

HIMANSHU S. RAVAL**Senior Clerk — College Administration & Academic Affairs**

Managed by: Banaskantha District Kelavani Mandal (BKDKM), Palanpur

**EXECUTIVE PROFILE**

Dedicated and result-oriented administrative professional with extensive experience in higher education governance, institutional data reporting, and office automation. Proven track record in executing university administrative policies, coordinating state and national survey projects (AISHE), and driving digital transformation across college office operations.

PERSONAL & OFFICIAL DETAILS

Designation	Senior Clerk / Admin Staff
Institution	G. D. Modi College of Arts
Parent Body	BKDKM, Palanpur
Email Contact	himanshu.raval@gujgov.edu.in, himanshu.raval@gdmca.ac.in
Phone / Mobile	+91 90165 42860
Residential Address	Akshatam Bunglows-1, Akesan Rd, Palanpur

EDUCATIONAL BACKGROUND**Bachelor of Commerce (B.Com)****Commerce & Accountancy Focus — 2016**

Comprehensive grounding in financial record keeping, business organization, and administration.

Diploma in Instrumentation & Control

Gujarat Technological University, Gujarat · 2011

Technical analytical skills, equipment verification, and technical process automation.

KEY INSTITUTIONAL RESPONSIBILITIES**Governance & Files**

Managing daily office operations, maintaining government registers, and ensuring regulatory compliance with UGC & State Education norms.

AISHE Data Nodal Work

Leading institutional data collection, verification, and portal upload for the All India Survey on Higher Education (Ministry of Education).

Digitalization & IT

Executing office automation projects, digitalizing student academic records, and upgrading computer administrative systems.

KEY AWARD & OFFICIAL RECOGNITION**Management Appreciation & Cash Award for Computerization Excellence**

Awarded by Banaskantha District Kelavani Mandal (BKDKM) — August 22, 2022

Honored with an official Letter of Appreciation and a **₹3,000 Cash Reward** for exemplary performance in completing Computer Proficiency Training and leading office digitization tasks across the college administration.

PROFESSIONAL DEVELOPMENT & TRAINING CERTIFICATIONS



Online Professional Development Programme (PDP) for Administrative Staff UGC – Malaviya Mission Teacher Training Centre (MMTTC), Gujarat University, Ahmedabad

4 WEEKS

Duration: Nov 11, 2024 to Dec 10, 2024 | Certificate Code: MMTTC/2425/PDPAdmin/31

Completed intensive month-long professional training covering modern university administration, civil service rules, file management, and digital governance.



All India Survey on Higher Education (AISHE) Data Completion

GOVT OF INDIA

Ministry of Education, Department of Higher Education, Government of India

Survey Year: 2023–2024 | Ref Code: C-6889-2023 (Dated 11/02/2025)

Successfully compiled, audited, and submitted the official institutional higher education statistics for college accreditation and national survey indexing.



Two-Day Administrative Staff Workshop (TEERTH Initiative)

STATE LEVEL

Knowledge Consortium of Gujarat (KCG) & Gujarat Arts & Science College, Ahmedabad

Dates: July 15–16, 2025 | Certificate Code: KCG/TEERTH/WAS/2025-26/052

Participated in state-level capacity building workshop focused on advancing office management protocols, digital administrative workflows, and institutional efficiency.



Professional Skills for Administration (7-Days Workshop)

7 DAYS

Banaskantha District Kelavani Mandal (BKDKM), Palanpur

Duration: October 27, 2025 to November 06, 2025

Specialized non-teaching administrative staff development workshop emphasizing organizational communication, office procedure mastery, and administrative record management.

KCG State Webinar: Innovation & Economy Knowledge Consortium of Gujarat (KCG)

Date: April 26, 2024 | Cert: WEB/2023-24/4746

KCG State Webinar: Women Rights Knowledge Consortium of Gujarat (KCG)

Date: March 20, 2024 | Cert: WEB/2023-24/1800

CORE COMPETENCIES & IT SKILLS

Office Software & IT

MS Word, Excel, PowerPoint, Google Workspace, Administrative Portals & MIS Systems.

Governance & Drafting

Official correspondence, file processing, university correspondence, and administrative registers.

Survey & Data Portals

AISHE Portal management, data compilation, record verification, and institutional reporting.

CERTIFIED CCC+ COMPUTER EXAMINATIONS · PASSED WITH DISTINCTION

SPIPA: Circular No. EXAM/CCC+EXAM/SPIPA/JAN-25/(38-1)P.P. II | Dated: 07/02/2025 | Seat No.: 02

GTU: Notification No. GTU/CCC-Exam-February-2025/1276 | Notification No. 46/2025 | Dated: 13/02/2025 | Seat No.: C2402669792

BAOU: Ref. No. BAOU/REG/EXAM/7629/2024 | Dated: 21/12/2024 | Reg. No.: BAOU240650602