

# MEDICAPS UNIVERSITY, INDORE

Date: 1/10/25

## Joining Report

With reference to appointment Letter No. **MU/RO/CDOE/OL/NT/2025-26/01.**, I (full name) Dr. Manish Chandwani Have joined the duty of

(post) Deputy Registrar in the Administration (ODL)

Department on (date) 01/10/2025 FN/AN.

  
Employee

  
Director, CDOE

  
Registrar

Approved by

  
Vice-Chancellor

**OFFER OF APPOINTMENT****MU/RO/CDOE/OL/T/2025-26/011**  
**Dated: 01.10.2025****Dear Dr. Manish Chandwani**

I am extremely delighted to inform you that the selection committee has recommended your application for the post of **Deputy Registrar** in **Administration** at Medicaps University under the Centre for Distance and Online Education (CDOE). The recommendation has received the approval of the competent authority.

The terms and conditions of the appointment are mentioned in the attached sheet.

With warm regards and best wishes,

Yours sincerely,

  
**P. Siluvainathan**  
**Registrar**  


## CURRICULUM VITAE

**MANISH CHANDWANI**

DEPUTY REGISTRAR  
MED-CAPS UNIVERSITY  
A.B. ROAD, RAU  
INDORE - M.P. - 453331



Email: manishchandwani20

Mobile No: +91- 9009173732

### **Career Objective:**

To optionally utilize the present abilities, expertise, and knowledge in the organization, so as to enable the organization achieve its goals and at the same time capture opportunities for constant learning and career development.

### **Educational Qualification:**

Degree/ Exam	University/Institute	Specialization	Year of passing	Percentage & Class obtained
Ph.D.	Medi-Caps University	Human Resource	Feb 2025	Awarded
MBA	Sikkim Manipal University	Human Resource	2013	73 % First class
B.Com	Vikram University, Ujjain	Commerce	2009	61 % First class
Higher secondary	M.P. Board, Bhopal	Commerce	2006	76 % First class
High School	M.P. Board, Bhopal	-	2004	67 % First class

### **Working Experience:**

- WORKING AS DEPUTY REGISTRAR AT MEDI-CAPS UNIVERSITY, INDORE FROM 27<sup>TH</sup> SEPTEMBER 2021 TO TILL DATE.
- WORKED AS SENIOR OFFICER AT LOVELY PROFESSIONAL UNIVERSITY, PUNJAB FROM 21<sup>ST</sup> NOV. 2020 TO 25<sup>TH</sup> SEPTEMBER 2021.
- WORKED AS ASSISTANT REGISTRAR AT SANDIP UNIVERSITY, NASHIK FROM 24<sup>TH</sup> JUNE 2019 TO 11<sup>TH</sup> NOV. 2020.
- WORKED AS ASSISTANT REGISTRAR AT SAGE UNIVERSITY, INDORE FROM 21<sup>ST</sup> DECEMBER 2017 TO 20/06/2019.
- WORKED AS ASSISTANT REGISTRAR AT MANDSAUR UNIVERSITY, MANDSAUR FROM 5<sup>TH</sup> JANUARY 2017 TO 20<sup>TH</sup> DECEMBER 2017. (BRNSS GROUP)
- WORKED AS OFFICE SUPERINTENDENT AT MANDSAUR INSTITUTE OF TECHNOLOGY, (NOW MANDSAUR UNIVERSITY) MANDSAUR FROM 1<sup>ST</sup> NOVEMBER 2012 TO 04<sup>TH</sup> JANUARY 2017 (4.1 YEARS) (BRNSS GROUP)
- WORKED AS OFFICE SUPERINTENDENT AT B. R. NAHATA COLLEGE OF PHARMACY, MANDSAUR FROM 13<sup>TH</sup> MARCH 2012 TO 31<sup>ST</sup> OCT. 2012 (6 MONTHS) (BRNSS GROUP)
- WORKED AS OFFICE ASSISTANT AT MANDSAUR INSTITUTE OF TECHNOLOGY, MANDSAUR FROM 15<sup>TH</sup> MAY 2006 TO 12<sup>TH</sup> MARCH 2012 (5.10 YEARS) (BRNSS GROUP)



**Job description:**

1. Recruitments, Joining, Exit formalities, Salary Fixation, Attendance etc.
2. To conduct statutory bodies meeting as per the ordinances of the university.
3. To ensure implementation of Statutory Compliances, University's Policies and SOPs.
4. To keep track records of all BoS of the School/Division/Institute of the University.
5. To ensure completion of matter related to university pertaining to UGC, State Legislature and other regulatory bodies as per timelines.
6. Assist in handling NAAC and UGC visits and other inspections.
7. Assist in preparing and timely completion of all tasks and works related to affiliation and accreditation.
8. Authorizing the verification request received from graduated students, employer and universities for various academic records.
9. Keeping the central repository of academic policies and documents up to date
10. Assist in facilitating a strong University strategic & corporate planning process, as well as providing robust legal and internal audit services to the University.
11. Responsible for authenticating the records on behalf of the University duly approved by the Chancellor/Vice Chancellor/Sponsoring Body.
12. To provide overall support and assistance in developing operational plans to deliver services efficiently and effectively in the university.
13. Help to ensure the course database system is accurate and responsive to the needs of the University by assisting the Registrar with implementing curricular changes, setting service learning indicators, setting fees, and making other updates to the system.
14. To provide support to the office of Development wherever required on matters related to the admission of students to the university; Alumni; Collaborations; Industry interface, etc.
15. Contributes to the overall success of the Office of the Registrar by performing all other duties and responsibilities as assigned.
16. Any other work assigned by Higher Authority.

**Training Attended / Certification:**

- Verbal Communication Skills
- Assertive Communication
- DCA from Amit Computer Education, Mandasaur
- Advance Ms-Excel and Ms-Access training



### **Knowledge And Skill Developed:**

- Good hands-on experience on Ms-Excel, Ms-Office
- Proactive, positive approach.
- Able to grasp/learn concepts and procedures quickly
- Ability to grasp data relationships
- Contribute the best for achieving team and organizational goals

### **Hobbies:**

- Listening to music
- Cricket.

### **Personal Profile:**

Father Name : Shri B.S. Chandwani  
Date of Birth : 02<sup>nd</sup> December 1989  
Gender : Male  
Marital Status : Married  
Nationality : Indian  
Languages Known : Hindi and English  
Permanent Address : 17-18, Sai Vihar, Abhinandan Colony, Mandsaur (M.P.)

### **Declaration:**

I hereby declare that all the information given above is true to the best of my knowledge and belief.



(MANISH CHANDWANI)

Place:

Date:



## MEDICAPS UNIVERSITY, INDORE

Date: 01/10/21

### Joining Report

With reference to appointment Letter No. MU/RO/CDOE/OL/NT/2025-26/0121 (full name) Mr. Sanjeet Kumar Shrivastava Have joined the duty of (post) Assistant Registrar in the Administration Department on (date) 01/10/2025 FN/AN.

  
Employee

  
Director, CDOE

  
Registrar

Approved by  
  
Vice-Chancellor

**OFFER OF APPOINTMENT****MU/RO/CDOE/OL/T/2025-26/012**  
**Dated: 01.10.2025****Dear Mr. Sanjeet Kumar Shriwastava**

I am extremely delighted to inform you that the selection committee has recommended your application for the post of **Assistant Registrar** in **Administration** at Medicaps University under the Centre for Distance and Online Education (CDOE). The recommendation has received the approval of the competent authority.

The terms and conditions of the appointment are mentioned in the attached sheet.

With warm regards and best wishes,

Yours sincerely,

  
**P. Siluvainathan**  
**Registrar**  




## RESUME

Sanjeet Kumar Shrivastava  
Flat No. -309 , Keshav Park  
Behind Trinity Mall (Near Toll Tax)  
Umaria Rau  
Indore (Madhya Pradesh)  
E-mail: -Sanjeetballia@gmail.com  
Contact No: - +91-7043793882



### OBJECTIVE:-

I believe in smart working and I wish to work with a very clear and transparent objective, Vision and Mission of the organization so that I can give my fully dedication in putting best efforts for the growth and development of the Organization.

### Exposure and Job Responsibilities :

- Making effective policies and strategies for the functional improvement of the institutions.
- Take inputs from the Honorary Advisors from time to time and ensure its implementation timely
- Assist to the Management / Director in the proper functioning of the organization
- General office administration.
- Oversee outsource support services at institutions.
- Establishment ERP system for the organization.
- General Student Affairs
- Formulated various policies at College/University Level.
- Transparency and Decision making.
- Financial Control and Management.

### ACADEMIC PROJECT:-

- **“Preparation and Characterization of Titanium-Di-oxide (TiO<sub>2</sub>) Thin Film using Pulse Laser Deposition Technique for VLSI Approach”** from UGC CSR Department of Atomic Energy Indore.
- **Implementation of Signal Generator & FIR Filter on TI TMS 320 C6713 DSP Processor.**

### INTERESTED SUBJECT FOR TEACHING:

Digital Signal Processing, Signals and System, Electromagnetic wave Propagation, Mathematics, Computer Science, Digital Electronics, Digital Communication, Microwave Engineering, Computer Simulation System.....

### ACADEMIC QUALIFICATION:-

- M.Tech in VLSI Design from **Lord Krishna College of Technology Indore** affiliated to Rajiv Gandhi Technical University Bhopal (M.P.).
- Bachelor of Engineering in Electronics and Telecommunication from Institution of Electronics & Telecommunication Engineers (IETE) New Delhi.



- 2002 Higher Secondary School from RIC Ratsar Ballia (U.P.).
- 2000 High School Certificate from B.V.B.H.S.S. Ratsar Ballia (U.P.).

### EXPERIENCE:-

- Working as a **Deputy Registrar in Prestige Institute of Management and Research (PIMR) Indore**(An Autonomous Institution Established in 1994 Thrice Accredited by NAAC With Highest grade now A++), **UG-Campus since 01-June-2022.**
- Worked as an Assistant Professor in Faculty of Communication Engineering, **Military College of Telecommunication Engineering (MCTE)**, Mhow (M.P.), Affiliated to Jawaharlal Nehru University Delhi, Since **1<sup>st</sup> December 2018 to 30<sup>th</sup> November 2020.**
- Worked as an Assistant Professor in Electronics & Communication Department in **Laxmi Institute of Technology, Sarigam Valsad**, since **28<sup>th</sup> April 2015 to till 29<sup>th</sup> November 2018.**
- Worked as an Assistant Professor in Electronics & Communication Department in **Oriental University, Indore**, since **18<sup>th</sup> Dec 2013 to 24<sup>th</sup> April 2015.**
- Worked as an Adhoc Lecturer in Faculty of Communication Engineering, **Military College of Telecommunication Engineering (MCTE)**, Mhow (M.P.), Affiliated to Jawaharlal Nehru University Delhi, Since **1<sup>st</sup> July 2012 to 15<sup>th</sup> Dec 2013.**
- Worked as a Lecturer in Electronics & Communication Department in **Vikrant Institute of Technology & Management Indore**, since **8<sup>th</sup> April 2010 to 28<sup>th</sup> April 2012.**

### COURSES/ WORKSHOPS / SEMINARS :( Attended)

- Participated one day seminar "**My Village is Smart Village**" organised by IETE Gujarat Centres and Team Dharmaj Village on **2<sup>nd</sup> April 2016** at Dharmaj Gujarat, India.
- Participated in TEQIP-II Sponsored & IETE Supported Seminar on "**5G Technology**" from "**23<sup>rd</sup> to 25<sup>th</sup> October 2015**" organized Electronics Engineering Sardar Vallabhbhai National Institute of Technology, Surat Gujarat, India.
- Participated in "**Faculty Development Program for Design Engineering**" from **25<sup>th</sup> to 28<sup>th</sup> August 2015** at GIC -S4 Co-Creation Centre organized by Gujarat Technological University, Ahmedabad.
- Attended Two Day IETE Zonal Seminar on "**Wireless Sensors & Networks**" organised by IETE Pune Centre, on **01-02 August 2015.**
- Attended 1<sup>st</sup> Winter workshop on the topic "**Engineering at Nano Scale : From Materials to Bio Sensors**" organised by Indian Institute of Technology ,Indore on **10-12 ,December 2012.**
- Participated two week ISTE workshop on "**Analog Electronics**" Under the National Mission of Education through ICT (MHRD Govt. of India) Conducted by IIT Kharagpur at IES, IPS Academy Indore from **4<sup>th</sup> -14<sup>th</sup> June-2013.**



- Attended Two Day IETE Zonal Seminar on **“Future Communication Networks and Challenges in Military Communication”** organised by Military College of Telecommunication Engineering (MCTE), Mhow on **22-23 January 2013**.
- Attended Annual Technical Convention (ATC-2008) on **“Next Generation of Networking”** organized by IETE New Delhi held on **29<sup>th</sup> September 2008** at India Habitat Centre, New Delhi.
- Attended one day Seminar on **“Latest Trends of Communication Technologies”** at the Military College of Telecommunication Engineering (MCTE), Mhow on **19<sup>th</sup> July 2008**.
- Attended one day Seminar on **“Wimax, OFDM, MIMO, MATLAB”** at the Military College of Telecommunication Engineering (MCTE), Mhow on **18<sup>th</sup> September 2010** by Prof (Dr.) Aditya jaggarantham IIT Kanpur.

#### **Awards / Medals and Honours:**

**Felicitation on Teacher's Day** by the **Lt. Gen Rajesh Pant .AVSM ,SM Commandant MCTE, Mhow** on **05 September 2013** for notable contribution in imparting training to BTech and Diploma courses, Laboratory development, leadership qualities in organising seminars and workshops and building relationship with IIT Indore.

**Felicitation by the Maj. Gen Harmindar Singh Deputy Commandant, MCTE, Mhow** on **01 Mar 2013** for the outstanding contribution and Successful organizes IETE Zonal Seminar at MCTE Mhow.

#### **Organized following (recent & notable) Courses / Workshop / Seminars/ Lectures Under the banner of IETE:**

- Chaired the IETE APEX Forum on **“Bandwidth Management of 5G”** on **20 February 2016** at IETE Professional Activity Centre, Sarigam (Gujarat).
- 1-day workshop on **“PLC Programming and its Application”** on **1<sup>st</sup> February 2016** on the occasion of IETE Student Day at IETE Professional Activity Centre, Sarigam (Gujarat).
- Guest Lecture of Shri Hemant R Patel General Manager BSNL Valsad on **“National Telecom Policy & We”** on **10<sup>th</sup> December 2015** at IETE Professional Activity Centre, Sarigam (Gujarat).
- Guest Lecture of Brig (Dr) V D Abraham, SM (Retd) on **“Role of IETE in Digital India”** on **62<sup>nd</sup> IETE Foundation Day** at IETE Professional Activity Centre, Sarigam (Gujarat).
- IETE Zonal Seminar on **“Future Communication Networks and Challenges in Military Communications”** on **22-23 January 2013** at MCTE Mhow.
- 2-day workshop on **“Latest Trends in Software Defined Radios”** on **04-05 July 2012** at MCTE Mhow.
- IETE Seminar on **“Latest Trends in Communication Technologies”** on **19 July 2008** at MCTE Mhow.
- One day workshop on **“MATLAB for Signal Processing and Communication Applications”** by Math works India Pvt Ltd on **15 June 2012** at MCTE Mhow.
- One day workshop on **“Graphical Programming Language (Lab View) and Real Time Scalable Hardware Platform”** by National Instruments on **08 May 2012** at MCTE Mhow.

- Guest Lecture of **Dr P D Vayahare, SGSITS, Indore** on **“Indian Wireless Communication Paradigm: Opportunities and Challenges”** on 59<sup>th</sup> IETE Foundation day at MCTE Mhow.

**Technical Paper Presented and Published in Proceeding in National & International Level Conference :-**

- Sanjeet Kumar Shrivastava Chairman IETE Professional Activity Centre, Sarigam **“Bandwidth Management of 5G”** Background Paper Prepared for the National Level IETE APEX Forum held on **20<sup>th</sup> February 2016** at IETE Professional Activity Centre, Sarigam.
- Sanjeet Kumar Shrivastava, Anshul Soni **“Performance analysis of SC-OFDM in term of ICI and Multiple user access for uplink”** presented and published IETE **46<sup>th</sup> Mid term symposium (MTS-2015) “Impact of technology and skill development”** on **11<sup>th</sup> & 12<sup>th</sup> April 2015**.
- Sanjeet Kumar Shrivastava **“Preparation & Characterization of TiO<sub>2</sub> Thin films for VLSI Approach”** Presented in the National Conference AEECE-2014 organized by SVCE Indore on **15<sup>th</sup> February-2014**.
- Sanjeet Kumar Shrivastava, IETE Sub Centre Mhow **“Standardization and Measurements for Deregulation in Power Sector”**, Presented in the national Conference in SITE, Nathdwara, Rajasthan.
- Sanjeet Kumar Shrivastava **“Implementation of FIR Filter on the TI TMS320C6713 DSP Processor, using CCS v3.1”** Presented in the National Conference ETEIC-2012 organized by Anand Engineering college (U.P.) on **6<sup>th</sup> & 7<sup>th</sup> April-2012**.
- Analysis on Applicability of **Grid Computing in Present Scenario** Presented in the National Conference ETEIC-2012 organized by Anand Engineering college (U.P.) on **6<sup>th</sup> & 7<sup>th</sup> April-2012**.

**Professional Membership:**

Member of Institution of Electronics and Telecommunication Engineers (IETE).

**Achievement:**

- **Founder Chairman** of Institution of Electronics and Telecommunication Engineers (IETE). Professional Activity Centre, Sarigam.
- **Founder Honorary Secretary** IETE Sub Centre Indore (M.P.).
- **Executive Committee Member** of IETE Sub Centre MCTE Mhow (M.P.), since 2010 to till Date.

**PERSONAL DETAILS:-**

**Name:** Sanjeet Kumar Shrivastava

**Father's Name:** Shree Prem Shankar Shrivastava

**Language Known:** English, Hindi,

**Date of Birth:** 17th May 1986

**Sex:** Male





**Hobbies:** Reading and Collecting pens

**Strength:** Leadership

**PERMANENT ADDRESS:-**

**Village + Post:-** Ratsar (office of the BSNL Ratsar)

**District:-** Ballia (U.P.) -277123

**Contact No.:** 05498-256055

**DECLARATION :-**

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

**PLACE:-**

**DATE: -**

**Your's faithfully**

Sanjeet Kumar Shrivastava



# MEDICAPS UNIVERSITY, INDORE

Date: 01/10/25

## Joining Report

With reference to appointment Letter No. **MU/RO/CDOE/OL/NT/2025-26/013** I (full name) Mr. Gajendra Singh Have joined the duty of (post) Section Officer in the Administration Department on (date) 01/10/2025 FN/AN.

  
Employee

  
Director, CDOE

  
Registrar

Approved by  
  
Vice-Chancellor

**OFFER OF APPOINTMENT****MU/RO/CDOE/OL/T/2025-26/013**  
**Dated: 01.10.2025****Dear Mr. Gajendra Singh**

I am extremely delighted to inform you that the selection committee has recommended your application for the post of **Section Officer in Administration** at Medicaps University under the Centre for Distance and Online Education (CDOE). The recommendation has received the approval of the competent authority.

The terms and conditions of the appointment are mentioned in the attached sheet.

With warm regards and best wishes,

Yours sincerely,

  
**P. Siluvainathan**  
**Registrar**  






## CURRICULUM VITAE

**Gajendra Singh**

325, Tejaji Mandir, Kodariya,  
Mhow, Indore (M.P.)

Contact No: +919713347714/8982998882

Email: [gajendra.singh27@gmail.com](mailto:gajendra.singh27@gmail.com)



### **Career Objective:**

To contribute my best to the organization in term of continuous learning & up gradation. In addition, fulfill my role of a responsible citizen by contributing my share to society.

### **Experience (From Sept. 2005 to till date)**

- Presently working with A well established & Reputed State Private University, **Medi-Caps University, Indore** (Medi-Caps Group) as (**Section Officer**) *PS to Hon'ble Vice-Chancellor* from 1<sup>st</sup> July 2015.

**Job Responsibility** – Assist VC in day-to-day work, schedule his appointments with delegates, parents, visiting persons, Regular schedule meeting with various Dean of faculty/Committee, BOM/GB/BOS etc. and prepare their minutes, correspondence with various bodies like MPPURC, AICTE, NCTE, PCI, UGC, AISHE, NIRF, NAAC Collectorate of Indore, & as well as local administration, back office work, office order, circulars, Notices, and maintain (hard/soft) all records related to Faculty, Staff, Students, various Portal work (i.e. ESIC/CM Helpline/Jansunwai/UAN etc.)

- Worked with A well established & Reputed Engineering College **Medi-Caps Institute of Technology and Management, Indore** (Medi-Caps Group) as *PA to Director* during 17<sup>th</sup> Sept 2012 to 31 June 2015.

**Job Responsibility** – Assist Director in day-to-day work, schedule his appointments with delegates, parents, visiting persons, Regular schedule meeting with various departments and prepare their minutes, correspondence with various bodies like AICTE, RGPV, DTE, DAVV, AFRC, UGC, AISHE, Collectorate of Indore, & as well as local administration, back office work, office order, circulars, Notices, and maintain (hard/soft) all records related to Faculty, Staff, Students, Portal work or RGPV, DAVV, MP online, upload and update time to time, in examination- Forwarded the Student exam form, upload Practical/Sessional/Term Marks etc., and also send the hard copy to Nodal centre, in the Theory exam, prepare seating arrangement, duty chart, submit online RABA, pack the A/b and dispatch to nodal center as per norms, and maintain all the record/files. In the start of semester participate in consulting/admission process, prepare student information file/e-data, prepare academic calendar and close watch to implement it. In the end of semester provide pass out student their mark sheets, CLC, Transcripts, CC, No dues, LOR, as their demands, etc. prepare and update alumni Record

- Worked with A Reputed Engineering College **Sushila Devi Bansal College of Engineering.**, Indore (Bansal Group) as *Office Assistant* from 8<sup>th</sup> Sept 2007 to 12<sup>th</sup> Sept 2012.

**Job Responsibility** – Assist in Student section (**Admission, Scholarship and Examination works**), Routine work-function in Establishment Section, **RGTU Portal Work**, Routine office works, **Official correspondence (Bhopal & Indore)** Back office Management.

- Worked with **Kiran X-ray & Sonography Center** Mhow Indore M.P. as Computer Operator & Report Typist from 1<sup>st</sup> Sept 2005 to 7<sup>th</sup> Sept 2007.

**Job Responsibility** – Assist Doctor in day-to-day operations, Report Typing, Software Data Entry, Routine work-function in Office Section, Correspondence, Maintain routine office work, Record Keeping & back Office management.

### **Technical Profile:**



- Passed *Hindi & English Typing & Computer Proficiency Test* from **COMPUTER PROFICIENCY CERTIFICATION TEST (CPCT)** Test by Govt. of Madhya Pradesh with Speed of 24.6 and 45 WPM respectively.
- **Advanced Diploma in Computer Programming & System Management, Application** from I.G.M. Institute of Computer Education, **MHOW INDORE (M.P.)**.
- **MPCVT Skill Certificate in Computer Hardware** from **SDC Mhow, Indore (M.P.)**
- **MPCVT Skill Certificate in Domestic Electrician** from **SDC Mhow, Indore (M.P.)**.

#### Technical Skills:

- English & Hindi Typing with Good speed.
- Work on Word, Excel & Power Point, Paint etc.
- Work on operating system like Windows-98, 7, XP & Windows Vista, 8, 10.
- Familiar with Data Entry, Portal Work, Internet Work, Web Browsing, etc.
- Operate Photo Copy Machine/EPABX System/Scanner/FAX/Laminator etc.

#### Academic Profile:

- High School from M.P. Board Bhopal in 2001 - Secured 61.5 %.
- Higher Secondary from M.P. Board Bhopal in 2004 (PCMB) - Secured 62 %.
- Bachelor of Commerce from Maharishi Mahesh Yogi V V Jabalpur- Secured 66.7 %.
- Masters of Social Work (MSW), Chitrakoot University - Secured 8.19 CGPA

#### Achievements/EXTRA-CURRICULARS:

- Received Apprication Certificate from the Management of *Medi-Caps* in April 2015 for my services.
- Received Certificate from the Bansal Institute for the part of Press Media in Aroh- 2005.

#### Social Contributions:

- Active Member of *NGO, Play India Play*- Indore.
- Donate Blood time to time regularly.
- Take part in Swach Bharat Abhiyan in 2014 to continue.

#### Training:

<b>Govt. of India</b>	IIT Mumbai & MGI Indore
<b>Training Title</b>	Office Sute and Spoken Tutorial
<b>Duration</b>	7 days (15 <sup>th</sup> June 2014 to 21 <sup>st</sup> June 2014)
<b>Place</b>	Medi-Caps Institute of Technology and Management, Indore

#### Personal Details

Father's Name : Mr. Ranjit Singh  
 Father's occupation : MES (Center Govt.) employee (Retd.)  
 Physics : Height – 165cm, Weight – 65 kgs.  
 Hobbies : Watching News Debts, and News.  
 Date of Birth : 02 Fubrary 1985

#### Declaration:

I vouch that the above said information are to be true to the best of my knowledge and belief.

DATE: 1/10/2025

PLACE: Indore

  
 (Gajendra Singh)

# MEDICAPS UNIVERSITY, INDORE

Date: 01/10/25

## Joining Report

With reference to appointment Letter No. **MU/RO/CDOE/OL/NT/2025-26/015**, I (full name) Ms. Jyoti Gupta Have joined the duty of (post) Office Assistant in the Administration Department on (date) 01/10/2025 FN/AN.

Jyoti  
Employee

[Signature]  
Director, CDOE

[Signature]  
Registrar

Approved by [Signature]  
Vice-Chancellor



**OFFER OF APPOINTMENT****MU/RO/CDOE/OL/T/2025-26/015**  
**Dated: 01.10.2025****Dear Ms. Jyoti Gupta**

I am extremely delighted to inform you that the selection committee has recommended your application for the post of **Office Assistant** in **Administration** at Medicaps University under the Centre for Distance and Online Education (CDOE). The recommendation has received the approval of the competent authority.

The terms and conditions of the appointment are mentioned in the attached sheet.

With warm regards and best wishes,

Yours sincerely,

  
**P. Siluvainathan**  
**Registrar**

## CURRICULUM VITAE

**JYOTI GUPTA**

Mobile- 7566174031, 8962295031

Email-rohitgupta1430@gmail.com

MHOW MP 453441

### **OBJECTIVE**

Intend to build a career with leading of hi-tech environment with committed & dedicated people, which will help me to expire myself and relive my potential.

### **ACADEMIC QUALIFICATION**

S. No	Qualification	University/Board	Percentages (aggregate)
1	B.ED	DAVV	74%
1.	M.sc	M.C.U. BHOPAL	67.28%
2.	B.sc	M.G.C.G.V.	74.00%
3.	High Secondary (12)	M.P. Board ,Bhopal	50.6%
4.	High School (10)	M.P. Board ,Bhopal	59.5%

### **TECHNICAL SKILL**

- PGDCA From MCU, Bhopal., Hindi/English Typing

### **LEISURE INTERESTS**

- Listening music.
- Learning new things.
- Surfing internet.

### **Strength**

- Willingness to learn technology ➤ Quick learner.
- Smart & hard worker.
- Work complete before deadline.



### WORK EXPERIENCE

- 2 Years Working as a Teacher Sharon International School.
- 2 Years Working as a Computer Faculty From MCU Study Center (Vital Education Society, Mhow)
- 3 Year Working as a Office Assistant at Vital Education Society, Mhow.
- Presently Working at Vital Education Society Mhow.

### PERSONAL INFORMATION

- Husband Name : Mr. Rohit Gupta
- Date of Birth : 06/07/1990
- Gender : Female
- Marital Status : Married
- Nationality : Indian
- Languages : Hindi, English

### DECLARATION

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

PLACE: Mhow

DATE: 22/04/2024

  
Signature  
Jyoti Gupta





# MEDICAPS UNIVERSITY, INDORE

Date: 01/10/25

## Joining Report

With reference to appointment Letter No. **MU/RO/CDOE/OL/NT/2025-26/014** (full name) Mr. Vijay Singaree Have joined the duty of (post) Office Assistant in the Administration Department on (date) 01/10/2025 FN/AN.

  
Employee

  
Director, CDOE

  
Registrar

Approved by   
Vice-Chancellor

**OFFER OF APPOINTMENT****MU/RO/CDOE/OL/T/2025-26/014**  
**Dated: 01.10.2025****Dear Mr. Vijay Singare**

I am extremely delighted to inform you that the selection committee has recommended your application for the post of **Office Assistant** in **Administration** at Medicaps University under the Centre for Distance and Online Education (CDOE). The recommendation has received the approval of the competent authority.

The terms and conditions of the appointment are mentioned in the attached sheet.

With warm regards and best wishes,

Yours sincerely,



**P. Siluvainathan**  
**Registrar**





## CURRICULUM VITAE



**Mr. Vijay Singare**

**Contact- 9165446204, 9343266140**

**Email- vijaysingare660@gmail.com**

**Address- Vill-Raikunda, Post- Manpur**

**District - Indore (MP)-453661.**

### Carrier Objective.

❖ To work an organization that give me learning environment. Job satisfaction, growth opportunities and where my technical and intellectual skill be optimally use for mutual betterment.

### Personal Skills.

- ❖ Positive Attitude.
- ❖ Expert in Time Management Skills.
- ❖ Strong Initiative Skills.
- ❖ Active, Punctual & Hardworking.
- ❖ Quick Learning and Ability to grasp the new concept.
- ❖ Ability to handle the Pressure.

### Computer Skills.

- ❖ MS Excel.
- ❖ MS Word.
- ❖ Power Point.
- ❖ D.C.A Diploma Computer in Application. (2017).
- ❖ Google Drive.

### Language Knowledge.

- ❖ Hindi.
- ❖ English.

### Education Qualification.

- 10<sup>th</sup> Passed with 1<sup>st</sup> Division from MP Board in the year (2013).
- 12<sup>th</sup> Passed with 2<sup>nd</sup> Division from MP Board in the year (2015).
- Bachelor of Arts (BA) Passed from DAVV, University of Indore in the year (2019).
- Master of Arts (MA) Passed from DAVV, University of Indore in the year (2022).
- Bachelor of Education (B.Ed.) from DAVV, University (pursuing) 2024.

### Job Experience.

- Jan Seva Mitra (Chief Minister Youth Internship Programme) Wef- 01 Jan 2016 to 30 Jun 2016.
- 6.5 Years Working Experience in Military Collage of Telecommunication Engineering (MCTE), Mhow as (LDC) (01 Jan 2019 to 31 May 2025).
- Presently Working in Medicaps University Rau, as HR Department From 09 Jun to till date.

### Hobbies.

- Listening Music.
- Reading books.
- Traveling.

### Personal Details.

- Name - Mr. Vijay Singare
- Father Name - Late Girvar Singh Singare
- Mother Name- Smt Sita Singare
- Gender - Male
- Date of Birth - 09 Dec 1995
- Marital Status- Unmarried
- Nationality - Indian
- Address - Vill-Raikunda, Post-Manpur District - Indore.

### Declaration.

- I do here by declare that the information mentioned above is true and correct to the best of my knowledge and belief.

Place:

Date:

Vijay Singare  
(Signature)



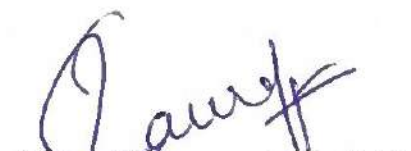
# MEDICAPS UNIVERSITY, INDORE

Date: 01/10/25-

## Joining Report

With reference to appointment Letter No. **MU/RO/CDOE/OL/NT/2025-26/017**, I (full name) Mr. Atul Thakre Have joined the duty of (post) Computer Operator in the Administration Department on (date) 01/10/2025 FN/AN.

  
Employee

  
Director, CDOE

  
Registrar

Approved by  
  
Vice-Chancellor

**OFFER OF APPOINTMENT****MU/RO/CDOE/OL/T/2025-26/017**  
**Dated: 01.10.2025****Dear Mr. Atul Thakre**

I am extremely delighted to inform you that the selection committee has recommended your application for the post of **Computer Operator** in **Administration** at Medicaps University under the Centre for Distance and Online Education (CDOE). The recommendation has received the approval of the competent authority.

The terms and conditions of the appointment are mentioned in the attached sheet.

With warm regards and best wishes,

Yours sincerely,

  
**P. Siluvainathan**  
**Registrar**



# Resume

**Name:** Atul Thakre

**Contact Information:**

**Address:**

Caps Town Colony, near  
Medi Caps College  
Pigdambar, Rau, Indore

**Contact No:**

91-9039906729,

**Email:**

[atulthakre90@gmail.com](mailto:atulthakre90@gmail.com)

**Permanent Address:**

Sudhakar Thakre, W.no.15,  
Gajanand Colony, Sausar  
chhindwara ( M.P.)  
Pin - 480106

**Personal information:**

**DOB :** 07-05-1990

**Gender :** Male

**Marital Status:** Married

**Nationality:** Indian

**Objective :**

To work in an organization where my abilities can be utilized in the best possible way for the progress of organization and to be known as a person with commitment and integrity. I will contribute my knowledge, talents, values and ethics toward the development of organization.

**Experience :**

- **Name of Company :** COVID 19 CONTROL ROOM (Nagar Palika Nigam Indore)
- **Designation :** Computer Operator
- **Duration :** 1 August 2020 to Till Date
- ☐ **Job profile :** Maintaining data of all Covid positive patients in Excel sheet which are isolated in home.

**Experience :**

- **Name of Company :** ARIS CAPITAL PVT. LTD
- **Designation :** Credit Incharge (CREDIT DEPARTMENT)
- **Duration :** 16 August 2018 to 14 August 2020
- **Job profile :** Checking all finance proposal and party Cibil score according to company policy which is sent by branch and take decision about finance.

**KEY RESPONSIBILITIES :-**

1. Meticulously handling more than 19 Branches consisting of highly qualified.
2. Maintained CIBIL and Customer investigation data.
3. Handled TVR related query for smooth functioning.
4. Full Credit checking of the file before login.
5. Customer handling.
6. Maintenance of Finance register.
7. Handling Vehicle Insurance related all work.

**Experience :**

- **Name of Company :** AD-MANUM FINANCE LTD. (Agrawal Group)
- **Designation :** Clerk (CREDIT DEPARTMENT)
- **Duration :** Two Year.
- **Job profile :** Checking all finance proposal and party Cibil score according to company policy which is sent by branch and take decision about finance

**KEY RESPONSIBILITIES :-**

1. Meticulously handling more than 23 Branches consisting of highly qualified.
2. Maintained CIBIL and Customer investigation data.
3. Handled TVR related query for smooth functioning.

### **Languages Known:**

Hindi,  
Marathi,  
English.

### **Hobbies:**

Travelling.  
Playing games.

### **Preferences:**

Indore location

4. Full Credit checking of the file before login.
5. Customer handling.
6. Maintenance of Finance register .

### **Academic Record :**

#### **Master of Business Administrative (Nagpur University)**

- From Priyadarshini Lokmanya Tilak institute of management and research study.
- Major & Minor subjects MARKETING & FINANCE.

#### **B.S.C.(Dr. Harisingh Gore University Sagar, Madhya Pradesh )**

- From D.D.C College Chhindwara (M.P.)
- Major subject included COMPUTER & MATHS.

### **Intermediate (10+2)**

#### **Higher Secondary:From Madhya Pradesh Board Bhopal (M.P.)**

- From Saraswati H. S. School, Chhindwara(M.P.).
- Year of Passing 2008 with 46% .
- Major subjects Includes MATHS & SCIENCE.

#### **High School:From Madhya Pradesh Board Bhopal (M.P.)**

- From Govt. H.S. School Moraji, Sagar (M.P.)
- Year of Passing 2006 with 69% .

### **PROJECT :**

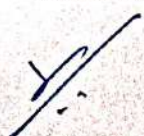
**M.B.A.(Summer Internship Program) :-** “A Study Of Selling Strategy Adopted By LIC Policy India “Chhindwara Branch.”

**M.B.A. (Major Project) :-** “A Study On Student Perception Towards Online Examination.”

### **Competencies & Skills :**

- Able to deal with difficult customer.
- Good analytical skills.
- Able to keep record systematically.
- Ability to work in a team.

### **Computer Proficiency :**

- MS-Office.
  - Internet surfing (sending E-mail & Browsing).
- 



**Extra-Curricular Activities :**

- Won prizes at school level Sports Activities.
- Organize various times cricket tournament at my home place.
- Work as an organizer in college level function.

**Declaration :**

I confirm that the information provided by me is true to the best of my knowledge and belief.

Place:-

Date:-

Atul Thakre



# MEDICAPS UNIVERSITY, INDORE

Date: 01/10/25

## Joining Report

With reference to appointment Letter No. **MU/RO/CDOE/OL/NT/2025-26/016** (full name) Ms. Leena Jain Have joined the duty of (post) Computer Operator in the Administration Department on (date) 01/10/2025 FN/AN.

Leena  
Employee

Jain  
Director, CDOE

[Signature]  
Registrar

Approved by  
[Signature]  
Vice-Chancellor



**OFFER OF APPOINTMENT****MU/RO/CDOE/OL/T/2025-26/016**  
**Dated: 01.10.2025****Dear Ms. Leena Jain**

I am extremely delighted to inform you that the selection committee has recommended your application for the post of **Computer Operator** in **Administration** at Medicaps University under the Centre for Distance and Online Education (CDOE). The recommendation has received the approval of the competent authority.

The terms and conditions of the appointment are mentioned in the attached sheet.

With warm regards and best wishes,

Yours sincerely,

  
**P. Siluvainathan**  
**Registrar**

## OBJECTIVE

To grow with a leading organization that utilizes my ability to the fullest extent possible, helping me realize and develop my potential and be a part of team that scales great height through continuous learning process and utmost dedication.

## EXPERIENCE

2022 - 2025	<b>Shivajirao kadam Institute of Pharmaceutical Education and Research, Indore.</b> Office Assistant Department of Pharmacy :- Office Assistant, Faculty & Student Documentations File Management , Pharmacy Council Registration (PCI) Process, Regulatory Department, Admission Department- Enrollment & Data Collection of Students, Examination Department Work.
2013 - 2015	<b>Indore Institute of Law, Indore, Madhya Pradesh.</b> Computer Operator Computer Operator & Back Office.

## EDUCATION

2013	<b>Shri Vaishnav Institute of Management ,Indore</b> Master of Computer Application 70.60%
2010	<b>Vikaram University Ujjain ,Madhya Pradesh</b> Bachelor of Computer Application 62.35%
2007	<b>Raman Higher Secondary School, Mandsaur, Madhya Pradesh</b> 12th ( M.P Board ) 57.3%
2005	<b>National Higher Secondary School , Mandsuar, Madhya Pradesh</b> 10th ( M.P Board) 59.6

## SKILLS

- Microsoft Office - Word, Excel, PowerPoint
- Microsoft Word - English & Hindi Typing

## INTERESTS

- Administration
- Teacher
- Computer Lab

## ACHIEVEMENTS & AWARDS

- DCA in Computer

## LANGUAGES

- Hindi
- English



## PERSONAL DETAILS

- Date of birth :- 23 March 1990
- Nationality :- Hindu
- Marital status :- Married
- Father's name :- Mr. Atendrapal Singh Rathore
- Mother's name :- Mrs. Meenakshi Rathore
- Husband Name :- Mr. Mohit Jain
- Hobbies :- Reading Books, Newspaper, Listening music.
- Pancard Number :- APIPR3280C
- Aadhar card Number :- 265397312204

## PERSONAL STRENGTH

- Time management
- Positive Attitude
- Quick Learner
- Focused

## DECLARATION

- I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and i hold the responsibility for the correctness of the above mentioned particulars.

Date :- / /2025.  
Place :- Indore

Mrs. Leena Jain





# MEDICAPS UNIVERSITY, INDORE

Date: 01/10/25

## Joining Report

With reference to appointment Letter No. **MU/RO/CDOE/OL/NT/2025-26/0191** (full name) Mr. Karil Gannal Have joined the duty of (post) Office Boy in the Administration Department on (date) 01/10/2025 FN/AN.

anym  
Employee

Jaur  
Director, CDOE

B.  
Registrar

Approved by  
SH  
Vice-Chancellor

**OFFER OF APPOINTMENT****MU/RO/CDOE/OL/T/2025-26/019**  
**Dated: 01.10.2025****Dear Mr. Kapil Garnaal**

I am extremely delighted to inform you that the selection committee has recommended your application for the post of **Office Boy** in **Administration** at Medicaps University under the Centre for Distance and Online Education (CDOE). The recommendation has received the approval of the competent authority.

The terms and conditions of the appointment are mentioned in the attached sheet.

With warm regards and best wishes,

Yours sincerely,

  
**P. Siluvainathan**  
**Registrar**



# MEDICAPS UNIVERSITY, INDORE

Date: 01/10/2025

## Joining Report

With reference to appointment Letter No. **MU/RO/CDOE/OL/NT/2025-26/018** (full name) Mr. Sanjay Kumar Have joined the duty of (post) Office Boy in the Administration Department on (date) 01/10/2025 FN/AN.

Sanjay  
Employee

Sanjay  
Director, CDOE

12  
Registrar

Approved by  
[Signature]  
Vice-Chancellor

**OFFER OF APPOINTMENT****MU/RO/CDOE/OL/T/2025-26/018**  
**Dated: 01.10.2025****Dear Mr. Sanjay Kumar**

I am extremely delighted to inform you that the selection committee has recommended your application for the post of **Office Boy** in **Administration** at Medicaps University under the Centre for Distance and Online Education (CDOE). The recommendation has received the approval of the competent authority.

The terms and conditions of the appointment are mentioned in the attached sheet.

With warm regards and best wishes,

Yours sincerely,

  
**P. Siluvainathan**  
Registrar  




# MEDICAPS UNIVERSITY, INDORE

Date: 01/10/25

## Joining Report

With reference to appointment Letter No. **MU/RO/CDOE/OL/NT/2025-26/0201** (full name) Mr. Suheel Dusan Have joined the duty of

(post) Technician in the Administration

Department on (date) 01/10/2025 FN/AN.

  
Employee

  
Director, CDOE

  
Registrar

Approved by  
  
Vice-Chancellor

**OFFER OF APPOINTMENT****MU/RO/CDOE/OL/T/2025-26/020**  
**Dated: 01.10.2025****Dear Mr. Susheel Dusane**

I am extremely delighted to inform you that the selection committee has recommended your application for the post of **Technician in Administration** at Medicaps University under the Centre for Distance and Online Education (CDOE). The recommendation has received the approval of the competent authority.

The terms and conditions of the appointment are mentioned in the attached sheet.

With warm regards and best wishes,

Yours sincerely,

  
**P. Siluvainathan**  
**Registrar**



## Resume

### SUSHEEL DUSANE

Address: 11-C, Suryadev-Nagar  
Near R.R Cat Road  
Indore(M.P).

Email: -shivprm@gmail.com  
Contact no: - 6262448558

#### Objective

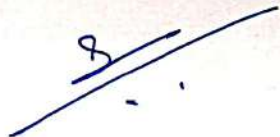
I Anticipate Hard work, Dedication, Leadership and sound technical knowledge to become Successful Professional.

#### Work 15 Years Experience in Computer Hardware & Networking.

- Working as Computer Lab Technical Support, Department of Computer Maintenance cell, MEDI-CAPS UNIVERSITY Indore from March 2017 to till Date.
- Worked as Computer Lab Technician, Department of computer science, Choithram college of Professional Studies Indore.
- Worked for 2 years as System Engineer, in R.R. Cat Computer Center Division through Systematix technologies Pvt. Ltd Indore (from May 2012 to August 2014).
- Worked for 2 years as Desktop Support Engineering Vinayak Computers Indore (From May 2010 to April 2012).

#### Computer Competency

<b>Operating System</b>	Windows-XP, windows 2003, windows server 2003. Windows-7. Windows-8, 10 & All Common Software & Antivirus Installation. Windows Formatting, Repairing, & Installation. Windows troubleshooting.
<b>Computer Hardware</b>	Assembling, Disassembling, Installation, Configuration and Maintenance of computer and troubleshooting of computer problems.
<b>Repairing</b>	SMPS, Mother Board normal repairing
<b>Networking Technologies</b>	Peer to Peer, Remote desktop, Local & Network printer installing, Sharing & Troubleshooting of networking.
<b>Application Software</b>	MS Office. XP, 2003 and 2007. & office 365 Installing & trouble Shooting.



## Work Profile

- Desktop Installation, Configuration, Trouble Shooting of All Types of Desktop, Laptops.
- Troubleshooting of Windows Problem.
- Handel all Computers lab, & all Laptops and Desktop of university. Local and Network Printers, Installation & Sharing Basic knowledge of Networking.
- Knowledge of All types Application Software and Antivirus Installation.
- Installations of windows & Ubuntu Operating Systems.
- Trouble shooting of hardware and software issues.
- Installing and updating operating system and applications software.
- Data backup and recovery in case of Operating system & Hard disk failure.
- Contacting vendors through mail or Telephonic in case of any hardware failure of system and accessories
- Troubleshooting of printer hardware and network IP issues.

## Strength

- Good Communication Skill, Ability to Work with team.

Educational Qualifications				
S. No	Course	Institute/University	Percentage	Passing Year
1.	Diploma in Computers Hardware & Networking.	Institute of Jetking Info Train Ltd Indore	60%	2008
2.	I.T.I In Technical Trade.	Industrial Training Institute Indore	70%	2004
3.	High School	Little Stars high School Indore	47%	2002

<b>Personal Details</b>	Father's Name	:	Shri Sridhar Dusane
	Permanent Address	:	11-C, Suryadev-Nagar near R.R Cat Road, Indore-452012
	Contact Number	:	<b>6262448558</b>
	E-Mail ID	:	<b>shivprm@gmail.com</b>
	Marital Status	:	Married
	Date of Birth	:	14-Nov-1984
	Language Known	:	Hindi, English & Marathi

## Declaration

I hereby declare that all the information given above is correct to the best of my knowledge and belief.

**Date:** - 05/12/2025

**Place:** -Indore

**(Susheel Dusane)**

