

To

Date:

**The Principal,**

Post Graduate Research Center in Economics,  
MES Abasaheb Garware College,  
Karve Road, Pune 411004

**Subject: Regarding arrangement of Six month Progress report presentation for M.Phil/  
Ph.D. of Mr./Ms. \_\_\_\_\_**

Respected Sir/Madam,

I am pursuing M.Phil/Ph.D. research under the guidance of Dr. \_\_\_\_\_  
\_\_\_\_\_ at your research centre from the academic year 20\_\_ - 20\_\_.

The details of research progress is as follow:

Name of candidate: \_\_\_\_\_.

Name of Guide: \_\_\_\_\_.

Date of Registration: \_\_\_\_\_.

Six month Progress report number \_\_\_\_\_.

Period of progress report: \_\_\_\_\_.

Faculty: \_\_\_\_\_.

Title of the research: \_\_\_\_\_

You are requested to arrange Six month Progress report presentation for M.Phil/Ph.D.  
between \_\_\_/\_\_\_/20\_\_ to \_\_\_/\_\_\_/20\_\_.

Endorsement by Research Guide

Research Guide  
(Name & Signature)

Candidate  
(Name & Signature)

Enclosures

1. University Topic Approval letter
2. Confirmation letter
3. Ph.D. Fees receipt
4. Previous Progress reports
5. Publication during the progress period
6. Paper presentation at National/International certificate during the progress period
7. Guide change letter (if applicable)
8. Extension letter (if applicable)