

Manish Pradhan

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BRIEF

A committed academic administrator and examination head, currently serving as **Registrar (In-Charge)**, with proven expertise in academic governance, policy implementation, and examination management. Dedicated to upholding transparency, fairness, and efficiency in institutional processes, while continuously enhancing systems to align with regulatory frameworks and the evolving needs of higher education.

PROFILE SUMMARY

- Academic leader with **16+ years of progressive experience** in academic administration, examination management, and teaching.
- Proven ability to oversee **end-to-end examination systems**, from scheduling and assessment to certification and compliance with UGC and regulatory standards.
- Strong administrative and leadership skills with experience in **policy formulation, governance support, and academic operations**.
- Recognized for digitization initiatives, process improvements, and fostering institutional excellence through teamwork and collaboration.

PROFESSIONAL EXPERIENCE (16+ Years)

Sr. No.	University	Designation	Duration	Experience
1	GSFC University Vadodara, Gujarat	Registrar (In-Charge)	17.07.2025 to Present	01 Month + Continuing
		Dy. Controller of Examination	12.05.2025 to Present	04 Months + Continuing
		Assistant Registrar-Examinations	20-01-2020 to 11.05.2025	5 years, 4 months
		Administrative Officer-Examinations	13-11-2018 to 19-01-2020	1 year, 3 months
2	Parul University Vadodara, Gujarat	Assistant Registrar-Examinations	12-02-2018 to 12-11-2018	11 months
3	Oriental University Indore. M.P.	Assistant Professor	23-02-2011 to 23-12-2017	6 years, 10 months
4	Mandsaur University Mandsaur, M.P.	Lecturer	10-02-2009 to 02-11-2010	1 year, 10 months

EDUCATIONAL AND PROFESSIONAL CREDENTIALS

Sr. No.	Degree	Institute	Year	Result	Division/Remark
1	Ph.D. (Pursuing)	Parul University, Vadodara Gujarat	2026*	-	*Research paper and thesis work are currently in progress.
2	Master of Engineering	RGPV Bhopal M.P.	2016	7.78 CGPA	First Class with Distinction
3	Bachelor of Engineering	RGPV Bhopal M.P.	2008	69.59 %	First Class

PRESENT JOB PROFILE:

GSFC UNIVERSITY

Nov 2018-Current

Registrar (In-Charge) – July 2025 to Present

- Oversee the overall academic and administrative functions of the University, ensuring smooth governance and compliance with statutory and regulatory bodies (UGC, AICTE, State Government, NAAC).
- Coordinate with statutory authorities such as the Governing Body, Board of Management, Academic Council for effective policy implementation and decision-making.
- Supervise the preparation, maintenance, and custody of statutory records, academic regulations, and institutional policies.
- Facilitate academic planning, admissions, student services, HR, and examination coordination across all Schools of the University.
- Lead initiatives for digitization, transparency, and process automation to strengthen administrative efficiency.
- Act as a key liaison between the University leadership (Provost, Deans, Heads) and external regulatory/academic authorities.
- Serving as **Secretary of various University-level statutory and welfare committees**, including:
 - Anti-Ragging Committee
 - Grievance Redressal Cell
 - Committee for Prevention of Caste-Based Discrimination
 - Internal Committee for Students with Disabilities
 - Equal Opportunity Cell
 - Socio-Economic Disadvantaged Group Cell

Dy. Controller of Examinations- May 2025 to Present

Pre-Examination work:

- I am responsible for preparing the Examination Activity Calendar for both the Even and Odd Sessions of the University. This involves scheduling all the examination-related events and activities throughout the academic year.
- I maintain a comprehensive record of all enrolled students eligible to appear in both Mid Semester and End Semester Examinations.

- I am responsible for creating the Examination schedule, ensuring that it is accurately reflected in the University's ERP module i.e. in Digital Campus System (DCS), and publishing the schedule on the University's website for students and faculty to access.
- I oversee the Pre-Printing of Examination Stationery, which includes answer books, transcripts, degrees, and other necessary materials for the smooth conduct of examinations.
- I initiate the process of selecting and approving question paper setters for the University's End Semester Examinations.
- Once the assessments are completed, I am responsible for compiling the results using the DCS system.
- I present the verified results to the Result Committee for their approval and final declaration.
- I ensure that the Examination results are promptly announced to both students and faculty members. Additionally, I make sure that soft copies of the results are made available in the University's DCS system for easy access.

Post Examination work

- Continuously reviewing the examination system to improve its impartiality and objectivity, aiming to create a better instrument for assessing students' attainments.
- Establishing a mechanism to address grievances from students on a semester basis, ensuring their concerns are heard and resolved effectively.
- Receiving and managing verification and revaluation requests from students to ensure the accuracy and fairness of the assessment process.
- Overseeing the printing of overall marksheets for each semester and ensuring their timely distribution to students.
- Taking charge of the printing and distribution of degree certificates during the Convocation ceremony, acknowledging students' academic achievements.
- Providing statistical and other examination-related information to relevant authorities such as UGC and State Government as required.
- Ensuring strict adherence to all processes and rules mandated by UGC, NAAC, and other related agencies, maintaining compliance and integrity in the examination procedures.
- Exercising comprehensive supervision, monitoring, and vigilance across the entire Examination Division, with a focus on safeguarding confidentiality and ensuring the highest standards of examination conduct.

Nodal Officer

- I am currently serving as the nodal officer for two important initiatives at the University. Firstly, I am responsible for overseeing the process of uploading students' Degree and Semester Marksheet Credentials onto the DigiLocker platform as part of the National Academic Depository (NAD).
- Secondly, I am also serving as the nodal officer for the Academic Bank of Credit, which is an initiative of the Ministry of Education. In this role, I am tasked with maintaining a comprehensive database of students' ABC IDs, ensuring a secure digital depository of the credits they have earned in each semester.



ACHIEVEMENT/APPRECIATION:

- Received the **Team Excellence Award** with cash price of **Rs. 10000/-**(Ten Thousand) from the President of GSFC University on **Foundation Day**, December 17, 2024, in recognition of outstanding teamwork, exceptional collaboration, and remarkable success in achieving departmental and university goals.
 - In June 2022, I have represented the Examination Department and presented the various Examination Records using specific proforma to UGC inspection team.
 - I received a Letter of Appreciation from the Vice Chancellor (Provost) in recognition of my diligent efforts during the UGC inspection visit.
 - I successfully executed the implementation of the entire Examination ERP Module (i.e. Digital Campus System), thereby digitizing and streamlining the entire examination process, replacing the manual practices that were previously in place.
 - Successfully conducted various external examinations, such as National Productivity Council (NPC) Examination, Power Grid Corporation Limited (PGCIL) Examination, Diploma to Degree (D2D) Examination and Talati Examination by Government of Gujarat at GSFC University.
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PUBLICATION

1. Manish Pradhan, Gaurav Gupta “IMPROVED PERFORMANCE OF SCS BASED SPECTRUM SENSING IN COGNITIVE RADIO USING DIFFERENT WINDOWS TECHNIQUES” Published in International Journal of Research in Engineering and Technology, Volume: 04 Issue: 02 | Feb-2015.
 2. Manish Pradhan, Gaurav Gupta “PERFORMANCE EVALUATION OF SPECTRAL COVARIANCE BASED SPECTRUM SENSING TECHNIQUE IN COGNITIVE RADIO” Published in International Journal of Science, Engineering and Technology, Volume 2 ISSUE 7 SEP-OCT 2014.
 3. Manish Pradhan “A comparative study of different routing protocol for wireless ad-hoc network” Published in International Journal of Engineering Research & Technology (IJERT) 3 ISSN: 2278-0181 Vol. 2 Issue 5, May – 2013.
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TRAINING/ SEMINAR/ WORKSHOP

- Attended three days workshop on “INUP FAMILIARIZATION WORKSHOP ON NANOFABRICATION TECHNOLOGIES” from May 22nd-24th, 2017, at IIT Bombay.
- Presented a Poster entitled “Cognitive Radio: Recent Challenges and Design Trade off” in National Conference on “Innovation Trends in Soft computing” at oriental university Indore on 25th-26th October 2013
- Presented a paper on “Impact of Globalization on Indian Education System” in National Conference on “Globalization of Indian Education System” at OP Jindal Institute of Technology Raigarh C.G. on 14th -15th October 2011.
- Attended National Conference on Technical Education: Opportunity and challenges on contemporary scenario and contributed a paper “A Key to Success for Engineer: Oral Presentation Skill” at OP Jindal Institute of Technology Raigarh C.G. on 08th-09th October 2010.

- Attended National workshop on “Soft Skill and Personality Development” in MIT, Mandsaur on 25th -26th September 2009.
 - Attended one day Faculty Development Program (FDP) at MIT Mandsaur on 06th September 2009.
 - Presented a paper on “Oral Presentation Skill for Engineering Students” in National Conference at MIT Mandsaur on 6th -7th March 2009.
 - Undergone vocational training of 45 Days at “DIGITECH SOLUTION BANGLORE” on VHDL, Indore. (15th June to 31st July 2007)
 - Undergone 10 Days Training at “BHARAT SANCHAR NIGAM LIMITED”, Mandsaur.
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PERSONAL PROFILE

DOB	15 th December, 1987
Father's Name	Mr. Shyamlal Pradhan
Father's occupation	Retired from Primary Health Center Nahargarh Dist. Mandsaur M.P.
Mother's Name	Mrs. Gayatri Devi Pradhan
Marital Status	Married
Nationality	Indian
Language Known	English, Hindi & Gujarati
Permanent Address	Maruti Nagar, B/H Pradeep Shoe Store, Near Bus Stand, Suwasra M.P.

DECLARATION

I here by declare that the information furnished above is true to the best of my knowledge.

Date: 09.09.2025

Place: VADODARA

[MANISH PRADHAN]