

FORMAT FOR SUBMITTING ANNUAL PROGRESS REPORT

INHOUSE PROJECT (Year 200 - -)

1. Title of the Project
2. Date of sanction of the Project
3. Objectives:
4. (a) Summary of research work done so far
(b) Expected date of completion of the project
(c) Work proposed to be done during the next year
5. Details of Expenditure
(a) Amount sanctioned for the project. (Current year)
(b) Expenditure Incurred till date
(c) List of equipment purchased (if any)
(d) Balance amount left
6. (a) Budget already sanctioned for the 2nd year
(b) Budget actually required for the 2nd year
(c) Additional budget required for 2nd year
7. Difficulties/problems faced in implementation of project and suggestions for remedies.
8. Any other relevant information

Date:

Signature of PI

Name :

Deptt: