

To  
The Registrar / Controller of Examinations (COE)  
Ramakrishna Mission Vivekananda Educational and Research Institute  
(Declared by Government of India under Section 3 of UGC Act, 1956)  
PO Belur Math, Dist Howrah 711202

Subject: Application for appearing the Comprehensive Examination(Oral/Written) for Ph.D./Int Ph.D. Programme

Respected Maharaj / Sir,

I \_\_\_\_\_, Registration No./ ID \_\_\_\_\_,  
Programme \_\_\_\_\_, Department \_\_\_\_\_,  
Campus \_\_\_\_\_ request your permission to appear in the 'Comprehensive Examination'  
(Oral / Written) at \_\_\_\_\_ campus. I have successfully completed \_\_\_\_ credit course-works  
prescribed for the PhD/Int Ph.D. Degree (including \_\_\_\_ credit research methodology), secured final CGPA  
\_\_\_\_\_ and paid all the course fees till date. The copy/copies of the grade-sheet(s) are enclosed.

With regards

Full signature of the Student/Scholar with date

**Recommendation of the Guide:**

The above mentioned student/scholar has already completed the prescribed course work including research methodology as per UGC regulation. He is recommended for appearing in the Comprehensive Examination(Oral/Written).

Full signature of the Guide with date

**Recommendation of the Dean/ Head of the Department:**

I declare that the foregoing statements made by the student/scholar are correct as far as my knowledge is concerned. The student /scholar may be allowed to appear in the Comprehensive Examination (Oral/Written).

Date:

Full signature of the Dean/ Head of Department  
with office seal

**Approval of the Registrar:** Approved / Not Approved

Signature of the Registrar with Date  
office seal

**Copy to:**

Controller of Examinations (COE)