**(Region as applicable)**

**TOPIC:**

**TIME: DATE: VENUE :**

**FEEDBACK ANALYSIS - <PLANT VISIT / DOMESTIC MISSION>**

**I.** **Overall Assessment of Presentation\*/Visit** (Please tick -)

1. Presentation by **<<as applicable>>:**

1-Poor

4-Excellent

3-Good

2-Fair

(Ratings: 1–Poor=>Well below Expectation; 2–Fair=>Justified; 3–Good=>Better than Expected; 4–Excellent=>Well beyond Expectation)

1. Relevance to own company:

Extremely Relevant

 Relevant

Marginally Relevant

Negligible

c. Learning from

High

Fairly high

Average

Little

Nothing

- Presentation(s)

* Visit to Shop Floor:

High

Fairly high

Average

Little

Nothing

1. **Any Specific points you would like to highlight:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**III**. **Ideas Implementable at own company**  None Few Many

- Specify one example (if answer is few / many):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Your assessment on Administrative arrangements:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No. | Administrative Arrangements | Poor | Fair | Good | Excellent |
| i) | Response Time from ACMA |  |  |  |  |
| ii) | Registration |  |  |  |  |
| iii) | Environment (Comfort, Audibility, AV, Others) |  |  |  |  |
| iv) | Logistics (Location Map/ Transport Arrangement (by ACMA), if any) |  |  |  |  |
| v) | Catering / Quality of Food |  |  |  |  |

Please give reasons / suggestions, if your marking is low i.e. either Poor or Fair: \_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Low

 High

Adequate

**V.** **Participation Fee:**

**VI.** **Any other Comments:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\* Depending on the number of Presentations, the Program coordinator to make suitable provision to take the feedback for all the presentations