



## LALIT AVASTHI

15, Narain Nagar -1, Faizabad Road, Lucknow

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Student Welfare • Administration • Admissions • Faculty Scheduling • Liaison / Reporting • Budgeting/ Procurement • Maintaining University Records • Database Administration • Course/ Faculty Scheduling • Conducting Examination • Financial Management • Cross Functional Coordination • MIS • Team Leadership • Analytical Skills

- **Efficiently** solving the student's problems with amicable atmosphere.
- Experienced and energetic Registrar with career span of **more than 16 years** in leadership roles handling wide range of functional domains in **Educational Administration**.
- Demonstrated efficiency in **managing all the administrative and academic works of University including maintaining the records, admissions & registration of students, streamlining the faculty services, course & examination scheduling, accounts management, training, and allied activities.**
- **Fully conversant with all nuance of running a university.** Imperious, disciplined and punctual with fine-tuned analytical and problem solving skills.
- Demonstrated capability to bring out the best in others while creating a healthy and friendly work environment, thus enhancing operational efficiency and optimizing resource utilization.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm. **Good written and verbal communication skills.**

### PROFESSIONAL EXPERIENCE

Registrar • SAM Global University, Raisen, Madhya Pradesh • since May-2025  
Registrar • Madhyanchal Professional University, Bhopal, Madhya Pradesh • since Nov-2020  
Registrar • Oriental University, Indore, Madhya Pradesh • since April 2017- June 2020  
Registrar • Bhagwant University, Ajmer, Rajasthan • since April 2015 – March 2017  
Dean - Student Welfare/ Registrar • Sanskriti Group of Institutions, Mathura • July 14 –March 15  
Registrar • BN College of Engineering & Technology, Lucknow • September 2012- June 2014  
Registrar • School of Management Sciences (Technical Campus) • Jun 2008 - Aug 2012  
Business Manager • Sukhmani Information Systems Private Limited, Lucknow • Sep 2007 - May 2008  
Sr. Manager (Sales & Marketing) • AHM FOODS Private Limited • Oct 2005 - Jul 2007  
Manager Marketing • Decent Foods Private Limited • Sep 1998 - Aug 2005  
Asst. Manager (Marketing) • Vishwanath Enterprises • Mar 1994 - Aug 1998

- Worked as **Vice Chancellor** (offtg.) from 14<sup>th</sup> November 2020 to 14<sup>th</sup> January 2021 at Madhyanchal Professional University, Bhopal and from 01 February 2022 to 31<sup>st</sup> July 2022.
- From 14<sup>th</sup> Feb 2023 to till date having additional responsibilities Academic and NAAC affairs of Madhyanchal Professional University, Bhopal
- Responsible for maintaining ragging free campus.
- Organizing student counseling and other related activities.
- Liason with parents about the progress and problems of students in consultation with DSW.
- Responsible for being the custodian of records, funds and such other property of the Institute as the Board of Governors may commit to his charge.
- Responsible for leaves and administration - Leave Records, Staff Records, Students Feed Back Records and Typing Work.
- Providing academic data support coordination, the student information system and monitored entire educational administration related issues.
- Coordinating the University examination by making arrangement for holding examinations i.e. seating arrangements for students, appointment of invigilators for smooth conduction of exam etc
- Carrying out the official correspondence on behalf of the authorities of the University.
- Issuing notices convening meetings of the authorities of the University and all Committees and Sub-Committees appointed by any of these authorities.
- Meticulously managing academic records of all students registered in the University and issuing official transcripts and reports.
- Providing data support for internal and external reporting including assistance to the departments. Assisting the faculty and rendering services in relation to certificated records.
- Keeping the minutes of the meetings of all the authorities of the University and of all the committees and sub-committees appointed by any of these authorities. Streamlining the registration process of the students in the University
- Making arrangements for and supervise the examinations conducted by the University. Liaising with faculty for timely preparation of mid & end semester question papers & safe custody of the same.
- Entering into agreement, sign documents and authenticate records on behalf of the University.
- Holding in special custody books and documents of the University. Controlling the admission/registration process of the students.
- Acting as Secretary (Non-Member) for Academic Council & Standing Committee of the University.
- Coordinating training & placement officer for non-disruptive organization of Training & Placement activities including industry visit.
- Interacting with general administration, establishment office & security section as per needs of academic activities (Regular teaching, periodic seminars & conferences, occasional co-curricular & extracurricular events).
- Maintaining detailed records of students' progress and communicating the same with parents.
- Exercising general control over all financial transactions strictly on accordance with the Financial Rules and other Administrative matters.
- Administering the faculty regulations relating to elimination of academic deficiencies. Maintaining timely and accurate records of academic progress and accomplishments. Ensuring observance of the privacy and security of all the confidential records.
- Contributing vital analytical inputs to the administrative chief of the university and facilitating policy formulation.
- Drawing up capital and revenue budget of the university and mobilizing required financial resources

in liaison with the concerned ministries. Overseeing entire accounting operations and ensured 100% accuracy of the records.

- Responsible for maintaining the personal files of teaching & non-teaching staff, keeping the files updated with the copy of their appointment letter, confirmation letter, increment letter and appraisals.
  - Mobilizing and managing human, financial and physical resources by adhering to university policies and following established University guidelines and procedures.
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### **ACADEMIC CREDENTIALS**

#### **MBA**

Arni University, Kangra, Himachal Pradesh

#### **PGDBA in Marketing**

Institute of Productivity & Management, Lucknow (UP)

#### **B.Sc. (ZBC gp.)**

Rohilkhand University, Bareilly

#### **Training**

Uttar Pradesh Cooperative Federation Limited, Lucknow - 2 Months

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**Date of Birth:** 13th December, 1968; **Languages Known:** English and Hindi; **Reference:** Available on Request