



INDIAN INSTITUTE OF PETROLEUM AND ENERGY

Visakhapatnam

CHANGE OF SUPERVISOR/ CO-SUPERVISOR (INTERNAL/EXTERNAL)

Academic Session:		Semester:	AUTUMN		SPRING	
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1	Name of Scholar (in Block letter)					
2	Roll No.			Date of Admission	DD/MM/YYYY	
3	Department				Branch (if any)	
4	Registration Status (Put <input type="checkbox"/> Mark)	Full-Time	<input type="checkbox"/>	Part-Time	<input type="checkbox"/>	External
5	Institute E-mail ID				Mobile No	
6	Who is proposed to be changed by the scholar? (Put <input type="checkbox"/> Mark)	Supervisor		Co-Supervisor (Internal)	Co-Supervisor (External)	
7	Justification for changing Supervisor/ Co-supervisor (Internal/ External)					
8	Details of the proposed new Supervisor/Co-Supervisor (Internal/External) that are required to be attached with this form: (i) Consent letter (ii) Brief Bio-data (in case of External Co-Supervisor)					
	Category in case of Co-Supervisor (Put <input type="checkbox"/> Mark)	Internal Co-Supervisor		External Co-Supervisor		
	Name of Supervisor / Co-Supervisor (in Block letters)				Designation	
	Address of Institute/ Organization (in case of External Co-Supervisor)					

NB: After changing of the Supervisor/Co-Supervisor (Internal/External), the scholar will not be allowed for Synopsis Seminar earlier than twelve months from the date of changing of the Supervisor/Co-Supervisor (Internal/External).

Date: _____

(Signature of the Scholar)

Documents to be attached by the Scholar:

1. An undertaking by stating that s/he has requested for changing the Supervisor/Co-supervisor (Internal/External) on her/his own accord and s/he assures that in no way the prescribed maximum duration to complete the academic program will be affected by this change.
2. No objection from the existing Supervisor/Co-supervisor (Internal/External) with the declaration that all credits earned by the scholar under her/his supervision shall be counted towards the minimum thesis credits requirement.
3. Consent of the new Supervisor/Co-supervisor (Internal / External) and Bio-Data (for External Co-supervisor).

Signature of DSC Members recommending the inclusion of Co-Supervisor:

Name (Department)	Position	Signature	Name (Department)	Position	Signature
	Supervisor (Existing)			Chairperson	
	Member (Dept.)			Member (Dept.)	
	Member (Sister Dept.)			Member (Sister Dept.)	
	Co-Supervisor (Existing), if any			External Co-Supervisor (Existing), if any	

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The consent Letter is Enclosed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Brief Bio-data of the External Co-Supervisor has been attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Observations, if any			

NOTE:

- (i) After obtaining an approval from the Chairman, Senate, a letter will be sent to the scholar with a copy to the new allotted Supervisor/Co-supervisor (Internal/External) & HoD.
- (ii) At the time of processing of Synopsis Seminar, it will be verified that scholar is allowed for Synopsis Seminar after completion of twelve months from the date of changing of Supervisor/Co-supervisor (Internal/External).

Dealing Assistant

Forwarded by

DOAA

Date: _____

Approved by

Chairman, Senate

Date: _____