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)***

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| 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:**RemarksDate: (**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.

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| **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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