**Format of Recommendation Letter**

(To be printed on the letterhead and signed by the referee with his/her seal. The letter should be issued to the applicant in a sealed envelope to maintain its authenticity and confidentiality. Please use two pages if required.)

To: Date: DD/MM/YY

The Selection Committee

Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IIT Indore

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

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

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| --- | --- |
| **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. |  |
| How would you characterize the applicant’s field of expertise? |  |
| 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. |  |
| Please comment on the special attributes that the referee may have noticed in the applicant at a personal level. |  |
| Please comment on the applicant’s major abilities, strengths and weaknesses? |  |
| Please comment on the applicant’s ability to communicate in English. |  |
| Please comment on your assessment on the applicant’s potential or suitability to the PhD program in Mechanical Engineering. |  |
| Please provide any other comment that would help the committee to make decision on applicant’s suitability for the PhD program. |  |
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Please contact me if you need any further information.

Date: Name of Referee:

Place: Signature and seal