

**Frequently Asked Questions (FAQs)**  
**About**  
**the Training Programmes**  
**of**  
**RSPC, Jaipur**

**Q 1. Can RSPC organize programmes to suit the topic, dates, venue of the sponsoring organizations?**

A. Yes, it can be arranged, provided there are at least ten participants, and the details of dates, venue and the topic are made available to RSPC, about two months in advance.

**Q 2. Is it possible to get discount each for more than 5 participants and also for payment of fees to RSPC 15 days in advance.**

A. Only one discount is admissible.

**Q 3. What is the medium of conducting the programme?**

A. Generally the medium is a mix of English and Hindi, with the technical portions being covered in English only.

**Q 4. Are you providing copies of notes of the portions covered?**

A. Yes, These are being given in the form of pen drive or photo copies.

**Q 5. What is the procedure of refund of fees, in case one or more of the participants are unable to participate in the training programme for which their names were nominated?**

A. Normally RSPC insists that the payment of fees must be received in advance, for the nominated participants. In case of non arrival of one or more participants the fees will not be refunded. Only in exceptional cases, RSPC may allow participation in anticipation of fees, in which case also the fees for all the nominated participants must be paid to RSPC, in reasonable time.

**Q 6. Is there any examination after the completion of the programme?**

A. There is self-assessment, feedback, and evaluation by the faculty.

**Q 7. Does RSPC, Jaipur have any organization of the past participants of earlier training programmes of RSPC, to keep contacts even after the completion of the programme?**

A. The participants of a training programme are given details of mobile nos. etc. of all the participants of that programme and they can keep contact with each other. They can keep contact with RSPC also. At present there is no arrangement for forming of an Alumni Association of such participants, but in due course of time it can be considered. This will be an added advantage to the participants by way of net working.

**Q 8. In case any participant arrives before the check in time or desires to stay beyond the check out time in the Hotel, will the Hotel accommodate him?**

A. Arrangements are made with the Hotel, as per agreed timings, intimated to all concerned. If there are changes to that, for any participant, the matter has to be discussed and decided by the participant with the Hotel directly, which may involve making of additional payments, by the participant.

Also, before departing from their stations, the participants must telephonically confirm from RSPC Office, that the Training Programme is being organized as scheduled, and that there are no changes.

**Q 9. Does RSPC give a certificate of participation to the participants.**

A. Yes, it is given.

**Q 10. Can RSPC arrange specific requirements for the participant like a corner room?**

A. Room allocation in the Hotel is done directly by the Hotel authorities. RSPC has no say in such matters.

**Q 11. When the participants reach the Hotel, how should they check about reservation of rooms for them?**

A. Accommodation at the Hotel is reserved in the name of Rajasthan State Productivity Council (RSPC), Jaipur and not in the individual names of the participants.

**Q 12. In case a participant has paid the fees, but he or she is unable to participate, will the fees be refunded?**

A. Fees once paid for participation in a training programme will not be refunded.

**Q 13. How does RSPC ensure correctness of the names of participants on the certificates?**

A. Participants and/or their sponsoring organizations should send a communication, much in advance, intimating in capital and clear letters, the names of the participants with proper title like Dr./Mr./Mrs./Ms., for printing on the certificates. It will not be possible to incorporate any subsequent changes.

**Q 14. How does RSPC ensure timely communication of information and/or any changes, to the participants, in case of need?**

A. Sponsoring organizations and/or the participants should provide, much in advance, mobile number/landline number/e mail ID of the sponsoring organization representative, as well as for each of the individual participants.

### **Why RSPC for Training Programme**

1. RSPC is having experience of more than 50 years in the field of organizing of Training in various Productivity related topics.
2. It has been having on its rolls, experienced experts in various topics for this purpose.
3. It has linkages with other similar Organizations/Institutions, to obtain the services of their experts, for such requirements, where necessary.
4. Its clientele, in the recent year, has been from different categories of Organizations of India.
5. It also provides an option to organize Training Programmes for specific requirements of a particular client for topic of training, dates and venue in the country.
6. These Training Programmes are organized for various levels of personnel, from Industrial and Service Organizations.
7. Details of the Training Programmes are posted on RSPC website from time to time.
8. Feedback from the participants of the various Training Programmes has been Excellent.