

**M.S. SWAMINATHAN RESEARCH FOUNDATION (MSSRF)
Jamsetji TATA National Virtual Academy For Rural Prosperity**

Capacity Building Report Format

Organized By

1) Title of the Capacity Building Programme

2) Date

Venue

3) No. of Participants

Male

Female

Total

4) Need of the Programme

Demand Driven

Supply Driven

Remarks, if any

5) Purpose & Over All Goal of the Programme

6) Details of Resource Persons

No	Name, Specialisation and Designation	Organisation/ Institution, address & contact No.	Gender	Time Spent		Remarks, if any
				Full	Partial	

7) Details of Content Covered

Date	Session Title & Sub Contents	Course Materials	Remarks, if any

8) Important queries emerged or issues discussed during the interaction

Queries/Issues	Response to the queries and issues

9) List Three Strengths of the programme

10) List Three Limitations or areas of Improvement of the programme

11) List the proposed Follow up Actions

At the Staff Level	At the Participants / Village Level

12) Budget Details

Amount Spent	Mention the categories of Expenditures Made

13) Suggestions, if any

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14) Support Needed from MSSRF, Chennai

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15) Enclose the list of Participants with Name, Age, Edu, Sex, Occupation, community & Address in a separate Form

Note: Attach separate format provided for different target groups like farmers, fisher folk and general category as annexure along with the report

16) Pre evaluation details

17) Post evaluation details

Date

Report By