

## **INSTRUCTIONS TO FILL UP PROGRESS REPORT**

1. Clearly mention the **Date of Registration** (as printed on the admission letter) and **Date of RDC** in each report. In case, any of the date is missing, the report will be rejected for further correction.
2. The duration of the report should be mentioned in the following format.  
**DD/MM/YYYY to DD/MM/YYYY**  
The duration of each progress report should be of exactly six months. Only the last progress report may have duration of less than six months.
3. Clearly tick (✓) the fellowship/scholarship option either Yes or No. In case the candidate is receiving the fellowship, it is mandatory to provide complete details of the fellowship. For example: “**UGC-NET (JRF) Fellowship**”, or “**CSIR-NET (JRF) Fellowship**”, etc.
4. Highlight the progress of work during the mentioned period. Do not include any details beyond the mentioned period. Point-wise highlight the work carried out during the mentioned period.
5. Details of only those seminars/conferences, which are directly related to the thesis work, can be considered as part of the progress. Do not include any irrelevant certificates or details in the progress report.
6. Only journal papers and seminar/conference presentations are part of the thesis work. Certificates of FDPs, STCs, Quiz competitions, etc. are not desirable. Do not include these certificates in the progress report.
7. It is mandatory to attach seminar/conference certificates or the first page of the journal paper with the progress report if applicable.
8. It is mandatory to mention MJP Rohilkhand University, Bareilly as affiliation of the candidate/supervisor in the journal papers and seminar/conference certificates.
9. The **research scholar** must be the **first author** of any research paper, which is the part of her/his thesis work. It is mandatory to include the name of thesis supervisor in the research papers. The **supervisor** should be the **corresponding author** of the paper. **Research papers without the name of the supervisor cannot be accepted.**
10. The progress report should be signed by research scholar, supervisor, and anyone of the HoD, Dean, or Principal with date. The report cannot be accepted if date is not mentioned under the signature.
11. The progress report should have the stamp of the concerned authorities.
12. The progress report has to be submitted at the end of every semester (six months) till the final submission of the thesis. Do not upload all the progress reports collectively at the time of thesis submission.
13. Any claim about the progress of work should be supported by relevant documents.
14. The progress report must be properly scanned with good visual quality to upload at RMS. It must not be blurred, dull, and dark and must not include surrounding things.