

**GUJARAT STATE BIOTECHNOLOGY MISSION**  
**Dept. of Science and Technology, Govt. of Gujarat**

**Contents for the Submitting the Programme Report**

1. Title of the Programme:
2. Category: (Seminar/ Symposium/ Training/Workshop/Brainstorming Meetings/ Survey Project)
3. Date/s and Duration:
4. Venue:
5. Dignitary/ies present at inaugural function:
  - (i) Name
  - (ii) Designation
  - (iii) Name of institute
  - (iv) Contact details
6. Invited speaker(s)/ Expert(s): Pl. attach as a separate sheet
  - (i) Name
  - (ii) Designation
  - (iii) Name of institute
  - (iv) Contact details
  - (v) Topic of lecture
  - (vi) Lecture / presentation notes
7. Total no. of participants (provide full list with name, address, institutions and contact details inclusive of email addresses and numbers), Pl. attach as a separate sheet
8. A. Programme summary (200 words), Pl. attach as a separate sheet  
B. Details of the Programme with Printed material - Brochure / leaflet (Pl. attach, as applicable)
9. Final Statement of Income and Expenditure (Pl. give detailed break-up in various budget heads)
10. Utilization Certificate under signature and Seal of the Head of the Institute & Accounts Head
11. Copy of Bills and vouchers duly signed by the coordinator
12. Photographs (Pl. select six best pictures with appropriate captions)
  - (i) Photograph of the dias with banner
  - (ii) Inaugural function
  - (iii) Expert(s) delivering lecture(s)
  - (iv) Programme in session with Audience
13. Press Release / Media Report, if any: Pl. attach
14. e-Presentations/ Videography: Pl. attach

Signature of the Head of the Institute  
with seal

Signature of Programme Coordinator