

CPE ADVISORY

3. SUPERVISORS AND MONITORS

3.A Introduction

3.A.01 The Statement on Continuing Professional Education issued by the Institute requires that the Continuing Professional Education Committee (CPEC) shall issue directions and other guidelines from time to time to enable program organisers as well as all other persons connected with Continuing Professional Education (CPE) activities at Programme Organizing Units (POUs) level as defined in the Statement on CPE, to discharge their responsibilities.

3.A.02 The Statement on Continuing Professional Education further requires that the CPEC should review the programs conducted by various POUs and prepare reports, which shall be duly presented before the Council of the Institute. The Statement further requires that the reviews shall not only focus on the number of programs conducted and adherence to the CPE calendar, but shall also, on the basis of samples as may be decided by the CPEC, examine the quality of the programs and in turn the attainment of learning objectives.

3.A.03 The Statement also provides that in order to conduct such reviews, the CPEC shall set up a formal mechanism and also issue such guidelines as may be, in its opinion, deem necessary. This advisory is being issued to meet the requirements mentioned hereinabove to enable the POUs to maintain high level of quality in the CPE Programmes.

3.A.04 'Formal mechanism' as contained in para 3.A.03 above encompasses the following:

- Appointment of supervisors and monitors for all POUs by the CPEC.
- CPEC Secretariat shall provide all the guidelines issued from time to time to all the supervisors and monitors.
- Reports by Monitors on the CPE Programmes monitored by them at the POUs level.
- Preparation of consolidated reports by the Supervisors on the basis of the reports of the Monitors at the Regional Level.
- Submission of the consolidated reports by the Supervisors to the CPEC on a periodical basis.

3.B Appointment of Supervisor and Monitors

3.B.01 The CPEC will appoint supervisors and monitors through the Regional Monitoring Committees constituted by it for the purposes of this advisory and to meet the objectives as envisaged in the Statement on Continuing Professional Education. The Supervisors and Monitors shall be appointed out of the available local members on voluntary basis. The Supervisors and Monitors may preferably be appointed as per the following criteria:

(i) CPE Study Circles/Chapters/Groups - One monitor and one supervisor each

(ii) Regional Council/Branches

| Number of members | Monitor | Supervisors |
|-------------------|---------|-------------|
| 0-1000 | 1 | 1 |
| 1001-3000 | 2 | 1 |
| 3001-5000 | 3 | 1 |
| 5001 and above | 4 | 1 |

3.B.02 The term of a Supervisor/Monitor should be at least for a period of 2 years.

3.B.03 The RMCs reserve the right to replace any supervisor or monitor, whenever deemed necessary.

3.C Functions of Supervisors

3.C.01 The Supervisor should prepare a consolidated CPE Review Report in **Form 1** on the basis of the reports submitted by the Monitors. The consolidated CPE Review Report should be submitted with the consolidated feedbacks of the Monitors to the CPE Committee of the Institute. The CPE Secretariat should prepare a consolidated report of all the reports of the Supervisors and place the same before the CPE Committee.

3.C.02 The consolidated Review Report by the Supervisors has to be submitted for every quarter as per the following schedule:

January – March -- Latest by 30th April

April – June -- Latest by 31st July

July – September --Latest by 31st October

October – December --Latest by 31st January of the immediately following year

3.D **Functions of Monitors**

3.D.01 The Monitors, for purposes of achieving the objectives of the Statement on CPE and to ensure adherence to the CPE advisories by the POU's may attend the CPE Programmes organized by the POU's. The Monitors should be aware of the existing CPE Statement/Advisories/CPE Guidelines/Council Directions issued from time to time and encourage their compliance in form and spirit.

3.D.02 The Monitors should confirm in their reports that the CPE Programmes have been structured in accordance with the relevant Advisory issued by the Institute.

3.D.03 Where there is substantial deviation of a particular CPE Program from the Advisory issued in this regard, the monitor should apply **his/her** judgment to find out whether such deviation is in the interest of the continuing professional education requirements of the members and such deviation will ensure achieving the objectives as contained in the Statement on CPE.

3.D.04 The Monitors should see whether the CPE programme was conducted to meet the objectives as proposed for the particular programme and had led to the anticipated results as envisaged while formulating such programme by the concerned POU.

3.D.05 The Monitors should ensure accurate and strict recording of attendance by the concerned POU.

3.D.06 The Monitors should submit a report, in the prescribed format, to the concerned supervisors.

3.E **Submission of Monitors Report**

3.E.01 Each POU, wherever applicable, should periodically provide – at the time of claiming CPE Grants from the Institute - the Monitor's Report prepared by the Monitor appointed in terms of this Advisory.

3.E.02. The Monitor's Report should be in **Form 2**.

3.F **CPE Credit to the Supervisors/Monitors**

3.F.01 Where the Supervisors/Monitors have attended the entire CPE Programme for the purposes of this Advisory, they will be eligible for CPE Credit which are available to the participants of the particular CPE Programme.

3.G Frequency of Supervision

- 3.G.01 Each POU should get their CPE Programmes monitored at least twice in a quarter. This frequency can be increased by the CPEC in due course of time.
- 3.G.02 Supervisors and Monitors are not required to pay the delegate fee for the programmes attended by them in the capacity of Supervisor and Monitor.
- 3.G.03 Residential Programmes, Regional Conferences, National Conferences, All India Conferences, International Conferences and Study tours abroad are not within the purview of Supervisor and Monitors.
- 3.G.04 The Supervisors and monitors are not entitled to claim any reimbursement in respect of travel cost, boarding and lodging or any other expenses.

3.H Review Outcomes

On the basis of the Reports of the supervisors or monitors, the CPE Committee will analyse the information received and prepare report on their findings and submit the same to the Council of the Institute with appropriate recommendations wherever necessary, as to the level of the capacity building by various POUs through the CPE Programmes.

3.I Effective Date

This advisory comes into effect from 1st November, 2011.

Form 1
Format of the Report of the Supervisors
(See para 3.C.01)

1. Name and contact details of the Monitors allocated
2. Name of the Region Covered in this Report
3. Period under report
4. Number of POUs in your Region
5. Number of CPE Programmes conducted by the POUs
6. Frequency of CPE Programmes conducted by the POUS

| Frequency of CPE Programmes | Number of POUs |
|------------------------------------|-----------------------|
|------------------------------------|-----------------------|

No. CPE Programmes

Between 1-2

Between 3-4

Between 5-6

Between 7-8

More than 8

7. Your observations regarding the POUs, which have not conducted any CPE Programmes.

7.1 _____

7.2 _____

7.3 _____

8. Do you feel that the number of CPE Programmes conducted by the POUs in your region is adequate to meet the minimum CPE Requirements of the members – in the light of the number of POUs and the number of members in your Region. (Please tick at the appropriate place)

a) Yes

b) No

9. Considered views about the qualitative performance of the POUs (based on the Reports of the Monitors and your own assessment)

Signature

Name and contact details of the Supervisor

Form 2
Format of the Report of the Monitors
[Refer Para 3.E.02]

1. Name and Membership Number and contact details of the CPE Monitor
2. Details of the CPE Programme Monitored.
 - 2.1 Name of the POU
 - 2.2 Title of the CPE Programme
 - 2.3 Date of the CPE Programme
 - 2.4 Venue of the CPE Programme
Programme structure (Enclose full details of the programme structure as an annexure to this form)
3. CPE Credit Hours Granted to the Participants:
4. Details of the CPE Credit approval from the CPE Secretariat of the Institute:
Date of application for the CPE Credit: _____
Date of approval of the CPE Credit: _____
5. Whether in your view adequate advance notice has been given to the members of the Institute to explore the possibility of attending the above CPE Programme
 - a) Yes
 - b) No
6. Whether in your view adequate efforts have been taken by the POUs to provide an opportunity to the members residing in mofussil areas and remote places to explore the possibility of attending the above CPE Programme
 - a) Yes
 - b) No
7. Whether the programme started at the announced time?
 - a) Yes
 - b) No
8. Whether the attendance was taken in between the programme mentioning the time of attendance?
 - a) Yes
 - b) No
9. Whether the attendance with membership number and signatures has been taken systematically in the beginning of the programme?
 - a) Yes
 - b) No
10. Number of participants in the beginning of the programme (first 30 minutes) and end of the programme (last 30 minutes)
11. Whether the CPE Credits awarded were in accordance with the Statement on CPE ?
(Please tick at the appropriate place)
 - a) Yes
 - b) No

12. Please indicate your assessment of the following aspects of the programme :

(Please tick at the appropriate place)

| S.No. | Details | Excellent | Good | Moderate | Poor |
|-------|---|--------------------------|--------------------------|--------------------------|--------------------------|
| i | Programme Design | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ii | Background Material | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| iii | Academic/Technical Content | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| iv | Degree of appropriateness of the learning methodology | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| v | Professional Appeal | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| vi | Professional Utility | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

13. How were the arrangements made by the POU for the CPE programme?

(Please tick at the appropriate place)

- i Meticulous and Excellent
- ii Good
- iii Satisfactory but average
- iv Need to be improved
- v Other comments, if any.

14. In your opinion, was the CPE programme too tight scheduled?

- a) Yes
- b) No

15. After attending the training programme, do you feel that the participants have been
(Please tick at the appropriate place)

- i Enriched with knowledge and highly motivated
- ii Enriched with knowledge only
- iii No enrichment and mere attendance for the programme

16. Whether sufficient interaction time was given to faculty/ies?

- a) Yes
- b) No

17. Having been through this programme please give your suggestions for improvements of the future programme(s) by the POUs.

18. Kindly indicate how effective were the individual sessions/topics to you (Please tick at the appropriate place)

| S.No | Topic | Faculty | Excellent | Very Good | Good | Fair |
|------|-------|---------|-----------|-----------|------|------|
| i | | | | | | |
| ii | | | | | | |
| iii | | | | | | |
| iv | | | | | | |

Signature

Place:

Date: