



राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय
NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

शिक्षा मंत्रालय, भारत सरकार के अधीन एक राष्ट्रीय महत्व का संस्थान
An Institute of National Importance under Ministry of Education (Shiksha Mantralaya), Govt. of India

NITMGH/AA/Notice-Student Vol.III/2023-24/695

Dated: 18.03.2024

NOTIFICATION
on
SUBMISSION OF MONTHLY PROGRESS REPORT

This is to notify to all concern that all Full-Time PhD scholars are required to submit the monthly progress report as per the attached format with effect from March 2024 onwards and the following steps are to be followed by all concern.

1. Scholars will fill the form and submit to their respective Supervisor or to the caretaker supervisor (for those whose Supervisor have left the Institute) by 25th of each month. In case the scholar is taking leave on the 25th, then he/she must submit the form before proceeding on leave.
2. Supervisors are required to provide their comments and recommendation on the form and subsequently forwarding it to the PhD coordinator/HoD of the concern department for further process latest by 26th of each month.
3. HoDs will update their final recommendations on a shared Google Spreadsheet provided by the Academics Section by 26th of every month. HoDs are required to forward the file containing all progress reports to the Academic office by 27th of every month.

This issues with the approval of the Competent Authority.

Asst. Registrar (AA)

Copy to: -

1. Director's Office, for kind information of the Director.
2. Dean(AA), for information.
3. All HoDs, for information and needful.
4. All Faculties, for information and needful.
5. CC head for information and needful.
6. E-Notice to all Scholars.
7. JA(JMN) for information and needful.
8. Concerned File.

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