND SENIOR OFFICE EXECUTIVE

- Ensure to arrange & supervise all activities under the Examination Department as like Pre-Exam Work, Scrutiny and Tabulation, Work, Actual Conductance of Examination and Preparation of Results, Post- Exam work, and Certification work to Student & Strong Room / Godown Section management.
- Ensure Enrolment of students in the University.
- Producing timely and accurate Grade Reports, Transcripts, Mark Sheets, Degrees, TC, CC, Migration, Verifications of Student Enrolment/Degrees, Data Reports etc.
- Ensure secrecy regarding the setting and printing of question papers and examinations records and examinations records till publication of examination results.
- Ensure to supervise the work of the examinations & office staff.
- Assistance of the teachers & other staff required for conducting examinations.
- Contributes to the overall success of the office of the Controller of Examination by performing all other duties and responsibilities as assigned.

ACADEMIC & PROFESSIONAL QUALIFICATION

Qualification	Institution	Year	Details (Area)
MBA	R G University, Rampur	2023	HR & Finance
B.Ed	University of Rajasthan	2010	Commerce
M.Com	University of Rajasthan	2005	Business Administration
B.Com	University of Rajasthan	2003	Commerce
12th (Sr. Secondary)	Rajasthan Board, Ajmer	2000	Commerce
10th (Secondary)	Rajasthan Board, Ajmer	1998	All Compulsory Subject

Technical Skills

Diploma	:	RSCIT (2015)
Operating System	:	Window 7 / XP / 2003, 2007, 2010
General Package	:	MS Word, MS Excel, MS PowerPoint, Internet Browsing, Basic Troubleshooting, Basic knowledge of computer
Application Package	:	Focus 005, Tally ERP 9.0, CAMU ERP

Hobbies

- Music, Travel & Meditation