

Department of Economics, Panjab University, Chandigarh.

06.10.2016

Dear Colleagues,

It has come to the notice of the department that the research scholars enrolled/registered for Ph.D. with us are not keeping in touch with the supervisors regularly. They contact the supervisors only a day or two before for RMC for getting their progress report signed. I wish to bring to your notice the following:

1. Two progress reports are to be submitted in a year, in the department office for the period January 01 to June 30 and July 01 to December 31 of the respective year. Please ensure that the students working under your supervision get the same signed and submitted in the office of the Department of Economics latest by 15th January and 15th July of the respective year. Under extra ordinary circumstances where supervisors/scholars are not available or not able to submit the same in time, they must inform the department by or before the due date. After the stipulated date the department will not accept the progress report as the entire data has to be compiled and sent to the Research Promotion Cell, within the stipulated time.
2. The supervisors are requested to sign both printed proforma and type written/hand written progress reports of the candidates. The candidate also must sign the progress report.
3. As per guidelines received from the university, the students must appear before the Research Monitoring Committee in the presence of his/her supervisor, in case the supervisor is unable to attend the RMC for any reason, this may be intimated to the department office and respective student can present his/her progress report in the next RMC and explain the reasons for delay.

It is pertinent to note that in view of the large number of research scholars registered in the Department of Economics, the department will **only send e-mails to the supervisors and the candidates** and it is the responsibility of each of them to keep in touch with the department and check their e-mails regularly. The same will also be uploaded on the website. The Department will not be responsible if the supervisor/candidate does not keep updated about any information sent to them from time to time.

(Upinder Sawhney)
Chairperson