RESUME

1. Name : **JADHAV SOMNATH PUNDLIK**

2. Address (Correspondence) : Y. C. M. OPEN UNIVERSITY
   Dnyangangotri, Near Gangapur Dam,
   Nashik - 422 222 . Maharashtra, INDIA
   Phone (0253) 2230334 Cell - 9422770611
   Email – jadhavsp@hotmail.com

3. Address (Permanent) : 11,Kanchan Row Houses- B
   Sambhaji Nagar , Satpur, Nashik-422 007

4. Date of Birth : 2nd June, 1967

5. Nationality : Indian

6. Religion & Cast : Hindu (Maratha)

7. Educational Qualification

Sr.No.	Name of degree	Name of University/Board	Subject	Class / Division
7.1	M. A.. (Economics)	University of Poona, Pune.	Economics	Second
7.2	B. Com.	University of Poona, Pune.	Accounting	First
7.3	H.S.C.	Pune board	-	Second
7.4	S.S.C.	Pune board	-	Second

Professional Qualification

Sr.No.	Name of degree	Name of University/Board	Subject	Class / Division
7.5	Data Preparation & Computer Software (D.P.C.S)	National Council for Vocational Training, New Delhi.	Computer Software and Packages	Distinction
7.6	Multi Word	Y.C..M Open University Nashik.	Desk Top Publishing	Distinction
7.7	Auto Cad	K.K. Wagh Engineering college Nashik.	Design	-

8. Professional Experience

Sr. No.	Name & Address of Employer	Post held	Period From	Period To	No. of Years	Nature of Duties
8.1	Registrar, Yashwantrao Chavan Maharashtra Open University, Nashik.	Assistant Section Officer	14.02.2023	30.06.2025	Two Years Four Months	• NAAC Assessment Work, AQAR • UGC-DEB, CIQA Annual Report • University Annual Report • Secretary to Director

Sr. No.	Name & Address of Employer	Post held	Period From	Period To	No. of Years	Nature of Duties
8.2	Registrar, Yashwantrao Chavan Maharashtra Open University, Nashik.	Senior Assistant	11.01.2005	13.02.2023	Eighteen Years One Month	• Computer Operation • Finance & Exam Related work. • Secretary to Director • Day to day office work
8.3	Registrar, Yashwantrao Chavan Maharashtra Open University, Nashik.	Assistant	10.06.91	10.01.2005	Thirteen Years Seven Month	• Computer Operation • Various Page Layout & Design in D.T.P. Packages • Secretary to Director
8.4	Registrar, Maharashtra University of Health Sciences, Nashik	Senior Clerk (On Deputation)	March 99	April 2000	One year One month	• Secretary • Web site development • Internet • E-mail
8.5	Neelesh Dixit Nasa Computers Nashik.	D.T.P. operator	March 89	May 91	Two & Half	Design & Page Layout
8.6	Rajeev Vadekar Comptek Computer, Nashik	Software Development and Trouble Shooting	Oct. 90	March 91	Six Month	Various Software Development & Solving Problems
8.7	K.R..Bedmutha & Techno Associates	Computer operator/ Programmer	Aug.90	Feb. 91	Six Month	Develop company Stock Data entry software

9. Languages known

Sr. No.	Language	Speak	Read	Write
9.1	English			
9.2	Hindi	Yes	Yes	Yes
9.3	Marathi			

10. Computer Languages and Packages Known

BASIC, COBOL, dBase, LOTUS 123, WordStar, Multiword, Tally, MSWORD, PageMaker, QuarkXpress, Acrobat, Photoshop, CorelDraw, Corel Chart, Microsoft FrontPage, Dreemviewer, SQL Server, PowerPoint, Access, Ventura, Word Art, Excel, Auto Cad, FoxPro, FoxBASE, ShreeLipi, Swedish, CDAC Lipi, Akruti, Gist, Visual Basic etc .

11. Academic Programmes

- Converted 72 books on E-book Format (PDF format) of various Agricultural Programmes of Yashwantrao Chavan Maharashtra Open University, Nashik

- Page Setting, Layout, Designing of 12 books of Post Graduate and Research Programmes in Agricultural Communication/Extension/Development of Yashwantrao Chavan Maharashtra Open University, Nashik

- Associated with the development of software programmes of registration, examinations of School of Agricultural Sciences, Yashwantrao Chavan Maharashtra Open University, Nashik

- Design, Layout, Page Setting of various Folders, Prospectus, Study Centre Management Booklet, Posters for Agricultural Programmes of Yashwantrao Chavan Maharashtra Open University, Nashik

- Worked as Teacher Counsellor for the courses Agri Business Communication, Computer Awareness and Multimedia Presentation.

- Acted as Controller for various Computer Practical Examinations of Certificate Course, Diploma Course, MSCIT, Board of Technical Examination, Maharashtra Government and Yashwantrao Chavan Maharashtra Open University, Nashik

- Developed Website of School of Agricultural Sciences and Agricultural Science Centre, of the Open University, Nashik

- Published results on Website of various Certificate, Diploma and Degree programmes of Agricultural Sciences, on the University.

- Layout, Design of SOUVENIR of Maharashtra Society of Agricultural Economics and Abstract of Papers published on Website.

- Trained a batch of 5 Officers of Mahatma Phule Agricultural University, Rahuri, Agricultural Science Centre, Print Production Center of Open University Nashik in Desk Top Publishing for various D.T.P. Packages e.g. PageMaker, CorelDraw, Microsoft Word, Excel, Chart, PowerPoint, Shree Lipi, Corel Photo Paint, etc.

- Developed Computer Stock Inventory Package, maintenance for computer Hardware and Software's required for Industrial Orgnizations.

- *Delivered Radio Talks* on (1) Application of Computers in Agriculture (2) Use of Internet for Various Agricultural Extension functionaries. (3) Information Technology in Agriculture. (4) Importance of Computer in Agriculture (Marathi Language)

- **Written and Published Two Pocket Book for Computer Operators/Masters as a *Author***

First Edition : Keyboard Shortcut Keys in the contents of Windows, Internet Explorer, Outlook Express, Word, Excel, PowerPoint and also valuable tips.

Second Edition : Keyboard Shortcut Keys in the contents of Windows, Internet Explorer, Outlook Express, Word, Excel, PowerPoint, PageMaker and also valuable tips.

MS Office : Create Simplified User Manual

12. Extra-Curricular Activities

- Indian Distance Education Association and Yashwantrao Chavan Maharashtra Open University jointly organized an International Conference at Yashwantrao Chavan Maharashtra Open University on 30-31st January 1999. I displayed the Computerized Video Conferencing through Internet. Operating Computer Digital Camera and Capturing photos of Distinguished Dignitaries.

- Attended International Computer Exhibition at New Delhi , organized by Computer Society of India, New Delhi in the year 1998 for studying the new technology in computers and various peripherals and newly developed latest packages and software's. This was presented by International companies like as Microsoft, L&T, Zenith Dell, Yamaha, Sony, etc.

- Attended and completed in "O" Grade In-house Computer Training Programme conducted by Y. C. M. Open University, Nashik in May 1992.

- Attended Computer Training Programme on various computer applications & packages.

- Acted as Member of Editorial Committee of 14th Annual Conference of Maharashtra Society of Agricultural Economics.

- Acted as Data Entry Operator for preparing Election Identity Cards in Nashik District.

13. Achievement

- Working & Processing for PG Programme Examination for preparing Merit List and Results.
- Design & Website maintenance of the sites such as
  http://www.ycmou.com/agri
  http://www.assistheart.com
  http://www.fashionclubofindia.com
  http://www.lokkala.com
  http://www.ycmou.com/cmschool
  http://www.muhsnashik.com.

14. Nature of Duties performed in YCMOU :

Joined the University on 10-6-91 as an Assistant and worked in various departments. The duties involved are mentioned as under :

- Significant contribution in the process of NAAC accreditation activity during 2022. The activities included data mining, data compilation, verification and uploading. Major responsibility of qualitative and quantitative metrics compilation.

- Involved in all activities related CIQA - Administrative, Technical and Data Management.
- UGC-DEB Program Approval
- National Credit Framework
- NIRF Data Compilation and uploading
- University Annual Report
- Information provided as per the requirement of various Apex Bodies like, UGC-DEB, AICTE, NCTE and State Government.
- Academic & Administrative Audit
- NAAC Accreditation related activities
- Annual Quality Assurance Report (AQAR) Data compilation
- CIQA Annual Report
- Green, Environment & Energy Audit
- UDRF Report Submission
- JBVC Report
- Feedback Mechanism Report of all Stakeholders.
- EDU-SAT Virtual Learning Center operations
- Design cover pages for various books
- Receiving mails, noting and submitting the same to the concerns and follow-up actions on the mail.
- Preparing schedule of office work.
- Day to day postal Secretarial job.
- Handled Confidential and Important Documents of the University.

15.   Hobbies & Other Interest

- I always try to obtain information about new Packages and Softwares arriving in the market from time to time and also try to use appropriate facilities in new Packages and Softwares for doing various jobs in the shortest possible time.
- Acted as Ham Operator, Safety Marshal for National and International Motor Car Rally held during 2001, 2002 and 2003.
- Trekking and Environmental Awareness.

Place :   Nashik   (Somnath   Jadhav)