DR. PANKAJ SRIVASTAVA

HIG-28, Shree Ji Villa, Avantika Phase-II, ALIGARH
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OBJECTIVE

To get associated with an academic organization that provides me the finest work environment, excellent growth culture and contribute my best efforts for the development of the organization.

CAREER SUMMARY

- An Institute oriented professional with experience in teaching, academics and admissions, counseling, recruitment, training & development of faculty with 23 years of experience.
- Expert in teaching and guest lectures.
- Efficient in interviewing and assessing the people to form a productive team.
- Expert in counseling of students towards their studies.
- Expert in maintaining disciplinary actions.

TEACHING EXPIERENCE (23+Yrs)

- **ORGANIZATION**: **J. P. Group of Institutions**
  Meerut, Uttar Pradesh

  DESIGNATION: Professor (Chemistry)/Director Marketing
  DURATION: Since April 2021 to Till date
  JOB RESPONSIBILITIES
  Act as an internal consultant to bring attention and solutions to institutional priorities

- **ORGANIZATION**: **Madhyanchal Professional University**
  Bhopal, MP
  DESIGNATION: Professor (Chemistry)/Dean (Academics)
  DURATION: January, 2020 to April, 2021.
  JOB RESPONSIBILITIES

1. Approving faculty hiring,
2. Setting academic rules and policies,
3. Professor (Eng. Chemistry)

4. Developing academic programs and performing other administrative functions.
5. Coordinate student activities,
6. Participate in activities of faculty committees,
7. Advise president of the educational institution on academic matters
8. Provide academic counseling or advising to students and faculty
9. Helping admission team for promotional & counseling activities.

- **ORGANIZATION**: **Vishveshwarya Group of Institutions**
  (Affiliated to AKTU), Greater Noida (Near Dadri)
  DESIGNATION: Professor/Admission Head
  DURATION: November 2017 to September 2019.
  JOB RESPONSIBILITIES

1. Admission Head
2. Professor (Eng. Chemistry)
3. Principal- Vishveshwarya Institute of Polytechnic
4. Coordinator, B. Tech 1st Yr (since 2009)
5. Dy. Proctor
6. Head, Applied Science and Humanities Dept.
7. Prof. In charge, recruitment
8. Student counseling for their overall academic and personality development

Roles as an admission head

- ✓ Interacting with clients, consultants and teachers for admission related queries.
- ✓ MOU agreement between college and clients.
- ✓ Give proper training to team to perform better.
- ✓ Organize and execute plans for the institution.
- ✓ To organize seminar in various cities and towns.
- ✓ Create proposals, presentations and meetings; for proper follow up of new admissions.
- ✓ Identifying prospective clients.
- ✓ Visit entire Nepal, UP /Bihar, Jharkhand, Chhattisgarh, J & K and coordinate with each and every other consultant.

- **ORGANIZATION**: Shivalik College of Engineering
  (Affiliated to UTU), Dehradun (UK), India
  DESIGNATION: Professor
  DURATION: March 2017- September, 2017
  JOB RESPONSIBILITIES:
    1. Professor (Chemistry)

2. Admission Head
3. Dean- Student Welfare
4. Dean- Academics

- **ORGANIZATION**: **Vishveshwarya Group of Institutions**
  (Affiliated to AKTU), Greater Noida (Near Dadri)
  DESIGNATION: Professor
  DURATION: October 2005 [Joined as Lecturer] – March 2017.
  JOB RESPONSIBILITIES:
  1. Admission Head
  2. Professor (Eng. Chemistry)
  3. Principal- Vishveshwarya Institute of Polytechnic
  4. Coordinator, B. Tech 1st Yr (since 2009)
  5. Dy. Proctor
  6. Head, Applied Science and Humanities Dept.
  7. Prof. In charge, recruitment (Since 2013)
  8. Member of Anti-Ragging Committee
  9. Discipline In charge
  10. Student counseling for their overall academic and personality development

- **ORGANIZATION** : **BBDIT**, Jahangirabad, Buland shaher.(UPTU)
  DESIGNATION: Lecturer
  DURATION: 1 year

- **ORGANIZATION**: **SSITM** (UPTU), Aligarh
  DESIGNATION: Lecturer
  DURATION: Five years

- **ORGANIZATION**: **Aligarh Muslim University**
  DESIGNATION: Lecturer (Industrial chemistry), (honorarium)
  DURATION: During Research.

EDUCATIONAL QUALIFICATIONS:

- **Ph.D.** [1997] and **M. Phil.** [1995] in Physical Chemistry from **AMU, Aligarh** under the supervision of Prof. Nurul Islam.
  - Topic –"Physico-chemical studies of Biochemical Systems".

- **M Sc.** in Physical Chemistry from **AMU, Aligarh** in 1993.

STRENTH / SKILLS

- Profound knowledge of the field and ability to assimilate the skills for better results.
- Provide necessary education counseling as a education advisor to the students.
- Good organizational skills and problem solving attitude.
- Sound experience of implementing plans for positive results in the task.
- Excellent Communication
- Endorsed with good leadership and interpersonal skills.
- Positive attitude towards work.

OTHERS

- Life Time member- Indian Council of Chemists
- Chairman, ALL INDIA BOARD OF EDUCATION AND SKILL-DEVELOPMENT (a NON-GOVT. ORGANIZATION)
- Head examiner for Evaluation of Chemistry answer books of Uttarakhand Technical University (2010 & 2011)
- Senior Advisory Editorial Board Member / Reviewer- Sankalan (a science journal)

Guided 2 Ph.D./ Research scholars

RESEARCH PUBLICATIONS: 18 papers published and presented in International and National Journals/conferences/seminars.

PERSONAL

Father's Name	:	Shri Mithilesh Kumar
Marital Status	:	Single
Nationality	:	Indian
DOB	:	09/12/1971
Languages Known	:	English, Hindi.

Date:
Place: Aligarh

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