

## **PROFORMA FOR TRAINING FEED BACK REPORT**

*(Please tick the appropriate boxes wherever applicable)*

**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 (Actual) :

- 2.3 Length of the Training :

- 2.4 Quality of the Training :

- 2.5 Usefulness of the Training to Present Job requirements :

- 2.6 Usefulness of the Training to Future Job requirements :

2.7 Course Material :

2.8 Presentation :

2.9 Faculty :

*Date:*

*Signature of the Officer (Trainee)*