CURRICULUM VITAE

Digvijay Singh
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Career Objectives

Pursue and secure a responsible career opportunity where I can effectively apply my training and skills, contributing significantly to the success of the organization while cultivating personal and professional growth in the process.

Proficiency

- Data Science and Data Analytics – Python, Tableau and Power BI
- MS Office: MS Excel, MS Word, MS Power point presentation
- Google Forms and Google Sheets
- Sound Knowledge of Computer and its operations

Experience

- Currently working as a Senior Executive at BML Munjal University, Haryana from 10 July 2023
- Quality cum Academic Executive at IIHMR University Jaipur from 22 April 2021 to 07 July 2023
- Executive at IQAC (Internal Quality Assurance Cell) at BML Munjal University, Haryana from 18 October 2019 to 21 April 2021
- Junior Management Executive at Manipal University Jaipur from 1 August 2017 to 16 October 2019

Work Profile

- Assisted in monitoring and updating activities related to NAAC/NIRF/Private Rankings and other accrediting and quality assessment bodies.
- Draft the minutes of the meetings and circulate the same to all concerned after approval.
- Handle all correspondence with schools and other offices for routine work related with IQAC activities.
- Ensure flow of requisite information of Internal Quality Assurance Cell (IQAC) to website.
- Prepared draft formats for collection of data pertaining to NAAC/ NIRF ranking from different schools, get it approve from the Reporting Officer and disseminate the same among the schools / Deans.
- Collected data as per the prescribed format from various schools and compiled the same for submission the application to NAAC /NIRF rankings.
- Assisted the schools to participate in various ranking framework.
- Prepared a calendar for intra and interinstitutional seminars / workshops for quality enhancements under the guidance of Reporting Officer and disseminated the same to schools / Deans/Concerned and coordinated work related to each workshop / seminar.

- Managed and operated Practice School programme during B. Tech 4 years undergraduate programme, which is an internship concept. Students spend around 28 weeks, or 22% of their total contact hours, interning with a cross-section of industry.
- Managed and operated Employability Quotient (ELQ) Training Programme for the students during B. Tech 4 years undergraduate programme.
- Provided comprehensive administrative support for academic office operations, encompassing academic and counselling activities.
- Collaborated with Reporting Manager and School Deans to prepare and revise the annual academic calendar.
- Supported the teaching-learning process by assisting faculty and students with administrative needs.
- Handled queries related to academics and student affairs, ensuring timely and accurate responses.
- Take responsibility for delivering teaching materials, conducting course feedback, and maintaining thorough student records and statutory information.
- Served as a crucial liaison between teaching staff and students, fostering effective communication.
- Provided comprehensive help and support to students throughout their tenure with the institution.
- To take up any other work assigned by Reporting Officer.

Achievements

- *As a member of the NAAC preparation team at Manipal University Jaipur, the University achieved the milestone by getting an A+ NAAC grade.*
- *As a member of the NIRF preparation team at BML Munjal University, the University got the 37th rank and 41st in 2020 and 2021 respectively in Management category across the country.*
- *Successfully conducted the Ranka MOOT Court Competition – 2019 at Manipal University Jaipur.*
- *Successfully submitted the AQAR 2018-19, 2019-20, 2020-21 and 2021-22.*
- *As a member of IQAC at BML Munjal University, Gurugram the University achieved the milestone by getting an A NAAC grade.*

Educational Qualification

Examination	Specialization	Institute	Board/University	Year	CGPA/Percentage
MBA	Data Science & Analytics	JAIN University Bangalore	JAIN University Bangalore	2023	7.57
Graduation	B. Tech - IT	SLBS Engineering College, Jodhpur	RTU, Kota	2013	64.60
Sr. Secondary	Science	KV Baran	CBSE	2008	57.20
Secondary	All Subjects	KV Baran	CBSE	2006	66.40

Personality Profile

- Positive attitude
- Enthusiastic
- Co-ordination
- Good skills in management
- Leadership Quality

Declaration

I do hereby declare that the particulars and facts stated herein above are true, correct, and complete to the best of my knowledge and belief.

Name: Digvijay Singh
Place:
Date: