

<b>VALIDATION REPORT FORMAT</b>
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<b>PART-I General Information</b>																									
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<b>1. Name of the Institution (Please leave one blank space between two words)</b>																									

<b>2. Name of the Promoting Institution /Parent Organization</b>																									

<b>3. Address of the Institution</b>																									
City																							PIN		
State																									
Website																									
E-mail																									
Fax No.																									
Mobile																									
Telephone																									

<b>4. Date of Establishment /Incorporation (dd/mm/yyyy)</b>																									
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<b>5. Premises: Rented or owned</b>																									
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<b>6. Location of the Institution</b>																									
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<b>North-Eastern State : Yes /No</b>																									
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<b>Urban/Semi -Urban /Rural /Tribal/Hilly /Others</b>																									
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<b>7. Date of visit of Validation Team</b>													From:			To:		
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<b>VALIDATION REPORT (Period covered last three complete financial years)</b>					
<b>From:</b>			<b>To:</b>		
<b>PART-II : Information for Assessment</b>					
<b>(Please do not include data on Professional Course being run by the Institution)</b>					
<b>S.No.</b>	<b>Attributes</b>	<b>Comments/ Observations</b>	<b>Maximum Marks</b>	<b>Assigned Marks</b>	<b>Remarks</b>
<b>1</b>	<b>Curriculum Design and Development</b>				
1.1	<b>Training Needs Assessment and Preparation of Course Calendar</b>				
a.	TNA conducted during the year		<b>20</b>		
b.	Preparation of Annual Calendar	Validation Committee to examine and comment on the process of preparation of Calendar by CTI, whether the guidelines contained in Technical Manual adopted and whether a participative process has been adopted in this regard.	<b>10</b>		

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c.	Approval of Training calendar by training manual/Syllabus committee/ Standing Committee/ Management Committee and its Circulation to all clients well in advance.				
<b>Sub Total</b>			<b>40</b>		
1.2	<b>New/Customized Programmes</b>				
a.	No. of Courses	No. of Courses: _____	15		
b.	Customization of Programmes	No. of Courses: _____	15		
<b>Sub Total</b>			<b>30</b>		
1.3	<b>Preparation of Course Materials for New Programmes</b>				
a.	Quality of the Study Material Prepared	No. of Courses: _____ Validation Committee to comment on the quality of the Course Material prepared, as also on use of such material in programmes.	25		
b.	Language Used	Number of material in: 1. English No. : _____ 2. Local Language No.: _____	05		

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<b>Sub Total</b>			<b>30</b>		
<b>1.4</b>	<b>Updation of Training Modules and Course Material of existing Programmes</b>				
a.	Updation of Training Modules	If Yes, Number of Modules updated: _____	15		
b.	Updation of Course Material	If Yes, Number of Course Material updated: Validation Committee to see 5 % of the Course Materials (minimum 05) and check whether changes in GoI/RBI/NABARD/RCS/State Government guidelines have been incorporated or updated.-Comment may be made on the quality of material.	15		
<b>Sub Total</b>			<b>30</b>		
<b>1.5</b>	<b>Academic Flexibility</b>				

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a.	Whether Institute has flexibility in scheduling academics plans	Yes/No If Yes, No. of New programmes conducted in addition to Annual Training Calendar (ATC).  (Validation Committee to see as to whether the emergent needs of training have been accommodated in the fixed calendar of schedule of programme (ATC) of CTI or whether CTI did no conduct any emergent programme due to its fixed calendar)	10		
b.	Whether any programme out of the calendar cancelled?	If Yes, Total number of programme cancelled :			
c.	Total programmes	Total number of programmes as per Annual Training Calendar:			
d.	$d=(a-b)/c$	$d$ =No of new programme conducted in addition to ATC-(minus) Total number of programme cancelled/(divided by) Total number of programmes a per Annual Training Calendar	30		
<b>Sub Total</b>			<b>40</b>		
1.6	<b>Feedback from participants and instructions on Course Module/ Programme</b>				

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a.	Whether entry/exit test is conducted?	If Total number of programmes: _____ No. Of programmes in which entry/exit conducted: _____	10		
b.	Whether structured feedback obtained from participants at the end of each programme?	Yes/No	15		
c.	Whether impact study of the programmes conducted? (The CTI should identify at least one programme as a flagship programme for which it should conduct impact study, at least once in a year. Marks should be given if such study is analyzed and found positive)	If Yes, Number: Whether study findings analyzed in appropriate forums such as Faculty Meetings or Standing Committee. Whether the study revealed positive contribution for the client institute.	15		

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d.	Overall feedback received for the programmes- (Consolidated annual feedback)		20		
<b>Sub Total</b>			<b>60</b>		
<b>Total</b>			<b>230</b>		
<b>2</b>	<b>Faculty Expertise and Development</b>				
2.1	<b>No. of Training Coordination days per faculty Member</b>				
i	Total Number of Programmes conducted	Numbers : _____			
ii	Average duration of programmes	Days: _____			
iii	Average number of participants	Participants: _____			
iv	Total number of faculty Members	Members: _____			
a.	Number of Trainee Days per Faculty Member	(No. of Programmes * Average Duration * Average No. of Participants)/Number of Faculty members	<b>20</b>		
b.	No. of Training Coordination days per Faculty <b>(No. of programmes * Average Duration)/No. of faculty Members</b>	Days: _____	<b>10</b>		

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c.	Total no. of sessions <b>(training days * sessions per day)-guest faculty sessions</b>	Sessions:_____			
d.	Average number of sessions per faculty Members (FM) <b>(No. of Sessions/No. of FMs)</b>	No. of sessions per FM :	<b>20</b>		
<b>Sub Total</b>			<b>50</b>		
2.2	<b>Quality of Faculty</b>				
a.	Qualifications	Validation Committee may award marks based on the qualifications of individual faculty members taking into account the Post -Graduation /Higher Qualifications / Professional Qualifications vis-à-vis total number of FMs	<b>25</b>		
b.	Experience		<b>25</b>		

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<b>SubTotal</b>		<b>50</b>		
2.3	Faculty Development Initiatives	Faculty Development Initiatives may include trainings /workshops/Training of Trainers (ToT) attended by FMs /efforts made by FMs to upgrade their professional skills by certification course or formal systems.	25	
<b>Sub Total</b>		<b>25</b>		
2.4	Ability of the Institute to conduct On-Location Programmes	Yes/No The validation Committee may take an impressionistic view on the ability of FMs on basis of the data provided by the CTI in this regard.	10	
<b>Sub Total</b>		<b>10</b>		
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.	Yes/No	05	
b.	Total no. of sessions	_____Number by Core Faculty	25	

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		Number by Guest Faculty			
<b>SubTotal</b>			<b>30</b>		
2.6	Achievements of Faculty Members in following areas				
a.	Publication of Research	If Yes, No. of Papers_____	10		
b.	Faculty services offered to other Institutes	If Yes, Number of Programmes and the number of sessions handled	05		
c.	CTIs initiatives for Preparation of	1. Case Studies_____	10		
		2. Success Stories_____			
		3. Training videos_____			
		4. Other academic articles /reports_____			
		Please write Specific numbers against each item			
d.	Experience in handling diploma courses	Yes/No	05		
<b>SubTotal</b>			<b>30</b>		
2.7					
a.	Please define briefly the process of placement of Faculty Members in the CTI	As per the provision of the SOFTCOB Policy. As per the Govt. of India Policy for NCCT affiliated Institutions(ICMs/RICMs/VAMNICOM)			
b.	Is there a process for selection of Faculty Members?	Yes/No	05		

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c.	Is there a prescribed minimum tenure of Faculty Members?	Yes/No , If yes, _____ Years	05		
d.	Is there a prescribed minimum tenure of staff?	Yes/No	05		
SubTotal			<b>15</b>		
<b>Total</b>			<b>210</b>		
<b>3</b>	<b>Training Methodology</b>				
3.1	Methodology of used-Use of Assignments , Case Studies, etc.	Validation Committee to comment on the various methodologies being used on programme -specific basis; also to see whether the following are used:			
		1.Assignments/Participants Presentations	15		
		2. Role Plays /Games /Group Discussion	15		
		3. Case studies /Case Exercises/Management cases	15		
Sub Total			<b>45</b>		
3.2	Use of Audio Visual & other Aids	1. Audio Visual (Power Points/LCDs/LEDs/Laptop s/Computers/Subject Specific Video Clips)	06		

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		2. Others Aids (Flip charts /Meta-plan cards/ Boards, etc.)	04		
SubTotal			<b>10</b>		
3.3	Trainers Field Exposure Visits	If Yes, give details of visits organized in a separate sheet.	25		
Sub Total			<b>25</b>		
<b>Total</b>			<b>80</b>		
<b>4</b>	<b>Projects and Consultancies</b>				
4.1	Preparation of Projects (Fee based)	For the State Government , Banks, Other Institutions , Promoting Institutions, etc.	30		
SubTotal			<b>30</b>		
4.2	Consultancy work undertaken (fee based)		30		
SubTotal			<b>30</b>		
4.3	Research work/Studies /undertaken and /or free Consultancies given by involving own faculty and staff		10		
SubTotal			<b>10</b>		

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4.4	Support extended to Govt. , Promoting Institutions , Others by way of conduct of training or organization of Seminars/Workshops, etc.	Number of Training Programmes /Seminars /Workshops_____	05		
Sub Total			<b>05</b>		
<b>Total</b>			<b>75</b>		
<b>5</b>	<b>Governance and Leadership</b>				
<b>5.1</b>	<b>Vision , Mission and Leadership</b>				
a.	Has the Institute developed a Vision/Mission?		05		
b.	Principal/Vice Principal/Director	The Validation Committee to take a view on awarding the marks taking into consideration the overall guidelines under SOFTCOB /those obtaining in the CTI regarding conduct of training programmes by all the FMs.	05		
c.	Nature of appointment of Head of the Institutions	Permanent/Temporary/Additional Charge	15		
Sub Total			<b>25</b>		
<b>5.2</b>	<b>Governance and Strategy Development Structure</b>				

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a.	Whether the Standing Committee/Management Committee /Other equivalent Committee has been constituted as per the guidelines?		05		
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).		20		
c.	Whether the above Committee had discussed /reviewed in the agenda of its meetings?	Annual Action Plan, Performance budget and Financial Budget	10		
		Comprehensive review of work performance	10		
		Other governance aspects	05		
d.	Is there a Syllabus Committee or its equivalent Committee?	Yes/No			

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i.	How many meetings did the Syllabus Committee /Programme Advisory Committee (PAC) have during the last year? (See last financial year)	No of meetings_____	10		
ii	Did the Syllabus Committee/Programme Advisory Committee(PAC) deliberate on	1. The calendar of training of the CTI	05		
		2. Structure and schedule of the Courses/Programmes proposed	05		
		3. Mid-term review of ATC	05		
		4. Other trainings /Capacity building needs	05		
e.	Did the Sponsoring /Promoting Agency or the Funding Agency have any inspection of the CTI during the year?	Yes/No	05		

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f.	Have the observations in such Inspection Reports fully complied with? (Inspection Report and the Compliance to be made available to the Validation Team for review)	Yes/No	10		
g.	Does the CTI have a system of its periodical internal review by the Head of CTI	Yes /No	05		
<b>Sub Total</b>			<b>100</b>		
5.3	Capacity Utilization of Class Rooms ((No of Training days*100)/No. of working days*No. of Classrooms))	$\frac{\text{Capacity Utilization of Class Rooms}}{\text{Capacity Utilization of Class Rooms}} \%$	10		
<b>SubTotal</b>			<b>10</b>		
5.4	<b>Standardization of Training Programmes</b>				
a.	Whether all the programmes in calendar are those standardized by C-PEC (or as per direction of NCCT)?	Validation Committee may proportionately deduct mark for the programmes conducted that were not standardized.	10		

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b.	Whether the CTI proposed any programme to C-PEC for standardization during the year? What is the status there of?	The identification of the programme for standardization to be rewarded by the Validation Committee	05		
<b>SubTotal</b>			<b>15</b>		
<b>5.5</b>	<b>Organizational Process and Arrangements</b>				
a.	Organizational Structure	Whether Organizational Chart Prepared? Yes/No	05		
b.	Allocation of work amongst faculty and staff	Whether work allocation prepared? Yes/No			
c.	Reporting system and Compliance Mechanism	Please give a brief account of MIS reporting to Sponsor / Promoting Institution and to Funding Institution.	10		
<b>SubTotal</b>			<b>15</b>		
<b>5.6</b>	<b>Financial Management</b>				
a.	Is there a system of preparation of Annual Financial Budget	Yes/ No	05		
b.	Effective Utilization of resources	Give year -wise % utilization of budget (last 03 years)	05		
c.	Is the maintenance of books & records up-to-date?	Yes/No	05		

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d.	Is there a system of audit of books of accounts of CTI? Please describe briefly.	Yes/No	05		
SubTotal			<b>20</b>		
5.7	<b>Marketing of training Programmes</b>				
a.	Whether timely intimation is given?	Narks are to be awarded proportionately	10		
b.	What are the follow up measures that are normally taken for ensuring participation.	Please describe briefly the measure adopted	05		
SubTotal			<b>15</b>		
<b>Total</b>			<b>200</b>		
6	<b>Infrastructure</b>				
6.1	No. of classrooms	_____ Number of rooms	10		
SubTotal			<b>10</b>		
6.2	Availability of				
i.	Conference hall	Yes/No	05		
ii	Auditorium	Yes/No	05		
SubTotal			<b>10</b>		
6.3	<b>Computer Lab and Internet Facility</b>				
a.	Computer Lab (Well equipped)	Yes/No	10		

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b.	Internet Facility for Faculty and Participants	Yes/No	05		
SubTotal			<b>15</b>		
6.4	<b>Library and Reading Room</b>				
a.	Availability of Library /Reading Room	Yes/No	10		
b.	e-Resources - Books , CDs, Periodicals , magazines relevant to training available	English_____	05		
		Vernacular_____			
c.	Newspaper subscribed	English_____	05		
		Vernacular_____			
SubTotal			<b>20</b>		
6.5	<b>Hostel and Catering</b>				
a.	Whether Hostel is owned or rental arrangements?		10		
b.	No.of Hostel Rooms , No of beds		05		
c.	Basic amenities in hostel rooms		05		
d.	Dining hall with basic amenities		05		
e.	Full-fledged kitchen with utensils and equipment's		10		
f.	Hygienic food & drinking water		05		

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	arrangements				
SubTotal			<b>40</b>		
6.6	<b>Office equipment's and others</b>				
a.	No. of Personal Computers		20		
b.	No. of Laptops				
c.	No. of Printers				
d.	Total capacity of UPS				
e.	No. of Scanners				
f.	No. of fax Machines				
g.	No. of Photostat Machines				
h.	No. of Multimedia LCDs				
i.	Public Address System				
j.	No. of Podium				
k.	Furniture and Fixtures (Table, Chair, Cupboard)				
SubTotal			<b>20</b>		
6.7	<b>Housekeeping and Maintenance (Give Status under each point)</b>				
a.	Maintenance of premises Office , Classrooms , Hostel & Campus		06		
b.	Electricity and backup		06		
c.	Water supply & maintenance		06		

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d.	Security arrangements		06		
e.	Insurance of the Property & premises		06		
SubTotal			<b>30</b>		
<b>Total</b>			<b>145</b>		
<b>7</b>					
7.1	Initiatives/Innovations undertaken during the period under review		10		
SubTotal			<b>10</b>		
<b>Total</b>			<b>10</b>		
<b>8</b>	<b>Implementation of Operational and Technical Manual of C-PEC</b>				
a.	Has the CTI implemented all aspects of the Manuals provided to it by C-PEC?		20		
SubTotal			<b>20</b>		
b.	Please list out areas of Operational Manual and Technical Manual where the action is still in progress.		20		
SubTotal			<b>20</b>		

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c.	Whether the CTI has standardized all its training study/stationary /reference material.		10		
SubTotal			10		
Total			50		
<b>9</b>	<b>Response to Off-Site Surveillance System</b>				
9.1	Response to Off-Site Surveillance System		0		
SubTotal			0		
Total			0		
Grand Total			1000		

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<b>Summary of Marks:</b>			
<b>S.No.</b>	<b>Attributes</b>	<b>Total Marks</b>	<b>Marks Awarded</b>
1	Curriculum Design and Development	230	
2	Faculty Expertise and Development	210	
3	Training Methodology	80	
4	Projects and Consultancies	75	
5	Governance and Leadership	200	
6	Infrastructure	145	
7	Initiatives / Innovations Undertaken during the period under review	10	
8	Implementation of Operational and Technical Manual of C-PEC	50	
9	Response to Off-Site Surveillance System		
	<b>Grand Total</b>	<b>1000</b>	

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**Supplementary Notes (The general impression / any other important observations of Validation Team)**

Date :

Place:

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