Annexure III
General Instructions

1. The proposals for Placement 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 PBAS 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 if 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.II – (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.II – (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.II – (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.

<u>List of documents to be attached with Placement Proposal to DCE</u>

The following documents must be sent to the Directorate of Collegiate Education in the sequence specified below along with the DDFS generated covering letter.

1. Cover page *(in the format given)*
2. Index page *(showing page numbers)*
3. Covering Letter of the Applicant to the Director.
4. Option for Assessment *(Form 1)*
5. Affidavit *(Form 6; if applicable)*
6. PBAS Form *(Form 2/ 3 as the case may be)*
7. APAR for the relevant years *(Form 4/ 5 as the case may be)*
8. Copy of DCE Order granting Placement as Associate Professor *(Self Attested)*
9. Copy of Ph.D. Certificate *with supporting documents if needed (Self Attested)*
10. Service Verification Certificate *(Aided Service) (Self Attested)*
11. LWA related orders *(relieving and joining) (Self Attested)*
12. Attendance Certificates (Activity 1) arranged year wise
13. Certificates to prove Student related/ Research activities (Activities 2 to 5) arranged year wise
14. Copies of Relevant pages of Research papers *(Self Attested)* in the order as given in the PBAS
15. Copies of Relevant pages of Research Publications *(Self Attested)* in the order as given in the PBAS
16. Copy of Documents to support claims made with respect to Academic/ Research Score as detailed below

(a)	Development of Innovative Pedagogy	:	Certificate from Head of Institution in Letter head describing the Innovative Pedagogy developed by the candidate.
(b)	Design of new curricula and course	:	Certificate form BoS Chairman *(Self Attested)*
(c)	Development of MOOCs	:	▪ Certificate/Approval Letter from Host *(Self Attested)* ▪ Certificate from Head of Institution *(with sharable link)* in the format provided ▪ Login credentials *(Nature of Content to be ascertained by the selection committee)*
(d)	E-Content	:	▪ Certificate from Head of Institution *(with sharable link)* in the format provided
(e)	Research Guidance	:	▪ Certificate from Principal *(for M. Phil and PG Dissertations)* ▪ Registration order + Thesis Submission certificates *(in case of Ph.D. thesis submitted) (Self Attested)* ▪ Registration Order for Ongoing Ph.D. guidance *(Self Attested)* ▪ Proceedings of the syndicate decision/ Registration order + PhD certificate for Ph.D. awarded *(Self Attested)*

(f)	Research projects	:	Project sanction letter, Utilization & completion certificates *(Self Attested)*
(g)	Consultancy	:	Memorandum of Understanding (MoU) *(Self Attested)*
(h)	Patent filing/ Policy Document	:	Acknowledgement/Approval Letters, Patent Certificate etc *(Self Attested)*
(i)	Awards/ Fellowships	:	Award Letters, Orders granting Fellowship etc *(Attested by the Principal)*
(j)	Invited lectures / Resource Person/ Paper Presentation	:	Certificates from organizers *(Self Attested)*

17. Certificates to prove any other claims *(to be specified)*
18. Verification Report of IQAC (*Form 7)*