### Information for filling the Registration Form, Session & Course Feedback in SAI Application for all Training programmes

Each participant attending any course at RTI Jaipur have to fill the Registration Form, Session & Course Feedback in SAI Application (web-based application developed for Training related activities). The website for accessing SAI Application is "<u>https://training.cag.gov.in/Login.aspx</u>" where user have to login using their userid (official email address) and password (mobile number provided by the participant to their Administration/Training Section).

For every training course attended by the participants, they have to fill several details in SAI System in the sequence given below;

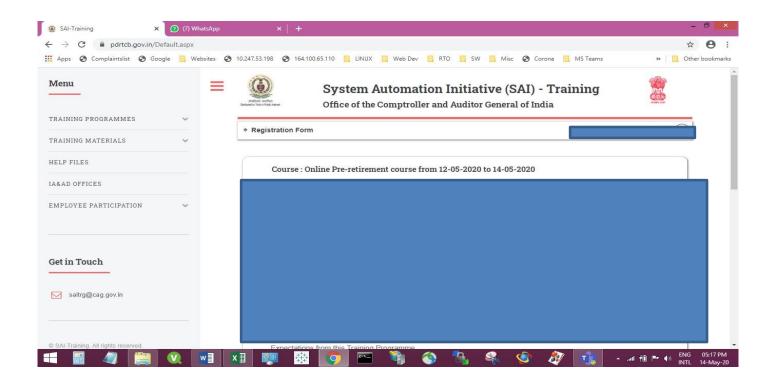
- **1.** Registration Form  $\rightarrow$  *Beginning of the course* This is available under "Employee Participation"  $\rightarrow$  "Registration Page" in SAI application
- 2. Session Feedback → For every session attended
   This is available under "Employee Participation" → "Add Session Feedback" in SAI application
- 3. Course Feedback → <u>At the end of the course</u>
   This is available under "Employee Participation" → "Add Course Feedback" in SAI application
- \* The details to be filled for each topic above is explained with screenshots of the pages to understand easily. While filling the information in various forms/feedback pages, there are options in the drop-down list like "Not Arranged" or "Not Availed". Kindly select these options based on whether concerned facility was availed/arranged.
- \* Please don't keep any field blank and in case participant does not want to fill anything they may write "Nil".
- 1. <u>Registration Page</u>
- 2. <u>Session Feedback</u>
- 3. <u>Course Feedback</u>





#### <u>Check the data and fill the missing details (Don't keep blank)</u>

- Participant will not be able to login to SAI System without correct mobile number and official email id. These fields can only be modified by Administration/Training and if any discrepancy is found the participants have to contact their office Administration/Training
- If a participant is sent as replacement of earlier nominated participant, the training section of concerned office has to update the nomination before the commencement of course. However, in case of joining the course as per the instructions from their office, if the updated nomination of the participant is not found, it should be immediately modified in SAI system by the concerned office. In case of non-updating of the nomination of replacement in SAI system, the slot will be treated as vacant and replacement nominee will not be allowed to attend the training.



# <u>Enter the details (Don't keep blank)</u>

- In case participant do not want to fill anything they may write "Nil".
- The field for Person to be contacted in emergency and his/her contact number is to be filled in all course including Online Training till necessary modifications are carried out in the SAI system.

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	* Registration Form	
AINING PROGRAMMES 🗸 🗸	Expectations from this Training Programme	
AINING MATERIALS 🗸	Learning about leading a peaceful retired life	
LP FILES	Work experience in area related to this training programme	
&AD OFFICES	ni	
IPLOYEE PARTICIPATION 🗸	Details of trainings attended earlier on this subject	
	nil	
t in Touch		
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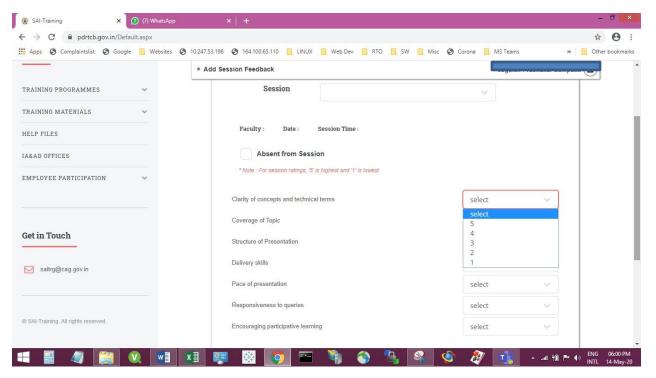
#### <u>Select the option (if not disabled)</u>

• In online training also this has to be filled till necessary modifications are carried out in the SAI system

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- <u>Select from 1 to 5 { 5 = Maximum & 1 = Minimum } for all the options (i.e. Clarity of Concepts</u> and technical terms, Coverage of Topic, Structure of Presentation, Delivery Skills, Pace of Presentation, Responsiveness to queries, Encouraging participative learning etc.)
- This has to be filled for each session attended, i.e. if there are 4 sessions in a day then participants have to fill the Session Feedback for each 4 sessions for each day of training attended



#### Enter the details (Don't keep blank)

• In case participant do not want to fill anything they may write "Nil".

Add Nil if you	I have no suggestion.	
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COURSE FEEDBACK

## <u>Select from 1 to 5 { 5 = Maximum & 1 = Minimum }</u>

TRAINING MATERIALS         HELP FILES        Topics covered were relevant        IA&AD OFFICES        Coverage of topics was adequate        EMPLOYEE PARTICIPATION	Corona MS Teams Select Select S A 3 2 1	* Cther bookm
TRAINING PROGRAMMES       A. Quality of the Training Programme         TRAINING MATERIALS       The objectives of the course were met         HELP FILES       Topics covered were relevant         Coverage of topics was adequate       Coverage of topics was adequate         MABAD OFFICES       Sequencing of the topics was appropriate	select 5 4 3	
IRAINING PROGRAMMES     Image: Constraints       IFRAINING MATERIALS     Image: Constraints       HELP FILES     Image: Constraints       A&AD OFFICES     Coverage of topics was adequate       Image: Comparison of the topics was appropriate     Sequencing of the topics was appropriate	select 5 4 3	
RAINING MATERIALS     Image: Constraint of the constraint	select 5 4 3	
ELP FILES     Topics covered were relevant       &AD OFFICES     Coverage of topics was adequate       MPLOYEE PARTICIPATION     Sequencing of the topics was appropriate	5 4 3	
AD OFFICES Coverage of topics was adequate Sequencing of the topics was appropriate	4	
SAD OFFICES Sequencing of the topics was appropriate		
IPLOYEE PARTICIPATION V	1	
The course materials distributed were helpful		
	select 🗸 🗸	
Field visit (if arranged) was relevant and helpful	select 🗸 🗸	
Time allotted for the training was sufficient	select 🗸 🗸	
Extent of learning	select 🗸	
saitrg@cag.gov.in The objectives of the course were clearly defined	select 🗸 🗸	
Were your expectations from this training fulfilled? If not, please specif were not addressed?	ify which of the expectations	
SAI-Training. All rights reserved.		

# <u>Select from 1 to 5 { 5 = Maximum & 1 = Minimum }</u>

	* Add Course Feedback		
RAINING PROGRAMMES 🗸 🗸	A. Quality of the Training Progra	umme	
RAINING MATERIALS 🗸	The objectives of the course were met	select 🗸 🗸	
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	Field visit (if arranged) was relevant and helpful	select 🗸	
et in Touch	Time allotted for the training was sufficient	select	
	Extent of learning	select 🗸	
saitrg@cag.gov.in	The objectives of the course were clearly defined	select 🗸 🗸	
	Were your expectations from this training fulfilled? If not, ple were not addressed?	ase specify which of the expectations	

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MPLOYEE PARTICIPATION	~	Sequencing of the topics was appropriate	select 5	
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		Field visit (if arranged) was relevant and helpful	1	
Get in Touch		Time allotted for the training was sufficient	select 🗸	
		Extent of learning	select 🗸	
Saitrg@cag.gov.in		The objectives of the course were clearly defined	select 🗸	
© SAI-Training, All rights reserved.		Were your expectations from this training fulfilled? If no were not addressed?	t, please specify which of the expectations	

#### Select from 1 to 5 { 5 = Maximum & 1 = Minimum }

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t in Touch		Time allotted for the training was sufficient	1	
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SAI-Training. All rights reserved.		were not addressed?		

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### <u>Select from 1 to 5 (if not disabled) { 5 = Maximum & 1 = Minimum } for Online Training Sessions</u> select "Not Arranged"

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A&AD OFFICES		Coverage of topics was adequate	select 🗸 🗸	
MPLOYEE PARTICIPATION	~	Sequencing of the topics was appropriate	select 🗸 🗸	
		The course materials distributed were helpful	select 🗸 🗸	
		Field visit (if arranged) was relevant and helpful	select 🗸	
et in Touch		Time allotted for the training was sufficient	select Not Arranged	
		Extent of learning	5 4	
saitrg@cag.gov.in		The objectives of the course were clearly defined	3 2 1	
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SAI-Training. All rights reserved.		were not addressed?		

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t in Touch		Time allotted for the training was sufficient	select 🗸	
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saitrg@cag.gov.in		The objectives of the course were clearly defined	4 3 2	
SAI-Training, All rights reserved.		Were your expectations from this training fulfilled? If not, p were not addressed?	lease specify which of the expectations	

# <u>Select from 1 to 5 { 5 = Maximum & 1 = Minimum }</u>

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		* Add Course Feedback		
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ELP FILES		Topics covered were relevant	select	$\sim$
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et in Touch		Time allotted for the training was sufficient	select	~
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saitrg@cag.gov.in		The objectives of the course were clearly defined	select 5	
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SAI-Training. All rights reserved.		Were your expectations from this training fulfilled? If not, please spe were not addressed?	2 1	

## Select from 1 to 5 { 5 = Maximum & 1 = Minimum }

# <u>Select from 1 to 5 { 5 = Maximum & 1 = Minimum }</u>

		* Add Course Feedback			
RAINING PROGRAMMES	~	lopics covered were relevant	select	~	
		Coverage of topics was adequate	select	~	
AINING MATERIALS	~	Sequencing of the topics was appropriate	select	~	
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&AD OFFICES		Field visit (if arranged) was relevant and helpful	select	~	
IPLOYEE PARTICIPATION	~	Time allotted for the training was sufficient	select	~	
		Extent of learning	select	~	
et in Touch		The objectives of the course were clearly defined	select	~	
saitrg@cag.gov.in		Were your expectations from this training fulfilled? If not, please spec were not addressed?	select 5 4 3		
			2		

### Enter the details (Don't keep blank)

• In case participant do not want to fill anything they may write "Nil".

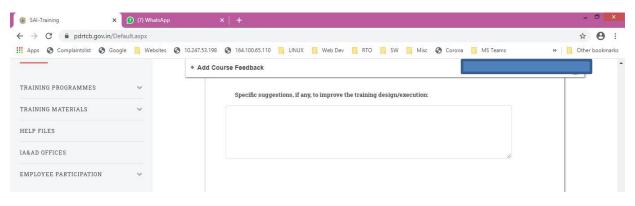
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		* Add Cor	urse Feedback	
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INING MATERIALS	~			
P FILES				
AD OFFICES				
LOYEE PARTICIPATION	~			
			What did you like most about the course?	
in Touch				
saitrg@cag.gov.in			<i>i</i> ,	
			Which topic in this course would you rate as the best:	

• In case participant do not want to fill anything they may write "Nil".

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#### <u>Enter the details (Don't keep blank)</u>

• In case participant do not want to fill anything they may write "Nil".



## <u>Select from 1 to 5 { 5 = Maximum & 1 = Minimum }</u>

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		Add Course Feedback	
TRAINING PROGRAMMES	*		
TRAINING MATERIALS	~	B. Grade your level of satisfaction with this course	
HELP FILES		select	~
IA&AD OFFICES		select 5	
EMPLOYEE PARTICIPATION	~	4 3 2 1	
		Library (if availed) sel	lect 🗸
Get in Touch		Hostel Accommodation (if availed) sel	lect 🗸
		In-house Dining facility set	lect 🗸
Saitrg@cag.gov.in		Recreational facilities (if availed) sel	lect 🗸
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© SAI-Training. All rights reserved.		User-friendliness of the staff sel	lect 🗸
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#### <u>Select from 1 to 5 { 5 = Maximum & 1 = Minimum } while attending Classroom Training and "Not</u> Availed" for Online Training Sessions (if not disabled)

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		* Add Course Feedback		
AINING PROGRAMMES	~			
AINING MATERIALS	~	B. Grade your level of satisfact	tion with this course	
LP FILES		select	$\sim$	
&AD OFFICES				
IPLOYEE PARTICIPATION	~	C. Adequacy and Qualit	y of Facilities	
		Training facilities	select	
		Library (if availed)	select Not Availed	
et in Touch		Hostel Accommodation (if availed)	5 4	
		In-house Dining facility	3 2 1	
saitrg@cag.gov.in		Recreational facilities (if availed)	select 🗸	
		House Keeping / Cleanliness	select 🗸	
SAI-Training, All rights reserved.		User-friendliness of the staff	select 🗸	

#### <u>Select from 1 to 5 { 5 = Maximum & 1 = Minimum } while attending Classroom training, ONLY if the</u> <u>Library facilities are availed</u>

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	Add Course Feedback		
AINING PROGRAMMES 🗸	C. Adequacy and Quality	of Facilities	
AINING MATERIALS	Training facilities	select	
ILP FILES	Library (if availed)	select	
&AD OFFICES	Hostel Accommodation (if availed)	select Not Availed	
IPLOYEE PARTICIPATION V	In-house Dining facility	5 4 3	
	Recreational facilities (if availed)	2	
	House Keeping / Cleanliness	select 🗸 🗸	
et in Touch	User-friendliness of the staff	select 🗸 🗸	
saitrg@cag.gov.in	Specific suggestions if any to improve hostel facilities:		

#### For Online Training Sessions (if not disabled) please select "Not Availed"

#### <u>Select from 1 to 5 { 5 = Maximum & 1 = Minimum } while attending Classroom training. ONLY if the</u> <u>Hostel facilities are availed</u>

For Online Training Sessions (if not disabled) please select "Not Availed"

		* Add Course Feedback			
AINING PROGRAMMES	~	C. Adequacy and Quality of Facilities	5		
AINING MATERIALS	~	Training facilities	select	~	
LP FILES		Library (if availed)	select	~	
AD OFFICES		Hostel Accommodation (if availed)	select	· ~ )	
PLOYEE PARTICIPATION	~	In-house Dining facility	select Not Availed 5		
		Recreational facilities (if availed)	4		
		House Keeping / Cleanliness	2		
t in Touch		User-friendliness of the staff	select	~	
saitrg@cag.gov.in		Specific suggestions if any to improve hostel facilities:			

## <u>Select from 1 to 5 { 5 = Maximum & 1 = Minimum } while attending Classroom training, ONLY if the</u> <u>Hostel facilities are availed</u>

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		Add Course	se Feedback				_	
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RAINING MATERIALS	~		Training facilities			select	×	
ELP FILES			Library (if availed)			select	~	
A&AD OFFICES			Hostel Accommodation	n (if availed)		select	~	
MPLOYEE PARTICIPATION	~		In-house Dining facility	r.		select		
			Recreational facilities	(if availed)		select Not Availe	d	
			House Keeping / Clea	nliness		5		
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Get in Touch			User-friendliness of th	e staff		2 1		
Saitrg@cag.gov.in			Specific suggestic	ons if any to improve h	ostel facilities:			
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#### For Online Training Sessions (if not disabled) please select "Not Availed"

#### <u>Select from 1 to 5 { 5 = Maximum & 1 = Minimum } while attending Classroom training and "Not</u> <u>Availed" for Online Training Sessions (if not disabled)</u>

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AD OFFICES		Hostel Accommodation (if availed)	select 🗸 🗸	
APLOYEE PARTICIPATION 🗸	~	In-house Dining facility	select 🗸 🗸	
		Recreational facilities (if availed)	select	
		House Keeping / Cleanliness	select Not Availed	
t in Touch		User-friendliness of the staff	5 4 3	
saitrg@cag.gov.in		Specific suggestions if any to improve hostel facilities:	2	

## <u>Select from 1 to 5 { 5 = Maximum & 1 = Minimum } while attending Classroom training and "Not</u> <u>Availed" for Online Training Sessions (if not disabled)</u>

	Add Course Feedback		
AINING PROGRAMMES 🗸 🗸	C. Adequacy and Quality of Facilities	s	
AINING MATERIALS 🗸 🗸	Training facilities	select 🗸 🗸	
LP FILES	Library (if availed)	select 🗸 🗸	
AD OFFICES	Hostel Accommodation (if availed)	select 🗸 🗸	
IPLOYEE PARTICIPATION 🗸	In-house Dining facility	select 🗸	
	Recreational facilities (if availed)	select 🗸	
	House Keeping / Cleanliness	select 🗸	
t in Touch	User-friendliness of the staff	select Not Availed	
		5	
saitrg@cag.gov.in	Specific suggestions if any to improve hostel facilities:	3	
		1	

### Select from 1 to 5 { 5 = Maximum & 1 = Minimum }

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&AD OFFICES		Hostel Accommodation (if availed)	select 🗸 🗸	
PLOYEE PARTICIPATION	~	In-house Dining facility	select 🗸	
		Recreational facilities (if availed)	select 🗸	
		House Keeping / Cleanliness	select 🗸	
t in Touch		User-friendliness of the staff	select	
saitrg@cag.gov.in		Specific suggestions if any to improve hostel facilities:	select Not Availed 5 4 3	
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		Add Course Feedback		
AINING PROGRAMMES	~	In-house Dining facility	select	
AINING MATERIALS	~	Recreational facilities (if availed)	select 🗸	
		House Keeping / Cleanliness	select 🗸	
LP FILES		User-friendliness of the staff	select	
AD OFFICES				
PLOYEE PARTICIPATION	~	Specific suggestions if any to improve hostel facilities:		
t in Touch			10	
saitrg@cag.gov.in				

## Fill the details or write "No Suggestion" (Don't keep Blank)