

Information for filling the Registration Form, Session & Course Feedback in SAI

Application for all Training programmes

Each participant attending any course at RTI Mumbai 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 “<http://pdrtcb.gov.in>” 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 → Beginning of the course

This is available under “Employee Participation” → “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 → At the end of the course

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 Aailed”. Kindly select these options based on whether concerned facility was aailed/arranged.

* Please don't keep any field blank and in case participant does not want to fill anything they may write “Nil”.

1. Registration Page

2. Session Feedback

3. Course Feedback

← **REGISTRATION PAGE** →

Check the data and fill the missing details (Don't keep blank)

- 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.

The screenshot shows a web browser window with the URL pdrtcb.gov.in/Default.aspx. The page title is "System Automation Initiative (SAI) - Training" and the header identifies the "Office of the Comptroller and Auditor General of India". The user is logged in as "Jagdish Prabhakar Lumpatki".

The registration form is titled "Registration Form" and is for the course "Online Pre-retirement course from 12-05-2020 to 14-05-2020". The form fields are as follows:

Employee ID	2120126	Name	Jagdish Prabhakar
Email ID	lumpatkijp.mh1.ae@cag.gov	Mobile	9969007157
Gender	Male	Date of Birth	30-09-1960
Cadre	Other Group A	Current Office	ACCOUNTANT GENERAL
Designation	Senior Accounts Office	Section	P.F.
Stream	Civil Accounts	Educational Qualification	Graduation
Professional Qualification	SOGE	Proficiency in Computers	medium

The footer of the page includes the text "© SAI-Training. All rights reserved." and "Expectations from this Training Programme". The system tray at the bottom shows the date and time as "14-May-20" and "05:17 PM".

Enter the details (Don't keep blank)

- 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.

The screenshot shows a web browser window with the URL pdrtcb.gov.in/Default.aspx. The page title is "Registration Form" and the user is logged in as "Jagdish Prabhakar Lumpatki". The form contains the following fields:

- Expectations from this Training Programme: Learning about leading a peaceful retired life
- Work experience in area related to this training programme: nil
- Details of trainings attended earlier on this subject: nil
- Blood Group: A+
- Allergies, if any: nil
- Name of the person to be contacted in case of Emergency: Jaya
- Phone Number of the person to be contacted in case of Emergency: 9969376250

The left sidebar contains navigation links: TRAINING PROGRAMMES, TRAINING MATERIALS, HELP FILES, IA&AD OFFICES, and EMPLOYEE PARTICIPATION. Below these is a "Get in Touch" section with the email saitrg@cag.gov.in. The footer of the page reads "© SAI-Training. All rights reserved."

Select the option (if not disabled)

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

The screenshot shows a portion of the SAI-Training form with the following fields:

- Food Preference: Veg
- Whether Staying in Hostel: Yes No

At the bottom of the form are two buttons: "SUBMIT DATA" and "RESET".

← **SESSION FEEDBACK** →

- **Select from 1 to 5 { 5 = Maximum & 1 = Minimum } for all the options** (i.e. Clarity of Concepts 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

TRAINING PROGRAMMES
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HELP FILES
IA&AD OFFICES
EMPLOYEE PARTICIPATION

Get in Touch
sairtg@cag.gov.in

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Add Session Feedback Jagdish Prabhakar Lumpatki

Session: [dropdown]

Faculty: Date: Session Time:

Absent from Session

** Note - For session ratings, '5' is highest and '1' is lowest.*

Clarity of concepts and technical terms: [dropdown (1-5)]

Coverage of Topic: [dropdown]

Structure of Presentation: [dropdown]

Delivery skills: [dropdown]

Pace of presentation: [dropdown]

Responsiveness to queries: [dropdown]

Encouraging participative learning: [dropdown]

Enter the details (Don't keep blank)

- In case participant do not want to fill anything they may write “Nil”.

Any Suggestion on the session

Add Nil if you have no suggestion.

SUBMIT **RESET**



COURSE FEEDBACK

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

SAI-Training (7) WhatsApp

pdrctb.gov.in/Default.aspx

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◆ Add Course Feedback Jagdish Prabhakar Lumpatki

A. Quality of the Training Programme

The objectives of the course were met

Topics covered were relevant

Coverage of topics was adequate

Sequencing of the topics was appropriate

The course materials distributed were helpful

Field visit (if arranged) was relevant and helpful

Time allotted for the training was sufficient

Extent of learning

The objectives of the course were clearly defined

Were your expectations from this training fulfilled? If not, please specify which of the expectations were not addressed?

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

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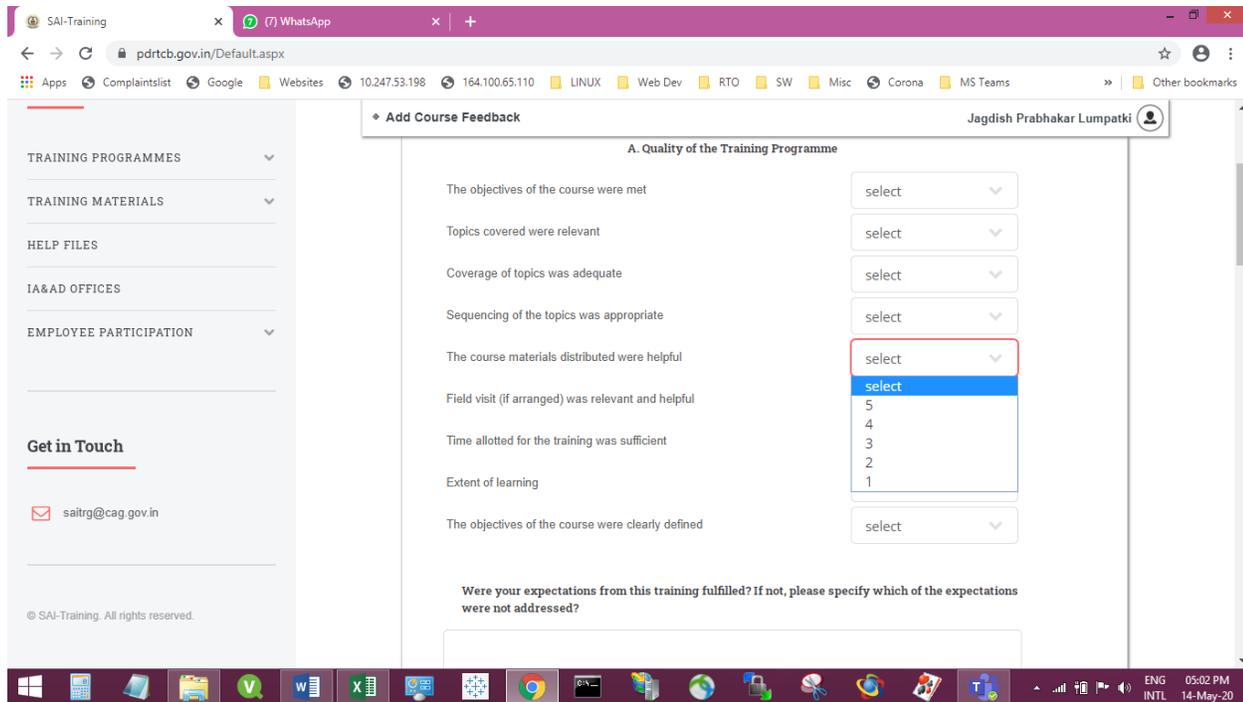
Select from 1 to 5 { 5 = Maximum & 1 = Minimum }

The screenshot shows a web browser window with the URL pdrtcb.gov.in/Default.aspx. The page is titled "Add Course Feedback" and is for user "Jagdish Prabhakar Lumpatki". The main section is "A. Quality of the Training Programme". It contains several questions with dropdown menus for answers. The question "Sequencing of the topics was appropriate" has a dropdown menu open, showing options 1, 2, 3, 4, and 5. The other questions are: "The objectives of the course were met", "Topics covered were relevant", "Coverage of topics was adequate", "The course materials distributed were helpful", "Field visit (if arranged) was relevant and helpful", "Time allotted for the training was sufficient", "Extent of learning", and "The objectives of the course were clearly defined". At the bottom, there is a text box for "Were your expectations from this training fulfilled? If not, please specify which of the expectations were not addressed?". The browser's taskbar at the bottom shows various application icons and the system tray with the date "14-May-20" and time "05:02 PM".

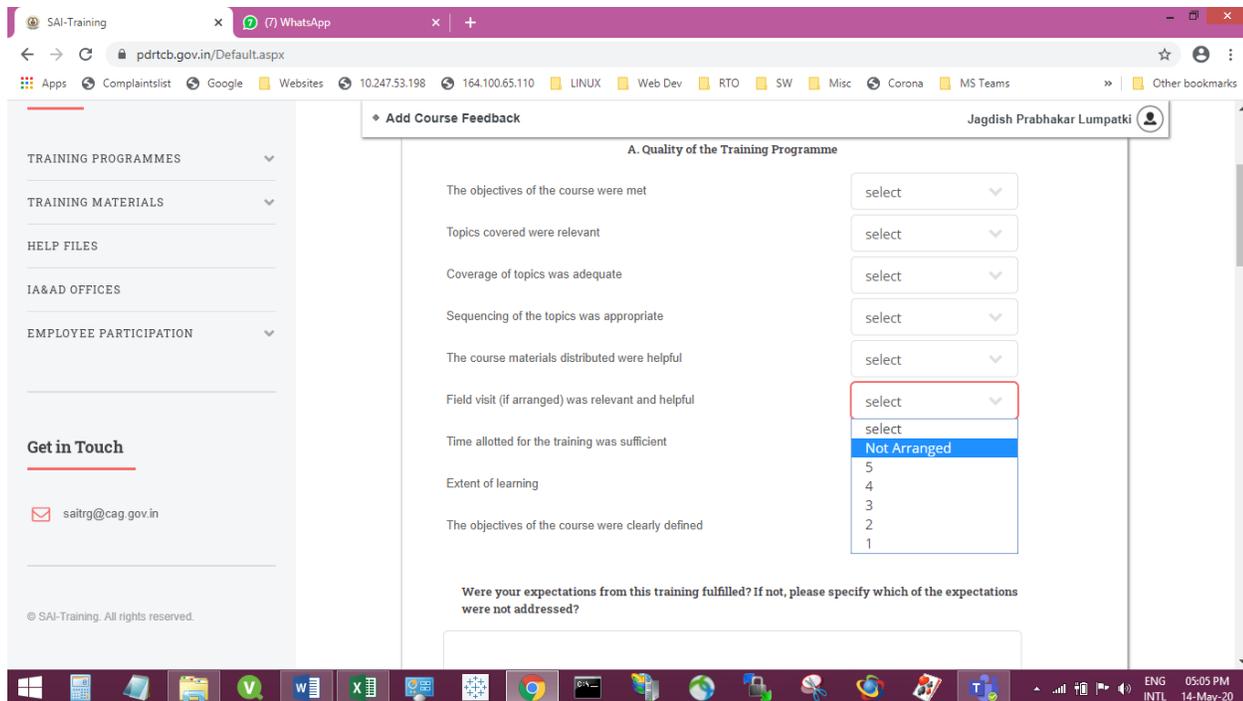
Select from 1 to 5 { 5 = Maximum & 1 = Minimum }

This screenshot is identical to the one above, showing the same "Add Course Feedback" form. The dropdown menu for "Sequencing of the topics was appropriate" is open, displaying the options 1 through 5. The rest of the form, including the questions and the text box at the bottom, remains the same. The browser interface and taskbar are also consistent with the previous image.

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



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



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

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◆ Add Course Feedback Jagdish Prabhakar Lumpatki

A. Quality of the Training Programme

The objectives of the course were met select

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Coverage of topics was adequate select

Sequencing of the topics was appropriate select

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

The objectives of the course were clearly defined select

5

4

3

2

1

Were your expectations from this training fulfilled? If not, please specify which of the expectations were not addressed?

ENG INTL 05:03 PM 14-May-20

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

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◆ Add Course Feedback Jagdish Prabhakar Lumpatki

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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

The objectives of the course were clearly defined select

5

4

3

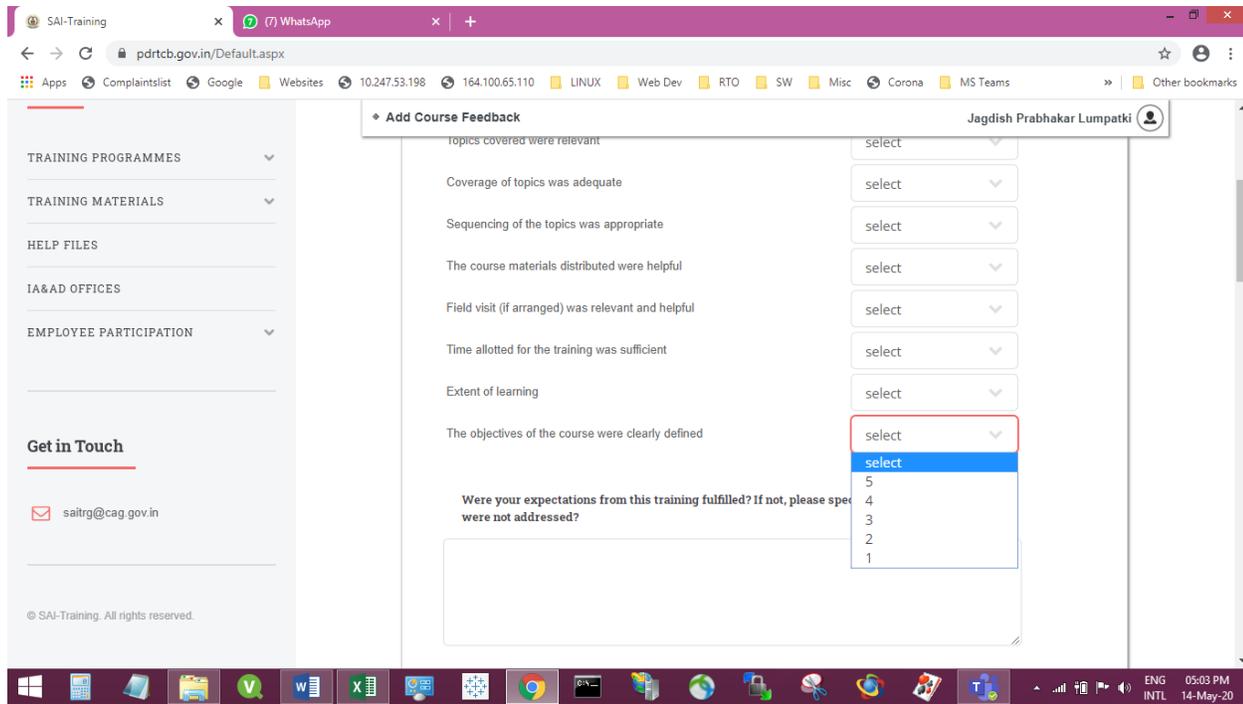
2

1

Were your expectations from this training fulfilled? If not, please specify which of the expectations were not addressed?

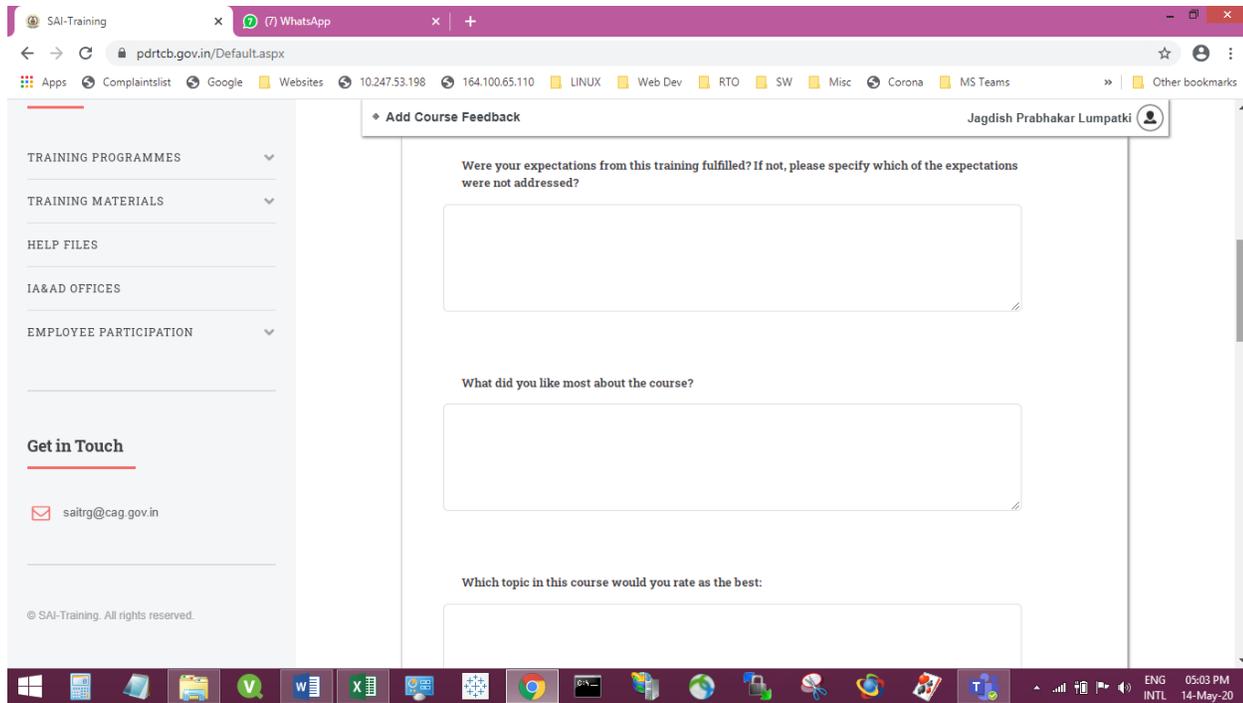
ENG INTL 05:03 PM 14-May-20

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



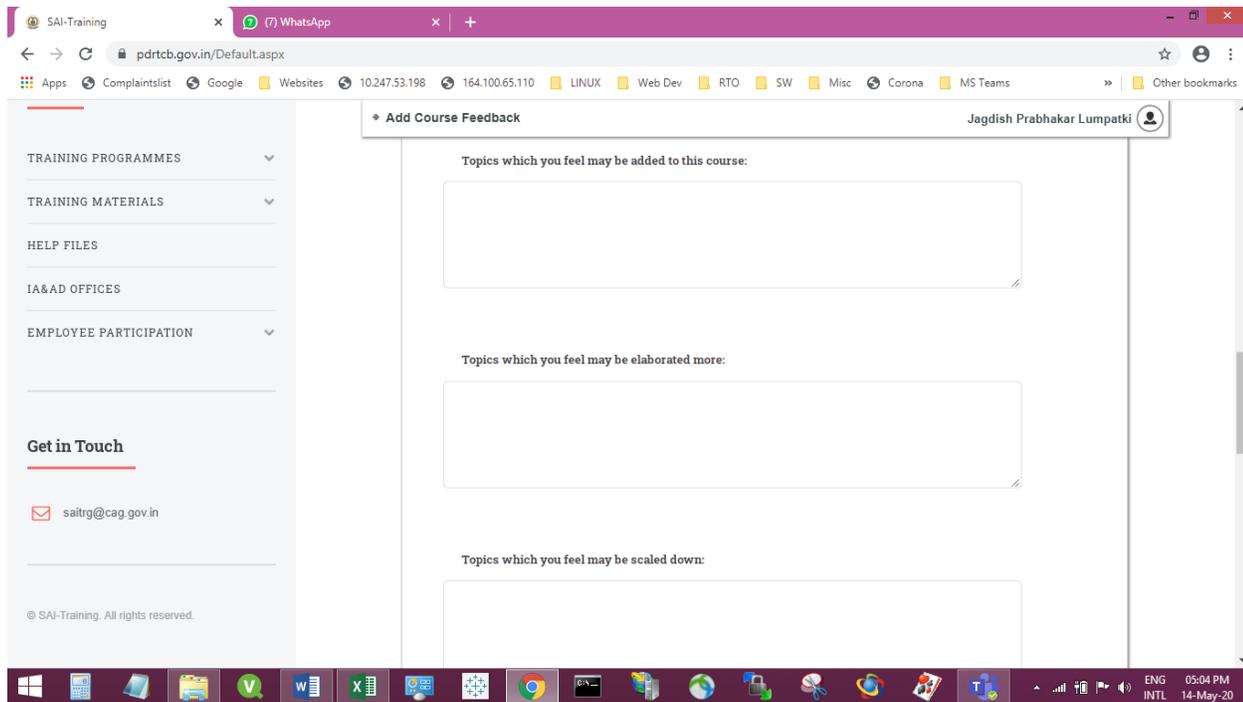
Enter the details (Don't keep blank)

- In case participant do not want to fill anything they may write “Nil”.



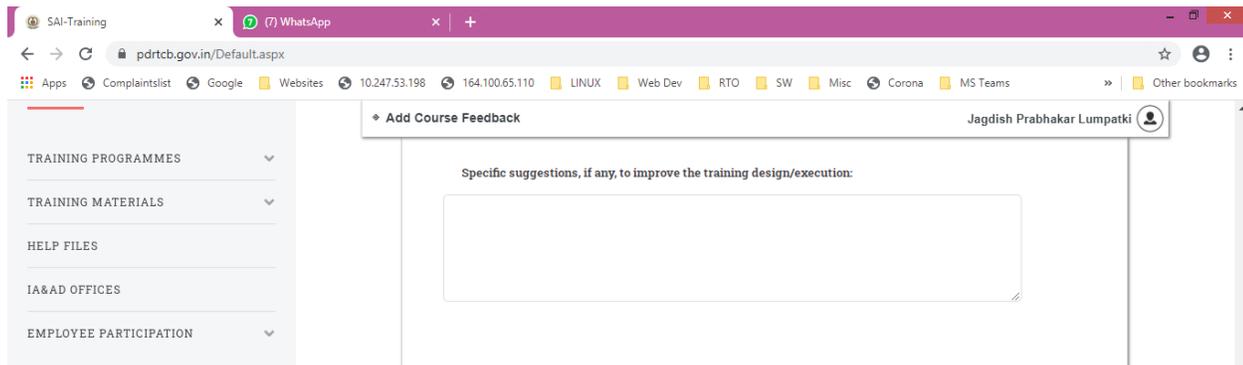
Enter the details (Don't keep blank)

- In case participant do not want to fill anything they may write “Nil”.

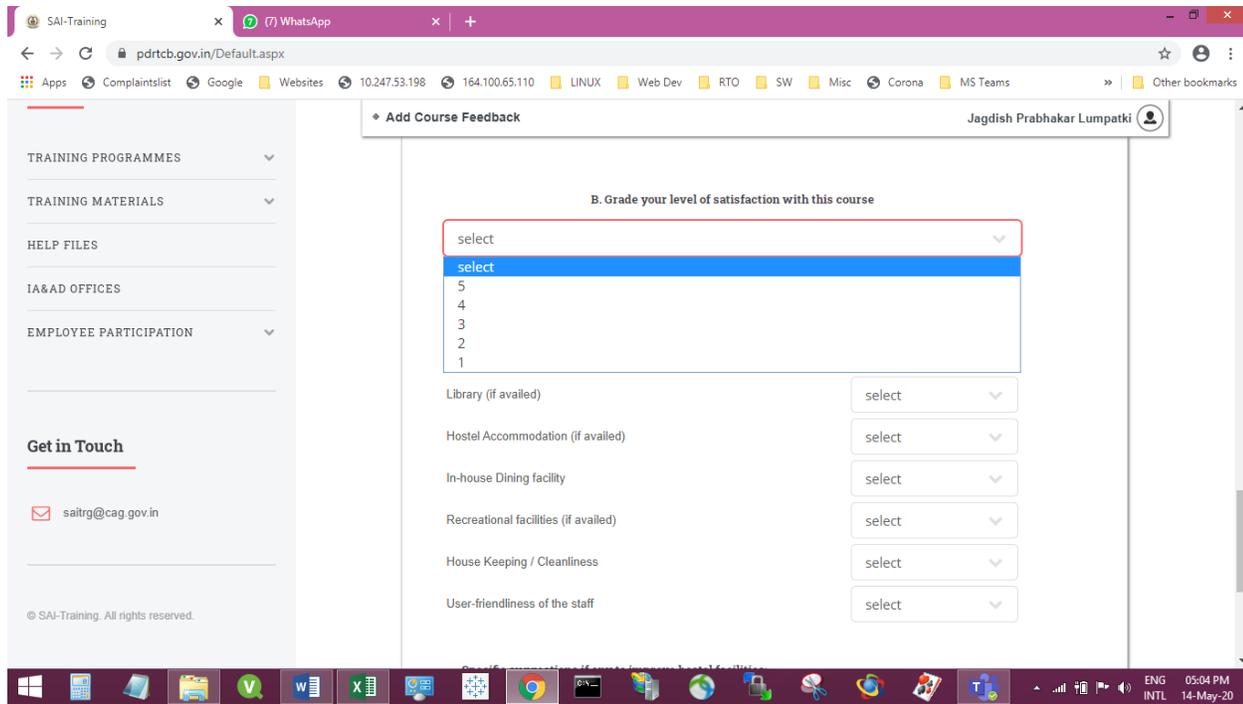


Enter the details (Don't keep blank)

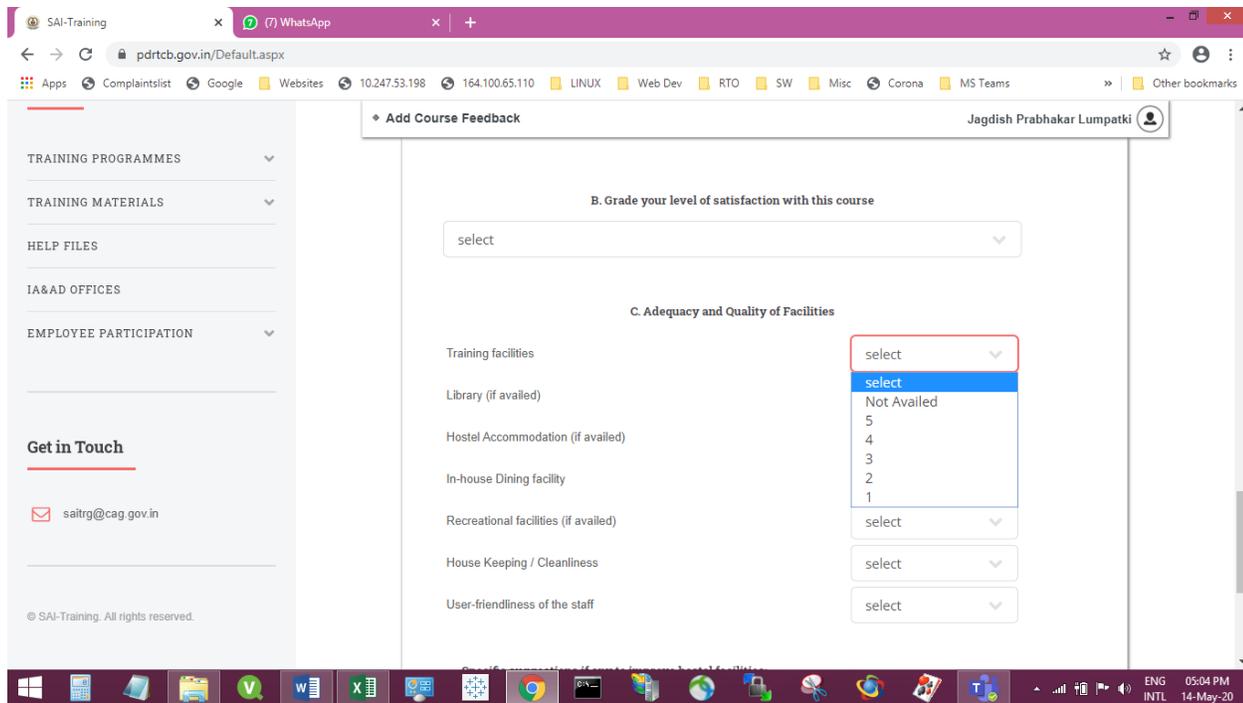
- In case participant do not want to fill anything they may write “Nil”.



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

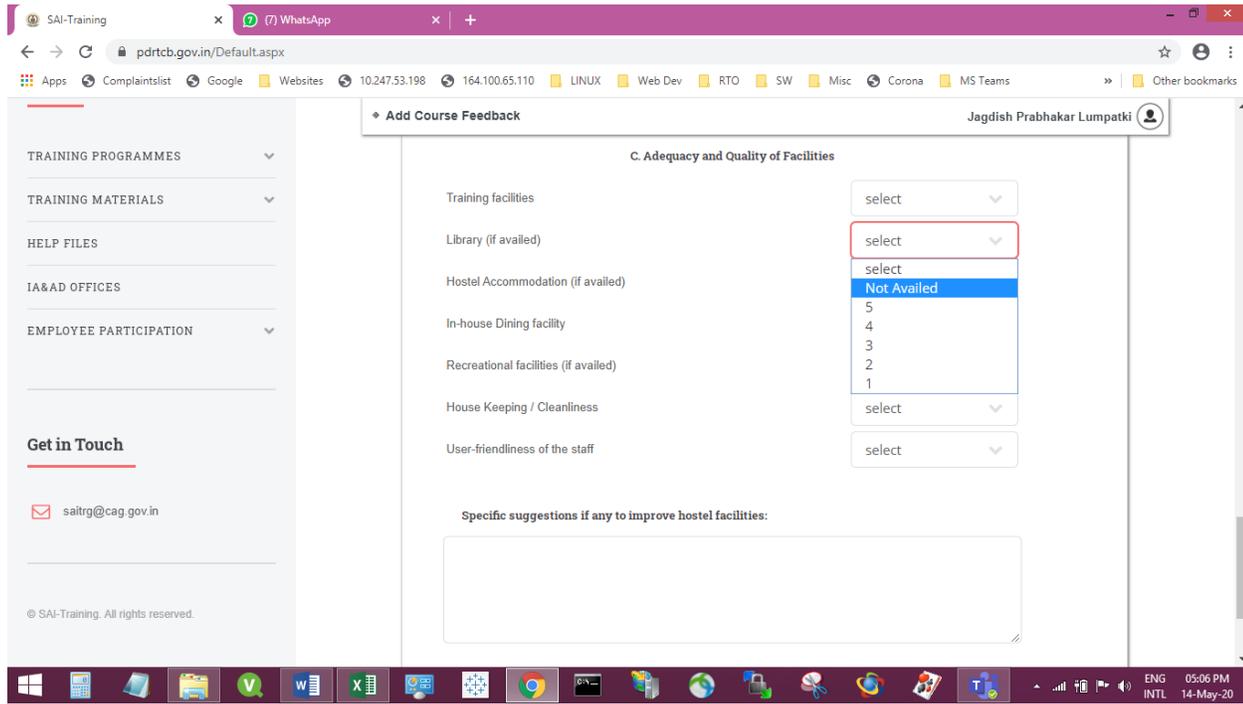


Select from 1 to 5 { 5 = Maximum & 1 = Minimum } while attending Classroom Training and “Not Availed” for Online Training Sessions (if not disabled)



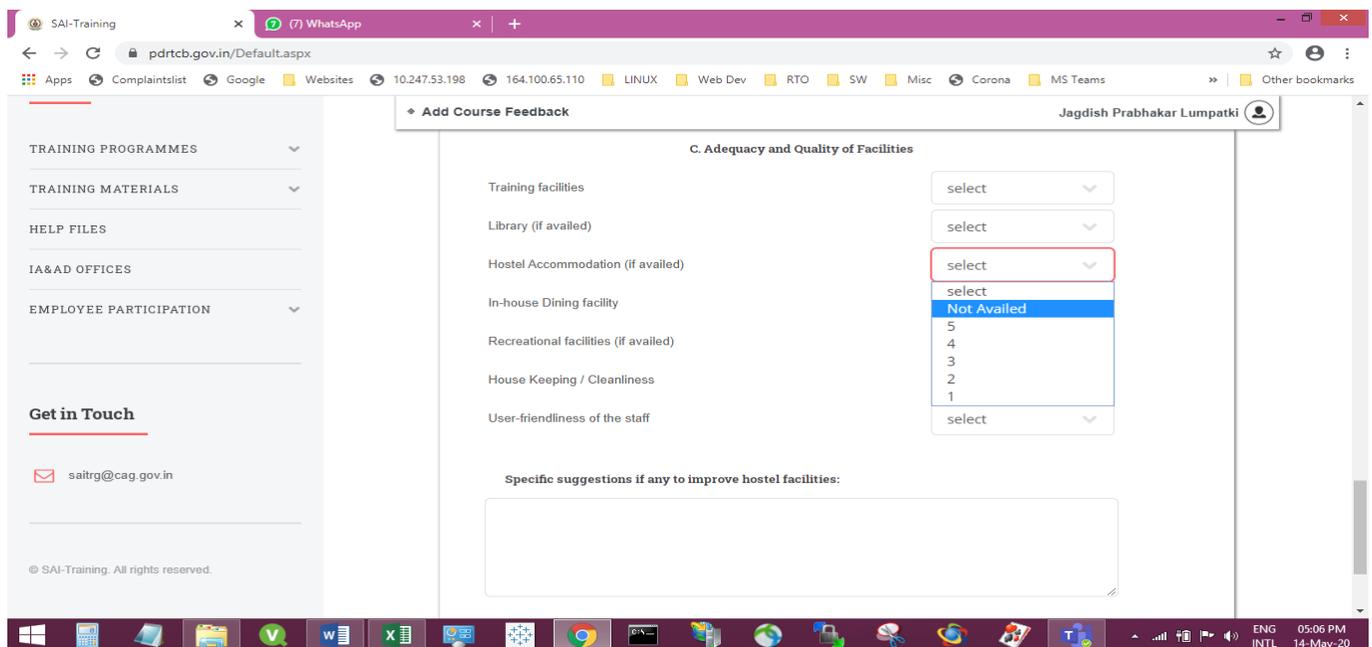
Select from 1 to 5 { 5 = Maximum & 1 = Minimum } while attending Classroom training, ONLY if the Library facilities are availed

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



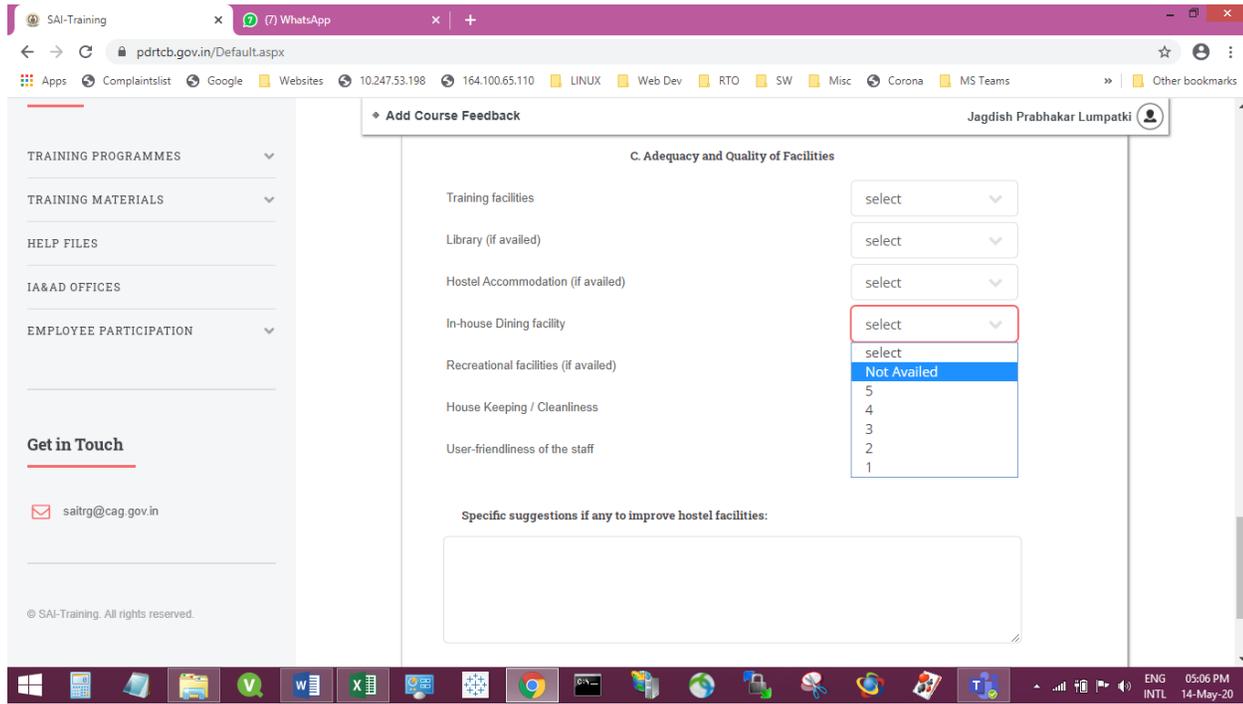
Select from 1 to 5 { 5 = Maximum & 1 = Minimum } while attending Classroom training, ONLY if the Hostel facilities are availed

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

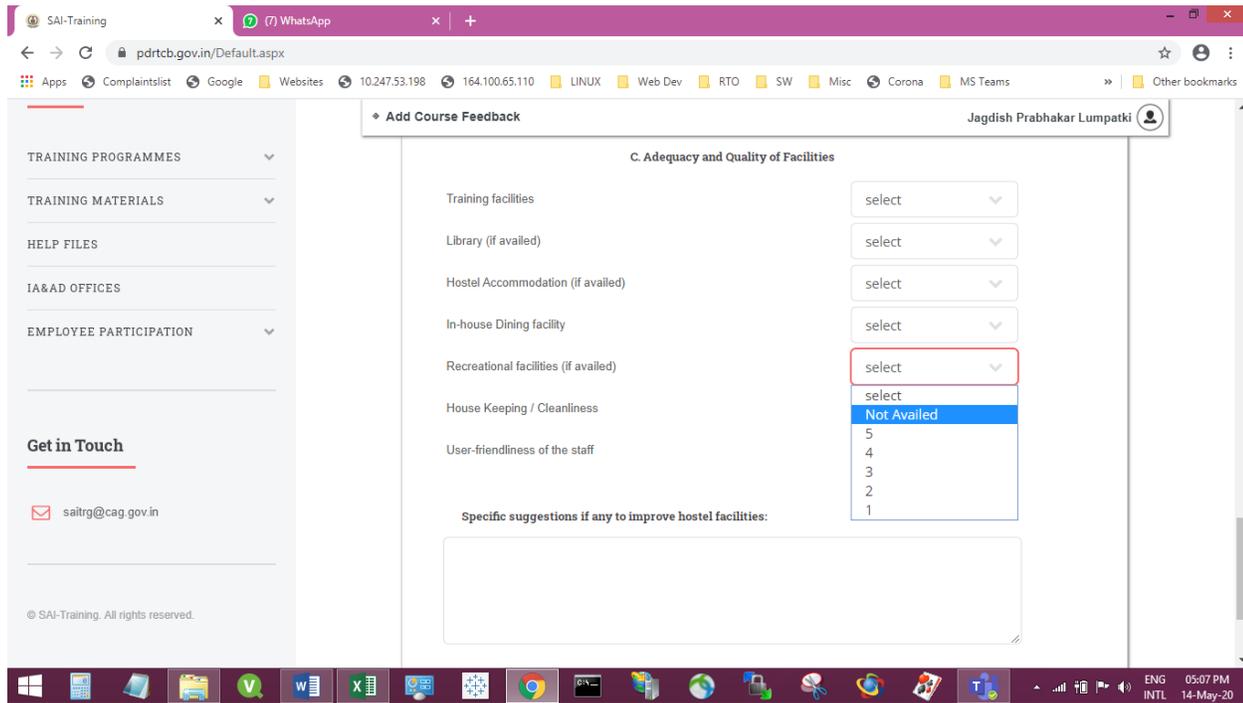


Select from 1 to 5 { 5 = Maximum & 1 = Minimum } while attending Classroom training, ONLY if the Hostel facilities are availed

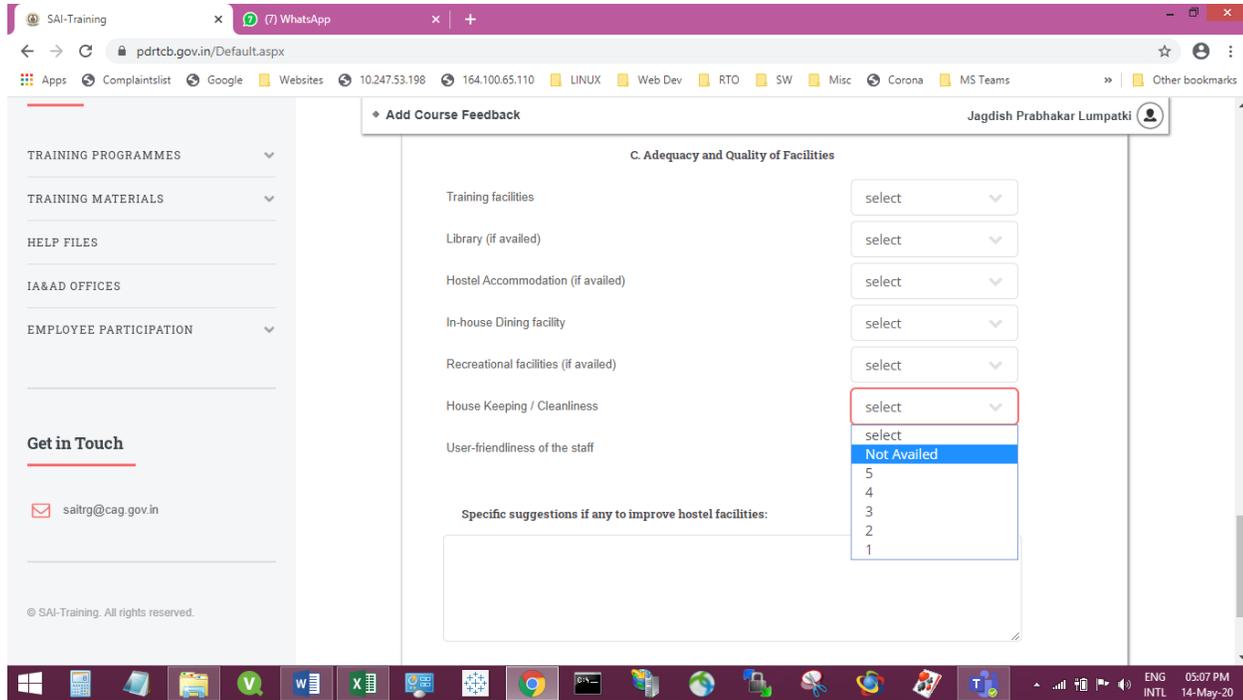
For Online Training Sessions (if not disabled) please select “Not Availed”



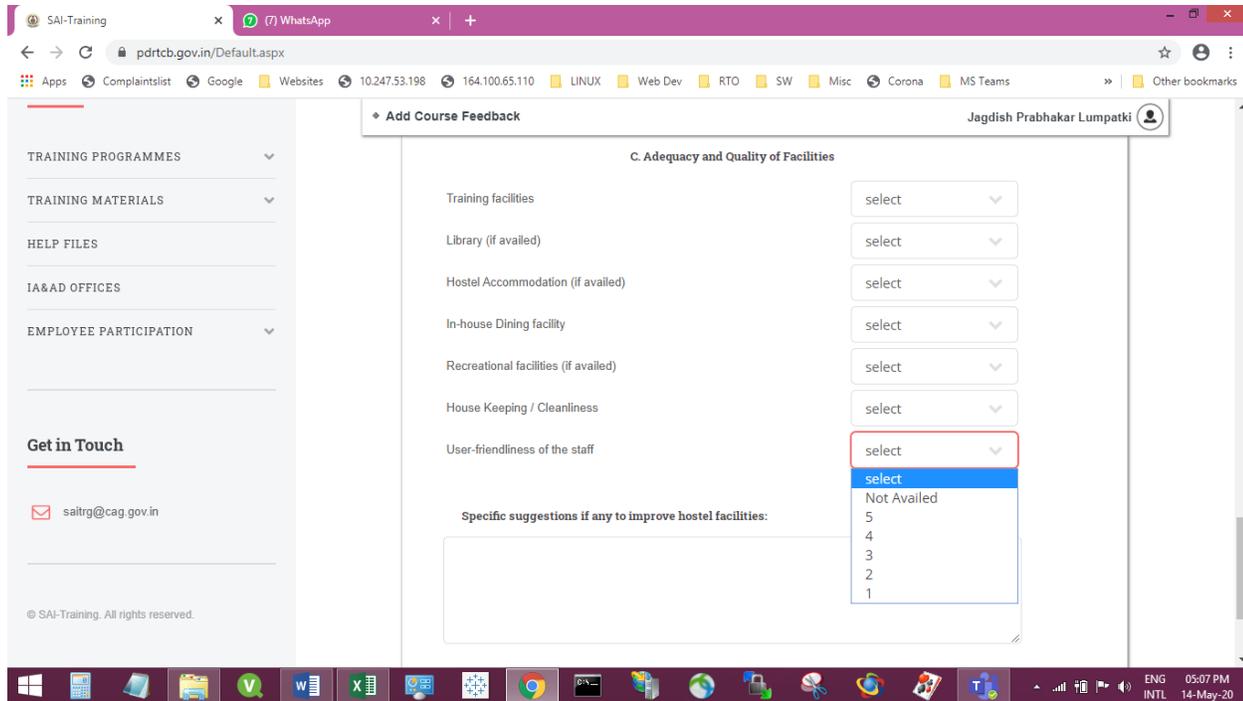
Select from 1 to 5 { 5 = Maximum & 1 = Minimum } while attending Classroom training and “Not Availed” for Online Training Sessions (if not disabled)



Select from 1 to 5 { 5 = Maximum & 1 = Minimum } while attending Classroom training and “Not Availed” for Online Training Sessions (if not disabled)



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



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

The screenshot displays a web browser window with the following elements:

- Browser Tabs:** SAI-Training, (7) WhatsApp.
- Address Bar:** pdrtcb.gov.in/Default.aspx
- Navigation Bar:** Back, Forward, Refresh icons.
- Page Title:** Add Course Feedback
- User Profile:** Jagdish Prabhakar Lumpatki
- Form Fields:**
 - In-house Dining facility: select
 - Recreational facilities (if availed): select
 - House Keeping / Cleanliness: select
 - User-friendliness of the staff: select
- Text Area:** Specific suggestions if any to improve hostel facilities: (with a red border and a cursor)
- Buttons:** ADD FEEDBACK, RESET
- Left Sidebar:**
 - TRAINING PROGRAMMES
 - TRAINING MATERIALS
 - HELP FILES
 - IA&AD OFFICES
 - EMPLOYEE PARTICIPATION
 - Get in Touch
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- Taskbar:** Windows Start button, various application icons (Word, Excel, etc.), system tray showing ENG INTL, 05:07 PM, 14-May-20.