

**INDIAN INSTITUTE OF TECHNOLOGY KANPUR**  
**ACADEMIC SECTION**

No. A(P)/DOAA/2016/IITK/  
July 05, 2016

Prof. Neeraj Misra  
Dean, Academic Affairs

**To : Heads of Department/IDP**

**Subject : Extension of Financial Assistantship for PhD Scholars (2016 – 2017 – I)**

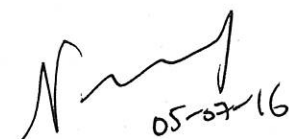
This is in reference to Letters No. MHRD/TS-1 F.No. 17-2/2014-TS-1 dated September 01, 2015 from MHRD, Govt. of India, on revision of rates of PhD scholarship in AICTE funded and Centrally Funded Technical Institutions under the Ministry of Human Resource Development. In this letter it is clarified that students in PhD program have a uniform duration of 5 years for payment of fellowship (JRF/SRF) to all research scholars irrespective of whether they are B.Tech./M.Sc. degree holders or M.Tech. degree holders.

According to the current procedures for assistantship extension, as approved by the Director on September 25, 1992 and January 28, 1993, the following applies:

1. The assistantship After 5 years, the student may be considered for the award of a Research Studentship. This award will be valid till the date approved for or the date of submission of thesis, whichever is earlier. This extension will be given on a semester-to-semester basis (max. 6yr) against the application of student for renewal. The extension will be based on recommendations of the Peer Group Review Committee in each case.
2. The Heads are requested to identify a Peer Group for each student seeking extension and ensure that the report of the group is submitted along with the recommendations for extension of assistantship/research studentship.
3. Please find enclosed proforma for application. This may be copied for each Ph.D. student who wishes to apply. Please note that the student should fill up the form and submit all attachments to DPGC, who should coordinate with supervisor, Head and Peer Group. The comments and recommendation of supervisor, Head & Peer Group should not be shared with student.

You are requested to please bring this information to the notice of all concerned students and their Thesis Supervisors.

**All Applications for extension of assistantship should reach this office by 31 / 07 / 2016. Applications received after last date. Their applications will be considered in September, 2016.**

  
05-07-16  
(Neeraj Misra)

**Encl:** Proforma for application

**CC:** All DPGC Conveners

**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 **Semester: 2016-17-I**

Dated: .....

(Signature of Student)

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

1. Attach a note giving reasons for non-completion of the program within the 5 years. 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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.....  
.....  
.....
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):

.....  
.....  
.....  
.....

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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