

INFORMATION REQUESTED

Institute's Reference Number

Name of the Institution

Name of the Course Director

Title of the Course

Duration of the Course

Dates: from ____ to ____

Number of participants - enrolled for the course

- actually attending the course
- who submitted feedback

Whether expectations of participants were ascertained by the Institution if so, how and when?

General observations of the Course Director on how the course was organised:

- Where conducted
- Whether non-residential or residential
- If residential, were facilities provided in the institution's hostel or in a hotel etc.
- Total number of working days in the course
- Number of working hours per day
- Total number of sessions planned in the course
- Number of sessions, which could not be conducted as planned

Please enclose a copy of the following documentation:

- Final course timetable
- List of faculty (both in-house and guest faculty)
- Background material supplied to the participants

If the same or similar course had been conducted earlier under the sponsorship of the Department of Personnel & Training (Govt. of India), Please indicate:

- Duration
- Dates

What changes, based on the feedback received in the earlier course, were effected in the current course in terms of:

- Course objectives
- Course content, structure, and distribution of sessions among various topics
- Reading material
- Faculty
- Training methodology
- Greater practical orientation
- Physical facilities

General remarks of the course director on the nature and extent of participants' involvement in the course, including attendance, punctuality, and interest evinced.

Comments on the feedback received from participants including a consolidated abstract and summary of the individual feedback.

Course Director's comments on the participants views about the strengths and weaknesses as well as other aspects pertaining to the course.

Comments of the Institution on how the feedback is proposed to be recycled into future programmes in terms of course content, methodology, etc.

Any other comments which the Course Director and/or the institution may wish to make in respect of this course.