

General Instructions

1. The proposals for Promotion are to be typed and printed and not to be hand written.
2. Do not leave any column unattended in the proposal. Put NA/ hyphen if not applicable.
3. Dates entered in the proposals should be in DD-MM-YYYY format only.
4. Claims made in the filled in Proforma alone will be the basis of assessment.
5. Supporting Documents should be appended (*as required*) for the claims made in the Proforma.
6. Applicants are advised to include all the claims to their credit (*regarding research papers/publications, score etc.*) with sufficient proof in the proposal at the time of submission itself. **No further additions will be entertained in this regard.**
7. All relevant pages of the Research Papers and Research Publications should be appended as proof. The evaluation of the publications by the Subject experts shall be taken into consideration while finalizing the outcome of selection.
8. Hard copies of the journals should be produced at the time of scrutiny/ interview. In the case of online journals, the web link to the corresponding article should be made available.
9. The burden of proving the date of acceptance/ publication of the research article lies with the candidate if the same cannot be identified from the journal.
10. Research papers should be listed chronologically in Part B – (Table 1), such that the latest paper should be kept as Sl. No. 1 in the Table 1.
11. The Serial No. of the Research paper as given in Part B – (Table 1) should be written on the Top Right Corner of the hard copy of each Research paper (With Red Ink). *e.g. 'Research Paper – 1'*.
12. Similarly, the Serial No. of the Research Publication as given in Part B – (Table 2-a) should be written on the Top Right Corner of the hard copy of each Research Publication (With Red Ink). *e.g. 'Book Chapter – 1', 'Edited Book – 1' etc.*
13. Applicants are advised to submit their proposals leaving sufficient time for processing at the college level and onward transmission to the DCE.
14. IQAC should ensure that all pages of the proposal should be numbered serially after verification and before sending the same to the DCE. The Index page showing the page numbers should be prepared accordingly.
15. A cover page in the format given should be kept as Page 1.
16. One hard copy (*spiral bound*) of the Proposal for Promotion should be sent to the DCE with covering letter (*as separate files for each faculty with separate covering letter*). A scanned copy of the Proposal should also be sent via DDFS.
17. One hard copy of the proposal should be kept at the IQAC office.
18. Scanned version of the proposals should be clear and readable. The pages should be color scanned with a minimum resolution of 100 DPI.
19. Scanned copies should be in pdf format and made available as a single file in the same order as they appear in the hard copy. The maximum size of the scanned soft copy should not exceed 20 MB.
20. Avoid converting mobile phone captured images to pdf.
21. The file name of the scanned copy of the placement proposal should be the PEN of the applicant followed by the Subject of the applicant separated by a hyphen.
e.g. 123456-Chemistry.