

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 data 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

Sl. 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

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

Objective wise	Activity	Scientist(s) responsible	% of activity envisaged to be completed as per RPP-I	% achieved as targeted
1.	1.			
	2.			
	3.			
2.	1.			
	2.			
	3.			

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

7. Annual Progress Report (research results and achievements in bullets)

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8. Output During period Under Report
 - 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
(patents – filed/obtained; Copyrights – files/obtained; designs – files/ obtained; registration details of variety / germplasm/accession if any)
 - d. Presentation in Workshop/Seminars/ Symposia/ Conferences
(relevant to the project in which the scientists have participated)
 - e. Details of technology developed
(crop based; animal-based, including vaccines; Biological – bio fertilizer, bio pesticide, etc; IT based – data base, software; any other – please specify)
 - f. Training / demonstrations organised
 - g. Training received
 - h. Any other relevant information
9. Constraints experienced, if any

10. Lessons learnt

11. Evaluation

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

(b) Evaluation by PI on the contribution of the team in the project including self

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

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

Project Leader Co-PI-I Co-PI-II Co-PI-III Co-PI-IV

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

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