

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

Course Director's Report

(Kindly ensure that information is provided for all the items mentioned below)

MoEF's letter number and date

Institute's reference number

Date:

1. Name and complete address of the Institute
(including phone, fax and e-mail)

2. Title of the course:

3. Duration and period of the Course:

4. Name and designation of the course director:

5. Number of officers participated (please enclose a copy of the final list of participants)

- 6.1(a) Whether the institute got in touch in advance with the participants of the course?

Yes/No.

- (b) If so, when (mention the date of communication to the officers)?:

(c) How many officers received the intimation (as reported by them in the evaluation format)?:

(d) How many officers responded?:

6 (2)(a) Whether the course expectations of the participants were ascertained by the institution

(b) If so, how and when (dates)?

7. General observations of the course director on how the course was organized

Please indicate

(a) Whether the course was conducted at the institution's campus or elsewhere (if so, 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.)

(c) (1) Total number of working days in the course:

(2) No. of working hours per day

(3) Total number of sessions planned in the course

(4) Number of sessions, which could not be conducted as planned

[Please enclose two copies each of the final course time-table, the list of faculty (both in-house and guest faculty), the background material supplied to the participants].

8. If the same or similar course had been conducted earlier under the sponsorship of the MoEF/ Department of Personnel and Training (Government of India), Please indicate-

(a) the duration dates and title of the last such course and the category of participants

(b) Mention points of positive and negative feedback received from the previous courses:

(c) What changes, on the basis of the feedback received in the earlier course, were effected in the current course in terms of:

(1) Course objectives

(2) Course contents, structure and distribution of sessions among various topics

(3) Reading material

(4) Faculty (internal & external)

(5) Training methodology

(6) General practical orientation

(7) Physical facilities (including computer, library facilities, boarding & lodging and transport facilities etc.:

9. General remarks of the course director on the nature and extent of participant's involvement in the course, including attendance punctuality, and interest evinced.

10. Comments on the feedback received from participants :

This will consists of –

a.a consolidated abstract and summary, in the format as Appendix I, of the individual feedback performs and: attached / not attached

b.a statement, in the format as Appendix II, containing the course director's comments on the participants' views about the strengths and weaknesses as well as other aspects pertaining to the course: attached / not attached

11. Comments of the institution on how the feedback is proposed to be recycled into future programmes in terms of course content, methodology, etc.

12. Any other comments which the course director and/or the institution may wish to make in respect of this course.

SIGNATURE
Course Director

Countersigned
(Head of the institution)

APPENDIX-I

(To be filled in by the Training Institute/Organization)

Total No. of days	Duration of each classroom session	No. of sessions convened	Total No. of class room hours	Internal Faculty Hours	External Faculty Hours	No. of hours spent on field visit(s), if any,
(1)	(2)	(3)	(4)	(5)	(6)	(7)

