

PROGRESS REPORT OF R&D PROJECTS SUPPORTED BY THE MINISTRY OF SCIENCE AND TECHNOLOGY

Report for the.....(month).....(year)

(Additional Annexure should be submitted wherever deem necessary)

[This form applies for all Programmes/Projects]

1. Name of the Programme/Project

.....

.....

2. Name of the Principal Investigator

Programme Manager/.....

Programme Co-ordinator/.....

Project Counterpart

3. Designation and Mailing Address

.....

.....

.....

Telephone.....Fax.....

Email.....

Mobile No:.....

4. Physical targets and achievements (please mention N/A against the item not relevant)

Serial	Item	Target (% of total)	Achievement (% of target)	Cumulative Achievement(% of total)
4.1	Procurement			
4.2	Installation/commissioning and testing			
4.3	Experiments conducted/samples studied, etc.			
4.4	Report, papers etc			
4.5	Process developed			
4.6	Patents			
4.7	Others (mention) [viz. programme/study/etc.]			

5. Fiscal targets:

Target (% of total)	Achievement (% of target)	Cumulative achievement (% of total)

6. Physical target for the next quarter:

Serial	Item	Target (% of total)	Cumulative target * (% of total)
6.1	Procurement		
6.2	Installation/commissioning and testing		
6.3	Experiments conducted/samples studied, etc		
6.4	Report, papers, etc		
6.5	Process developed		
6.6	Patents		
6.7	Others (mention)[viz. programme/study/etc]		

· Please take into consideration the achievement of the earlier quarters in calculating the planned cumulative target.

7. Problems faced, if any

8. Please attach following information in separate sheets for each item:

8.1 Financial statement with breakdown in components (heads of account).

8.2 Ultimate output of the project and linkage with national economy/priority/socio-economic needs.

8.3 Reasons for any shortfall in the achievement of the target and suggestions as to how this shortfall is to be mended and how it would affect the output and the project schedule.

8.4 Any other suggestion.

(Signature of the Principal Investigator/Programme Manager/Programme Co-ordinator/Project Counterpart)

(Countersign of the Head of the Organization/Institutes which/University/Science Clubs/Organizations/ Associations)