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| **Meeting Purpose:** | **Comprehensive exam**  **Qualifying Exam**  **Open seminar – I**  **Open seminar - II**  **Synopsis Meeting**  **Thesis Defense**  **(***Tick the appropriate***)** |

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| **Meeting** | | | | | | |
| **Date** |  | **Location** |  | **Online** | **Time** |  |

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| --- | --- | --- | --- |
| **Scholar details Full Time**  **Part Time** | | | |
| Name |  | Roll No |  |
| Department |  | Current PhD status |  |

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| --- | --- | --- | --- |
| **Quorum** | **Name of the Faculty (***Dept. in brackets***)** | **Present (Online / Offline)** | **Signature** |
| **Thesis Advisor** |  |  |  |
| **Co-advisor - 1** |  |  |  |
| **Co-advisor - 2** |  |  |  |
| **DC Member** |  |  |  |
| **DC Member** |  |  |  |
| **DC Member** |  |  |  |
| **DC Member** |  |  |  |
| **External Member** |  |  |  |

**Introduction to the meeting: (includes date, time, venue, mode, quorum and thesis title (proposed or approved)**

**Discussion:**

**Attendance Sheet: (downloaded from MS Teams / Physical)**

**Geo-tagged Photo(s):**

**Link to the meeting Video:**

**Outcome:**

**Signature:**

Thesis Advisor | Co-Advisor 1| Co-Advisor 2| DC Member| DC Member| DC Member| External Member| Chair-PGP