

**Dr. Disha Vats**

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**PROFESSIONAL EXPERIENCE**

**Academy of Sports Sciences Research & Management  
(U/O Delhi Pharmaceutical Sciences & Research University)  
Chief Administrative Officer cum faculty**

**JUNE 2017– MAY 2021**

**Key Highlights**

- ♦ Liaisoning with the State Government University (Delhi Pharmaceutical Sciences & Research University)
- ♦ Coordination with Directorate of Training and Technical Education (DTTE) for finalization of Curriculum and designing the course content for various courses under the World Class Skill Center (WCSC), a government initiative
- ♦ Teaching various subjects to undergraduate and certificate students.
- ♦ Successfully conducting and organizing the 3 day training program of over 800 primary teachers of Kendriya Vidyalaya
- ♦ Conducted 6 Day training program of 25 Kendriya Vidyalaya PET/P&HEs
- ♦ Drafting content for training programs
- ♦ Managing various online conferences for academic activities
- ♦ Handling and managing the end to end sports training programs of the Government departments like Kendriya Vidyalaya and, All India Police Control Board
- ♦ Coordination with various government Departments for finalization and set up of the Sports lab equipments and Sports Infrastructure( i.e. Human Performance Lab, Sports Biomechanics Lab, Sports Ground etc.)
- ♦ Managing the administrative tasks of the Sports Institute in alignment with the State Government University by following various State Government norms
- ♦ Drafted various criteria documents for NAAC Accreditation
- ♦ To administer the student lifecycle from registration or admission to graduation or leaving.
- ♦ Handling student queries and resolving their issues
- ♦ Designing and running the Athlete Assessment process
- ♦ Guiding students in the research process of athletes performance
- ♦ To coordinate examination and assessment processes.
- ♦ Handling the Sports Faculty recruitment process in coordination with the University
- ♦ Managing the academic and examination tasks of various Sports Science courses
- ♦ Heading the placement Cell of the institute
- ♦ Heading the procurement process
- ♦ To maintain high levels of quality assurance, including course evaluation and course approval procedures.
- ♦ Teaching the students various subjects related to Sports digitalization, Sports Event Management and personality development.
- ♦ To provide administrative support to the academic team
- ♦ To draft and interpret regulations and deal with queries and complaints procedures.
- ♦ To use information systems and prepare reports and statistics for internal and external use.
- ♦ To organize and facilitate a variety of educational or social activities.
- ♦ Understanding of the Institute or university strategic objectives and how to relate them in to academic support services.
- ♦ Develop and deploy appropriate Strategies, Action Plans - Short Term and Long Term to take forward the institute

- ◆ Help the Director in preparing and executing the Institutional Plan / Perspective Plan / Forecasting Plan for the ASSRM and its overall development to enhance the performance of the ASSRM.
- ◆ Coordinate the total education programme of the concerned department both curricular and co-curricular.
- ◆ Designing the curriculum and rules and regulations for Skill courses, B.Sc.(Hons.)Sports Science and various short term programs.
- ◆ Performs high level administrative and professional work in directing and supervising the administration of the day-to-day management of the ASSRM in accordance with policy established by ASSRM and guidelines issued by DPSRU.
- ◆ Managing the inventory of the institute, as per the government norms.
- ◆ Monitors and evaluates the efficiency and effectiveness of Teaching & Non-Teaching Staff and assesses and monitors workload, identifies opportunities for improvement and directs the implementation of changes.
- ◆ Manages the development and implementation of departmental goals, objectives, policies and priorities within ASSRM policy, appropriate service and staffing levels and allocates resources accordingly.
- ◆ Conducting various Council meetings like Board of Studies, Governing Council and Academic Council as per State Govt. norms
- ◆ Process, noting & Drafting Files in DPSRU
- ◆ Handling the product requirement of website and android application modules.
- ◆ Handling SEO & SMO for the website and e-learning modules
- ◆ Designing the content for website and Android Application

**Venture Sports Pvt. Ltd.**

**Product Manager**

**SEP 2013 – MAY 2017**

**Location: New Delhi**

**Key Highlights**

- ◆ Module designing of different sports activities and tasks on website as well as mobile application
- ◆ Designing the wireframe for government departments like Kendriya Vidyalaya and corporates related to Athlete Profile creation, sports events, teams, tournaments, sports community.
- ◆ Imparting the training of Sports Management Software to Kendriya Vidyalaya Physical Education teachers
- ◆ Designing sports mobile application with complete product description
- ◆ Working on the ISO certification and security of the website data of Government Departments
- ◆ Drafting the web portal
- ◆ Search Optimization
- ◆ Website content designing
- ◆ Designing the product requirement

**Integra Hospitality and Facility Management**

**SEP 2010 – AUG 2013**

**Assistant Manager**

**Location: New Delhi**

**Key Highlights**

- ◆ Managing and organising the various sports events like golf and cricket of various government officials, bureaucrats and corporates
- ◆ Managing the procurement process and vendor management of the Sports Events
- ◆ Data Analysis
- ◆ Coordinating with various sites for monitoring the data

♦ Business Analysis of Sports Events

### EDUCATION

- Completed **Doctorate of Philosophy** (P.Hd.) in Management : Topic – Administration of Body Composition Analysis among primary teachers of Kendriya Vidyalaya
- **B.Ed.** from Chaudhary Charan Singh University
- **Master of Business Administration** (Finance)
- **Certificate of Proficiency in Spanish** from School of Foreign Languages, Ministry of Defence.
- **Interpretership in Spanish** from School of Foreign Languages, Ministry of Defence
- **Business English Certificate Vantage from University of Cambridge.**
- **Spoken English Skills Course at Upper-intermediate level** from British Council.
- **Graduation:** B.A. Eng (Hons.) from Delhi University
- **Intermediate:**  
D.A.V. Public School,  
Vasant Kunj,  
New Delhi.
- **Matriculation :**  
D.A.V. Public School,  
Vasant Kunj,  
New Delhi.

### RESEARCH PUBLICATION

- Paper Publication on “Relationship among Body Composition and Health Factors of Primary Teachers of Kendriya Vidyalaya Sangathan Schools”
- Paper publication on “Body Composition Analysis of Primary Teachers of Kendriya Vidyalaya Sangathan Schools”
- Paper publication on “Comparative Study on Body Composition and Health Factors Status of Female Primary Teachers of Kendriya Vidyalaya Sangathan Schools”

### PERSONAL DETAILS

**Language Proficiency:** English, Hindi, Spanish

**Hobbies and interests:** Cooking, Travelling, Music, Spending time with family

**Marital Status:** Married

**Reference:** Available on Request