

DR. NAVRATAN BOTHRA (ADMINISTRATIVE CONSULTANT)

MBA (HR & IT), MCM, Ph.D (Management), PGDIBO

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Dr Navaratan Bothra is **B.Sc. with Honours in Computer Science from North Orissa University, Baripada. He has completed MCM (Master in Computer Management from Bikaner University, Bikaner, MBA (HR & IT) from Rajasthan Technical University, Kota and Ph.D (Management) from Madhya Pradesh Bhoj Open University, Bhopal. He also holds Postgraduate Diploma in International Operations from IGNOU University, New Delhi. He has 16 years of Academic and Administrative experience. His core competence is in Information Technology, HR and International Business. He has taught subjects on E-Commerce, Computer Application in Business, Management Information System, Business Communication and Personality Development, Principles and Practices of Management, Computer Fundamentals, Fundamentals of Management, Management Concepts and Practices, Information Technology for Manager, Entrepreneurship & Business Development, Computer Networks and Data Communication.**

Faculty Coordinator for Microsoft, Skill Development, and Partnership Projects with NIESBUD Noida, Handling of different NMEICT projects under “Spoken Tutorial Talk to Teacher MHRD” from IIT Mumbai, In-Charge for Computer Exhibition, Robotics Club, Eco-waste Club.

He has published 6 papers in International and National Journals, presented 4 papers in International Conferences, 9 papers in National Conference/National Symposium/National Seminar. He also participated in 18 Short Term Courses/National Workshop/National Seminars/Training Programs.

Roles and responsibilities as Administrative Consultant of University

- Teaching students of BBA, BCom, BCom(HONS) and MBA students
- Supervision and Monitoring of Campus Administration with Civil Engineer
- Coordination with MP Housing Board and PWD Departments for Development of the Infrastructure of the BRAUSS Campus
- Preparing Financial Budgets, Handling Trouble Shooting and Maintenance related activities of the infrastructure on the Campus

Future Perspectives for University from Administration point of view:

- ❖ New Building with Smart Class Room , Hall, Faculty Cabins, Toilets & Urinals and Common Room for students
- ❖ Development of Infrastructure for Sports and Yoga Complex
- ❖ Multi Utility Block
- ❖ Aluminum Partition in the Administrative Building of the campus.
- ❖ Developing of Campus Infrastructure for the NAAC Accreditation
- ❖ Installing and Setting up of more Solar Panels for reducing Power Consumption on the Campus