

**INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES) DHANBAD****CHANGE OF SUPERVISOR/ JOINT-SUPERVISOR (INTERNAL/EXTERNAL)**

Academic Session:		Semester:	Monsoon		Winter		Summer	
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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	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	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Brief Bio-data of the External Joint-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 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.
- (ii) 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 / Not Recommended / Approved / Not Approved

Associate Dean (Academic – PG)

Date: _____

Approved / Not Approved

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 —

(i) Name of the Ph.D. scholar : _____

(ii) 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 'll 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 _____