**TRAININGS/SEMINARS/WORKSHOPS/SHORT-TERM COURSES ATTENDED CERTIFICATE CY ${year}**

${daterange}

**TEACHING STAFF**

${table}

Name of Faculty: ${name}

|  |  |  |  |
| --- | --- | --- | --- |
| **Trainings/Seminars/Workshops/Short-term Course Attended Certificate Title** | **Dates Covered** | **Level** | **No. of**  **Hours** |
| ${certificate\_title} | ${date\_covered} | ${level} | ${num\_hours} |

${/table}

**NON - TEACHING STAFF**

${table2}

Name of Faculty: ${name2}

|  |  |  |  |
| --- | --- | --- | --- |
| **Trainings/Seminars/Workshops/Short-term Course Attended Certificate Title** | **Dates Covered** | **Level** | **No. of**  **Hours** |
| ${certificate\_title2} | ${date\_covered2} | ${level2} | ${num\_hours2} |

${/table2}

**Percentage of faculty who attended seminar/trainings : ${facultypercentage}**

**Percentage of Non - Teaching who attended seminar/trainings : ${nonpercentage}**

Prepared by:

${coordsignature}

**${coordname}**

${deptname} – L&D Coordinator