ANNEXURE-XI(E)

GUIDELINES FOR FILLING – RESEARCH PROJECT PROFORMA FOR MONITORING ANNUAL PROGRESS (RPP- II)

1. Institute Project Code *

2. Project Title*

3. Reporting Period*

4. Project Duration*: Date of Start - Likely Date of Completion –

5. Project Team (Name(s) and designation of PI, CC-PI and all project Co-PIs, (with time spent for the project) if any additions/deletions*

S. No.	Name, designation and institute	Status in the project (PI/CC-PI/ Co-PI)	*Time to be spent (%)	#Work components to be assigned to individual scientist

*** (**Guidelines for filling Item 1 to 5 are as in RPP-I)

6. (a) Activities and outputs earmarked for the year (as per activities schedule given in RPP-I)

Objective wise	Activity	Scientist responsible	% of activity envisaged to be completed as per RPP-I	% achieved as targeted
1.	1			
	2			
	.			
2.	1			
	.			
.				

% of activity envisaged to be completed as per RPP-I: This is the targeted percentage of the activity as proposed in the RPP-I for the period under report

% achieved as targeted: Out of the proposed target, it is the percentage of achievement during period under report. This percentage may be greater than, equal or may be less than the proposed targets. In case of greater than or equal to the proposed targets, it is fine; otherwise for the shortfalls, reasons need to be mentioned under (b) given below.

(b) If shortfall, reasons for the same and how to catch up with the intended activities

7. Annual Progress Report

The research results and achievements during the period under report must be mentioned in bullets form. It should include only the salient research accomplishments with regard to the proposed activities during the period under report.

8. Output During Period Under Report (Self explanatory …)

a. Special attainments/innovations
b. List of Publications (one copy each to be submitted with RPF-II)
    i. Research papers
    ii. Reports/Manuals
    iii. Working and Concept Papers
    iv. Popular articles
    v. Books/Book Chapters
    vi. Extension Bulletins
c. Intellectual Property Generation
    i. (Patents - filed/obtained; Copyrights- filed/obtained; Designs- filed/obtained; Registration details of variety/germplasm/accession if any)
d. Presentation in Workshop/Seminars/Symposia/Conferences
    i. (relevant to the project in which scientists have participated)
e. Details of technology developed
    i. (Crop-based; Animal-based, including vaccines; Biological – biofertilizer, biopesticide, etc; IT based – database, software; Any other – please specify)
f. Trainings/demonstrations organized
g. Training received
h. Any other relevant information

9. Constraints experienced, if any

A paragraph on the constraints experienced during the period under report with reference to the objective and the activities that could not be executed because of manpower/finance/administrative/technical and/or any other reasons.

10. Lessons Learnt

Lessons and experiences gained during the course of the execution of the project activities. Suggestions and/or precautions for future research accomplishments, if any.

11. Evaluation

(a) Self evaluation of the project for the period under report by the PI with rating in the scale of 1 to 10 ☐

(b) Evaluation by PI on the contribution of all the team members in the project including self by giving rating in the scale of 1 to 10.

S. No.	Name	Status in the project (PI/CC-PI/Co-PI)	Rating in the scale of 1 to 10
			☐

12. Signature of PI, CC-PI(s), all Co-PIs

13. Signature of Head of Division/Regional Center / Section (with specific comments on progress/achievements, shortfall and constraints along with rating of the project in the scale of 1 to 10)

14. Comments of IRC

15. Signature (with specific comments on progress/achievements, shortfall and constraints along with rating of the project in the scale of 1 to 10) of JD (R)/ Director