

The PS has been already entered into MoU with 35 institutions (10 CTEVT constituent School, 5 CTEVT affiliated community Schools and 20 TECS schools) and allocated the advance of 10% of total institutional improvement plan. Now, all the institutions are requested to submit progress report along with the supporting documents attached herewith. The progress report should cover the expenditure up to date in line with approved institutional improvement plan. While claiming the installments, the institutions should follow the following instructions:

- a) The progress report should be filled up in the reporting form attached.
- b) Along with the progress report, the copy of supporting documents till to date needs to be submitted as the following:

Progress Report of Matching Grant

Year..... Trimester.....

Name and address of the Institution:

S.No	Main Activities (as specified in the IIP)	Activities planned for the trimester	Physical progress against the planned activities	Physical %	Targeted budget	Expenditure	Remarks
1	Modernization of equipment and machinery	a					
		b					
		c					
2	Minor civil works	a					
		b					
		c					
3	Instructional improvement and support staff training	a					
		b					
		c					
4	Exposure visits of students and experts	a					
		b					
		c					

5	Development/Procurement of Teaching learning materials	a						
		b						
		c						
6	Institutional Management Improvement	a						
		b						
		c						
7	Quality Enhancement	a						
		b						
		c						

Name of authorized signatory

Supporting Documents for Reimbursement of Matching Grant

While submitting the request letter for each installment, The Matching Grants receiving institutions should submit the claimed letter to the EVENT along with the copies of the supporting documents as follows:

Serial. No.	Program related to IIP	Supporting Documents to be submitted
1	Modernization of equipment and machinery	<ul style="list-style-type: none"> • Copy of Specification • Copy of Cost estimate • Copy of the notice/ invitation of the letter/SQ/NCB in accordance with the threshold of procurement. • Copy of the agreement with suppliers/ repairer. • Quality check report from the related expert. • Copy of the store entry document
2	Minor civil works	<ul style="list-style-type: none"> • Copy of detail work description • Copy of Cost estimate • Copy of the notice/ invitation of the letter/SQ/NCB in accordance with the threshold of procurement. • Copy of the agreement with contractor. • Copy of measurement bill • Copy of Hand over document
3	Instructional improvement and support staff training	<ul style="list-style-type: none"> • Copy of the IMC minute • Copy of approved proposal • Copy of the completion reports
4	Exposure visits of students and experts	<ul style="list-style-type: none"> • Copy of the IMC minute • Copy of approved proposal • Copy of the completion reports
5	Development/Procurement of Teaching learning materials	<ul style="list-style-type: none"> • Copy of Specification • Copy of Cost estimate • Copy of the notice/ invitation of the letter/SQ/NCB in accordance with the threshold of procurement. • Copy of the agreement with suppliers/ repairer. • Quality check report from the related expert. • Copy of the store entry document
6	Institutional Management Improvement	<ul style="list-style-type: none"> • In case of procurement, the institution should follow the procedures mentioned in program heading 1 and 2 • In the case of other activities the institutions should submit the copy of the authorized decision.
7	Quality Enhancement	<ul style="list-style-type: none"> • In case of procurement, the institution should follow the procedures mentioned in program heading 1 and 2 • In the case of other activities the institutions should submit the copy of the authorized decision.

