

# **MONTHLY REPORT**

(to be filled in by DPCs)



## ***Benazir Bhutto Shaheed***

### ***Youth Development Program***



Reporting Period: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Email: -----

Date of Submission: -----

*Address of DMU:*

## Summary:

This report should focus on the training venues, duration, commencement and quality of Trainings. The DPCs will summarize venue wise activities and approved training programs showing progress/status.

### I. Cluster/ District wise Training details:

District	Department	No: of Trades/Fields	Total Number of Trainees		Total No: of Tutors	
			Selected	Reported	Selected	Reported
T.M.Khan	Irrigation					
	W&Services					
T.Allahyar	Irrigation					

Remarks: -----  
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### II. Department Wise Information of Training Institutes/offices/Locations:

(This portion of the report may be repeated for every Institute for class room Trainings and Location/office for field/office attachment.)

District: -----

Department: -----

Name of Institute: \_\_\_\_\_

#### a) (Table-I)

Institute Information		Training Ads. (Available Position of Facilities)					Training Material	
Name of Courses offered	No of Trainees	Multi Media Y/N	White Board (L) Y/N	Daily Class/Training Timings	Functional Practical Lab. Y/N	Building Condition Good/Fair/Poor	Course Books/Material in Sindhi/Urdu/English	
							Tutors	Trainees

Remarks: -----  
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#### b) Institute wise Trainers Information (Table-II)

Name Of Principal / In charge :		
Residential Address:	Phone: Cell:	Email:
Name of Trainers	Subject	Qualification
1.		
2.		
3.		

Remarks: -----  
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c) **Training Discipline wise Information (Table -III):**

Sr. #	Name of Course/ Training	Duration of course	Prescribed Qualification for Trainees	Date of Start	Trainees		Trainers Available	Remarks
					Selected	Joined		
1	2	2	5	6	7	8	9	10
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

Remarks: -----  
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d) **Details of Trainees (Table-IV):**

Name & Father's Name of Trainee	CNIC	Bank Account details	Name of Institute	Course Joined	Average Attendance during last Month
1	3	4	5	6	7

Remarks: -----  
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*Note: (In all above Institution would also include the Location/ office where trainees have been placed for field /office attachment)*

**III. Analysis of Institutes Visit:**

(This portion is supposed to give a narrative and Photographic account of all visits during the month)

**IV. Visit from PCU/Technical Committee/ DCO etc in the Cluster:**

**V. District Coordination Committee proceedings during the month:**

(Remember DPC is Secretary of the DCC, therefore has to submit proposal to DCO for convening its meetings. Regular meetings means more Coordination and problem resolution)

**VI. Monthly Work Plan of DPCs:**

Date	Activity	Expected Outcome	Status