**CURRICULUM VITAE**



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| Name and Position |
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Dr. Rajendra Singh

HOD and PROFESSOR

Indore Institute Management and Research

(A Shail Group of Institutions it compasses with Indore Institute of Science and Technology, Indore Institute of Pharmacy, Malwa Institute) Indore M.P.

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**Educational Qualification**

**Doctor of Philosophy**

Title of Thesis: "Employee's Attitude towards Total Quality Management and Human Resource Development Practices in Printing Industries." in year 2000, Devi AhilyaVishwavidyalaya, Indore.

**Master of Business Administration** (Info-system) in year 1996, Institute of Management Studies Devi AhilyaVishwavidyalaya, Indore.

**Affiliations**

1. **Professor and Head: (5 years)**

Indore Institute Management and Research Aug. 2011To till now i.e.,Sep. 2016 (Shail Group of Institutions).Selected as an Professor and Principal under code 28 D.A.V.V. Indore for Indore Institute of Management & Research.

1. **Professor and Head:(2 years)**

Indore Institute of Computer Application Aug. 2009 to 2011(Shail Group of Institutions). Selected as a professor under code 28 D.A.V.V. Indore for Indore Institute of Computer Application on dated 28-01-2010.

1. **Controller Press: (30 years)**

Devi AhilyaVishwavidayalaya Indore (Formally known as Indore University Feb. 1980 to July 2009. Only university Press in Indian University to Press their own Question Paper.

1. **Lecture:(10 years)**

Northern Regional Institute of Printing Technology Allahabad July 1970 to Feb. 1980.Approved by Public Service Commission Allahabad in 1976.

https://www.youtube.com/watch?v=I3T\_AgM8mKM

**Research Work Details**

1. Papers in National and International Journals – 19 (refer annexure I)
2. PhD. Scholars – Awarded Ph.D. – 06 , Work in Progress – 04 (refer annexure II)
3. Major Research Project guided - more than 100.
4. Training and Development Programs conducted – in various UG and PG level collegesforstudentsand FDP & Refresher Course funded by UGC for teachers(refer annexure III)

**Subjects Taught:**

**For MBA Course:**

* Management Principle and Practices
* Organizational Behavior and Processes
* Business Law
* Human Resource Management
* Indian Ethos and Business Ethics
* Operation Management
* Social Psychology
* Organization Development and Audit
* Industrial Relation and Law.
* Business Process and Transformation
* Compensation Management
* Corporate Governance

**Responsibilities and Achievements:**

1. Chairmen for Departmental Promotion Committee DAVV.
2. Technical Expert in MP Public Service Commission, Indore (MPPSC).
3. NCC Officer at NRIPT, Allahabad.
4. Proctor and Hostel Warden at NRIPT, Allahabad.
5. Campus In charge DAVV RNT Marg Indore.
6. Nominated as an Co-Chair person
7. Election officer for Non-Teaching Employees of DAVV.
8. Chairperson for Technical Session in various conferences.
9. Dusseldorf Germany Visit in 2000 and 2008.Looking to my work and immense contribution toward university, University Grate Commission New Delhi permitted and provided the Financial Assistance to visit Dusseldorf Germany, twice in years 2000 and 2008 to participate in Durpa.
10. Nominated as a Co-Chairperson for MTMI – TRU 2010 International Conference on Emerging Paradigms and Practices in Business Management & Technology, Economics Thompson Rivers University Modern Technology & Kamloops, CanadaandModern Technology & Kamloops, Canada Management Institute Inc., USA on (June 12 – June 13, 2010) At Kamloops, British Columbia, Canada.
11. Coordinator for Vice Chancellors Conference conducted at DAVV, Indore.
12. Member of flying squad for DAVV Examination.

**University Related tasks:**

* Worked as a superintendent of DAVV Exam for BBA, BCA, B.COM, BBA (HA), BBA (HM), BHM and other university examinations.
* External for MRP Viva-voce and IT.
* Question paper setter
* Paper Evaluation
* Evaluation of Ph.D. Thesis for other university

**Pioneering work:**

**University assignments -**

1. **As press controller under MP State University Services – 1980 - 2009**

* Devi Ahilya University Press is the only press in M.P. that prints its own University Question Paper.
* Apart from this it also prints confidential prestigious work for other Universities and Government sector.
* It earned name and fame in the state and country for printing of question paper.
* University press also guide for new concept and ideas in designing and publication of high profile information broacher and placement bulletin.

**NATURE OF WORK:**

**Confidential Printing**

* Entrusted with confidential and sensitive nature of work of the university. Successful completion of:

1. Main Examinations

27 Supplementary Examinations

More than 56 Semesters and Trimester Examinations and

All Entrance Examinations of Devi AhilyaVishwavidyalaya Indore.

**Key Result Areas**

1. **Question Paper printing**

Examinations conducted of different Faculties like Medical, Engineering, Science, Arts, Commerce etc.

* High level of confidentiality
* Supervising
* Printing
* Quality Control
* Security

1. **Document Printing:**

* Annual Reports
* Budget, Journals
* Reports of Conferences and Seminars
* Placement Brochure
* Admission Brochure of different programmesof the university.

1. **Printed Material Distribution:**

* Distributing and Maintaining of Records of Printed Materials.

1. **Image Building**

* Work of this press has been appreciated by different committees of different Institutions/Universities.
* The U. P. Government and prestigious University of India have got their confidential printing under my guidance and supervision.
* This has been successfully going on for the last 30 years. This has generated substantial funds for the university.

1. **Generation of Revenue:**

* This University press does work is worth about one crore of which about 25% is outside university confidential work.
* It generates revenue from outside to the extent of about 25 lacks every year.

1. **Overall Management of University Press:**

* Managing latest state - of - art technology.
* Managing non-schedule printing work.
* Coordination amongst different University Teaching Department and supporting department of the University in respect of Printing
* Providing error free quality printing output on time.
* Managing technical work force of 35 people.
* Arranging training programmes for employees of the press.
* Working under the provisions of Factory Act.
* Maintaining time bound schedule**.**

1. **Material Management :**

* Managing
* Purchasing of paper
* Printing materials starting from inviting quotations / tenders to receive on materials and its payment.
* Forecasting, planning of yearly budget and budgetary control.

1. **Up gradation of Printing Press:**

* It was upgraded from Letter Press Process to Offset Printing Process along with D. T. P. Up keep of the machines and related equipment’s.

1. **Manpower Training:**

* Technical manpower having in Letter Press Printing Process.
* All these have been trained in house in Offset Printing Process as well as D. T. P. The complete responsibility lay with me of
  + Conceptualizing
  + Planning
  + Organizing
  + Execution

1. **Human Resource Management of employees**

* Career planning
* Discipline
* Welfare
* Promotion.

1. **Finance Management:**

* The billing of different teaching departments
* Support section of university for the printing work executed by the university press
* Getting the money transfer from their respective budget head to the university budget head.

### Major Achievements and Contribution To The Organization

#### Framed and introduced a Higher certificate Course in Supervision and Printing.

#### Renovation and modernization of the University Press.

#### State - of - art printing structures have been established:

* Installation of Desk Top Publishing System (DTP).
* Installation of Plate Making & Offset Department.
* Upgrading of Computer System.
* Installation of Electronic Computer Printer.
* In 1995 – 96 the M.P. Universities Jurisdiction was restructured. Four additional districts were added to Devi AhilyaVishwavidyalaya, Indore. The strength of the students increased from 40,000 to 1,00,000.
* The increased work load (general nature and confidential Question Paper Printing work) was executed in the stipulated time span with only existing resources and manpower. It is a challenging task for the Devi Ahilya Vishwavidyalaya, Indore which was accomplished successfully.

**Personal Details:**

Name : Dr. Rajendra Singh

Father Name : Late Shri Ram Bali Singh

Date of Birth : 10-07-1949 (Ten July Nineteen Forty Nine)

Present Postal Address: 126, Vinayak Township behind KalindiMidIndore

Pin code:452016

Date:

Place: (Dr.Rajendra Singh)

**Annexure I**

**Research Paper Details**

**Publication (International/National Journals & conferences)**

1. R. D. Pathak, Major S. K. Tripathi and Captain R. Singh “Application of Information Technology for Total Quality Management” “Managing Economics Libralisation in South Asia” (Ist Published 1998) Mac Millan India Limited New Delhi pp. 645 – 653
2. S. Kasbekar and Rajendra Singh, 1998, “Massive Changes in Print Industry “Digital Printing” Process camera bring revolution”, Communication’ Quarterly Journal of the Indian Institute of Mass Communication, Vol. XXXIII, No. 2 April – June, 1998 PP 13 and 14.
3. Rajendra Singh, M.S. Sodha, R.D. Pathak and Deepak Kaul “ Material Production and Distribution of Study Material in an Open University” A Model, Published in University News, A weekly Journal of Higher Education Vol. 37 No. 13 March 29, 1999, PP. 5 to 13.
4. SanjeevSinghal&Dr.Rajendra Singh “Viral Marketing – A need of Y generation” in the International Journal of multiple Disciplinary. International online Journal. IJMRA ISSN No 2249-1058 April 2012.
5. NehaGoswami, Dr. Rajendra Singh and SanjeevSinghal “A study of employee retention in pharma Manufacturing industry ‘A special reference to Indore’” in International journal of Engineering and Management.
6. NainaKarmakar, SanjeevSinghal and Dr.Rajendra Singh “FCU – Need of today’s HR’ in the International Journal of multiple Disciplinary. International online Journal, IJMRA ISSN No 2249-1058 April 2012.
7. Shikha Agrawal, Dr.SimranjeetSandhar, Dr. Rajendra Singh, “Worklife Balance and Need of New Hr Interventions.” Paradigm Shift In Innovative Business Management – International Conference at Vishisht School of Management, Dec. 01-02, 2012
8. Agrawal Shikha, Simranjeet Kaur Sandhar, Rajendra Singh, “An Empirical Study on Components of Work Life Balance of Small Business Owners”, (Ed. B.B. Patil, Simranjeet Kaur Sandhar),Global Forces Shaping the Future of Business and Society, 126 – 133, Indra Publishing House, Bhopal, 2012, (ISBN: 978-93-82518-04-4).
9. Dr. Simranjeet Kaur Sandhar, RiazwanaQuereshi, Dr. Rajendra Singh, Shikha Agrawal “ Identifying Locus of Control of Generation Z”, -Refurbishing Facets of Management Concepts for New World Order (ISBN 978-81-924981-0-2)
10. Sanjay Bhalerao and Rajendra Singh “Green Marketing for value creation for competitive differentiation” and presentation under fifth International Conference 2011 organised by Prestige Institute of Management and Research Indore on January 30-31 2011.
11. Sanjay Bhalerao and Rajendra Singh “Hospital Go Green; A study of Greening efforts of Indian Hospitals” presentation under Third Annual General Business Conference schedule on April 15, 2011 at Texas USA.
12. SanjeevSinghal and Rajendra Singh “To study the marketing mix factors influence in the field of industrial marketing with special reference to Indore” and presentation under fifth International Conference 2011 organized by Prestige Institute of Management and Research Indore on January 30-31 2011.
13. Meeta Kapoor; V K Gautam and Rajinder Singh “Business Values and Ethics Creation for Creative Differentiation: An Innovative Marketing Tool” and presentation under fifth International Conference 2011 organized by Prestige Institute of Management and Research Indore on January 30-31 2011.
14. Dr. Rajendra Singh and SanjeevSinghal “Management Education Challenges, Weaknesses and Opportunities in the Current Scenario” Published ISBN: 978-93-82518-04-4 in the National Conference “Global Forces Shaping the Future of Business and Society held at Indore Inst. Of Management and Research.
15. Dr. Rajendra Singh and Sanjay Bhalerao “Physical Evidence in Healthcare: An Empirical study of Private Hospitals of Indore” Published ISBN: 978-93-82518-04-4 in the National Conference “Global Forces Shaping the Future of Business and Society held at Indore Inst. Of Management and Research.
16. Dr. Rajendra Singh, Lt Col Dr V K Gautam and Meeta Kapoor “Ethical Advertising: How far can naughty go?” Published ISBN: 978-93-82518-04-4 in the National Conference “Global Forces Shaping the Future of Business and Society held at Indore Inst. Of Management and Research.
17. Dr. Rajendra Singh and Shikha Agrawal “An Empirical study on Components of work life balance of small business owners” Published ISBN: 978-93-82518-04-4 in the National Conference “ Global Forces Shaping the Future Of Business and Society held at Indore Inst. Of Management and Research.
18. Dr. Rajendra Singh and Anubha Pal “Impact of shift work implementation on labor efficiency in automobile industry” Published ISBN: 978-93-82518-04-4 in theNational Conference “ Global Forces Shaping the Future Of Business and Society held at Indore Inst. Of Management and Research.
19. Priyanka Sharma, Sanjay Sharma and Dr. Rajendra Singh “ Impact of financial inclusion on rural development in India with special reference to Indore district” Published in GE-International Journal Of Management Research Volume -2, ISSUE -5, MAY 2014 ISSN No. : (2321-1709)

**Annexure II**

**Area of Research:**

* Work life Balance
* Ethical Marketing
* Institutional Sale
* Green Marketing strategies
* Environmental Management
* Financial Inclusion
* Consumer Durables
* Total Quality Management

**Details of Ph.D. Scholars**

1. A comparative study of Marketing practices adopted by Hospitals: Sanjay Bhalerao – **Ph.D. AWARDED**
2. A comparative study of Marketing practices adopted by Management Institutes: SanjeevSinghal - **Ph.D. AWARDED**
3. A study on Work life Balance of Entrepreneurs with special reference to Indore region:Shikha Agrawal–**Ph.D. AWARDED**
4. A study of the impact of Ethical Marketing: Meeta Kapoor - **Ph.D. AWARDED**
5. A comparative study of marketing practices adopted by institutional sale:ArvindSexena – **Ph.D. AWARDED**
6. Comprative study of ethical practices of Indian and us armed forces:col. H.V.Mankotia - **Ph.D. AWARDED**
7. A Critical Study of Micro Finance in India: Rachana Agrawal
8. Green Marketing strategies for consumer durables in India – Priyanka Singh **Ph.D. AWARDED**
9. A Study on Environmental Management in Chemical Industries in India – Amrita Nayak **Ph.D. AWARDED**
10. A study of green marketing strategies in automobile industry with reference to India – N chaturvedi **Ph.D. AWARDED**

**Annexure III**

**Training conducted on the following broad topics:**

* Self-management
* Neuro Linguistic Programing (NLP)
* Power of Mind Conscious mind and Subconscious mind
* Goal Setting
* Emotional Intelligence
* Stress Management
* Personal Effectiveness
* Managerial Effectiveness through Self-Awareness
* Team- Building
* Effective Communication
* BuildingInterpersonal Relationships in Workplace
* Time Management
* Creativity & Problem Solving
* Competency based HRM
* Talent Management
* Mentoring