

CHANGE OF SUPERVISOR/ CO-SUPERVISOR / EXPERTS (INTERNAL/ EXTERNAL)

| | | | | | | |
|--------------------------|--|------------------|-----|--|------|--|
| Academic Session: | | Semester: | JAN | | JULY | |
|--------------------------|--|------------------|-----|--|------|--|

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|---|--|------------------------|--|---------------|------------------------|------------|--|
| 1 | Name of Scholar (in Block letter) | | | | | | |
| 2 | Admission No. | | | | Date of Admission | DD/MM/YYYY | |
| 3 | Department | | | | Branch (if any) | | |
| 4 | Registration Status (Put √ Mark) | Full-Time | | Part-Time | | External | |
| 5 | Institute E-mail ID | | | | Mobile No | | |
| 6 | Who is proposed to be changed by the scholar? (Put √ Mark) | Supervisor | | Co-Supervisor | | Expert | |
| 7 | Justification for changing Supervisor/ Co-supervisor/ Expert Member | | | | | | |
| 8 | Details of the proposed new Supervisor/Co-Supervisor (Internal/External) that are required to be attached with this form: (i) Consent letter (ii) Brief Bio-data (in case of External Co-Supervisor) | | | | | | |
| | Category in case of Co-Supervisor (Put √ Mark) | Internal Co-Supervisor | | | External Co-Supervisor | | |
| | Name of Supervisor / Co-Supervisor / Expert (in Block letters) | | | | Designation | | |
| | Address of Institute/ Organization (in case of External Co-Supervisor/ External Expert) | | | | | | |

NB: After a change in supervisor, the new supervisor must conduct at least one RAC before the Pre-Thesis colloquium.

Date: _____

(Signature of the Scholar)

Documents to be attached by the Scholar:

1. *An undertaking by stating that s/he has requested for changing the Supervisor/Co-supervisor (Internal/External) on her/his own accord and s/he assures that in no way the prescribed maximum duration to complete the academic program will be affected by this change.*
2. *No objection from the existing Supervisor/Co-supervisor (Internal/External) with the declaration that all credits earned by the scholar under her/his supervision shall be counted towards the minimum thesis credits requirement.*
3. *Consent of the new Supervisor/Co-supervisor (Internal / External) and Bio-Data (for External Co-supervisor)*

Signature of RAC Members recommending for changing of Supervisor / Co-Supervisor / Experts (Internal / External):

| Name | Position | Signature | Name (Department) | Position | Signature |
|------|--|-----------|-------------------|---|-----------|
| | Chairperson | | | Supervisor (Existing) | |
| | Member (Internal.) | | | Proposed Supervisor | |
| | Member (External.) | | | Proposed (Expert) | |
| | External Co- Supervisor (Existing), if any | | | Co- Supervisor (Proposed), if any | |

Forwarded by Convener, (Name & Signature): _____

For Office Use only

| | | | |
|--|------------------------------|-----------------------------|-----------------------------|
| Consent Letter is Enclosed | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Brief Bio-data of the External Co-Supervisor has been attached | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| Observations, if any | | | |

NOTE:

- (i) After obtaining an approval from the Vice Chancellor, a letter will be sent to the scholar with a copy to the new allotted Supervisor/Co-supervisor/ Expert (Internal/External) and Convener.
- (ii) During the processing of the Pre-Thesis colloquium, it will be verified whether at least one Research Advisory Committee (RAC) meeting has been completed since the date of change of Supervisor/Co-supervisor/External Expert.

Forwarded by

Director (DORI)

Date: _____

Approved by

Vice Chancellor

Date: _____