**COEP Technological University Pune**

A logo of a university

Description automatically generated

**Application for the Post of Vice Chancellor**

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| Paste  passport size latest photograph |

**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 I | | 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 **No Objection Certificate** 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) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total Experience:** | | | |  |

\* 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:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Title of the publication** | **Name of the international journal** | **Month and year of publication** |
| 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:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Title of the book/ book chapters** | **Name of the publisher** | **Institutions where referred for study** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| ….. |  |  |  |

\*Please attach additional sheets for details of published quality books / book chaptersif 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).**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Post** | **Period**  **From \_\_ to \_\_\_dates**  **and duration)** | **Name of the University / Colleges**  **/ Institution & location** |
| 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).**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Title of the project** | **Project Value**  **(Rs. In lakh)** | **Granting agency** | **Date of commencement** | **Date of Completion** |
| 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.**

* 1. **Experience of working with International Bodies:**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Name of the international body** | **Nature of experience** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Title of Workshop/Seminar/Conference** | **Month & Year** | **Place** |
| 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.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.**  **No.** | **Title of workshop / seminar / conference** | **Month & Year** | **Place** | **Role assigned (to you) in organizing the event** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

**8. Demonstrated experience in leadership**

|  |  |  |
| --- | --- | --- |
| **Sr.**  **No.** | **Brief description of nature of leadership activity and role played** | **Documented evidence of achievements in leadership** |
| 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) |
|  |  |  |  |  |  |
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1. **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**

1. **Experience of guiding Ph.D. students**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.No.** | **Name of the Student** | **Thesis title** | **Period of Guideship** | **Status of Ph.D award** |
|  |  |  |  |  |
|  |  |  |  |  |
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1. **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.** |  |  |  |  |

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

**PART – C**

|  |  |  |
| --- | --- | --- |
| **IV. Skills** | | |
| * **Technical Skills – (Please indicate briefly the level of your proficiency against each of the areas and items indicated below)** | | |
| **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; |  |
| * **Managerial Skills –** | | |
| **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; |  |
| * **Alignment with corporate objectives and State as well as National level priorities –** | | |
| **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; |  |
| * **Leadership skills -** | | |
| **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; |  |
| * **Interpersonal communication and collaborative skills-** | | |
| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ )**

\*\*\*\*\*\*\*\*

Annexure II

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)