

**DR. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE
(X-Schedule Institution under APRA 2014)**

END COURSE EVALUATION REPORT TO BE FILLED BY INDIVIDUAL PARTICIPANT

(Note: Please fill in the items in the questionnaire. Your objectivity will help us to improve the future courses)

- 1. Name of the Institution** : Dr. MCR Human Resource Development Institute
- 2. Title of the course & dates** : Foundation Course for Group – II Service Officers
From 17.6.2014 to 31.7.2014

Name of the Course Director : **Dr.O.Vijayasree**

- 3. Course Objectives** :
- a) To promote all round development of the personality of Officer Trainees – intellectual, moral, social, physical and aesthetic.
- b) To equip you with the basic administrative skills, knowledge and competencies required for your jobs.
- c) To help you to improve your physical fitness and possess sound positive health and mind.

4. Did you receive advance intimation from the Institution about the programme? If so did you respond to the Institution?

Yes	No	W.A	%
155	11	3.93	98

5. What do you think about the structure and organization of the Course to meet the Objectives?

Very Well Structured	Well Structured	Some What Structured	Unstructured	W.A	%
125	41	1	--	3.35	84

6. The extent to which the programme has accomplished the laid down aim/ objectives indicated at Sl.No.3.

Fully	To a large extent	Partly	Not at all	W.A	%
106	49	5	2	3.59	90

7. How useful will this training be to you immediately on your job?

Very Useful	Quite Useful	Of Limited Use	Not at all useful	W.A	%
135	28	1	--	3.81	95

8. How useful this training is likely to be for the future jobs you may handle?

Very Useful	Quite Useful	Of Limited Use	Not at all useful	W.A	%
146	21	1	--	3.86	96

9. Practical orientation of the Course

Highly Practical Oriented	Practically Oriented to a great extent	Practically oriented to a limited extent	Not at all Practically oriented	W.A	%
62	92	8	--	3.33	83

10. How far have been benefited from interaction with the fellow participants in the Course.

Substantially	Considerably	Fairly	Not at all	W.A	%
88	48	20	2	3.40	85

11. How far was the Course Material supplied relevant and related to the Course Content?

Extremely relevant	Considerably relevant	Fairly relevant	Not at all relevant	W.A	%
79	71	13	--	3.40	85

12. To what extent are you satisfied with the following

	Satisfied Fully	Satisfied to a large extent	Satisfied to a limited extent	Not Satisfied at all	W.A	%
1) Reception & Transport	124	29	7	1	3.71	93
2) Class room facilities	151	13	--	--	3.92	98
3) Accommodation facility	138	23	1	--	3.84	96
4) Food Quality & Service	41	45	63	15	2.68	67
5) Medical facilities	63	48	30	14	3.03	76
6) Sports facilities	131	24	4	--	3.79	95
7) Library facilities	128	28	3	2	3.75	94
8) Interaction with faculty	139	24	-	1	3.83	96

13. Which parts of the Course did you find most useful?

- Every part of the course is most useful (2)
- Class room Activities (3)
- Law & Legal Matters (14)
- Public Administration & Management (5)
- APCS rules
- RTI 2005 (10)
- Sexual Harassment, Domestic Violence
- Pay fixation (4)
- Preparation of Bills (2)
- Seven Habits of Highly effective people (44)
- Fundamental Rules (6)
- Ethics (21)
- Communication skills(19)
- Service Matters (52)
- Audit Objections
- Financial Management & Account Procedures (6)
- C.C.A Rules (15)
- Code of Conduct rules
- Fundamental Rules (3)
- TA Rules (3)
- Noting & Drafting(5)
- C.P.S class (5)
- GIS, APGLI
- Stress Management (7)
- Office Procedures (8)
- D.O.M (5)
- DDO Responsibilities & Rules (4)
- Leave Rules (16)
- State's Subordinate Service rules (24)
- Office Maintenance, Records & registers (2)
- Medical Reimbursement(2)
- Finance & Treasury code(6)
- Loans and advances
- Budget Matters
- Personality Development(9)
- Motivation Classes (13)
- Experts Lectures
- Pension Rules
- Computer Fundamentals MS Word, MS Excel, Power Point is most useful (21)
- Group Presentations
- Fitness, Exercises in Gym and Swimming (6)
- Yoga (33)
- Cultural programmes
- Trips to outing like State Home & Dialogue in the Dark (2)
- Co-Curricular activities (3)
- Wi-Fi Facility
- Sports & Games (8)
- Blood Donation
- Consolidation classes (4)
- All round development of the personality of Officer Trainees intellectual, moral, social physical, aesthetic (2)
- Basic administration skills (6)
- knowledge competitiveness required in job
- Weekly presentation has helped us to coordinate with other fellow trainees
- Practical Examples cited by the faculty members
- Interaction with Dr. K. Tirupataiah, IFS, ADG

- Staff cooperation
- Ice Breaking sessions by Dr.O. Vijayasree Madam (3)
- Inner powers (awakening)
- Ramaprasad Sir Class Ethics and Goal Setting (3)
- Interaction with the staff and other participants
- All the Classes of Sri V.L.N Gupta
- JVN Rajinikanth Sir classes
- Aruna Kumari Madam Classes
- K. Srinivasa Rao Sir Classes
- B.P. Sarma Sir Classes
- The Executive officers classes were very useful for better team work coordination and maximum output.

14. Which parts of the Course did you find least helpful?

- Every part of the Course is useful (7)
- Dialogue in the Dark (2)
- Environment Protection classes
- Law & Legal Matters (8)
- Public Administration & Management
- Accounts
- The Classes on welfare schemes
- For ACTOs, the classes on Financial code, Account code were of least use. (1)
- District Administration
- CCA rules
- Subordinate service rules
- Revenue Issues
- Too many classes on Ethics and Personality Development are not required.
- Course has been designed by people who are highly efficient. The Point definitely not arise.

15. Yoga Classes

Excellent	Very Good	Good	Fair	W.A	%
101	51	10	1	3.54	87

16. Some Non-academic activities were organized to expose you to the Cultural Diversity around you and also give an opportunity to display your talents.

A) How do you rate the Cultural events?

Excellent	Very Good	Good	Fair	W.A	%
101	55	6	3	3.53	88

B) How do you rate the conduct of games and sports competitions?

Excellent	Very Good	Good	Fair	W.A	%
94	61	10	2	3.47	87

C) How do you rate the visit to State Home?

Excellent	Very Good	Good	Fair	W.A	%
136	28	--	--	3.82	96

D) How do you rate the visit to Dialogue in the Dark?

Excellent	Very Good	Good	Fair	W.A	%
142	27	6	1	3.76	94

E) How do you rate the Blood Donation camp?

Excellent	Very Good	Good	Fair	W.A	%
124	39	1	--	3.75	94

17. Your overall impression of the Course:

Excellent	Very Good	Good	Fair	W.A	%
122	44	1	--	3.72	93

18. Any other comments/observations you wish to make about the Course?

- Ambience of campus is excellent
- If the Power Point Presentations are given as material instead of Dr MCRHRDI printed material, it is most useful
- It will be useful if Power point presentations are given prior to class (3)
- Kindly provide the Power point presentations of the Faculty members in Book format or in material format
- Food quality may be improved (19)
- Instead of providing lot of food items, we recommend less items with quality.
- Course is very helpful but class hours may be reduced (3)
- It is better to start classes at 10:30am instead of 9:30am.
- The Course should be thirty days only and the contents should be activity based.
- Classes should be extended for 15 days more.
- Ethics classes by Sri. M. Rama Prasad, IFS may be increased
- Time allotted for classes of JVN Rajani Kanth Sir, Gupta Sir and Srinivas Rao Sir may be increased
- Request to extend some more classes on service related matters.

- It is very useful course for direct recruits but the duration of the course i.e. forty five days was not enough to learn total subjects
- Accommodation fee for attendants would have been exempted or given some relaxation
- If we have a refresher training for every 3 years it would be helpful (for at least 5 days)
- Please consider to increase time allotted for lunch, because lunch time is only one hour and it is difficult to attend class in time for those who have small kids with them in the Institute.
- Communication skills input is very less, so please give much importance to communication skills.
- Please provide library facilities, Gym every day (without time limit).
- Most memorable part in life and career.
- It has given a lot of confidence and skills. This programme is well structured for all round development of trainees. No Doubt Dr MCRHRDI is the greatest resource of State with highly effective and dedicated faculty.
- Please make available the campus of Dr MCRHRDI to all in the future also. Once in a year a refresher training in administration issues may be given for better performance in our job
- We are very much thankful to the DG madam, ADG sir and our Course Director Dr. Vijayasree, our Addl CC Sri.B.P. Sarma Sir, for their excellent motivation and guidance special thanks to Sri. B.Panduranga Sarma sir for his kindness and love for us and also extremely thankful to Sri. K. Srinivasa Rao sir also for his guidance.
- There is a need to improve the quality of Medical Facility (5)
- Very Good facility & Classes and Cultural activity in Dr MCRHRDI
- Course is very helpful. But some classes are so difficult to understand (Law & Legal Matters)
- Time allotted for Computer Practical classes may be increased.
- Please don't give the classes to the faculty whose age is above 70/ 80 Years despite their extraordinary experience, as the age does not permit the good audible voice
- This batch is a large batch of ACTOs. No Practical Training on ' VATIS' at HRD or even at CCT.
- Practical Computer Training on the packages used in various departments would have been arranged.
- The Sessions are more important on ethics in administration rather than other subjects (example Sri. VLN Guptha, Dr.O. Vijayasree Madam, Bharathi Madam)
- Very useful to immediate job work.
- Please conduct this course more days and put more sessions for moral values.

- Feeling very proud to be a trainee in Dr.MCRHRD Institute.
- Weekly exams may be conducted.
- We need more classes on Financial code, Treasury code and Fundamental rules.
- Faculty members are very cordial & inspiring.
- It is very nice experience. Eager to come again
- Ethics class which was taught by Bharathi Madam was extraordinary
- MCRHRD Institute has given not only academic knowledge but also physical fitness.
- If the Course material provided in Telugu, it will be useful.
- Time allotted for Service Matters sessions may be increased.
- Too many subjects organized so reduce the subjects.
- Please arrange one practical session class at the end of each topic, wherein that class please try to discuss the practical problems that the employees are facing in that topic.
- Faculty members are very cordial & inspiring
- It would be very grateful, if bus is provided from Dilsukhnagar to HRD (3)
- Need computer practical sessions with in the regular schedules.
- Classes by people like Prof. Haragopal and Rama Prasad be conducted at least once in a week.
- Quality of Electric Equipment must be improved a bit.
- Please improve computer classes. Please provide faculty after 4:30 pm also to assist the learners in practicing the computer classes taught
- Sometimes there was water problem in hostel (2)
- Course team arranged best to meet our requirements, Thanks to Dr MCR HRDI, especially to Dr. O. Vijayasree Madam
- The Course would be more useful if some practical issues were dealt and some important G.Os/ Circulars / Memo were included either in the hard copy or soft copy.