



**Ramakrishna Mission Vivekananda Educational and Research Institute**  
(Deemed-to-be-University as declared by Government of India under Section 3 of UGC Act, 1956)  
(Accredited by NAAC – awarded A++ grade in first assessment cycle)  
PO Belur Math, Dist Howrah, West Bengal 711202, India

Form No. RKMVERI/Course-Reg & RPR Form /20\_\_\_ /

## Course Registration cum Research Progress Report Form

**For Office Only:** Received Rs. \_\_\_\_\_ and late fine of Rs. \_\_\_\_\_ (if applicable) as online payment  
OR by Cash with Order No./ Receipt No. \_\_\_\_\_ on Date \_\_\_\_\_

Signature of Cashier with Seal

1. ID No.: \_\_\_\_\_ 1(a) Semester No. \_\_\_\_ 1(b) Semester (e.g. Jan-June 2023): \_\_\_\_\_
2. Name of the student/scholar (in CAPITAL letters): \_\_\_\_\_
3. Programme Name: \_\_\_\_\_
4. Department/Faculty: \_\_\_\_\_
5. Category (Full time / Part time): \_\_\_\_\_
6. Present address for correspondence (with landline/mobile phone no.): \_\_\_\_\_
7. The proposed courses to be undertaken in this semester (If you do not have or opt for course work, write it as Nil):

Course No.	Title of the Course / Internship / projects / research work	Credits	Indicate whether the course is a MOOC or offered by another Institute	Signature of the course- co-ordinator/Guide

8. Topic of research work/project (if applicable) : \_\_\_\_\_
9. Research work to be undertaken in this semester (if applicable): \_\_\_\_\_

10. If applicable, please provide the progress report of research work done in the last semester.  
Enclose separate sheets, duly signed by the scholar, guide, and head of the department.

**11. Declaration of the student/scholar:**

All the foregoing statements made by me are true to the best of my knowledge. I will honourably abide by the rules and regulations of this University in the true spirit. Additionally, I undertake to maintain my attendance in coursework as per university norms; failure to do so will require me to re-register for the course in the subsequent year.

Date: \_\_\_\_\_ Full Signature of the student/scholar

**12. Declaration of the Research Guide (only applicable in case of PG research student/scholar):**

The behaviour, class-attendance as well as the academic performance of the student/scholar are found to be satisfactory. He/She has been carrying on the research work satisfactorily under my guidance.

Date: \_\_\_\_\_ Full Signature of Research Guide

**13. Declaration of the Dean / Head of the Department/Course Coordinator**

The information supplied by the student/scholar is true to the best of my knowledge. He/she fulfills the criteria to register for the courses. I recommend that he/she be registered for the mentioned courses in the academic term and academic programme of the University.

Date: \_\_\_\_\_

Office Seal

Full Signature of the Dean / Head of the Department/Course Coordinator  
Ramakrishna Mission Vivekananda Educational and Research Institute  
Belur Math, Howrah, West Bengal, India

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**For Office Use only:**

Registered on \_\_\_\_\_

Date: \_\_\_\_\_

Registrar's Office  
Ramakrishna Mission Vivekananda  
Educational and Research Institute  
Belur Math, Howrah, West Bengal, India

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**Instructions:**

1. It is mandatory for students/scholars to fill out and submit this form at the beginning of each semester.
2. Students/scholars should select courses in a way that avoids any scheduling conflicts and fulfills the criteria set by the Department/School/Institute for course registration.
3. a) Date of Course Registration: The first day (beginning) of each semester.  
b) Last date of submission of this form (with late fine): The 8th day of the semester in which the student/scholar is being admitted. It must be accompanied by an application stating a valid reason for the delay and duly endorsed by the Head of the Department.  
c) Late Fine: ₹200/-
4. After submitting the required fees, please ensure to submit the completed 'Course Registration cum Research Progress Report Form' to the office of the Head of the Department.
5. If applicable, enclose a typed/handwritten research progress report from the last semester (after presenting the research progress to the Research Advisory Committee at the end of the last semester). The report must be duly signed by the scholar/student, guide, and the Head of the Department.