



CASFOS - OPERATION MANUAL

**CENTRAL ACADEMY FOR STATE FOREST SERVICE,
COIMBATORE**

DIRECTORATE OF FOREST EDUCATION

MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE

GOVERNMENT OF INDIA

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1. Stakeholders of the Academy

The Central Academy for State Forest Service, as a premier national-level forestry training institution, serves a wide spectrum of stakeholders connected to forest governance, environmental management, and public service delivery. For institutional clarity and accountability, stakeholders are categorized as follows:

A. Primary Academic Stakeholders

1. Induction Trainees

State Forest Service Officer Trainees undergoing the two-year Induction Training Programme.

2. In-Service training Participants

In-service State Forest Service Officers, Senior Forest Range Officers, and participants attending Theme-Based Workshops, Refresher Courses, and specialized training programmes.

3. Other Training Participants

Officials from allied departments, law enforcement agencies, engineering departments, central and state ministerial staff, NGOs, academic institutions, media personnel, and other identified groups attending capacity-building programmes.

4. Faculty Members and Academic Resource Persons

In-house faculty members, guest faculty, domain experts, and knowledge partners contributing to training delivery.

B. Administrative and Regulatory Stakeholders

Ministry of Environment, Forest and Climate Change (MoEF&CC)

The authority prescribing the Entrance & Training Rules, policy direction, and overall governance framework.

1. Indira Gandhi National Forest Academy (IGNFA) and Directorate of Forest Education (DFE)

The coordinating and supervisory authority for CASFOS institutions.

2. Sponsoring agencies State Governments and State Forest Departments/Corporations

Authorities nominating trainees, releasing funds, and deploying trained officers for field administration.

3. Cadre Controlling Authorities and PCCF/HoFF/MD Corporations

Senior officers responsible for supervision and performance of officers trained at the Academy.

C. Field and Implementation Stakeholders

1. Supervisory Officers in the Field

Officers under whom trainees report upon joining service and who depend on the Academy for professionally competent officers.

2. Subordinate Forest Staff

Forest Range Officers, Foresters, Forest Guards, ministerial and technical staff who work under trained officers and are influenced by their professional capability.

3. Forest-Dependent and Local Communities

Tribal communities, forest-dwelling populations, Joint Forest Management Committees, NGOs, Forest Based Industries and other local stakeholders impacted by forest administration decisions.

D. Societal and Environmental Stakeholders

1. Citizens of India

Individuals who benefit from sustainable forest management, biodiversity conservation, ecosystem services, climate regulation, and environmental protection.

2. Ecological Systems and Natural Resources

Forests, wildlife, biodiversity, and associated ecosystems whose long-term sustainability depends upon the professional standards upheld by the Academy.

3. Future Generations

Beneficiaries of responsible forest governance and environmental stewardship.

The Academy shall recognize stakeholder expectations in curriculum planning, training delivery, institutional governance, and continuous quality improvement processes.

2. SOP for on boarding of IFS Officers as faculty members.

1. Selection of faculty.
 - The Ministry of Environment Forest & Climate Change will select and depute the IFS officer to the Academy.
2. Joining formalities.
 - The officer will submit the joining report which will be forwarded to all concerned.
3. Briefing/ Pay/ allowances/ Rules and Regulations.
 - The Principal and other faculty members brief the newly joined faculty member about the training activities and other Pay, Allowances and the training rules in force.
4. Training orientation.
 - The Course Directors will brief about the batches presently undergoing training in the Academy.
 - The Profile of each batch, their training period, subjects and modules already covered, study tour already completed will be briefed.
 - The new faculty member shall be introduced to the OTs formally.
 - The new faculty member shall be exposed to all the facilities available in the Academy.
 - The newly joined IFS Officer shall undergo a detailed orientation session in which the functioning and activities of the Academy shall be explained by the respective Section Heads and Officers-in-Charge of different sections of the Academy.
5. Allotment of specific Job Responsibilities.
 - The administrative responsibilities shall be assigned by Principal. The responsibilities such as Course Director, Controller of Examinations, Head of Office, Estate Officer, Officer-in-Charge (Sports), Officer-in-Charge (Facilities), Course Coordinators for theme based workshops, Officer-in-Charge of study tours are the major responsibilities to be shared among the faculty members.
6. Allotment of Chamber and Housing facilities.
 - The Head of Office and Estate officer shall make the housing facility ready for the new faculty member, before his arrival in the Academy. The allotment of Chamber shall be made by the Principal.
7. Selection of course as per domain knowledge and specialization.
 - The new faculty members shall select the subjects they can teach in the Academy. The subject selection shall be based on their educational background, domain knowledge and interest.
8. Faculty development programme.
 - As part of the orientation process, newly joined faculty members shall complete the Faculty Development Programme (FDP) course available on the iGOT platform upon joining the Academy

- The Officer may be sent to institutes that host or conduct Faculty Development Programmes (FDPs). The officer may also visit other CASFOS Academies to observe their training methodologies and best practices.
9. Periodic monitoring, Feedback, Counselling, and Corrective Measures.
 - The officer shall be monitored by the Principal with regard to effective delivery of subjects in the classroom, discharge of assigned responsibilities, and overall professional conduct. The proposed annual work programme and the accomplishments at the end of the financial year shall be reviewed and evaluated objectively. Feedback regarding the officer shall be obtained by the Principal from various sources including trainees, faculty members, and other stakeholders. Such feedback shall be reviewed periodically and, wherever necessary, shall form the basis for counselling of the officer and for initiating appropriate corrective measures.
 10. Mentorship Programme
 - Faculty members may voluntarily participate in the Mentorship Programme of the Academy to guide Officer Trainees on specific topics of interest chosen by the trainees, there by supporting their academic learning and professional development.
 - A detailed SOP for the Mentor Mentee programme is in place, and it shall be adopted for conducting the mentorship programme.
 - Under this programme, interested faculty members may act as mentors to a group of trainees and provide guidance, support, and advice related to the chosen topic during the course of the training.
 11. Relieving formalities.
 - The officer shall be relieved when his tenure ends in the Academy.
 - The DFE, Cadre Controlling Authority and State Government concerned shall be informed accordingly.
 12. Ensuring timely settlement of TA Claims
 - The Academy allows all the admissible TA Claims.
 - All the bills with respect to Transport of goods, personal conveyance and travelling charges for self and family members shall be cleared at the earliest, subject to availability of funds as per the rules in force.

Principal
Central Academy for State Forest Service
Coimbatore

3. Standard Operating Procedure for Induction Training

1. Broad outline of course

The Induction Training for newly recruited State Forest Service Officer Trainees (OTs) is for two years (24 months). The training period is divided into 16 months of Academic training (15 subjects are taught), 4 months of On the Job Training (learning in the field in their respective States) and 4 months of Academic training (4 subjects are taught). The graduates of science, engineering, agriculture and veterinary science are eligible to be recruited into State Forest Service. As the service involves more of science and skills, the required knowledge and skills need to be imparted to the OTs (having varied educational background) during training.

The training of the State Forest Service OTs can be taken up only in three Academies in the country, located at Coimbatore, Dehradun and Burnihat.

During the 20 months training in the Academy, the OTs will undergo an introductory study tour to learn the basics of forestry and four study tours to various parts of the country to know about the various forest types, wildlife pertaining to the terrain, best forestry practices and many innovations introduced in various State Forest departments in recent times. Also, they would undergo field visits aimed at learning other relevant and specific topics. They are also taught larger concepts in the form of special modules which are as follows

1. Engineering module
2. Road alignment module
3. Working plan module
4. Ecological census techniques

The training of OTs is governed by The Entrance & Training Rules (Revised) 2004, for SFS Officers at present. The Academy shall design the detailed course plan, sequencing within the training phases, field integration, and pedagogical framework within the syllabus prescribed under the Entrance & Training Rules, 2004.

1A. Course Planning Autonomy and Academic Structuring

The Academy shall exercise academic autonomy in designing the detailed course plan within the syllabus prescribed under the Entrance & Training Rules, 2004. This shall include flexibility in sequencing of subjects, distribution of instructional hours, pedagogical approaches, integration of field components, and scheduling of modules. The course plan shall be reviewed prior to commencement of each new batch through structured Training Need Analysis (TNA), faculty consultation, and the proceedings shall be documented.

In short, the induction training is the combination of Academic learning, Field observations, Skill upgradation, and peer learning.

2. Pre joining activities

- The Directorate of Forest Education, Dehradun sends the nomination of trainees for undergoing training in the CASFOS, Coimbatore along with necessary details. Verification of documents followed by joining formalities shall be done once the trainees report for training at the academy.

- One of the faculty members shall be assigned the responsibility of Course Director (CD) who would coordinate the training activity of the batch.
- Meeting of all faculty members under the Chairmanship of the Principal, shall be conducted to finalize the course plan, subject sequencing, instructional hours, field components, guest faculty engagement, and academic calendar based on structured review of previous batch feedback.
- Annual Faculty Resource Planning Meeting: Phase I and Phase II academic mapping shall be undertaken. Guest faculty requirements shall be identified. Continuation or rotation of faculty members shall be decided based on structured feedback from previous batches. Special modules and engagement of agencies for specialized training shall be finalized. The proceedings shall be documented for academic records.
- Each faculty shall select the subjects of his preference (Based on his professional qualification, his knowledge and field experience). If any subject or part of it to be covered by a guest faculty, it shall be decided.
- The faculty may provide any suggestions or feedback to the CD to aid either side in better planning and structuring of the course delivery.
- The duration and timing of the tour and modules shall be discussed and finalized.
- The dates of examinations and term breaks are decided in the meeting.
- The course calendar shall be prepared.
- The important places to be covered in the tour for imparting specific topics of subjects, modules to be conducted during the tour, Institutions to be visited and the key learning points in each study tour are discussed and finalized in the meeting.
- The sponsoring State Forest Departments shall be contacted to get the details of all the proposed trainees.
- A WhatsApp group shall be formed with all the faculty members, the supporting staff and the trainees before they join the Academy.
- The trainees shall be contacted and a brief note shall be shared. The brief note shall be having the brief history of the Academy, its location, ways to reach Coimbatore, basic Do's and Don'ts in the Academy.
- The list of documents to be submitted by each OT shall also be shared to them through the WhatsApp group.
- A separate saving bank account shall be opened in a nationalized bank for receiving the training expenses from the sponsoring states.
- The account details shall be communicated to the sponsoring State Forest Departments who shall be requested to remit the Training Expenses so that the training starts without any delay.
- The hostel facility shall be checked and arrangements shall be made to receive the OTs.
- A committee of faculty members and office superintendent is constituted for certificate verification on the joining day.
- State-specific Special inputs to the OTs:
- Keeping in view of the basic educational qualification of the OTs and their State, the training programme for each batch is designed specifically. For example, if the OTs are from South Indian States, more inputs shall be given to them by conducting more study tours in South India.

- If the OTs are from a coastal State, more inputs shall be given in the field of mangroves and marine biodiversity.
- During the tours emphasis is given to their native States.
- The special modules like Working Plan, Management Plan and Wildlife Census Techniques are being taught in their home State or in similar terrain.
- All the forest laws specific to the States and forest code/ manual of each state shall be provided to OTs.
- Various state specific information and data shall be collected for further dissemination.

2A. Periodic Training Need Analysis (TNA)

- A structured Training Need Analysis shall be undertaken before the commencement of every new batch of Induction Training as part of the pre-joining activities.
- The Training Need Analysis shall be carried out through a structured survey among in-service forest officers, alumni Officer Trainees, and other relevant stakeholders to identify emerging field requirements, competency gaps, and evolving challenges in forest administration.
- The survey may be conducted through digital platforms such as Google Forms or other appropriate mechanisms to collect inputs from different forest regions of the country.
- The findings of the Training Need Analysis shall be reviewed during the faculty meeting while preparing the course plan for the forthcoming batch, and suitable adjustments in instructional emphasis, field exercises, and training delivery methods shall be incorporated within the framework of the syllabus prescribed under the Entrance and Training Rules, 2004.
- The results of the Training Need Analysis and the actions taken shall be documented for institutional reference and continuous improvement of the training programme.

3. Joining activities / Orientation.

- Each OT shall join Academy on the stipulated date and submit the required documents before the committee.
- The committee shall scrutinize the document and submit the report to the Principal on the day of joining.
- The joining report shall be sent to DFE and the concerned State Forest Departments on the same day.
- A few OTs shall be selected and included in the purchasing committee. This committee will look after purchase of all required items for training.
- The OTs shall select either one of the subjects viz., Botany or Mathematics. They are divided into groups based on their graduation subjects.
- All the faculty members will address the newly joined OTs on the second day.
- The OTs shall be briefed about the course, subjects to be taught, evaluation system, physical training and games, dress code, mess, club activities, leave rules etiquette etc. The booklet containing the same shall be given to them at the time of joining for better understanding.
- All the OTs are photographed and a poster is printed showing their photographs, name and State. It is circulated to all faculty members for better familiarization.

- Each OT shall be issued a bar-coded Identity Card so that he can access the facilities. In the first week, the OTs shall be familiarized with the facilities available in the Academy. They shall visit other institutions in the vicinity, such as TNFA, TNAU, IFGTB, GASS museum, SACON and other prominent places of the Coimbatore city like airport, railway station, malls, bus terminus.

4. Course activities.

- Subject-wise Learning Outcomes and Mapping: Each subject shall define learning outcomes derived from the Entrance & Training Rules, 2004.
- Each faculty member shall prepare a subject plan defining learning outcome, instructional strategy, assessment methods, and field integration, in consultation with the Course Director. The faculty members may engage experts to handle some specific topics in the subject.
- The Course Director, shall invite the guest faculty once it is approved by the Principal.
- The institutions in Coimbatore or other places can also be approached for imparting skill and knowledge in the form of module. Already few institutions signed MoU with IGNFA and CASFOS institutions which can be tapped.
- The Course Director will draw up the monthly schedule upon consultation with all the faculty members that includes curricular, co-curricular and extra-curricular activities to be conducted in a month. Based on the monthly calendar, weekly time table shall be made and communicated to the OTs.
- Subject plan prepared by the faculty shall be communicated to the OTs so that they will be prepared for the same.
- The reference books, notes, and other reading materials shall be shared to the OTs. Few sessions/ modules shall be taken up from iGoT platform too.
- The subject content shall be delivered through class room lectures, field visit and laboratory practicals. Few topics may also be covered in study tours and institution visits. Some special lectures by field officers/ experts shall also be planned both offline and online mode.
- The faculty members and the Controller of Examinations shall brief the OTs about the evaluation scheme for each subject. It contains mid-term evaluation / internal concurrence (in the form of quiz, group discussion, viva-voce and test) and final evaluation through external examiners in the form of conventional examinations.
- There will be Duty Officer, who will take care of the attendance and forming the bridge between the faculty members and OTs. Each OT will function as the Duty Officer for a week and the nomination is done based on the alphabetical order of the OTs.
- There will be Mess Duty Officer who will take care of the functioning of the mess. MDOs shall function on a daily basis, and nomination shall be based on alphabetical order.
- In each week, one session is allocated for library transactions and reading. The regular visits to library, number of books transacted are constantly monitored.
- Weekly feedback shall be collected, analysed, documented, and reviewed in faculty meetings for academic course correction where required.

- As already discussed, study tours and theme-based tours are conducted. The faculty members in-charge of the tours shall make the tour programme as stated earlier. One of the OTs will be nominated as Group leader and Assistant leader and there will be a committee of OTs to look after the transport, lodging and conduct of the tour. All the fund transactions for conducting the tour shall be done by them.
- After the examination, the marks shall be declared within a month for each subject

5. PT & Games.

- The PT & games are conducted every day morning and evening respectively.
- The OTs shall appear as per the dress code prescribed.
- The Height and Weight of all OTs shall be measured on the second day of their joining in the Academy, after attending morning PT. The initial BMI is calculated.
- Every month on the first Monday, they shall be weighed and BMI shall be calculated.
- On every Friday, the OTs shall go for 5 km jogging and their timings shall be recorded. Their progressive improvement shall be monitored.
- There shall be at least one yoga session per week.
- The OTs missing morning PT shall attend the compensatory PT on Saturday/ Sunday.
- The playground has the facility for football, basketball, volley ball, tennis (5 Courts), cricket and gym. The OTs shall select a game and they shall attain proficiency in 3 months with the active guidance from the coaches engaged for this purpose.
- Once in 6 months the OTs shall undergo agility test and their performance shall be recorded.

6. Extra-Curricular activities / Co-curricular activities.

- The OTs shall undergo a short trek atleast once in a month.

7. Club activities / Committees.

- The OTs shall be member of various clubs such as literary club, eco-club, photographic club, cultural club etc. The clubs shall celebrate all the days of forestry and wildlife importance.
- The cultural clubs shall celebrate the cultural festivals of their State as well as Tamil Nadu.
- OTs shall select a General Secretary among themselves to coordinate various activities.
- They shall select the Secretaries for Sports, Mess and other major clubs.
- A few OTs shall be included in their purchase committee who shall select vendors and service providers for all the materials and services to be purchased for training.
- For conducting study tours, committees shall be formed to look after the transport, lodging etc., which shall be selected by the committee and all financial transactions shall be done by them.

8. Structured Mentoring and Academic Counselling

- Counsellor group: The batch of OTs shall be divided into 7 groups and each group is associated with each of the faculty members for regular counselling.
- There shall be a session for counselling once in a month.

- Counselling interactions shall be documented and reviewed periodically to identify learning gaps and initiate remedial academic support.

9. Accommodation and other facilities.

- The Academy has the lecture halls, Corbett Hall, Champion Hall, GIS lab, Laboratory and other facilities. The hostel premises has the Vana Vatika (Lounge), Chandan Hostel and mess. All the facilities shall be checked by the Estate Officer and ensure that they are fully functional and proper to accommodate the trainees.

10. Celebration of Important days.

- The OTs shall celebrate the important days such as Independence Day, Republic Day, and Forest Martyr's Day. They shall also celebrate forestry and wildlife important days like Van Mahotsav and Wildlife week with active participation of students of other educational institutions. They shall also celebrate 12-15 other important days. The month and day wise schedule will be issued in the month of January every year.

11. Field activities.

- There are many field activities associated with most of the subjects taught in the Academy. The OTs shall follow the instructions for the safety and security in the external learning environment. The nursery, plantation, mensuration exercise, PRA exercises, survey, field engineering, field banalization etc.

12. Modules.

- Modules are structured skill-oriented components aligned with the syllabus under the Entrance & Training Rules, 2004 and delivered through domain experts for competency enhancement. There are four modules prescribed in the Training rules. Apart from the prescribed modules, other modules such as Zoo management, Management module etc are also conducted during the training period.
- Inputs on Indigenous Traditional Knowledge Systems (ITKS) shall also be incorporated as part of the training. For this purpose, the Academy may collaborate with organizations through MoUs, such as The Foundation for Revitalization of Local Health Traditions (FRLHT/TDU), to impart knowledge on medicinal plants and other traditional ecological knowledge relevant to forestry and biodiversity conservation.

13. Faculty Professional Development Compliance

- In-house faculty members shall undergo mandatory Ministry-prescribed trainings.
- Completion of relevant iGoT / Mission Karmayogi modules shall be ensured.
- Exposure visits to other CASFOS and national training academies shall be encouraged.
- Faculty development activities shall be documented and periodically reviewed.

14. Places of one-day visit / Institutional visit.

- The important places and Institutions are selected to impart specific knowledge to the Officer Trainees. These institutions shall be covered during the tour and specific modules shall be designed. Some resource persons from these institutes may also be called to the Academy for specific classes.

- The nearby institutes such as SACON, TNAU, IFGTB and TNFA, wood-based industries such as TNPL, and other wood processing and preservation factories, match splint factories, saw mills, furniture industries shall be visited to learn the procedure involved.

15. Special lectures.

- The special lectures shall be conducted by eminent personalities and subject matter specialists as and when required. There shall be at least 50 lectures to be conducted during the Course.

16. Publication.

- The Officer Trainees encouraged to record their observation pertaining to the forestry. All these writings shall be compiled and published at the end of the training. The publication can be both in conventional form or modern electronic form.

17. Library

- The Officer Trainees shall use the Academy library effectively. The library resources will be used for preparation of assignments and group discussions. The e books, scanned books and other electronic form of resources of library shall be used.
- The library has also subscribed to online reference resources such as Magzter digital magazine platform, Down To Earth periodical (online subscription), and digital archives containing old back volumes of relevant publications to support academic learning and reference.
- One session in each week shall be earmarked for library transactions.
- The books the OTs borrowed from the library, sessions attended in the library will be monitored and used to assess the quality of inputs in the library and necessary actions shall be taken accordingly.
- The library resources shall be accessible out of regular office hours on demand basis.

18. Computer Lab facilities.

- The Officer Trainees shall strictly follow the directions issued while using the facility.
- The Officer Trainees shall use the Lab facility for upgrading their skills on basic computers. The practical sessions of GIS and remote sensing subject will be handled in the GIS lab.
- The OTs can use the facility for advance computing like programming or App developments
- The facility is accessible out of office hours on need basis.

19. Leave Specifications and rules.

- The OTs are governed by the Leave rules as applicable in the Academy.

20. Medical care.

- The private medical care facility available in the city can be used by the OTs as and when need arises.

- Given that the two-year induction training at the Academy is physically demanding and involves rigorous exercise and endurance activities, pregnant women shall not be admitted for training.

21. Examination and evaluations.

- For conducting examination and evaluation of each subject, the specific scheme is devised. It consists of conventional examination and other forms of evaluation such as group discussion, assignments, quiz test and viva voce. In the conventional examinations, specific pattern is designed involving fill up the blanks, MCQs, Match the following, short answers, medium length questions and long answer type questions.
- In this regard, the Controller of Examination had notified the scheme of examination, which shall be followed.
- In addition to conventional examinations, continuous internal assessment and performance evaluation during field exercises and OJT shall form part of competency assessment.
- A pre-course baseline assessment shall be conducted to determine entry-level competencies of Officer Trainees.
- OJT performance shall be monitored through structured weekly progress reports.
- Post-OJT reflection assessment shall be conducted to evaluate field-level competency acquisition.
- A consolidated competency assessment record shall be maintained for each Officer Trainee.

22. Convocation.

- At the end of the Course, the marks obtained by the OTs in all the examinations shall be compiled and sent to DFE for approval and ranking. After the approval, the convocation shall be conducted. The results and ranks are declared in the convocation and prescribed gold and silver medals will be awarded.

23. Grievance Redressal.

- There is an official body to receive the general grievances of the OTs. Once in three months, the Grievance committee will hear the OTs. All the issues raised will be recorded and submitted to the Principal who will decide the corrective steps.
- Apart from the formal mechanisms, other informal mechanisms are also existing. The OTs can approach the Course Director, Counsellor, or any the faculty member for conveying their grievances.
- There is an Internal Complaints committee (ICC) committee existing to prevent the sexual harassment of women at the work place. The existence of the committee and its details of the Chairperson and other members of the committee shall be circulated to OTs.

24. Transport.

- For local transport the Academy Bus can be used.
- During study tours the transportation shall be arranged by the OTs themselves.

25. Dress code.

- The OTs shall follow the dress code as stipulated

26. Official and Social Etiquette.

- The OTs shall follow the etiquettes as stipulated.

27. Salary / Stipend / tour reimbursement.

- The Sponsoring Authority shall transfer the salary/ stipend as per the provisions of the State Government.
- The Academy shall send the Active-Duty Certificate to the Sponsoring Authority on time so that they can process their salary bills

28. Multi-stage Feedback and Learning Analytics System.

- Feedback shall be collected at multiple stages including pre-course, weekly, post-tour, post-OJT, and final course completion. The compiled feedback shall be reviewed systematically and documented for incorporation into subsequent batch planning.
- A structured review meeting shall be conducted after completion of each batch to analyse feedback trends and implement documented course corrections.

29. Any other.

- Continuous Education Programme (CEP) for Alumni
- A structured digital alumni platform shall be maintained for continued professional engagement.
- Periodic thematic webinars and knowledge-sharing sessions shall be organized.
- Field-level management issues raised by alumni shall be addressed through consultative mechanisms.
- Alumni engagement records shall be maintained for institutional documentation.
- Any other miscellaneous item if brought to notice of the administration, appropriate action will be initiated for ensuring better learning environment.

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Central Academy for State Forest Service,
Coimbatore.

4. Standard Operating Procedure for In-service Training of SFS Officers and Refresher Course for Other Stakeholders

In-service/Refresher training programs:

The Ministry of Environment, Forest & Climate Change identifies the broad themes for workshops/trainings (5 days for In-Service and 3 days for Refresher Course for Other Stakeholders) at the three Academies under the Directorate of Forest Education (DFE).

- A broad outline of the course and the training dates for the financial year shall be determined by CASFOS, which is then approved by DFE and the Ministry subsequently.
- The DFE conveys the training calendar of all the Academies and sends it to all the State Forest Departments and Union Territories in advance.
- The course shall be conducted in offline mode in most cases, including lecture sessions from subject experts, field visits, experience sharing, problem solving, peer-learning, case studies and case laws, which may be supplemented/supported with visuals & PowerPoint presentations.
- As per the instructions of the Ministry/DFE, even online courses shall also be arranged.

Nomination of Course Coordinator:

- For conducting each training, the Principal shall nominate a Course Coordinator for each course identified for the financial year, immediately after receiving the approval from Ministry/DFE.
- The preparatory works for conducting the training/workshop is initiated and the Course Coordinator nominated for the course shall go through the trainings done in the past to plan the subsequent trainings to be taken up.
- The Course Coordinator shall review previous course reports, weighted average analysis, and participant feedback prior to finalizing the programme design.
- A pre-course stakeholder expectation survey shall be analysed.
- Domain-specific competency gaps shall be identified.
- Session design and resource person selection shall be aligned to the identified training needs.
- Learning Outcomes for each course shall be prepared and circulated to the participants before the commencement of the training.
- The feedbacks received in the previous courses shall be analyzed, based on which improvements for the forthcoming course shall be implemented.
- The suitable resource persons shall be identified in consultation with the Principal, and their schedule may be fixed based on their availability.
- The deliverables in the class and field visits, reading materials in the form of hard copies of books and soft copies of reading materials shall be determined well in advance.
- The timeline for the workshop shall be prepared in consultation with the Principal, and the approval shall be obtained from DFE.

Participants for the In-service training:

- The communication to the PCCF/HoFFs of the Forest Departments of State and Union Territory shall be sent for seeking nominations from the SFS / Senior FROs for the in-service training at least one month before the course date.
- “Participation shall be based on sanctioned strength communicated by DFE and confirmed nominations from respective State Forest Departments.”
- Till sufficient nominations are received, weekly reminders and communications to the heads of departments through telephone, letter or e-mail shall be done without fail.
- Once the nominations are received with the contact details, they shall be contacted for ensuring their participation.
- An exclusive WhatsApp group shall be formed for the nominated officials, including the Course Coordinator and course clerk for communications regarding the course.
- The travel plan from the participants shall be obtained and accommodation shall be arranged either within, or outside the campus depending on the availability.
- The list of participating officials and their details shall be maintained in a database for further usage.
- They shall be added into the alumni group of the academy for the Continuing Education Program (CEP).

Other Participants for training:

- In the case of Refresher courses for Personnel from other services and Other Stakeholders, the target group is pre-defined by the Ministry and the organization heads of the target group shall be contacted to obtain the nominations.
- Till sufficient nominations are received, weekly reminders and communications to the heads of departments through telephone, letter or e-mail shall be done without fail.
- The prominent NGOs, farmer groups, cooperative societies, media personnel, shall also be contacted for receiving nominations.
- Once the nominations are received with the contact details, they shall be contacted for ensuring their participation.
- An exclusive WhatsApp group shall be formed for the nominated members, including the Course Coordinator and course clerk for communications regarding the course.
- The list of participants and their details shall be maintained in a database for further usage.
- The travel plan from the participants shall be obtained and accommodation shall be arranged.

Prior arrangements to be done before one month of training:

- Once the number of participants is confirmed, procurement of the training kit (Pen, Notepads, Bags, Pen drive, Water bottles, any Reading material, etc.) shall be initiated as per norms.
- Arrangements for food, travel and accommodation of the resource persons and participants shall be initiated.
- Design of banners and certificates for the training program shall be done and sent for printing.

- A professional photographer for covering the training program shall also be assigned during this period.
- Feedback forms for each lecture session and field visits shall be kept ready to be circulated after each lecture of the training day.

Initial communication with the participants:

- An online registration form shall be created using Google Forms to collect details about the participants like their designation, place of posting, office address, their travel plan, accommodation and food preferences.
- A brief course flier shall be prepared and distributed among the participants.
- The participants shall further be appraised about the general guidelines about the training including the venue, details of boarding and lodging, criteria of attendance, evaluations if any and etiquettes and dress code to be followed during the training program (Annexure 1).
- A pre-training self-assessment questionnaire form to understand the level of knowledge and experience of the participants shall be created, circulated, and the responses shall be obtained without fail (Sample in Annexure2).
- The course guidelines containing all the details, including topics, resource persons, locations of field visits, schedule etc shall be compiled and prepared to be distributed to the participants upon physical registration (Annexure 3).

Resource Persons for Training:

- Once the resource persons are finalized, they shall be contacted for arranging their lectures and information regarding their travel plan requirements shall be collected for arranging transport and accommodation.
- A formal letter shall be issued by the Principal inviting the resource persons.
- The resource persons shall be appraised about the topics to be covered well in advance.

Field Visits:

- Formal communications to authorities concerned for field staff, boarding and lodging if required, and other arrangements to be made at the place of field visits shall be sent and their confirmations may be solicited.

Chief Guests for the programme:

- The chief guest for the inaugural and valedictory functions shall be identified in consultation with the Principal, and an official communication to formally invite them for the program may be sent.
- Once the Chief Guests have confirmed their availability, arrangements for their transport and accommodation shall be made.
- The Course Coordinator shall prepare the inauguration and valedictory programme schedule in consultation with the Principal.

Receiving the participants at the Academy:

- A suitable office staff (MTS/LDC) may be nominated to receive the participants, and their telephone and mobile numbers shall be communicated to the participants well in advance through the WhatsApp groups.
- Once the participants arrive, a registration form shall be provided to them and their details may be collected.
- The training kit shall be handed over to the participants.
- Rooms in the executive hostel, or anywhere within or outside the campus as per arrangements shall be allotted to them.
- A group photo with all the participants, Chief Guest, and Faculty members of the Academy shall be taken during the inauguration of the Training.

Arrangements in the lecture hall:

- Arrangements in the training hall for smooth conduct of the program ensuring seamless audio-video facilities shall be checked by the Course Coordinator in consultation with the Estate Officer and Officer in Charge - IT.
- Photos of all the sessions and videos shall be taken.

Alternate arrangements for exigencies:

- Alternate arrangements shall be in place to meet the exigencies if guest speakers may not be able to deliver the lectures.
- If possible, it shall be attempted to deliver the session online.
- Else, an alternate resource person may be engaged during that session.
- Rescheduling/revising the schedule may also be done in consultation with the Principal, so that all the pre-defined topics are covered.

Peer learning:

- Sufficient opportunities for peer learning shall be provided by keeping sessions like group discussions and experience sharing for the participants.
- The informal gatherings in dining hall, during tours, stay during the field visits shall be the major opportunities to improve the peer learning.

Attendance and Feedbacks:

- Attendance and feedbacks shall be collected for each session of the training program and the course clerk may compile the same for later assessment.
- Session-wise feedback form, overall feedback forms shall be provided to the participants and the data may be collected (Annexure 4).
- The self-appraisal forms shall be provided to the participants to assess their knowledge improvement post training (Annexure 5).
- Pre-training self-assessment, session-wise evaluation, and post-training assessment shall be analysed to measure knowledge enhancement and training effectiveness.
- Comparative analysis of pre- and post-training assessment results shall be included in the Course Report under evaluation metrics.

Certificate distribution:

- The course certificates shall be distributed by the Chief Guest during the valedictory function in the presence of the Principal and Faculty members of the Academy.
- Photos of all individual participants receiving the certificates shall be taken and shared with the participants and also a photo repository shall be maintained.

Activities post-training:

- TA bills and account details of resource persons shall be collected by the course clerk, for settling the honorarium and travel bills.
- TA bills and account details of participants shall be collected for settlement.
- All the bills of expenditure, incurred during the course are collected from various sections including travel, food, mementos, accommodation, vehicles, printing of banners, certificate, reading materials, training kit, photography, and other miscellaneous expenditure shall be collected for settlement and disbursement shall be done within two weeks.

Course Report:

- The feedbacks, attendance, list of participants and other required details shall be compiled and a course report shall be prepared and sent to the Ministry within 15 days from the date of completion of the Training.
- The course report shall be drafted by the course clerk, and submitted to the Principal through the Course Coordinator, which will be assessed in a post training meeting to assess the impact of the training, and further be sent to DFE and the Ministry (Annexure 6).
- The Institution shall prepare an Action Taken Report (ATR) indicating how participant feedback, evaluation metrics, and weighted average analysis have been incorporated into subsequent course design, methodology, scheduling, and logistics.
- A post-course review meeting shall be conducted and the proceedings recorded for institutional reference.
- The photos and videos covered during each session of the Training programme shall be posted on various social media handles of the Academy on a daily basis, upon approval from the Principal.
- The experience learnt shall be documented and used for conducting the next training.
- All the signed invoices of the incurred expenditure shall be sent to the Ministry within 15 days from the date of completion of the Training.
- All participants of the Trainings shall be added to the alumni database of the Academy and to the official Telegram channel, and the management issues they face in the relevant fields are addressed through a Continuing Education Programme.

5. Standard Operating Procedures for Mentor – Mentee Programme

Aim: A structured procedure for identification of Mentor and Mentees with core subjects/fields for learning and professional development in long term

1. Mentors:

Mentor is an experienced individual who acts as a guide, advisor, and coach to an individual or collective Induction Trainee(s) in their academic, personal, and professional development. They share their expertise, provide support, give constructive feedback, and offer guidance based on their own past experiences within the institution.

2. Roles of Mentors:

A mentor's primary role is to offer selfless support to the mentee with valuable advice on academic works, career paths, growth and provide emotional encouragement, moral support, especially during challenging times. Also provide constructive criticism on a mentee's performance and provide connections and opportunities by leveraging their professional network.

3. Mentee:

Mentee is an Induction Training officer who desires to learn, need guidance, support, and specific knowledge from a more experienced person, known as a mentor.

4. Selection of Mentors:

Faculty members, Guest Faculties, Subject Experts, Alumnus, and officials with their specific subject knowledge are documented in the CASFOS faculty Data base. They may be contacted and interested professionals may be assigned for guidance and support to an induction trainee.

5. Enumerating subjects/fields for learning:

List of Subjects and Fields are collected from the core syllabus of SFS Induction Training and incorporated in a google form for circulation among Induction Trainees officers to identify his/her required field for mentorship

6. Mapping process for Mentor – Mentee learning:

Circulate the google form among the Induction Training officer (mentee) for matching their required fields/subjects to match their subject experts (mentors) for learning.

Assign one or more Officer Trainees (mentee) to a Mentor based on their subject demand for learning throughout the training period or even after that under Continuous learning.

7. On boarding Process of Mentor-Mentee Programme:

A transparent and consistent procedure is to be followed to ensure every trainee is paired with a mentor. A structured balanced ratio to be ensured between Mentorship allotment to the number of Officer trainees. The roles and responsibilities of each mentor and mentee are clearly described and communicated officially at the beginning of each Induction training schedule.

8. Evaluating Mentor-Mentee Programme

Google Feedback forms are to be prepared and circulated among mentees and mentors to evaluate and analyse the mentor-mentee performance and outcomes, highlighting improvements or corrective actions taken.

Action Taken Reports (ATRs) and any corrective measures are to be implemented to enhance the mentor-mentee support.

6. Standard Operating Procedure for Creation of Training Video for Convocation and Other Events

1. Objective

The purpose of this SOP is to ensure systematic collection, curation and compilation of photographs and video clips related to all course activities/study tours/modules of the Officer Trainees (OTs), and to produce a high-quality Training Video to be screened during the Convocation, visits of dignitaries, and other events.

2. Roles and Responsibilities

2.1 Trainees

The IT Committee members from among the trainees shall collate and submit good quality, representative photographs and video clips of all events as follows:

- a) **Immediate Submission (24 hours):** Photographs and videos of all formal, special and time-sensitive activities, including visits of dignitaries, special lectures by external resource persons, inaugurations, valedictory functions involving external invitees, workshops, seminars, important days and occasions, and other officially significant programmes shall be submitted immediately, and in any case within 24 hours of completion of the activity.
- b) **Weekly Submission for Extended Activities:** Photographs and videos related to study tours, long-duration field tours, modules, field exercises, club activities, cultural programmes, freshers'/farewell programmes, outreach programmes and other activities that are internal in nature or span multiple days shall be compiled and submitted upon completion of the activity or on a weekly basis, whichever is earlier.
- c) **One-time or Limited Submission for Routine Activities:** Activities such as PT & Games, regular classroom sessions, library sessions, and other daily routine activities shall be documented only once or twice during the entire training period, purely for representative and archival purposes. Repetitive collection of such activities shall be avoided.

All submissions shall be properly captioned with brief descriptions indicating the date, location, and nature of the activity, and shall be forwarded promptly for further processing in accordance with this SOP.

Submissions made by the IT Committee members shall be routed through the Course Assistant and monitored in accordance with the procedures and responsibilities outlined under Section 2.2 (Course Assistant).

2.2 Course Assistant

- The Course Assistant shall collect photographs of every activity conducted under the Course – Joining formalities, orientation, classroom sessions, PT & Games, field visits, study tours, special lectures, visits and interactions of dignitaries, cultural

- events, club activities, celebrations, institutional visits, and any other scheduled activity as per the frequency prescribed in Section 2.1.
- The photographs shall be collected from the Officer Trainees within 24 hours of completion of each activity.
 - The photographs shall be arranged date-wise and activity-wise and submitted to the Course Director every week, or earlier if required.
 - A separate digital database shall be maintained for each course, organised activity-wise, to ensure systematic storage, easy retrieval, and long-term record keeping of photographs and videos.
 - Any delay or non-compliance in submission of photographs and videos by the IT Committee members or Officer Trainees shall be recorded by the Course Assistant and brought to the notice of the Course Director for appropriate directions or corrective action.
 - Overall responsibility for coordination, monitoring, record maintenance and timely escalation of issues related to photo and video documentation shall rest with the Course Assistant, under the supervision of the Course Director.

2.3 Course Director

- The Course Director shall review the submitted photographs and videos for quality, relevance and coverage.
- For each activity, the Course Director shall select the best three photographs and forward them to the ICT Section.
- The Course Director shall maintain a chronological record of selected photographs to ensure comprehensive coverage across the entire training period.

2.4 ICT Section

- The ICT Section shall maintain a secure digital repository for all selected photographs forwarded by the Course Director, organised by activity and date.
- The ICT Section, with support from the IT Committee, shall compile the Course Video to be played during the Convocation using the approved photographs and video clips, ensuring that:
 - All major activities are represented, viz:
 - Joining formalities
 - Orientation activities
 - Plantation activities
 - Local visits
 - Daily routine – including morning PT, marathons, yoga, mess, classroom sessions, library sessions, lab sessions, breaks, practical sessions, various games, gymnasium, and dinner.
 - Practicals
 - Field visits
 - Institute visits
 - Field exercises
 - Modules
 - Special Task Force attachment if applicable

- Special Lectures
- Study Tours
- Field Training/On the Job Training
- Visits of Dignitaries
- Implementation of GoI initiatives
- Celebration of important days
- Sports meets
- Birthday celebrations
- Cultural events
- Fresher's/Farewell programmes
- Other relevant activities
- Individual photos of trainees of the batch
- Transitions, titles, and background music are consistent with Academy standards.
- Duration is suitable for screening, based on the nature of the event.

3. Timeline for Preparation of Training Video for Convocation

3.1 Three Weeks Before Convocation

- The ICT Section shall initiate preparation of the Course Video.
- A meeting to finalize the photos to be used in the course video shall be conducted by the OIC-ICT, inviting all faculty and the Principal of the Academy.
- A draft version of the video shall be prepared using all approved photographs and videos finalized in the meeting.

3.2 First Review

- A review meeting shall be conducted with the Principal, all Faculty Members, Course Director, and ICT Section.
- Faculty feedback shall be recorded by the ICT Section and necessary corrections shall be incorporated.

3.3 Second Review

- A revised draft of the Course Video shall be presented for final review.
- All Faculty Members shall assess the video for completeness, continuity, accuracy of sequencing, and overall quality.

3.4 Final Approval

- The Course Video shall be approved based on common consensus among the Principal and Faculty Members.
- After approval, the ICT Section shall produce the final rendering in suitable formats for:
 - Convocation screening,
 - Archival in the Academy digital repository,
 - Uploading on official social media, subject to Principal's approval.

4. Guidelines for Preparation of Video for Visits of Dignitaries and Other Events

- The video prepared for visits of dignitaries and other specific events shall be displayed to the visiting dignitaries and shall broadly cover the profile of the Academy, training activities, major infrastructure, and highlights of previous visits by eminent dignitaries.
- Such videos shall be prepared on a **need-based basis**, as and when directed by the Principal.
- The ICT Section shall be responsible for compilation and periodic updating of the video, ensuring factual accuracy and consistency with the institutional image of the Academy.
- One round of review shall be conducted with the Principal and all Faculty Members, during which observations and suggestions shall be recorded.
- The video shall be finalised and used only after obtaining **final approval of the Principal**, based on common consensus of the review.

5. Archival and Record Keeping

- The ICT Section shall maintain:
- A master copy of all the videos showcased during various events,
- A secure backup in the Academy's digital storage,
- A folder containing all selected photographs, raw inputs, and draft versions.
- The Course Director shall also maintain a log of activities and selected photographs to facilitate future reference.

6. General Guidelines

- Photographs must be clear, relevant and properly framed; blurred or low-quality images shall not be forwarded.
- OTs must be informed at the beginning of the course about the requirement to submit photographs promptly.
- Copyright-free or Academy-owned music/tracks shall be used in the Course Video.
- All content must uphold the dignity, decorum and values of the Academy.

GUIDELINES FOR ATTENDING PHYSICAL MODE WORKSHOP

- Venue: The training will be held at Corbett Hall, Vana Vigyan Building, the main administrative building of the Academy. The participants are advised to report at the venue on or before 9:30 am (date & day)
- Registration: Registration forms will be sent in the mode of Google form. All participating Officers have to fill up the form by online by using your Gmail ID. Participants are required to send their latest Photograph for Registration as well as for the Certificate purpose. Write your correct name in the registration form, the same will be recorded in the Certificates.
- Etiquette: Participants are requested to follow proper dress code and other etiquettes while attending the Course. There will be a Yoga session scheduled on (date) morning 06:00 am. Hence, participants are requested to carry convenient dress for the Yoga session.
- Attendance: Attendance will be recorded for each session. All the Officers are requested to be attentive for the interaction with the faculties.
- Feedback: At the end of the day a feedback Google form will be shared via WhatsApp group or to your Gmail account. All the Participants are required to submit your assessment on each Session, Faculty and the Course content.
- Final Evaluation: A final Evaluation form will be sent through Google form mode/hard copy during the last day of the workshop. Participants are mandatorily required to fill up the form and submit it for preparation of Course Report.
- Assessment: There will be a Pre and Post Training Assessment of Participants by means of a questionnaire method.
- Boarding and Lodging: The Participants will be provided with Boarding and Lodging facilities at the Executive Hostel of the Academy at Coimbatore on (date)

Pre-training assessment form for Training of Other Stakeholders
on “Wildlife Trade and Trafficking”

Date

1. Name :

2. Designation :

Contact No :

3. Have you attended any training on ‘Wildlife Trade and Trafficking’ or related Topics?

a. Yes b. No

4. If yes, please mention the name of training and when was it held?

5. What is your level of knowledge on the following topics?

(Please tick any one)

S. No	Topics	Poor	Least	Average	Good	Excellent
a	Wildlife Protection Act, 1972					
b	Illegal Wildlife Trade & Trafficking					
c	Importance of Citizen in Prevention of Wildlife Crime					
d	Tiger Reserves: Management Issues & Challenges					
e	Human Wildlife Interface					
f	Basics of Wildlife Crime Investigation					
h	Role of Media in Wildlife Conservation					
i	Prevention of Wildlife Trade In India					

6. What is the total forest cover of India in percentage of its Geographical area?

a. 15%

b. 25%

c. 20%

d. 22%

7. Why Wildlife Protection Act is enacted in India?

8. What do you understand by the Human-Wildlife Interface? How can we avoid these issues?

9. Do you know about illegal wildlife trade in India? How serious is the issue?

10. Do you know regulatory agencies present in the country in control of wildlife crime.

11. Do you feel Wildlife Conservation required in India? If yes, please explain how wildlife Conservation will benefit the general public?

12. How can a citizen participate in Wildlife Conservation?

13. Do you feel the press & media is having an important role in Wildlife Conservation? If yes, please elaborate on your view.

14. Name any four Protected areas of India? Have you visited any protected areas? If yes, when did you visit & name of the place?

15. What are your expected inputs from the training?

16. Enlist the areas of interests in which coordination is required from Forest Department in your sphere of work?



Training of In-Service SFS Officers/ Other Stakeholders

From -----To-----Month/Year

COURSE GUIDE



Central Academy for State Forest Service Coimbatore
Directorate of Forest Education
Ministry of Environment, Forests & Climate Change
Government of India



A. WORKSHOPS/COURSES

Aim

- To develop awareness and competencies on (subject of the training) in SFS officers
- To provide the field oriented practical inputs to the participating officers on (subject of the training) for improving their knowledge and skills on the subjects

Course Style

- Five-day workshop – Physical/Online Mode
- Trainee-centered
- Experience-sharing and problem-solving
- Emphasis on application flawlessly
- Peer-learning
- Case Studies & Case Laws
- Supported/Supplemented by Visuals and Power Point Presentations

Learning Unit and its Objectives

- **Overview of the Topic**
- **Learning Outcome**

1. Biodiversity Conservation for Sustainable Livelihoods

- Biodiversity Conservation for Sustainable Livelihoods
- National Biodiversity Act 2002
- JFM & Community forestry in Biodiversity
- Stakeholder Analysis for Biodiversity
- Marine Biodiversity for livelihoods
- Use of Technologies in Biodiversity Management
- Biodiversity Conservation Initiatives – Case Studies
- Access & Benefit Sharing
- Biodiversity Conservation for our future
- Mangrove Conservation
- Development Projects effects on Biodiversity Conservation
- Use of Bamboo for livelihood generation

2. Wildlife Management (WLM)

- Overview of Illegal Trade in Wildlife
- Habitat Management
- Overview of Wildlife Laws in India
- Status and Importance of Wetland Conservation in India
- GIS Application in Wildlife Management
- Mainstreaming Conservation in Development
- Wildlife Monitoring and Population Census Protocols
- Captive (Zoo) Management
- Managing Wild Animal in distress

- Ecosystem Services
- Status of Tiger Conservation India
- Marine Resources Management through People Participation
- Wildlife Offences: Case Study
- Intelligence Collection & Analysis
- Man-Animal Conflict
- Wildlife Forensics
- Eco Friendly Measures for Mitigation of Man-Wildlife Conflict

3. **Human Resource Management (HRM)**

- Group Dynamics
- Interpersonal Relationships
- Personality / Positive Attitude Development
- HR Issues in Forestry - Panel Discussion
- Counseling & Mentoring Skills
- Communication Skills
- Leadership
- Motivation
- Ethics and Values
- Stress Management
- Negotiation Skills

4. **Legal Issues in Forestry and Wildlife**

- Indian Forest Act (IFA), 1927 & Rules
- Wildlife (Protection) Act (WPA), 1972
- Indian Penal Code (IPC), 1860, Code of Criminal Procedure (Cr PC), 1973, Code of Civil Procedure (CCP), 1908 and Indian Evidence Act as applicable to forest laws
- Biological Diversity Act, 2002
- Wildlife Forensics
- Forest (Conservation) Act (FCA), 1980
- Forest Rights Act (FRA), 2006
- Environment (Protection) Act, 1986 and subordinate legislations
- Environmental Impact Assessment (EIA)
- NGT Act 2020
- Forest/ Wildlife Offence
- Prevention & Control of Wildlife crime

5. **Training of Trainers (TOT)**

- Meaning and concept of Training
- Systematic Approach to Training
- Mentoring
- Training Methods
- SWOT Analysis
- Developing of Training Material
- Role Play Effective

- Communication Skills Ways of Learning
- Management Games, Team building and Synergy
- Effective Training Skills
- Training Evaluation
- Training need Analysis
- Training objectives and Designing of Training Programme
- Plan, Preparation & Presentation of Lecture
- Enjoyable, Emotional Management
- Group Discussion as a Training Tool

6. GENERAL REFRESHER COURSE (GRC)

I: CONTEMPORARY ISSUES

- Eco-Development interface issues
- Procurement, Marketing and value addition of Minor Forest Produce (MFP)
- Payment for Ecosystem Services and Forest Certification
- Community Based Ecotourism

II: FORESTRY AND WILDLIFE ISSUES

- Human Animal Interface
- Bird Conservation
- Protected Area Management

III: LEGAL ISSUES

- Forest (Conservation) Act (FCA)
- Forest Rights Act (FRA), 2006
- Search, Seizure and Confiscation
- Investigation Procedure in Wildlife Case
- Wildlife Forensics

IV: TOOLS & TECHNIQUES

- Ecological Census Techniques
- Basic Role of GIS and Remote Sensing (RS) in Forestry

V: GENERAL MANAGEMENT

- Stress Management
- Leadership and Motivation Skills
- Media Management
- Human Resource issues in Forestry

- **Assessment:** Submission of Feedback and final Evaluation Forms
- **Valediction:** Experience sharing by participants and Certificate distribution

B. REFRESHER COURSES FOR OTHER STAKEHOLDERS

Aim

- To sensitize importance of conservation of Forests, Wildlife & Protecting Environment
- To impart basic knowledge to promote sustainable living by encouraging individuals to make changes in their lifestyles and emphasizes responsible and conscious use of resources to safeguard and conserve the environment.

Course Style

- 2/3-day Course – Physical/Online Mode
- Stakeholder-oriented
- Issue Oriented
- Emphasis on application flawlessly
- Supported/Supplemented by Visuals and Power Point Presentations
- Field visits

Learning Unit and its Objectives

Overview of the Topic

Learning Outcome

Refresher Course for Other Stakeholders (Overview)

1. Conservation of Forests, Wildlife and Environment: “Know your Forests”

- Forests and importance of its conservation
- Overview of Forests and Wildlife
- Importance of Wildlife & its Conservation
- Human Wild Animal interface
- Tree Cultivation
- Doubts of Common Man (Legal Issues)
- Biodiversity Around Us
- Panel Discussion

2. Forest Policy and Law for smooth interface of Forest department and the personnel of other concerned departments

- Overview of Forests and Wildlife
- Importance of Forest Conservation
- Overview of Wildlife Protection Act 1972
- Environmental Legislation
- Overview of illegal trade in Wildlife
- National Green Tribunal Act
- The Scheduled tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act 2006
- Overview of Biological Diversity Act, 2002
- Panel Discussion

3. Lifestyle for the Environment (LiFE)

- Hierarchy and Functioning
- Healthy Life Style
- What an Individual can do for nature Conservation
- Eco Awareness Program
- Driving Mission Life in Institutions- A Case study
- Yoga for better health
- Garbage to Gold
- Save Forest- Biodiversity
- Energy Audit
- Fresh Water Biodiversity Conservation
- Group Discussion and Presentation of Action Plan

4. Urban Greening-Science and Strategies

- Urban Greening and Pollution
- Urban Greening-Problems & Opportunities
- Solid Waste Management
- Miyawaki Plantations
- Landscape Architecture
- Climate Change

5. People and Forest Interface

- Forest and Wildlife Conservation
- Forest and Wildlife Legislations
- Eco-Tourism
- Human-Wildlife Conflict
- Eco-development
- Group Discussion

6. Forest and Wildlife Laws

- National Forest Policy
- CrPC, IPC, CPC & Evidence Acts -Application in Forestry
- Biodiversity Act
- Forest Conservation Act
- Wildlife Trade & Wildlife Crime
- Human Wildlife Conflict Management
- Forest Right Act
- NGT Act
- Conservation of Forests and Natural Resources
- **Assessment:** Submission of Feedback and final Evaluation Forms
- **Valediction:** Experience sharing by participants and Certificate distribution




Central Academy for State Forest Service Coimbatore
Directorate of Forest Education
Ministry of Environment, Forest & Climate Change
Government of India



“Training Title/Topic”

from to

Feedback Form: Day-1 (Date) Sessions -1, 2 & 3

Thank you for participating the physical mode workshop of "_____ on the topic - _____".

We want to hear your assessment on the Course/topics and Faculty performances.

Please fill this form with your estimated value for evaluation as given below: -

* Indicates required question

1. Email * _____

2. Name * _____

Lecture on " _____ "

Day 1- 1st Session: Faculty - _____

Day 1- 1st Session: How do you evaluate the Lecture by _____

	Appropriate	Too Long	Too Short
Duration of the Lecture	☐	☐	☐

How do you rate the lecture by _____?

Appropriate Too Long Too Short

Mark only one oval per row.

	Excellent	Very Good	Good	Fair	Poor
Contents of the Lecture	☐	☐	☐	☐	☐
Presentation	☐	☐	☐	☐	☐
Quality of Discussion/Interaction	☐	☐	☐	☐	☐
Meet for Objectives	☐	☐	☐	☐	☐
Teaching Aids (PPTs/Videos)	☐	☐	☐	☐	☐

If your rating is "Poor" for the above. Please justify with your comments in brief.

Lecture on "_____".

Day 1- 2nd Session

Faculty- _____

Day 1- 2nd Session: How do you evaluate the Lecture by _____

Appropriate Too Long Too Short

Duration of the Lecture	☐	☐	☐
--------------------------------	-----------------------	-----------------------	-----------------------

How do you rate the lecture by _____?

Mark only one oval per row.

	Excellent	Very Good	Good	Fair	Poor
Contents of the Lecture	☐	☐	☐	☐	☐
Presentation	☐	☐	☐	☐	☐
Quality of Discussion/Interaction	☐	☐	☐	☐	☐
Meet for Objectives	☐	☐	☐	☐	☐
Teaching Aids (PPTs/Videos)	☐	☐	☐	☐	☐

If your rating is "Poor" for the above. Please justify with your comments in brief.

Lecture on "_____ **".**

Day 1- 3rd Session

Faculty- _____

Day 1- 3rd Session: How do you evaluate the Group Discussion on the topic _____

	Appropriate	Too Long	Too Short
Duration of the Lecture	☐	☐	☐

How do you rate group discussion _____?

Mark only one oval per row.

	Excellent	Very Good	Good	Fair	Poor
Contents of the Lecture	☐	☐	☐	☐	☐
Presentation	☐	☐	☐	☐	☐
Quality of Discussion/Interaction	☐	☐	☐	☐	☐
Meet for Objectives	☐	☐	☐	☐	☐
Teaching Aids (PPTs/Videos)	☐	☐	☐	☐	☐

If your rating is "Poor" for the above. Please justify with your comments in brief.

EVALUATION REPORT BY THE PARTICIPANTS

Part- A. About the Course:								
Part- B. About the Participant:								
Name and Age: *								
Place of posting with Sate/UT								
Job Position, Email Id and Mobile No:								
Part-C. Questions:								
1. Course Content & Structure								
1.1 How have the Course aims been met? *								
1.2 What extent do you evaluate increase of your knowledge and skills regarding the Course Contents/topics by taking the Course? *								
1.3 What extent do you evaluate relevant contents vis-a-vis Course Title? *								
1.4 What level do you evaluate the level of satisfaction of the PPT/Reading Material of the Course? *								
1.5 What do you think about duration of the Course *								
1.6 What do you find the level of the Course as a Whole?*								
2. Training Faculty (TF)								
2.1 Assessment of the Course Content topics								
Sl. No	Course Content/Topics	Name of the Resource Person	Duration	Contents	Presentations	Discussion/Interactions	Meet for the objective	Course Material
1	Overview	Shri Sanjay Kumar Srivastava IFS (Retd), Tamil Nadu.						
2								
3. Usefulness of the Course (UOC)								
3.1 How useful this training will be to you immediately in your job *								

3.2 How useful this training likely be to for the future jobs you may handle? *	
4. Overall impression about the Course (OIC)	
5. Comments / Observations / Suggestions you wish to make about strength and weakness as well as other aspects pertaining to the Course.	-----
Part- D. ACTION PLAN	
Action Expected *	
Expected Outcome *	
Time Scale *	
Part E. Logistics: Give the grade of what you think about logistic items given below on a scale of 10-0 and specify the reason of your grading if any. [Scale 10 (highest).....0 (lowest)]	
1.1 Residential accommodation? *	
1.2 Food Quality? *	
1.3 Classroom Facilities*	
1.4 Field Exercises	
1.5 Recreation Facilities*	
1.6 Time management *	
Comments/ observations / suggestions you wish to make about logistics	



Government of India
Ministry of Environment, Forest & Climate Change
Directorate of Forest Education
Central Academy for State Forest Service Coimbatore

COURSE REPORT

ON

**One Week Workshop/Three Days In-Service
Training for SFS Officers/Other Stakeholders on**
("Subject")
(period)

Physical Mode

Group Photo

Course Coordinator

(Name)

INDEX

Sl. No.	DETAILS	PAGE NO.
1.	Course Report	
2.	Course Director's Comments on Participants' Views (APPENDIX – I)	
3.	Course Weighted Average Calculation (APPENDIX – II)	
4.	List of Faculty (APPENDIX – III)	
5.	Feedback on Resource Persons (APPENDIX – IV)	
6.	Timeline (APPENDIX – V)	
7.	List of Officials Nominated for the Training (ANNEXURE– I)	
8.	List of Officials Attended the Training (ANNEXURE– II)	
9.	List of Officials Nominated and not attended the Training (ANNEXURE– III)	
10.	Photographs of the Training Program (ANNEXURE– IV)	
11.	Detail of expenditure incurred during the Training (ANNEXURE –V)	

COURSE REPORT

MoEF's /DFE's letter number and date		Letter reference no.
Institute's reference number		Reference no.
1	Name and complete address of the Institute (including phone, fax and e-mail)	Central Academy for State Forest Service Post Box No. 1130, Coimbatore – 641 002 0422 – 2450313, 2451605, casfoscbe-trng@gov.in ; casfos-coimbatore@gov.in
2	Title of the course	
3	Duration & period of the Course	
4	Name & designation of the Course Director	
5	Number of officers participated	
6.1	(a) Did the institute get in touch in advance with the participants of the course?	
	(b) If yes, when (mention the date of communication to the officers)?	
	(c) Details of nomination received	
	(d) How many officers received the intimation?	
	(e) How many officers responded?	

6.2	(a) Were the course expectations of the participants ascertained by the institution?	
	(b) If yes, how and when (dates)?	
7.1	(a) Was the course conducted at the institution's campus? If no, where?	
	(b) Whether the course was "residential" or non-residential. If residential, whether the residential facilities were provided in the institution's own hostel or in a hotel etc.?	
7.2	(a) Total no. of working days in the course	
	(b) Total no. of sessions planned/convened in the course	
	(c) No. of sessions, which could not be conducted as planned with reasons	
	(d) Internal faculty hours	
	(e) Guest faculty hours	
(f) No. of days / hours spent on field visit(s), if any		
Enclosure (2 copies each): - Course time-table - List of faculties (both in-house and guest faculty) - List of participants - The background material supplied to the participants		

8	(a) Had the same or similar course been conducted earlier under the sponsorship of the MOEF/Department of Personnel and Training (Government of India)?	
	(b) What changes, on the basis of the feedback received in the previous course were made in the current course?	
9	Evaluation Report received from current course participants in terms of:	
	(*1.1, 2.1, shown below refer to question number in Part C or Part E of the Evaluation Report.)	
9.1	Course Content and Structure (CCS)	
9.2	Training Faculty (TF)	
9.3	Usefulness of the course (UOC)	
9.4	Overall impression about the Course (OIC)	
9.5	Participants' views about the strengths and weaknesses as well as other aspects pertaining to the course	
	(Please attach summary as Appendix-I.)	
9.6	Logistics (including Workshop from home, Experience in online platform, Classroom online, connectivity, comfort in online and Time management etc.)	
9.7	Weighted Average	
	(Please attach summary as Appendix-II.)	
10	General remarks of the Course Director on the nature and extent of participant's involvement in the course including attendance punctuality and interest evinced	

11	Suggestion highlighting the areas of improvement in the Course for future by Course Director	
12	Comments of the Institution on how the feedback is proposed to be recycled into future programmes in terms of course content, methodology, etc.	

Course Director

PRINCIPAL

APPENDIX-I

Course Director's comments on Participants' views about the strengths and weakness pertaining to the course

- (**Note:** 1. Participants' comments to Part C Question 5 which deemed appropriate to give Course Director's comment are shown in the table as Participants' views.
2. Comments of similar nature relating to the same aspects given by different participants may be clubbed together by the Course Director)

Sl. No	Participants' views	No. of participants who have expressed the view	Course Director's comments
1	Logistics, Food arrangements and coordination are excellent and good.		
2	Thanks for the opportunity to engage with people from different NGO's and press & media personnel. It was really a vibrant gathering which is quite helpful to outreach the context that is wildlife trade and conservation.		
3	First the class session the atmosphere of this place could very goods. The food should they provide to we were very good include taste and quality very thankful for arranging safari and then giving opportunity to knowing about elephants, also wildlife conservation also your residential preference also excellent we enjoying it in correct ways.		
4	Few media people were consuming liquor in topslip proper checking happened in our vehicle when we entering top slip. Time Management was not proper and we have to skip some things to follow the time.		
5	A useful training for me and a new subject to us. We are very thankful to CASFOS, Coimbatore for this great opportunities and inputs.		

Course Director

APPENDIX - II

Weighted Average calculation

For calculation of numerical value of feedback, each factor is valued as percentage value to the top grade given to the factor. If no answer is provided, it is excluded from calculation. (cf; where number of grade is 4, percentage value be 100, 75, 50, 25). Average of numerical value of factors consisting of the element is a numerical value of the element.

1. Course Content & Structure (CCS) = _____

1(1) Course aim met ()

1(2) Increase of knowledge ()

1(3) Relevance of content ()

1(4) Reading Material ()

2. Training Faculty (TF) = _____

2(1) Assessment of the Course content/ topics =

Contents ()

Presentation ()

Quality of Discussion/
Interaction ()

Meet for Objectives ()

2(1) Assessment of the Field Visit =

Contents ()

Meet for Objectives ()

3. Usefulness of the Course (UOC)

=

3(1) How useful to you immediately ()

3(2) How useful to be for your future jobs ()

4. Overall Impression about the Course (OIC) = _____

Logistics (L) = _____

E1.1. Residential accommodation ()

E1.2. Food Quality ()

E1.3. Classroom Facilities ()

E1.4. Field Exercises ()

E1.5. Recreation Facilities ()

E1.6. Time management ()

Weighted Average for the Course: _____

For calculation of Weighted Average (WA), following formula is used.

$$WA = (CCS (100\%) + TF (100\%) + UOC (75\%) + OIC (100\%) + L (75\%)) * 100/450$$

APPENDIX - III

LIST OF FACULTIES

(Both in-house and guest faculty)

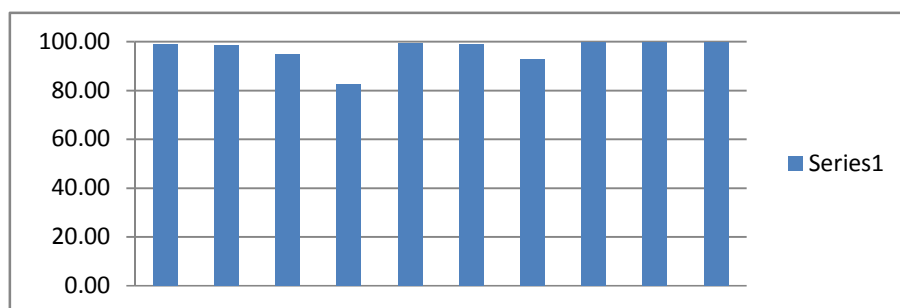
Sl. No.	Name of Resource Person	Topic	Contact details
1.			
2.			
3.			

FEEDBACK ON RESOURCE PERSONS

The scores given to the Resource persons by the participants on four criteria and its average:

Guest Lecturers	Contents	Presentation	Interaction	Objectives	Total	Average

Fig.1 The overall average assessment of resource persons in Classroom lectures done by participants
(Scale 0 - 100)



APPENDIX-V

Time Line of the Workshop/Course/Training



GOVERNMENT OF INDIA
 MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE
CENTRAL ACADEMY FOR STATE FOREST SERVICE
 POST BOX NO. 1130, R.S.PURAM, COIMBATORE – 641 002
 Telephone: 0422 – 2451605 & 2450313 Fax :0422 – 2968020



TIMELINE FOR WORKSHOP ON “-----” From -----to -----

DAY	(Session – I)	11 00 to 11 15	(Session –II)	12:4 5 to 14 00		(Session – III)	15 30 to 15 45	(Session – IV)	
	09 30 to 11 00		11 15 to 12 45			14 00 to 15 30		15 45 to 17 15	
DAY I Monday	Inauguration	Tea Break		Lunch Break			Tea Break		Submission of Feedback form
DAY II Tuesday									
DAY III Wednes day									
DAY IV Thursda y							Tea Break		
DAY V Friday									
DAY VI Saturday 09.10.20 21	Feedback from participants								
			Valedictory Session		Submission of final Evaluation form				

-Sd-
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CASFOS, COIMBATORE

Annexure – I

List of Officials Nominated for the Training of -----on from (---- to -----).

Sl. No	Name of the Participant	Designation	Place of Posting	Contact Number
1.				
2.				
3.				

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Annexure – II

List of Officials attended the ----- Training of ----- on ----- on from (---- to -----).

Sl. No	Name of the Participant	Designation	Place of Posting	Contact Number
1.				
2.				
3.				

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Annexure – III

List of Officials not attended the ----- Training of ----- on ----- from (----- to-----).

Sl. No	Name of the Participant	Designation	Place of Posting	Contact Number
1.				
2.				
3.				

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Annexure – IV

Photographs of the Training Program	
Photos	Photos

Annexure – V

**GOVERNMENT OF INDIA
MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE
CENTRAL ACADEMY FOR STATE FOREST SERVICE
POST BOX NO.: 1130, R. S. PURAM POST
COIMBATORE – 641 002**

---- Training of -----

The Expenditure details of the “-----” held from ---- to -----

Sl. No.	Name of the Items	Rates
1.	Boarding and Lodging	
2.	(i) TA / DA of resource persons including honorarium. (ii) TA of participants restricted to Train/Bus Fare including part compensation for loss of baggage for non-government persons (lumpsum).	
3.	Expenses towards field trip	
4.	Training Materials with kit (Rs. 1,000 X n = Rs. ____/-)	
5.	Banner and other required advertisement needs	
6.	Miscellaneous Expenditure of the Institute for printing and local arrangements	
	TOTAL	

**PRINCIPAL
CENTRAL ACADEMY FOR STATE FOREST SERVICE
COIMBATORE – 641 002**

Note please:

Appendices

Appendix – I	Course Director's comments on Participants' views
Appendix – II	Numerical value of feedback and Weighted Average
Appendix – III	List of faculties (both in-house and guest faculty)
Appendix – IV	Graphic Representation of Resource Persons
Appendix – V	Final Course Timeline

Annexures

Annexure – I	List of Officers Nominated
Annexure – II	List of Officers attended
Annexure – III	List of Officers not attended
Annexure – IV	Photographs of the Training
Annexure – V	Detail of expenditure incurred during the Training Program

ENCLOSURES

1. *Background material supplied to the participants (Soft Copy/DVD)*
 - a. *Reading Material (if any)*
 - b. *PowerPoint Presentation*
 - c. *Evaluation – Excel Working File*
2. *Photographs of Lecture/Field visit etc.*

Karmayogi Competency Model (KCM) Mapping

Induction Training

I Phase

S.No	Name of the Subject	KCM competency mapping
1.	General Botany / Mathematics	Domain
2.	Application of Modern Tools and Technology	Functional/Domain
3.	Silviculture- I	Functional/Domain
4.	Silviculture- II	Functional/Domain
5.	Forest Resource Assessment	Functional/Domain
6.	Forest Survey	Functional/Domain
7.	Forest Policy and Law	Domain
8.	Forest Engineering	Functional/Domain
9.	Ecology and Environmental Science	Domain
10.	Adverse Influence on Forest	Domain
11.	Forest Utilization- I	Functional/Domain
12.	Forest Utilization- II	Functional/Domain
13.	Forest Resource Management	Functional/Domain
14.	Natural Resource Management	Domain/Functional/Behavioural
15.	Environmental Economics	Domain

II Phase

S.No	Name of the Subject	KCM competency mapping
1.	Biodiversity Conservation and Management	Functional/Domain
2.	Joint Forest Management, Rural and Tribal Development	Domain/Functional/Behavioural
3.	Human Resource Development and Management	Behavioural
4.	Forest Accounts and Procedure	Functional/Domain

III. Field Exercises

S.No	Name of the Subject	KCM competency mapping
1.	Road Alignment	Functional/Domain
2.	Engineering	Functional/Domain
3.	Working Plan	Domain/Functional/Behavioural
4.	Ecological Census Techniques	Functional/Domain

IV Modules

S.No	Name of the Modules	KCM competency mapping
1.	Management Plan module exercise	Functional/Domain
2.	Training module on Habitat Management in India and Behavioural Ecology and Conservation	Functional/Domain
3.	Drone Technology in Forestry	Functional/Domain
4.	Module on Forest clearances i.e., Parivesh portal, e - green watch, Wildlife clearance and Associated matters relating to the IRO	Functional/Domain
5.	Conservation of Medicinal Plants	Functional/Domain
6.	Eco tourism module	Functional/Domain
7.	Zoo Management	Functional/Domain
8.	RTI Module	Functional/Domain
9.	DGPS & total Station survey	Functional/Domain
10.	Ethics & Governance	Behavioural
11.	Module on Wood Technology	Functional/Domain
12.	Module on GIS Application in Forestry	Functional/Domain
13.	Module on Geology	Domain
14.	Module on Wildlife conservation and Management	Functional/Domain
15.	Module on Tiger Conservation and SOP's at NTCA	Domain/Functional/Behavioural
16.	Module on Wildlife Crime control Bureau	Domain/Functional/Behavioural
17.	Yoga & Meditation	Behavioural
18.	Special Task Force	Functional/ Behavioural
19.	Swimming	Functional
20.	Self Defense	Functional
21.	Motor Mechanics Module	Functional

In-Service / Short Term Training Courses

Sl.No.	Name of Training Workshop/GRC	KCM Competency Mapping
1.	Community Forestry & Joint Forest Management	Domain/Behavioural
2.	Wildlife Management	Functional / Behavioural
3.	People and Forest Interface	Domain
4.	Lifestyle Style for Environment	Behavioural
5.	Forest and Wildlife Laws	Functional
6.	Wetland Conservation	Functional /Domain
7.	Marine Biodiversity Conservation	Functional /Domain
8.	Conservation of Medicinal Plants, NTFPs and Rare, Threatened & Endangered Plants	Functional /Domain
9.	FOREST AMENDMENT ACT 2023, PARIVESH 2.0 & E-GREEN WATCH	Functional /Domain
10.	General Refresher Course	Domain
11.	Legal Issues in Forest & Wildlife	Functional /Domain
12.	Wildlife Trade and Trafficking	Functional /Domain
13.	Urban Greening-Science and Strategies	Functional /Domain
14.	Promotion of LiFE Activities	Behavioural
15.	Forest Fire Management	Functional
16.	Coverage of Forest and Wildlife related issues for media personnel	Domain
17.	Forest and Wildlife-related Laws to lower judiciary, Advocate & Law Firms	Domain
18.	Role of Communities in Mitigation of Man-Animal Conflict in Forest Fringe Areas	Functional/Behavioural
19.	Role of Citizen Science in Conservation of Forest and Wildlife	Domain/Behavioural
20.	Wetland Conservation-Management & Constraints	Functional /Domain
21.	Human Elephant Coexistence (as part of wildlife week celebration)	Domain/Behavioural
22.	Rashtriya Karmayogi training	Behavioural