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Office of Research

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PROFORMA TO CONVENE A DOCTORAL COMMITTEE MEETING FOR JRF-SRF CONVERSION

1) Details of the Scholar:

Name of the Scholar & Roll No.	
Department	
Category	(HTRA /NHTRA/ Project/ External/ Fellowship / Visvesvaraya /PEE)
Type of Admission	Direct PhD / Regular / Part-time / M.Tech-PhD / Visves
Date of Admission	

2) Details of DC members:

DC Chairman	
Guide(s)	
Internal Member	
Internal Member	
Internal Member	
External Member/Special Invitee	
External Member/Special Invitee	

3) Schedule of Meeting : Date:

Time:

4) Travel Arrangement for External Member : Institute arrangement / Reimbursement

If the Institute arrangement is required, kindly provide the following:

Name of the Member	Time		Pickup Location	Mobile No.	E-mail Id
	Pickup	Drop			

5) Honorarium for External Member:

Member 1	Member 2
A/C holder's Name	A/C holder's Name
Name of the Bank, Branch	Name of the Bank, Branch:
Bank Account Number	Bank Account Number
IFSC	IFSC

Enclosure: (i) DC Report – Email the soft copy of the same at phdresearch@iiitdm.ac.in

(For office use)

Certified that _____ has/have
attended the meeting on _____

JR(Academics)

Forwarded to Accounts for payment of honorarium to external expert

AR(Accounts)

IAO

Registrar