**Batch Summary Report of Training Field Coordinator (TFC)**

**Name of Training Field Coordinator:**

**Report Date:**   **Batch No.:**

**Report Time:**   **Training Duration:**

**Number of trainees need to complete training in each batch:** Minimum 30 Trainees

**Number of batches need to complete training in each lot:** Minimum 16 Batches

**Number of trainees need to complete training in each lot:** Minimum 480 Trainees

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Reporting Topics** | **Status** | **Detail Explanation if any deviation found and how managed** | **Remarks** |
| **Report Time (Next day noon of the end of each batch training)** |
| 1 | Total number of trainees present in the training |  |  | Male |  | Female |  |
| 2 | Average number of trainees present  |  |  | Male |  | Female |  |
| 3 | Number of trainers conducted training in reporting lot |  |  | Male |  | Female |  |
| 4 | Number of Topics covered for each batch online training |  |  |  |
| 5 | Write detail if any problem arise & how managed |  |