

ANIRBAN SIRCAR



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Present Address

Flat No. 103

Swarnangan Apartment

Rabindra Bithi By pass Road

Bolpur-731204

Date of Birth

14th September, 1972

Gender

Male

Nationality

Indian

Marital Status

Married

One daughter

Linguistic Proficiency

English, Hindi, Bengali,

PROFILE :

Competent, diligent & extremely efficient hospitality professional with around **27 years** of rich experience in managing the entire field of Administration, Academics, Admissions and Relationship Management. Currently spearheading as **Assistant Registrar & In charge of Public Relations Office, Visva-Bharati, Santiniketan**

Education :

1. **Masters in Business Administration** (Specialization in **Finance**) from North Orissa University, Baripada, Orissa.
2. **Postgraduate Diploma in Training & Development** from Indian Society for Training & Development, New Delhi
3. **Masters in Business Administration** (Specialization in **Human Resource**) from Utkal University, Bhubaneswar, Orissa
4. **Masters in Tourism Management** from Indira Gandhi National Open University, New Delhi
5. **Bachelor in Business Management** from North Orissa University, Baripada, Orissa
6. **Diploma in Hotel Management, Catering and Applied Nutrition** from Indian Institute of Business Management, Patna

Key Strength Areas :

- Food & Beverage Service Human Resource Management, Public Relations, Finance & Tourism
- Hospitality, General Administration, Manpower Management, Coordination Skills
- Operations, Relationship Management, Customer Service, Quality Standards

Project, Trainings & Achievements :

- (a) **Management Development Programme** sponsored by Royal Danish Embassy and organized by Vinod Gupta School of Management, IIT Kharagpur in the year 2002, 2003, 2004, 2005 and 2006.
- (b) **Third International Conference** organized by Vinod Gupta School of Management and Humanities & Social Science, IIT Kharagpur jointly with AIB- India in January 2005.
- (c) **Executive Education Program** organized by National Council of Hotel Management & Catering Technology, New Delhi and Institute of Hotel Management, Bengalure in **Food and Beverage Management** in February 2009.
- (d) AICTE sponsored **Staff Development Programme on Strategic Marketing and Sales: Creating Competitive Advantage** conducted by the Department of Business Management, C.V. Raman College of Engineering, Bhubaneswar in April 2010.
- (e) **National Seminar on Travel & Tourism** jointly sponsored by Government of India & Government of Tamilnadu and organized by State Institute of Hotel Management & Catering Technology, Tiruchirappalli in September 2008.
- (f) Workshop on “**Emotional Intelligence**” organized by ISTM, New Delhi from 05.10.2015 to 07.10.2015.
- (g) Workshop on “**Good Governance**” organized by ISTM, New Delhi from 25.04.2016 to 29.04.2016.
- (h) International Seminar on “**Academic-Industry Collaboration: Towards Bridging Skill Gap in Tourism Sector**” organized by IITTM, Bhubaneswar from 22.02.2019 to 24.02.2019.
- (i) National Tourism and Heritage Seminar on “**Heritage and Tourism- Community, Potential & Challenges**” organized by NSHM, Durgapur on 17th and 18th April 2019.
- (j) International Conference on “ **Responsible Tourism Practices in India: Issues & Challenges**” organized by Department of Tourism Studies, School of Management, Pondicherry University on 7th to 9th December 2019.
- (k) Webinar on “**Covid 19: Renaissance of Accommodation Sector**” organized by Faculty of Hospitality & Tourism Management, Siksha'O' Anusandhan University, Bhubaneswar on 05.06.2020.
- (l) Webinar on “**Re-Imagining Heritage Tourism on the Lives & Livelihood in Post Pandemic World**” organized by Faculty of Hospitality & Tourism Management, Siksha'O' Anusandhan University, Bhubaneswar on 12.06.2020.
- (m) Webinar on “**Indian Ethos on Citizens Social Responsibility for managing present global crises**” organized by Faculty of Hospitality & Tourism Management, Siksha'O' Anusandhan University, Bhubaneswar on 29.06.2020.
- (n) Webinar on “**Career Progression in Hospitality Industry**” organized by Faculty of Hospitality & Tourism Management, Siksha'O' Anusandhan University, Bhubaneswar on 29.07.2020.
- (o) Webinar on “**Hospitality & Tourism Management Research: Methodological Analysis**” organized by Faculty of Hospitality & Tourism Management, Siksha'O' Anusandhan University, Bhubaneswar from 05.08.2020 to 11.08.2020.
- (p) Global Hospitality and Tourism Conference on “ **Experiential Management and Marketing**” Organized by Department of Tourism & Hotel Management, NEHU, Shillong from 18th to 20th March, 2021.

- (q) Webinar on “ **Sustainable Tourism Practices**” organized by Scholl of Business, ASBM University, Bhubaneswar on 21st May 2021.

Details of R&D Projects Undertaken :

Developed PC-based Information systems to facilitate check-in, check-out, occupancy and associated Management Information System for Asutosh Mookerjee Complex under the guidance of Prof. Sadhan K. De, IIT Kharagpur.

Details of Projects Undertaken :

- (a) Project titled “**Impact of Travel Agents for Upliftment of Tourism in Odisha: A case study of Bhubaneswar**” under the supervision of Mr. Dasharathi Patra, Statistical Officer, Department of Tourism & Culture, Paryatan Bhawan, Bhubaneswar and Dr. Paramita Shuklabaidya, Programme Coordinator, MTM, IGNOU, New Delhi. Submitted to IGNOU, New Delhi for partial fulfillment of Masters in Tourism Management.
- (b) Project titled “**Recruitment and Selection of employees at Varroc Group, Pune**” under the supervision of Mr. Apurba Bose, Manager (HR), Varroc Group, Pune and Mr. Sarada Prasanna Patnaik, Manager (HR), C.V. Raman Group of Institutions, Bhubaneswar. Submitted to Utkal University, Bhubaneswar for partial fulfillment of Masters in Business Administration.

Professional Experiences :

- (A) Working in **Visva-Bharati, Santiniketan** as Assistant Registrar and In charge of Public Relations Office, Central Transport Cell, University Guest houses, Watch & Ward, Garden Section & Functions & Festivals of the University.
- (B) Working as Social Media Champion and Spokesperson of the University
- (C) Worked in **People’s University, Bhopal** as Principal, School of Hotel Management, Catering Technology & Applied Nutrition.
- (D) Worked in **SYNA International College of Management Studies, Katni, Madhya Pradesh (Affiliated to Rani Durgavati Vishwavidyalaya, Jabalpur, Registered with Indira Gandhi National Open University, American Hotel and Lodging Educational Institute and Punjab Technical University & Recognized by Directorate General of Employment & Training, Government of India – Ministry of Labour & Employment & Ministry of Tourism, Government of Madhya Pradesh)** .
- (E) Worked in Ranjita Institute of Hotel Management & Catering Technology, Bhubaneswar (Affiliated to National Council for Hotel Management & Catering Technology, Noida).

Research & Publication :

1. Co- edited Book entitled “**Santiniketan An Introduction for Visitors**” ISBN: 978-81-7522-652-4 with Prof. Amrit Sen, published by Visva-Bharati in 2017.
2. Co- edited Book entitled “**Basundhara: Rabindranath Tagore on Nature and the Environment**” ISBN: 978-81-7522-668-5 with Prof. Amrit Sen, published by Visva-Bharati in 2018.

3. Co- edited Book entitled "**Santiniketan Sankipta Porichoi**" ISBN: 978-81-7522-677-7 with Prof. Amrit Sen, published by Visva-Bharati in 2018.

Anirban Sircar