

Annex II

HALF YEARLY PROGRESS SUMMARY SHEET

Period: From to

Name of Grantee :-.....

Department :-.....

Title of Project :-.....

Start Date :-.....

Proposed Duration (months) :-.....

1. FINANCIAL DISBURSEMENT

Item	Description	Allocation		Expenditure			
		Rs.	cts.	Cumulative up to date		During Last 06 months	
				Rs.	cts.	Rs.	cts.
1	Personnel						
2	Equipment						
3	Consumables						
4	Travel						
5	Miscellaneous						

2. PHYSICAL PROGRESS

Item	Description	Cumulative % up to date	% During Last 06 months
1	Literature Survey		
2	Data Collection/ Computations/Analysis		
3	Report Writing		
4	Publications		

3. ISSUES DURING RESEARCH EXECUTION.

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4. INDICATE ANY APPROVAL DESIRED FROM THE R&P COMMITTEE

Item	Description	Details of Request	Justification to seek approval*
4.1	Change of Commencement		
4.2	Extension of Time		
4.3	Revision of Budget		
4.4	Modifications for Research Plan		
4.5	Any other		

*Requests submitted under items 4.2 and 4.3 should be accompanied by the prescribed application form and requests under items 4.1, 4.4 and 4.5 should be accompanied by a written request with adequate justifications.

All these should come with the recommendation of HOD and Dean.

Signature

Date

Recommendation of the Head of Department : Recommended / Not Recommended

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Recommendation of the Dean of the Faculty : Recommended / Not Recommended

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* If the space of the table is not enough please use an additional paper.