**COMPLETION REPORT OF PROJECT/PROGRAMME/ WORKSHOP/EVENT/……………………….….. - 20……**

NO:

1. **Title of the Programme/Event:**…………………………………………………………………
2. **Name of the Programme/Project:**…………………………………………………………….
3. **Name of the Coordinator/in-charge:** ………………………………………………............
4. **Venue/Place:** …………………………………………………………………………………….
5. **Date:** from……………………… to ………….…………… No. of Days: …………………...
6. **Time:** from……………………... to ………………………..
7. **Objective(s):** …………………………………………………………………………….............

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1. **Nos. of Participants:**

Students : …………………..

Academic Staff : …………………..

Resource Person(s):…………………..

Guests : …………………..

Invitees : …………………..

Other : …………………..

**Total** : …………………..

1. **Budget and Source of Funds**
   * 1. Estimated Budget: - ………………….
     2. Source of Funds: ………………………………………………………………………
     3. Expenditure: (Details)

…………………………………… - ………………….

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…………………………………… - ………………….

**Total** - ………………….

* + 1. Balance (Excess/Shortage): - ………………….
    2. Details of Balance Settlement:

………………………………………………………………………….............................

(Amount, Date and Receipt no.)

1. **Assessment & Recommendation(s)**
   * 1. ***Assessment***

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* + 1. ***Recommendation(s)***

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Signature of Coordinator/ Date

In-charge/etc.

**Comments of the Head of the Department:**

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Signature of Head

Department of Economics & Statistics