



C I R C U L A R

Imphal, the 5th June, 2026


No. 99/RIMS-MRU/2026: It is to inform all the Principal Investigators (PIs) of the ongoing intramural research projects, under the Multi-Disciplinary Research Unit, RIMS, Imphal, to please submit the **Progress Report** of their respective projects.

The report must strictly adhere to the prescribed **MRU Progress Report Format** (available in the RIMS website), a copy of the same is being attached herewith for ready reference.

Further, the progress report is required to include a **Gantt Chart**; clearly indicating the **PERCENTAGE of accomplishment** of the research work against each **project-specific outcome(s)** and the respective timeline, as originally proposed by the PI.

PIs are requested to submit the filled-in report to the MRU Office on or before 15th June, 2026 (4.00 PM).

For any clarification, you may please contact the MRU office during working hours.


(Prof. Chongtham Rajlakshmi)
Nodal Officer (i/c)
Multi-Disciplinary Research Unit
RIMS, Imphal

Copy to:

1. The P.S. to Director, RIMS, for kind information of the Director
2. The P.A. to Medical Superintendent, RIMSH, for kind information
3. The Dean (Academic), RIMS, for kind information
4. The Chairperson, LRAC, MRU, RIMS, for kind information
5. The Co-Chairperson, LRAC, MRU, RIMS, for kind information
6. Prof. Ratan Konjengbam, internal member, LRAC, MRU, RIMS
7. Prof. Salam Kenny Singh, internal member, LRAC, MRU, RIMS
8. Prof. Ng. Gunindro Singh, member, EC, MRU, RIMS
9. Prof. Chongtham Rajlakshmi, member, EC, MRU, RIMS
10. Prof. Chetan Maibam, member, EC, MRU, RIMS
11. Prof. Chirom Pritam Kumar Singh, member, EC, MRU, RIMS
12. Prof. Thongam Nabakumar Singh, member, EC, MRU, RIMS
13. Prof. L. Chaoba Singh, member, EC, MRU, RIMS
14. Prof. N. Bimol, member, EC, MRU, RIMS
15. Prof. Akoijam Ibohal, member, EC, MRU, RIMS
16. Dr. Jalina Laishram, member, EC, MRU, RIMS
17. Dr. Thokchom Ratanmani Singh, member, EC, MRU, RIMS
18. Dr. Victor Moirangthem, member, EC, MRU, RIMS
19. The PI of the project
20. Title of the project
20. The System Administrator, RIMS, Imphal – with a request for uploading the notice in the website
21. Office file

Progress report format for intramural research under MRU

Section A
Title of the project
Name of the Investigator/Supervisor
Name of Supervisor, if any
Department
Objectives of study
Progress of study in Gantt Chart (expressed in percentage of the accomplishment against the project specific outcomes and timelines proposed by the PI)
Date of initiation of the study
End (probable) date of the study

Section B
Study design
Objectives of the study
How randomization (if any) is done?
Participants (write 'not applicable' wherever not relevant)
How many participants have been recruited?
How many refused to participate?
How many didn't consent?
How many have withdrawn consent?
How many are lost to follow up?

Section C
Is there any serious adverse event? If so, describe
Is there any other adverse event/incident? If so, describe
Has/have the event(s) been reported to REB, RIMS?

Section D

Is there any change/deviation from the original protocol?

If so, what and why?

Section E

Are there any other issues that need to be redressed on Equipment, consumables etc.?

Date:

Place:

Signature of the Investigator/Supervisor