**Annexure C**

**Research Endowment Fund**

**MID-PROGRESS REPORTING FORM**

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| **Project Title**: |  |
| **Principal Investigator** |  |
| **Dept/College:** |  |
| **Contact details** [email address and contact number] |  |
| **Date:** |  |

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| **Project Overview:**  Briefly summarize the project's objectives, research question, methodology, and significance. (200-400 words) |
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| **Project Budget and Its Utilization Details:**  Provide the status of the budget utilization as below: | |
| 1. **Sanctioned Amount**: |  |
| 1. **Date of budget received by the endorsing institution**: |  |
| 1. **Period of reporting**: |  |
| 1. **Status of expenditure**: Outline the work accomplishment and expenditure details in the formatted table below. | |

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| **Sl.No.** | **Activities** | **Amount** | **Remarks** |
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| **Achievements and Milestones:** Outline the key accomplishments and milestones achieved during the reporting period. (200-400 words/milestone) |
| **Milestone 1:** [Description of Milestone 1]  Date Achieved: [Date]  Progress: [Brief description of progress made] |
| **Milestone 2:** [Description of Milestone 2]  Date Achieved: [Date]  Progress: [Brief description of progress made] |

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| **Challenges and Mitigation:**  Highlight any challenges or obstacles encountered during the project, and detail the strategies implemented to address them. (200-400 words) |
| **Challenge 1:** [Description of Challenge 1]  Mitigation: [Explanation of how the challenge was mitigated] |
| **Challenge 2:** [Description of Challenge 2]  Mitigation: [Explanation of how the challenge was mitigated] |

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| **Data Collection and Analysis:**  Summarize the data collected and analyzed during the reporting period, incorporating any preliminary findings or observed trends. (400-500 words) |
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| **Deviation/changes (if any) from the original proposal:**  Highlight the changes made to the original proposal, with clear justification and reasoning. State the pros and cons of the new changes if available/applicable. (400-500 words) |
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| **Upcoming Activities and Timeline:**  Outline the planned activities for the subsequent reporting period, specifying their expected completion dates. (100-200 words/Activity) |
| **Activity 1:** [Description of Activity 1]  Expected Completion Date: [Date] |
| **Activity 2:** [Description of Activity 2]  Expected Completion Date: [Date] |

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| **Acknowledgment:**  I acknowledge that the information provided in this mid-progress report is accurate and representative of the project's status. |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Principal Investigator Name]  [Dept/College] |

**Attachments:**

[Attach any relevant documents, charts, graphs, or data summaries]