**FORMAT FOR FINAL REPORT**

**DON BOSCO RESEARCH GRANT (20XX-XX)**

1. Name of the PI :

Designation :

Department:

Mobile No. :

Email (official):

Email (personal):

1. Title of the Project:
2. Start date of the project:
3. Objectives as mentioned in the original proposal (in 8-12 bullet points or Max 250 words)
4. Deviation made from original objectives (if any)
5. Experimental work (full details of experiment set up, methodology, data collected supported by necessary table/charts/diagrams/photographs (not more than 2 pages)
6. Detailed analysis of results highlighting contributions made towards increasing the state of

knowledge in the subject (not more than 2 pages)

1. Accomplishments of the projects (in 5-20 bullet points or Max 1000 words) (Highlight any collaborations with other institutions, publications in high profile/Q1 Journals, Ph.Ds/PG students/interns trained, infrastructure created, consultancy/funds generated etc.)
2. Paper(s) published in peer-reviewed journals

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| S.No | Title of the paper | Name of the Journal | Authors | Whether SCOPUS/SCI/UGC/Others | ISBN No. | DOI (if available) | Year  (Eg. 2023) | Volume & Issue  (Eg. Vol. 2 & Issue 5) | Pages  (Eg. 201-211) |
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1. Presentation(s) in conference/seminar/symposia/workshop..etc.

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| S. No. | Name of the conference | National/International | Institution where conference/Seminar was held (Eg. Vellore Institute of Technology, Vellore) | Duration of the conference (Eg. 10.01.2023 to 12.01.2023) | Title of the poster/talk/paper presented | Poster / Talk/paper presentation |
|  |  |  |  |  |  |  |

11. How in your own words has this project helped you in research? (Max 100 words)

12. Details of any patent filed/granted as an outcome of this project (Give details of the same and attach photocopy of the patent filed/granted indicating the reference number)

13. Any other information relevant to the project.

|  |  |
| --- | --- |
|  | Signature of the PI (with seal)  Place:  Date: |

|  |  |
| --- | --- |
| Dean (Research)  Date: | Head of the Institution  Date:  (Signature with Seal) |

\*Enclosures

* a photocopy of the sanction order
* a photocopy of the paper(s) published (all pages).
* a photocopy of the patent(s) filed/granted
* a photocopy of the participation certificate(s) in conference/seminar/etc..

(on a new page)

**Expenditure details**

Name of the PI :

Name of the Scheme:

Title of the Project:

Department:

Mobile No. :

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| --- | --- | --- | --- | --- |
| S. No | Bill date (or) Date of travel | Vendor Name/Mode of travel | Procured item / reason for travel | Expenses (in INR) |
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|  |  |  | Total |  |

(attach the bills in the same order)

(on a new page)

**UTILIZATION CERTIFICATE**

Certified that grant-in-aid of Rs.………../- (Rupees………(in words)……) was sanctioned to

……(Name of the PI)…… in the Department of……(Name of the Department)…… by Sacred Heart College (Autonomous), Tirupattur, with Sanction Number: …………………… dated …………. under the scheme of ……(name of the grant)……

Out of the total amount received for the year 20XX-XX, Rs. ………./- (Rupees ……………(in words)……), a sum of Rs. …………./- (Rupees ……..(in words)…… only) has been utilized and there is an unutilized balance of Rs. ………./- (Rupees ……………………(in words) only) of the said grant as on ….*(mention the last date of the project)....* in respect of the ……(name of the grant)…… for the project titled ……………………….

(if there is an unutilized balance, please fill the following, if not remove this section)

The unutilized balance of Rs. ………./- (Rupees ………(in words)…… only) has been refunded to the College account (A/c name: Abraham Panampara Research Centre, A/c no: 0745-03125450-190001; IFSC: CSBK0000745) and the details are as follows:

1. Date of transfer:
2. Transaction number:

(Attach receipt/Online transfer proof)

|  |  |  |
| --- | --- | --- |
| Name of the PI Date:  (Signature with Seal) | Name of the Competent Financial authority / Auditor  Date:  (Signature & Seal with Ref. No.) | Head of the Institution  Date:  (Signature with Seal) |