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**Application for the Post of Vice-Chancellor**

1. **GENERAL INFORMATION:**

|  |  |  |
| --- | --- | --- |
| A | Full name of the applicant (In capital letters), with initials expanded, as in official records |  |
| B | Date of Birth |  |
| C | Nationality |  |
| D | Present Post |  |
| Designation and Grade |  |
| Date from which held |  |
| Name of the Organization |  |
| E | Address for communication |  |
| F | E-mail ID |  |
| G | Telephone numbers for contact including STD code |  |
|  | Office |  |
|  | Residence |  |
|  | Mobile |  |
| H | The languages (including Indian) that the applicant is able to read, write and speak fluently. |  |
| 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. |  |
| J | Please enclose: No Objection Certificate for application from the parent department / organization / Institution as per Annexure-A |  |

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

**PART-A**

**II. ESSENTIAL QUALIFICATIONS AND EXPERIENCES:**

1. **Educational qualifications (Enclose Proof):**

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

1. **Experience in the field of Higher Education during last 15 years in teaching and research in a university / well – established institution of repute and / or at the undergraduate and post – graduate level. Candidate can submit his / her experience more than 15 years if any (Enclose Proof).**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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.

1. **Details of research publications in peer-reviewed / referred international research journals after Ph.D. and / or published quality books in a recognized discipline, referred for study in higher education at the National / International level (Minimum 5 research publications) (Enclose Proof).** 
   1. **Research publications in peer-reviewed / referred international research journals after Ph.D.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Title of the publication** | **Name of the international journal** | **Month and year of publication** |
| i. |  |  |  |
| ii. |  |  |  |
| iii. |  |  |  |
| iv. |  |  |  |
| v. |  |  |  |

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

* 1. **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 were referred for study** |
| i. |  |  |  |
| ii. |  |  |  |
| iii. |  |  |  |
| iv. |  |  |  |
| v. |  |  |  |

1. **Details of administrative experience in the field of Higher Education not below the rank of Professor and head of the Department in a University / Principal (in Professor’s Grade) of a Senior College / Head of a national / international institution of Advanced Learning (At least 5 years administrative experience at Professor’s Grade) (Enclose Proof)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Post** | **Period From – to – (dates and duration)** | **Name of the University / Colleges / Institution & Location** |
| i. | Professor |  |  |
| ii. | Head of the Department in a University |  |  |
| iii. | Principal (in Professor’s Grade) of a Senior College |  |  |
| iv. | Dean |  |  |
| v. | Director |  |  |
| vi. | Head of a National / International Institution of Advance Learning |  |  |

1. **Details of major research projects executed by the Candidate (At least one) (Enclose Proof)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Title of the project** | **Project Value**  **(Rs. In lakh)** | **Granting agency** | **Date of start** | **Date of Completion** |
| i. |  |  |  |  |  |
| ii. |  |  |  |  |  |
| iii. |  |  |  |  |  |
| iv. |  |  |  |  |  |
| v. |  |  |  |  |  |
| vi. |  |  |  |  |  |
| vii. |  |  |  |  |  |

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

1. **Details of experience of working with international bodies or international exposure through participation in workshops, seminars or conferences held outside the country. (Enclose Proof)**
   1. **Working with International Bodies.**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Name of the international body** | **Nature of experience** |
| i. |  |  |
| ii. |  |  |
| iii. |  |  |
| iv. |  |  |
| v. |  |  |

* 1. **International exposure through participation in workshops, seminars or conferences held outside the country.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Title of Workshop / Seminar / Conference** | **Month & Year** | **Place** |
| i. |  |  |  |
| ii. |  |  |  |
| iii. |  |  |  |
| iv. |  |  |  |
| v. |  |  |  |

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

1. **Experience of organizing events such as workshops, seminars, conferences at an international level within the country in the field of higher education. (Enclose Proof)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Title of Workshop / Seminar / Conference** | **Month & Year** | **Place** | **Role assigned (to you) in organizing the event** |
| i. |  |  |  |  |
| ii. |  |  |  |  |
| iii. |  |  |  |  |
| iv. |  |  |  |  |

1. **Demonstrated experience in leadership (Enclose Proof)**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Brief description of nature of leadership activity and role played** | **Documented evidence of achievement in leadership** |
| i. |  |  |
| ii. |  |  |

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

**PART-B**

1. **DESIRABLE EXPERIENCE**
2. **Experience of working on the Statutory Authorities / forums of a university such as Board of Studies, Academic Council, Management Council or Executive Council of Board of Management, Senate, etc.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr.No.** | **Institution\*** | **Statutory forums / 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 to guide Ph.D. students**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.No.** | **Student** | **Thesis title** | **Period of Guideship** | **Ph.D. awarded in** |
|  |  |  |  |  |
|  |  |  |  |  |
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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 as envisaged in the Yashwantrao Chavan Maharashtra Open University (YCMOU) Act.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Nature of Activity / Event** | **Institution** | **Duration (From – to – and total period)** | **Achievements** |
|  |  |  |  |  |
|  |  |  |  |  |

**PART-C**

1. **SKILLS AND COMPETENCIES**

**Please Indicate briefly the level of your proficiency against each of the areas and items indicated below :**

|  |  |  |
| --- | --- | --- |
| **Skills** | | |
| **Technical Skills -** | | |
| i. | Openness towards technology and a deep conviction regarding its potential applications in a knowledge – based setting |  |
| ii. | High level of comfort in the use of technology |  |
| **Managerial Skills -** | | |
| i. | Ability to anticipate issues and problems and prepare advance strategic plans |  |
| ii. | Ability to generate resources and to allocate the same appropriately |  |
| iii. | Capacity to work effectively under pressure and to manage work and resources within tight deadlines |  |
| iv. | Understanding of financial management including revenue generation, planning and fiscal control. |  |
| **Alignment with corporate objectives and State as well as National level priorities -** | | |
| i. | Ability to identify the needs of the communities in key sectors |  |
| ii. | Understanding of the challenges before the Nation and to indicate how Higher Education can respond to developmental needs |  |
| iii. | Understanding of curriculum development issues, especially those relating to wide participation and social inclusion |  |
| **Leadership skills -** | | |
| i. | Ability to motivate a diverse groups of stakeholders |  |
| ii. | Desire to further the mission and goals of the organization |  |
| iii. | Ability to think strategically and innovatively and to maintain a board perspective |  |
| iv. | 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 -** | | |
| i. | Details of experience in developing and executing National and international collaborative arrangements |  |
| ii. | Ability to interact effectively and persuasively with a strong knowledge-base at senior levels and in large forums as well as on a one-to-one basis |  |
| iii. | Evidence of being an active member of professional bodies and associations in relevant fields. |  |

**References:**

**Applicant shall give names of three references, who can be contacted, in case the committee considers it necessary.**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Name** | **Email ID & Contact Number** |
| i. |  |  |
| ii. |  |  |
| iii. |  |  |

**Date: Signature of Candidate**

***Annexure-A***

**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 organisation 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 **Yashwantrao Chavan Maharashtra Open University.**

Signature of the forwarding Officer

Name: ……………………..

Designation: ………………….

(with seal of Officer)