To, Date:

The Vice-chancellor

Birla Institute of Technology,

Mesra, Ranchi, Jharkhand-835215

Subject: Request for the approval of the **Three-member assessment committee** for the upgradation from **Junior Research Fellow** to **Senior Research Fellow** under.

Scheme Name:

Respected sir,

With reference to the above-mentioned project, I request your kind approval for the constitution of a Three-member assessment committee to upgrade <Name of Candidate> awarded for UGC <Scheme Name> , <award no >. The <mode of interview> to be conduct in the Department of <Department name> on <date> & <time>. Further, I request you to kindly allow me to pay an honorarium of (Rs. 5000/-) to the External expert from department budget.

**Three-member assessment member**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Srl** | **Member** | **Designation** | **Department name** | **Committee member** |
| **1** |  |  |  | **Chairman/ Chairperson** |
| **2** |  |  |  | **External Expert outside BIT (As per the norms of funding agency)** |
| **3** |  |  |  | **Mentor / Supervisor** |

Thanks & Regards

Yours Sincerely

Name of P.I. Forwarded by

Designation Head

Department Department of

Forwarded by Forwarded by

Mr. Rahul Rai Dean

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