



**National Institute of Educational Planning and Administration  
(Deemed to be University u/s 3 of UGC Act, 1956)  
17-B, Sri Aurobindo Marg, New Delhi-110016**

F.No. 11-21/2013-14/Steering Committee/Student Cell  
March 7, 2023

**CIRCULAR**

With reference to the meeting of the Vice-Chancellor and Steering Committee with the research scholars held on 08.02.2023, all scholars who are in second year of M.Phil and Ph.D. programme, are advised to prepare a monthly plan of activities with a mention about the progress in their research activities duly signed by the Supervisor and submit it to the Student Cell before 25<sup>th</sup> of March, 2023. Fellowship for the month of March, 2023 will be released only on the recommendation of the supervisor.

Proforma for submitting 'Monthly Action Plan' is enclosed as Annexure-'A'.

This issues with the approval of the Competent Authority.

  
Administrative Officer (I/c)

To:

**All scholars**

Copy to:

1. Chairperson, Steering Committee
2. All faculty members - through email
3. Sr. P.S. to the VC - for kind information of VC
4. Director, IQAC
5. Coordinator, NAAC Team
6. PA to Registrar - for information
7. Administrative Officer (I/c)
8. Systems Analyst - with the request to upload the Notification on the Institute's website
9. Student Cell (I/c)
10. Notice Board for M.Phil & Ph.D. Scholars



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Months and year	
Name of Scholar	
Enrolment Number	
Programme	
Name of the supervisor	
Research title	
<b>Monthly plan of action</b>	
<b>1<sup>st</sup> meeting with supervisor</b>	
Date:	Signature of supervisor
Plan of action for 15 days	
Dates:	Activities related to progress of research work
<b>2<sup>nd</sup> meeting with supervisor</b>	
Date:	Signature of supervisor
Plan of action for next 15 days	
Dates:	Activities related to progress of research work

(Signature of scholar)

**Note:** The format duly filled in by scholar may be submitted to the Student Cell along with the fellowship proforma on or before 25<sup>th</sup> of every month.