RESUME

Abhay Kumar Awasthi

Assistant Registrar
BITS Pilani
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Professional Summary

A dedicated and results-driven professional with extensive experience in academic administration and a strong foundation in data analysis. Holding an MBA in Human Resource Management and an MCA, I possess a deep understanding of both technological and administrative domains. Over the years, I have contributed to strategic planning, process optimization, and project management at premier institutions, including BITS Pilani, IIM Jammu, IIT Indore, IIT Jodhpur and IIITDM Jabalpur.

Key Skills

- Academic Administration
- Data Analysis and Decision-Making
- Problem-Solving
- Strategic Planning & Implementation
- Process Optimization
- Project Management Tools
- Conflict Resolution and Negotiation

Education

- MBA (Human Resource Management)
  Jaipur National University, 2016 – 65.00%
- MCA (Master of Computer Applications) R.G.P.V. Bhopal, 2011 – 72.49%
- B.Sc. (Computer Science)
  R.D.V.V. Jabalpur, 2008
- 12th & 10th
  M.P. Board – Completed in 2005 and 2003 respectively

Professional Experience

BITS Pilani

- **Assistant Registrar**
- ***October 2024 – Present***

- Managing institution-wide academic and administrative governance, ensuring compliance with statutory bodies such as UGC, AICTE, NAAC, PCI, BCI, and MoE.
- Handling service matters and regulatory administration, including coordination of appointments, documentation, and institutional approvals.
- Overseeing employee and academic record management, including verification of transcripts, degrees, and official documentation.
- Coordinating statutory committees (ICC, Anti-Ragging, Grievance Redressal), ensuring policy compliance and timely reporting.
- Facilitating Senate and administrative meetings, including agenda drafting, decision tracking, and implementation.
- Managing national-level data submissions (AISHE, ABC, NAD, DigiLocker), ensuring accuracy and regulatory adherence.
- Leading convocation operations, including degree issuance, verification, and stakeholder coordination.
- Supporting HR-related administrative functions, inter-campus coordination, and execution of decisions from competent authorities.

IIM Jammu

- **Assistant Administrative Officer (Academics)**
- ***July 2022 – October 2024***

The role involves administrative oversight of the Program Office, including preparation of academic calendar, communication with faculty, scrutinizing course outlines, managing timetables and examinations, handling student absences, preparing RTI replies, managing grades and results, budget control, liaison with procurement and eTendering authorities, committee meeting preparations, supervising the program team, and assigned tasks.

IIT Indore

- **Deputy Manager**
- ***July 2019 - June 2022***

- Administered academic and establishment functions, including policy implementation, process optimization, and compliance reporting.
- Supported recruitment-related and administrative processes, including documentation, approvals, and coordination across departments.
- Managed academic planning, including timetabling, course registration, and examination processes.
- Prepared official communications, agendas, and minutes for Senate and committee meetings.
- Handled data management and reporting for national/international rankings and institutional requirements.
- Coordinated student lifecycle administration, including admissions, feedback systems, and academic records.
- Streamlined office procedures and workflows, enhancing operational efficiency and service delivery.

IIT Jodhpur

- **Assistant**
- ***May 2014 - July 2019***

- Managed end-to-end academic administration, including admissions, registration, examinations, and result processing.
- Handled service-related documentation and institutional records, ensuring accuracy and compliance.
- Coordinated Senate meetings and institutional committees, including agenda preparation and documentation.
- Facilitated convocation activities, including certificate preparation and distribution.
- Supported policy implementation and procedural compliance within academic operations.
- Contributed to automation and process improvements, enhancing efficiency in academic workflows.

IIITDM Jabalpur

- **Clerk**
- ***September 2012 - May 2014***

- Supported core academic and establishment administration, including student admissions, course registration, and examination processes.
- Managed official records and documentation, including grade sheets, transcripts, and student lifecycle data, ensuring accuracy and compliance.
- Assisted in Senate and committee coordination, including preparation of agenda notes, documentation, and approvals.
- Facilitated academic governance processes, including thesis submission, evaluation, and defense coordination.
- Handled assistantship processing and disbursement, ensuring adherence to institutional and financial norms.
- Coordinated visiting faculty administration, including onboarding support, documentation, and engagement logistics.
- Maintained leave records and service-related documentation, contributing to administrative compliance and record integrity.
- Contributed to process automation and system development for academic administration, improving efficiency and reducing manual workload.
- Provided operational support in grievance handling and stakeholder communication, ensuring smooth academic functioning.

Unikaihatsu Software Pvt. Ltd., Ahmedabad

- ***Assistant Software Engineer***
- ***August 2011 – August 2012***

Responsibilities included developing software applications, writing efficient code, debugging issues, and collaborating with teams for system integration and testing.

Trainings & Projects

- **IIT Bombay:** Aiming World Class University Administration, Mar 2025
- **IIT Madras:** Capacity Building Programme for Administrative Staff, Feb 2025
- **IGNOU:** NEP 2020 Orientation & Sensitization Program, Nov 2024

Awards & Recognitions

- **IIT Indore (Sep 2020):** Exceptional service during the pandemic.
- **SVNIT Surat (Jan 2021):** Commendation for technical support during virtual convocation.
- **IIT Indore (Feb 2022):** 'Outstanding Performance' award.

References

Prof. Nitin Upadhyay
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I hereby declare that all above information is true to the best of my knowledge and belief.

(ABHAY KUMAR AWASTHI)