**Form-21**

**Annual Progress Report**

(to be submitted at the end of each Financial Year)

(from \_\_/\_\_/20\_\_ to 31/03/20\_\_)

|  |  |
| --- | --- |
| 1. **Project Title** |  |
| 1. **File reference no.** |  |
| 1. **PI (Name & Institute Address)** |  |
| 1. **Mentor (Name & Institute Address)** |  |
| 1. **Approved Total Cost of Project** | **Rs.** |
| 1. **Date of Start**   (submit Joining Letter/ Report/ Order) |  |
| 1. **Projected Date of Completion** |  |
| 1. **Expenditure as on 31st March** | **Rs.** |

1. **Approved Objectives of the Project:**
2. **Methodology**
3. **Detailed Result and Discussion**
4. **New Method/ Methodology developed**
5. **Target vs Achievement**

(with reference to Target and Timelines submitted at the start of the project)

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Time Duration** | **Targets (objectives)** | **Achievements** |
| **1.** | 01-12 months |  |  |
| **2.** | 13-24 months |  |  |
| **3.** |  |  |  |
|  |  |  |  |

1. **Shortcomings, if any in achievements during the reporting year**
2. **Work to be done in the next year**
3. **List of Publications from the Project (including title, author(s), journals & year(s))**
   1. **Papers published only in cited Journals (SCI)**
   2. **Papers published in Conference Proceedings etc.**
4. **Patents filed/ to be filed**
5. **Trainings/ Conferences/ Symposiums/ Workshops attended**
6. **Scientific Social Responsibility (SSR) work undertaken**
7. **Equipment procured, if any**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Sanctioned Equipment** | **Procured (Yes/ No)** | **Make and Model** | **Cost (in Rs.)** | **Installation Date** |
| **1.** |  |  |  |  |  |
| **2.** |  |  |  |  |  |
| **3.** |  |  |  |  |  |
|  |  |  |  |  |  |