

PERSONAL PROFILE



Name : **KHOKAN MAITY**
Date of Birth : **25.11.1980**
Permanent Address : Ganga-208, Sangam Garden, Tantigeria, Midnapore, Dist-
Paschim Medinipur, Pin- 721102.
Contact No. : 9476332173
Email Id : fo@bankurauniv.ac.in
Areas of Specialization : Accountancy in M.Com. and Finance in M.B.A.
Present Designation : Finance Officer, Bankura University, P.O.- Purandarpur, Dist-
Bankura, Pin- 722155.

Particulars of Academic Qualifications

Sl. No	Name of the Examination	Name of the Board/ University	Year of Passing
01	Madhyamik	W.B.B.S.E.	1996
02	H.S.	W.B.C.H.S.E.	1998
03	B.Com. (Hons.)	C.U.	2001
04	M.Com.	C.U.	2003

Particulars of Professional Qualification

Sl. No.	Name of the Examination	Specialization	Name of the Institute	Year of Passing
01	M.B.A.	Finance	S.M.U.H.M.T.S.	2009

Particulars of Technical Qualification

Sl. No.	Name of the Examination	Specialization	Name of the Institute	Year of Passing
01	Diploma in Computer Application	Financial Accounting	Apex Computer Education	2004

Particulars of Administrative Experiences

Sl. No.	Name of the Organization	Position Held	Duration		Nature of Works
			From (Date)	To (Date)	
01	NIS Securities Management Pvt. Ltd.	Accounts Assistant	02.12.2004	22.02.2006	Administration
02	Paschim Banga Sarva Sikhsa Mission, Govt. of West Bengal, School Education Department.	Accountant	23.02.2006	30.04.2007	Administration
03	Rabindra Bharati University	Accounts Officer	02.05.2007	24.05.2009	Administration
04	Vidyasagar University	Audit Officer (Selection Grade)	25.05.2009	19.07.2021	Administration
05	Bankura University	Finance Officer	20.07.2021	Till now	Administration

Particulars of Positions held/ holding

Sl. No.	Name of the Organization	Position held/holding	Name of the Committee/Cell	Duration		Nature of Works
				From (Date)	To (Date)	
01	Vidyasagar University	Convener	Purchase Committee	28.02.2018	19.07.2021	Administration
02	Vidyasagar University	Member	Works & Tender Committee	28.02.2018	19.07.2021	Administration
03	Vidyasagar University	Member	Screening Committee, Non-Teaching Staff	21.04.2016	19.07.2021	Administration
04	Vidyasagar University	Member	Pay Fixation and Entitlement Committee	27.11.2017	19.07.2021	Administration
05	Vidyasagar University	Member	Placement Cell	26.07.2018	19.07.2021	Administration
06	Vidyasagar University	Member	Tender Opening Committee	21.08.2010	19.07.2021	Administration
07	Vidyasagar University	Member	Working Committee, Centre for Adult & Continuing Education	08.06.2018	19.07.2021	Administration

08	Vidyasagar University	Member	Working Committee, NSS	30.01.2016	19.07.2021	Administration
09	Vidyasagar University	Member	Central Selection Committee, B.Ed.	11.03.2012	30.06.2017	Administration
10	Vidyasagar University	Member	Space, Planning & Development Committee	26.03.2018	19.07.2021	Administration
11	Vidyasagar University	Member	Centre for Internal Quality Assurance	27.03.2018	19.07.2021	Administration
12	Vidyasagar University	Member	Centre for Environmental Studies	27.03.2018	19.07.2021	Administration
13	Vidyasagar University	Member	Campus Security Supervision Committee	30.05.2018	19.07.2021	Administration
14	Vidyasagar University	Member	Scrutinize the draft of revised Statute Committee	22.12.2017	19.07.2021	Administration
15	Vidyasagar University	Member	Campus Security Supervision Committee	30.05.2018	19.07.2021	Administration
16	Vidyasagar University	Member	Biometric Attendance System Committee	28.07.2015	19.07.2021	Administration
17	Vidyasagar University	Member	Grantha Guchha Committee	26.03.2018	19.07.2021	Administration
18	Vidyasagar University	Member	Disposal of uprooted Trees Committee	26.03.2018	19.07.2021	Administration
19	Vidyasagar University	Member	Working Committee, NSQF Scheme	04.09.2018	19.07.2021	Administration
20	Bankura University	Secretary	Finance Committee	20.07.2021	Till now	Administration
21	Bankura University	Member	Purchase & Tender Committee	20.07.2021	Till now	Administration

22	Bankura University	Member	Planning & Development Committee	28.07.2023	Till now	Administration
23	Bankura University	Member	Building Committee	28.02.2024	Till now	Administration
24	Bankura University	Member	Canteen Committee	02.08.2023	Till now	Administration
25	Bankura University	Member	Internal Pay Committee	07.08.2023	Till now	Administration
26	Bankura University	Member	IQAC Cell	20.07.2021	Till now	Administration
27	Bankura University	Member	Research Grant Committee	27.12.2023	Till now	Administration
28	Bankura University	Member	Fees Committee	20.07.2021	Till now	Administration
29	Bankura University	Member	Guest House Committee	07.08.2023	Till now	Administration
30	Bankura University	Member	ICT Committee	06.01.2022	Till now	Administration
31	Bankura University	Member	NAAC Committee	23.11.2021	Till now	Administration
32	Bankura University	Member	Quarters Maintenance & Development Committee	02.08.2023	Till now	Administration
33	Bankura University	Member	Service Book Committee	22.08.2021	Till now	Administration
34	Bankura University	Member	Welfare Fund Committee	29.04.2024	Till now	Administration
35	Bankura University	Member	NSS Advisory Committee	20.07.2021	Till now	Administration
36	Bankura University	Member	Hostel Committee	08.04.2022	Till now	Administration

Particulars of Teaching Experience

Sl. No.	Name of the Organization	Position Held	Duration		Nature of Works
			From (Date)	To (Date)	
01	Vidyasagar University	Guest Teacher in Department of Master of Business Administration (M.B.A.)	01.07.2009	30.06.2016	Teaching

Training Received

Sl. No.	Name of the Programme	Organized by	Nature of Training	Duration
01	Orientation Programme in the Planning and Management of University Finances	NUEPA, New Delhi	Orientation	13-02.2012 to 17.02.2012
02	Workshop for Academic Administrators'	ASC, J.N.U., New Delhi	Workshop	28.01.2013 to 01.02.2013
03	Academic Administrators' Workshop	ASC, B.U., Burdwan	Workshop	16.04.2013 to 20.04.2013
04	Teaching with Technology	Microsoft	Training	01.10.2015 to 09.10.2015

Participated/ Paper Presentation in Seminar, Workshop and Conference

Sl. No.	Name of the Programme	Organized by	Nature	Level	Duration
01	Academic Administrators': An entrepreneur and incubator of ideas	Vidyasagar University	Seminar	National	20.11.2009 to 21.11.2009
02	Foreign University bill and proposed reforms in Indian Education	Jadavpur University	Seminar	National	08.10.2010 to 09.10.2010
03	Implementation and management of secured computer network in a higher academic institution	Vidyasagar University	Workshop	National	22.02.2011 to 24.03.2011
04	Ethics and values in Governance of Academic Administration	Vidyasagar University	Seminar	National	16.12.2011 to 17.11.2011
05	Workshop on NAAC Accreditation	West Bengal State Council of Higher Education & Vidyasagar University	Workshop	Regional	18.12.2012

06	Model financial rules and accounting format with special emphasis to the accrual basis of accounting through I.R.P.	Higher Education Department & Jadavpur University	Workshop	Regional	09.02.2013
07	Reforms in Higher Education Administration: Issues, challenges & planning	West Bengal University of Officers' Association	Seminar-cum-workshop	National	15.03.2013 to 17.03.2013
08	International Seminar on "Business in borderless Asia- the Hurdles, Possibilities and Prospects"	EIILM, Kolkata, India in collaboration with Vidyasagar University, India	Seminar	International	13.10.2018