

Centre for Internal Quality Assurance (CIQA)
Krishna Kanta Handiqui State Open University
City Office, Housefed Complex, Guwahati- 06

Feedback Form for Training Programme

Date: 27th November, 2018

Time: 10:30 AM to 4:30 PM

Venue: Conference Hall, Rubber Board, Zonal Office, Housefed Complex,
Dispur

1. How would you rate the overall effectiveness of the training programme?
a) Excellent b) Very Good c) Good d) Fair e) Poor

2. How would you rate the overall arrangement made by CIQA for the conduct of the training programme?
a) Excellent b) Very Good c) Good d) Fair e) Poor

3. Knowledge and information gained from participation at this training programme,
a) Met your expectations Yes No Somehow
b) Will be useful/applicable in my work Definitely Mostly Somehow Not at all

4. Which topics or aspects of the programme did you find most interesting or useful?
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5. Your comments and suggestions regarding the conduct of training programme.
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6. Your comments and suggestions regarding future training programmes to be conducted by CIQA for the staff members of KKHSOU.
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Name & Signature (*optional*)

Feedback datasheet of Staff Training Programme

Q. No	Aspects	Excellent	Very Good	Good	Fair	Poor
1	Rate the overall effectiveness of the training programme	16	19	02	0	0
2	Rate the overall arrangement made by CIQA for the conduct of the training programme	14	18	05	0	0

Q. No	Aspects	Yes	No	Somehow
3 (a)	Knowledge and information gained from participation at this training programme met their expectations	34	01	02

Q. No	Aspects	Definitely	Mostly	Somehow	Not at all	Data not available
3 (b)	Knowledge and information gained from participation at this training programme useful and applicable in work	27	03	03	0	04

Q. No	Most interesting and useful topics according to participants
4	<ul style="list-style-type: none"> i) Developing personal relationship with customer ii) Communication Process iii) Attitude of the learner iv) Skill Development v) Team spirit exercise vi) Improving skills and ability vii) Polishing performance viii) Enhancing soft skill performance ix) Developing interpersonal relationships x) Team work aspect xi) Method of communication and soft skill development xii) Developing positive attitude

Q. No	Comments on conduct of Staff Training Programme	Suggestions on conduct of Staff Training Programme
5	i) Very good experience, useful, really helpful, very relevant, good learning experience, activities are very effective, highly beneficial, highly overwhelmed to be a part of training programme, learnt new concepts, enjoyed a lot, excellent experience, well conduct, got good knowledge, got a good platform for self development, special thanks to CIQA office, really effective and enjoyable, well organized	i) Such training programme may be organized frequently ii) To be continued at regular interval iii) Duration of the training programme may be increased iv) Training on self awareness and development of technical skills may be organized v) Request to conduct such workshop in near future vi) Expecting some more training programme in different aspects also vii) Need training on developing personality communication skills
6	Comments regarding future training to be conducted by CIQA	Suggestions regarding future training to be conducted by CIQA
	i) Continue this healthy procedure ii) Request to conduct such training for support staff also iii) CIQA office may be conducted such type of programme minimum twice in a year iv) Duration of the training programme may be at least two days v) Similar type of training programme will be helpful in future vi) Thanks to CIQA Office for the wonderful training vii) Highly motivated	i) Training programme for Grade IV employee also ii) Training on technical skills iii) Training on University rules and regulation iv) Department wise training for support staff v) Training on language development vi) Training programme on office management vii) Training programme as per needs of the employees in practical aspects viii) More training programme should be conducted for the support staff ix) Technical training programme on ICT, since KKHSOU is going to be completely digitized within few years x) Training programme on administrative practices