

Guidelines for Training Management by Course Director in CBP Vortal (<http://iasri.res.in/cbp>)

1. **Upload training broacher:** Training broacher should be uploaded in pdf/word format well in advance for inviting participation in the training. In broacher nomination should be invited using CBP Vortal. Participant should apply online for the training program.
2. **Update Training Schedule and E-books:** Training schedule should be uploaded before start of the training program. Participant evaluation will be based on topics listed in the training schedule. Once the training is over then attach lecture files in pdf format and presentation file in ppt format to generate online e-book of the training program.
3. **Approve Participant:** Participant Performa is to be checked online. Course director should approve participant well in advance before the start date of training program. The list can be published in home page after approving participant.
4. **Evaluation:** Participant will fill the evaluation performa online before end date of the before start of the training program. Participant evaluation will be based on topics listed in the training schedule. Once the training is over then attach lecture files in pdf format and presentation file in ppt format to generate online e-book of the training program.
5. **Block trainees for Evaluation:** After completion of evaluation performa by participant, course director should block participants to terminate this process.
6. **Report Submission:** Upload training program report and audit utilization certificate after completion of training program.
7. All process should be completed within 60 days from completion of the training program.

For details, refer help in CBP Vortal site (<http://iasri.res.in/cbp>) and write mail to cbp@icar.gov.in