



RESEARCH FACILITATION UNIT (RFU)

Record of MBA/ M.Phil/ Ph.D. Supervision Minute Sheet

Date:

		-			-		
DD			MM			YY	

Time:

		:		
Hour			Minute	

Name of Candidate: _____ Reg. No.: _____

Supervisor: _____

Topic of Research: _____

Definite Day of Meeting every week: _____ **Time:** _____

Last Meeting Held

Date:

		-			-		
DD			MM			YY	

Time:

		:		
Hour			Minute	

1. Follow up action on decision taken in the last meeting.

2. Current discussion.

3. Current action required by candidate.

Date and time for next meeting

Date:

		-			-		
DD			MM			YY	

Time:

		:		
Hour			Minute	

Signature of Supervisor