Form No: PH22

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

**CHANGE OF SUPERVISOR/ JOINT-SUPERVISOR (INTERNAL/EXTERNAL)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Academic Session:** |  | **Semester:** | Monsoon |  | Winter |  | Summer |  |

|  |  |  |
| --- | --- | --- |
| 1 | Name of Scholar(in Block letter) |  |
| 2 | Admission No. |  | Date of Admission(DD/MM/YYYY) |  |
| 3 | Department |  | Branch (if any) |  |
| 4 | Registration Status | Full-time |  | Part-time |  | External |  |
| 5 | Institute E-mail ID |  | Mobile No |  |
| 6 | Who is proposed to be changed by the scholar?  | Supervisor | Joint-Supervisor (Internal) | Joint-Supervisor(External) |
|  |  |  |
| 7 | Justification for changing Supervisor / Joint-supervisor  |  |
| 8 | Details of the proposed new Supervisor/Joint-Supervisor (s) who is / are required to be attached with this form: |
| Name of Supervisor / Joint-Supervisor(in Block letters) |  | Designation |  |
| Address of Institute /Organization *(in case of External Joint-Supervisor)* |  |

**NOTE:** *After changing of the Supervisor/Joint-Supervisor (Internal/External), the scholar will not be allowed for Pre-Submission Seminar earlier than twelve months from the date of changing of the Supervisor/Joint-Supervisor (Internal/External).*

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/joint-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/joint-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 letter of the new supervisor / joint supervisor.*
4. *Brief bio-data of the joint-supervisor (in case of external joint-supervisor)*
5. *No-Objection Certificate from the institutions / organization / R & D unit where external joint-supervisor is currently employed (optional in case of the joint-supervisor from the foreign organizations)*
6. *If the joint-supervisor’s organization does not have a MoU with IIT (ISM), then s/he shall sign Non-Disclosure Agreement (NDA) (format enclosed).*

Signature of DSC Members recommending for changing of Supervisor / Joint-Supervisor (Internal / External):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name (Department) | Position | Signature | Name (Department) | Position | Signature |
|  | Supervisor(Existing) |  |  | Chairperson |  |
|  | Member (Dept.) |  |  | Member (Dept.) |  |
|  | Member (Sister Dept.) |  |  | Member (Sister Dept.) |  |
|  | Joint-Supervisor (Existing), if any |  |  | External Joint-Supervisor(Existing), if any |  |

Forwarded by Convener, DPGC (Name & Signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Office Use only**

|  |  |  |
| --- | --- | --- |
| Consent Letter is Enclosed | ☐ Yes | ☐ No |
| Brief Bio-data of the External Joint-Supervisor has been attached | ☐ Yes | ☐ No | ☐ NA |
| Observations, if any |  |

**NOTE:**

1. After obtaining an approval from the Dean (Academic)/Associate Dean (Academic-PG), a letter will be sent to the scholar with a copy to the new allotted Supervisor/Joint-supervisor (Internal/External) and Convener, DPGC.
2. At the time of processing of Pre-Submission Seminar, it will be verified that scholar is allowed for Pre-Submission Seminar after completion of twelve months from the date of changing of Supervisor/Joint-supervisor (Internal/External).

Dealing Assistant AR (Academic - (PG) / DR (Academic)

Recommended by

**Associate Dean (Academic – PG)**

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

Approved by

**Dean (Academic)**

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

(On the Letter head of the Institute / Signing Authority)

Non-Disclosure Certificate

Date: .................................

This is to confirm that I agree to not disclose/publish any confidential information or research work/details related to the original work of the following Ph.D. scholar of IIT (ISM) Dhanbad —

1. Name of the Ph.D. scholar :
2. Admission number at IIT (ISM) Dhanbad :

This is to further confirm that in case I wish to use/share any work/information related to the original work of the above scholar, from his/her Ph.D. thesis related work, I ’II go ahead with doing so only after obtaining the explicit written permission from the Scholar as well as his/her Joint Supervisor at IIT (ISM) Dhanbad (except when it is to be used for the requirement of completion of research work of this scholar whom I have agreed to Joint-Supervise externally for completion of his/her Ph.D. degree).

Name of the proposed Joint-Supervisor (External)

Designation

Institute / Organization Name

Signature