

## **Instructions for preparing the letter of reference**

1. The letter of reference (LoR) should validate the candidate's affiliation and designation.
2. It should share the candidate's area of research and reasons for accessing the digital resources.
3. It should be drafted in the official letterhead and duly signed and stamped.
4. For Masters candidates, the LoR needs to be from their department HoD.
5. For registered PhD candidates the LoR needs to be from their respective supervisor.
6. For postdoctoral candidates, a self-introduction letter with the relevant above-mentioned specifications will be required. It should be forwarded by the head of the affiliating department/school or the mentor.
7. For faculty members, a self-introduction letter with the relevant above-mentioned specifications will be required. It should be forwarded by the head of the affiliating department/school.

The scanned copy of the LoR should be uploaded in the designated portal to complete the application process.