

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

Report of the organizer of the training workshop
(Kindly ensure that information is provided for all the items mentioned below)

MoEF's letter number and date

Institute's/organization's reference number

Date:

1. Name and complete address of the Institute (including phone, fax and e-mail)
2. Title of the training workshop:
3. Duration and period of the training workshop:
4. Name and designation of the workshop organiser:
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 training workshop?

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 expectations of the participants from the training workshop were ascertained by the institute/organization.

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

7. General observations of the organiser on how the training workshop was organized

Please indicate

- (a) Whether the training workshop was conducted at the institute/ organization's campus or elsewhere (if so, where)

- (b) Whether the training workshop was “residential” or non-residential
(If residential, whether the residential facilities were provided
in the institution’s own hostel or in a hotel etc.)

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

8. How many participants made presentations/presented papers?
9. General remarks of the workshop organiser on the nature and extent of participant’s involvement in the brainstorming session, 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
: attached / not attached
 - b. a statement, in the format as Appendix II, containing the workshop organiser 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 institute/organization on how the feedback is proposed to be recycled into future programmes in terms methodology, reading material, general conduct of training workshop.
12. Any other comments which the workshop organiser and/or the institute/organization may wish to make in respect of this workshop.

SIGNAUTRE
Workshop Organiser

Countersigned
(Head of the institution)

APPENDIX -1

(To be filled in by the Institute/Organization)

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

APPENDIX-II

Statement showing the participants' views about the strengths and weaknesses as well as other aspects pertaining to the training workshop , and the Organiser of the workshop comments thereon.

(Note: Comments of similar nature relating to the same aspects, given by different participants, may be clubbed together by the organiser of the workshop)

S.No	Participants' views	No. of participants who have expressed this view	Comments of the Organiser of the workshop
1			
2			
3			
4			
5			