



**HSNC University, Mumbai**  
**(A State Cluster University, Mumbai)**

**D.M. Harish Building, 47, Dr. R. G. Thadani Marg, Worli, Mumbai – 400 018.**

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

Please Paste here  
your recent Passport  
size 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 Organization	
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: No Objection Certificate for application from the parent department / organization / Institution as per Annexure-I	
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\* The selected candidate shall be required to submit a medical fitness certificate before joining.

## PART-A

### II. ESSENTIAL QUALIFICATIONS AND EXPERIENCES:

#### 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 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.

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 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).**

**3.1 Research publications in peer-reviewed / referred international research journals after Ph.D.**

<b>Sr. No.</b>	<b>Title of the publication</b>	<b>Name of the international journal</b>	<b>Month and year of publication</b>
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.

**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 were referred for study</b>
i.			
ii.			
iii.			
iv.			
v.			

- 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 / Principal (in Professor's Grade) of a Senior College / 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>
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		

**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 start</b>	<b>Date of Completion</b>
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.

**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 Working with International Bodies.**

<b>Sr. No.</b>	<b>Name of the international body</b>	<b>Nature of experience</b>
i.		
ii.		
iii.		
iv.		
v.		

**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>
i.			
ii.			
iii.			
iv.			
v.			

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

**7. Experience of organizing events such as workshops, seminars, conferences 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
i.				
ii.				
iii.				
iv.				

**8. Demonstrated experience in leadership**

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**

**III. DESIRABLE EXPERIENCE**

**1. 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)

**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 to guide Ph.D. students

Sr.No.	Student	Thesis title	Period of Guideship	Ph.D. awarded in

### 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 as envisaged in the Maharashtra Public Universities Act, 2016.

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

## PART-C

### IV. SKILLS AND COMPETENCIES

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

Skills		
<b>Technical Skills -</b>		
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	
<b>Managerial Skills -</b>		
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.	
<b>Alignment with corporate objectives and State as well as National level priorities -</b>		
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	
<b>Leadership skills -</b>		
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.	
<b>Interpersonal communication and collaborative skills -</b>		
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**

**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 11<sup>th</sup> July 2022 under the **HSNC University, Mumbai.**

Signature of the forwarding Officer

Name: .....

Designation: .....

(with seal of Officer)