

Format for evaluation of the refresher course conducted by the institute / organisation for the IFS officers sponsored by the Ministry of Environment and Forests, GOI, New Delhi

EVALUATION REPORT BY THE PARTICIPANT

*[Note: Please fill-in all the items in the reports
Your objectivity will help us to make improvements in the future course(s)]*

1. Name of the institution:

2. Title of the course:

2. Duration & period of the course :

3. Course Objectives

(Items 01 to 04 to be filled in by the institute before circulating the forms to the participants)

5. Did you receive advance intimation from the institution about the programme? If so, when did you respond to the institution?
 - (a) When the intimation was received? :

 - (b) When the officer responded? :

6. What do you think about the structure and organization of the course to meet the objectives on a scale of 10?

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Points : 10 for very well structured
00 for very unstructured

7. How useful this training will be to you immediately in your job?

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[10.....00
(highest) (lowest)]

(Mention the job responsibilities handled by you presently)

8. How useful this training likely to be for the future jobs you may handle?

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[10.....00
(highest) (lowest)]

9. Practical orientation of the course contents to the job you are handling/you may handle?

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[10.....00
(highest) (lowest)]

10. Did you get enough opportunities to interact with the fellow participants?

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[10.....00
(highest) (lowest)]

11. How far have you been benefited from interaction with the fellow participants during the course?

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[10.....00
(highest) (lowest)]

12. How far was the course material supplied relevant and related to the course content?

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[10.....00
(highest) (lowest)]

13. Assessment of the training faculty

S.No.	Date	Duration in minutes	Topic	Name of faculty	Assessment by the participant 10.....00
1.					

14. To what extent are you satisfied with the following:

(The institution may please block the parameters not applicable.)

		[10.....00 (highest) (lowest)]	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 70%;"></td> <td style="width: 30%;"></td> </tr> </table>		
a.	Reception:		<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 70%;"></td> <td style="width: 30%;"></td> </tr> </table>		
b.	Transport facilities availed/not availed If availed:		<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 70%;"></td> <td style="width: 30%;"></td> </tr> </table>		
c.	Residential accommodation Facilities availed/not availed If availed:		<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 70%;"></td> <td style="width: 30%;"></td> </tr> </table>		

d. Food quality and service

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[10.....00
(highest) (lowest)]

e. Class room facilities

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[10.....00
(highest) (lowest)]

f. Library facilities

availed/not availed
If availed:

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[10.....00
(highest) (lowest)]

g. Computer facilities

availed /not availed:
If availed:

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[10.....00
(highest) (lowest)]

h. Interaction with the faculty

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[10.....00
(highest) (lowest)]

i. Recreation facilities

availed/not availed
If availed:

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[10.....00
(highest) (lowest)]

15. Which parts of the course did you find most useful?

16. Which parts of the course did you find least helpful?

17. **Your overall impression of the course?**

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[10.....00
(highest) (lowest)]

18. Did the course give you any specific idea(s) about improvements in your working situation when you get back?

Yes / No

19. If yes, can you spell them out briefly?

20. Any other comments/observations/suggestions you wish to make about the course:

(Name & signature of the participant)