

**Proforma for Project Completion Report (PCR)**

15 nos. each of the physical (bound) and electronic (CD) copies of the Project Completion Report (PCR) should be sent within one month of the completion or termination of the project. The cover page should include the title of the project, file number, names and addresses of the PI and grantee institution / organization.

**1. Title of the project:**

i. Principal Investigator(s) and Co-Investigator(s):

ii. Implementing Institution(s) and other collaborating Institution(s):

4. Date of commencement of Project

5. Approved date of completion:

6. Actual date of completion:

**7. Objectives of the Project:**

**8. Out put of the Project:**

(achieved vis-à-vis. originally planned in respect of:

i) Nature of Output: Material/Process/Product/Equipment/ Pilot scale demonstration/Any other (Please Specify)

ii) Performance specifications : Purity of materials, process details, product specifications ( capacity, rating, efficiency, test results) Equipment (performance features, capacity, bill of materials), Pilot production (capacity, through put, yield, test results)

iii) Details of engineering designs/ drawings (plans and sections) and prototype/ pilot/ full scale, specifications, etc.

9. Summary of the Project work, specially with respect to the project objectives and proposed out put.
10. Detailed progress report giving relevant information on work carried out, experimental work, detailed analysis of results indicating contributions made towards increasing the state of knowledge in the subject:

11. **S&T benefits accrued:**

i) **Patents taken**, if any

ii) List of Research publications (a copy of the papers should be attached):

<b>Sl. No</b>	<b>Authors</b>	<b>Title of paper*</b>	<b>Name of the Journal</b>	<b>Volume</b>	<b>Pages</b>	<b>Year</b>

iii) List of Technical Documents prepared (a copy of the documents should be attached):

iv) Manpower trained under the project:

a) Research Scientists/ Research Associates:

b) No. of Ph.D. (s) produced:

c) Other Technical Personnel trained:

v) Awareness, training camps, etc. organized:

12. Details of work which could not be completed ( if any):

13. Suggestions on further work on the subject of research:

14. **Project Expenditure:**

(Please enclose copies of year-wise audited UC and SoE as per MNRE format)

No	Financial Position/ Budget Head	Amount Sanctioned	Actual Expenditure	Deviation if any	% of Total cost
1.	Equipment				
2.	Consumables				
3.	Manpower				
4.	Travel				
5.	Contingencies				
6.	Others, if any				
7.	Overhead Expenses				
	<b>Total</b>				

15. **Equipment Status:**

Sl. No	Name of Equipment	Year of Purchase	Make/ Model	Cost (FE/ Rs)	Date of Installation	Utilization Rate (%)	Remarks regarding Maintenance/ Breakdown

16. **Manpower:**

Sl. No.	Sanctioned List	In position at the time of project completion (Yes/ No)	Pay Scale/ Emoluments

Name and Signature

Date:

**(Principal Investigator)**

**(Head of grantee organization)**

**Guidelines for preparing the Manuscript of the Report:**

- i) Manuscripts should be neatly written/ printed (with single spacing) in the enclosed format for direct reproduction by Xerox/ photo offset process. Any corrections should be redone on a separate slip & then pasted neatly. Don't erase or retype. Don't cut/ cross.
- ii) Matter should be first preferably typed on A4 size paper within the prescribed space leaving the same margin as in the enclosed format and then retyped cleanly after careful correction/ changes.
- iii) Manuscript should not exceed five pages in any case and should be in the enclosed format.
- iv) Scanned photographs, diagrams, tables & graphs should be accommodated within the space provided for the text for direct reproduction.
- v) Designs & drawings of larger size also need to be scanned and electronic copy sent along with the physical copy.

Physical as well as electronic (CD) copy of the report need to be sent