

**FORMAT FOR ANNUAL PROGRESS REPORT FOR CCOST FUNDED  
MINI RESEARCH PROJECT**

File No. and Date of Sanction:

1.		Title of the Mini Research Project	:	
2.		Principal Investigator (Name Designation & Address)	:	
3.		Co-investigator (Name(s), Designation & Address (es))	:	
4.		Date of commencement of Project	:	
5.		Duration of Project	:	
6.		Amount sanctioned by CCOST	:	
7.		Amount released by CCOST Installment and date of Release		(1)  (2)  (3)
8.		Details of Expenditure Rs.		

**A. NON-RECURRING:**

S. No.	List of approved equipment	List of procured equipment	Major specifications of Equipment procured	No. of units	Date of purchase	Expenditure (Rs.)
	Total (Rs.)					

(B) RECURRING:

Sl	Item	Budget			Total (Rs.)
		First Year	Second Year	Third Year	
1	Salary for Project Staff				
2	Contingencies				
3	Materials, Chemicals, Glassware etc.				
4	Stationary, Books, Reprints				
5	Travelling Exp. for field work				
6	Other (Specify)				
Total (Rs.)					

Total Expenditure incurred (A+B):

9. Whether there is any deviation from the purpose for which Grant was released? :
- If yes, whether permission was sought from CCOST :
- Date of permission for such deviation along with amount :
10. Details of the activities carried out during the year :
- (A) Details of individual activities :
- (B) Translational Significance of Mini Research Project: (Description be given in a separate sheet) :
- (C) Recommendations as per findings to be communicate to Govt./stockholders departments
- 11 (i) Whether applied for Registration of Patent? :
- If yes, then detail about patent(s) :
- (ii) Details of publication (s) :
- (iii) Details of copyright(s) :
- (iii) Other report(s) / communication(s) etc :
- (iv) Details of training imparted :

*Signature of Principal Investigator  
Co-investigator/s*

*Signature of Head of the Institution with Seal*

*Date:*

