

Vibha L Antredi

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Address:

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Officers Quarters F-3,
Kolhapur 416004

Contact: 0231-2609094**Date of Birth:** 17/06/1971**Academic Qualifications:**

1. **M.Com.** (Advanced Costing & Taxation) First Class, 1994 - Shivaji University, Kolhapur
2. **M.Phil.** (Human Resource Management) 'A' Grade, 1996 - Shivaji University, Kolhapur
3. **SET** (Commerce), 1998 - University of Pune, Pune

Academic Merits: Ranked first (M.Com. Examination, 1994) at PG Centre - H.N. College of Commerce, Solapur.

Focus: Strategic Human Resource Management, Documentation/Records Management, Organizational Behaviour and Work Culture.

Career Profile:

1. **Academic Career:** Lecturer in Commerce (1998-99) National Degree College, Gulbarga (Karnataka)
2. **Administrative Career:**
 - i. **Assistant Registrar** - Shivaji University (1999-2007)
 - ii. **Deputy Registrar** - Shivaji University (2007- till date)

Administrative Responsibilities:

1. **General Administration** - Establishment, Admission, Scholarships, Seminar, Grievances Redressal, University Printing Press, Health Centre, Board of Studies, Eligibility.
2. **Board of College and University Development** - PG Affiliation, BCUD, PGBUTR, NAAC Cell, Special Cell.

- 3. Finance and Accounts** - Budget, Bills Section, Accounts, Audit, Stores, Stock Verification.

Credits:

1. Teaching: (Guest Faculty)

- Bachelor of Business Administration (**BBA**) & Master of Business Administration (**MBA**), S.B. Institute of management, Gulbarga.
- Master of Computer Application (MCA), Department of Commerce, Shivaji University.

2. Administration:

- Participation in automation process and computerization of Accounts Department.
- Execution of innovative plans in respect of Budget and Stores with special focus on planning and scheduling, approval systems /formats, purchase procedures, inventory management, etc.
- Prepared documents/ manuals for office use viz. structural Road Map for university, Induction Training Programme for administrative employees, Curriculum Development Manual with a template for syllabus framework, University Handbook, etc.
- Execution of various innovative Schemes for administrative reforms like document management system, meeting management, annual planning of routine and specialized tasks, updating policy/ regulations to meet stakeholders changing requirements, etc.

3. Other:

- Organization of workshop on curriculum development and credit system for chairman of all Board of Studies and Faculty.
- Joint- Coordinator and Resource Person for the UGC – Capacity Building Workshop for Women Managers in Higher Education (08/2/2011 to 12/2/2011) organized by Centre for Community Development, Shivaji University, Kolhapur.
- Resource Person for the Workshop on Assessment and Accreditation by NAAC organized for Administrative Staff of affiliated colleges under Lead College Scheme.
- Nomination on various committees viz. Departmental Promotion Committee, Semester System-Rules Revision Committee, Committee for Centre for Distance Education, Committee for recommendation of Best employee Award, etc.

- Engaged in organization of training and orientation programmes/workshops with respect to administrative reforms policies.
- Convener/member of committees for organization of Special Events/Programmes viz. Indradhanushya, Avhan, Avishkar, Youth Festival, etc. at University level.

Conference / Seminar:

- i. Participation in National Level Seminar “Preparing Indian Banking Industry for 21st Century” sponsored by UGC, New Delhi (31/01/1999 and 1/2/1999).
- ii. Presented a paper entitled “Women Entrepreneurship Development: A Special focus upon Policies of KSFC” in International Seminar sponsored by UGC, New Delhi (25/03/2011 and 26/03/2011).
- iii. Participation in International Seminar on “Challenges before Women Entrepreneurship in South Asia” sponsored by UGC, New Delhi (25/03/2011 and 26/03/2011).

Workshop / Training Programmes:

- (i) Participation in UGC sponsored Two weeks Management Development Programme organized by Academic Staff College, Jamia Milia Islamia, New Delhi (21/12/1999 to 04/01/2000).
- (ii) Participation in National Workshop on “Management of University Administration” organized by Association of Indian Universities, New Delhi and Shivaji University, Kolhapur (22/8/2005 to 26/8/2005).
- (iii) Participation in UGC – Capacity Building Workshop for Women Managers in Higher Education (22/1/2007 to 26/1/2007) organized by Centre for Womens’ Studies, Shivaji University, Kolhapur.