



O.P. Jindal Global University
A Private University Promoting Public Service

Ph.D. PROGRESS REPORT FORM

This form consists of 4 Parts:

Part 1: self-assessment. To be completed by the candidate and handed over to the Research Supervisor.

- For **full-time** candidate (FT), every 3 months (January, April, July and October)
- For **part-time** candidate (PT), every 6 months (January and July)



Part 2: To be completed by the Supervisor after discussion with the candidate.



Part 3: To be completed by the Programme Director/AD.



Part 4: To be completed by the Chair of the School Doctoral Committee (SDC Annually)

PART 1 Candidate's Self-Assessment on Progress

REGISTRATION DETAILS	
Scholar's Name:	
School Name:	
Name of the Guide: Internal : Co-Guide (if any): External (If any):	
JGU ID :	Registration Date:
Review Period: (Please mark whichever is applicable)	
FT: January-March <input type="checkbox"/> April-June <input type="checkbox"/> July-September <input type="checkbox"/> October-December <input type="checkbox"/>	
PT: January-June <input type="checkbox"/> July-December <input type="checkbox"/>	
Topic of the Research:	
Coursework Details: Additional courses taken as a part of course work (apart from compulsory courses i.e. Research Methodology 1, Research Methodology 2 and Academic Writing):	

Please rate your progress for THIS review period as per the following statements:

1. I rate the overall quality of my work as:

Very good Good Satisfactory Below my expectations

2. I assess my overall rate of progress as:

Very good Good Satisfactory Below my expectations

3. In the last review period have you:

Given a departmental seminar?
Attended any conferences?
Presented or published any paper?

If yes, please give details:

4. Ethical clearances:

Have been obtained are pending are not required

5. Are there any intellectual property issues which have not been resolved?

Yes No

6. Kindly indicate the frequency of contact with your supervisor (s):

Once a week Once a month or less
Once in 2 weeks Any other

7. Kindly indicate the medium of contact with your supervisor(s):

Face-to-face Telephonic
Email Any Other

8. Submitted work to your supervisor(s)? Yes No

9. Received written feedback from your supervisor (s): Yes No

10. Please give an expected completion date of your research:

11. Do you have access to all resources (e.g. equipment, funds/labs/research papers) needed for completion by this date?

Yes No

If no, please specify:

12. Briefly describe the work you expect to achieve in the next review period:

13. Please give your own assessment of your progress, identifying areas of your strengths and/or weakness.

I have discussed this progress report with my supervisor:

Yes No

Signature of the Candidate

Date:

Note: Please insert an additional sheet if you would like to add further comments.

PART 2 SUPERVISOR'S COMMENTS

1. Overall quality of work of the candidate:

Very Good Good Satisfactory Below my expectations
 Any remarks: _____

2. Overall rate of progress of the candidate:

Very good Good Satisfactory Below my expectations
 Any remarks: _____

3. Overall rate of progress of the candidate:

Very good Good Satisfactory Below my expectations
 Any remarks: _____

4. Comments on progress and achievements since the last review period:

5. Kindly indicate the frequency of contact with your students:

Once a week Once a month or less
 Once in 2 weeks Any Other

6. Kindly indicate the medium of contact with your students:

Face-to-face Telephonic
 Email Any Other

7. Is the supervisory team satisfied with the frequency and means of contact?

Yes No

If no, please comment: _____

8. Are there any intellectual property issues which have not been resolved?

Yes No

If yes, please comment: _____

9. We recommend that the candidate's enrolment be:

Continued Terminated Continued subject to conditions outlined below

10. The feedback given herein has been discussed with the candidate:

Yes No

The Candidate is required to submit the progress report from external/internal guide.

**Signature of the Supervisor
(Internal/External)**

**Signature of the Co-Supervisor
(If applicable)**

Date:

Date:

Note: Please insert an additional sheet if you would like to add further comments.

PART 3

PROGRAMME DIRECTOR/AD COMMENTS

Please comment on the candidate's progress and proposed thesis submission date as appropriate. If any concerns have been raised by the candidate or supervisor, please indicate in a separate memorandum what action has been taken and further recommended action.

Comments:

I recommend that the candidate's enrolment (and scholarship, if applicable) be:

Continued	<input type="checkbox"/>
Terminated	<input type="checkbox"/>
Continued subject to conditions outlined below	<input type="checkbox"/>

I recommend that the alterations to registration be:

Approved	<input type="checkbox"/>
Not approved	<input type="checkbox"/>

Signature of the Programme Director/AD

Date:

Note: Please insert an additional sheet if you would like to add further comments.

PART 4

SDC COMMENTS

Please comment on the candidate's progress and proposed thesis submission date as appropriate. If any concerns have been raised by the candidate or supervisor, please indicate in a separate memorandum what action has been taken and further recommended action.

Comments:

I recommend that the candidate's enrolment (and scholarship, if applicable) be:

Continued	<input type="checkbox"/>
Terminated	<input type="checkbox"/>
Continued subject to conditions outlined below	<input type="checkbox"/>

I recommend that the alterations to registration be:

Approved	<input type="checkbox"/>
Not approved	<input type="checkbox"/>

Signature of the SDC Committee Head

Date:

Note: Please insert an additional sheet if you would like to add further comments.