

From:

Name of the Student  
QIP Scholar- Name of Department....., IITG

To,  
The Professor & Coordinator  
QIP, CET  
IITG

Through the Supervisor

Through the Head of..... Department

Sir,  
Sub: Seeking extension beyond the mandatory 3 years period for QIP-PhD Academic work.

I will be completing 3 years of the QIP program (xx<sup>th</sup> of month 20xx to xx<sup>th</sup> Month 20XX) at IITG.

I could not complete all the portion of my PhD work assigned by my Supervisor (give reasons for and estimated time required). Ex: I would need 6 months more from xx date- Month 20xx to xx date, month 20xx to complete my Thesis work.

I request you to issue me a Provisional Release certificate for having completed 3 years to enable me to rejoin duty at my institution. I further request you to mention in the release certificate the continuation of my PhD Registration and that I will continue to work on my PhD.

I request you to consider recommending my case for extending my study leave. I understand that beyond three years the rules of my employing institution will take effect. I understand that any arrangement that I make for continuation of my PhD work beyond the three years- is between me and my employing institution.

I will produce the necessary NOC from my institution permitting me to continue working on my PhD at IITG. Further I request that I be permitted to retain my Hostel accommodation for a further period of 6 months subjected to my application for extension is approved.

Yours sincerely,

PhD Scholar

Name and address of his/her sponsoring/ deputing Institution with Designation of Authority to whom the Provisional Certificate is to be addressed and sent by Registered Post by QIP Office