



# Dr. PANKAJ K. GUPTA

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KURUKSHETRA - HARYANA - INDIA

## Work experience

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### KURUKSHETRA UNIVERSITY

JUNE 2006 — PRESENT

#### DEPUTY REGISTRAR

*Since June 2006, I am working as Deputy Registrar in a reputed State University of Haryana i.e. Kurukshetra University which has world-wide name and fame. Kurukshetra University is the oldest University of Haryana State and has been accredited with A+ grade by NAAC (National Assessment and Accreditation Council, Govt. of India).*

*During my tenure as Deputy Registrar in Kurukshetra University, I am having varied experience of almost all the key areas of Educational Administration as during this tenure, I worked in different areas of Examinations, University's maintained Engineering College, Finance, General Administration and now in Distance Education. I worked as Finance Officer in this University and also worked as Controller of Examinations and both the positions are key positions. Working in Examinations branches initially as branch head and later on as Controller of Examinations gave me deep understanding of pre and post examination work, graduation procedures, results compilation, award of degrees and their verification. During my posting as Finance Officer in this University, I came to know about the broad working of Finance and Accounts, Auditing, Budgeting, procurement, dealing with funding agencies, project management, preparation of Financial statements like Balance Sheet, Income Statements and other related matters. Other than that, I was twice assigned the duty as OSD (Officer on Special Duty) to Vice Chancellor which is a very important position in the University as all the important files for the disposal of the Vice Chancellor are to be processed through this position and working on this position gave me clear understanding about all the procedures of Educational Administration. At one time, I performed my duties simultaneously as Controller of Examinations and OSD to Vice Chancellor which shows that multi-tasking and shouldering greater responsibilities are inherent in me and I can be dependable in achieving the organizational goals.*

### THAPAR CENTRE FOR INDUSTRIAL RESEARCH & DEVELOPMENT

MARCH 2000 — JUNE 2006

#### FINANCE AND ADMINISTRATIVE OFFICER

This was a flagship research organisation of prestigious Thapar Group of Industries. Thapar Centre for Industrial Research & Development (TCIRD) having its R&D unit at Patiala in Punjab is the core research division of Thapar Group (Ballarpur Industries Limited - BILT) which is a leader in pulp and paper product in India. TCIRD is exclusively having its RCDP section for conducive research in pulp and paper. During my tenure of more than six years in TCIRD, I worked in the core areas of Finance and Accounts and General Administration.

### NATIOANL RESEARCH & TECHNOLOGY CONSORTIUM

AUGUST 1998 — MARCH 2000

#### ADMINISTRATIVE CUM ACCOUNTS OFFICER

National Research & Technology Consortium (NRTC) situated at Parwanoo in Himachal Pradesh is a State Govt. autonomous research institute. NRTC is catering the R&D needs of the major industries located in Parwanoo and during

my tenure at NRTC, I managed complete finance and accounts and administration jobs.

## OTHER ORGANISATIONS

1988 — 1998

### ADMINISTRATIVE AND FINANCE EXPERIENCE

Apart from above experience, I am having about 10 years of experience related to Finance & Administration in Industrial / Commercial organisations.

## Education

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HIGHER SECONDARY — 1983

HARYANA SCHOOL EDUCATION BOARD

B.COM. — 1987

KURUKSHETRA UNIVERSITY

M.COM. — 1991

KURUKSHETRA UNIVERSITY

M.B.A. — 2000

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

P.G.D.C.A. — 2010

KURUKSHETRA UNIVERSITY

M.SC. COMPUTER SCIENCE — 2013

MAHARISHI DAYANAND UNIVERSITY

M.C.A. — 2014

MAHARISHI DAYANAND UNIVERSITY

Ph.D — 2017

SINGHANIA UNIVERSITY

## References

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References available upon request.