



# PROF. GANESH PATIL

## Dean Administration & HR

To contribute my extensive experience in academic administration, human resource management, and institutional planning towards enhancing quality standards of the organization. Seeking a challenging leadership role as Dean Administration where I can apply my strategic vision, organizational skills, and commitment to excellence for the holistic development of the institution.

### Contact

7774035444

Jalgaon, Maharashtra

ganesh6168@gmail.com

[www.linkedin.com](http://www.linkedin.com)

### Qualification

**Doctor of Philosophy (PhD)**  
**Human Resources Management**  
KBCNMU, Jalgaon  
Pursuing

**Master of Business Administration**  
**HRM + Marketing**  
G H Raisonni COEM, Jalgaon  
KBCNMU, Jalgaon  
2010 - 2012

**Master of Business Administration**  
**Finance + IBM**  
International University of Vienna  
Austria  
2007 - 2009

**Bachelor of Science (BSc)**  
**Biotechnology**  
MJ College, Jalgaon  
KBCNMU, Jalgaon  
2004 - 2007

### Skills

- HR Policy & Talent Acquisition
- Faculty Training & Curriculum Development
- Academic Research & Guidance
- Event Management
- Digital Marketing
- Team Management
- Academic Monitoring
- VMEDULIFE, SPSS, HRMS, MS Office
- NAAC/NBA Accreditation
- Autonomous College Work

### Professional Experience

#### Dean Administration & Assistant Professor (MBA)

KCES's COEM, Jalgaon (An Autonomous College)

- Delivered lectures in Organizational Behaviour, HRM, and Employee Relations for MBA students.
- Member of Paper Setting Panel and responsible for evaluation of university answer scripts.
- Chief Coordinator for the college's first-ever staff cultural & sports meet.
- Awarded "Best Head of Department" for academic and administrative excellence.
- Ensure alignment of administrative practices with the institution's goals and regulatory bodies (AICTE, UGC, NAAC, University, etc.)
- Supervise and coordinate all non-academic administrative departments (HR, Establishment, Transport, Security, Housekeeping, Canteen, etc.)
- Coordinate with HR for recruitment, training, appraisal, and welfare of non-teaching staff.
- Liaise with external bodies for inspections, approvals, and audits.
- Provide administrative support for organizing seminars, workshops, conferences, examinations, and other college events.

SEPT  
2024

PRESENT

#### HR Head & Assistant Professor (MBA)

G. H. Raisonni COEM, Jalgaon (An Autonomous College)

- Trained and coached new employees when onboarding on matters such as institutions rules, regulations and safety standards.
- Completed and updated college records on official bodies like AICTE, DTE, MSBTE
- Managed institution's hiring processes, assisting in tasks such as creating job descriptions and selecting candidates.
- Working as a Head of Team Admission & coordinated Branding activities of the institutions.
- Delivered seminars & taken workshops across the region for student of admission counselling.
- Handled college work on website like NIRF, AISHE, NMU, MHACET, DTE & CET CELL.
- Handling inspection committee of NAAC, NBA, AUTONOMY, AICTE, DTE & University.
- Managed employee requests regarding Human Resources issues, rules and regulations.
- Carried out complex administrative tasks by organizing workloads and priorities between teams and responding to issues promptly.
- Liaised with Payroll concerning the monthly payroll process to avoid payment errors for employees.

Mar  
2009

SEPT  
2024

## Publications, FDPs & Conferences

### Languages

- English
- Hindi
- Marathi

### Certifications

- **Diploma in Softskills and Personal Development**

By KKS University, Ramtek – 2007-2008

- **IP Awareness Training Program**

Under NIPAM by  
Intellectual Property Office,  
Govt. of India – 30th May 2025

- **International Webinar**

Formulating Research Problem  
By Skill Activate – 9th June 2025

- **HP LIFE Courses**

Resume Writing and Job  
Interviewing – 23<sup>rd</sup> June 2025  
Effective Leadership – 23<sup>rd</sup> June 2025  
Business Email – 23<sup>rd</sup> June 2025  
Success Mindset – 26<sup>th</sup> June 2025

### References

#### Dr. Manish Awasthi

Dean Academics,  
NIT, Nagpur  
moa007@gmail.com,  
9921410333

19<sup>th</sup>  
MARCH  
2025

#### Research Publication –

##### "Employees' Well-Being at the Workplace"

Published in INSPIRA – Journal of Modern Management and Entrepreneurship (UGC Approved)

- ISSN: 2231-167X, Vol. 15 No. 01 (Jan–Mar 2025)
- **Impact Factor: 7.866**

14-15  
OCT  
2024

#### Paper Presented –

##### "Employee Well-Being and Mental Health in the Workplace"

Presented at the **International Conference (ICICAR-2024)**

26<sup>th</sup> MAY  
–  
1st JUNE  
2025

#### Faculty Development Programs –

##### Research Methodology and AI Integration: Redefining Academic Research Excellence

- Organized by Inspira Research Association & KCES
- Covered advanced research techniques and applications of AI in academic research

24 - 31  
MARCH  
2025

#### Harnessing the power of Humans and Machines: The Evolution from Industry 4.0 to 5.0

- Organized by KCES IMR Jalgaon
- Focused on emerging technologies, digital transformation, and the future of industry

10 - 17  
JUNE  
2025

#### First Hand Experience on SPSS – Introductory Module

- Conducted by Research Foundation of India
- Association with Parul University, Gujarat

23 - 27  
JUNE  
2025

#### Research Design Methodology

- ISTE Approved
- Organized by D Y Patil College of Engineering

9 - 27  
JUNE  
2025

#### Generative AI and Agentic AI

- Organized by EXCELR
- 30 Hours online FDP