**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 [admission-cse@iiti.ac.in](mailto:admission-cse@iiti.ac.in) 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 Department of Computer Science and Engineering 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 (speak and write) in English. |  |
| Please comment on your assessment on the applicant’s potential or suitability to the PhD program in Computer Science and Engineering. |  |
| Please provide any other comment/applicant’s achievements in your supervision or collaboration 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