

IN-HOUSE R&D (IHRD)
FORMAT FOR COMPLETION REPORT

(Format used for closure of the project when IHRD project is completed before furnishing detailed Technical Report)

1. Project details
 - a. Title
 - b. Project Leader
 - c. Date of start
 - d. Duration (Years)
 - e. Date of close
 - f. Financial outlay (Rs lakhs)
2. Report Summary
3. Objectives
4. Description of investigation carried out
5. Further work required
6. Benefits visualized (*indicating proposed results, achieved results, beneficiaries, technology transfer, patents financial benefits*)
7. Reason for time and cost over-run, if any (*indicating sanctioned cost, actual Expenditure, deviation and reasons for deviation, reference to approval of Competent authority*)
8. List of publications year wise - conference / seminars / work shop, Journals (*Peer reviewed*)
9. Lessons learnt
10. Distribution list to whom Executive Summary is to be sent

Signature of Project Leader
Date:

Signature of Divisional Head / Unit Head
Date: