**Format of Recommendation Letter**

(To be printed/written on the letterhead and signed by the referee with his/her seal. Recommendation must be sent by referees to **ce\_dpgcc@iiti.ac.in** and **ceoffice@iiti.ac.in)**

To: Date: DD/MM/YY

The Selection Committee

Department of Civil Engineering, 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 the Department of Civil Engineering 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.  |  |
| 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 independently 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, and strengths. |  |
| Please comment on the applicant’s 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 Civil Engineering.  |  |
| 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 and seal