Form No:PG15

**INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES) DHANBAD**

**OFFICE OF THE DEAN (ACADEMIC)**

APPLICATION FOR CONVERSION OF M.TECH PROGRAM FROM FULL TIME TO PART TIME

***(Application Form to be submitted to the DPGC Convener/HoD of the respective department)***

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Academic Session | | | | Monsoon/Winter | | | Academic Year | | | 20 -20 | |
| 1. | Nameof Student:  *(Block letters)* |  | | | | | | | | | |
| 2. | AdmissionNo. |  | | | | Department | | |  | | |
| 3. | Program |  | | | | Branch | | |  | | |
| 4. | InstituteEmailID |  | | | | ContactNumber | | |  | | |
|  | Academic Record  ***(Current Grade Sheet to be attached)*** | | | | | | | | | | |
| 5 | Semester | |  | |  | | | CGPA | | |  |
| 7 | All prescribed courses of 1st year have been cleared: | | Yes | |  | | | No | | |  |
|  | Backlog, if any | | Failed Backlog | |  | | | Course Dropped | | |  |
| 8 | Name of the Supervisor/Guide | |  | | | | | | | | |
| 9 | Email ID of the Supervisor/Guide | |  | | | | | | | | |

**Undertaking:** *I am going to convert my M.Tech Program from full time to part time on my own accord. Before submitting the application form for the same* ***I have read carefully all the terms and conditions*** *to be fulfilled and the guidelines as laid down for the Conversion of M.Tech program into part time.*

*After going through the prescribed terms and conditions which have to be fulfilled, I do hereby declare that if I failed to submit the NoC in original, issued from the competent authority of the Organisation/Institution where I join the job,I will not demand for my original degree certificate from the Institute.*

*Further, I undertake that, I will not be eligible for getting Institute’s Financial Assistantship after provisional/confirm conversion of my program from the date of application or joining the job, whichever it may come first.*

Date:

Recommendation of the concerned Department

# (Signature of Student)

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| --- |
| **Recommendation of Supervisor/Guide of the Student:**  Remarks  Date:  (**Supervisor/Guide)** |
| **Recommendation of Convener, DPGC:**  Date:  (**Convener, DPGC)** |
| **Recommendation of Head of the Department:**  Date:  (**HoD)** |

**Documents to be attached:**

1. Job Offer/ Appointment Letter.

3. Grade sheet.

2. NoC (In Original, if available) from the Competent Authority of his/her Organization/Institution.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FOR OFFICE USE ONLY** | | | | |
| **VERIFICATION**: All the eligibility criteria for conversion of M.Tech program into part time have been fulfilled by the student: **YES / NO** | | | | |
| **Provisional, If NoC not submitted:** |  | **Confirm, If NoC submitted:** | |  |
| **Checked and verified by Office of Dean(Academic)**  **Remarks, if any:**    Date: **(Dealing Assistant)** | | | | |
| **FORWARDED/ NOT FORWARDED**  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**ASSISTANT REGISTRAR(PG)** | | | **RECOMMENDED / NOT RECOMMENED**  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ASSOCIATE DEAN(PG)** | |

**Approved / Not approved**

Dean (Academic)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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