



Office of the Dean Research and Consultancy

Form-SRP-1.16 – Submission of Closure Report on Completion of the STTPs/Seminars/Workshops/FDPs/Conferences

No:

Date:

1.	Project No	:	
2.	Project Title	:	
3.	Project completion date	:	
4.	Nature of the Event	:	Short Term Training Programs(STTP)/Seminar/Workshop/ Faculty Development Program (FDP)/Conference
5.	Title of the Event	:	
6.	Conducted on Dates	:	
7.	Actual No. of Candidates	:	
8.	Whether Approved as Part of Original Proposal	:	
9.	Budget Head	:	
10.	Total Expenditure in Rs.	:	
11.	Travel in Rs.	:	
12.	Food in Rs.	:	
13.	Accommodation in Rs.	:	
14.	Stationeries/Kits in Rs.	:	
15.	Miscellaneous in Rs.	:	
16.	Total Honorarium in Rs.	:	

Sr. No.	Name of the Person	Designation/ Office	Amount (In Rs.)
Total			

17.	Actual Nos. of Student Participation & Level	:									
18.	Enclosures	:	<table border="0"> <tr> <td><input type="checkbox"/> Project Sanction Letter</td> <td><input type="checkbox"/> Schedule</td> </tr> <tr> <td><input type="checkbox"/> Announcement Brochure</td> <td><input type="checkbox"/> List of Participants</td> </tr> <tr> <td><input type="checkbox"/> List of Experts</td> <td><input type="checkbox"/> Details of Any other Sponsors</td> </tr> <tr> <td><input type="checkbox"/> TA/DA Bills</td> <td></td> </tr> </table>	<input type="checkbox"/> Project Sanction Letter	<input type="checkbox"/> Schedule	<input type="checkbox"/> Announcement Brochure	<input type="checkbox"/> List of Participants	<input type="checkbox"/> List of Experts	<input type="checkbox"/> Details of Any other Sponsors	<input type="checkbox"/> TA/DA Bills	
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Objective of Program: /*Write in Telescopic form – the major points*/

- 1.
- 2.
- 3.
- 4.

Topics covered : /* Attach the Hour-wise schedule */

- 1.
- 2.
- 3.
- 4.

Outcomes:

- 1.
- 2.
- 3.
- 4.

List of the Participants and their Affiliation: /* Attach in Annexure – bifurcate Males/Female/Students/Faculty members/Industry Participants*/

List of Experts: /* Attach in Annexure the Expert names, Designation and their affiliation */

Details of other sponsors: /* Name/Amount/Type of contribution/other*/