**Karpagam Academy of Higher Education**

**Format of Application for the post of Deputy Registrar**

(Applicant is requested to type the information in the following format,

and can add more lines in the format wherever required.)

1. **General Information of Applicant**

Affix the latest Passport size Photo

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

1. **Present Position**

|  |  |
| --- | --- |
| **a. Designation** |  |
| **b. Pay Scale** |  |
| **c. Date of appointment to the present post** |  |
| **d. Total Experience  (In Years and Months)** |  |

1. **Details of experience possessed as per eligible criteria:**

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

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

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

1. **(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)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Administrative Experience / Post(s) & responsibilities held**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Post** | **Organization / University** | **Duration** | | **Experience  (In Years and Months)** |
| **From (date)** | **To (date)** |
| 1 | Administrative Experience |  |  |  |  |
| 2 | Examinations & Evaluation Experience |  |  |  |  |
| 3 | Others (Specify) |  |  |  |  |

1. **Scholarly Achievements:**
2. **Contribution to Journal and Books:**

**Publications: \_\_\_\_\_\_\_\_; Scopus \_\_\_\_\_; WoS \_\_\_\_\_\_; Peer Reviewed \_\_\_\_\_\_\_\_; Total \_\_\_\_\_\_\_\_\_\_\_.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Article title** | **Name of Journal** | **Month & year of publication**  **Vol no.** | **Indexed** | **Impact Factor** |
|  |  |  |  |  |  |

1. **Book / Book chapter: Scopus \_\_\_\_\_\_\_\_\_\_; Total \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Title / Details of Book chapter** | **Name of Book** | **Month & year of publication** | **Indexed** | **Impact Factor** |
|  |  |  |  |  |  |

1. **Fellowships details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Details** | **Name of Fellowship** | **Awarded by** | **Duration** | **Remarks** |
|  | Fellowship |  |  |  |  |
|  | Post-Doctoral fellowships |  |  |  |  |

1. **Other details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Details** | **Name of Journal** | **Indexed** | **Impact Factor** | **Remarks** |
|  | Editor in Chief |  |  |  |  |
|  | Editorships |  |  |  |  |
|  | Peer reviewer |  |  |  |  |
|  | Member of the International Advisory Board |  |  |  |  |
|  | Memberships in National Societies / association |  |  |  |  |

1. **Participation and scholarly presentations in conferences:**

**I) National**

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

**II) International**

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

1. **Research Projects:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Client / Organization's Name** | **Nature of Project** | **Duration of Project** | **Amount of Grant (Rupees)** |
|  |  |  |  |  |

1. **Consulting experience:**

**List key consulting assignments undertaken**

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

1. **Honours / Awards for Outstanding Work:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Name of Award** | **Details** | **Awarded by** | **Year of Award** |
|  |  |  |  |  |

1. **No. of Research Scholars successfully guided:**

|  |  |
| --- | --- |
| **Name of the Programme** | **Awarded (No.)**  **(Under-progress not to be included)** |
| PhD. |  |
| M.Phil. |  |
| Masters |  |

1. **Strengths (in 100 words)**

|  |
| --- |
|  |

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)**