

**PROFORMA FOR SUBMISSION OF ANNUAL PROGRESS
REPORT OF DEVELOPMENTAL PROJECTS SUPPORTED
UNDER THE
SCIENCE & SOCIETY PROGRAMME**

**INSTRUCTIONS FOR SUBMISSION OF PROGRESS
REPORT:**

1. Project report should be neatly typed in single spacing with all details as per the enclosed format in not more than 10 pages for direct reproduction by photo-offset process. Coloured Photographs (4-5 good action photographs), tables and graphs should be accommodated within the manuscript or should be enclosed with captions. Sketches and diagrammatic illustrations may also be given giving step by step details about the methodology followed in technology development/modulation, transfer and training. Any correction or rewriting should be avoided.
2. Please give information under each head in serial order. Typing should be done in the specified area.
3. Please do not leave any item unanswered.

Note: Slides, charts, photographs, training manual (with details contents of training programme technical details and techniques involved) or any such display material related to project activities should be brought at the venue of the group monitoring workshop.

**SCIENCE & SOCIETY DIVISION
(DEPARTMENT OF SCIENCE & TECHNOLOGY)
NEW MEHRAULI ROAD, DELHI-16**

1. TITLE OF THE PROJECT & DST NO.	
2.PI & CO-PI's NAME	ORGANIZATION (Complete address, phone no., fax, e-mail):
3. SUMMARY OF PROGRESS MADE SO FAR (Only salient features:)	
4. DATE OF START:	SCHEDULED DATE OF COMPLETION:
5. TOTAL SANCTIONED COST OF THE PROJECT:	TOTAL EXPENDITURE: as on _____

6. INTRODUCTION (Need Assessment For S & T Intervention In Project Area):

7. APPROVED OBJECTIVES OF THE PROJECT:

8. PROJECT AREA (Block, Village & Total Area Covered):

9. COMMUNITY BACKGROUND (Caste & Occupation):

10. DETAILED PROGRESS REPORT :

10.A. METHODOLOGY & SYSTEMS APPROACH ADOPTED : (Survey; PRA Exercise; Community Mobilization & Social Engineering Technology Identification, Modulation & Diffusion; Demonstration & Training Component, Objective wise achievements etc.)

Contd...

10.A. METHODOLOGY (Contd....):

Contd...

10.B. TECHNICAL BACK-UP SUPPORT & LINKAGES WITH NEARBY INSTITUTIONS:

**10.C. SCIENCE & TECHNOLOGY COMPONENT: TECHNOLOGY PACKAGE
DEVELOPMENT-NEW INNOVATIONS/OBSERVATIONS:**

11. PEOPLE'S PARTICIPATION (with emphasis on their involvement in technology generation/ modulation/ adoption/co-operative formation/ self help groups/gender perspective):

12. PROGRESS INDICATORS FOR MONITORING (Qualitative & Quantitative Analysis - personnel trained, increase in income/productivity, skill upgradation, publications etc as the case may be):

13. WORK REMAINING TO BE DONE UNDER THE PROJECT:

Contd...

14. SPECIAL FEATURES/ HIGHLIGHTS (new technology generation/innovativeness in terms of low cost/ design/environmental friendly etc.)

15. EQUIPMENTS SANCTIONED AND PROCURED:

16. STAFF SANCTIONED: STAFF IN POSITION:

17. CONSTRAINTS IF ANY:

DATE: SIGNATURE OF PI:

(STOP HERE DO NOT PROCEED BEYOND 7 PAGES)