



Form – 2

Course Evaluation Report

Date:

Programme Coordinator to obtain feedback from every participant and keep in Programme File.

Name of Training Institute :

Program Name :		Program Code (if any) :			
		Program Dates :	From		To
Venue :		Residential Status :	Residential		Non-Residential

	Name of Participants as per registration register	About Contribution to knowledge/skill	About Coverage and Content of Course	About Class Room and Infra-structure	About Hostel Arrange-ment	B. About Faculty
		A1	A2	A3	A4	B
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						

37						
38						
39						
40						
41						
42						
43						
44						
45						
46						
47						
48						
49						
50						
		Average :				
Overall Average of all above 5 ( A1, A2, A3, A4 and B ) :						

Instruction for Programme Coordinator:

- 1 Against each participant as under column-1, write his feedback given through Form-5 on a scale of 1 - 5 under columns 3 to 7 considering the first element as '5' and the last element as '1'.
- 2 Write average of each of column 3 to 7, after the list of all participants; and 'Overall Average' in the next row.
- 3 If the 'Overall Average' is less than 3, mark below this training as 'nonconforming' other wise 'conforming'.

Tick one referring to the instruction 3 above	<b>CONFORMING</b>	<b>NON-CONFORMING</b>
---	-------------------	-----------------------

Prepared by : Programme Coordinator (Name) :

Date :

Signature

Distribution :

- 1 Original copy to Training Institute l/c - for information, and if this training is 'non-conforming' deciding the suitable actions overleaf.
- 2 Copy to Programme File - for record.