

### ANNEXURE III

#### REPORTS TO BE SUBMITTED TO THE UNIVERSITY

The concept of centralised Project Monitoring system was introduced in the University to avoid duplication of work, to optimize the resources and to have relevant projects fitting with the Research Agenda of the University 2014-18. The details of the reports to be submitted for the ongoing projects as on 1.4.2015 and projects approved in future are indicated below. To avoid duplication of reports, no other report need to be submitted to the University including half yearly progress reports . These guidelines are effective for the projects/schemes functioning on after 1.4.2015.

S.No	Type of the Project	Records to be maintained	Reports to be submitted	To whom it should be submitted
	University Research projects (URP) ( Main Projects)	1. Field /Laboratory note book (to be written in pencil)  2.Basic Record ( to be written in pen in own hand writing)  3. Project file	1. Annual Progress report to crop scientist meet during the month of March in the prescribed format; 20 days before the date of concerned scientist meet  2.Completion report as per the existing procedure to be submitted within three months from the date of closure of the project	1.To the Lead Centre through the Head of the Office concerned. Compiled reports have to be sent to the Technical Director concerned by the Lead Centre 10 days before the Scientist Meet.  To the Vice-Chancellor through Director of Research the progress report for the conducting each scientist meet atleast three days before the conduct of meet by lead centre after incorporating the correction from the technical director(s)  2.To the Director of Research through proper channel.
2	ICAR - AICRP partly/fully funded projects	1. Field /Laboratory note book (to be written in pencil)  2. Basic Record (to be written in pen in own hand writing)  3. Project file	1.Annual Progress report to crop scientist meet during the month of March in the prescribed format; 20 days before the date of concerned scientist meet  2.Copy of the Technical programme communicated by the ICAR before 30 <sup>th</sup> June every year.	1.To the Lead Centre through the Head of the Office concerned. Compiled reports have to be sent to the Technical Director concerned by the Lead centre 10 days before the Scientist Meet.  To be included in the progress report to be submitted by the Lead centre.  2.To the Technical Director and Director of Research

3	Externally agency funded projects	1. Field / Laboratory note book (to be written in pencil)	1. Annual Progress report to crop scientist meet during the month of March in the prescribed format 20 days before the date of concerned scientist meet	1.To the Lead Centre through the Head of the Office concerned.  Compiled reports have to be sent to the Technical Director concerned by the Lead centre 10 days before the Scientist Meet.  To be included in the progress report to be submitted by the Lead centre
		2. Basic Record ( to be written in pen in own hand writing)		
		3. Project file	2. Completion report in the prescribed format with required number of copies by the sponsoring agency. (Stocks of the scheme as on the date closure has to be handed over to the TNAU main stock in the same Department / Station). Details of funds to be received or refunded to the sponsoring Agency should be indicated while forwarding the completion report)	2.To the sponsoring Agency through the Director of Research
4	Product testing/ Bio efficacy studies	1. Field / Laboratory note book (to be written in pencil)	1. Report to the due to the sponsoring agency.	1.To the Sponsoring Agency through the Technical Director concerned
		2. Basic Record ( to be written in pen in own hand writing)	2.Stocks of the scheme as on the date of closure has to be handed over to the TNAU main stock in the same Department / Station.	
		3. Project file		