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| **MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR**  **FORMAT FOR CONVERSION FROM FULL TIME/PART TIME TO OFF CAMPUS IN M.TECH./Ph.D. FROM \_\_\_\_\_\_ SEMESTER DURING THE ACADEMIC SESSION 20\_\_\_\_** |

**PART A**

**TO BE FILLED BY THE STUDENT**

1. Name of the Candidate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. ID Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. Specialization/Ph.D. topic\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Mobile No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. E-mail ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Dept. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7. Year of registration as full time/Part Time candidate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Type of initial registration: Full Time/Part Time

9. Reason of conversion from Full Time/Part time to Off Campus: employment/other: (Please √ the relevant). In case of employment furnish the following details:

1. Name of Employer
2. Date of appointment
3. Attach appointment and joining letter
4. NOC from the employer permitting the student to continue in Off Campus M.Tech./Ph.D. programme.
5. Letter from employer undertaking the following conditions:

* The necessary research & library facilities are available in the office and I undertake to permit the student to utilize the same to peruse his/her research work.
* I undertake to relieve him/her at the end of every semester for the semester evaluation.

1. Academic performance.
2. If the course work has been completed furnish the details.

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| **Semester** | **Session** | **Course Code** | **Title** | **Credit** | **Grade** | **Overall CGPA** |
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1. Furnish the details of back log courses if any.
2. If awarded Ph.D. candidacy (applicable to Ph.D. students if so date of award\_\_\_\_\_\_)

**NOTE:** The request for conversion from full time/part time to off campus shall be considered only if:

1. M. Tech./M.Plan students- the course work has been completed and there are no backlogs
2. For Ph.D. students- the course work completed and Ph.D. candidacy has been awarded.

**Date: \_\_\_\_\_\_\_\_\_\_\_ Signature of the student**

**PART-B**

**FOR OFFICIAL USE (DEPARTMENT)**

Recommendation of the Supervisor; Recommended/Not recommended for conversion from Full Time/Part Time to Off Campus.

**Date: \_\_\_\_\_\_\_\_\_\_\_\_ Signature of Supervisor**

Recommendation of DPGC Convener; Recommended/Not recommended (for conversion from Full Time/ Part Time to Off Campus).

**Signature of Convener DPGC**

**Signature of Associate Dean (PG)**

**PART-C FOR OFFICIAL USE (ACADEMIC SECTION)**

**Dealing assistant (Academic Section) to verify the records. Signature**

**Remarks & Signature of Associate Dean (PG)**

**Approved/Not approved for conversion from Full Time/Part Time to Off Campus.**

.**Dean, Academic Signature of Chairman SPGB**