

OFFICE MEMORANDUM

Procedure for change of Faculty/School of study

The Senate at its 19th Meeting (held on October 16, 2017) approved the following procedure for change of Faculty/School of Study of AcSIR students from one discipline to another:

- (i) Student seeking change of Faculty/School of study, should apply with justification including consent of the Supervisor and approval of the concerned Lab Director.
- (ii) Deans of both the Faculties should also accord their approvals on the proposed change on the basis of the background of the student and the research work, availability of faculty for guidance in the desired area and recognition and approved coursework of the concerned Lab in the new area (Faculty) of research.
- (iii) Approvals of the Deans of the two concerned Faculties at AcSIR have to be obtained through the Lab Coordinator.
- (iv) All documents in a compiled manner is to be forwarded to AcSIR for obtaining approval of the Chairman, Senate.
- (v) No such request for change in Faculty/School of study will be allowed after Registration to the PhD program i.e., clearance of the Comprehensive Examination in the original Faculty.
- (vi) Any request received at AcSIR without any of the documents/approvals mentioned above, will not be considered.

The notification is being issued with approval of the competent authority.



(Arpita Sengupta)
Senior Manager and
Non-Member Secretary to the Senate

Distribution:

All AcSIR Coordinators at CSIR Laboratories

Copy to:

Dr. Baldev Raj, Chairman, Board of Governors & Chancellor, AcSIR
Dr. Girish Sahni, Vice Chairman, BoG, AcSIR & DG, CSIR
Dr. Rajender Singh Sangwan, Chairman, Senate & Director, AcSIR
All Members of the Senate
All Deans and Associate Deans
Mr. Ashwini Mishra, Manager, AcSIR
All Executive Consultants & Executive Assistants, AcSIR
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