Dr. RIKESHKUMAR MAHESHBHAI PATEL

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CAREER OBJECTIVE

To contribute effectively to higher education administration, academic governance, and institutional development by leveraging over 16 years of university administrative experience and doctoral research expertise in Philosophy, while continuing to grow professionally and academically.

PROFESSIONAL PROFILE

Dedicated higher education professional with over 16 years of continuous service at the Institute of Language Studies and Applied Social Sciences (ILSASS), CVM University (since October 2010). Experienced across the full spectrum of college and university administration, including student fee administration, online admissions, examination coordination, academic certification, government scholarship processing, employee service records, institutional asset management, and office IT support. Holds a Ph.D. in Philosophy (2026) with peer-reviewed research publications exploring the cultural, philosophical, educational, and ethical significance of the Vachanamrut.

CORE COMPETENCIES

- Academic & University Administration
- Student Fee & Scholarship Processing
- Employee Service Books & Biometric Attendance
- Estate & General Office Operations
- Admissions & Examination Coordination
- Student Certification & Records Management
- Institutional Asset & Dead-Stock Management
- Office IT & Hardware Support

PROFESSIONAL EXPERIENCE

Administrative Head | Institute of Language Studies and Applied Social Sciences (ILSASS), CVM University

11 April 2025 – Present

Administrative Support Staff | Institute of Language Studies and Applied Social Sciences (ILSASS), CVM University

01 October 2010 – 11 April 2025

Key Administrative & Operational Responsibilities:

- Manage student tuition fee collection, examination fee collection, and financial reconciliation records.
- Execute online student admission workflows and coordinate CVM University examination processes.
- Prepare, verify, and issue official student documents, including bonafide, transfer, and transcript certificates.

- Coordinate State and Central Government scholarship applications and disbursements for SC, ST, and OBC students.
- Maintain confidential employee leave records, college service books, and staff biometric attendance systems.
- Maintain institutional dead-stock registers, asset inventories, and college estate maintenance operations.
- Process student concession passes for state bus and railway travel.
- Provide frontline technical support and troubleshooting for office computers, laptops, printers, and projectors.

EDUCATIONAL QUALIFICATIONS

Qualification	University / Board	Year	Percentage / Result
Ph.D. (Philosophy)	CVM University, Vallabh Vidyanagar	2026	Awarded
M.A. (Philosophy)	Sardar Patel University	2006	69.71%
B.A.	Sardar Patel University	2004	73.23%
H.S.C. (12th)	GHSEB	2001	47.33%
S.S.C. (10th)	GSEB	1998	46.71%

DOCTORAL RESEARCH

Thesis Title: ***"Usefulness of the Study of Culture and Education of Vachanamrut"***
Research Period: February 2021 – 2026
Research Guide: Dr. Uma Sharma, Assistant Professor, Department of Philosophy, Nalini & Arvind Arts College, Vallabh Vidyanagar, Anand, Gujarat.

Research Focus: Examines the cultural, philosophical, educational, and ethical significance of the Vachanamrut, analyzing its relevance to human values, moral development, spiritual awareness, character formation, social harmony, cultural preservation, and value-based education, as well as its practical application in contemporary education and daily life.

RESEARCH PAPERS & PUBLICATIONS

1. **"The Importance of Teaching on the Basis of Vachnamrit"** — SHODH SANCHAR BULLETIN (UGC-Approved CARE-Listed Journal), Sanchar Educational & Research Foundation, Vol. 11, Issue 41, 27 March 2021.
2. **"વચનામૃતમાં જ્ઞાનની સ્થિતિનું માહાત્મ્ય"**, The Research Guru (Online E-Journal), Vol. 16, Issue 1, 10 June 2022.
3. **"Importance of Management Based on 'Vachnamrut'"** — International Conference on "AVARTAKA" in Education for Human Service (24–25 February 2023), Vol. 13, No. 2, June 2023.

4. **“વચનામૃતમાં એકાંતિક ધર્મનું માહાત્મ્ય”**, International Conference on LSRM (21–22 January 2023); ATMAJ Academic Research Journal, Vol. 18, Issue 16, July–December 2022.

TECHNICAL SKILLS & CORE STRENGTHS

Computer & IT Proficiency: MS Office, Internet & Online Portal Operations, Basic Hardware/Office Equipment Support (Desktops, Laptops, Printers, Projectors).

Key Strengths: Administrative Coordination, Attention to Detail, Multitasking, Problem-Solving, Teamwork, Determined & Structured Work Ethic.

PERSONAL DETAILS

Date of Birth	24 February 1981	**Nationality**	Indian
Gender	Male	**Marital Status**	Married
Languages Known	Gujarati, English, Hindi	**Interests**	Reading, Traveling

Place: Vallabh Vidyanagar

(Dr. Rikeshkumar Maheshbhai Patel)