

**REQUEST FOR EXTENSION OF FINANCIAL ASSISTANTSHIP FOR Ph.D. STUDENTS**

(This portion to be filled by the student)

1. Name ....., Roll Number: .....
2. CPI: ....., No. of S/X grades so far: .....
3. Department/IDP .....
4. Name(s) of the Supervisor(s): .....
5. Have you ever been on Semester leave? (Give details).....  
.....
6. Extension Request (tick one): First / Second / Third / Fourth      Semester: 2012-13-II

Dated: .....

(Signature of Student)

**Enclosures required (please sign them):**

1. Attach a note giving reasons for non-completion of the program within the normal duration. The reasons should be specific and in detail. Please provide this note, even if a similar note was already provided with the previous extension request.
2. Attach a list of achievements (publications, patents, anything else), and highlight those which have been achieved in the previous semester.
3. Attach a sheet explaining the work done in the previous semester, the overall status of your thesis and the likely schedule of its completion. The schedule should be detailed, and should include (as applicable) expected dates for completion of experimental work, starting to write thesis, submitting first draft to supervisor, open seminar, submission of synopsis, formal submission of thesis, etc. If you are required to submit a Peer Group Review Report, then please ask them to write their comments on this sheet.

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(For use in the office of DOAA)

Not Approved / Approved for the period .....

(Dean, Academic Affairs)

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**(This portion to be filled by Thesis Supervisor)**  
Please use a separate sheet, if necessary

1. Please give your comment on the reasons given by the student for non-completion of the PhD program in the normal duration. ....  
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.....  
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2. Please give your comment on the schedule given by the student for the remaining work till thesis submission .....  
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.....
3. Financial Assistantship extension recommended / not recommended.

Dated: .....

(Signature of Supervisor)

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**(This portion to be filled by Head of Department)**

Please schedule a meeting with the PhD student, and based on your understanding of the reasons for delay, his/her performance so far, and the comments of thesis supervisor, please provide a specific recommendation, including reasons for your recommendation.

Date of meeting the student: .....

Recommendation (Use a separate sheet, if necessary, please do sign it):

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.....  
.....  
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Dated: .....

(Signature of Head of Department)

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(This portion to be filled in by Peer Group)

1. Members of the Peer Group: .....

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2. Work done last semester, present status of the thesis, and schedule for completion of thesis.  
(Student has been asked to prepare a sheet. Please give your comments about that sheet.)

3. Bottlenecks and Difficulties which need attention.

4. Suggestion, if any, to speed up the progress:

5. Recommendations

Progress made in previous semester: *Excellent / Good / Satisfactory / Inadequate / Poor*

Quality of work done so far: *Excellent / Good / Satisfactory / Inadequate / Poor*

Overall Recommendation for Extension of Assistantship: *Strong yes / Yes / No / Strong No*

(If you are recommending extension despite inadequate/poor rating in first two, or not recommending despite excellent/good rating in the first two, please attach an explanation.)

Signature of Members of Peer Group: \_\_\_\_\_

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