

**Malaviya National Institute of Technology Jaipur  
(Office of Dean Research and Consultancy)**

**Closure Report: Sponsored Research Project**

**Date:**

**From**

Name of Principal Investigator :  
Project No. :  
Project File No. :  
Title of the Project :  
Department :

**To**

Dean (Research and Consultancy)  
MNIT Jaipur

**Sub: Request for Closure of Project**

The sponsored research project No. \_\_\_\_\_ has been completed. The date of completion was \_\_\_\_\_.

In this context the following information may be noted

\* (Please tick as applicable).

- (i) The project completion report has been sent to the sponsoring agency.
- (ii) Equipment/non-consumables including books and furniture purchased from this project grant have been entered in the Department Stock Ledger.
- (iii) All advances (including TA/Contingency/consumables etc.) have been settled in the project.
- (iv) No reimbursement for any purchase/expenditure is pending.

\* One additional copy for record of Dean (R and C)

In view of the above, the project may be closed with immediate effect and the final statement of account be prepared. Any unspent balance may also be refunded to the sponsoring agency. The information regarding excess expenditure, if any, may please be provided so that the sponsoring agency can be requested to send the additional amount.

**Principal Investigator**

**Hod**

**Dean (R and C)**