

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

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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8. Nos. of Participants:

i. Students	:
ii. Academic Staff	:
iii. Resource Person(s):	:
iv. Guests	:
v. Invitees	:
vi. Other	:
Total	:

9. Budget and Source of Funds

- i) Estimated Budget: -
- ii) Source of Funds:
- iii) Expenditure: (Details)
 - a. -
 - b. -
 - c. -
 - d. -
 - Total** -
- iv) Balance (Excess/Shortage): -
- v) Details of Balance Settlement:

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(Amount, Date and Receipt no.)

10. Assessment & Recommendation(s)

i) Assessment

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ii) Recommendation(s)

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Signature of Coordinator/
In-charge/etc.

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Date

Comments of the Head of the Department:

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Signature of Head
Department of Economics & Statistics