

Course Director's Report (Abstract)

_____ (Name of Course) held at _____ (Name of Institute) during _____ (Dates)

1.	Name of the Institute		
2.	Title of the Course		
3.	Duration of the Course		
4.	Dates on which Course conducted	From	To
5.	Name of the Course Director		
6.	No. of the Participants <i>(Pls enclose a copy of the final list of participants)</i>		
7.	Photograph of the Participants	(To be enclosed)	
8.	Number of Participants who submitted feedback proforma a. Whether the Institute got in touch with the Participants in advance for the course; b. If so, when; and c. How many participants responded.		
9.	Whether the course expectations of the participants were ascertained: a. Before the commencement of the course; b. On the day of commencement of the course.		
10.	Average Feedback Score <i>(Pls enclose a one-page consolidated evaluation/ feedback Report)</i>		
11.	Whether the Course was conducted at the Institute's Main Campus or Regional Campus or any other venue?	Please specify	
12.	Whether the course was Residential or Non-Residential?		
13.	Total No. of sessions planned in the course	(Pls enclose the Session plan/Time-Table with Name of Faculty)	
14.	No. of sessions which could		

	not be conducted as planned	
15.	<p>If a similar course had been conducted earlier under the sponsorship of DOP&T, GOI, if so please indicate;</p> <p>a. Title of the course</p> <p>b. Duration of the course/From to</p>	
16.	<p>Whether any changes were effected in the current course on the basis of earlier feedback/suggestions or feedback received from prospective participants and to which extent;</p> <p>a. Course objectives</p> <p>b. Content</p> <p>c. Training methodology</p> <p>d. Structure and Distribution of Sessions & Topics</p> <p>e. Faculty</p> <p>f. Reading Material</p> <p>g. Sessions</p> <p>h. Facilities</p>	
17.	<p>General remarks of the Course Director on</p> <p>a. How the Course was organised</p> <p>b. Nature and extent of participants involvement in course including attendance, punctuality and interest evinced</p>	
18.	Brief comments of Course Director on feedback received from participants (Not more than 100 words)	
19.	Comments on how the feedback would be factored in for improving the quality of the future courses	
20.	Any other comments/suggestions which the Course Director and/or the Institute may wish to make in respect of the course.	

(Name, Designation and Signature of Course Director with Date)