

PROFORMA FOR FEED BACK REPORT ON IN-COUNTRY TRAINING*(Please tick the appropriate boxes wherever applicable)**(2011-12)***Training Sponsored by:**

Headquarters

Director, MSME-DIs/ TCs/ TSs

1 Details of Officer (Trainee) & Training

- 1.1 Name of the Officer (Trainee) :
- 1.2 Designation (with Trade) :
- 1.3 Place of Posting :
- 1.4 Name of the Training Institute :
- 1.5 Title of the Training attended :
- 1.6 Date & Duration of the Training :
- 1.7 Venue of the Training :

2 Feed Back on Training Programme

- 2.1 A Brief note on Training Programme attended :
- 2.2 Expenditure Incurred* towards TA/DA :
- 2.3 Length of the Training : Short Adequate Long Very Long
- 2.4 Quality of the Training : Poor Satisfactory Good Very Good
- 2.5 Usefulness of the Training to Present Job requirements : Not Useful Useful Very Useful Extremely Useful
- 2.6 Usefulness of the Training to Future Job requirements : Not Useful Useful Very Useful Extremely Useful
- 2.7 Course Material : Not Relevant Relevant Extremely Relevant
- 2.8 Presentation : Poor Good Very Good Extremely Good
- 2.9 Faculty : Average Experienced Very Exp. Extremely Exp.
- 3.0 Level of Officers Who should be sent for this training : Inv AD DD Director JDC & ADC
(may tick more than one box)
- 4.0 Discipline (S) of Officer to be sent :

* {Actual/ Tentative **(Information must be submitted along with this report)**}

Date:

Signature of the Officer (Trainee)