

AJAZ BAIG



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PROFESSIONAL PROFILE

Academic administrator with 14+ years of experience in higher education and 5+ years of specialized expertise in examination management and automation. Proven ability in CBCS implementation, academic ERP development, and large-scale exam operations. Skilled in designing secure, automated systems for result processing, revaluation tracking, and timetable generation, alongside grievance management solutions that improved student experience.

EXPERIENCE

OCTOBER 9, 2019 – PRESENT (5 YEARS 10 MONTH)

SECTION OFFICER, EXAMINATION SECTION,

PRESIDENCY UNIVERSITY, BENGALURU

- **Policy Compliance & Governance**
Operated in strict adherence to university policies, academic regulations, and statutory guidelines, ensuring fairness, transparency, and compliance across all examination processes.
- **Examination Planning & Scheduling**
Designed and implemented **clash-free examination timetables** by analyzing course structures and student enrollments; assigned invigilators strategically by mapping their availability against departmental timetables.
- **Result Management & Publication**
Successfully managed the **end-to-end lifecycle of examination results**, including data validation, automated result processing, and secure online publication for a student body exceeding 34,000 candidates.
- **CBCS (Choice Based Credit System) Implementation**
Implemented and managed CBCS framework, enabling automated credit allocation, GPA/CGPA computation, and elective course mapping within the ERP system to ensure academic flexibility and compliance with UGC norms.
- **Automation & ERP Systems**
Spearheaded development and optimization of **custom ERP solutions** (including ayajazz.in and presidencyexams.com) for seamless administration of exams, covering tasks such as admit card generation, seating plan automation, and real-time updates.
- **Technology & Data Management**
Applied advanced **SQL and Microsoft Access** techniques for result computation, including **absolute and relative grading systems**, and automated report generation to reduce manual intervention.
- **Analytical Reporting & Dashboards**
Delivered **interactive dashboards** and analytical insights via **Power BI** to senior leadership, enabling **data-driven decisions** for policy enhancements and process improvements.

➤ **Digital Credentialing & Compliance**

Coordinated with national academic platforms like **NAD and ABC** to ensure smooth integration of **digital certificates and credit transfer frameworks**.

➤ **Server Administration & Security**

Oversaw server management, ensuring **high availability, secure deployment**, and robust data backup mechanisms for all exam-related web services.

➤ **Quality Assurance & Fairness**

Conducted rigorous audits of examination processes and software systems, ensuring **accuracy, integrity, and error-free operations** in compliance with academic standards.

➤ **Data Privacy & Cybersecurity**

Implemented **industry-standard security measures** to protect sensitive student information and maintain confidentiality throughout the examination cycle.

2014 – 2016 (3 YEARS)

LECTURER (PART TIME),

PREMIER INSTITUTE OF NURSING COLLEGE GAURIBIDANUR.

- Computer Fundamentals & C Programming
- Computer Applications

2010 – 2019 (9 YEARS)

LECTURER,

A. E. S NATIONAL COLLEGE GAURIBIDANUR

- Computer Fundamentals & C Programming
- Basic Java Unix Programming
- Operating Research & Programming in 'C'
- Computer Applications

EDUCATION

Qualification	Year	Institution
Ph.D. (CSE)	Pursing	Presidency University, Bengaluru
M.C. A	2018	Sikkim Manipal University
M.Com	2014	Vinayaka Mission University
B. Com	2011	A.E.S National College Gauribidanur
PUC	2007	S.S.E.A. Govt. P. U College Gauribidanur
SSLC	2005	S.S.E.A. High School Gauribidanur

PROGRAMMING SKILLS

- Programming: C, C++, Java, Python, VB, PHP, SQL, HTML, CSS, Power Shell, Java Script, Unix.
- Data Tools: Power BI, Tableau, MS Excel (Advanced: Power Query, VBA)
- ERP Platforms: Custom Exam ERP, CAMU, Logysis, Linways, Betsoft.
- Database & Automation: MS Access, Advanced SQL for result processing and reporting
- Other Software: Tally, VS Code, Navicat.

KEY PROJECTS

- **Developed website for publishing results of Presidency University. – <https://www.presidencyexams.com>**
 - Enabled real-time result processing with secure student access and automated grade review application.
 - Integrated responsive design and database-driven architecture for seamless scalability.
- **Developed ERP website for conducting Government and External Exams – <https://www.erp.ayajazz.in>**
 - Automated exam scheduling, hall ticket generation, and result processing for multiple institutions.
 - Enhanced system security and ensured compliance with academic governance policies.
- **Successfully managed the Global Education Fair and Job Fair 2025 for 6000+ candidates through the university's robust web application.**
 - Automated key processes: registration, admit card generation, attendance tracking, and venue allocation.
 - Strengthened campus security by enabling real-time candidate verification and intruder detection.
- **Web application enabled flawless execution of the university convocation for four consecutive years.**
 - Automated registration, seating arrangements, and degree distribution for thousands of graduates.
 - Achieved zero logistical errors and positive acknowledgment from students and faculty.
- **Extended web application capabilities to track in-person attendance during convocation and manage degree dispatch for in-absentia candidates.**
 - Implemented automated courier tracking for degree delivery, ensuring timely distribution.
 - Enhanced event analytics for future planning and operational improvements.
- **Developed website for Al-Ameen Anjuman Urdu D.El.Ed. College, Kolar. – <https://www.alameenanjumanurduded.in>**
 - Delivered a fully responsive, government-compliant design with optimized navigation for users.
 - Integrated features for announcements, admissions, and academic transparency.

ACHIEVEMENTS

- Successfully conducted external exams for 64,000+ students over 3 years with zero operational failures, ensuring transparency and accuracy.
- Reduced exam processing time by 40%, saving hundreds of man-hours through streamlined processes and automation.

- Achieved zero timetable clashes across multiple programs for over 34,000 students, optimizing academic scheduling.
- Delivered secure and real-time result publishing for the entire university, significantly improving student satisfaction and reducing grievances.
- Executed four consecutive convocations flawlessly, earning institutional recognition for precision and coordination.
- Delivered Power BI-driven analytical dashboards for senior leadership, enabling data-driven decisions on resource allocation and policy improvements.
- Led compliance-driven integration with national academic platforms (NAD and ABC) for digital credentialing and credit transfer processes.
- Implemented a token-based grievance redressal system using MS Access, handling 200–300 students daily, reducing wait times and improving safety by eliminating long queues.

ADDITIONAL SKILLS

- Strong understanding of academic policies, regulations, and compliance standards (AISHE, NAAC, NBA)
- Skilled in grievance management process optimization and student service workflows
- Proficient in data validation, auditing, and quality assurance for academic records
- Excellent policy documentation, reporting, and regulatory communication
- Ability to coordinate with accreditation bodies and external agencies for institutional audits.

PERSONAL INFORMATION

Permanent Address	:	2nd Cross Chikkaballapur Road, Hirebidanur(V), Gowribidanur (T), Chikkaballapur (D)
Current Address	:	#77 Anjanadri Nilaya, Vajrakaya layout, Singanayakanahalli, Yelahanka, Bangaluru 560064
Date of birth	:	10-11-1989
Gender	:	Male
Mobile No	:	9449278702
Email ID	:	ajaz.ajazbaig@gmail.com
Website	:	www.ayajazz.in

Signature
Ajaz Baig