

Format of Recommendation Letter

(To be printed on the letterhead and signed by the referee with his/her seal, or through official email id used by the Referee. The letter should be issued to the applicant in a sealed envelope to maintain its authenticity and confidentiality or emailed directly to the prospective supervisor(s) with full contact details.

Please use additional pages, if required.)

To:
Selection Committee
Discipline of Electrical Engineering, IIT Indore

Date: DD/MM/YY

I am writing this letter of recommendation for **Mr/Ms. Full name of the applicant** who has applied for the PhD Program of EE Discipline at IIT Indore.

Details of Referee	
Name	
Position and department	
Institute/university	
Email id and Telephone/Mobile No.	

Comments on Applicant's attributes	
In what capacity do you know the applicant?	
How long have you known the applicant?	
Please comment on the subject/specialization knowledge of the applicant. (minimum 50 words)	
How would you characterize the applicant's field of expertise? (minimum 100 words)	
Please comment on the relevant elements in relation to the applicant's research. (If applicable)	
Please comment on the applicant's ability to work alone and in a team.	
Please comment on general character of the applicant. (minimum 25 words)	
Please comment on the special attributes that the referee may have noticed in the applicant at a personal level. (minimum 25 words)	
Please comment on the applicant's major abilities, strengths and weaknesses? (minimum 25 words)	
Please comment on the applicant's ability to communicate in English. (minimum 25 words)	
Please comment on your assessment on the applicant's potential or suitability to the PhD program in Electrical Engineering. (minimum 25 words)	
Please provide any other comment that would help the committee to make decision on applicant's suitability for the PhD program.	

Please contact me if you need any further information.

Date:

Name of Referee:

Place:

Signature of Referee: