



Office of International Relations  
Indian Institute of Technology Kharagpur  
Kharagpur - 721 302

Ref: 2142/2024/OIR

07.02.2024  
Date: 24.01.2024

**Subj: Request from student for approval to join the Joint Doctoral Degree Programme between IIT Kharagpur and University of Melbourne**

**Susithra S.** (22CH92R03), Ph.D student from Chemical Engg has put forward an application in December, 2023 to join the IITKGP- University of Melbourne Joint Doctoral Degree Programme (MIPA).

The student has now submitted a written request, to allow her to join the JDP along with all necessary documents. Her application includes the following documents:

1. Filled up Prerequisite Form
2. NoC from Faculty Mentor and Head
3. Letter to Faculty mentor Requesting permission to join the JDP, giving details of your intended research and activities. This letter will have to be signed by the applicant
4. Letter of Support from Faculty Mentor, routed through HoD
5. Letter of Support/or email and acceptance of Host Mentor expressing willingness to mentor the student
6. Student transcripts (downloaded from ERP and hard copy prints)
7. Letter from Faculty Mentor at IITKGP stating that all medium of instruction and examination is conducted in English. Therefore the English language requirement may be waived.
8. Filled up DSC recommendation form
9. Individual Graduate Record Agreement

The IITKGP JDP Evaluation Committee is requested to review this application and provide comments regarding approval or otherwise.

Sincerely,

IR Executive

Executive Officer

Assistant Registrar

Associate Dean AA& IR

07.02.2024  
Deputy  
Dean FoS

07.02.2024  
Dean BTBS

Dean FoEA

07.02.2024  
Dean OR & AA

Date: 11.12.2023

To

Prof. Debasish Chakravarty  
Associate Dean, International Relations and Ranking,  
Indian Institute of Technology, Kharagpur

(Through, HoD, Department of Chemical Engineering)

Respected Sir,

Subject: Application for Joint Doctoral Program – IIT KGP and University of Melbourne,  
Australia – Susithra S – 22CH92R03

This is to inform you that Susithra S, 22CH92R03 (Research Scholar, Department of Chemical Engineering) has enrolled for the PhD program in the spring semester of 2022 under my supervision. She wishes to apply for the Joint Doctoral Program offered between IIT KGP and the University of Melbourne, Australia. Along with the formal consent from the host supervisor Prof. Amanda Ellis (Head of Chemical and Biomedical Engineering, University of Melbourne), I am sending her complete application and other necessary documents for your consideration for the JDP program.

The documents attached to the cover letter are as follows:

- ✓1. Filled up prerequisite form
- ✓2. NoC from the faculty mentor and Head/concerned Dean
- ✓3. Letter to faculty mentor requesting permission to join the JDP, giving details of your intended research and activities. This letter will have to be signed by the applicant.
- ✓4. Letter of support from the faculty mentor, routed through the HoD/ the Concerned Dean
- ✓5. Letter of support/or email and acceptance of Host Mentor expressing willingness to mentor the student.
- ✓6. Student transcripts (downloaded from ERP and hard copy prints)
- ✓7. Letter from faculty mentor at IIT KGP stating that all medium of instruction and examination is conducted in English. Therefore, the English requirement may be waived.
- ✓8. Filled up DSC recommendation form
- ✓9. Individual Graduate Record Agreement

Yours faithfully,

  
Dr Swambhu Varanasi  
Assistant Professor  
Department of Chemical Engineering  
Indian Institute of Technology Kharagpur