PRASHANT KUMAR

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Profile Summary

Proven expertise in managing the complete employee lifecycle, manpower planning, sanctioned post, succession planning, leadership hiring, performance management, evaluation of HR policies and Organizational structures. Strong understanding of education sector, working closely with the stakeholders for planning and executing manpower requirement. Knowledge of HR criteria's pertaining to NAAC, NIRF, BCI, PCI, ICAR and other accreditation ranking bodies and agencies.

Core Competence

- Human Resource Management
- Manpower Planning
- Succession Planning
- Leadership hiring
- Time Management
- Performance Management
- Pay Revision as per Pay Commission
- Negotiation skills
- Campus Recruitment
- Event Management

Experience

Teerthanker Mahaveer University
Moradabad, Uttar Pradesh
Deputy Registrar- HR
March, 2021 – Cont...

- Manage the complete employee lifecycle, including onboarding, Confirmation, Performance Management, Promotion/ Career Advancement (CAS) and exit management
- Ensure proper management of employee records, including electronic and physical documentation
- Draft and post job descriptions on relevant recruitment platforms.
- Collaborate with hiring managers to assess staffing requirement and ensure timely recruitment
- Work load analysis and asses manpower requirements, regularly, in consultation with the unit heads
- Act as Coordinator Selection Committee for appointment of Teaching and other Academic/ Administrative staff as per norms
- Formulation, revision and implementation of HR policies in line with the University's objectives and norms of various statutory councils/ bodies such as UGC, NMC, DCI, INC, BCI and PCI, etc. and getting it approved from the Academic Council through the Registrar.
- Handle background verification process for new employees
- Knowledge of pay fixation under the 6th & 7th Pay commissions
- Act as Coordinator for Departmental Promotion Committee (DPC) under Career Advancement Scheme **(CAS)** for promotion to the next cadre as per UGC and other regulatory bodies' norms.
- Compliance with labor laws, PF, ESI, Group Insurance, Gratuity etc.
- Payroll processing and attendance management
- Coordinating training and development opportunities and organize employee training sessions, workshops to enhance skills
- Ensure proper management of employee records, including electronic and physical documentation
- Ensure smooth day-today HR operations

- Ensure timely completion of **Performance Appraisals** in compliance with performance management policies, including compilation of results and obtaining approval from key officials and management for its implementation
- Assist the '**Registrar Office**' in all major activities like campus management, legal matters, liaison with local bodies and statutory councils/ bodies and co-ordinate with the external members (Academic Council, Executive Council, Planning Board, Faculty Board and Board of Studies.
- Coordinating sequence of events for the Convocation and inviting guests as per the approved lists.
- Provide inputs to the Registrar on matters such as Financial Assistance Scheme, Publication Incentives, and Reimbursement of membership fee & T.A etc. in line with University Policies
- Prepare data as per the requirements of NAAC, NIRF, NBA, PCI and BCI
- Serve as the Criterion Coordinator for Criteria 2 and 6 under NAAC.

IFTM University |
Moradabad, Uttar Pradesh
Deputy Registrar/ Assistant Registrar, Assistant Manager
May, 2013 – Nov., 2020

- Oversee HR Operations, job posting, on-boarding, off-boarding, annual appraisal/ routine increments
- Manage the complete employee lifecycle, including on boarding, insurance, leave and attendance management, exit management and performance management
- Ensure compliances with labor laws, regulations and internal HR policies
- Responsible for building, maintaining and upgrading KRAs, SOPs and creating documents on various new and existing process.
- Look after the overall work from the admission to award of the Degree as per UGC (Minimum Standards and Procedure for Awards of MPhil/ Ph.D. Degrees) Regulations 2009 & 2016 and Ph.D. Ordinance
- To Co-ordinate with the external members of Research Degree Committee, Pre Ph.D. Submission and Final viva voce
- Assist the 'Registrar Office' in all major activities like campus management, legal matters, discipline matters, liaison with local bodies and statutory councils/ bodies
- Co-ordinate with the external members of the different authority for organizing the meeting like Governing Body, Executive Council, Academic Council, Planning Board, Faculty Board, Board of Studies
- Compilation of reports and data for submission to UGC and other regulatory bodies.
- Take care about hospitality, travel plan of external experts of different committees
- Responsible for overall administration, transport, maintenance and upkeep of University Campus.
- Assisting with the development and implementation of new policies and procedures
- Preparation of interconnected information/ figures/ work required for updating of website of the University, related to Registry/ Rules and Regulations
- Also, engaged as in-charge general administration to overseeing day-to-day operations, security arrangement, procurement, transport management, event at central level and maintenance

Education

MBA | Division- Ist
Swami Vivekanand Subharti University, Meerut

Ph.D. | 2020
OPJS University | Raj.

MCA | 2013
I.F.T.M. | Moradabad | Division- Ist
Uttar Pradesh Technical University, Lucknow

BCA | 2010
I.F.T.M. | Moradabad | Division- Ist
M.J. P. Rohilkhand University, Bareilly

Personal Skills

- Hard worker and adaptable
- Negotiation skills
- Punctuality and regularity
- Time Management
- Willingness to accept challenges and responsibilities
- Quick adoptability in a new environment
- Motivational skills and Pressure handling capabilities
- Team leadership quality

References

1. Prof. Vinod Kumar Jain, Vice Chancellor, Teerthanker Mahaveer University, Moradabad, Uttar Pradesh 09997692191, vicechancellor@tmu.ac.in
2. Prof. Harbansh Dixit, Dean- Faculty of Law & Legal, Teerthanker Mahaveer University, Moradabad 09412389967, dean.law@tmu.ac.in
3. Dr. Pankaj Kumar Singh, Former Assistant Director, Office of Career Services, O. P. Jindal Global University, Sonipat, Haryana, 09770007138, drpankajsingh42@gmail.com

Disclaimer

I hereby declare that all the above-mentioned information is true to the best of my knowledge.

Personal Information

- Category: General
- Date of Birth: 02 Jan., 1991
- Gender: Male
- Nationality: Indian
- Marital Status: Married
- Mobile Number: 9837090180, 9639155333

Prashant Kumar