



**Covering Letter to submit the Half yearly progress reports**

From (Official Address)

To  
The Deputy Director (Research),  
Ph.D.Section, VMRF (DU),  
Salem.

**Sub: Submission of report number \_\_\_\_\_ the Half Yearly report for the period from  
\_\_\_\_\_ to \_\_\_\_\_**

Respected Sir,

Myself \_\_\_\_\_ (Reg.No. \_\_\_\_\_) Part Time/Full Time Ph.D candidate of  
Vinayaka Missions Research Foundation (Deemed to be University), Salem under the  
faculty/discipline of \_\_\_\_\_/\_\_\_\_\_ under the Guidance of  
\_\_\_\_\_ admitted in \_\_\_\_\_ session.

Thanking you,

Yours faithfully,

Place :

Date :

**Enclosures: Please put tick marks**

- |  |        |
|--|--------|
| 1. Hard copy of Half yearly progress report(Annexure IVa)                              | Yes/No |
| 2. Hard copy of Minutes of DC Meeting(Annexure IV b)                                   | Yes/No |
| 3. Attendance Certificate for Half yearly progress period                              | Yes/No |
| 4. In Service Certificate from working institution in letter head (one time in a year) | Yes/No |
| 5. Brief Report of progress made as per protocol/Proposal Submitted                    | Yes/No |
| 6. Participated/Presentation - Conference – /Publication/seminar details               | Yes/No |
| 7. Remuneration Claim Form   | Yes/No |

**Supervisor Recommendation with signature:**

**Co-Supervisor Recommendation with signature (If applicable):**

**HOD signature with Seal:**

**HOI Signature with Seal:**



**ANNEXURE - IV a**

**HALF YEARLY PROGRESS REPORT**

(Report Number \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_)

**Please read the following instructions before filling:**

The progress report shall be submitted by the candidate before the Research Advisory Committee. After placing before the Research Advisory Committee constituted for the candidate the hard copy of the report should be submitted to the Ph.D section with Minutes of the meeting(Annexure Vd). Two copies to be retained one for Research Supervisor another for Research Scholar.

**Note:** Failure to submit two consecutive six monthly progress reports will entail the cancellation of registration of the candidate by the Vice – Chancellor on a report made by the Research Supervisor and /or the Deputy Director Research in this behalf.

1. Particulars about the candidate:	
(a) Name	
Registration Number	
(b) Designation with working institution address	
(c) Date of provisional registration as per the Ph.D Provisional Registration communication	
(d) Category of registration	PT/FT Internal/External
2. Particulars of the Research Supervisor	
(a) Name	
(b) Designation with working institution address	
3. (a) Name of the Co-Research Supervisor (if applicable)	
(b) Designation Institution where employed	
4. (a) Name of the Internal Research Advisory Committee Member	
(b) Designation Institution where employed	
(a) Name of the External Research Advisory Committee Member	
(b) Designation Institution where	



employed		
5. Name of Department\Institution where research is conducted		
6. Title of the proposed thesis:		
7. Details of progress of research		
(a) Whether the candidate's report about the work carried out during the period (in about 300words) is enclosed (Mandatory)		
(b) Whether journal have been published (If yes, furnish details)		
(c) Whether seminars/ conferences attended/Progress		
(d) Whether completed the prescribed course work if yes, how many		
8. Has the fee been paid up to date:		
9. Remarks To be filled by the Research Supervisor (Please tick ✓)		
(a) Attendance: Number of days during 6 month period/Yes/No		
(b) Progress Satisfactory:		No, (with reasons)
(c) Whether the Research Supervisor agrees with the scholar's report:		No, (with reasons)
(d) Whether the co- supervisor agrees with the scholar's report:		No, (with reasons)

Signature of the Candidate:

Signature of the Supervisor  
with Seal:

Signature of the Co-Supervisor  
(If applicable) with Seal:

Date:



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**MINUTES OF THE RESEARCH ADVISORY COMMITTEE**

The ..... Research Advisory Committee Meeting for the

Ph.D Scholar Mr./Ms..... Reg.No.....was held  
on

.....at .....A.M/P.M.in the Department of.....

.....,VMRF(DU).

The following members were present:

- 1.
- 2.
- 3.
- 4.

The research work and the Power Point Presentation done by the candidate are enclosed. The committee evaluated the research work carried out by the scholar and was satisfied with the progress and performance of the scholar. The committee recommended the Half Yearly Progress report (Annexure IVa) for the period from \_\_\_\_\_ to \_\_\_\_\_ submitted by the candidate. Hence the committee and permits the scholar to continue with his /her research work.

**Supervisor**

**Signature & Seal**

**RAC Member 1**

**Signature & Seal**

**RAC Member 2**

**Signature & Seal**

Date:

Place:



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**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 residential  
attendance as a research scholar in our constituent college of the University during the  
half yearly progress period from \_\_\_\_\_ to \_\_\_\_\_ for \_\_\_\_\_  
days.

**Signature of the Research Supervisor**

**with seal**

**Head of the Institution**

**with seal**

**Place :**

**Date :**



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

**Date:**

**In Service Certificate**

This is to certify that \_\_\_\_\_ joined in \_\_\_\_\_ this Institution on \_\_\_\_\_ as \_\_\_\_\_ continuing as such till date.

During the tenure of his/her services, she/he has been discharging her/his duty to the satisfaction of the institution.

This certificate is issued at the request of the faculty member for the purpose of pursuing her/his Ph.D Program.

**HOI with seal**



**REMUNERATION CLAIM FOR RAC Meeting & Pre-Synopsis Meeting**

**(First RAC / Every six months (1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> / 4<sup>th</sup> / 5<sup>th</sup> / 6<sup>th</sup> / 7<sup>th</sup> / 8<sup>th</sup>) / Pre-Synopsis)**

(Please note: the remuneration will be settled by cash transfer to your bank account only, so please furnish relevant details here which will be kept confidential. Thanks)

1. Candidate Name/Reg.No :

2. Faculty/Discipline :

3. Date of RAC Meeting :

4. **Supervisor Name & College address :**

Type of Account & A/c No -

Bank Name & Branch Name -

City / Town -

IFSC Code (11 digits) -

Signature of the Supervisor -

5. **External Member Name & College address:**

Type of Account & A/c No -

Bank Name & Branch Name -

City / Town -

IFSC Code (11 digits) -

Signature of the External Member -

6. **Internal Member Name & College address:**

Type of Account & A/c No -

Bank Name & Branch Name -

City / Town -

IFSC Code (11 digits) -

Signature of the Internal Member -

7. Signature of the Research Supervisor  
with seal

Signature of the Head of the Department  
with seal

Signature of the Head of the Institution  
with seal