

## **GUIDELINES FOR CONDUCT OF RESETTLEMENT COURSES** **AT REGIMENTAL CENTRE**

Following guidelines shall be adhered by the Training Institutes selected for conducting courses at the Regimental Centres during the Training Year 2014-2015 :-

- (a) Course Coordinator should interact with concerned officer at the Regimental Centre well in advance at least 15 days before the commencement of the course and shall collect relevant information such as location of the Centre, number of participants, requirement of various training aids etc.,
- (b) Ratio of Instructor and participants should not be more than 1 : 20.
- (c) Sufficient Study Material shall be carried for distribution to participants.
- (d) Sufficient training aids in the form of boards, computers, overhead projection system etc shall be carried to the Centre.
- (e) Nominal Roll of the participants required to be forwarded along with the bill has to be countersigned by authorized signatory at the Regimental Centre.
- (f) List of participants having received the certificates to be countersigned by the authorized signatory at the Centre.
- (g) **For DOEACC CCC Courses only** – Institute to ensure installation of at least 10 computers permanently for the whole year for conduct of DOEACC Courses.