

Self-Assessment Report (Period covered last three complete financial years)

From:

To:

PART-II : Information for Assessment

(Please do not include data on Professional Course being run by the Institution)

S.No.	Attributes	Remarks																																																														
1	Curriculum Design and Development																																																															
1.1	Training Needs Assessment and Preparation of Course Calendar																																																															
a.	TNA conducted during the last three year	<p align="center">Yes /No –Please tick</p> <p>If Yes, give details</p> <p>A)Total Number of Institutions and Institution wise TNA conducted</p> <table border="1"> <thead> <tr> <th rowspan="2">Particulars</th> <th colspan="2">Year -01</th> <th colspan="2">Year -02</th> <th colspan="2">Year -03</th> </tr> <tr> <th>Total Number of Institution</th> <th>TNA conducted for Institutions</th> <th>Total Number of Institution</th> <th>TNA conducted for Institutions</th> <th>Total Number of Institution</th> <th>TNA conducted for Institutions</th> </tr> </thead> <tbody> <tr> <td>StCB</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>DCCBs</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PACS</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Union</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>SCARDB</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PACRDB</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>B) Method of conducting TNAs (As per the institute) of last three years (Please write number of Institutions</p>	Particulars	Year -01		Year -02		Year -03		Total Number of Institution	TNA conducted for Institutions	Total Number of Institution	TNA conducted for Institutions	Total Number of Institution	TNA conducted for Institutions	StCB							DCCBs							PACS							Union							SCARDB							PACRDB							Total						
Particulars	Year -01			Year -02		Year -03																																																										
	Total Number of Institution	TNA conducted for Institutions	Total Number of Institution	TNA conducted for Institutions	Total Number of Institution	TNA conducted for Institutions																																																										
StCB																																																																
DCCBs																																																																
PACS																																																																
Union																																																																
SCARDB																																																																
PACRDB																																																																
Total																																																																

		<table border="1"> <thead> <tr> <th>Particulars</th> <th>Year -01</th> <th>Year -02</th> <th>Year -03</th> </tr> </thead> <tbody> <tr> <td>Based on feedback questionnaire from user organization: (Total Institutions assessed)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Based on field visit: (Number of visits conducted/Questionnaire filled)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Based on Secondary data *:Mention of Sources)</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Note –“ Secondary Data” refers to the following:</p> <ol style="list-style-type: none"> Any information available with the CTIs in other forms like previous feedbacks, demands from clients, etc. Previous years records in training feedbacks /sector specific feedback. 	Particulars	Year -01	Year -02	Year -03	Based on feedback questionnaire from user organization: (Total Institutions assessed)				Based on field visit: (Number of visits conducted/Questionnaire filled)				Based on Secondary data *:Mention of Sources)											
Particulars	Year -01	Year -02	Year -03																							
Based on feedback questionnaire from user organization: (Total Institutions assessed)																										
Based on field visit: (Number of visits conducted/Questionnaire filled)																										
Based on Secondary data *:Mention of Sources)																										
b.	Preparation and circulation of Annual Calendar	<p>Briefly describe process of preparation of Annual Calendar by CTIs and when it was prepared and circulated to client institutions (Syllabus committee and Standing Committee Meeting).</p> <p>Please ensure agenda/minutes of the meeting in which Annual Calendar was approved.</p> <table border="1"> <thead> <tr> <th>Particulars</th> <th>Year-01</th> <th>Year-02</th> <th>Year-03</th> </tr> </thead> <tbody> <tr> <td>Date of preparation of Calendar</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Date of approval of Calendar</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1. Standing Committee</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2. Management Committee</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Date of Circulation of Calendar</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Particulars	Year-01	Year-02	Year-03	Date of preparation of Calendar				Date of approval of Calendar				1. Standing Committee				2. Management Committee				Date of Circulation of Calendar			
Particulars	Year-01	Year-02	Year-03																							
Date of preparation of Calendar																										
Date of approval of Calendar																										
1. Standing Committee																										
2. Management Committee																										
Date of Circulation of Calendar																										
1.2	New/Customized Programmes																									
a.	No. of New Courses	Give details in the format provided in Annexure-C																								
b.	Customization of Programmes	Give details in the format provided in Annexure-D																								

1.3	Preparation of Course Materials for New Programmes																	
a.	Study Material Prepared and Language used	Number of material in: 1. English No. : _____ 2. Local Language No.: _____																
1.4	Updation of Training Modules and Course Material of existing Programmes																	
a.	Updation of Course Material/Training Modules	Give details in the format provided in Annexure-E																
1.5	Academic Flexibility																	
a.	Whether Institute has flexibility in scheduling academics plans	<table border="1"> <thead> <tr> <th>Particulars</th> <th>Year-01</th> <th>Year-02</th> <th>Year-03</th> </tr> </thead> <tbody> <tr> <td>Total Number of programmes as per Annual Training Calendar</td> <td></td> <td></td> <td></td> </tr> <tr> <td>No. of new programmes conducted in addition to training calendar</td> <td></td> <td></td> <td></td> </tr> <tr> <td>No. of programmes cancelled</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Particulars	Year-01	Year-02	Year-03	Total Number of programmes as per Annual Training Calendar				No. of new programmes conducted in addition to training calendar				No. of programmes cancelled			
Particulars		Year-01	Year-02	Year-03														
Total Number of programmes as per Annual Training Calendar																		
No. of new programmes conducted in addition to training calendar																		
No. of programmes cancelled																		
1.6	Feedback from participants and instructions on Course Module/ Programme																	
a.	Whether entry/exit test is conducted?	<table border="1"> <thead> <tr> <th>Particulars</th> <th>Year-01</th> <th>Year-02</th> <th>Year-03</th> </tr> </thead> <tbody> <tr> <td>Total Number of Programmes</td> <td></td> <td></td> <td></td> </tr> <tr> <td>No. of programmes in which entry/exit conduct</td> <td></td> <td></td> <td></td> </tr> <tr> <td>No. of programmes with field visit</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Particulars	Year-01	Year-02	Year-03	Total Number of Programmes				No. of programmes in which entry/exit conduct				No. of programmes with field visit			
Particulars		Year-01	Year-02	Year-03														
Total Number of Programmes																		
No. of programmes in which entry/exit conduct																		
No. of programmes with field visit																		

b.	Whether structured feedback obtained from participants at the end of each programme?		Number of Programmes in which session wise feedback were taken		Number of Programmes in which feedback on boarding, lodging & other facility were taken	
		Year-01				
		Year-02				
		Year-03				
c.	Whether impact study of the programmes conducted?	S.No.	Name of the programme			
			Year-01	Year-02	Year-03	
d.	Overall feedback received for the programmes- (Consolidated annual feedback)	Give details in the format provided in Annexure-F				
2 Faculty Expertise and Development						
2.1	No. of Training Coordination days per faculty Member					
	Average duration/ Participant of programmes , Total Faculty Members, Total Numbers of Sessions	Particulars	Year-01	Year-02	Year-03	
		Average duration of programmes conducted				
		Average number of participants				
		Total number of faculty Members				
		Training days in a year				

		Number of sessions per day			
		Guest faculty sessions			
2.2	Quality of Faculty				
a.	Qualifications	Give details in the format provided in Annexure-G			
b.	Experience	Give details in the format provided in Annexure-G			
2.3	Faculty Development Initiatives	Give details in the format provided in Annexure-G			
2.4	Ability of the Institute to conduct On-Location Programmes	Yes/No-Please tick			
		If Yes, give details			
		Particulars	Year-01	Year-02	Year-03
		No. of on location programmes			
2.5	Number and % of sessions handled by Core Faculty Members to total sessions				
a.	Whether the Institute is maintaining a panel of guest faculty and whether the panel is reviewed /updated.	Whether CTI is maintaining a panel of guest faculty.	Yes/No-Please tick		
		Whether the panel of guest faculty is reviewed in terms of performance	Yes/No-Please tick		
		Whether the panel of guest faculty is updated.	Yes/No-Please tick		
b.	Total no. of sessions	Particulars	Year-01	Year-02	Year-03
		Total Number of sessions handled by Core Faculty			
		Total Number of sessions handled by Guest Faculty			

2.6	Achievements of Faculty Members in following areas				
a.	CTIs initiatives	Please write numbers against each items			
		Particulars	Year-01	Year-02	Year-03
		Case studies			
		Success Stories			
		Training videos			
	Other academics articles /reports				
b.	Experience in handling diploma courses	Yes/No-Please tick			
		Particulars	Year-01	Year-02	Year-03
		Number of diploma courses			
2.7	Process of selection and placement of Faculty Members				
a.	Please define briefly the process of placement of Faculty Members in the CTI	Whether policy placement of faculty member is formulated		Yes/No-Please tick	
b.	Is there a process for selection of Faculty Members?	Whether selection committee for FMs constituted		Yes/No-Please tick	
c.	Is there a prescribed minimum tenure of Faculty Members?	Yes/No-Please tick			
		If yes, Please mention minimum tenure of Faculty Members.			
d.		Yes/No-Please tick			

	Is there a prescribed minimum tenure of staff?	If yes, Please mention minimum tenure of Staff.			
3 Training Methodology					
3.1	Methodology used- Use of Assignments , Case Studies, etc.				
		Particulars	Year-01	Year-02	Year-03
		No. of programmes using Assignment			
		No. of programmes using participants presentations			
		No. of programmes using role plays			
		No. of programmes using games			
		No. of programmes using group discussion			
		No. of programmes using Case studies			
		No. of programmes using Case Exercises			
		No. of programmes using Management cases			
3.2	Use of Audio Visual & other Aids				
		Particulars	Year-01	Year-02	Year-03
		No. of programmes using Audio Visual (Power Points/LCDs/LEDs/Laptops/Computers/Subject Specific Video Clips)			
		No of programmes using Others Aids (Flip charts /Meta-plan cards/ Boards, etc.)			
4 Projects and Consultancies					
4.1	Preparation of Projects (Fee based)	Give details in the format provided in Annexure-H			

4.2	Consultancy work undertaken (fee based)	Give details in the format provided in Annexure-I
4.3	Research work/Studies /undertaken and /or free Consultancies given by involving own faculty and staff	Give details in the format provided in Annexure-J
4.4	Support extended to Govt. , Promoting Institutions , Others by way of conduct of training or organization of Seminars/Workshops, etc.	Give details in the format provided in Annexure-K
5	Governance and Leadership	
5.1	Vision , Mission and Leadership	
a.	Has the Institute developed a Vision/Mission?	Yes /No – Please tick
b.	Principal/Vice Principal/Director	(Whether Principal/ Director is performing as FM as per the instructions obtaining in the CTI) – Please tick
c.	Nature of appointment of Head of the Institutions	Permanent/Temporary/Additional Charge–Please tick
5.2	Governance and Strategy Development Structure	
a.	Whether the Standing Committee/Management Committee /Other equivalent Committee has been constituted as per the guidelines?	Yes /No – Please tick Year of formation _____

b.	Whether the Standing Committee/Management Committee had its meetings during the year? If yes, mention the number of meetings in each year (for last 03 years).	Date(s) of meeting of Standing/Management Committee <table border="1" data-bbox="548 147 1959 509"> <thead> <tr> <th data-bbox="548 147 751 217">Year</th> <th data-bbox="751 147 1123 217">Year-01</th> <th data-bbox="1123 147 1413 217">Year-02</th> <th colspan="2" data-bbox="1413 147 1959 217">Year-03</th> </tr> </thead> <tbody> <tr> <td data-bbox="548 217 751 297">Meeting-I</td> <td data-bbox="751 217 1123 297"></td> <td data-bbox="1123 217 1413 297"></td> <td colspan="2" data-bbox="1413 217 1959 297"></td> </tr> <tr> <td data-bbox="548 297 751 370">Meeting-II</td> <td data-bbox="751 297 1123 370"></td> <td data-bbox="1123 297 1413 370"></td> <td colspan="2" data-bbox="1413 297 1959 370"></td> </tr> <tr> <td data-bbox="548 370 751 449">Meeting -III</td> <td data-bbox="751 370 1123 449"></td> <td data-bbox="1123 370 1413 449"></td> <td colspan="2" data-bbox="1413 370 1959 449"></td> </tr> <tr> <td data-bbox="548 449 751 509">Meeting -IV</td> <td data-bbox="751 449 1123 509"></td> <td data-bbox="1123 449 1413 509"></td> <td colspan="2" data-bbox="1413 449 1959 509"></td> </tr> </tbody> </table>				Year	Year-01	Year-02	Year-03		Meeting-I					Meeting-II					Meeting -III					Meeting -IV				
Year	Year-01	Year-02	Year-03																											
Meeting-I																														
Meeting-II																														
Meeting -III																														
Meeting -IV																														
c.	Whether the above Committee had discussed /reviewed in the agenda of its meetings?	Please tick if the following were discussed /relevant. <ul style="list-style-type: none"> • Annual Action Plan/ Performance/ Financial Budget • Comprehensive review of work performance • Other governance aspects 																												
d.	Is there a Syllabus Committee or its equivalent Committee?	Yes/No-Please tick																												
i.	How many meetings did the Syllabus Committee /Programme Advisory Committee (PAC) have during the last year?	<table border="1" data-bbox="548 919 1969 1157"> <thead> <tr> <th data-bbox="548 919 905 989"></th> <th data-bbox="905 919 1203 989">Year -01</th> <th data-bbox="1203 919 1549 989">Year -02</th> <th colspan="2" data-bbox="1549 919 1969 989">Year -03</th> </tr> </thead> <tbody> <tr> <td data-bbox="548 989 905 1073">Date of Meeting of Syllabus Committee</td> <td data-bbox="905 989 1203 1073"></td> <td data-bbox="1203 989 1549 1073"></td> <td colspan="2" data-bbox="1549 989 1969 1073"></td> </tr> <tr> <td data-bbox="548 1073 905 1157">Date of Midterm review by Syllabus Committee</td> <td data-bbox="905 1073 1203 1157"></td> <td data-bbox="1203 1073 1549 1157"></td> <td colspan="2" data-bbox="1549 1073 1969 1157"></td> </tr> </tbody> </table>					Year -01	Year -02	Year -03		Date of Meeting of Syllabus Committee					Date of Midterm review by Syllabus Committee														
	Year -01	Year -02	Year -03																											
Date of Meeting of Syllabus Committee																														
Date of Midterm review by Syllabus Committee																														
ii	Did the Syllabus Committee/Programme Advisory Committee(PAC) deliberate on	Please tick if the following were discussed deliberated on: <ol style="list-style-type: none"> 1. The calendar of training of the CTI 2. Structure and schedule of the Courses/Programmes proposed 3. Mid-term review of ATC 4. Other trainings /Capacity building needs 																												

e.	Did the Sponsoring /Promoting Agency or the Funding Agency have any inspection of the CTI during the year?	Yes/No–Please tick																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Date of Visits</td> <td style="width: 25%;">Year-01</td> <td style="width: 25%;">Year-02</td> <td style="width: 25%;">Year-03</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>		Date of Visits	Year-01	Year-02	Year-03																					
Date of Visits	Year-01	Year-02	Year-03																							
f.	Have the observations in such Inspection Reports fully complied with?	Yes/No–Please tick																								
g.	Does the CTI have a system of its periodical internal review by the Head of CTI	Yes/No–Please tick At what frequency the internal periodical review occurred?- Monthly/Bimonthly/Quarterly/Half Yearly/ Annually- Please tick																								
5.3	Capacity Utilization of Class Rooms	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 35%;">Particulars</td> <td style="width: 15%;">Year-01</td> <td style="width: 15%;">Year-02</td> <td style="width: 15%;">Year-03</td> <td style="width: 20%;">Average (3 years total/3)</td> </tr> <tr> <td>No of Training days in a year</td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>No. of working days in a year</td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>No. of Classrooms</td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>					Particulars	Year-01	Year-02	Year-03	Average (3 years total/3)	No of Training days in a year					No. of working days in a year					No. of Classrooms				
Particulars	Year-01	Year-02	Year-03	Average (3 years total/3)																						
No of Training days in a year																										
No. of working days in a year																										
No. of Classrooms																										
5.4	Standardization of Training Programmes																									
a.	Whether all the programmes in calendar are those standardized by C-PEC (or as per direction of NCCT)?	Give details in the format provided in Annexure-L																								

b.	Whether the CTI proposed any programme to C-PEC for standardization during the year? What is the status there of?	Give details in the format provided in Annexure-M																											
5.5 Organizational Process and Arrangements																													
a.	Organizational Structure	Whether the organizational chart prepared?			Yes/No-Please tick																								
b.	Allocation of work amongst faculty and staff	Whether work allocation to FMs & Staff prepared?			Yes/No-Please tick																								
c.	Reporting system and Compliance Mechanism to sponsored bank/promoting Institutions	<table border="1"> <thead> <tr> <th rowspan="2">Name of the MIS</th> <th colspan="4">Periodicity</th> </tr> <tr> <th>Monthly</th> <th>Quarterly</th> <th>Half yearly</th> <th>Annually</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>				Name of the MIS	Periodicity				Monthly	Quarterly	Half yearly	Annually															
Name of the MIS	Periodicity																												
	Monthly	Quarterly	Half yearly	Annually																									
5.6 Financial Management																													
a.	Is there a system of preparation of Annual Financial Budget	Yes/No-Please tick																											
b.	Effective Utilization of resources	Give year wise utilization of budget (last 03 years) in Rs.																											
			Year-01	Year-02	Year-03																								
Budget approved																													
Budget utilized																													
c.	Is the maintenance of books & records up-to-date?	Yes/No-Please tick																											

d.	Is there a system of audit of books of accounts of CTI?	Please describe briefly the periodicity of audit & system of audit (by whom the audit is conducted)			
5.7	Marketing of training Programmes				
a.	Whether timely intimation is given?	Particulars	Year -01	Year-02	Year-03
		No of programmes in which intimation was given before 30 days			
		No of programmes in which intimation was given before 25 days			
		No of programmes in which intimation was given before 20 days			
		No of programmes in which intimation was given before 15 days			
		No of programmes in which intimation was given before 10 days			
b.	What are the follow up measures that are normally taken for ensuring participation.	Please describe briefly the measure adopted 1. 2. 3.			
6	Infrastructure				
6.1	No. of classrooms	_____ Number of classrooms			
6.2	Availability of				
i.	Conference hall	Yes/No-Please tick			
ii	Auditorium	Yes/No-Please tick			
6.3	Computer Lab and Internet Facility				
a.	Computer Lab (Well equipped)	Yes/No-Please tick			
b.	Internet Facility for Faculty and Participants	Yes/No-Please tick			
6.4	Library and Reading Room				
a.	Availability of Library /Reading Room	Yes/No-Please tick			

b.	e-Resources -Books , CDs, Periodicals , magazines relevant to training available	English_____
		Vernacular_____
c.	Name of the Newspaper subscribed	English_____
		Vernacular_____
6.5	Hostel and Catering	
a.	Whether Hostel is owned or rental arrangements?	Please tick –Owned/Rental
b.	No. of Hostel Rooms , No of beds	Number of Hostel Room_____, Number of Beds_____
c.	Basic amenities provided in hostel rooms	Please specify
d.	Dining hall with basic amenities	Please specify
e.	Full-fledged kitchen with utensils and equipment's	Please specify
f.	Hygienic food & drinking water arrangements	Please give measures for hygienic food, drinking water arrangements
6.6	Office equipments and others	

		<table border="1"> <tr> <td></td> <td>Personal Computer</td> <td>Laptops</td> <td>Printers</td> <td>Total Capacity of UPS</td> <td>Scanners</td> </tr> <tr> <td>Numbers</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Fax Machine</td> <td>Multi Media LCDs</td> <td>Public Address System</td> <td>No of Podium</td> <td>Furniture and Fixtures (Table, Chair, Cupboard)</td> </tr> <tr> <td>Numbers</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		Personal Computer	Laptops	Printers	Total Capacity of UPS	Scanners	Numbers							Fax Machine	Multi Media LCDs	Public Address System	No of Podium	Furniture and Fixtures (Table, Chair, Cupboard)	Numbers					
	Personal Computer	Laptops	Printers	Total Capacity of UPS	Scanners																					
Numbers																										
	Fax Machine	Multi Media LCDs	Public Address System	No of Podium	Furniture and Fixtures (Table, Chair, Cupboard)																					
Numbers																										
6.7	Housekeeping and Maintenance (Give Status under each point)																									
		<table border="1"> <tr> <td></td> <td>Status</td> </tr> <tr> <td>Maintenance of premises Office , Classrooms , Hostel & Campus</td> <td></td> </tr> <tr> <td>Electricity and backup (Generator, Inverter, etc.)</td> <td></td> </tr> <tr> <td>Water Supply & Maintenance (Corporation or bore well etc.)</td> <td></td> </tr> <tr> <td>Security arrangements</td> <td></td> </tr> <tr> <td>Insurance of the Proper & Premises</td> <td></td> </tr> </table>		Status	Maintenance of premises Office , Classrooms , Hostel & Campus		Electricity and backup (Generator, Inverter, etc.)		Water Supply & Maintenance (Corporation or bore well etc.)		Security arrangements		Insurance of the Proper & Premises													
	Status																									
Maintenance of premises Office , Classrooms , Hostel & Campus																										
Electricity and backup (Generator, Inverter, etc.)																										
Water Supply & Maintenance (Corporation or bore well etc.)																										
Security arrangements																										
Insurance of the Proper & Premises																										
7	Initiatives /Innovations																									
7.1	Initiatives/Innovations undertaken during the period under review	Give details in the format provided in Annexure-N																								
8	Implementation of Operational and Technical Manual of C-PEC																									
a.	Has the CTI implemented all aspects of the Manuals provided to it by C-PEC?	Please list out aspects of the Operational & Technical Manual which CTI has implemented.																								
b.	Please list out areas of Operational Manual and Technical Manual	Please list out aspects of the Operational & Technical Manual which CTI is in the process of implementation.																								

	where the action is still in progress.	
c.	Whether the CTI has standardized all its training study/stationary /reference material.	List of standardized study material /stationary/reference material,etc.

Note:

1. Apart from furnishing all the information required in the formats prescribed, the CTI may also append any additional information on their achievements.
2. The information may be given here in this format in brief and details may be kept ready for validation by the Validation Team during their visit to CTI.

Certification by the Head of the Institution

I, _____ (name) as the Head of the _____ (name of the Institution) hereby certify that the information provided in the above formats is true to the best of my knowledge.

Place:

Date: _____ Signature with Seal of the Institution

PROFORMA for ANNEXURES “C” to “N”

Annexure (C) Indicate name of new courses

Sr. No.	Name of the New Programme	Duration	No. of Participants	Average Rating

Please add rows as per requirements

Annexure (D) Indicate name of customized courses

Sr. No.	Name of the customized Programme	Duration	No. of Participants	Average Rating

Please add rows as per requirements

Annexure (E) Indicate name of updated training Modules and Course material

Sr. No.	Name of the customized Programme	Year-01	Year-02	Year-03
a.	Number of Training Modules updated			

b.	Number of Course Material updated			

Please add rows as per requirements

Annexure (F) Total number of programmes conducted and Average rating

Sr. No.	Name of programmes conducted	Duration	Number of Participants	Overall Rating of the programmes

Please add rows as per requirements

Annexure (G) Faculty Profile

	Faculty -01	Faculty-02	Faculty-03	Faculty-04
Name				
Designation				
Qualification				
Academic				
Professional				
Any specialization course				
CTFC passed				
Service as FM				
Training attended during last three years				
Workshop/ToT attended				
Presentations made in seminars				
Articles published				

Published of Research				
Faculty Services offered to other Institutes				
Case Studies Prepared				
Book reviews				
Exposure visits undertaken				

Please give other important details at the end

Annexure (H) Fee based Project work undertaken during last 3 years

Sr. No.	Name of the Programme	Duration	No. of Participants	Client	Year

Please add rows as per requirements

Annexure (I) Fee based Consultancy undertaken during last 3 years

Sr. No.	Name of the Consultancy	Client	Duration	Number of Participant	Year

Please add rows as per requirements

Annexure (J) Name of Research work /Studies undertaken and or free consultancies given by involving own faculty and staff during last three financial year

Sr. No.	Name of Research work /Studies/ free consultancies	Client	Duration	Number of Participant	Year

Please add rows as per requirements

Annexure (K) Support extended to Govt., Promoting Institutions, others by way of conduct of training or organization of seminars/workshops, etc.

Sr. No.	Name of the Programme	Duration	No. of Participants	Client	Year

Please add rows as per requirements

Annexure (L) Names of Programmes titles not standardized by C-PEC which is part of Annual Calendar

Sr. No.	Name of programmes in Year-01	Name of programmes in Year-02	Name of programmes in Year-03

Please add rows as per requirements

Annexure (M) Names of Programmes titles send to C-PEC for standardization

Sr. No.	Year-01		Year-02		Year-03	
	Name of programmes	Status	Name of programmes	Status	Name of programmes	Status

Please add rows as per requirements

Annexure (N) Initiatives/Innovations undertaken

Sr. No.	Initiatives undertaken in Year-01	Initiatives undertaken in Year-02	Initiatives undertaken in Year-03

Please add rows as per requirements