To, Date:

The Vice-chancellor

Birla Institute of Technology,

Mesra, Ranchi, Jharkhand-835215

Subject: Request for the approval of the assessment committee for Upgradation from <Designation> to <Designation>.

Funding Agency:

Project Title: <Name of Project>, <sanction letter no with date>

Respected sir,

<Name of Student>, my Ph.D. student <Roll No>, under above mentioned scheme since <month year> has completed the two year of Fellowship, and as per the guideline of the funding agency to upgrade from <Designation> to <Designation>, I request your kind approval for the constitution of an assessment committee to review the work via <mode of interview> to be conduct in the Department of <Department name> on <date> & <time>.

**Composition of the assessment committee member**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Srl** | **Member** | **Designation** | **Department name** | **Committee member** |
| **1** |  |  |  | **Chairman/ Chairperson** |
| **2** |  |  |  | **Member (from department)** |
| **3** |  |  |  | **Expert member (outside BIT)** |
| **4** |  |  |  | **Principal Investigator** |
| **5** |  |  |  | **Co-Principal Investigator** |
| **6** | Mr. Rahul Rai | Deputy Registrar  | AAC & HR SRC | Nominee of the Registrar |

Thanks & Regards

Yours Sincerely

Name of P.I. Forwarded by

Designation Head

Department Department of

Encl.: (1) Guidelines for upgradation

 (2) Research Paper Published

 (3) Conference attend

 (4) Summary of Project work

Forwarded by Forwarded by

Mr. Rahul Rai Dean

Deputy Registrar (AAC&SRC) R.I.E.