



Covering Letter to submit the half yearly progress reports

From (Research Scholar Official Address)

To

The Deputy Director (Ph.D Program)

Ph.D.Section,

VMRF(DU), Salem.

Respected Sir/Madam,

Sub: Submission of Half Yearly report for the period from _____ to _____

Mr./Ms. _____, Reg.No. _____ admitted in Full-
Time/ Part-Time [Internal/External] _____ Session. under faculty
of _____ in Discipline _____ under the
guidance of _____.

Thanking you,

Yours faithfully

Place :

Date :

Enclosures :-

1	Hard copy of Half yearly progress report (Annexure IVa)	Yes/No
2	Hard copy of Minutes of RAC meeting (Annexure IV b)	Yes/No
3	Attendance Certificate (Annexure IV C)	Yes/No
4	In Service Certificate from working institution in letter head (one time in a year) (Annexure IV d)	Yes/No
5	Brief Report of progress submitted	Yes/No
6	i) Conference – Participated / Presented	Yes/No
	ii) Seminar – Participated / Presented	Yes/No
	iii) Publications – Accepted / Published	Yes/No
7	Remuneration Claim form	Yes/No

Supervisor Signature :

HOD/HOI signature with seal :

---- (Office Use Only) ----

Checked by :



HALF YEARLY PROGRESS REPORT

Period from: _____ **to:** _____ **and HPR Report No.** _____

1. Particulars about the Research Scholar:	
(a) Name	
(b) Registration Number	
(c) Category of Registration	FT / PT [Internal / External]
(d) Date of Provisional Registration	
(e) Designation	
(d) Research Scholar Official Address	
2. Particulars of the Research Advisory Committee Members (RAC)	
(a) Name of the Research Supervisor :	
Designation :	
Official Address :	
(b) Name of the Co-Research Supervisor : (if applicable)	
Designation :	
Official Address :	
(c) Name of the Internal RAC Member :	
Designation :	
Official Address :	
(d) Name of the External RAC Member :	
Designation :	
Official Address :	
3. Name of Department / Institution where Research is conducted	
4. Title of the proposed thesis:	
5. Whether coursework Examinations completed	Yes / No
6. Has the fee been paid upto date:	Yes / No



Brief Report progress

Signature of the Research Scholar



Minutes of the Half Yearly Progress Report

The Research Advisory Committee meeting was convened on _____
at _____ for Mr./Ms. _____,
Reg.No. _____ admitted in Full-Time/ Part-Time [Internal / External]
_____ Session. under faculty of _____
in Discipline _____. The committee
evaluated the research work carried out by the Research scholar.

Remarks by the Research Supervisor	
i. Whether the Research Supervisor agrees with the Research Scholar's Progress report	(Yes / No)
ii. Whether the co-supervisor agrees with the Research scholar's report <i>(if any)</i>	(Yes / No)
iii. Comment / Suggestion discussed in the meeting :	

Hence the committee permits the scholar to continue with his /her research work.

Research Supervisor

Signature & Seal

Internal RAC Member

Signature & Seal

External RAC Member
(Mail concern if online)

Signature & Seal

Date :

Place :



Attendance Certificate

This is to certify that Mr/Ms._____ with Reg.No._____ admitted in _____ session pursuing Ph.D Full Time/Part Time category as per the attendance register has put his/her attendance as a research scholar in our constituent college of the University during the half yearly progress period from _____ to _____ for _____ days.

- i) Part Time Scholar (Minimum 30 days per year)
- ii) Full Time Scholar (No. of days present / Total working days)

Note: Full Time scholars should submit the Attendance every month.

Signature of the Research Supervisor

(seal)

HOD / HOI

(seal)

Place :

Date :



ANNEXURE-IVd

(In Service Certificate to be submitted only in the respective working institution Letter Head)

Date:

In Service Certificate

-
This is to certify that Ms/Mr. _____ joined in our institutions and
working as _____ in the department of
_____ from _____ continuing as such till date.

*This certificate is issued at the request of the faculty member for the purpose of pursuing her/his Ph.D Program in
Vinayaka Missions Research Foundation (DU), Salem.*

HOI with seal



REMUNERATION CLAIM

FOR First RAC / Second RAC & 1st HPR / HPR Every six months (.....) / Pre-Synopsis)

1	Candidate Name	
2	Discipline	
3	Faculty	
4	Registration Number & Session	
5	Date of RAC Meeting	
6	Supervisor Name	
	College Address	
	Type of Account & A/c No	
	Bank Name & Branch Name	
	City / Town	
	IFSC Code (11 digits)	
	Signature of the Supervisor	
7	External Member Name	
	College Address	
	Mode of RAC meeting attended	Online / Offline
	Type of Account & A/c No	
	Bank Name & Branch Name	
	City / Town	
	IFSC Code (11 digits)	
	Signature of the Supervisor	
8	Internal Member Name	
	College Address	
	Type of Account & A/c No	
	Bank Name & Branch Name	
	City / Town	
	IFSC Code (11 digits)	
	Signature of the Supervisor	
Signature of the Research Supervisor with seal Signature of the HOD / HOI's of the Institution with seal		