**Bhavya Mishra**

E:bhavyamishra1297@gmail.com M: +91 -77-919-505-84 Jaipur, Rajasthan

Experience

**Senior Associate**

**Indian Institute of Management, Udaipur** **Dec, 2021 – Aug, 2025**

**Two Year MBA Program:**

- Scheduling classes, conducting exams and preparation of grade sheets.
- Supervise overall management and handling of activities related to admissions and academic administration of the Programs.
- Coordinating with the instructors and students for the required assistance, organizing the exams and quizzes, tracking the leave records of the students etc.
- Assisting the Programs Office in its day-to-day administration related to academics on matters involving students attendance, scheduling of tutorial & office hours, conducting seminar's, guest lecture and other allied activities.

**ERP & Moodle**

- Responsible for managing leave records ,attendance ,grades and preparing gardesheet and degree for students.
- Responsible for conducting online exams via Moodle (Student LMS portal and Mercer Mettle)
- Versed in using ERP/LMS portal such as Anthology, D365, eConnect, Ken42 CRN.

**Scholarship & RTI:**

- Liaising with Ministry of Social Justice, Ministry of Tribal Affairs, Ministry of Education for scholarship support for 2 Yr. MBA program.
- Preparing replies related to Programs Office for RTI, MoE/MHRD, Lok Sabha/ Rajya Sabha Data.

**Accreditation & Ranking:**

- Responsible for preparation of Data for Ranking and Accreditation (AACSB, BSQ, NIRF)
- AACSB standard 2 & 6 work related to programs office.
- Preparing Teaching Assistance (Non-Teaching Staffs) data for AACSB.
- Designed and revised operational manuals, financial policies, and procedures, ensuring compliance with standards like AACSB, EQUIS, NIRF, and CFI.

**Teaching Assistants:**

- Recruitment of teaching assistant employees, including coordinating the shortlisting of applicants, scheduling interviews.
- Developing, periodically reviewing HR policies and procedures, related to program office and Teaching Assistant ensuring compliance with labor laws and regulations.
- Managing pays and related compensation in accordance with the institution policy.
- Implementing strategies to upgrade employee involvement, motivation, and satisfaction.

**Other Activities:**

- Liaising with leading Data-Base Company (Harvard, Pearson) and managing drafting of contractual documents.
- Preparing International Exchange Agreements for Foreign Business Schools (FAU, NHH)
- Preparation of Programs Office & Admissions Office operational manual
- Worked on National Academic Depository (NAD) and Academic Bank of Credits (ABC)
- Worked on Curriculum Review committee (CRC) recommendations operationalization
- Preparation of academic calendar.
- Preparation of draft timetables based on elective allocation policy.
- Preparation of presentations like Fee structure calculation, Domestic and international students, Tuition fee and placement data across IIMs.
- Draft IEC minutes,MBA 1$^{st}$ Year and 2$^{nd}$ Year Term introductory note to be shared with instructors.
- Maintaining the probable visiting faculty database.
- Assistance in Common Admission Process (CAP) & Document verification.
- Supervise overall management and handling of activities related to academic administration of the Programs.

**Associate**

**Indian Institute of Management, Indore** **Oct, 2019 – Dec, 2021**

• Responsible for assisting the faculty in research work & developing course outline, reading material, teaching notes, and grading of class participation, quizzes, examinations, assignment, etc.

• Responsible for coordinating with the program office for examination/quizzes, distribution of course material, or any other related activities.

• Responsible for supervising/invigilating the examination/quizzes.

• Responsible for mentoring participants of IPM/PGP/FPM.

• Manages execution of program surveys, obtaining and evaluating data and creating feedback.

• Course Design that defines the small print about the course outlay.

• Content creation and setting research paradigms including preparing reading materials and assessments.

• Video recording includes assisting with the video shoots and editing.

• Video editing support for the videos produced involves preparing edit notes and visual resources (power point slides, images, etc.) as required by working closely with the Instructional Designer.

• Course TA (Teaching Assistantship) includes monitoring the course once it goes live in terms of active participation in the discussion forum as well as revising course, as per learner/instructor feedback.

• Supervise overall management and handling of activities related to academic administration of the Programs.

• Coordinating with the instructors and students for the required assistance, organizing the exams and quizzes, and coordinating with other departments to ensure smooth functioning of the program, etc.

**Research | Indian Institute of Management, Indore Dec,2019 – Jul, 2020**

- Contributed actively to the on-going project 'Do Investors Care About Gender Diversity.
- Implemented the newly derived findings on an educational platform, to increase investment awareness.

**Additional Qualification**

- Certificate in Financial Markets from YALE University
- CFA – Investment Foundation Certification
- CS – Foundation

**Academic Projects**

- Academic Major Research Project on "A Study on Investor Perception Toward Future Derivatives"
- Academic Minor Research Project on "To Assess the Perception of Mutual Fund Investors"
- Academic Project on "GST- Its Impact & Implications" & "Overview of Kumon Private Ltd

**Education**

**Master of Business Administration in HR & Finance (Gold Medalist)** **June, 2019**

**Suresh Gyan Vihar University** **CGPA: 8.36/10**

- Secured Merit Position in 'Inter-College Business Quiz among 750 Candidates (2018-19)
- Secured Merit Position in 'Inter-College Mock Press among 500 Candidates (2018-19).
- Secured Merit Position in 'Inter-College Human Resource Quiz (2017-18).
- Co – Ordinator – Exuberance (October 2017)
    1. Oversaw operations, dealing with vendors & clients, generated a sponsorship of INR 1.5L
    2. A Management Fest catering to the all-round development of students.
    3. Managed teams of 500+ Students

• Chief Coordinator – 6th HR SUMMIT (May 2018)

1. Spearheaded 50+ teams for Annual Summit to witness the latest trends in HR.
2. Bagged sponsorship worth 2.5 Lakhs .

**Bachelor of Business Administration** **Apr, 2014**

**S.S Jain Subodh P.G Mahila Mahavidyalaya, Jaipur** **Score: 59%**

**Senior School Certificate Examination (Class XII)** **Jun, 2017**

**Gyan Vihar School, Central Board of Secondary Education, India** **Score: 72.20%**

**Secondary School Examination (Class X)** **Apr, 2012**

**Gyan Vihar School, Central Board of Secondary Education, India** **Score: CGPA: 7.2**