FORMAT FOR SUBMITTING ANNUAL REPORT ON RESPOND PROJECTS

**Period of Report :**

**Annual Report No. : First/ Second/ Third**

**1. Title of Research Project :**

**2. Name & Designation of the Principal :**

 **Investigator**

 **Name & address of the institution :**

**3. DOS sanction order No. and date :**

**4. Starting date of the Project :**

**5. Grants approved :**

**6. Expenditure incurred during the :**

 **period of project**

 **Amount approved Amount Spent Remarks**

 **By ISRO if any**

**7. Staff Salaries**

**8. Research Staff**

1. **Name :**

 **Designation :**

 **Date of appointment :**

 **(b) Name :**

 **Designation :**

 **Date of appointment :**

**9. Project Asst/Tech Asstt :**

**10. Other Staff**

**11. Equipment /Name & Cost Amount approved Amount spent Remarks**

 **details**

**: 2 :**

**12. Travel :**

**13. Contingency :**

**14. Others :**

**15. Total unspent amount from previous**

 **years (negative balance)**

**16. Details of grants required for 2nd/3rd year**

 **Item Amount approved Amount Remarks**

 **By ISRO during requested if any**

 **Sanction of project now**

**17. Staff Salaries**

**18. Equipments**

**19. Consumable & Supplies**

**20. Travel**

**21. Contingency**

**22. Others**

 **Total:**

**23. Report of the Work done :**

1. **Objectives**
2. **Summary of the work done**
3. **Details of work done and results obtained during the period of the report** (Provide activity wise schedule with expected date of completion as per original proposal and actual date of completion)
4. **Work proposed to be done during the next year**

**24. Any other relevant information**

#  Signature of the Principal Investigator