



দক্ষতামুখী পুষ্টি প্রশিক্ষণ

দীপশিখা

# Reporting Guideline



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**Competency Based Training  
(CBT) in Nutrition**

***Agency: United Nations  
Children's Fund***

***Implementing Partner: National  
Institute of Preventive and  
Social Medicine (NIPSOM)***

**Mohakhali, Dhaka - 1212**

**13 - May - 16**





**দক্ষতামুখী পুষ্টি প্রশিক্ষণ (দীপশিখা)**  
**Competency Based Training (CBT) in Nutrition**  
**Agency:** United Nations Children's Fund (UNICEF)  
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and Social Medicine (NIPSOM)



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## Software Requirements

The templates have been developed using Microsoft Excel.  
It will work with Excel 2010 and later versions.

## Report Types

1. Batch wise report
2. Report at the end of training in Upazila Level
3. Monthly Report
4. Final Report after completion of the assignment

## Submission Deadline

Report Type	Deadline
Batch wise report	2 days after the end of each training module
Report at the end of training in Upazila Level	5 days after the end of training in Upazila
Monthly Report	3 <sup>rd</sup> day of the following month
Final Report after completion of the assignment	7 days after completion

### Important:

Deadlines for submitting reports should be strictly maintained.

Failure to adhere to deadlines 3 times would necessitate a written explanation, before further reports can be submitted. In such an event, the responsible District Trainer Group would be notified through email. The explanation should be sent to the **Project Manager** of CBT in Nutrition, NIPSOM.

## Coding System

- **District Codes**

Phase	Sl.	District / City Corporation	Code
1 <sup>st</sup> Phase	1)	Chapai Nawabganj	CN
	2)	Chuadanga	CH
	3)	Faridpur	FA
	4)	Moulvibazar	MO
	5)	Pirojpur	PI
2 <sup>nd</sup> Phase	6)	Chittagong City	CC
	7)	Comilla	CO
	8)	Habiganj	HA
	9)	Nilphamari	NI
	10)	Sirajganj	SI
3 <sup>rd</sup> Phase	11)	Noakhali	NO
	12)	Pabna	PA
	13)	Panchagarh	PN
	14)	Sylhet City	SC

- **Trainer ID:**

**Format:** CBT - DT - District Code - Serial

Example:

CBT - DT - CN - 001                      CBT - DT - CC - 021

- **Group ID:**

**Format:** CBT - DT - District Code - GR - Group ID

Example:

CBT - DT - CN - GR - A                      CBT - DT - CN - GR - B

CBT - DT - CC - GR - A                      CBT - DT - CC - GR - B

- **Module Codes:**

Module Name	Code
Module 1	M1
Module 2	M2

## Report Naming Convention

- **Batch wise report:**

**Format:** District Code - Upazila Name - Module Code - Batch Number

Example:

CN - Bholahat - M1 - 001                      CN - Bholahat - M2 - 001

- **Report at the end of training in Upazila level**

**Format:** District Code - Upazila Name

Example:

CN - Bholahat

- **Monthly Report**

**Format:** District Code

Example:

CN

- **Final Report after completion of the assignment:**

**Format:** Trainer ID

Example:

CBT - DT - CN - 001

## Common Errors

Maintain proper spacing and case in file names.

CN-CS OFFICE-M1-001                      => **Wrong**

CN - CS Office - M1 - 001                      => **Correct**

## Batch Numbering

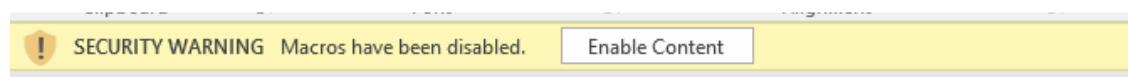
Whenever Upazila and / or Module change, batch number should restart at 001.

District	Upazila	Module	Report Name	Comment
Chapai Nawabganj	CS Office	Module 1	CN - CS Office - M1 - 001	
		Module 2	CN - CS Office - M2 - 001	Change of Module
	Bholahat	Module 1	CN - Bholahat - M1 - 001	Change of Upazila
		Module 2	CN - Bholahat - M2 - 001	Change of Module
		Module 1	CN - Bholahat - M1 - 002	2 <sup>nd</sup> batch of Module 1
	Shibganj	Module 1	CN - Shibganj - M1 - 001	Change of Upazila
		Module 2	CN - Shibganj - M2 - 001	Change of Module

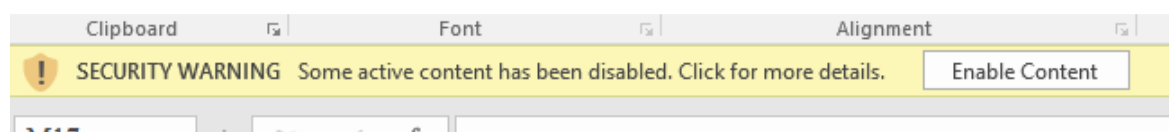
## Filling Up Reports

At first, make sure that active content is enabled. Either of the two messages below will be visible.

1.



2.



Press the “Enable Content” button in both cases. Otherwise, the template will not work properly.

- Worksheet **TAR**

Select from List	Type Values
District	Venue
Upazila	Name
Module	Place of Posting
Group ID	Mobile
Start Date (Day, Month, Year)	Email
End Date (Day, Month, Year)	
Gender	
Designation	
Present / Absent (Day 1, Day 2, Day 3)	

- Worksheet **SA**

Only 3 fields need to be filled in:

Total Participants

Correct Answer Pre Test

Correct Answer Post Test

- Worksheet **OVERVIEW**

This worksheet is only for observing the provided inputs in worksheet TAR. No input is required.

- Worksheet **EMAIL**

Press the “Save” button to save your report. Pressing the button ensures that the file is saved with proper name, which will be automatically set from your inputs. Copy the email subject and paste it while writing email.

**Important:**

Whenever you are typing in values do not use Upper or Lower Case. Always capitalize first letter of each word.

DR. ABDUR RAHIM	=>	Wrong
dr. abdur rahim	=>	Wrong
Dr. Abdur Rahim	=>	Correct

## Submitting Reports

### How to submit

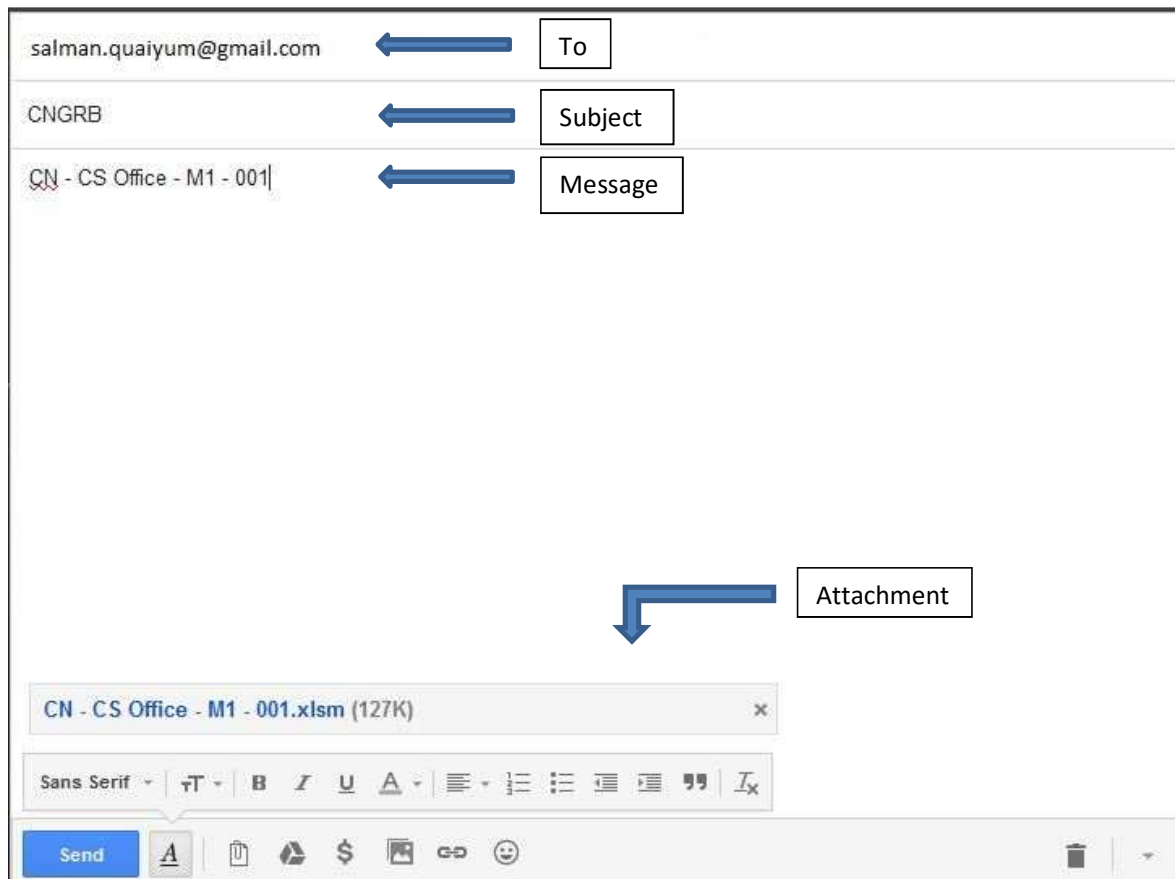
- **Send email to:**  
Salman Quaiyum (salman.quaiyum@gmail.com)
- **Email Subject:** [District Code][GR][Group ID]

Group ID	Email Subject
CBT - DT - CN - GR – A	CNGRA
CBT - DT - CN - GR – A	CNGRB
CBT - DT - CC - GR – A	CCGRA
CBT - DT - CC - GR – B	CCGRB

- **Attachment:** Attach the properly filled in excel file.
- **Message / Body:** Report Name

Report Name	Message
CN - Bholahat - M1 – 001	CN - Bholahat - M1 - 001
CN - Bholahat - M2 – 001	CN - Bholahat - M2 - 001

## Email Example



## Common Errors

- **Wrong subject**  
Example:  
Report of Module 1, Batch Report
- **Salutation**  
Example:  
Dear Sir, Hello
- **Email Signature**  
Custom email signature,  
Signature auto-generated by antivirus software

**Important:** Do not write anything in the email outside the prescribed Guideline.

## Reporting Record Keeping

Records are being kept about the time of receiving training reports.

Received At	From	Group	Report
April 10, 2016 at 01:40AM	shahednishu@gmail.com	CHGRA	CH - CS Office - M1 - 001

## Importance of Training Reports

### Trainee Database

All of the reports are being imported into a database. At the end of the training, we will have information of all the trainees. This would be invaluable in conducting training programs in future.

Name	Gender	Designation	PlaceOfPosting	Mobile	Email	District	Upazila	Module	Batch	StartDate
Most.Sapla Khatun	Female	SACMO	Daipukuria	01791884550		Chapai Nawabganj	Shibganj	Module 1	2	23-Apr
Md.Azizul Haque	Male	SACMO	UHC,Shibganj	01718416630		Chapai Nawabganj	Shibganj	Module 1	2	23-Apr
Ratan Saha	Male	AHI	Pirojpur Sadar	01715352453		Pirojpur	Pirojpur Sadar	Module 1	1	23-Apr
Jakir Hossain	Male	AHI	Pirojpur Sadar	01735538773		Pirojpur	Pirojpur Sadar	Module 1	1	23-Apr
Shikha Halder	Female	HI	Pirojpur Sadar	01723283328		Pirojpur	Pirojpur Sadar	Module 1	1	23-Apr
Shikha Rani Karmaker	Female	AHI	Pirojpur Sadar	01716329742		Pirojpur	Pirojpur Sadar	Module 1	1	23-Apr
Dipali Kana Bhim	Female	AHI	Pirojpur Sadar	01719778625		Pirojpur	Pirojpur Sadar	Module 1	1	23-Apr
Meherunnessa Khanam	Female	AHI	Pirojpur Sadar	01718763499		Pirojpur	Pirojpur Sadar	Module 1	1	23-Apr
Nazibunnessa	Female	AHI	Pirojpur Sadar	01721097767		Pirojpur	Pirojpur Sadar	Module 1	1	23-Apr
Chiranjib Halder	Male	FPI	Pirojpur Sadar	01716950951		Pirojpur	Pirojpur Sadar	Module 1	1	23-Apr
Rezaul Karim	Male	FPI	Pirojpur Sadar	01749338362		Pirojpur	Pirojpur Sadar	Module 1	1	23-Apr
Md. Arifuzzaman	Male	FPI	Pirojpur Sadar	01926499328		Pirojpur	Pirojpur Sadar	Module 1	1	23-Apr
Kishor Kumar Mondal	Male	FPI	Pirojpur Sadar	01925439655		Pirojpur	Pirojpur Sadar	Module 1	1	23-Apr
Murad Talukder	Male	FPI	Pirojpur Sadar	01740997050		Pirojpur	Pirojpur Sadar	Module 1	1	23-Apr
Timir Kumar Guha	Male	AHI	Pirojpur Sadar	01719733382		Pirojpur	Pirojpur Sadar	Module 1	1	23-Apr
Ranjit Halder	Male	AHI	Pirojpur Sadar	01823606458		Pirojpur	Pirojpur Sadar	Module 1	1	23-Apr
MD. Abdul Barik	Male	HI	Pirojpur Sadar	01917929424		Pirojpur	Pirojpur Sadar	Module 1	1	23-Apr
Md. Abul Kalam Khalifa	Male	AHI	Pirojpur Sadar	01718207967		Pirojpur	Pirojpur Sadar	Module 1	1	23-Apr
Dr. Lina Akhter	Female	MODC	Pirojpur Sadar	01726017007		Pirojpur	Pirojpur Sadar	Module 1	1	23-Apr
Dr. Md. Hasan Moshir Shawon	Male	MOPHN	Pirojpur Sadar	01922467171		Pirojpur	Pirojpur Sadar	Module 1	1	23-Apr
Chabi Rani Howlader	Female	PHN	Pirojpur Sadar	01732539551		Pirojpur	Pirojpur Sadar	Module 1	1	23-Apr
Md. Jahangir Hossain	Male	HI	Pirojpur Sadar	01712380192		Pirojpur	Pirojpur Sadar	Module 1	1	23-Apr
Md. Nazrul Islam Haq	Male	SACMO	Pirojpur Sadar	01712283403	nazrul1011968@gmail.com	Pirojpur	Pirojpur Sadar	Module 1	1	23-Apr
Md. Abul Kalam Khan	Male	HI	Pirojpur Sadar	01714352636		Pirojpur	Pirojpur Sadar	Module 1	1	23-Apr
Dr. Nani Gopal Roy	Male	RMO	Pirojpur Sadar	01914455509		Pirojpur	Pirojpur Sadar	Module 1	1	23-Apr
Maksuda Akter	Female	AHI	Pirojpur Sadar	01777532497		Pirojpur	Pirojpur Sadar	Module 1	1	23-Apr
Md.Shamim Hossain	Male	SACMO	Namotocory	01770653245		Chapai Nawabganj	Shibganj	Module 1	3	02-May
Md.Mainul Islam	Male	SACMO	Monakosa	01712743296		Chapai Nawabganj	Shibganj	Module 1	3	02-May

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## Analysis

Several types of analysis are being performed on data which helps in monitoring the progress of the training program and enables making informed decisions.



Trainee Designation	Module 1	Module 2	Total
ADCC	1	1	2
ADFP	1	1	2
AHI	34	16	50
AUFPO	3	3	6
CS	4	4	8
DCS	1	1	2
DDFP	5	5	10
DHS	6	6	12
FPI	35	25	60
FWA	7		7
HEO (Jr)	3	3	6
HEO (Sr)	5	5	10
HI	8	2	10
MO	1	1	2
MO (Clinic)	5	5	10
MOCS	7	7	14
MODC	6	5	11
MO-MCH	2	2	4
MOPHN	3	2	5
Nurse (PU)	5	2	7
PC	9	9	18
PHN	5	4	9
RMO	4	3	7
SACMO	17		17
SACMO-FP	2		2
SI	2	2	4
UFPO	26	26	52
UHFPO	30	30	60
<b>Total</b>	<b>237</b>	<b>170</b>	<b>407</b>

Trainee Class	Class 1 Module 1	Module 2	Class 2 Module 1	Module 2	Class 3 Module 1	Module 2	Total
<b>Chapai Nawabganj</b>							
CS Office	20	20	4	4			48
Shibganj	4	4	1	1	45	20	75
<b>Chapai Nawabganj Total</b>	<b>24</b>	<b>24</b>	<b>5</b>	<b>5</b>	<b>45</b>	<b>20</b>	<b>123</b>
<b>Chuadanga</b>							
CS Office	15	15	2	2			34
Alamdanga	1	1	4	1	20	10	37
<b>Chuadanga Total</b>	<b>16</b>	<b>16</b>	<b>6</b>	<b>3</b>	<b>20</b>	<b>10</b>	<b>71</b>
<b>Faridpur</b>							
CS Office	23	23	3	3			52
<b>Faridpur Total</b>	<b>23</b>	<b>23</b>	<b>3</b>	<b>3</b>			<b>52</b>
<b>Moulvibazar</b>							
CS Office	22	22	3	3			50
Rajnagar	2	2	1	1	20	15	41
<b>Moulvibazar Total</b>	<b>24</b>	<b>24</b>	<b>4</b>	<b>4</b>	<b>20</b>	<b>15</b>	<b>91</b>
<b>Pirojpur</b>							
CS Office	21	21	2	2			46
Pirojpur Sadar	2		2		20		24
<b>Pirojpur Total</b>	<b>23</b>	<b>21</b>	<b>4</b>	<b>2</b>	<b>20</b>		<b>70</b>
<b>Total</b>	<b>110</b>	<b>108</b>	<b>22</b>	<b>17</b>	<b>105</b>	<b>45</b>	<b>407</b>

## Error Reporting

It is possible to face some errors or problems while filling in reports.

In such an event, send an email to [salman.quaiyum@gmail.com](mailto:salman.quaiyum@gmail.com) with Subject **Bug: Reporting Template**.

Attach a screenshot to illustrate the error.