

Format of Application for the post of “The Registrar”
of Karpagam Academy of Higher Education

(Applicant is requested to type the information in the following format, and can add more lines in the format wherever required.)

Affix the latest
Passport size
Photo

1. General Information of Applicant

Name (In Capital Letters)	
Date of Birth (Day/Month/Year)	
Address for Communication	
Mobile No.	
Email	

2. Present Position

Designation	
Organization	
Pay Scale	
Date of appointment to the present post	
Total Experience (In Years and Months)	

3. Details of experience possessed as per eligible criteria:

- (a) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed
- b) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of Service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration or
- c) Comparable experience in research establishment and / or other Institutions of higher education, or
- d) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.)

S. No.	Post held	Pay Scale	Organization	Nature of Duties	Experience (In Years and Months)

4. Educational Qualification (In chronological order from last to Graduation Level)

S. No.	Qualification	University	Year	Subject(s)/ Topic(s)	% Achieved	Distinctions etc.

5. Administrative Experience / Post(s) & responsibilities held

S. No.	Post	Organization / University	Duration		Experience (In Years and Months)
			From (date)	To (date)	
1	Dean				
2	Principal / Director				
3	Registrar				
4	Controller of Examinations				
5	Others (Specify)				

6. (a) Academic / Teaching Experience & responsibilities (In chronological order from latest to oldest)

S. No.	Post	Organization / University	Duration		Experience (In Years and Months)
			From (date)	To (date)	

(b) Involvement with formulation of academic programmes:

S. No.	Nomenclature of Innovative Academic Programmes formulated

(c) Important MoUs formulated for academic collaborations / Industry:

S. No.	MoUs formulated	Name of Agencies / Departments involved	Year of MoU

7. International Academic Exposure, if any

S. No.	Post / Assignment	Organization / University	Area of Assignment	Duration		
				From	To	In Years & Months

8. Scholarly Achievements:**A. Contribution to Journal and Books:****Details**

Books authored

Editor in Chief

Editorships

Peer reviewer for

Member of the International Advisory Board

Others (Specify)

B. Publication:**Total Publications:** _____

S. No.	Author(s)	Article title	Details of Journal	Year, Volume, Page no.	Scopus/ SCI/ SCIE/ WoS/ Peer reviewed	Impact Factor

C. Participation and scholarly presentations in conferences:**C. I) National**

S. No.	Date	Title of Conference or Institution	Title / Subject of presentation (if made)

C. II) International

S. No.	Date	Title of Conference or Institution	Title / Subject of presentation (if made)

9. Research Projects:

S. No.	Project title	Duration	Amount ()	Funding agency / Organization's Name	Status

10. Consulting experience (List key consulting assignments undertaken):

S. No.	Client / Organization's Name	Nature of Assignment	Duration of Assignment

11. Honours / Awards & Fellowships for Outstanding Work:

S. No.	Name of Award / Fellowship etc.	Elected / Honorary Fellow	Awarded by	Year of Award

12. No. of Research Scholars successfully guided (Ph.D. only):

Name of the Programme	Awarded (No.) (Under-progress not to be included)

13. Strengths (in 100 words)

14. Your Vision for the University (upto 500 words)

15. Details of Referees, if any

S. No.	Name of Referee	Post Held by Referee	Email	Mobile No.

I, hereby, declare that all the statements / particulars made / furnished in this application are true, complete and correct to the best of my knowledge and belief.

Place:

Date:

(Signature of the Applicant)

Note: Total No. of pages (A4 size) of the application should not exceed 10 pages. If exceeds sperate CV along with this form