**Training Field Coordinator’s (TFC) Daily Report**

**Name of Training Field Coordinator:**

**Report Date:**

**Report Time:**

**Number of trainees need to present per batch in each day training:** Minimum 30 Trainees

**Number of batches need to be conducted in each day training:** Minimum 16 Batches

**Total number of trainees need to present in each day training:** Minimum 480Trainees

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Reporting Topics** | **Status** | **Detail Explanation if any deviation found and how managed** | **Remarks** |
| **Report Time (within 2:00 hours of finishing each day training)** |
| 1 | Number of districts covered in today’s training |  |  |  |
| 2 | Total number of batches done today |  |  |  |
| 3 | Total Invited Trainees’ |  | Male |  | Female |  |
| 4 | Total number of trainees present |  | Male |  | Female |  |
| 5 | Total Absent  |  | Male |  | Female |  |
| 6 | Average number of trainees present |  |  | Male |  | Female |  |
|  | Number of trainers conducted sessions today |  |  | Male |  | Female |  |
|  | Write in detail if any problem arises and how managed |  |