

PROFILE

1. Personal Information:

1.	Name	:	Gangaram Krishna Surve
2.	Date of Birth	:	26/11/1973
3.	Category	:	Open
4.	Religion	:	Hindu
5.	Nationality	:	Indian
6.	Residential Address	:	A-003, Parth Ganesh CHS Ltd., Plot No.21 to 24, Sector-8, New Panvel (East), Taluka-Panvel, District-Raigad, Pin-410206
7.	Email ID	:	gksurve@ckthakurcollege.net / gksurve26@gmail.com
8.	Cell No.	:	8080122970 (WhatsApp) / 9324372970



2. Educational / Professional Qualification:

Qualification	Board / University	Month & Year	Percentage /Grade
S.S.C.	Maharashtra State Board of Secondary & Higher Secondary Education	March-1989	75.14
H.S.C.		March-1991	64.00
English T/W 30 wpm	Bureau of Govt. Examinations, M.S., Pune Govt. Commercial Certificate Examination	October-1991	A Grade
B.Sc. (Physics)	University of Mumbai	October-1994	55.00
B.Ed.	University of Mumbai	March-1996	53.60
Certificate Course in Computer Operation	Maharashtra State Board of Vocational Examination	July-1997	First Class
MS-CIT	MSBTE & MKCL	July-2005	75.00
Yoga Summer Course	Yoga Vidya Niketan	May-2001	---
Yoga Study	Shri Ambika Yogashram, Thane	28-06-2009 to 28-09-2009	---

3. Participation in Extra-curricular, Extra-co-curricular, Sports, Cultural Activities

Sr. No.	Activity	Name of Institution	Date/Year	Achievement
1	The Pre-Elementary Examination in English	Tilak Maharashtra Vidyapeeth, Pune	February-1984	First Class
2	Third Examination in	Maratha Mandir, Maharashtra Vidyapeeth, Mumbai	March-1986	First Grade

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	English			
3	Fourth Examination in English	Maratha Mandir, Maharashtra Vidyapeeth, Mumbai	February - 1987	First Grade
4	Sixth Examination in Mathematics	Maratha Mandir, Maharashtra Vidyapeeth, Mumbai	February - 1988	Third Grade
5	Quiz Competition	Barrister Nath Pai Vachanmandir Katta, Katta, Tal.-Malvan, Dist.-Sindhudurg	1988-1989	First Prize
6	Three Legs Running	Government College of Education, Panvel, Raigad	1995-1996	Third
7	Drama (Wrong Number)	Government College of Education, Panvel, Raigad	1995-1996	Participation
8	English Essay	PTA, CKT Vidyalaya, New Panvel	22-01-2010	Second

4. Service Experience and Administrative Work:

Sr. No.	Name of Institution	Period	Designation
1.	Kubal, MIDC, Kudal, Dist.-Sindhudurg	April-1989 May-1989	Labour Technical Labour
2.	कुलभूषण, कॅ. सुभेदार, बाबुराव शिवाजी धुरी ट्रस्ट चे कॅ. विर तु. ह. वाजेकर मागासवर्गीय विद्यार्थी वसतिगृह, काळुंद्रे, शिवकर रोड, उसर्ली खुर्द, ता. पो. पनवेल, जि. रायगड	02-10-1994 to 14-06-1996	Manager And Part-Time Teacher
			<ul style="list-style-type: none"> Monitoring regular Attendance of students at School Monitoring regular completion of home work of students Monitoring food and study material distribution Teaching Science and Mathematics to Students Monitoring discipline Teaching moral education and conduct of daily prayer
3.	Shri Swami Vivekanand Shikshan Sanstha, Kolapur's Janata Vidyamandir, Ajiwali, Tal.-Panvel, Dist.-Raigad	01-07-1996 to 29-08-1996	Assistant Teacher (Secondary Section) (Marathi Medium)
4.	Janardan Bhagat Shikshan Prasarak Sanstha's Changu Kana Thakur Vidyalaya, New Panvel	02-09-1996 to 07-05-1997	Assistant Teacher (Secondary Section) (Marathi Medium)
			<ul style="list-style-type: none"> Maintained attendance musters of non-teaching staff Computation of Salary of non-teaching staff Monitoring work allocation of non-teaching staff Monitoring cleanliness of campus from non-teaching staff Preparation of functions and mega events of the School with the help of non-teaching staff

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	<ul style="list-style-type: none"> Monitoring purchase, distribution and proper utilisation of house-keeping material and stationery Maintaining Stock Register of stationery Monitoring discipline 		
5.	Janardan Bhagat Shikshan Prasarak Sanstha, Panvel	02-09-1996 to 27-09-2000 full time & then till Dec-2015 on requirement basis	Executive
	<ul style="list-style-type: none"> Correspondence with Charity Commissioner for 1st change of constitution and reporting of change in trustees / directors Correspondence with CIDCO for application for land, purchase of land, registration of land agreement, approval of plans, obtaining of various NOC's for construction, obtaining occupancy certificate, payment of lease premium and service charges Coordination between Management, Architect and Contractor during constructions of school and college building in New Panvel and Ulwe Purchase of construction material by following inviting quotation, preparing comparative statements, management approval, issue of work/purchase order, checking delivery of material and bills, approval of bills for payment from management. Made previous accounts of Sanstha with annexures as per requirement of Charity Commissioner Maintained accounts of Sanstha Head Office Preparing final accounts of Sanstha by consolidation of accounts of all branches and get audited with compliance of audit queries. Designed excel sheet for consolidation of accounts with internal links which is used till date by Sanstha H.O. Preparing budget of Sanstha Head Office. Preparing consolidated budget of Sanstha with all branches and preparing surplus / deficit statement branch-wise. Supervision on day to day construction activity and 100% attendance on slab casting work along with architect and site-supervisor. Demarcation of land to be purchased and fixing boundaries in presence of CIDCO engineers (Khanda Colony, Kharghar and Dronagiri plots purchased from CIDCO) Maintaining record of soil testing, concrete testing during construction Monitored proposal of Term Loan and Cash Credit required for purchase of land and construction of building along with mortgage of Sanstha property for the loan. Also monitored regular repayment of loans and closure of the loans. Monitored process of recruitment of teaching and non-teaching staff consisting all steps from requirement-advertisement-calls-interview-appointment orders. 		

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	<ul style="list-style-type: none"> • Daily reporting to management for every development in all projects with financial status. • Prepared proposals for starting Junior College, Senior College, Industrial Safety Institute, Fashion & Interior Institute, Management College and Law College. • Prepared DPR and presentations before committee visit for Management and Law College till getting permission to college – made follow-up at DTE, JTDE, Mantralaya, AICTE, Bar Council of India at Mumbai and Delhi Offices. • Prepared inspection reports for Management College and help them to prepare fees revision proposals to Shikshan Shulk Samitee. • Regular visits to branches of Sanstha for internal audit and training to the administrative staff for maintaining accounts, preparing budget and accounts. • Implementation of EPF scheme to employees of various branches of the Sanstha under special scheme. • Assisted Sanstha’s constitution revision committee (2nd Time) for preparing drafts, revised drafts, approval of management and charity commissioner and printing of booklet in English and Marathi. • Prepared property change report and got approved from the Charity Commissioner. • Prepared proposal for approval of CKTV School building rent from PWD department-Alibag, made follow-up and got it approved. • After joining college also help to Sanstha H.O. for consolidation of budget and accounts of all branches and audit form CA deputed by the Sanstha. 		
6.	Janardan Bhagat Shikshan Prasarak Sanstha’s Changu Kana Thakur Arts, Commerce and Science College, New Panvel	28-09-2000 to till date (Current Occupation)	28-09-2000 Junior Clerk 01-10-2003 Senior Clerk 02-10-2006 Head Clerk (Current Designation)
<ul style="list-style-type: none"> • All correspondence with Joint Director Office • Preparation and presentation of Assessment and Audit of Salary and Non-Salary Grant • Preparation of proposals for grants from UGC, University, DST, etc. (CPE, GDA, BSR, FIST, RUSA, UBA, Travel Assistance, Merged Schemes, Schemes for SC/ST, Additional Assistance, presentation before UGC committee, utilisation of grants, preparation of utilisation reports, presentation before UGC scrutiny committee up to settlement of the grants. • Correspondence with MSEDCL for installation of HT line connection with separate DP, registration of agreement, establishment of DP with transformer, KIOSK, HT meter, construction of meter room. Monitored purchase, billing, inspection, etc. • Establishment of Science & Commerce Resource centre under CPE grant from UGC • Monitoring smooth conduct of admission process by implementing various 			

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	<p>ideas like token, seating arrangement of students & parents, providing information, counselling, attending queries of students & parents, etc.</p> <ul style="list-style-type: none"> • Foreign students - admissions, FRRO registration, compliance with ICCR, residence assistance, providing various certificates required for VISA extn., etc. • Conduct of procedures in disciplinary cases in college, grievances at university, etc. • Handling of situations of accidents in campus, health issues of staff in campus, First Aid • Specific work allocation of each and every non-teaching staff • Preparing report and conduct of administrative audit • Assisting IQAC in preparation of RAR, assisting IQAC during visit of NAAC peer team visit, preparation of documentation for administrative office and presentation before committee • Correspondence with Police station • Establishment of fire hydrant and fire extinguishers in the campus and monitoring training to the staff • Handling charge of Treasurer of Sanstha's employees Patsanstha • Preparation of various MoU's of college with other institutions • Designed excel sheet for programme-wise budget and its various consolidations. • Designed excel sheet for consolidation of accounts.
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5. Appointment on Various Committees

Sr. No.	Title of the Committee	Roll in Committee
1	IQAC Administrative Committee	Member
2	Budget Committee	Member (Secretary)
3	U.G.C. Planning Board	Member (Secretary)
4	Admission Committee	Member
5	Autonomy Monitoring Committee	Member
6	Finance Committee	Member (Secretary)

6. Participation in Organising Seminar / Conference / Workshop

Sr. No.	Topic	Organised by	Level	Period
1	IT Raigad 2000	Karnala Vision 2000 (Volunteer) At-Ayush Resort, Shedung, Panvel	Local (Seminar)	05-01-2001
2	College Administration	Changu Kana Thakur Arts, Commerce and Science College, New Panvel (Convenor)	Local (Seminar)	13-09-2004
3	College Administration and Personality	Changu Kana Thakur Arts, Commerce and Science College, New Panvel	State (Seminar)	24-04-2015 and 25-04-2015

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	Enhancement of Administrative Staff	(UGC Sponsored) (Co-Convenor)		
4	Digitization of Important Documents of the Institution and Communication Skills for Administrative Staff	Changu Kana Thakur Arts, Commerce and Science College, New Panvel (J.B.S.P. Sanstha, Panvel Sponsored – Silver Jubilee Year Celebration Activity) (Co-Convenor)	Local (Workshop)	21-10-2018
5	Hands-on Training to Administrative Staff for Handling Softwares	Changu Kana Thakur Arts, Commerce and Science College, New Panvel (J.B.S.P. Sanstha, Panvel Sponsored – Silver Jubilee Year Celebration Activity) (Co-Convenor)	Local (Workshop)	16-12-2018

7. Worked as Resource Person for Seminar / Webinar

Sr. No.	Topic	Organised by	Level	Period
1	Ideal System of College Office Administration	Gogate-Jogalekar College, Ratnagiri	Local (Seminar)	07-11-2018
2	Love for Work	Nana Vanjare Vidyanagari New Education Society operated Arts, Commerce and Science College, Lanja, Tal.-Lanja, Dist.-Ratnagiri	Local (Webinar)	30-06-2020

8. Seminar / Conference / Workshop / Camp Attended

Sr. No.	Topic	Organised by	Level	Period
1	Leadership Development Programme	Swadeshi Opportunity Pvt. Ltd., Thane At- Hotel Emerald Park, Chinchwad, Pune	Local	20-08-2003
2	Provident Fund, Leave, Service Book, Pension and Retirement Benefits	Rizvi Education Society's Rizvi College of Arts, Science and Commerce, Bandra (West), Mumbai - 400050	Local (Workshop)	21-12-2004
3	<ul style="list-style-type: none"> • Scheme of Govt. of India Scholarship for Weaker Section • Implementation of Reservation Policy in Admission, Recruitment, 	University of Mumbai Venue-D.B.J. College, Chiplun, Dist.-Ratnagiri	Local (Workshop)	12-01-2005 to 13-01-2005

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	Promotion, Women's & Handicapped • Maintenance of Roster			
4	Total Health	NSS Cell, H&T Edu. Dept. Govt. of Maharashtra, University of Mumbai and C.K.T.A.C.S. College	State (Camp)	07-11-2005 to 14-11-2005
5	Re-accreditation – A Process towards Quality Enhancement : Methods & Procedures	C.K.T.A.C.S. College, New Panvel (Sponsored by NAAC, Bangalore)	National (Seminar)	25-04-2009 and 26-04-2009
6	NAAC Re- accreditation Process	C.K.T.A.C.S. College, New Panvel	Local (Workshop)	10-11-2009
7	MS-Office, Internet and Hardware Fundamentals	Dept. of Computer Science and I.T. C.K.T.A.C.S. College, New Panvel	Local (Workshop)	27-04-2011 to 29-04-2011
8	General Administration – For Non-Teaching Staff	Kelkar Education Trust's Vinayak Ganesh Vaze College (Arts, Science & Commerce), Mulund E, Mumbai	Local (Workshop)	27-08-2013
9	XIIth Plan of U.G.C.	U.G.C. Western Regional Office, Pune and JSM College, Alibag, Dist.-Raigad	Local (Workshop)	28-06-2014
10	Online Survey under AISHE, MIS and Students on Roll	Statistical Unit, University of Mumbai and C.K.T.A.C.S. College, New Panvel	Local (Workshop)	21-01-2015
11	Advanced MS-Excel	Dept. of Computer Science and I.T. C.K.T.A.C.S. College, New Panvel	Local (Workshop)	13-04-2015 to 16-04-2015
12	Advanced Excel Hands on Training for Administrative Staff	Maniben Nanavati Women's College, Vile Parle (West), Mumbai - 400056	State (Workshop)	24-09-2016
13	Effective Mechanism for Quality Assessment, Auditing & Accounting	Maniben Nanavati Women's College, Vile Parle (West), Mumbai - 400056	State (Seminar)	15-07-2017
14	Paperless Office – Need of Hour &	Pragati College of Arts & Commerce, Dombivli (E)	State (Seminar)	15-02-2018

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	Document Control & Record Management			
15	Guidelines for Office Documentation / Automation & 7 th Pay Commission	Daar Ul Rehmat Trust's A.E. Kalsekar Degree College, Kausa, Mumbra, Dist.-Thane	State (Workshop)	16-02-2019

Sd/-
(Mr. Gangaram Krishna Surve)