

## POSTGRADUATE STUDENTS PROGRESS REPORT

The following is a format for postgraduate quarterly progress reports for postgraduate students undertaking the programme by thesis. A completed report should be sent to the Director, BPS through Chairman and Dean/Director with a copy to the Principal of the respective College.

Name of Student \_\_\_\_\_ Reg. No. \_\_\_\_\_

Programme \_\_\_\_\_

Department \_\_\_\_\_

Faculty/School/Institute \_\_\_\_\_

Date of Registration \_\_\_\_\_

Proposed date of completion \_\_\_\_\_

Title of Project/Thesis \_\_\_\_\_

Where project is being conducted \_\_\_\_\_

Supervisors:	<u>Name</u>	<u>Department</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____

### 1) **Short introduction and objectives**

- Student to provide a brief statement and the objectives of the study.

### 2) **Accomplished work for specified period: From ( ) To ( )**

- State your actual progress in comparison to the planned progress. (Gantt chart)

**3) Remaining work**

- State clearly what remains to be done for the stated period if any. If not, how and when it will be accomplished.
- State what assistance is required.

**4) Any other comments**

Student Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Comments by supervisors**

1) Name \_\_\_\_\_ Department \_\_\_\_\_

Comments \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

2) Name \_\_\_\_\_ Department \_\_\_\_\_

Comments \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Comments by Chairman**

Make statement on progress of the student and proposed improvement.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Comments by Dean/Director**

Make statement on progress of the student and proposed improvement.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_