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Guidelines for conducting Induction Training Courses for FRO Trainees as per the Entrance and Training Rules (Revised), 2004 for the award of Certificate in Forestry

प्रकृतिः रक्षति रक्षिता

Nature Protects if She is Protected

Government of India
Ministry of Environment, Forest & Climate Change
DIRECTORATE OF FOREST EDUCATION
P.O. New Forest – 248006, Dehradun, Uttarakhand

Government of India
Ministry of Environment, Forest & Climate Change

Directorate of Forest Education

P.O. New Forest – 248006, Dehradun, Uttarakhand

No. 4-547/Trg.II/DFT-2012/**1047-60** Dated 8th June, 2016

Guidelines for conducting Induction Training Courses for FRO Trainees as per the Entrance and Training Rules (Revised), 2004 for the award of Certificate in Forestry

The Directorate of Forest Education functions under direct administrative control of the Ministry of Environment, Forest & Climate Change (MoEFCC), Government of India to deal with of all aspects of training of SFS officers & FROs across India. The Directorate of Forest Education empanels State run Forestry Training Institutes for conducting 18th months Induction Training for Direct Recruit Forest Range Officers subject to approval of the MoEFCC on need basis provided the Academies / Institutes / Colleges have adequate infrastructure / training facilities for conducting Induction Training of Forest Range Officers.

After empanelment of the training institute seats are allotted to the Academies / Institutes by the Directorate of Forest Education (DFE) the Sponsoring Authorities are reported accordingly to send their RFO trainees against the allotted seats. The **technical control** by the Directorate of Forest Education extends to designing / deciding the training curriculum for purposes of standardization and uniformity across the country.

The training of Forest Range Officers is t0o be regulated as per the Entrance and Training Rules (Revised), 2004 for Forest Range Officers issued by Government of India, Ministry of Environment, Forest and Climate Change, New Delhi. In view of technical control of the training curriculum by the Director Forest Education the following guidelines are issued to all the Academies / Institutes / Colleges for standardization and uniformity:-

1. After allotment of seats to the Academies / Institutes / Colleges by the DFE the Director / Principal of the Academies / Institutes / Colleges shall allow admission after carefully verifying the certificates etc. as required under Section II of the Entrance and Training Rules (Revised), 2004 and submit the consolidated list of the trainees who have reported for training to the DFE in the prescribed proforma of this office. (see proforma on **Annexure – 1**). Any unutilized seats that have been allotted should be promptly reported to the DFE by the Sponsoring Authority with endorsements of the same to the Principal.

2. The Academy/Institute/colleges shall maintain a **training record** for every 'Officer Trainee' which shall contain basic information, preliminary self appraisal and a continuous assessment of personal attributes, performance, extracurricular activities and overall conduct of the 'Officer Trainee' by the faculties of the Academy/Institute/colleges throughout various phases. Report on performance and conduct of each 'Officer Trainee' based on the training record shall be issued by the Academy/Institute/colleges during and/or at the conclusion of the course and sent to the Sponsoring Authority.

3. Base Line Survey may be conducted after admission of RFOs as per performa given in **Annexure- 2,** which shall form part of training record for each trainee.

4. A tentative ***training calendar / plan*** for the entire 18 months training course indicating the schedule for class room teaching sessions, excursions and tours etc is to be prepared as per extant syllabus and sent to this office in advance for approval soon after the commencement of the course.

5. The detailed course contents / syllabus of each subject, tours and exercises etc. may be completed as mentioned in Entrance and Training Rules (Revised), 2004 for Range Forest Officers. **The total number of days dedicated for tours shall not be less than 145 days under any circumstances.**

6. Each Tour programme should be submitted to DFE for approval indicating places to be visited and types of forest / fauna / nursery / tiger reserves / wildlife sanctuaries etc to be visited in the proposed tour program well in advance as per **Annexure- 3 and 4**. The tours shall include one case study of one week duration, one week range attachment and one week attachment in Working Plan Division. All the tours shall be accompanied by a faculty of the Academy/Institute especially in phase one except range attachment and case study tour. The range attachment will be done in the concerned state of the trainees soon after completion of 2nd term break. The trainee shall be required to report to the attached Range Office after completion of the 2nd Term Break. After completion of one week Range attachment the trainee shall be relieved by the Divisional Forest Officer from the Range Office where he / she was attached. A certificate to that effect i.e. that he /she has undergone range attachment may be issued to the RFO trainee by the DFO concerned.

7. The travel cost of all such tours shall be met from the tour money received from the concerned state / sponsoring authority of the trainees including to and fro cost of Range Attachment and case study tour.

8. The training period as prescribed in Entrance & Training Rules (Revised), 2004 should not be curtailed under any circumstances.

9. Saturday's may be utilized for local excursion / field visit of trainees if there is no class room lectures.

10. Daily **training activity** shall be scheduled for a minimum 8 hours exclusive of evening sports / games. The **training activity** shall include classroom lectures, practical classes, exercises, seminars / symposiums, structured assignments / guided self study, debates etc which may be scheduled beyond sports and games periods.

11. Yoga classes may be scheduled on alternate days during morning P.T. period.

12. Dress code should be strictly adhered to by the trainees during the training period, i.e., at head quarter as well as on tours.

13. The training cost of the trainees is to be borne by the sponsoring authority. The rates of the training cost such as Tuition Fee, Tour Expenses, Equipment Allowance, Caution Money and Stipend are to be decided by the DFE and during allotment of seats such rates and amount required will be intimated. For salaried trainees the prevailing salary of

the trainee in their state shall be applicable. The Principal concerned shall pursue the matter of training costs at his level with the corresponding sponsoring authorities at rates prescribed by the DFE from time to time. Under situation of an unreasonable delay in payments of training costs by the sponsoring authority the Principal shall be at liberty to propose through the DFE an appropriate action even to the extent of sending back the admitted trainees.

14. The training expenditure on Tuition fee, tour and equipments shall be maintained properly. Suggestive proforma for the same are shown in **Annexure- 5, 6 and 7**.

15. Stipendiary or in case of salary disbursements by the Academy the same may be accounted as indicated (suggestive) on **Annexure – 8**.

16. The equipments to be provided to officer trainees should be procured as per *indicative list* **(Annexure- 9)** issued by the Directorate of Forest Education following proper procedure. The Course Director for the batch concerned, sports officer and also a representative from the concerned trainee of the RFO batch may be included in the purchase committee.

17. In case there is any saving of the training expenses received from the State Government against each trainee, the same is to be refunded to the concerned sponsoring authority immediately after completion of the training.

18. Examination may be conducted semester wise for First Phase and Second Phase followed by supplementary, if any, as per provisions of the Entrance and Training Rules (Revised), 2004 for Forest Range Officers.

19. In case any trainee fails not more than three subjects in First Phase, the trainee shall be required to appear in supplementary examination in the papers he/she has failed. The supplementary examination shall be conducted by the Principal at the end of First Phase. Marks originally obtained in such subject shall only count towards merit. If he/she fails in more than three subjects or again in supplementary examination, even in one subject, he/she will be required to repeat the course, i.e., the trainee will not be allowed to attend classes of Second Phase, i.e., he / she has to repeat the course with next batch. Similar action should be taken in the Second Phase also.

20. The examiner for each subject/module should be approved by the Director Forest Education well in advance before the commencement of the examination in each Phase.

21. **Feed Back** on lectures delivered by the faculty (internal and external) may be collected from the trainees on weekly basis. The feed back of each faculty (internal and external) should be consolidated for every semester/phase and sent to this Directorate for assessment of performance of each faculty. The feedback proforma is given as **Annexure – 10**

22. The Principal / Director of the Academy/Institute/College:

a. Shall ascertain the **expectations** on professional development front of the admitted Range Officer trainees after about a month of joining the Academy/Institute/College.

b. Shall collect the feedback of the Range Officer trainees on **outcome** of the training against the expectations on professional development front mentioned above (21.a) towards the end of the training period.

23. Training material / lecture notes on each subject taught by faculty / guest faculty may be collected and send to this Directorate along with semester/phase report in soft copy for compilation and development of training material.

24. The mark sheet of First Phase should be submitted to DFE in a consolidated form for approval before declaring final result of First Phase.

25. The marks sheet of Second Phase should be prepared subject wise by bringing forward the First Phase total marks obtained by the trainees thereby accounting for the total marks obtained out of the final grand total of 5450 marks by each trainee showing percentage of marks as well.

26. At the time of submission of final result, documents are required to be submitted to DFE (as **per Annexure 11**).

27. Final result including the Certificates (Honours / Pass) to be awarded to the trainees are also to be sent to this Directorate for the signature of the Director Forest Education well before holding the convocation ceremony.

28. The list of medals and prizes to be awarded to the trainees on the day of passing out as approved by Government of India along with merit list may also be sent to Director Forest Education for approval.

29. At the time of holding convocation a marks sheet shall be provided to the trainees showing subject wise maximum marks and marks obtained by the trainees.

It is again reiterated that the provisions of Entrance and Training Rules (Revised), 2004 in respect of RFO training shall be followed in letter and spirit by all Academies / Training Institutions / Colleges across India dealing with Range Officer induction training.

In case of any query, doubts or further guidance please feel free to contact this office or depute any officer / official to this office for briefing as per convenience.

8/6/2016

(M.P.Singh)
Directorate Forest Education

Copy for information and necessary action to:-

1. Director/Principal of all Academies/Institutions of Range Forest Officer Induction Training.
2. Guard File.

Annexure – 1

Consolidated list of the trainees who have reported for training

(to be sent by Principal / Director / Officer in-Charge of College / Academy / Institution)

Sl No	Name of trainee with fathers name	Date of Reporting / Joining	Sponsoring Authority with Letter no.	Type of Selection	Educational Qualification	Date of Birth	Stipendiary / Salaried	Relaxation if any with letter no. and date	Remark/s of Principal (fit/unfit)
1	2	3	4	5	6	7	8	9	10

Annexure- 2

Understanding Forestry Training in India

Baseline survey

All forest officer trainees are invited to take part in a study being conducted by Directorate of Forest Education, Ministry of Environment Forests and Climate Change, Government of India to assess the relevance and effectiveness of induction training imparted in India.

Why Is This Study Being Done?

We are asking your help in our study of the impact of training on the beliefs of natural resource professionals. We request your help because by understanding the impact of training, we can contribute to improving training programs, as well as understanding how people with different backgrounds select into natural resource professions & respond to training.

Why Am I Being Asked To Be In This Study?

You are being asked to be in this study because you are currently enrolled in a training course in forestry, natural resources or a closely related subject in India.

What Will I Be Asked To Do In This Study?

You will be asked to fill a survey which will take approximately 20-30 minutes. We will revisit at the end of your training to conduct a follow-up survey of a similar length. We may also contact you once you are working in the department to conduct an additional follow-up survey.

STATEMENT OF CONSENT

I agree to be in this study and know that I am not giving up any legal rights by signing this form. I know that new information about this research study will be provided to me as it becomes available and that the researcher will tell me if I must be removed from the study. A copy of this entire form will be given to me for my personal record.

Participant's Signature and name Date:

(A) In the first section of this survey, we will ask you a few questions about your personal background

A1. What is your name?

A2. In which state are you employed by the forest department?

A3. What was the official title of the job you held immediately before this training?

_____

A4. In which year did you join the service?

A5. People join the forest department at different layers. Some join as foresters, others as range officers, etc. At what level did you join?

A6. At what level do you expect to complete your career?

A7. What is your highest level of education? (Please circle one option at number)

a. Ph.D
b. M.Tech.
c. MBA
d. MSc
e. MA
f. M Com
g. B. Tech
h. BA
i. BSc.
j. B.Com
k. 12th
l. 10th

Other _____

A8. Institution where you received your highest degree: (circle one option at number)

a. IIM
b. IIT
c. National University
d. State University
e. Private University
f. Foreign University
g. High School/Pre-degree college

Other _____

A9. Start with primary school (up to Standard 5). Which of the following types best describes your primary school? (If you attended more than one type in different years, then please circle the one where you spent the greater amount of time. (Please circle one option at number)

a. Metro city private school
b. Metro city government school
c. Public/boarding school
d. State capital private school
e. State capital government school
f. District capital private school
g. District capital government school
h. Taluka town private school
i. Taluka town government school
j. Rural private school
k. Rural government school

Other _____

A10. Did you go to the same school for middle school (Standards 6-8)?

Yes / No

A11. Which of the following types best describes your middle school?

a. Metro city private school
b. Metro city government school
c. Public/boarding school
d. State capital private school
e. State capital government school
f. District capital private school
g. District capital government school
h. Taluka town private school
i. Taluka town government school
j. Rural private school
k. Rural government school

Other _____

A12. Did you go to the same school for high school (Standards 9-12)?

Yes/No

A13. Which of the following types best describes your high school?

a. Metro city private school
b. Metro city government school
c. Public/boarding school
d. State capital private school
e. State capital government school
f. District capital private school
g. District capital government school
h. Taluka town private school
i. Taluka town government school
j. Rural private school
k. Rural government school

Other _____

A14. It is matter of pride for many parents that their children are able to get a better education than themselves.

(a) What is the highest level of education of your father? (circle one)

a. Ph.D or equivalent
b. Masters or equivalent
c. Bachelors or equivalent
d. High School or equivalent
e. Middle school or equivalent
f. Primary or equivalent
g. Did not attend school or did not complete primary

Other _____

(b) What is the highest level of education of your mother? (circle one)

a. Ph.D or equivalent
b. Masters or equivalent
c. Bachelors or equivalent
d. High School or equivalent
c. Middle School or equivalent
d. Primary or equivalent
e. Did not attend school or did not complete primary

Other _____

A15. What was your father's <u>primary</u> occupation during your school years? (circle one)

a. Agriculturist
b. Businessman
c. Self-employed professional
d. Military
e. Government service
f. Private sector service
g. Homemaker

Other _____

A16. What was your mother's primary occupation during your school years? (circle one)

a. Agriculturist
b. Businessman
c. Self-employed professional
d. Military
e. Government service
f. Private sector service
g. Homemaker

Other _____

A17. Where did you live for the first five years of your life? (circle one)

a. Outside India
b. Metro city
c. State capital
d. District capital
e. Tahsil/taluka headquarter
f. Rural village

A18. Where did you live for the next five years of your life? (circle one)

a. Outside India
b. Metro city
c. State capital
d. District capital
e. Tahsil/taluka headquarter
f. Rural village

A19. Where did your parents reside when you were growing up? (circle one)

a. Outside India
b. Metro city
c. State capital
d. District capital
e. Tahsil/taluka headquarter
f. Rural village

A20. Which among the following assets did your household possess while you were growing up? (circle or tick all that apply)

-- Car
-- Motorcycle/scooter
-- Bicycle
-- Tractor
-- Television
-- VCR
-- Refrigerator
-- Radio
-- Tape Recorder
-- Gas cooking range
-- Washing machine
-- Own House
-- Other houses or commercial properties
-- Agricultural land
-- Stocks and shares
--Fixed deposit accounts

A21. At any stage in your life prior to joining the forest department, did you spend significant time living in or near a forested area? (circle one)

a. No
b. Yes, occasional visits for recreation or spiritual purpose
c. Yes, a few months
d. Yes, more than 5 years
e. Yes, about a year
f. Yes, 2-5 years

B. Motivations

a. *In this section, we are interested in learning more about your motivations for joining the forest department.*

B1. We are interested to know what you consider to be the most important functions or goals of the forest department. In your opinion, which of the following should be the primary focus of the forest department? (circle only one)

a. Conserve wildlife & natural habitats
b. Protect forests from overexploitation
c. Provide wood products to industries
d. Improve the lives of villagers living near the forest
e. Increase forest cover in the country
f. Other (please explain) _____

B2. Which of the following was the *most* important reason for your choice to join the forest department? (circle only one)

a. Interest in forests or nature
b. Stable employment
c. High social status
d. Desire to serve the country
e. Good salary
f. Best opportunity available to me
g. Other (please explain) _____

b. *In the following section, we are interested in learning your personal opinion about public service and the environment.*

Please read each statement and indicate whether you Strongly Agree, Agree, Neither Agree Nor Disagree, Disagree, or Strongly Disagree, by Placing an X in the appropriate box.

	Statement	**Strongly Agree**	**Agree**	**Neither Agree Nor Disagree**	**Disagree**	**Strongly Disagree**
B4	I admire people who initiate or are involved in activities to help the people in my village or city					
B5	It is important to contribute to activities that tackle social problems					
B6	Meaningful public service is very important to me					
B7	It is important for me to contribute to the common good					
B8	I think that all citizens should have equal opportunities to participate in society, regardless of their background					
B9	The provision of public services should not be interrupted.					
B10	It is fundamental that the interests of future generations are taken into account when developing public policies					
B11	To act ethically is essential for public servants					
B12	I feel sympathetic to the situation of the underprivileged					
B13	I feel sorry for other people who face difficulties					
B14	I get very upset when I see other people being treated unfairly					
B15	Considering the welfare of others is very important					
B16	I am prepared to make sacrifices for the good of society					
B17	I believe in putting my duty to society before my duty to myself					
B18	I am willing to risk personal loss to help society					

c. Please read each statement and indicate whether you Strongly Agree, Agree, Neither Agree Nor Disagree, Disagree, or Strongly Disagree, by Placing an X in the appropriate box.

	Statement	Strongly Agree	Agree	Neither Agree Nor Disagree	Disagree	Strongly Disagree
B19	I would agree to a good plan to make a better life for the poor, even if it costs me money.					
B20	I would give part of my income if I were certain that the money would be used to improve the environment					
B21	Protecting the environment and fighting pollution is less important than many people say.					
B22	It is important to me that I have a job in which I can help the environment					

d. For the following section, we'd like to know more about your reasons you consider for remaining in this job. Please read each statement and indicate whether you Strongly Agree, Agree, Neither Agree Nor Disagree, Disagree, or Strongly Disagree, by Placing an X in the appropriate box.

	Statement	Strongly Agree	Agree	Neither Agree Nor Disagree	Disagree	Strongly Disagree
B23	I would remain in the forest department because one day I will be promoted to a senior position					
B24	I would remain in the forest department because it is a good job					
B25	I would remain in the forest department because I shall enjoy working in nature					
B26	I would remain in the forest department because I like my colleagues					
B27	I would remain in the forest department because I have no better option					

B28. Are you actively looking for a better job? (Circle one)

Yes / No

B29. Has participation in this training program changed your perspective in any way? If so, please describe how?

D: Personal efficacy

In the following section, we are interested in learning your personal opinion at the beginning of your training. Please read each statement and indicate whether you Strongly Agree, Agree, Neither Agree Nor Disagree, Disagree, or Strongly Disagree, by Placing an X in the appropriate box.

	Statement	Strongly Agree	Agree	Neither Agree Nor Disagree	Disagree	Strongly Disagree
D1	I consider myself well qualified to do my job					
D2	I feel that I have a pretty good understanding of the important issues facing our department					
D3	I feel that I can do my job as well as other people who have the same job.					
D4	I think that I am better informed about forests and forest policy than other people in the department					
D5	The forest department's policies are appropriate for the actual conditions in the field					
D6	Before I joined this department, I already knew more than most members of the general public about forests					
D7	When subordinate officers report problems on the ground, the department responds quickly					
D8	I can have influence in shaping my department's policies					
D9	Senior officers are available and willing to listen					
D10	The department would function better if there were less bossism					
D11	I feel that senior officials respect people in my position					
D12	Junior officers can usually be trusted					

D13	Junior officers are usually well-informed about their territory & their work					
D14	Junior officers are not as reliable and responsible as they used to be					
D15	The frequency of senior officers' time spent in the field should be increased					
D16	If I do my job properly, the system will protect me					
D17	Officers who are corrupt or lazy are punished.					

E. Opinions about forestry

In the following section, we are interested in learning your *personal* opinion about your work at the beginning of your training. The following statements are all things that some people believe about forests. Please read each statement and indicate whether you Strongly Agree, Agree, Neither Agree Nor Disagree, Disagree, or Strongly Disagree, by Placing an X in the appropriate box.

	Statement	Strongly Agree	Agree	Neither Agree Nor Disagree	Disagree	Strongly Disagree
E1	If they come into conflict, national interests should be favored over the interests of local villages.					
E2	The most effective means of protecting the forest is through working with local communities					
E3	In order to protect the forest, the department needs to focus on policing & lodging cases					
E4	In a country like this one, some corruption is unavoidable.					
E5	It is better to be corrupt and keep your job than to fight against corruption and get into trouble					
E6	In cases where they come into conflict, economic development is more important than forest conservation.					

Please read each statement and indicate whether you Strongly Agree, Agree, Neither Agree Nor Disagree, Disagree, or Strongly Disagree, by Placing an X in the appropriate box.

	Statement	Strongly Agree	Agree	Neither Agree Nor Disagree	Disagree	Strongly Disagree
E7	The problem with forest governance in India today is that the forest department has to listen too much to the needs of local people					
E8	Decisions about forest management should be made primarily based on the opinions of technical experts instead of the opinions of local people					
E9	The forest department should plant more trees to insure sufficient commercial wood supply					
E10	The forest department should plant more trees to insure the availability of forest products for villagers' subsistence					
E11	Planting trees is usually not necessary to achieve India's forest management goals, as forests regenerate naturally if protected from harvest & grazing					
E12	The main reason that forests in India are degraded today is because mismanagement by the forest department					
E13	The forest department is the reason that there is still so much forest in India in spite of so many pressures					
E14	Rural people expect too much from the forest department					
E15	Tribal people and other traditional forest dwellers should receive more rights to forest land in India					
E16	In general, India suffers from too Many laws					
E17	It is not right to have some people become billionaires in a country where so many are so poor					

Please read each statement and indicate whether you Strongly Agree, Agree, Neither Agree Nor Disagree, Disagree, or Strongly Disagree, by Placing an X in the appropriate box.

	Statement	Strongly Agree	Agree	Neither Agree Nor Disagree	Disagree	Strongly Disagree
E18	NGOs cause more problems than they solve					
E19	In general, rural people are quite capable of solving their own problems without assistance from government experts					
E20	The government should intervene more to protect the poor					

E21. Please use this space to tell us what you perceive to be the greatest challenges you will face once you start working in the field?

F. Family background and aspirations

In this section, we'd like to ask you some more general questions related to your family, background, and personal aspirations.

F1. What is highest level of education of your spouse? (please tick one)

-- Ph.D
-- M.Tech.
-- MBA
-- MSc
-- MA
-- Other _____

-- M Com
-- B. Tech
-- BA
-- BSc.
-- B.Com

-- 12th
-- 10th
-- less than 10th
-- Not married

F2. What is your age (in years)? ***37 Years***

F3. Caste Group (please circle one): Gen OBC SC ST Other

F4. Gender (please circle one) M / F

F5. Religion (please tick one): Hindu/ Muslim/Sikh/Christian/Buddhist/Other

F6. Do you have any children?

Yes / No

F7. If you have children, please tell us about them:

Child #	Age (please mark appropriate box for each child)	Annual expenditure on education for this child	What do you want to make this child as he/she grows up? (Optional, and you may ignore this query)
1.	☐0-3 years, ☐4-6 years, ☐7-10, ☐10-15 years, ☐15+ years		
2.	☐0-3 years, ☐4-6 years, ☐7-10, ☐10-15 years, ☐15+ years		
3.	☐0-3 years, ☐4-6 years, ☐7-10, ☐10-15 years, ☐15+ years		
4.	☐0-3 years, ☐4-6 years, ☐7-10, ☐10-15 years, ☐15+ years		
5.	☐0-3 years, ☐4-6 years, ☐7-10, ☐10-15 years, ☐15+ years		

F8. How often do you visit religious sites such as a temple, mosque, or church

-- Daily
--Weekly
-- About once per month
-- About once per year
-- Never or rarely

F9. How often do you use the following media to get general information? (place an X in the appropriate box)

	More than once per week	**About once per week**	**About once per month**	**About once per year**	**Hardly ever**	**Never**
English TV						
Hindi, or other language TV						
English Newspaper						
Hindi, or other language newspaper						
English magazines						
Hindi, or other language magazine						
Radio in English						
Radio in Hindi, or other language						
Books						
Scientific journals						
Government publications						
Friends or family members						
Teachers						
Work supervisors						
Internet/mobile						

F10. How often do you consult the following sources for information about *forestry*?

	More than once per week	About once per week	About once per month	About once per year	Hardly ever	Never
English TV						
Hindi or other language TV						
English Newspaper						
Hindi, or other language newspaper						
English magazines						
Hindi, or other language magazine						
Radio in English						
Radio in Hindi, or other language						
Books						
Scientific journals						
Government publications						
Friends or family members						
Teachers						
Work supervisors						
Internet/mobile						

We are interested in your opinions regarding some controversial issues in the country today and you may include such issues from your side also. Please read each statement and indicate whether you Strongly Agree, Agree, Neither Agree Nor Disagree, Disagree, or Strongly Disagree, by Placing an X in the appropriate box.

	Statement	Strongly Agree	Agree	Neither Agree Nor Disagree	Disagree	Strongly Disagree
F14	Women in India should wear Indian rather than western clothes					
F15	If books are offensive to some people, they should be banned					
F16	Young people should be free to choose their husband or wife without taking their parents' permission					
F17	Dowry is an outdated custom that should be rejected					
F18						
F19						

(G) Personal information

G1. Are you willing to be contacted for a follow-up survey via email through your academy in future?

Yes / No

G2. If you answered Yes to the previous question, then please provide a contact e-mail address (please write clearly). Those who provide email IDs will also receive a report of the results of this study.

_____

THANK YOU VERY MUCH FOR YOUR KIND COOPERATION!

If you have any additional comments about this survey, or the issues it raises, please provide them here as attachment:

Annexure-3

Approval of tour programme of _____ India Tour of 18th Months Certificate Course of _____

Day	Date	From	To	Mode of Travel	Purpose/Usefulness to trainees
1	2	3	4	5	6

Detail of Officer In-charge

Annexure 4

Approval of Tour Programme

As per Annexure 3 submitted by the Principal _____ tour programme for _____ is hereby approved.

Director Forest Education

Annexure - 5

Consolidated Final Account of Trainees

(To be sent by the Principal / Director to the respective Sponsoring Authorities)

Name of Sponsoring Authority	Batch	No. of trainees	Total Amt Received	Expenditure				Total Exp.	Balance	Remarks
				Tuition	Equipment	Tour	Caution money			

Annexure – 6

Tour Expenditure Account

Name of Sponsoring Authority	Name of tour	Name of tour	Name of tour	Name of tour	Working Plan Tour	Case Study Tour	Range attachment	Local Tours	Total amount received	Total Expenditure	Balance
	(1)	(2)	(3)	(4)	(5)	(6)					

Annexure – 7

Equipment* expenditure for the RFO trainee .....Course / Batch

Name of Sponsoring Authority	Name of trainees	Total
Grey Pant		
White Shirt		
Khaki uniform 2pair		
Track Suit		
T.Shirt		
Lower		
Short		
Sports Shoe		
Socks white		
Socks Brown		
Rain Coat		
Khaki Pullover		
Grey Pullover		
Beretta cap		
Hunting shoes		
Brown shoes		
Sleeping bag		
ID Card		
Leather belt		
VIP Sky bags		
Xerox		
Name plate		
Line yard		
Whistle		
Blazer		
External Hard Disk		
Survey items		
Tie		
Laptop bag		
Printer ink		
HP Power Bank		
Convocation		
Weapon training		
Any other equipments		
Total Expenditure		
Total received		
Balance		

* Items of equipments mentioned above are just examples. Annexure – 6 may be consulted for the same.

Annexure – 8

Stipend / Salary Disbursement Statement for RFO trainees ..... Batch / Course

Total Amount Received: .....

Total Balance Amount: .....

Name of Sponsoring Authority: .....

Name of trainees	Stipend / Salary amount Disbursed to RFO trainees (Rupees)																		
	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Month 13	Month 14	Month 15	Month 16	Month 17	Month 18	**Total (18 months)**

Annexure – 9

Indicative list of Equipment to be provided to Range Forest Officer Trainees during their 18 months Certificate Course

Category-A Uniform	
Sl No	**Item**
1	Sports Shoe, Lower white for ladies, White Short for gents, White t Shirt for ladies &gents, Track Suit with Academy logo for ladies and gents.
2	Khaki full pant full Shirt 02 Pair, white Shirt &grey Paint / Ladies dress 02 pair (White kameez) & grey Saalwar & Grey Dupatta), Khaki & Grey Woollen Pullover, Socks (Black, Khaki and WhiteNo.2)Bata Roy Shoe one pair.
3	Blazer (Navy Blue) with Academy logo
4	French Curves
5	Academy Tie
6	Rain Gear / Umbrella
7	Khukri knife & Cover & torch
8	Belt and plastic laminated I.D Card
9	Rucksack and sleeping bag
10	Water Bottle
11	Hunter Shoe (Field Shoe)
12	Knap Sack

Category-B Stationary & Books	
Sl No	**Item**
1	*Survey Stationeries, Drawing Box, Set Square and Measuring tape, Forestry books for RFO / SFS Officers. As per their requirement.

Category- c Misc Item	
Sl No.	**Item**
1	Motor Driving Training
2	Contingent expenditure on Annual Sports Meet shared by all trainees for common benefit/use of trainees.
3	Academy Annual function shared by Trainees for common benefit/use of trainees
4	Developing Writing and communication skills through 'Field Foresters' forestry journal

Category- D Other Equipments	
Sl No.	**item**
1	*Laptop As per the requirement and part contribution of cost by trainee (if required)
2	Items of Common use:- Printer cartridge Photo Copies/Fax/Scanner

* Difference of the cost beyond committable amount will borne by the trainees if so required

Note: The costs are indicative only and are subject to variations.

Annexure – 10

FEED BACK ON FACULTY

Feed Back 6th / 12th / 18th month .....of RFO batch/course .....

Please quantify your assessment for the faculty concerned in a scale of 1 to 10 (where 1 = worst and 10 = best)

Subject	Name of Faculty	Parameters of Evaluation						
		Content of the topics taken up / Relevance (1 to 10)	Structure of the topics taken up (1 to 10)	Clarity of topics taken up (1 to 10)	Methodology of teaching (1 to 10)	Interaction with faculty (vertical learning) (1 to 10)	Opportunity to learn from others (lateral learning) (1 to 10)	Time: Duration of learning (s = sufficient o=okay i= insufficient)
1	2	3	4	5	6	7	8	9

Any other comments/suggestions for improvement other that the parameters mentioned above for improvement of the course.

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.....

Name of the trainees with signature

Batch .....

Annexure -11

List of documents to be produced at the time of signing of Certificates/Diploma to be awarded to the F. R. O. Trainees

S. No.	Particular of documents to be produced
1	Name of Officer Trainees as per joining report submitted earlier
2	Result of First Phase with all the marks sheet
3	Result of Second Phase with all the marks sheet
4	Master sheet of result
5	Study tours undertaken during course and marks allotted
6	Field Exercises undertaken during course and marks allotted
7	Certificate of total number of days dedicated for tours, i.e., 145 days
8	Marks of Viva voce
9	Conduct Marks
10	List of all Medal/Prize winners as per approved list
11	Final order of Merit
12	Honors Certificate (75% and above marks)
13	Pass Certificate (50% and above marks but less than 75 % marks)

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