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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 / QIP / Institute support)		
Type of Admission	Direct PhD / Regular / Part-time / M.Tech-PhD		
Date of Admission		Date of joining SRF (Not applicable for JRF)	
Count of DC Meeting	01/02/03/04/05/06/07/08/09/10 (Tick the count of current DC)		

## 2) Details of DC members:

DC Chairman	
Research Guide(s)	
Internal DC Member	
Internal DC Member	
Internal DC Member	
External DC Member	
Special Invitee (If any)	

## 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			

Honorarium for External Member:

Account holder's Name :

Bank Account Number:

Name of the Bank, Branch :

IFSC:

PAN No :

Scholar

Guide(s)

DC-Chairman

PIC-Res

Dean(Acad)