



Best Outgoing Student (2024- 2025) – B.E. /B.Tech. and all PG Last Date: 14.03.2025

INSTRUCTIONS TO BE READ BEFORE FILLING UP THE APPLICATION

- Students should submit the certificates/proofs along with application.
- Any student involved in disciplinary issues is not eligible to apply. (Malpractice, Condonation, Repeat course, Suspension, Expulsion, levied fine, etc.,)
- Students with history of arrears are not eligible to apply.
- Addition/Inclusion of any documents/certificates will not be permitted ,once the application is submitted
- Attach the copies of the documents / certificates for each items with proper signature from concerned authority.
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Following documents have to be attached under every head (Sl.No.1 to 5)

1. Academics

Copy of Grade Card (up to pre final Semester).

2. Co curricular Activities (Sl. No.2)

- a) Publications in Journals & Conferences– Copy of the First Page.
- b) Inter College Competitions – Copy of the certificate issued by the respective Institution/ Organisation.
- c) Intra College Competitions - Copy of the certificate issued by the respective department.
- d) Intra Departmental activities – Certificate issued by the respective Faculty Coordinator and Head of the department.

3. Placement, Internship and higher studies (Sl. No.3)

- a) Certification – Copy of the certificates like Redhat, DB2,....
 - b) Internship – Copy of the letter issued by the organisation/Institution attested by the respective Head of the department or Placement Officer & Dean (CD) .
 - c) Professional Societies – Certificate issued by the respective Faculty coordinator of the Society and HoD.
 - d) Placement Activities and Placement – Certificate issued by the Placement

Officer and Dean (CD).

- e) Higher Studies – Copy of the Score card (GRE, CAT, TOEFL, IELTS..) / Admission offer obtained.

4. Extra Curricular Activities (Sl. No. 3)

- a) Cultural Club – Certificate issued by the staff in charge of the event and Dean (CC & ECA).
- b) NSS/NCC/YRC – Certificate issued by the respective officers and Dean (CC & ECA).
- c) Sports – Certificates obtained in the respective events issued by Physical Director and Dean (CC & ECA).

5. Special Contribution to College

- a) College Level – Certificates issued by respective staff in-charge and HOD and concerned Dean.
- b) Department level – Certificates issued by respective staff in -charge and HOD.
- c) SIG Activities – Certificate issued by the respective Faculty coordinator and HoD.

Instructions to be followed during the compilation of the application form

- Students should arrange the certificates in the order as per the order in the application and should write the serial number on the **top right corner**.

Example:

- i. For publication (Conference) – students should enclose copy of the first page and write “2 – a – iii” on the top right corner
 - ii. For Cultural Club activities – Students should write “4 – a” on the top right corner of the certificate.
- Students must furnish the required details according to the particulars specified and the duration indicates the period for which the office is held by them .
Eg: From June 2023 to Dec.2023
 - Students who have undergone an internship during summer / winter vacation alone are eligible to claim marks under 3b.

10. Application form along with the supporting documents should be spiral bound and submitted to the respective HoD on or before 14.03.2025(Friday) 4.00 P.M.

11. **Erroneous and late submission will be summarily rejected.**
12. **Short listed students will receive communication from the respective HoD for appearing to the BOS selection interview.**