



CHANDIGARH UNIVERSITY UTTAR PRADESH, INDIA



Guidelines for Six Monthly Progress Report & Presentation



1. After successful approval of their Research Synopsis by the respective Research Advisory Committee (RAC) all Ph.D. scholars are required to undertake their research work in a regular manner, regularly consulting with and reporting to their respective supervisors regarding the progression of the research.

2. Timing of Progress Reports:

The timing of all progress reports will be calculated from the date of approval of the Research Synopsis by the respective RAC. Progress reports are due every six monthly until the submission of the thesis or termination of candidature.

3. Purpose of the Progress Report:

The purpose of the six monthly report is:

- To provide context for the work done as presented to the RAC
- To ensure that the project is properly "on track", and summarize the scholar's research progress particularly with regard to the planned completion date
- To identify any problems inhibiting the progress of the Ph.D.
- To indicate any changes to the project as necessitated
- To enable the scholar to demonstrate scientific writing skills appropriate for Ph.D. thesis work

It is particularly important that the reporting process be used by the RAC as a means of determining the adequacy of supervision and support. Wherever problems are identified, these should be mentioned in the report, along with measures to rectify them.

4. Progress Report (written copy):

The Ph.D. Scholars are required to submit 2 original copies of the written six monthly Progress Report (which should be upto a maximum of 15-20 pages) according to the formats as annexed. The report should include the following:

- a. **Covering Letter:** As per Annexure-I.
- b. **Title page:** As per Annexure-II.

The written six monthly progress report must be duly recommended by the respective supervisors, and approved by the RAC members. The consolidated progress report, inclusive of **all** annexures as indicated above, must be submitted to the Research and Development Cell (CRADLE cell) duly forwarded through the respective Dean/HODs.

5. Progress Report Presentation:

Every Ph.D. scholars is mandatorily required to present the progress made in his/her research work, over each six month period, in the form of a Seminar with a Power Point Presentation. The Internal Research Advisory Committee members, supervisor, co-supervisor, all other Faculty members of the department and Ph.D. scholars of the department are required to attend the progress report presentation. The Scientific Advisor of the University and the Dean of the respective Academic Unit, and the in-charge of the Research and Development Cell should also be invited for the same.

The presentation should be of around 10 to 15 minutes followed by a discussion. The presentation slides should be 10 to 15 in number, focussing on the following aspects as done in the 6 months period

since the last progress report:

- Title of the Research
- Methods used
- Results obtained
- Outcomes of the work done
- Future work plan in next six-month period

The scholars must strive to be well updated about the recent developments and trends in the proposed area of research. She/he must be able to answer the queries raised by the audience confidently & effectively. The scholar should also be open to the observations and pertinent suggestions expressed by the Research Advisory Committee and other Faculty members present, and must make efforts to incorporate them into his/her work over the next six month period.

After the presentation, a soft copy of the same should be submitted Research and Development Cell along with the 6 Months Written Report and the Report of the RAC chairperson, through the Head of Department and respective Dean.

The first slide of the PPT should be as follows:

Six Monthly Progress Report From.....to.....

On Ph.D. Research entitled

“.....”

Presented by

Name of the Ph.D. Scholar

Registration No. DD.....



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Name of the Department

Chandigarh University

6. If the Ph.D. scholar has not made sufficient progress in his/her research work as per comments/remarks on the progress report, of the Supervisor/RAC (who are the primary judges of appropriate research progress), a formal written warning letter will be issued to the scholar directing him/her to improve his/her research performance for the purpose of making meaningful contribution to the respective Ph.D. research, otherwise the concerned scholar's continuance as a Ph.D. scholar would be reviewed.

7. After assessment of the six months Progress Report by the RAC, feedback on the progress made will be given to the Ph.D. scholar by the supervisor in the Format as per Annexure-VI. A photocopy of the same is to be submitted by the supervisor to the Research and Development Cell (CRADLE cell).

Chandigarh University Uttar Pradesh

Submission of Six-Monthly Progress Report

(Letter to be submitted to the Research and Development Cell by the Ph.D. Scholar along with the Six-Monthly Progress Report)

Date:

To,
The Research and Development Cell
Chandigarh University
Uttar Pradesh, Unnao, 209859, UP

Subject: Submission of Six-Monthly Progress Report of Ph.D. Research Work

Dear Sir/Madam,

I am submitting herewith two original copies of the six-monthly progress report for the period of to in partial fulfilment of the research work done on my Ph.D. research work entitled “.....”. My Research Synopsis was approved on date

I have shared the progress of the work with my Supervisor and Co-Supervisor and also presented it in Departmental Seminar. The progress report has been prepared in consultation with my Research Supervisor.

Yours sincerely,

Name of the Scholars with Signature

Name of Supervisor:

Name of Co-Supervisor (In any):

“ABCDEFGHIJKLMNOPQRSTUVWXYZ”

Font
18,
Times
New
Roman,
Bold,
All caps



3.8 cm

4.7 cm

Progress Report Submitted

by

Name of the Scholar:
Registration No.....

Under the guidance
of

Name of the Supervisor
Designation of the Supervisor

Font 14,
Times
New
Roman,
Bold,
All caps

**In partial fulfillment of the Research Work
For**

Ph.D. Degree in the Subject of _____

**Chandigarh University
Uttar Pradesh**

Font 20,
Times
New
Roman,
Bold,
All caps

Chandigarh University

SIX MONTHLY PROGRESS REPORT OF Ph.D. RESEARCH WORK

(To be submitted by the all registered Ph.D. Scholars as per CU-UP Ph.D. Guidelines)

Six Monthly Report (Tick the appropriate box):

1	2	3	4	5	6	7	8
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1. Period of Six-Monthly Report: From..... To
2. Name of the Ph.D. Scholar:
3. Category: Regular (Full time/Part time)
4. Registration No.: DD..... Enrolment No.: CU-UP.....
5. Department:..... Specialization:
6. Date of Approval of Synopsis by RAC.....
7. Research Title*: “.....”
**Note: The title of the Research work must be strictly as per the title as mentioned in the enrolment letter. If a scholar wishes to change the Title, Objectives or Methodology, then separate application duly verified by the respective supervisor should be forwarded to Head, Ph.D. Cell of the CU.*
8. Name(s) with Designation(s) of the Research Supervisor & Co-Supervisor(s)
9. Detailed progress of research work done during the period as mentioned in Sl. No. 1 (Attach separately with this form. Details should be as per Annexure-V)
10. Expected date of completion of Ph. D. Thesis:

11. Assessment of performance of the Candidate by the Research Supervisor during the reporting period: (Tick the most appropriate remark):

i.	Satisfactory/ Not Satisfactory No	Yes
ii.	Any other Remark:	

12. Remarks of the Research Advisory Committee (RAC) Chairperson:

.....
.....

13. Names and Signatures of RAC Chairperson and Internal Members:

RAC member (Professor/Associate/Assistant Professor):.....Signature

RAC member (Supervisor of the Ph.D. scholar):.....Signature

RAC member (Co-Supervisor of the Ph.D. scholar):.....Signature

.....
Signature of the Scholar (with Date)

.....
Signature of Supervisor (with Date and Seal)

Approved by RAC of Department.....in its meeting held on.....

Signature of ChairpersonDate

Received in the Research and Development Cell on date:

Signature of Officer in-Charge::

Signature of Assistant/Deputy Registrar

Signature of Dean/ Director Research:.....

