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Office of Research

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PROFORMA TO CONVENE A DOCTORAL COMMITTEE MEETING

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 & Co-guide	
Internal Member	
Internal Member	
Internal Member	
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			

Honarium for External Member:

Account holder's Name :

Bank Account Number:

Name of the Bank, Branch :

IFSC:

Scholar

Guide(s)

DC-Chairman

Dean(Acad)

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

(For office use)

Certified that _____ has attended the meeting on _____

JR(Academics)

Forwarded to Accounts for payment of honorarium to external expert