

# COEP Technological University Pune



## Application for the Post of Vice Chancellor

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### I. GENERAL INFORMATION:

A	Full name of the applicant (in capital letters), with initials expanded, as in official records.	
B	Date of Birth:	
C	Present Post:  Designation and grade:  Date from which held:  Name of the Organisation:	
D	Address for communication:	
E	E-mail id:	
F	Telephone numbers for contact including STD code:  Office:  Residence:  Mobile:	

G	The Languages (including Indian) that the applicant is able to read, write and speak fluently	
H	Whether any case is pending against you in any court of law and whether you have ever been convicted by a Court of Law for any offence? If so, give details thereof.	
I	Please enclose <b>No Objection Certificate</b> for application from the parent department/ organization/ Institution as per Annexure – II	

**Note: Please enclose**

i) A certificate from the parent Department / Organization / Institution to the effect that no departmental enquiry is proposed or pending against you.

\* The selected candidate shall be required to submit a medical fitness certificate before joining

## PART - A

### 1. Educational Qualifications

Examination/ Degree	Board/ University	Institute	Subjects/ Specialization	Year of Passing	Division/ CGPA	Marks in %
Secondary						
Higher Secondary						
Graduation						
Post Graduation						
Ph.D.						
Any other						

### 2. Experience in the field of Higher Education in teaching and research in a University / Institution of repute and / or at the under-graduate and post-graduate level.

University/Institution*	Post	From	To	Total (in years and months)
<b>Total Experience:</b>				

\* Name of the University / Institution: If space provided for entering the name of the University is insufficient, use abbreviations in the column and expanded forms as foot note below the table.

**3. Details of research publications in peer-reviewed / referred international research journals and / or published quality books in a recognized discipline, referred for study in higher education at the National / International level.**

**3.1 Research publications in peer-reviewed / referred international research journals / UGC Care listed:**

<b>Sr. No.</b>	<b>Title of the publication</b>	<b>Name of the international journal</b>	<b>Month and year of publication</b>
1			
2			
3			
4			
5			
.....			

\*Please attach additional sheets for details of research publications in international journals if space provided is not adequate

**3.2 Details of published quality books / book chapters in a recognized discipline, referred for study in higher education at the National / International level:**

<b>Sr. No.</b>	<b>Title of the book/ book chapters</b>	<b>Name of the publisher</b>	<b>Institutions where referred for study</b>
1			
2			
3			
4			
5			
.....			

\*Please attach additional sheets for details of published quality books / book chapters if space provided is not adequate

**4. Details of administrative experience in the field of Higher Education not below the rank of Professor and Head of the Department in a University/ Institute / Principal/ Director of a Technical Institute / Head of a National / International Institution of Advanced Learning (At least 5 years administrative experience).**

<b>Sr. No.</b>	<b>Post</b>	<b>Period From __ to __ dates and duration)</b>	<b>Name of the University / Colleges / Institution &amp; location</b>
1	Head of the Department in a University/ Institute		
2	Principal / Director of a Technical Institute		
3	Dean		
4	Director		
5	Head of a National/ International Institution of Advance Learning		
....	(Any other)		

**5. Details of major research projects executed by the Candidate (At least One).**

<b>Sr. No.</b>	<b>Title of the project</b>	<b>Project Value (Rs. In lakh)</b>	<b>Granting agency</b>	<b>Date of commencement</b>	<b>Date of Completion</b>
1					
2					
3					
4					
5					
6					
7					

Note: If space provided in the column is insufficient please use abbreviations and expansions in the foot note. Please attach additional sheets and furnish information in the same proforma, if necessary.

**6. Details of experience of working with international bodies or international exposure through participation in workshops, seminars or conferences held outside the country.**

**6.1 Experience of working with International Bodies:**

<b>Sr. No.</b>	<b>Name of the international body</b>	<b>Nature of experience</b>
1		
2		
3		
4		
5		

**6.2 International exposure through participation in workshops, seminars or conferences held outside the country:**

<b>Sr. No.</b>	<b>Title of Workshop/Seminar/Conference</b>	<b>Month &amp; Year</b>	<b>Place</b>
1			
2			
3			
4			
5			

**Note: Please attach additional sheets in similar proforma, if necessary.**

**7. Experience of organizing events such as workshops, seminars, conference at an international level within the country in the field of higher education.**

<b>Sr. No.</b>	<b>Title of workshop / seminar / conference</b>	<b>Month &amp; Year</b>	<b>Place</b>	<b>Role assigned (to you) in organizing the event</b>
1				
2				
3				
4				
5				

**8. Demonstrated experience in leadership**

<b>Sr. No.</b>	<b>Brief description of nature of leadership activity and role played</b>	<b>Documented evidence of achievements in leadership</b>
1		
2		

**Note: Please attach additional sheets containing information in similar proforma for other relevant activities.**

## PART - B

1. Experience of working with the Statutory Authorities / forums of a university / Institute, such as Board of Studies, Academic Council, Management Council, Executive Council of Board of Management, Senate, etc.

Sr. No.	Institution*	Statutory forum / authority and position	From	To	Total (in years and months)

2. Demonstrable experience of handling Quality issues, assessment and accreditation procedures, etc.

Sr. No.	Area	Institution	Duration (From __ to __) and total period	Achievements
1.	Quality issues			
2.	Assessment and accreditation procedures			
3.	Any other issue (Please specify)			

\* Note: Please attach separate sheet if space provided is not adequate



### 3. Experience of guiding Ph.D. students

Sr.No.	Name of the Student	Thesis title	Period of Guideship	Status of Ph.D award

### 4. Experience at the State or National or International level in handling youth development work such as organizing student-centric activities for their all-round development and for providing them rich campus life.

Sr. No.	Nature of Activity/ Event	Institution	Duration (From __ to __) and total period	Achievements
1.				
2.				

### 5. Any other information (Fellowships, Awards, International Collaboration etc.)

## PART – C

<b>IV. Skills</b>		
<ul style="list-style-type: none"> <li>• <b>Technical Skills – (Please indicate briefly the level of your proficiency against each of the areas and items indicated below)</b></li> </ul>		
1.	Openness towards technology and a deep conviction regarding its potential applications in a knowledge-based setting;	
2.	Level of comfort in the use of technology;	
<ul style="list-style-type: none"> <li>• <b>Managerial Skills –</b></li> </ul>		
1.	Ability to anticipate issues and problems and to prepare advance strategic plans;	
2.	Ability to generate resources and to allocate the same appropriately;	
3.	Capacity to work effectively under pressure and to manage work within tight deadlines;	
4.	Understanding of financial management including revenue generation, planning and fiscal control;	
<ul style="list-style-type: none"> <li>• <b>Alignment with corporate objectives and State as well as National level priorities –</b></li> </ul>		
1.	Ability to identify the needs of the communities in key sectors;	
2.	Understanding of the challenges before the Nation and to indicate how Higher Education can respond to developmental needs;	
3.	Understanding of curriculum development issues, especially those relating to wide participation and social inclusion;	
<ul style="list-style-type: none"> <li>• <b>Leadership skills -</b></li> </ul>		
1.	Ability to motivate a diverse group of stakeholders;	
2.	Desire to further the mission and goals of the organization;	
3.	Ability to think strategically and innovatively and to maintain a broad perspective;	
4.	Ability to lead by personal example with openness to new ideas and a consultative approach in implementation of the same;	
<ul style="list-style-type: none"> <li>• <b>Interpersonal communication and collaborative skills-</b></li> </ul>		
1.	Details of experience in developing and executing National and International collaborative arrangements;	

2.	Ability to interact effectively and persuasively with a strong knowledge-base at senior levels and in large forum as well as on a one-to-one basis;	
3.	Evidence of being an active member of professional bodies and associations in relevant fields	

**References:-**

**Applicant should give names of three references to whom reference could be made.**

Sr. No	Name	Email ID & Contact Number
1		
2		
3		

**Date:**

**Signature of Candidate**

**Place:**

**(Name: \_\_\_\_\_ )**

\*\*\*\*\*

NO OBJECTION CERTIFICATE

(The application must be forwarded by Head of the Department/ Employer)

1. The applicant Dr./Mr./Mrs./Ms. \_\_\_\_\_ has been working in this organization namely \_\_\_\_\_ as \_\_\_\_\_ (name of the post), in a temporary / contract / permanent capacity with effect from \_\_\_\_\_ in the scale of pay / level \_\_\_\_\_. He / She is drawing basic pay of Rs. \_\_\_\_\_.
2. Further, it is certified that no disciplinary/ vigilance case has ever been held or contemplated or is pending against the said applicant.
3. There is no objection to his/her application of his/her admission to the interview being conducted for the post of Vice-Chancellor with Advertisement dated \_\_\_\_\_ under the COEP Technological University Pune.

Signature of the forwarding Officer  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
(with seal of Officer)