



# RAJASTHAN TECHNICAL UNIVERSITY

Rawatbhata Road, Akelgarh, Kota-324 010

## OFFICE OF DEAN RESEARCH

Phone: 0744-2473060 Fax: 2473002 Email: [researchofficertu@gmail.com](mailto:researchofficertu@gmail.com)

No. RTU/DEAN/(R)/F(45)/2022/ 2484-89

DATE:- 2/7/2022

### Office order

As per the RTU PhD Ordinance O.9 and Regulation R.9 each Research Scholar shall submit Annual Progress Report of his research work and present a progress seminar every year in front of the Annual Performance Review Committee (APRC) by 31<sup>st</sup> July. In this regard it is requested to frame a committee for Annual Progress Report evaluation for individual research scholar, admitted in session 2012-13, 2013-14, 2014-15, 2015-16, 2016-17 & 2017-18, 2018-19, 2019-20 whose research proposal has been approved.

*"The committee shall consist of supervisor(s) and one subject expert (to be appointed by the DRC Chairperson from a panel of names suggested by supervisor)".*

It is requested to carry out the progress seminar presentation for the research scholars and submit the Annual Progress Report in the prescribed format available on RTU website latest by 31<sup>st</sup> July, 2022.

As per R 9.2, if the research scholar fails to present the progress report by above stipulated date, there is a financial penalty on Research Scholar of Rs 1000 /- per week delay. If the Research scholar fails to present progress report by 30<sup>th</sup> September, the admission to PhD program is liable to be cancelled.

Dean Research

Copy to:

1. PS to HVC for kind information
2. Dean, Faculty Affairs for kind information
3. **All DRC Chairpersons for kind necessary action**  
Electrical/Electronics/ Computer/ Mechanical/Civil/Nano-Technology/  
Business Administration/Computer Application/Textile/ Renewable
4. All Heads of Research Centers and Heads of UTDs to Kindly inform the Supervisors and Research Scholars in their department.
5. Chief Proctor
6. Web master for uploading on website.
7. Guard File

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## Format for Annual Performance Review (APR)

|   |  |
|---|--|
| Name of Student:  |  |
| Enrollment Number:  |  |
| Name of University<br>Department<br>/University<br>Center/Research<br>Center: |  |
| Date of Initial<br>Registration:  |  |
| Proposed topic of<br>Thesis:  |  |
| Course work<br>successfully<br>completed:                                     | Yes/ No  |
| Research Proposal<br>Submitted  | Yes/ No  |
| Date* and Time of<br>Progress Seminar   |  |
| Venue:  |  |
| Details of penalty fee<br>deposited (if any)                                  | DD No:                      Date:.<br>Amount:                      Bank: |

\* The progress seminar shall be held every year latest by 31<sup>st</sup> July. Financial penalty of Rs 1000/- per week shall be applicable in case of delay as per R 9.2 and is to be submitted by DD in favor of Registrar, Rajasthan Technical University Kota (Maximum time limit for Progress Seminar with fine is up to 30<sup>th</sup> Sept only).

### **Report of the Annual Performance Review Committee (APRC)**

The Research Scholar submitted a duly signed Progress Report of research work carried out by him / her and give a Progress Seminar of the same to the APRC. The committee makes the following recommendations:

I. (please tick ONE of the three options (a), (b) and (c) below)

|    |   |  |
|----|---|--|
| a. | The Research Scholar is allowed to enroll in the next semester and continue research.   |  |
| b. | The Research Scholar is allowed to enroll in the next semester and continue research but with suggestions for improvement.                                  |  |
| c. | The Research Scholar is advised to discontinue, as the performance is very poor. The matter is hereby recommended to the Research Board for final decision. |  |



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- I. Comments/suggestions/observations of the committee as per the commendation made above: (Committee shall provide comments/suggestions/observations with regard to the specific recommendations made at item I. Please write on a separate sheet and attach. The student shall also be given a copy of it.)
  
- II. Publications arising out of the research work so far if any: (Please attach separate sheets with complete bibliographic details and indicating whether published / accepted / communicated)

### Names and Signatures of all the Members of the APRC

|                         | Name | Signature with date |
|-------------------------|------|---------------------|
| Research Supervisor (s) |      |                     |
| Subject Expert          |      |                     |

\* Please attach the following documents in the order

1. Additional comments/suggestions/observations of the committee
2. List of publications arising out of Research Work if any
3. Progress Report duly signed by supervisor(s) and student.

(The complete report is to be send by Research Supervisor to the Chairperson DRC within 3 days of the Progress Seminar)

### Forwarded Through:

#### Chairperson, Department Research Committee (DRC)

The APRC report of Mr/Ms ..... is hereby forwarded. Based on the evaluation report it is recommended to allow the Research Scholar to register in next semester/not allow the Research Scholar to register in the next semester. *(Strike off the wrong option by cutting across with pen)*

Name & Signature of  
Chairperson DRC with date

(To be send to Dean Research RTU Kota within 3 days of the date of receipt of Report)

Dean Research