

Standard format for C.V.



1. **Full Name:** -
2. **Short Name:** -
3. **Father's Name:** -
4. **Date of Birth:** -
5. **Present Address:** -
.....
6. **Permanent Address:-**
.....
.....
7. **Present/Last Position held with full address:** -
.....
.....
8. **Telephone (with STD code):-**
Landline (O).....
Landline (R)
Fax No:
Mobile No.
9. **Email:**
10. **Website, if any:**
11. **Summary (Not more than 300 words) about the applicant:**
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12. Academic Qualifications (beginning from the first degree received):-

S. No.	Degree/Course	Year	Name of University	Marks obtained (%)	Remarks if any

13. Relevant Domain Experience (from date of first appointment):-

S. No.	Position	Duration		Organization	Total duration of years	Remarks if any
		From	To			

13. (a) Participation/contribution in relevant areas in higher education/academic aptitude / achievements/innovations

Position	Organization	Area of Specialization
Visiting Professor		
Resource Person		
Others (specify)		

13. (b) Involvement with formulation of academic programmes:

S. No	Nomenclature of Innovative academic programmes formulated	Date of approval by Academic Council	Year of Introduction

13. (c) Important MoUs formulated for academic collaborations:

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

13. (d) Chairs or equivalent positions held:

S. No	Name of Chair/Position	Name of Agencies/Department involved	Period of holding the Chair/position

14. Administrative Experience:-

S. No	Name of Institution	Position Held	Task/ Responsibilities assigned	Duration		Duration in year	Remarks if any

15. Research Experience:-

S. No	Name of Institution	Position Held	Research details	Duration		Duration in year	Remarks if any

16. Special achievements:-

S. No	Name of Institution	Position Held	Period	Details of special achievements

17. Publications Output:

- (a) No. of Research Papers published in International Journals:
- (b) No. of Research Papers published in national Journals:.....
- (c) Books authored:.....
- (d) Books edited/chapter:
- (e) Popular articles:.....
- (f) Monograph:.....
- (g) Training modules:
- (h) Paper presented in international Conference/seminars/workshops:
- (i) Paper presented in national conference/seminars/workshops:
- (j) Patents, if any:
- (k) Any other publications:

Note: List of publications as above should invariably be enclosed with C.V.

18. Awards/Honors/Merit Certificates/ Application/Fellow, etc.:-

S. No.	Name of Award	Year	Details of awards	Contribution for which award given

19. Association with International Institutions/ agencies:-

S. No	Name of Institution	Nature of Association	Period with details		Contribution made
			From	To	

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20. Association with National level Institutions/ agencies:-

S. No	Name of Institution	Nature of Association	Period with details		Contribution made
			From	To	

21. Consulting experience:-

S. No	Client/ organization's name	Nature of Assignment	Duration of assignment

22. Guide Assignment:-

S. No	Level	No. of Students guided
1	P.G.	
2	M Phil	
3	Ph. D	
4	Post Doctorate	

23. Your vision for the University (up to 500 words):

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24. Details of two References:-

S. No.	Name of the Referee	Post held by Referee	Email	Phone	Mobile

25. Are there any civil or criminal cases pending against you in any court of law in India or abroad or have you ever been convicted by any Civil/Criminal Court in India or abroad? YES/NO

[In case of yes, copies of relevant documents may be attached (in favour of/disfavour) for reference.]

26. Is/are there any Departmental enquiry (ies) and/or preliminary enquiry (ies) pending against you and/or you have been penalized resultant to any Departmental enquiry (ies)? YES/NO

[In case of yes, copies of relevant documents may be attached (in favour of/disfavour) for reference.]

DECLARATION BY THE CANDIDATE

I solemnly declare / affirm that:

1. The particulars furnished by me in the said application form are correct and I have not concealed or misrepresented any facts in it.
2. I am a person of good conduct and uphold principles of academic integrity

Signature of Applicant