

RESUME

Dr. SHUCHITA SINGH

‘MOHINI VILLA’
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ROORKEE
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TOTAL EXPERIENCE: 18 YEARS

PROFESSIONAL EXPERIENCE:

CURRENT POSITION:

Working as a Director, Roorkee College of Management & Computer Applications, RCP Universe Campus, Puhana, Roorkee (October 2016 to till now).

Strength

- Handled Academic Planning
- Handled FDP's / Webinar / Seminar / other academic events (National & International both)
- Handled Admission Counseling & Tie ups.
- Handled work of Web Portals.
- Having Industrial networking for placements of students.
- Examination Question paper's setter for UTU & SDSUV, Uttarakhand.
- Experience as an external examiner for VIVA VOCE, Summer Training report & Research Project for MBA Students.
- Evaluator of the Academic Programme
- Experience of Examination Administration and Coursework Assessment
- Experience of AICTE & University Affiliation & Inspection Planning
- Experience of University Exam Planning & Conduction
- Experience of Academic Resources
- Experience of Curriculum development
- Experience of Accreditation work
- Experience of Staff Professional Development
- Experience of Supervision
- Experience in organizing Online Exams.

JOB PROFILE INCLUDES:

- Establishing Internal Quality Assurance Cell (IQAC), to initiate plan & supervise various activities that are necessary to increase the quality of the education imparted for an institution.
- Establishing Institution's Innovation Council (IIC) and Organizing Activities in Campus.
- Adoption and Implementation of National Innovation and Startup Policy (NISP) for Students and Faculty members.
- Implementing e-Learning on Innovation, IPR and Entrepreneurship using MOOC Platform SWAYAM_NPTEL of MHRD.
- Lead Institution's Participation in Atal Ranking of Institutions for Innovation Achievement (ARIIA).
- Lead Institution's Participation in Unnat Bharat Abhiyan (U.B.A) through Digital Medium like *Indian Road Safety Campaign, Padhega India tabhi to Badhega India*
- Working for preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on quality parameters.
- Lead Institution's Participation in National Institutional Ranking Framework (NIRF)

AICTE FDP:

- Participated in On – Line FDP of 5 days on the theme ***“Inculcating Universal Human Values in Technical Education”*** organized by AICTE from 9 August 2021 to 13 August 2021 and received the Certificate of Active Participation after technical evaluation by the technical committee through time bound written assessment.

PREVIOUS POSITIONS:

- ❖ Worked as Head (MBA & Admin) at OM GROUP OF COLLEGES (October 2013 to October 2016)

Job Responsibilities

- Prepare **operation schedule** and assign shifts and duties to the staff
- Conduct **recruitment process**, post job advertisements, scrutinize job application, interview applicants, appoint and train employees as HR Head.
- Handle **admissions of B.Ed & MBA** both.
- Scrutinize time to time documents **of University work** (Admission & Examination) of B.Ed & MBA.

- ❖ Worked as Dean (Administration) at NIMS University (September 2011 to Oct 2013)

- ❖ Worked as Head of Department (MBA) at Modinagar Institute of Technology, Modinagar (July 2009 to September 2011).

- Working as a Hostel Chief Incharge at Modinagar Institute of Technology, Modinagar.
- ❖ Worked as a HOD (Department of Management Studies) at B.I.T, Muzaffarnagar (September,2006 to July 2009)
- Deputed as MEMBER of the CENTRE CONTROLLER TEAM in SEMESTER EXAMINATION 2008 – 09 by UPTU.
- Active Participation during NBA (National Board of Accreditation) Period
- Worked as an Assistant admission incharge at Bhagwant Institute of Technology, Muzaffarnagar.
- Worked as a Coordinator of Women Empowerment Cell at Bhagwant Institute of Technology, Muzaffarnagar.
- Worked as an Active Member of Discipline Committee at Bhagwant Institute of Technology, Muzaffarnagar.
- Worked as an Active Member of Training & Placement Cell at Bhagwant Institute of Technology, Muzaffarnagar.
- Worked as a Coordinator of Personality Development Club Bhagwant Institute of Technology, Muzaffarnagar.
- Worked as a Hostel in charge at Bhagwant Institute of Technology, Muzaffarnagar.
- ❖ Worked as a Management Lecturer (Finance) at B.R.D. College, Roorkee (July 2003 to September 2006)

ACHEIVEMENTS & AWARDS:

- India Prime Women Icon Award by Foxclues in Acedmics Sector on 13/Nov/2021.
- Given Motivational Lecture in Uttarakhand Police Training School.
- Achieve Lifetime membership of Indian Society for Technical Education.
- Appreciation Certificate for 100 % result by Bhagwant Institute of Technology, Muzaffarnagar.
- Achieve First prize in Regional meet in athletics at school level.
- Achieve First prize in ‘Swarachit Kavya Path Pratiyogita’ organized By “NAVANKUR” at college level.
- Active participation in sports and debate and won many prizes

PROFESSIONAL QUALIFICATION:

- Having Degree of B.Ed from CCS University (Batch 2013-14).
- Having Degree of Ph.D (Management) from CMJ University, Meghalaya (2012)
- Having Degree of M.A. (English) from William Carey University, Shillong, Meghalaya (2010)
- Having Degree of M.Phil (Management) from Vinayaka Mission University, Salem (2008)
- Having Degree of Master of Finance and Control (M.F.C.) from University of Lucknow (2002)

SUMMER TRAINING: PICUP, Gomti NAGAR, Lucknow

PROJECT: Study of Performance of Some Rehabilitated Cases of PICUP.

- Case Study of two companies.
- Analysis of their sickness.

RESULTS: The rehabilitation process of PICUP as per the analysis is quite favorable.

EDUCATIONAL QUALIFICATIONS:

Academic Qualification:

Graduation : B.A. from C.C.S. University, Meerut (2000)

Senior Secondary : 12th from C.B.S.E. Board (1997)

Secondary : 10th from C.B.S.E. Board (1994)

PUBLICATIONS:

INTERNATIONAL LEVEL:

- Singh S., “Consumer Penetration of the Fast Food Industry in India. (A Quantitative Research Study)”, published at International Journal of Business and General Management (IJBGM); ISSN Print:2319-2267; ISSN Online:2319-2275
- Paper “Electronic Human Resource Management System: Impact on Today’s Scenario” presented at International Conference on Fifteenth AIMS International Conference on Management Organized at IMT Ghaziabad on dated 6-8 January 2018.
- Paper “Integrated Supply Chain Management in Government Policy” published and presented at International Conference on “Recent Trends in Management, Technology and Environment” organized by S.D. College of Engg. & technology & S.D. College of Management Studies, Muzaffarnagar on dated 28th & 29th November, 2009.

NATIONAL LEVEL:

- Paper on topic “Consumer Penetration of the Fast Food Industry in India. (A Quantitative Research Study)” in Two Days National Webinar organized by Chaman Lal Degree College Landhaura, Uttarakhand on 21 – 22 October 2020.
- Paper on topic “Management Education Curriculum and Global Environment” published and presented in Two Days National Conference on “Managing HR Challenges in Emerging Global Scenario” held at BLS Institute of Management, Mohan Nagar, Ghaziabad on 13th & 14th March, 2010.
- Paper on topic “Influence of Internet on Human Resource Management” published and presented in One Day National Seminar on “Managing

- Individuals at Workplace”** organized by IIMT Professional College, Meerut on **20 February, 2010.**
- Paper on topic **“Relationship between Foreign Direct Investment and Productivity of Domestic Firms”** published and presented in **Two days National Seminar** on Management on **“Global Business Scenario: Prospect and Retrospect”** organized by **I – Business Institute, Greater Noida** on **6 – 7 February 2010.**
 - Paper on topic **“Entry of Foreign Universities and their Impact on the Indian Education System”** published and presented in **Two days UGC Sponsored National Conference** on **“Recent Trends in Commerce, Management & Information Technology”** organized by **Dayanand College of Commerce, Latur** on **29th & 30th January, 2010.**
 - Article **“Sick Industries and Its Causes”** published in **‘GOVERNOR’S MONTHLY LETTER ROTARY INTERNATIONAL DISTRICT – 3100’** in **June 2008.**
 - Article **“MBA – A BOOM OF NEW INDIA”** is published in **‘GOVERNOR’S MONTHLY LETTER ROTARY INTERNATIONAL DISTRICT – 3100’** in **April 2008.**

WEBINARS:

- Attended *Two Days Online Global Summit on Enhancing Women Empowerment through Entrepreneurship* on **21 – 22 June 2021.**

WORKSHOP:

- Attended **Training Session as Speaker** on **27th July 2018** on topic **Institute Industrial Relationship** organized by **SIDCUL Manufacturers Association Uttarakhand, Haridwar.**
- Attended **University Grants Commission Sponsored Workshop** on topic **CAPACITY BUILDING OF WOMEN MANAGERS IN HIGHER EDUCATION Sensitivity/Awareness/Motivation** Organized by **Continuing Education Centre Indian Institute of Technology Roorkee** from **18 to 22, May 2009.**
- Attended **Workshop on Entrepreneurship Awareness Programme** organized by **Bhagwant Institute of Technology** Sponsored by **AICTE Govt. of India** during **26th to 28th Feb, 2009.**
- Attended **National Workshop on Application of Advanced Techniques in Research Methodology**, held in **S.D. College of Management Studies, Muzaffarnagar** on **14th February, 2009.**

RESEARCH GUIDED:

- Changing Scenario of Investment Style & Future of Mutual Funds
- To Trace Out The Role, Competition and Reasons of Fear during Acceptance of Plastic Money (CREDIT CARDS) in an Indian Financial Context.
- Foreign Institutional Investors and Indian Capital Market
- “Awareness of Financial Planning in Emerging Indian Market”

- SYNDICATE BANK'S Public Issues

PROJECT GUIDED:

- Comparative Study of Financial Institutions Offering Home Loans
- Working Capital Management
- FIIs and Indian Capital Market (Determinants and Avenues of Investment or FII)

SEMINARS AND PRESENTATIONS:

- Study of Best Management Institutes of India.
- Emerging Trends in Indian Financial Services.
- A study of Management Control System of Scooters India Ltd., Lucknow.
- Value based leadership, organized by Ram Krishna Math, Lucknow.

COMPUTER KNOWLEDGE:

- Having **ADVANCE DIPLOMA IN SOFTWARE TECHNOLOGY** from **HILTRON CALC** WITH Ms Dos, Windows, Word, Power Point, FoxPro (Introduction), Introduction to Network & Communication, Programming in FoxPro, Programming in C+ + with DOPS, System Analysis & Design, Management Information System, Operating System (UNIX), tally 5.4.

PERSONAL DETAILS:

Date of Birth : 07 December, 1978

Mother's Name : Mrs. Mohini Singh

Father's Name : Sh. Charan Singh

Language Known : English, Hindi

DATE:

PLACE:

(Dr. SHUCHITA SINGH)