**INDIAN COUNCIL OF SOCIAL SCIENCE RESEARCH**

**Training and Capacity Building Programme**

**Guidelines for Preparation of the Course Director’s Report**

After the completion of the programme, the Course Director is expected to submit a detailed session-wise report with a copy of the Course Material given to the participants, Head-wise Audited Statement of Accounts and Utilisation Certificate in the prescribed format for the entire sanctioned amount.

The report must contain the following sections.

1. **Introduction:**
	1. The title of the course,
	2. Duration, dates and place,
	3. Purpose of the course and,
	4. Focus of the course.
2. **Selection of Participants/Resource Persons**

A brief write-up on the selection procedure, including:

(2.1) Advertisement,

(2.2) Date and place of advertisement,

(2.3) Number of applications received and approved,

(2.4) Criteria of selection,

(2.5) Composition of selection committee,

(2.6) Number of local applications received and selected,

(2.7) Number of state applications received and selected,

(2.8) Number of outside-the-state applications received and selected,

(2.9) Discipline-wise breakup of selected participants,

(2.10) Male/Female/disability wise breakup of participants,

(2.11) Regional or state-wise distribution of the applicants in tabular format,

(2.12) Selection of Resource Persons,

(2.13) Regional and discipline-wise representation of Resource Persons.

1. **The Course Content and the Faculty**

(3.1) A brief outline of the course content,

(3.2) Name of the resource person,

(3.3) Topic, date and time of his/her lecture,

(3.4) Case studies/research papers discussed,

(3.5) Data sources/library sources discussed,

(3.6) Analytical tools discussed and,

(3.7) Outcome of the course and,

(3.8) Detailed timetable.

1. **Write-up on Practical Sessions/Field Trips, etc.**

(4.1) Detailed note on practical sessions,

(4.2) Detailed note on field trip.

1. **Evaluation by Participants/Resource Persons**

(5.1) The summary of the course evaluation by the participants,

(5.2) Feedback and overall performance of the resource persons by the participants,

(5.3) Quality and relevance of course contents and,

(5.4) Observation/Recommendations of the Resource Person on the Programme.

1. **Course Director’s Suggestions/Recommendations**

The report may conclude with the course director’s suggestions/observations, and recommendations for improving the quality of the programme in the future.