

Additional Instructions

1. Placement proposals are to be typed and printed and not to be hand written.
2. Scanned version of the placement proposals should be clear and readable. The pages should be color scanned.
3. 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 be 20 MB.
4. Avoid converting mobile phone captured images to pdf.
5. 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
6. Claims made in the PBAS form alone will be the basis of assessment and should be in agreement with the APAR forms.
7. Supporting Documents should be appended (*as required*) for claims made in the PBAS.
8. Do not leave any column unattended in the placement proposal. Put NA if not applicable.
9. Dates entered in the proposals should be in DD-MM-YYYY format only.
10. Applicants are advised to submit their proposals leaving sufficient time for processing at the college level and onward transmission to the DCE.
11. IQAC should ensure that the placement 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.
12. A cover page in the prescribed format given in Annexure should be kept as Page 1.
13. Minimum API Scores required (with and without relaxation) are given along with this instruction)
14. IQAC should verify that the applicant seeking the benefit of UGC 3rd amendment (Relaxation of RC/OC dates) is otherwise qualified in all aspects on the date claimed.
15. The applicant shall submit a copy of the previously submitted CAS proposal/ proposals along with the proforma given in Annexure III. Copies of the respective placement orders (already granted) should also be appended.