KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY & ENVIRONMENT
WOMEN SCIENTIST DIVISION
Student Programme for Excellence in Experimental Design (SPEED)
PROGRAMME COMPLETION REPORT FORMAT

1. Programme Reference No:

2. Name and Address of the Principal Coordinator
   (*Include Telephone, Mob., Fax and e-mail ID*)

3. Name and Address of the Co-coordinator if any:
   (*Include Telephone, Mob., Fax and E-mail ID*)

4. Title of the programme:

5. Name & Address of Implementing Institution:

6. Programme Schedule (Date of commencement to Date of completion)

7. Programme Abstract (Not more than 500 words in separate sheet) highlighting the outcome separately

8. Achievements:

   i.   Name of Programme (Thrust area of Laboratory familiarization)
   ii. List of students attended
   iii. Parameters for monitoring the outcome of training
   iv. Any future interactive methodology derived to provide opportunities for higher studies for the participants
   v.   Details of prospective students who can be considered for continued support if opportunity arises.

9. Financial Details:

No.	Financial Position/Budget Head	Funds Sanctioned	Expenditure
I	Human resources charges		
II	Travel & accommodation charges		
III	Food & Refreshments		
IV	Consumables & Stationery		
V	Institutional overheads		
	Total		

Name and Signature

a.   ----------------------------------
            (Principal Coordinator)

b.   --------------------------------
            (Head of Institution)

Place
Date

<u>Notes:</u>

1. 5 copies of the Programme Completion Report (PCR) and a soft copy in MS word should be sent within one month of the completion of the programme.

2. The PCR should be in bound form which include: (Introduction, details of students, Time schedule, practical and theoretical aspects of the programme, parameters for monitoring the outcome, Scope of further interventions required, contributions made towards increasing the state of knowledge of the student in the subject, summary and scope of the future work, photographs if any etc.

3. Cover page of the completion report should include the title of the Programme, Programme reference number & Name and address of the Coordinators and Name & Address of the Institution.