Terms & Conditions
for
Conducting
Computer awareness Training
RS-CIT Induction/In-Service Training
for
Government Employees
at
District Head Quarters &
All Districts therein

Government of Rajasthan

Department of Information Technology & Communication
(DoIT & C)
B-Block, 1st Floor, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur
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एनालिस्ट-कम-प्रोग्रामर
निदेशालय सूचना प्रौद्योगिकी और संचार
राजस्थान, जयपुर

For Rajasthan Knowledge Corporation Ltd.

Managing Director

Introduction

It is the intent of the state government to ensure that all the government employees are trained in the use of IT. The decision has been taken to train each and every employee (Class III and above) within four years time so as to derive the envisaged benefits from various e-Governance projects

Department of I.T. & C. had initiated training programme through private institutes at the Divisional Head quarters. These training programmes are now conducted at District Head Quarters to achieve the desired results.

From September 2010-11 RKCL has been empanelled for conducting training programme Government employees at for each District Head Quarter of government employees as per FD ID no 171001045 dt. 31-08-2010. The ensuing pages detail out the:

1. General details
2. Deliverables by Empanelled Training Institutes ETIs (RKCL)
3. Roles & responsibilities of ETIs (RKCL)
4. Roles & responsibilities of District Collectors
5. Roles & responsibilities of DoIT&C
6. List of approved rates
   a. For training at ETI's location
   b. For training at government's identified location
7. Terms of payment
8. Feedback evaluation criteria
9. Liquidity damages
10. Course details
11. Copy of agreement
12. Feedback Form

For Rajasthan Knowledge Corporation Ltd.

Managing Director

DoIT & C

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GENERAL TERMS AND CONDITIONS

Note: Read these conditions carefully and comply with them strictly .

1. Income Tax Clearance Certificate: Firm will have to submit an Income Tax Clearance Certificate from the Income Tax Officer of the circle concerned.

2. The Firm shall not assign or sub-let this contract or any substantial part thereof to any other agency.

3. All work completed under the work order strictly conform to entire satisfaction of DOIT&C & Chairman of e-governance society and District Collector.

4. The Nodal Officer of District e-Mitra Society or his duly authorized representative shall at all reasonable time have access to the premises and shall have the power at all reasonable time to inspect and examine the performance of the instructors/staff, Computers and other items and general facility provided.

5. The Firm shall furnish complete address of the premises of his office and Training institute where inspection can be made together with name and address of the person who is to be contacted for the purpose.

Rejection:

(i) Training being provided not found up to the mark during inspection shall be rejected and no payment will be made for the said training.

(ii) If, however, due to exigencies of Government work, such replacement either in whole or in part, is not considered feasible, the district collector & Chairman of the e-governance Society & doit&c Officer after giving an opportunity to the firm of being heard, shall for reasons to be recorded, deduct a suitable amount from the approved rates. The deduction so made shall be final.

(iii) If any dispute arises out of the contract with regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be referred to by the Parties to the Principal Secretary, IT & C, Government of Rajasthan who will appoint his officer as the **Sole Arbitrator** of the dispute who will not be related to this contract and whose decision shall be final.

6. Income Tax and other taxes as applicable would be deducted at source as per the prevailing rates and rules.

7. All legal proceedings, if necessary, arises to institute, may by any of the parties, (DoIT&C/Collector or Contractor) shall have to be lodged in courts situated in Jaipur and not elsewhere.

8. The computer stationary, CD/DVD (backup media) & printer ribbon/toner cartridge used for training purpose would be provided by the ETI.

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For Rajasthan Knowledge Corporation Ltd.

Managing Director

9. Allocation of batch size, batches would be whole discretion of District collector and chairman of e-Mitra society.
10. ETI is required to obtain prior approval of following documents before issuing to the participants.
    - Evaluation Sheet
    - Feed back Form

For Rajasthan Knowledge Corporation Ltd.

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General details

1. Training is to be provided in batches where the batch size would be approximately of 15 employees. For this, time to time work orders are to be issued from the office of District Collector to the selected institutes..
2. Timings for training would be between 9.30 AM to 6.00 PM. However, in some cases, the timings of training program may be rescheduled.
3. Training programs have been classified in different categories as per requirement. The details of which have been defined in the ensuing paragraphs.

Details of different Training Programs are as given below:

1. **Rajasthan State Literacy in Information Technology for Government Employees (RS-LITE)**

Targeted employees	**Ministerial Staff/PAs/Stenos etc.**
Duration	**80 hours**
Total number of Sessions	**48 (each session would be of 90 minutes)**
Theory Sessions	**24**
Practical Sessions	**24**
Summery Session	**1 (8 Hours)**
Coverage in days	**10 full days or 20 half days (working days)**

Course Schedule / Coverage

S.No	Topic	Number of sessions
1.	Acquaintance with computers	6
2.	Operating System & Office Productivity Tools	20
3.	Troubleshooting, Installation and Best Practices	4
(i)	Installation	5
(ii)	Best Practices	4
(iii)	Troubleshooting	5
4.	Internet & E-Governance	4
5	Summery Session (8 Hours)	1

Course Coverage

1. **Acquaintance with Computers**
   - Fundamentals of Computers , Hardware, Software.
   - Operating System Concepts
   - Getting Started with Windows, Navigation in Windows
   - (How to open & Close, Desktop, Mouse etc)
   - Windows Basics : (Menus, Dialog Boxes, Screen Tips)
   - Use My Computer : (View, File, Edit and help Menus, Control Panel, Active Windows)
   - Windows Explorer : Tool Bar, Create and name a folder, Refresh, Shortcut, Copy, Delete, Rename, Restore & move object , File & Folders

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For Rajasthan Knowledge Corporation Ltd.

Managing Director

2. **Operating System & Office Productivity Tools**
   - Document, Spreadsheet, Presentation, File/folder management

   - Internet Familiarity, Usages and E-mail
   - Understanding Wide Area Network, Wireless LAN and connecting LAN to WAN
   - Information on Internet explorer usages and various options/settings available
   - Overview & usages of PDF

3. **Troubleshooting, Installation and Best Practices**
   - Understanding Storage devices
   - How to use a DVD/CD/ROM and floppy
   - Burning DVD/CD
   - Taking data on and from a flash drive, pen drive
   - Using data and resources from a Local Area Network
   - Using FTP for uploading and downloading of Data from the Internet
   - Information on Scanner and scanner software usage/configuration

   i. **Installations:**
   - Installing basic software's like MS Office, etc.
   - CD Burning software (Nero etc.)
   - Installing or adding printers
   - Installing or adding Fonts
   - Installing sound drivers
   - Installing drivers for any new hardware
   - Installing new software and removing them using the control panel

   ii. **Best Practices:**
   - Understanding patches, upgrades, versions and installing them.
   - General Security concepts (Covering orientation on the critically of the password protection, guidelines on forming new passwords, guidelines on protection, of the assigned accounts)
   - Disk cleanup
   - Regular updating of anti virus software
   - Scandisk
   - Backups in detail including the following:
     - Backup through Application
     - Backup through Utilities and Tools
     - Record Retention

   iii. **Troubleshooting:**
   - Troubleshooting Tools
   - Troubleshooting Viruses
   - Troubleshooting Fundamentals
   - Problems that keep a computer from starting
   - Troubleshooting OS, Network
   - Problems after a computer boots

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For Rajasthan Knowledge Corporation Ltd.

Managing Director

4. **Internet and E-governance**
   - Genesis of Internet and its usage
   - Software and Hardware requirements
   - Surfing on the Internet
   - Common Web Sites & Search Engines
   - E-Mail
   - Concept of e-Governance

Training on Aquitance on computers, operating systems and office productivity tools will be given on Softwares/ platforms/operating systems which are widely used and accepted and simultaneously encouraging open-source/FOS (Free operating system) and other freeware.

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For Rajasthan Technicians Corporation Ltd.

Managing Director

DELIVERABLES

ETI shall provide following to each participants during training as per the training program.

1. Training
2. Course Material in Hindi or English as per choice of the participant
3. Computer to each participant in the ratio of 2:1 (i.e for two participant minimum of one computer).
4. Handouts and exercises for practical session.
5. Evaluation sheet which is required to be answered by all the participants
6. Feedback form which is required to be filled by all the participants
7. Attendance certificate
8. Course completion certificate and Certificate of attending the training program

ETI shall provide following:

1. DOIT&C/Office of District Collector

- Copies of each type of Course Material for record.
- in Hindi 5 (2 for DoIT&C & 3 for Distt. Collector office)
- in English 5 (2 for DoIT&C & 3 for Distt. Collector office)
- Verified mark sheet / provisional certificate of each participant
- Original feedback forms filled by all the participants
- Date wise attendance sheet of all participant

2. District Collector

- Copies of each type of Course Material for record.
- in Hindi 5 (2 for DoIT&C & 3 for Distt. Collector office)
- in English 5 (2 for DoIT&C & 3 for Distt. Collector office)
- Verified mark sheet / provisional certificate of each participant
- Original feedback forms filled by all the participants
- Date wise attendance sheet of all participant

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Wedge Corporation Ltd.
Managing Director

Role & Responsibility of the Empanelled Training Institutes (at ETI's Location)

1. ETI is required to conduct training program including the theoretical and practical sessions both as per the schedule defined for the said training in the work order.

2. ETI will have to provide Course material covering the contents for the said training in Hindi or English as per the choice of the participant.

3. ETI will have to provide computer system for practical sessions to participants in the ratio of 1:2 (i.e minimum one computer between two participants).

4. ETI will provide Pen and Writing pad (6"X8") to each participant

5. ETI will arrange for light refreshment (tea/coffee & biscuits) for each participant between two sessions.

6. For full day course ETI shall also arrange for working lunch for each participant.

7. ETI is required to carry out the evaluation of each participant at the end of the said training program on the basis of a online/ written test.

8. It is the responsibility of the Training institute to get Feed back Form (format enclosed) filled by each individual participant and the same must be submitted to the purchaser along with the payment claim.

9. ETI is required to take daily attendance of the participants during the training program and the same must be submitted to the purchaser along with the payment claim.

10. ETI will provide attendance certificate to each participant during the last session of training program.

11. ETI should award certificates to each participant after successful completion of training program.

12. If the nominated employee does not turn up for training, it must be notified to the office of District Collector as well as to the concerned department of employee.

13. ETI is required to maintain quality of service (QOS) for all the deliverables, Hardware, Software, general facility, refreshment, lunch etc.

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Rajasthan Knowledge Corporation Ltd.

Role & Responsibility of the Empanelled Training Institutes (at Government's Identified Location)

1. ETI is required to conduct training program including the theoretical and practical sessions both as per the schedule defined for the said training in the work order.

2. ETI will have to provide Course material covering the contents for the said training in Hindi or English as per the choice of the participant.

3. Government Identification Locations will provide computer system for practical sessions to participants in the ratio of 1:2 (i.e minimum one computer between two participants). However, ETI will have to ensure availability of software for training purposes.

4. ETI will provide Pen and Writing pad (6"X8") to each participant

5. ETI will arrange for light refreshment (tea/coffee & biscuits) for each participant between two sessions.

6. For full day course ETI shall also arrange for working lunch for each participant.

7. ETI is required to carry out the evaluation of each participant at the end of the said training program on the basis of a online/ written test.

8. It is the responsibility of the Training institute to get Feed back Form (format enclosed) filled by each individual participant and the same must be submitted to the purchaser along with the payment claim.

9. ETI is required to take daily attendance of the participants during the training program and the same must be submitted to the purchaser along with the payment claim.

10. ETI will provide attendance certificate to each participant during the last session of training program.

11. ETI should award certificates to each participant after successful completion of training program.

12. If the nominated employee does not turn up for training, it must be notified to the office of District Collector as well as to the concerned department of employee.

13. ETI is required to maintain quality of service (QOS) for all the deliverables, Hardware, Software, general facility, refreshment, lunch etc.

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For Rajasthan Knowledge Corporation Ltd.

Role & Responsibility of the office of District Collector

1. Seeking the nominations from various departments/offices
2. Forwarding batches/placing work order to Training Institutes for training
3. Payments to the training Institutes based on feedback forms filled by participants.
4. Ensure the quality of service (QoS) of the Institutes conducting trainings.
5. Providing monthly report of trained officials & payment details to DoIT&C.
6. Maintaining necessary accounts/records for audit purpose.
7. At least once a month inspection during training sessions and obtaining independent feedback from participants.

Role & Responsibility of the DoIT & C

1. Allocation of fund to districts.

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For Rajasthan Knowledge Corporation Ltd.

Managing Director

Approved Rates

1. SHORT TERM IN-SERVICE TRAINING TO STATE GOVT. EMPLOYEES Course Name-: RS-LITE (Rajasthan State Literacy in Information Technology for Government Employees)	Rates in Rs. (per candidate per day) (exclusive of all taxes) (At IT Gyan Kendra)	Rates in Rs. (per candidate per day) (exclusive of all taxes) (Govt. Identified location)
20 Half Days (i.e 4 hrs Per Day)		
RS-LITE Course	**55/-** **(1 Tea only)**	**45/-** **(1 Tea only)**
10 Full Days (i.e. 8 hrs Per Day)		
RS-LITE Course	**140/-** **(2 Tea and Lunch)**	**115/-** **(2 Tea and Lunch)**

2. RS-CIT INDUCTION/IN-SERVICE TRAINING TO STATE GOVT. EMPLOYEES	Rates in Rs. (per candidate) (At IT Gyan Kendra)	Rates in Rs. (per candidate) (Govt. Identified Location)
RS-CIT Course	**2300/- (Including Study material & Examination Fees)**	**2050/- (Including Study material & Examination Fees)**

INDUCTION /IN-SERVICE TRAINING: For RS-CIT Induction/ In Service training to State Government employees nomination will be received from departments by RKCL. No incentive will be paid to employees as this is an induction training and the trainees will not be required to make payment of RS-CIT course fees, which will paid by DoIT&C after completion of training. This facility is for CFY 2010-11 only.

From Financial Year 2011-12 all departments will bear this from their own training budget head in compliance of the State's IT&ITES Policy 2007. As per IT & ITES policy 2007 clause 1.11.6 all State Government Departments would earmark 50% of their training budget for IT Training Programmes.

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For Rajasthan Knowledge Corporation Ltd.

Managing Director

Annexure-I

TIME SCHEDULE

The empanelled Training institute is required to meet out the time schedule strictly.

Sno.	Activity	Time Schedule
a)	**Establishment of Branch / office / franchisee:** ETI would have to establish a branch / office / franchisee in those Districts of the Division that has been bid for where such facility does not already exist. This shall be done under intimation to DoIT&C.	Within 30 days from the date of intimation of selection
b)	**Training:** .District Collector would place work order to ETI from time to time to conduct training. These orders would be issued at least seven days before the date of commencement training program	As per schedule mentioned in the said work order
c)	**Distribution of Course material and writing material**	During the first session of said training program
d)	**Distribution and collection of Feed back form**	During the last session of the said training. All feed back form must be sent to .District Collector within a week's time.
e)	**Attendance Certificate**	During last session of the said training. Attendance certificate to each individual participant must be issued and a copy of the same to .District Collector within a week's time.
	Performance Evaluation of participants	During last session of the said training program

DoIT & C

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For Rajasthan Knowledge Corporation Ltd.

Managing Director

Annexure-II

TERMS OF PAYMENT

The payment to the RKCL (ETI) shall be made as under:

S.No.	% age of payment	Condition/ Event
1.	100%	**On successful completion of training program.** Payment will be made by concerned District Collector as per the rates approved by DoIT & C per participant basis. Payment will be deducted in case of adverse report in the feedback form.

Note:

1. No advance payment will be made.

2. In case of short term training, payment would be made to the RKCL on per person per day basis as per agreed terms & conditions and available at page 12 of the guideline

3. In case of RS-CIT Training, Induction and In-Service, where payment is being made by GOR, payment will be made on basis of number of participants successfully completing the course, as per agreed terms & conditions and available at page 12 of the guideline

4. Course material as per the payment (per participant) will have to be provided. But, in case of low participation the remaining sets of the course material from those distributed to the participants would have to be handed over to concerned Office of District Collector.

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Managing Director

Feed-Back Evaluation Criteria

Penalty

1 ETI is required to comply the training schedule as per work order. Any change in dates or extension in period will not be allowed.

2 In case ETI fails to arrange training program as per the schedule mentioned for the said training program then:

a) Work order issued to ETI will be cancelled.

b) No payment will be made to the ETI by the purchaser

c) ETI shall deposit amount to the tune of 10% of the value of work order in the government account towards penalty, otherwise performance security would be forfeited.

3. In case ETI fails to follow schedule twice within a quarter then performance security money deposited by ETI would be forfeited and agreement would be terminated.

4. Each point of feedback form would carry some weightage. Performance of ETI would be evaluated on the basis of feedback forms filled by the participants. For this purpose, average score of all the forms would be calculated. The payment would be deducted as per the details given below:

Each point of feedback form would carry some weightage. Performance of ETI would be evaluated on the basis of feedback forms filled by the participants. For this purpose average score of all the forms would be calculated. The payment would be deducted as per the details given below:

Sno	Average Score	% amount of the value of work order would be deducted
1	Between 75-100	No deduction
2	Between 70-74	2%
3	Between 65-69	5%
4	Between 60-64	10%
5	Between 55-59	25%
6	Between 50-54	50%
7	Less than 50	No payment would be made

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Raj Rajasthan Marketing
Corporation Ltd.
Managing Director

Liquidated Damages

In case of extension in the period of deliverables (e.g. course material, handouts, exercises, etc.) with liquidated damages, the recovery shall be made on the basis of following percentages of value of work order for which the ETI has failed to comply the time schedule.

No	Condition	LD %
a.	Delay up to one fourth period of the prescribed delivery period / completion of work as per Annexure I	2.5 %
b.	Delay exceeding one fourth but not exceeding half of the prescribed period / completion of work as per Annexure I	5.0 %
c.	Delay exceeding half but not exceeding three fourth of the prescribed period / completion of work as per Annexure I	7.5 %
d.	Delay exceeding three fourth of the prescribed period / completion of work as per Annexure I	10.0 %

- Fraction of a day in reckoning period in supplies shall be eliminated if it is less than half a day.
- The maximum amount of liquidated damages shall be 10%.
- If the ETI requires an extension of time for deliverables on account of occurrence of any hindrance, he shall apply in writing to the authority, which has placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.
- Delivery period may be extended with or without liquidated damages if the delay in the supply of deliverables is on account of hindrances beyond the control of the bidder.
- Also Liquidated Damages would be deducted from the payment due for that milestone as mentioned in Terms of Payment.

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For Rajasthan Electronics
Corporation Ltd.
Managing Director

भारतीय गैर न्यायिक

एक सौ रुपये Rs. 100

रु. 100 ONE HUNDRED RUPEES

सत्यमेव जयते

भारत INDIA

INDIA NON JUDICIAL

उप कोषाधिकारी सांगानेर

05 OCT 2010

राजस्थान RAJASTHAN

राजस्थान

L 783242

AGREEMENT

An agreement made this 27th Day of October 2010 between RAJASTHAN KNOWLEDGE CORPORATION LIMITED(RKCL), A Public Limited Company promoted by Govt. Of Rajasthan having its registered office at 7-A, Jhalana Institutional Area, Behind R.T.O. , Jaipur (hereafter called "the Empanelled Training Institute-ETI", which expression shall, where the context so admits, be deemed to include his heirs successors, executors and administrators) of the **one part** and

the Government of the State of Rajasthan (hereinafter called "the Government" which expression shall where the context so admits, be deemed to include his successors in office and assigns) of the **other part.**

1. Whereas, Rajasthan Knowledge Corporation Ltd. (RKCL) herein after called the Empanelled Training Institute (ETI) has agreed with the Government to provide training to the staff of the State Government at Jaipur, Ajmer, Jodhpur, Bharatpur, Kota, Udaipur, Bikaner Division and all Districts therein in the field of IT, all those service set forth in the schedule appended hereto in the manner set forth in the conditions of the tender and contract appended herewith and at the rates set forth in Order No. F9(79)DoIT/Trg/10/2173 dated 13/9/2010.

Managing

DoIT & C

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2. And whereas the Rajasthan Knowledge Corporation Limited has deposited a sum of Rs 1,00,000/- .through DD No 070272 dated 27.010.2010 of Axis Bank Ltd, Jaipur as security for the due performance of the aforesaid agreement

3. Now these presents witness:-

   (i) In consideration of the payment to be made by the Government through DD/Fund Transfer at the rates set forth in the Schedule hereto appended the Rajasthan Knowledge Corporation Ltd. will duly provide services in the manner set forth in the conditions of the said contract.

   (ii.) (a) The Government do hereby agree that if the Empanelled Training

   Institute shall duly provide the required services in the manner aforesaid observe and keep the said terms and conditions. The Government will through DD/Fund Transfer pay for cause to be paid to the Empanelled Training Institute at the time and the manner set forth in the said conditions, the amount payable for each & every Training Program.

   (b) The mode of payment will be as specified in the terms & condition at page no. 11 and 12.

4. The services shall be effected and completed within the period specified in department's orders issued time to time.

5 Empanelled Training Institute is required to comply a training schedule as per the work order, failing which the penalty will be imposed as per the Annexure-I & II page 13 & 14 of the Terms & Condition. Any change in dates or extension in period will not be allowed

6. All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided by the government and the decision of the Government shall be final.

   All schedules and documents as specified in the Tender document shall be deemed the part of this agreement.

   (1) The schedule of requirement.
   (2) The General Condition of the contract

7. The contract is for one year form date of execution of agreement which can be extended on receipt of satisfactory feedback and review report as mutually agreed.

For Rajasthan Corpo...

Manager

निदेशालय सूचना प्रौद्योगिकी और संचार राजस्थान, जयपुर

In witness there of the parties hereto have said their hands on the 27th day of October 2010.

Signature of the approved representative of RKCL (ETI)

For Rajasthan Knowledge Corporation Ltd.

Managing Director

Date: 27-10-2010

Witness No. 1

MADHU RATHI
COMPANY SECRETARY

Witness No. 2

Signature for and on behalf of Governor Designation of Rajasthan

एनालिस्ट-कम-प्रोग्रामर
निदेशालय सूचना प्रौद्योगिकी और संचार
राजस्थान, जयपुर

Date:

1. Witness

2. Witness

FEEDBACK FORM

Name of the Participant			
Designation		Department	
Course Name			
Institute Name			
DoIT & C Order details			
Training Date	From	To	

Theory Sessions				
Course Covered as per syllabus	*Complete*	*Almost*	*Less*	*Very Less*
Additional related information provided	*More Than Sufficient*	*Sufficient*	*Less*	*Very Less*
Duration of the course was	*More Than Sufficient*	*Sufficient*	*Less*	*Very Less*
Time Given to all major topics	*More Than Sufficient*	*Sufficient*	*Less*	*Very Less*
Maintained regularity & punctuality	*Always*	*Mostly*	*Sometimes*	*Never*
Practical Sessions				
Hands-on provided for all relevant topics	*All Topics*	*Major Topics*	*Some Topics*	*None*
Were Computers/peripherals functional during practicals	*Always*	*Mostly*	*Sometimes*	*Never*
Exercise/examples covered	*More Than Sufficient*	*Sufficient*	*Less*	*Very Less*
Problems/queries answered	*Always*	*Mostly*	*Sometimes*	*Never*
Computers provided in the ratio of	*1:1*	*1:2*	*1:3*	*1:4*
Faculty				
Presentation skill/expression power	*Excellent*	*Good*	*Satisfactory*	*Average*
Knowledge of subject	*Excellent*	*Good*	*Satisfactory*	*Average*
Answered Query/Problems solved	*Always*	*Mostly*	*Sometimes*	*Never*
Interest shown in training program	*Very High*	*High*	*Moderate*	*Average*
Other				
Projector/online Display used when ever required	*Always*	*Mostly*	*Sometimes*	*Never*
Course material provided in desired language	*Yes*		*No*	
Slip pad & Pen provided	*Yes*		*No*	
Refreshment (Tea/Biscuits) served between sessions	*Daily*	*Sometimes*	*Never*	
General				
Rate your confidence level to use your learning for personal enhancement	*Very High*	*High*	*Medium*	*Less*
Objective of the training program achieved	*Completely*	*Almost*	*Medium*	*Low*
Rate overall training	*Excellent*	*Very good*	*Good*	*Average*

- Things you liked most about the program
- Things you liked least about the program
- Any suggestions for improving this program
-

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Corporation Ltd.

Managing Director

नाम			
पद		विभाग	
पाठ्यक्रम का नाम			
संस्थान का नाम			
सू.प्रौ.एवं संचार विभाग का आदेश क्रमांक			
प्रशिक्षण दिनांक	कब से	कब तक	

क्र. सं.	सैद्धांतिक सत्र				
1	प्रशिक्षण पाठ्यक्रमानुसार पूर्ण किया गया	पूरा	लगभग पूरा	कम	बहुत कम
2	अतिरिक्त संबंधित जानकारी प्रदान की गई	अत्यधिक	उचित	कम	बहुत कम
3	पाठ्यक्रम की समयावधि	अत्यधिक	उचित	कम	बहुत कम
4	मुख्य विषयों को दिया गया समय	अत्यधिक	उचित	कम	बहुत कम
5	समयबद्धता व नियमित्ता	सदैव	अधिकतर	कभी–कभी	कभी नहीं
	प्रायोगिक सत्र				
1	समस्त आवश्यक विषयों पर प्रायोगिक सत्र	समस्त विषयों पर	मुख्य विषयों पर	कुछ विषयों पर	कभी नहीं
2	प्रायोगिक सत्र के दौरान कम्प्यूटर/संबंधित संसाधन सही कार्य कर रहे थे।	सदैव	अधिकतर	कभी–कभी	कभी नहीं
3	कराये गये अभ्यास/उदाहरण	अत्यधिक	उचित	कम	नगण्य
4	कठिनाईयॉ दूर की गई	सदैव	अधिकतर	कभी–कभी	नहीं
5	कम्प्यूटरों की उपलब्धता (आनुपातिक)	1:1	1:2	1:3	1:4
	संकाय				
1	पढ़ाने/समझाने की क्षमता	बहुत अच्छा	अच्छा	संतोषप्रद	सामान्य
2	विषय का ज्ञान	बहुत अच्छा	अच्छा	संतोषप्रद	सामान्य
3	कठिनाईयॉ दूर की गई	सदैव	अधिकतर	कभी–कभी	कभी नहीं
4	प्रशिक्षण कार्यक्रम में शिक्षकों की रूचि	बहुत अधिक	अधिक	सामान्य से अधिक	सामान्य
	अन्य				
1	आवश्यकतानुसार प्रोजेक्टर व अन्य उपकरणों का उपयोग	सदैव	अधिकतर	कभी–कभी	कभी नहीं
2	चाही गई भाषा में पाठ्य सामग्री उपलब्ध कराई गई	हॉ		नहीं	
3	स्लिप पैड व पैन उपलब्ध कराये गये	हॉ		नहीं	
4	दो सत्रों के मध्य चाय/बिस्किट उपलब्ध कराये गये	नियमित	कभी–कभी		कभी नहीं
1	स्वयं के विकास में आपको यह पाठ्यक्रम कितनी सहायता प्रदान कर सकता है	अत्यधिक	अधिक	सामान्य	कम
2	प्रशिक्षण कार्यक्रम का उद्देश्य कितना पूर्ण हुआ	अत्यधिक	अधिक	सामान्य	कम
3	प्रशिक्षण कार्यक्रम कैसा था	श्रेष्ठ	बहुत अच्छा	अच्छा	औसत

1.1 प्रशिक्षण कार्यक्रम के श्रेष्ठतम बिंदु– आपके अनुसार

1.2 प्रशिक्षण कार्यक्रम में आपको क्या अच्छा नहीं लगा

1.3 प्रशिक्षण कार्यक्रम के सुधार हेतु सुझाव

DoIT & C

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Rajasthan Informatics Corporation Ltd.

Division-wise distribution of Districts

S.No.	DIVISION NAME	S.No.	DISTRICT NAME
1	AJMER	1	Ajmer
		2	Bhilwara
		3	Nagaur
		4	Tonk
2	BHARATPUR	1	Bharatpur
		2	Dholpur
		3	Karauli
		4	Sawai Madhopur
3	BIKANER	1	Bikaner
		2	Churu
		3	Ganganagar
		4	Hanumangarh
4	JAIPUR	1	Alwar
		2	Dausa
		3	Jaipur
		4	Jhunjhunu
		5	Sikar
5	JODHPUR	1	Barmer
		2	Jaisalmer
		3	Jalore
		4	Jodhpur
		5	Pali
		6	Sirohi
6	KOTA	1	Baran
		2	Bundi
		3	Jhalawar
		4	Kota
7	UDAIPUR	1	Banswara
		2	Chittorgarh
		3	Dungurpur
		4	Rajsamand
		5	Udaipur
		6	Pratapgarh

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For Rajasthan Electronics Corporation Ltd.
Managing Director