

**FORMAT FOR ANNUAL PROGRESS SEMINAR REPORT/JRF TO SRF REPORT**

(APS, PhD Manual #8.6)

(Last date of submission of report to the OAA: July 30 and December 31 for students admitted in August and January, respectively)

Department of \_\_\_\_\_

**Section-A: (to be filled by Ph.D. student)**

1. Name and Roll No. of Student: \_\_\_\_\_
2. Phone and Email Address: \_\_\_\_\_
3. Nature of Fellowship (Institute/External): \_\_\_\_\_
4. Date of Joining Ph.D. Program: \_\_\_\_\_
5. Period up to which Fellowship is Tenable: to \_\_\_\_\_ from \_\_\_\_\_
6. Theme of Doctoral work:
  - (a) Topic of Research: \_\_\_\_\_
  - (b) Broad Subject Area: \_\_\_\_\_
7. Review Period: \_\_\_\_\_ to \_\_\_\_\_
8. Current annual progress seminar, Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_
9. Details of the progress seminar presented prior to the current one, Month: \_\_\_\_\_ Year: \_\_\_\_\_
10. Name and Designation of Supervisor(s): \_\_\_\_\_
11. Attendance Statement (Verified by concerned Departmental office and countersigned by thesis supervisor(s) comprising of: (A separate sheet may be attached)
  - (a) Total number of working days during the period under report:
  - (b) Out of these, total number of days the Ph.D. student was present and worked:
  - (c) Number of days for which leave was sanctioned:
  - (d) Number of days for which leave was not sanctioned:
12. Number of days the Ph.D. student remained out-of station for academic/field work with dates and places visited:
  - (a) Number of days:
  - (b) Place visited:
13. Detailed report about the research work done during the period under report (as per #8.6)
14. Plan of work for the next year (one-page may be included with research work report mentioned under 11)
15. Number of research papers published/accepted for publication/communicated for publication
  - a) Journals: \_\_\_\_\_
  - (b) Conferences: \_\_\_\_\_
  - (c) Journal papers under review: \_\_\_\_\_
16. How much more time you need to complete your Ph.D.? \_\_\_\_\_
17. It is affirmed that I have devoted my full time to research and other assigned duties and that I did not take up any other assignment paid or unpaid without taking written permission from IISER Berhampur.

\_\_\_\_\_  
Signature of Ph.D. Student

**Section-B: (to be filled by RPC)**

1. RPC report on the research progress of Ph.D. Student (Please ask OAA for sample, if required):
2. Quality of work done during the assessment period:  
Excellent/Good/Satisfactory/Unsatisfactory  
(Additional comments should be provided in a case if the progress is unsatisfactory, applicable in case of point 7)
3. Recommended enhancement of fellowship (JRF to SRF)
  - (a) With effect from the date of completion of 2 years (if APS is successfully presented within stipulated time) from the date of joining/ award of fellowship.
  - (b) With effect from the date of completion of APS after completion of 2 years (If APS is successfully presented after stipulated time) from the date of joining/ award of fellowship.
4. Expected period (in years) remained for the completion of programme:
5. Extension of Ph.D. registration (if student has completed the stipulated period for the completion of Ph.D.):  
Recommended up to \_\_\_\_\_ / Not recommended.
6. Progress seminar should be presented again after \_\_\_\_\_ months.  
(this may be opted if the student has completed the stipulated period for the completion of Ph.D. and/or the progress of Ph.D. student is unsatisfactory)
7. Additional comments, if any (A separate sheet may be attached if required), \_\_\_\_\_

Signature  
Name:  
RPC member

Signature  
Name:  
RPC member

Signature  
Name:  
RPC member

Signature  
Name:  
RPC member/External expert

Signature  
Name:  
RPC member (Thesis Co-Supervisor, if any)

Signature  
Name:  
RPC member (Thesis Supervisor)

Forwarded through

(Convener, DPGC)

(HoD/FIC-Department)

**For Use of Academic Section**

The recommendations of the Department were checked and found as per Departmental/Institutional guideline and hereby submitted for consideration.

Approved/Not Approved

Assistant Registrar (Academics)

Coordinator Academic Affairs