

FORMAT
for
Annual Progress Report for AICTE funded project under
Research Promotion Schemes (RPS)
(for each year)

(Please include sufficient details in sections 8-10 so as to facilitate proper evaluation of your project.)

File No. : -----
 (As mentioned in sanction letter)

Date of Sanction : -----

Subject Area : -----

1. Principal Investigator
 a. (Name & Address) :
2. Project Title :
3. Date of Commencement of the Project :
4. Amount Sanctioned by AICTE :
5. Amount Released by AICTE :
6. Details of Expenditure :

A. NON-RECURRING

S. No.	List of Equipment Procured	Cost
	Total	

B. Recurring (Consumables, TA, Books and Stationary, Manpower etc.)

S. No.	List of Equipment Procured	Cost
	Total	

Gross Total (A & B)

7. Objectives of the Project :

8. Salient Research Achievements :

Summary of Progress

New Findings/Achievements

Innovation Brought in

Potential for Application

(a) Long Term

(b) Immediate

Any Other

9. List of Publications Arising from the Project
(Please give Author(s). Title, Journal and Year)

10. Patent(s) Filed/to be Filed, if any

Dated:

Coordinator

Registrar/Director/Principal
(Signature & Seal)

Members of Project Evaluation Committee (PEC): (to sign below)

FORMAT
for
UTILIZATION CERTIFICATE
(for each year)

Sanction Letter No.

Date:

A. NON-RECURRING

Sl. No.	Name of the Equipment Procured	Amount Sanctioned	Amount Utilized (Item wise)	Unspent Balance

B. RECURRING

Sl. No.	Name of the Expenses	Amount Sanctioned	Amount Utilized	Unspent Balance

Certified that the grant has been utilized for the purpose for which it was sanctioned in accordance with the "Terms and Conditions" attached to the grant. If, as a result of check or audit objection some irregularity is noticed at a later stage, action will be taken to refund, adjust or regularize the amount objected to.

Finance Officer
(Signature & Seal)

Registrar /Principal/ Director
(Signature & Seal)

Dated:

Name and Address of the
University/ Institution

Note: The Utilization Certificate (UC) will be signed by the Registrar/ Finance Officer in the case of Universities, Principals in the case of Colleges and Executive Heads of other Institutions. The Provisional UC may be countersigned by the internal auditors wherever the system of the internal audit exists. In case of the Self Financing/ Private Institutions, UC has to be signed by a Chartered Accountant.

* This is to be submitted every financial year.

RECEIPT & PAYMENT ACCOUNT
(for each year)

Sl.No.	Receipt	Amount (Rs.)	Sl.No.	Payments	Amount (Rs.)
1.	To Opening Balance				
2.	To Grants Received by AICTE				
3.	To Interest (if any)				
				Closing Balance	
	Total			Total	

(Signature of Chartered Accountant)

Name of CA :

Membership No. :

Full Address of CA :

[With seal]

(Signature of Head of the Institute)

Name :

Designation :

Full Address :

[With seal]

(Signature of Finance Officer)

Name :

Designation :

Full Address :

[With seal]

(Govt./Govt. Aided/University & wherever applicable)

Dated : _____

Research Promotion Scheme

FORMAT FOR STATEMENT OF EXPENDITURE

AICTE File No. :

Title of the RPS Project :

Name of the P.I. :

Sanction Order No. & Date	Grant Sanctioned	Details of expenditure Incurred Item wise	Amount Rs. (In each head)	

(1) _____
Signature of PI
with Seal

(2) _____
Name and Signature of
Head of Institution with Seal

(3) _____
Signature (with Seal) of the Finance Officer/
Auditor/Accounts Officer
(If it is Govt./Govt. Aided Institute)

(4) Signature of Chartered Accountant:
Name of Chartered Accountant:
Membership No:
Rubber stamp:
Full Address of CA :

Date:

Note:-If it is more than one page, each page must be signed & Stamped in all annexure.

FORMAT
For
AUDITED UTILISATION CERTIFICATE
(For each year)

Certified that out of Rs. _____ of Grant- in – aid sanctioned during the year _____ Letter No. _____ Rs. _____ has been utilized for the purpose of _____ For which it was sanctioned and the balance of Rs. _____ remaining unutilized at the end of the year, in addition to the amount of Rs. _____ on account of interest accrued on grant, has been surrendered to All India Council for Technical Education (vide No. _____ dated _____)/ will be adjusted towards the Grants – in – aid payable during the next year i.e., _____ as per the details attached.

Certified that the grant has been utilized as per laid down terms and conditions for which it was sanctioned.

Finance Officer
(Signature and Seal)

Registrar/Principal/Director
(Signature and Seal)

Dated:

Chartered Accountant
(Signature and Seal)

FORMAT FOR GENERAL FINANCIAL RULES

(FORM GFR- 19)

Assets acquired wholly or substantially out of Government grants

Register maintained by grantee institution
Block Account maintained by sanctioning authorities
Name of Sanctioning Authority

1. Serial No. :
2. Name of grantee institution :
3. No. and date of sanction :
4. Amount of the sanctioned grant :
5. Brief purpose of the grant :
6. Whether any condition(s) regarding the right of ownership of Government in the property or other assets acquired out of the grant was incorporated in the grant-in-aid sanction :
7. Particulars of assets actually credited or acquired :
8. Value of the assets as on:
9. Purpose for which utilized at present:
10. Encumbered or not:
11. Reasons if encumbered:
12. Disposed of or not:
13. Reasons and authority, if any, for disposal :
14. Amount realized on disposal:
15. Remarks:

Registrar/Director/Principal
(Signature & Seal)

**FORMAT
For
PROJECT COMPLETION REPORT FOR
RPS PROJECTS**

(Please include sufficient details in sections 8-10 so as to facilitate proper evaluation of your project.)

File No. : -----
(as mentioned in sanction letter)

Date of Sanction : -----

Subject Area : -----

1. Principal Investigator :
(Name & address)
2. Project Title :
3. Total Cost of the Project :
4. Date of Commencement of the Project :
5. Duration of the Project :
6. Date of Completion :
7. Objectives of the Project :
8. Salient Research Achievements :
 - 8.1 New Findings/Achievements/IPR Potential :
 - 8.2 Product/Process Developed :
 - 8.3 Patent(s) Applied for/Taken, if any :
 - 8.4 B. Tech. Project / M. Tech Thesis /
Ph.D., if any :

Consultancy

9. Conclusions Summarizing the Achievements Indicating the Scope for Future Work.

10. List of Publications Arising from the Project (please give Author (s), Title, Journal and Year) :

Dated: Principal Investigator

Registrar/Director/Principal
(Signature & Seal)

(Investigators may please note that sections 8-10 of the report will serve as essential inputs for experts to judge the success of the project. These must therefore be included in sufficient detail.)