

DRC Submission Protocol & Checklist

(Link to all forms is given at the end of this doc)

Documents to be included for travel to Conference/workshop/school/symposium

Sr. No.	Type of travel	Documents needed (in Order)
1	Travel in India	<ol style="list-style-type: none">1. NO NEED TO WRITE A LETTER2. Source of Funds (Student Contingency) with supervisor signature – Form 1 in link3. Invitation/acceptance from event4. Leave form (dept office & Form 3 in link)
2	Travel outside India (Plan MINIMUM 4 months in advance)	<ol style="list-style-type: none">1. NO NEED TO WRITE A LETTER2. Ex-India Leave form with supervisor signature – Form 2 in link3. Invitation/acceptance from event4. RSTA/RETA/PMRF/External agency with supervisor signature – Offline version is Form 4 in link but RS/E TA are now online<ul style="list-style-type: none">○ If RETA – attach previous DRC minutes which mentions the student has RETA○ If RSTA – Online form, which needs applying to 2 external funding agencies (plan in advance).○ If External Agency – e-mail proof of acceptance of grant of funds

Documents to be included for SRC Formation/Reconstitution

- Fully filled SRC form - Application for appointment of supervisor – **Form 5 in link**
- **NO NEED TO WRITE A LETTER**

Documents to be included for Comprehensive Viva Voice and Research Plan

1. Fully filled Application for registration of candidate for award of PhD – **Form 6 in link**
2. Marksheet counter signed by student supervisor
3. Proposed research summary
4. **NO NEED TO WRITE A LETTER**

Documents to be included for Comprehensive Viva Voice and Written Exam Extension

- **Letter** requesting extension **signed by PhD supervisor**
 - Mention whether student is full time or part
 - Mention whether written exam is over, with date of exam (if completed)

PhD thesis synopsis and list of examiners

1. Thesis synopsis submission and appointment of examiner application – **Form 7 in link**
2. List of 4 Indian and 4 foreign examiners
3. Mark Foreign Examiners in Reference of synopsis
4. **NO NEED TO WRITE A LETTER**

Abu Dhabi IRA

1. Letter by PhD student signed by PhD supervisor with subject line: IIT Delhi Abu Dhabi IRA
2. Ex-India Leave – **Form 2 in link**
3. Proof of selection and which route 1 or route 2

Extension of PHD registration after 10 Sem

- Annexure “A” with the remarks/justification column filled (**IITD Form**)
- **NO NEED TO WRITE A LETTER**

Course waiver for HSL 800 Research writing

- Application for seeking exemption from HSL 800: Research writing course – **Form 8 in link**
- **NO NEED TO WRITE A LETTER**

Conversion from Full-time to Part-time student

- Application PG: Conversion from full-time to part-time – **Form 9 in link**
- **NO NEED TO WRITE A LETTER**

LINK TO ALL FORMS: <http://chemical.iitd.ac.in/ph-d/>