

APPENDIX 23

FORMAT OF POST PROGRAMME REPORT (PPR)



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(A RUDSETI type institute in collaboration with United Bank of India and NABARD)
P.O.- BELUR MATH, DIST.- HOWRAH-711202

POST PROGRAMME REPORT (PPR)

NAME OF THE TRAINING PROGRAMME:

BATCH NO:

NAME OF THE COURSE COORDINATOR:

DURATION: DAYS, FROM TO

PHOTO OF
INAUGURAL FUNCTION
WITH BANNER
IN BACKGROUND

Training Sponsored by: (External Agency Sponsoring the Programme - SIDBI, NABARD, DRDA etc.)

Name of the Sponsoring Bank / Institution: Punjab National Bank (e-UBI)

CONTENTS OF THE REPORT

1. Name of the Training Programme:
2. Date of Programme:
3. Objective of the training programme (*list out of the objectives of the training programme, as defined while designing the training programme*)
4. No. of application received
- No. of Candidates attended interview
- No. of candidates selected
- No. of candidates registered for training
- No. of candidates Dropped Out of the Training
- No. of candidates completed the training

P.T.O.

5. Trainees Profile

(Details list to be attached as Annexure to the report. The format of preparing this list is given below)

5.1 Education Profile

Sl. No.	Educational Level	No. of Trainees	Percentage to Total
1.	Up To Class 7		
2.	Class 8 to 10		
3.	Class 12 to Graduate		
4.	Post Graduate		
5.	Diploma		

5.2 Social Profile

Sl. No.	Social Group	No. of Trainees	Percentage to Total
1.	Schedule Caste (SC)		
2.	Schedule Tribe (ST)		
3.	Other Backward Caste (OBC)		
4.	Minorities		
5.	Others		

5.3 Family Background

Sl. No.	Profession of the Main Bread Winner in the Family	No. of Trainees	Percentage to Total
1.	Labourer		
2.	Agriculturist		
3.	Own Business		
4.	Job in Private Sector		
5.	Government Job		

5.4 Age Profile

Sl. No.	Age Group	No. of Trainees	Percentage to Total
1.	18 to 25 years		
2.	25 to 35 years		
3.	Above 35 years		

6. Course Content / Training Schedule (Extract of Training Log Register to be Attached as Annexure) : **ATTACHED**

7. Faculty

Faculty Name, Background and Experience	Major Tropic of Training
1)
2)
3)
4)
5)
6)
7)
8)

8. Inauguration

Write one paragraph narrative report of the inauguration function.

9. Valedictory

Write one paragraph narrative report of the valedictory function.

10. Highlight of the Programme

Write one paragraph narrative report about the highlights of the programme. (Generation of application, selection of candidates, designing the programme, deciding the contents, delivery of inputs, exposure visit, any unique method adopted, overall participation of trainees, visitors during the programme, others)

11. Summary of Feedback Received from Trainees

The Data for this table will be obtained from the Post Training Feedback Form Filled up the trainees

Sl. No.	Particulars	Self Rating Parameters	No. of Responses	Percentage to Total
1.	Duration of the Programme	Most appropriate		
		Appropriate		
		Insufficient		
2.	Training Methodology	Very Good		
		Good		
		Not Good		
3.	Post Training Confidence Level	Increase		
		No Change		
		Reduced		
4.	Future Goal	Clear		
		Somewhat Clear		
		Not Clear		

12. Plan for Follow-up Settlement

Write a brief report about the settlement rate and nature of settlement expected based on Post Training feedback obtained from trainees. Also annex plan for follow-up as per format provided below.

Date:

Place:

.....
Stamp & Signature of the Director

P.T.O.

ANNEXURES

1. List of Trainees : ENCLOSED

Sr. No.	Name & Address of the Trainee	Age	Education	Category
1.				
2.				
3.				

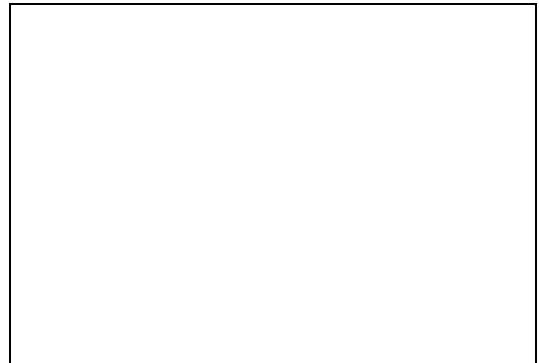
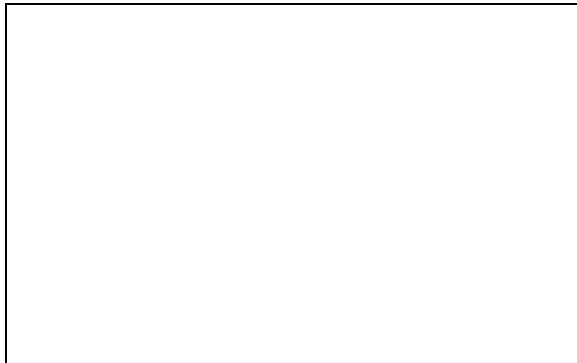
2. Training Log / Programme Schedule / Programme Contents

Extract from Training Log Registered and Extract of MILLY of 4 Key Session
ENCLOSED

3. Plan for Follow-up

Sr. No.	Week	Month & Year	Place for Proposed Visit	Method of Follow-up (Letter/Unit Visit/Group Meeting/Institute Level Meeting/Mrg. in Bank/DRDA)	No. of Trainees to be Contacted
1.					
2.					
3.					

4. Action Photos



Date:

Place:

.....
Stamp & Signature of the Director