



**COURSE REPORT**  
of  
**One-week Online Training**  
on  
**'Human Resource Management'**  
during  
**05 – 10 December 2022**  
for  
**In-service SFS Officers & Senior FROs**



**Central Academy for State Forest Service, Dehradun**  
**Ministry of Environment, Forest & Climate Change**  
**Government of India**

# **C O N T E N T S**

<b>S.No.</b>	<b>Details</b>	<b>Page No.</b>
1	Executive Summary	1
2	Course Report	3
3	Statement showing participants views about strengths and weakness as well as other aspects pertaining to the course and the Course Director's comments thereon	6
4	Formula for calculation of Weighted Average	7
5	Details of Topics & Resource Persons	8
6	List of Participants	9
7	Course Schedule	10
8	Graphical Analysis of Feedback	11
9	Demographic Details of Participants	12
10	Photographs of Training Programme	14

## **EXECUTIVE SUMMARY**

Central Academy for State Forest Service (CASFOS), Dehradun under the aegis of Directorate of Forest Education (DFE), Ministry of Environment, Forest, and Climate Change (MoEF&CC) has a mandate to conduct theme-based training programmes for serving State Forest Service (SFS) Officers and Senior Forest Range Officers (FROs) from various State Forest Departments. Hence, during F.Y. 2022-23, CASFOS, Dehradun organized a One-week Online Training Programme on “**Human Resource Management**” between 05.12.2022 and 10.12.2022, for In-service SFS Officers and Senior FROs.

An online platform viz., Microsoft Teams has been used widely in this training programme. From online registration of participants prior to the start of the training, to collection of feedback with comments and suggestions has been done using the said platform. It has also been used for smooth conduction of all training sessions online in this entire week-long programme and has proven an effective e-platform for such training.

A total of 41 participants from 11 states across India were nominated to attend the said training, of which 32 had registered themselves online and attended the training programme. The training course began with an inauguration on the first day. The Course Director of the training Mr. Ankit Gupta, Scientist-C, CASFOS, Dehradun gave a brief presentation about the course and structure of the training programme, followed by inaugural address of the Chief Guest Mrs. Meenakshi Joshi, IFS, Principal, CASFOS, Dehradun. In her opening remarks, first she warmly welcomed all the participants in the training programme, then she stated the importance of the course and how it would be useful to all the participants primarily in their workplace and field. She appreciated the variety of topics chosen and to be discussed in this training programme. She also stressed the need for and importance of Human Resource Management in forest administration, as it may help an individual to connect with the staff and local people, irrespective of their level and age respectively. Not only this, but she also emphasized to understand basic ethics and values, usefulness of having empathy in communication, how to manage with the change, always keeping high self-esteem, ways of resolving conflict, kind of skill an individual should have to be a leader, dealing with stress, maintaining equilibrium at workplace irrespective of gender, quick and wise choices of decision, etc., and later passed on good wishes to learn the best from this training programme.

Important topics on which elaboration and discussion was carried out during the training programme were Ethics & Values in Public Governance, Decision Making, Change Management, Empathy in Communication, Stress Management, Leadership Skills, Time Management, Group Dynamics in Forestry, Motivation, Developing High Self Esteem, Conflict Resolution, Gender Issues at Workplace, and Accountability & Delegation. To share personal encounters, an experience sharing session amongst the participants and the course director was also conducted as the last session of the training programme, in which participants came forward and shared their personal events, with a resolution on how they managed with it. All sessions were very well appreciated by the participants.



Key resource speakers in this training course were Mr. Krishna Mohan, IAS (Retd.); Mr. Abhilash Damodaran, IFS, CF, Shimla; Mrs. Rashmi Rao Wahule, Image Consultant; Ms. Shweta Golani, Art of Living; Dr. Ajay Saini, Professor, Graphic Era Hill University, Dehradun; Dr. Sivabala S, Associate Professor, IGNFA; Mr. V. Karthick, IFS, Lecturer, CASFOS, Coimbatore; Dr. Parul Rishi, Professor, IIFM, Bhopal; Mrs. Nivedita Kukreti, IPS, DIG, Dehradun; and Mr. Prateek Patil, Dy. Accountant General, HP. Not only guest speaker, but also in-house faculties of CASFOS, Dehradun viz., Mr. Pradeepchandra Wahule, IFS, Lecturer; Dr. T. Beula Ezhil Mathi, IFS, Lecturer; and Mr. Amlendu Pathak, IFS, Lecturer delivered a session in this training programme.

On the last day, during the valedictory session, the course director briefly summarizes the week-long workshop and participants gave their verbal feedback regarding the course. The course was highly appreciated by all and most of them felt that such training programmes should be held more frequently and in offline mode whenever possible. As a part of the training kit, soft copies of the presentations made by the experts and recordings of the sessions were also shared with the participants through Microsoft SharePoint.

The overall impact of the training was positive and the feedback and high rating from the participants corroborates the assessment of the organizers.


Format for reporting evaluation of refresher course conducted by the  
institute/organization for the SFS officers sponsored by the  
**Ministry of Environment, Forests & Climate Change, GOI, New Delhi** as per the  
merged format of MoEF&CC and JICA

## Course Report

MoEF&CC/DFE's letter number and date		4-190/प्रशि-11/व.शि.नि.-2021/3100 दिनांक 11 नवम्बर 2022
Institute's reference number		4-128/Trg-II/HRM/CASFOS/2022-23/4900 dt. 09.11.2022
1	Name and complete address of the Institute (including phone, fax, and e-mail)	Central Academy for State Forest Service, Dehradun ☎ 01352-2754575/2754648 Fax- 0135-2756168 Email- casfos.dd-mef@gov.in
2	Title of the course	Human Resource Management
3	Duration & period of the Course	Six Days From 05 <sup>th</sup> to 10 <sup>th</sup> December, 2022
4	Name & designation of the Course Director	Shri Ankit Gupta, Scientist-C
5	Number of officers participated	32 (Details at Appendix- IV)
6.1	(a) Did the institute get in touch in advance with the participants of the course?	Yes
	(b) If yes, when (mention the date of communication to the officers)?	On various days through voice calls prior to the start of training programme
	(c) Details of nomination/registered received from States prior to the Course	41 nominations from 11 states
	(d) How many officers received the intimation?	All
	(e) How many officers responded?	32
6.2	(a) Were the course expectations of the participants ascertained by the institution?	Yes
	(b) If yes, how, and when (dates)?	By direct interaction and in form of feedback on prescribed proforma collected during the course.
7.1	(a) Was the course conducted at the institution's campus? If no, where?	No, it was through online platform viz., Microsoft Teams
	(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.?	Non-residential


7.2	(a) Total no. of working days in the course	5 and ½ days
	(b) Total no. of sessions planned/ convened in the course	13 Informative sessions, 01 Experience sharing Session
	(c) No. of sessions, which could not be conducted as planned with reasons	Nil
	(d) Internal faculty hours	6 hours
	(e) Guest faculty hours	15 hours
	(f) No. of days / hours spent on field visit(s) if any	Nil
Enclosure:		
<ul style="list-style-type: none"> <li>- Final timetable</li> <li>- List of faculties (both in-house and guest faculty)</li> <li>- Final list of participants</li> </ul>		
8	(a) Had the same or similar course been conducted earlier under the sponsorship of the MOEF&CC/Department of Personnel and Training (Government of India)?	Yes, under the sponsorship of the MoEF&CC
	(b) What changes, on the basis of the feedback received in the previous course were made in the current course?	Course programme attached
9	Feedback received from current course participants in terms of: (*1.1, 2.1 .... shown below refer to question number in Part C or Part D of the feedback form.)	
9.1	Course Content and Structure (CCS)	Course Content & Structure including reading material was found to be relevant and highly appreciated by the participants with rating of <b>90.13%</b> Course aim was met to the full satisfaction & as per feedback, there was increase in knowledge level of the participants.
9.2	Training Faculty (TF)	The participants have rated the training faculty with <b>92.70%</b> All training faculties for lecture sessions were highly appreciated by the participants.
9.3	Usefulness of the course (UOC)	The participants have given feedback that the training course will be highly useful immediately and in future, with a combined rating as <b>90.79%</b>
9.4	Overall impression about the Course (OIC)	The participants are highly impressed by the course and rated it around <b>85.53%</b> .
9.5	Participant's views about the strengths and weaknesses as well as other aspects pertaining to the course. (Please attach summary as Appendix-I.)	Overall, the participants appreciated the course. The suggestions made by them along with the Academy's comments are attached for reference.

9.6	Logistics (including Residential accommodation, Food quality, Classroom facilities, Computer facilities and Recreation facilities and Time management etc.)	As the training programme was non-residential and complete online, internet connectivity was important. The academy is equipped with excellent internet connectivity, and it was maintained very well throughout the course. However, some of the participants did not have very good connectivity at times.
9.7	Weighted Average (Please attach summary as Appendix-II)	The weighted average of the course has been rated as <b>89.72%</b> which is found to be very satisfactory.
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	Participants were enthusiastic and expressed their keenness to learn from the day one of the training programme. All appeared to be interactive during the sessions, cleared their doubts, and shared their own experiences.
11	Suggestion highlighting the areas of improvement in the Course for future by Course Director	As per the feedback received, the overall training was excellent in all aspects viz., course design, content, quality, faculty, etc. However, the only suggestion would be to conduct the course in an offline mode to make it more interactive and increase concentration.
12	Comments of the Institution on how the feedback is proposed to be recycled into future programmes in terms of course content, methodology, etc.	As reported by the participants, they benefitted immensely from the course. Academy will try its level best to incorporate the suggestions to further improvement of the course in future.



(Shri Ankit Gupta, Scientist-C)  
Course Director

Countersigned

  
**PRINCIPAL**  
CASFOS, Dehradun

## **Appendix-I**

### **Course Director's comments on Participant's views about the strengths and weakness pertaining to the course.**

<b>S. No.</b>	<b>Participants' views</b>	<b>No. of participants who have expressed the view</b>	<b>Course Director's comments</b>
<b>1.</b>	Such training programme should be conducted in offline mode so that we can focus and pay our full attention to it.	10	Agreed
<b>2.</b>	For the online training programme, sessions should be short and brief. For ex: total 2- or 3- hours session per day only.	3	Noted
<b>3.</b>	The course is overall will be very useful and as human resource management is one the prime factors as far as forestry operations are concerned	7	It encourages the team to conduct more such training
<b>4.</b>	Adding a topic to manage public under man animal conflict situation would be better	1	It is useful in the planning and designing of the future course
<b>5.</b>	Adding some team game or team/group discussion and driving some outcome among the discussion	1	Agreed and noted
<b>6.</b>	More videos, documentaries, etc. can be added as examples	1	Noted



**Numerical value of feedback and Weighted Average**

*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 grades 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 and Structure (CCS) = 90.13**

- 1.1 Course aims met (92.11)
- 1.2 Increase of knowledge (88.16)
- 1.3 Relevance of content (93.42)
- 1.4 Reading Material (86.84)

**2. Training Faculty (TF) = 92.70**

**2.1 Assessment of the Course contents/topics = 92.70**

- Contents (91.80)
- Presentation (91.80)
- Quality of Discussion/Interaction (93)
- Meeting for Objectives (94.20)

**3. Usefulness of the Course (UOC) = 90.79**

- 3.1 How useful to you immediately (90.79)
- 3.2 How useful to be for the future jobs (90.79)

**4. Overall Impression about the Course (OIC) = 85.53**

**Weighted Average for the Course**

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

$$\text{WA} = (\text{CCS (100\%)} + \text{TF (100\%)} + \text{UOC (75\%)} + \text{OIC (100\%)} * 100/375$$

$$\text{WA} = (90.13 + 92.70 + 68.09 + 85.53) * 100/375$$

$$= 89.72\%$$

### Appendix – III

#### Details of Topics & Resource Persons

S.No.	Topic	Name	Mb. No.	E-mail
1	Ethics & Values in Public Governance	Mr. Krishna Mohan, IAS(Retd), Former, Addl. Chief Secretary, Haryana	9915555555/ 8872288888	krishnamohan718@gmail.com
2	Decision Making	Dr. T. Beula Ezhil Mathi, IFS, Lecturer, CASFOS, Dehradun	7579002412	tbeulabala15@gmail.com
3	Change Management	Mr. Abhilash Damodaran, IFS, CF (IT), Shimla, HP	9412050571	abhilashifs@gmail.com
4	Empathy in Communication	Mrs. Rashmi Rao Wahule, Image Consultant, Dehradun	9512523342	rashmiraowahule@gmail.com
5	Stress Management	Ms. Shweta Golani, Art of Living, Dehradun	9837246264	shwetagolani@yahoo.com
6	Leadership Skills	Dr. Ajay Saini, Professor, Graphic Era Hill University, Dehradun	9837254838	ajayksaini2310@gmail.com
7	Time Management	Dr. Sivabala S., IFS, Associate Professor, IGNOU, Dehradun	7579008479	vetbala@gmail.com
8	Group Dynamics in Forestry	Mr. V. Karthick, IFS, Lecturer, CASFOS, Coimbatore	9437532806	karthickvish@gmail.com
9	Motivation	Dr. Parul Rishi, Professor, IIFM, Bhopal	9479971388	drparulrishi@gmail.com
10	Developing High Self Esteem	Mr. Pradeepchandra Wahule, IFS, Lecturer, CASFOS, Dehradun	9412070660	pradeepwahule@gmail.com
11	Conflict Resolution	Mr. Amlendu Pathak, IFS, Lecturer, CASFOS, Dehradun	8805568238	amlendupathak86@gmail.com
12	Gender Issues at Workplace	Mrs. Nivedita Kukreti, IPS, DIG Intelligence, Dehradun	9411112723	nivedita.kukreti@gmail.com
13	Accountability & Delegation	Mr. Pratik Patil, IA&AS, Dy Accountant General, HP	8317421708	patilp@cag.gov.in

## Appendix- IV

### Details of Participants

S.No.	Name of Participant	Mb. No.	Email	State
1	Mr. Sukumar Das	9474243261	sukumaresha@gmail.com	A&N Islands
2	Mrs. S Simmi	9474282212	anilsimmisiva@gmail.com	A&N Islands
3	Mr. Amit Kumar	9636998523	amitkumarcae04@gmail.com	Bihar
4	Mr. Pankaj Kumar	8285420717	pankajprakashbio87@gmail.com	Bihar
5	Mr. Raj Kumar Sharma	9431274372	rajkumar8331@gmail.com	Bihar
6	Ms. Megha Yadav	8757592407	jamuiacf@gmail.com	Bihar
7	Mr. Nilesh Naik	8766479086	nileshndnaik@gmail.com	Goa
8	Mr. Bhupinder Raghav	8360664936	dfomorni@gmail.com	Haryana
9	Mr. Rajesh K Mathur	7404043437	reetarajesh@gmail.com	Haryana
10	Mr. Ravinder Dhankar	9416162005	dhankharrk@gmail.com	Haryana
11	Mr. Emdor Passah	7005107879	sayadkhar03@yahoo.com	Meghalaya
12	Mr. Chewang T Bhutia	7407381870	chewangtashi5@gmail.com	Sikkim
13	Mr. Jigme G Bhutia	9735037218	jigmeegbhutia@gmail.com	Sikkim
14	Mr. Pradeep Subba	8967229333	pradeepsubba98@g	Sikkim
15	Mr. Sachin Chettri (Karki)	9563621302	karkisachin29@gmail.com	Sikkim
16	Mrs. Sangita Sharma	9593319050	sangitasharma0110@gmail.com	Sikkim
17	Mrs. Seema Basnett	74076 31371	seemabasnett1213@gmail.com	Sikkim
18	Mr. G Ranjith	8760678628	ranjith.ganesan2@gmail.com	Tamil Nadu
19	Mr. G Yogeswaran	9842077797	yogeshwaran20@gmail.com	Tamil Nadu
20	Mr. P Manikandaprabhu	9487684072	manikandaprabhu.ponnusamy@gmail.com	Tamil Nadu
21	Mr. U Srinivasan	9791638168	udayaraj.srini@gmail.com	Tamil Nadu
22	Mr. Ashutosh Pandey	9450721023	ashutoshpandey1968@gmail.co	Uttar Pradesh
23	Mr. Kunj Mohan Verma	9415149977	verma.kunj@gmail.com	Uttar Pradesh
24	Mr. Sarvesh K Singh	9412590604	sarveshbhauria@gmail.com	Uttar Pradesh
25	Mr. Suresh K Tripathi	9451318047	sureshtripathi343@gmail.com	Uttar Pradesh
26	Mr. Ajay Singh Rawat	9412981030	ajayrawat2700@gmail.com	Uttarakhand
27	Mr. Brij Mohan Tamta	9412100413	mohanbrij885@gmail.com	Uttarakhand
28	Mr. Lucky Shah	9012392736	luckyshah839@gmail.com	Uttarakhand
29	Mrs. Sandeepa Sharma	7579291530	sandeepasharma56@gmail.com	Uttarakhand
30	Mr. Kamal Saha	7047643314	kamal.saha5526@gmail.com	West Bengal
31	Mr. Sanjit K Saha	7477807289	sanjitwbfs@gmail.com	West Bengal
32	Ms. Anasuya Roy	9474907474	aroy2108@gmail.com	West Bengal

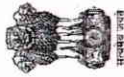
# Central Academy for State Forest Service, Dehradun

One-week Online Training on

**“Human Resource Management”**

for In-service SFS Officers and Senior FRO's

05<sup>th</sup> to 10<sup>th</sup> December 2022



Date / Time	Session I	Tea Break 1130-1145	Session II	Lunch Break 1315-1430	Session III
	1000 – 1130 hrs.		1145 – 1315 hrs.		1430 – 1600 hrs.
05.12.2022 (Monday)	Inaugural Session (MJ, AG)		Ethics & Values in Public Governance (KM)		Decision Making (TB)
06.12.2022 (Tuesday)	Change Management (AD)		Empathy in Communication (RRW)		Stress Management (SG)
07.12.2022 (Wednesday)	Leadership Skills (AS)		Time Management (SS)		Group Dynamics in Forestry (VK)
08.12.2022 (Thursday)	Motivation (PR)		Developing High Self Esteem (PCW)		Conflict Resolution (AP)
09.12.2022 (Friday)	Gender Issues at Workplace (NK)		Accountability & Delegation (PP)		Experience Sharing: Issues of HRM in the field (AG)
10.12.2022 (Saturday)	Valedictory session (MJ, AG)				

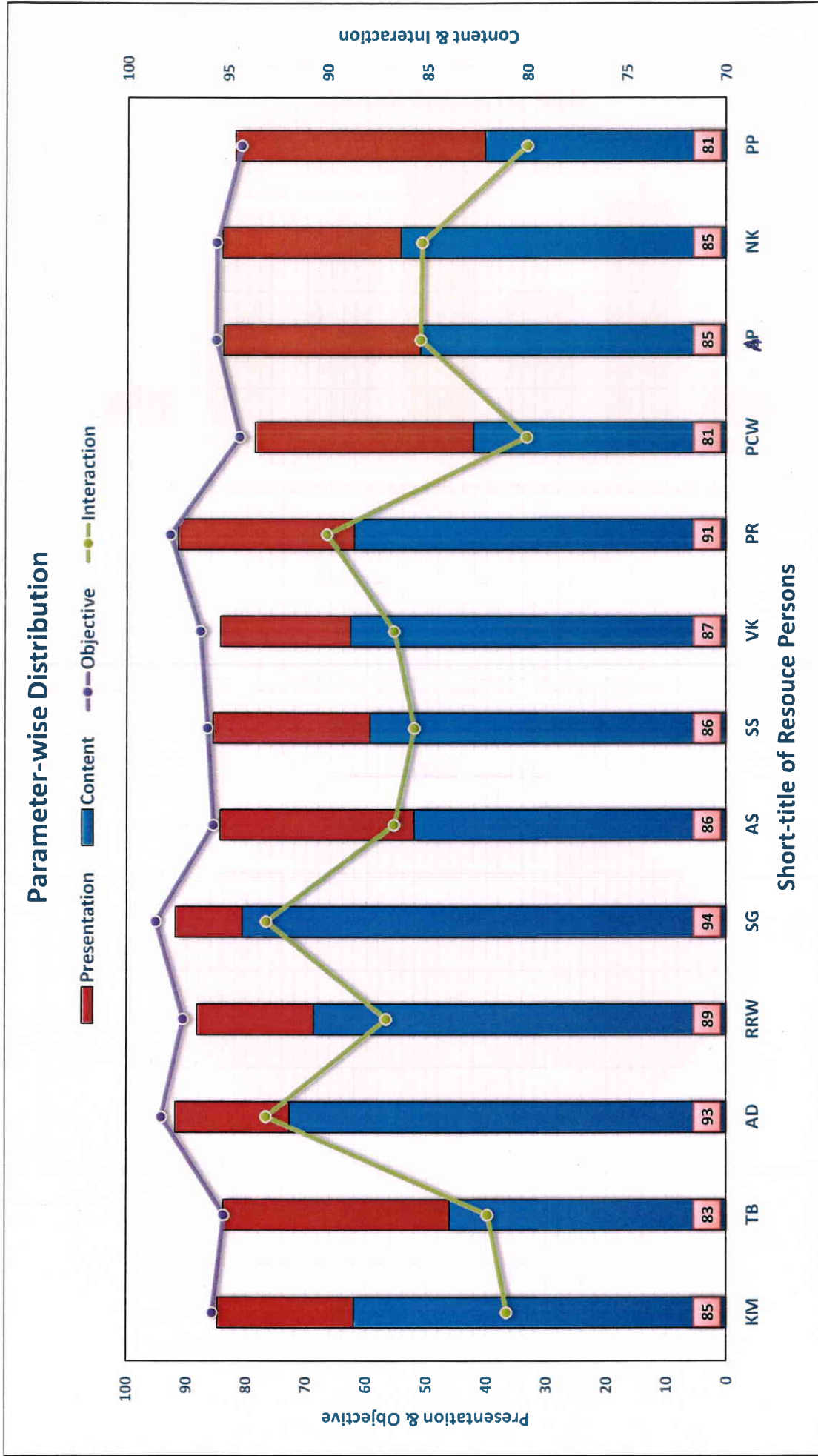
## Abbreviations:

<b>MJ</b>	: Mrs. Meenakshi Joshi, IFS, Principal, CASFOS, Dehradun	<b>SS</b>	: Dr. Sivabala S., IFS, Associate Professor, IGNFA, Dehradun
<b>AG</b>	: Mr. Ankit Gupta, Scientist-C, CASFOS, Dehradun	<b>VK</b>	: Mr. V. Karthick, IFS, Lecturer, CASFOS, Coimbatore
<b>KM</b>	: Mr. Krishna Mohan, IAS (Retd.)	<b>PR</b>	: Dr. Parul Rishi, Professor, IIFM, Bhopal
<b>TB</b>	: Dr. T. Beula Ezhil Mathi, IFS, Lecturer, CASFOS, Dehradun	<b>PCW</b>	: Mr. Pradeepchandra Wahule, IFS, Lecturer, CASFOS, Dehradun
<b>AD</b>	: Mr. Abhilash Damodaran, IFS, CF (IT), Shimla, HP	<b>AP</b>	: Mr. Amlendu Pathak, IFS, Lecturer, CASFOS, Dehradun
<b>RRW</b>	: Mrs. Rashmi Rao Wahule, Image Consultant, Dehradun	<b>NK</b>	: Mrs. Nivedita Kukreti, IPS, DIG Intelligence, Dehradun
<b>SG</b>	: Ms. Shweta Golani, Art of Living, Dehradun	<b>PP</b>	: Mr. Pratik Patil, IA&AS, Dy Accountant General, HP
<b>AS</b>	: Dr. Ajay Saini, Professor, Graphic Era Hill University, Dehradun		

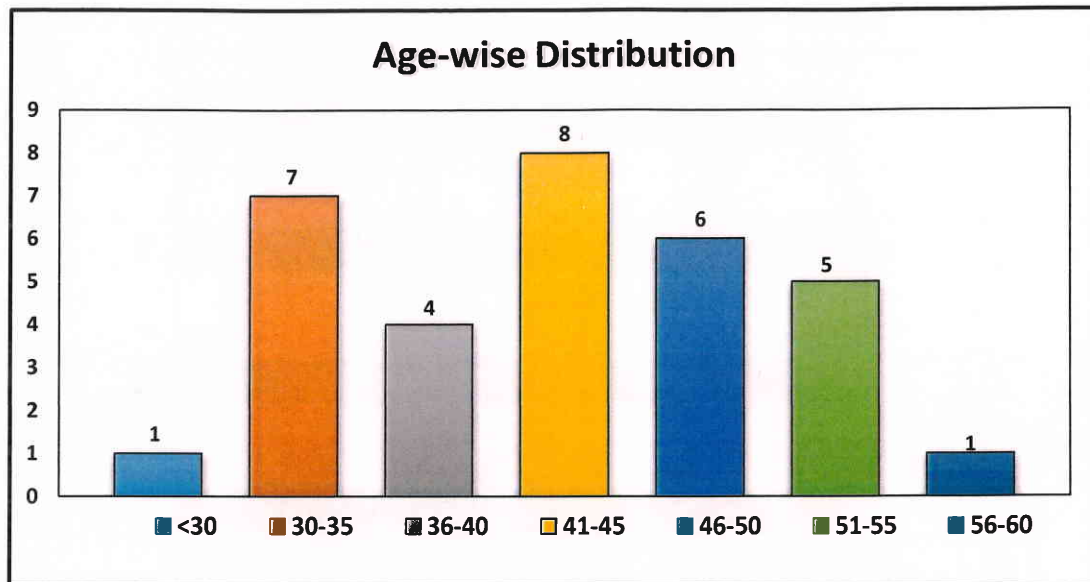
*Amish*

Course Director

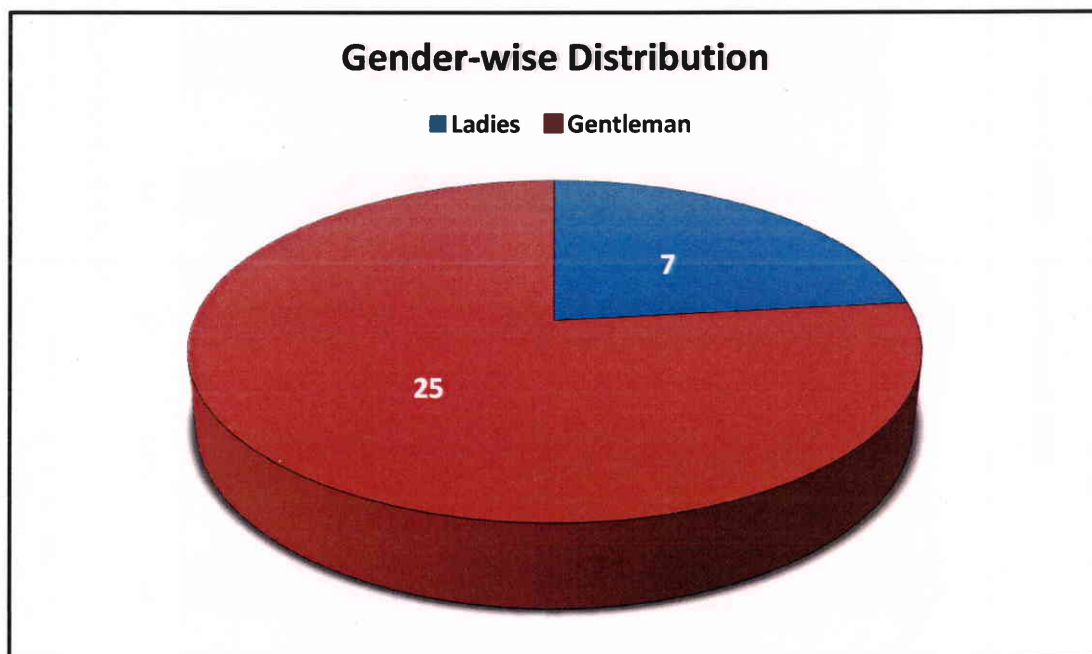




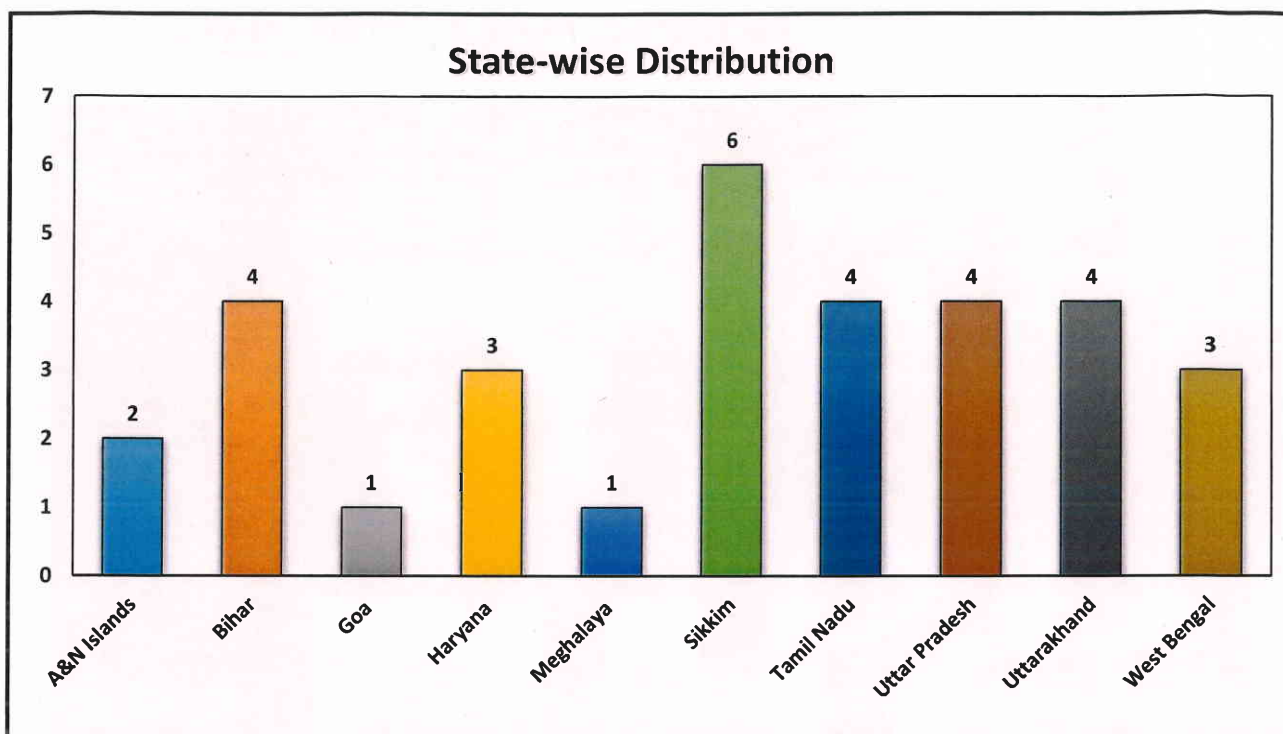
**Parameter-wise distribution of feedback of resource persons**  
 (along with their respective average overall performance % at the bottom of column bar in the graph)



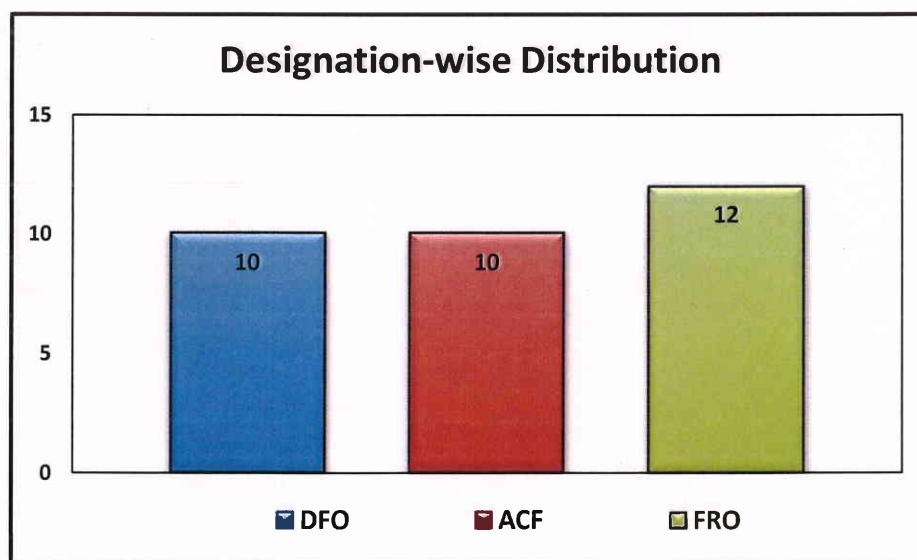
Age-wise distribution of participants



Gender-wise distribution of participants



State-wise distribution of participants



Designation-wise distribution of participants

[illegible]

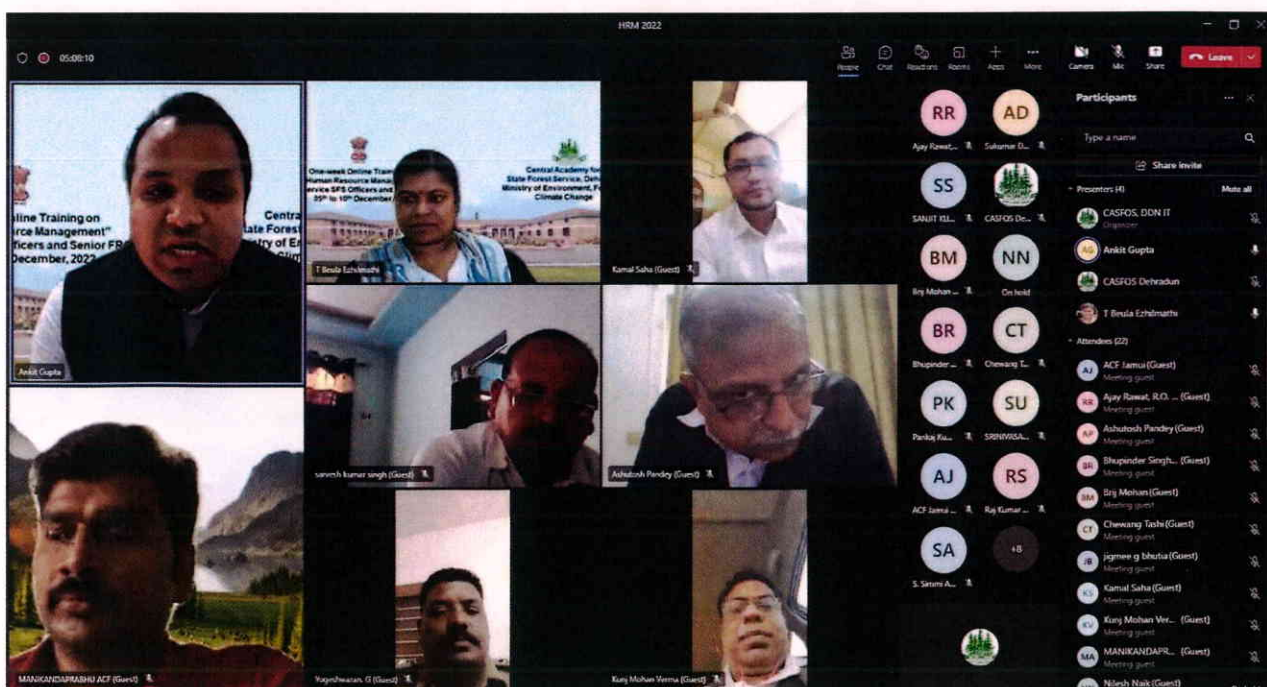
14



## PHOTOGRAPHS OF TRAINING PROGRAMME (DAY-1)



**Lecture session by Mr. Krishna Mohan, IAS (Retd.)**

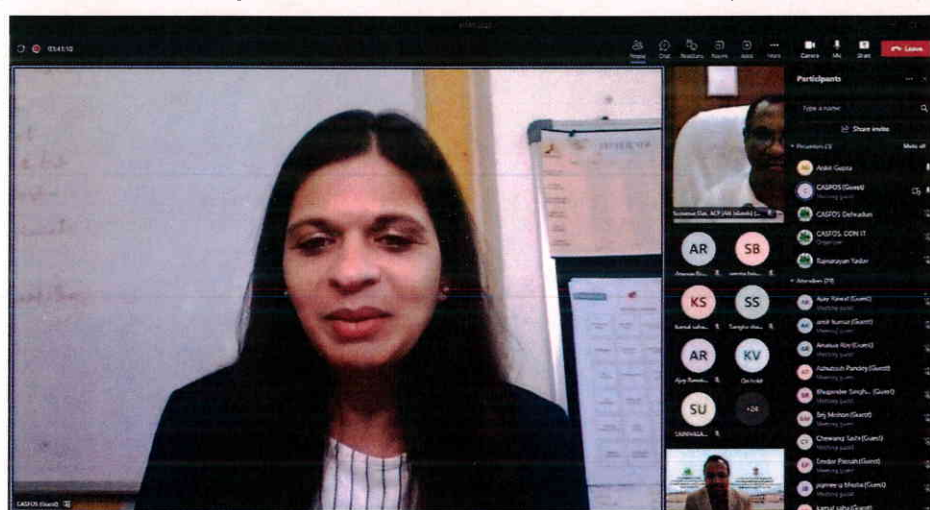


**Lecture session by Dr. T. Beula Ezhil Mathi, IFS, Lecturer, CASFOS, Dehradun**

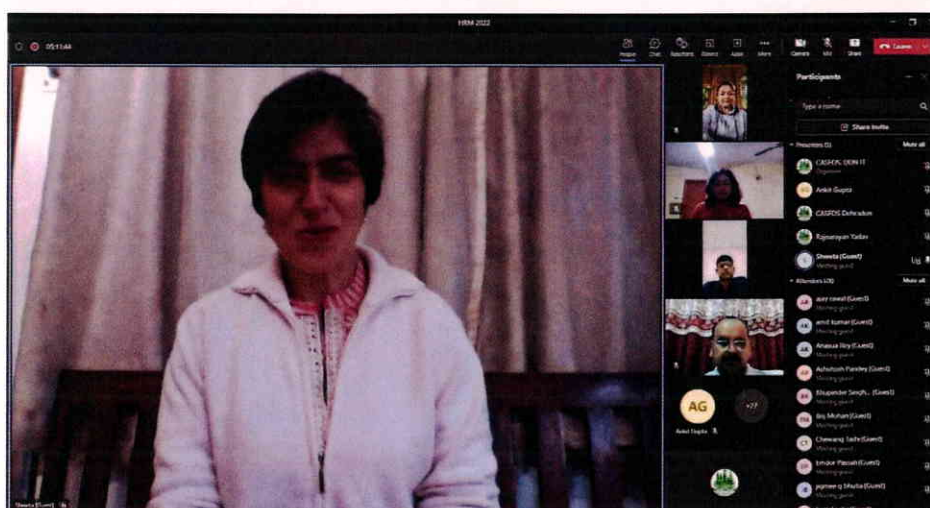
## **PHOTOGRAPHS OF TRAINING PROGRAMME (DAY-2)**



**Lecture session by Mr. Abhilash Damodaran, IFS, CF (IT), Shimla, HP**



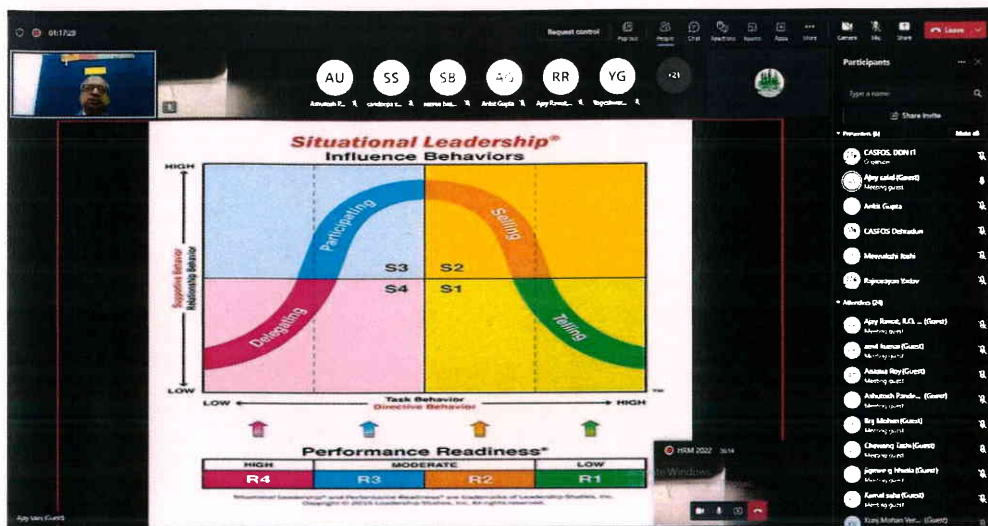
**Lecture session by Mrs. Rashmi Rao Wahule, Image Consultant, Dehradun**



**Lecture session by Ms. Shweta Golani, Art of Living, Dehradun**



## PHOTOGRAPHS OF TRAINING PROGRAMME (DAY-3)



Lecture session by Dr. Ajay Saini, Professor, Graphic Era Hill University, Dehradun

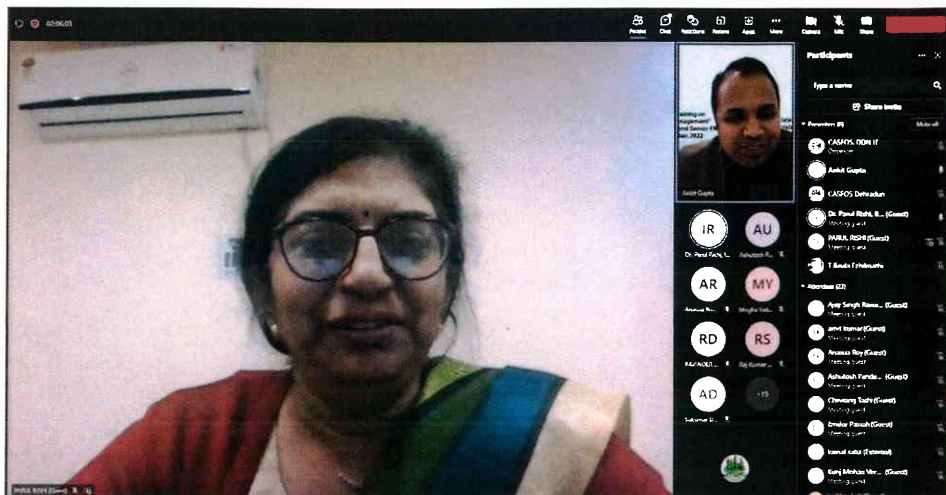


Lecture session by Dr. Sivabala S., IFS, Associate Professor, IGNFA, Dehradun



Lecture session by Mr. V. Karthick, IFS, Lecturer, CASFOS, Coimbatore

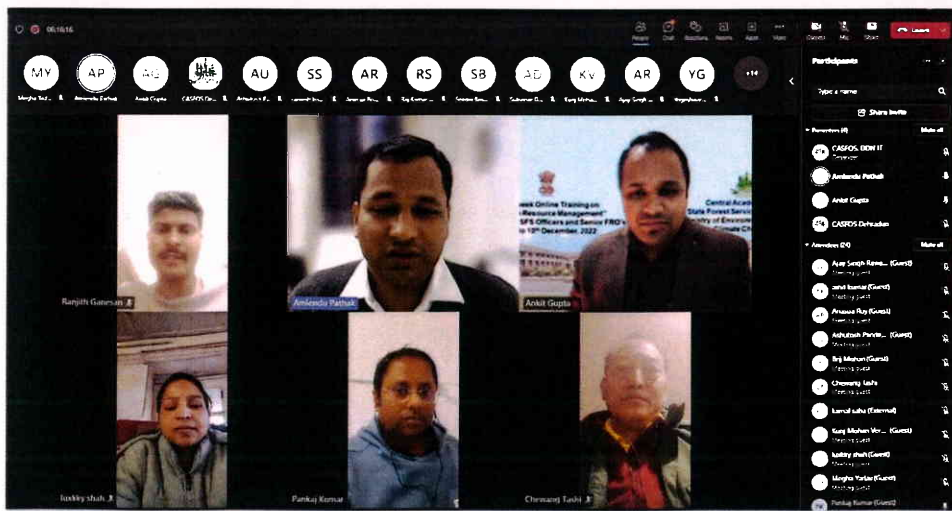
### PHOTOGRAPHS OF TRAINING PROGRAMME (DAY-4)



**Lecture session by Dr. Parul Rishi, Professor, IIFM, Bhopal**



**Lecture session by Mr. Pradeepchandra Wahule, IFS, Lecturer, CASFOS, Dehradun**



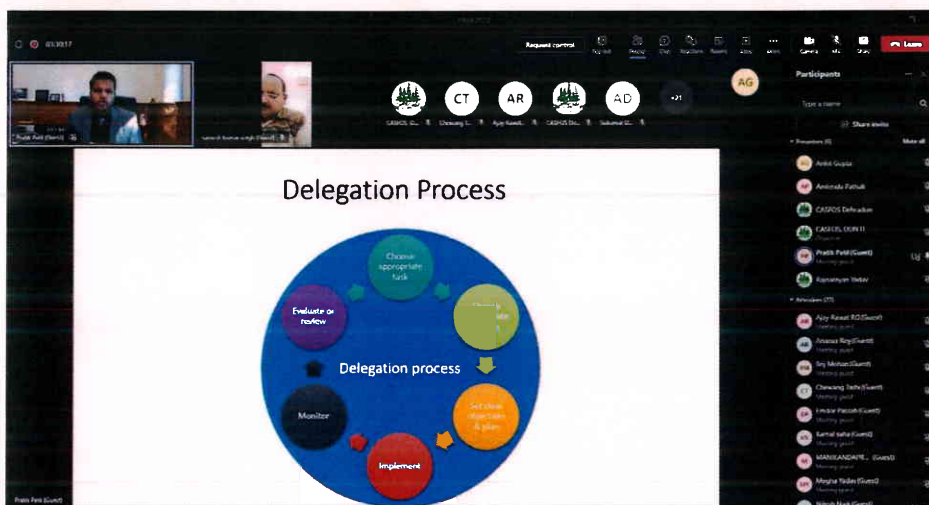
**Lecture session by Mr. Amlendu Pathak, IFS, Lecturer, CASFOS, Dehradun**



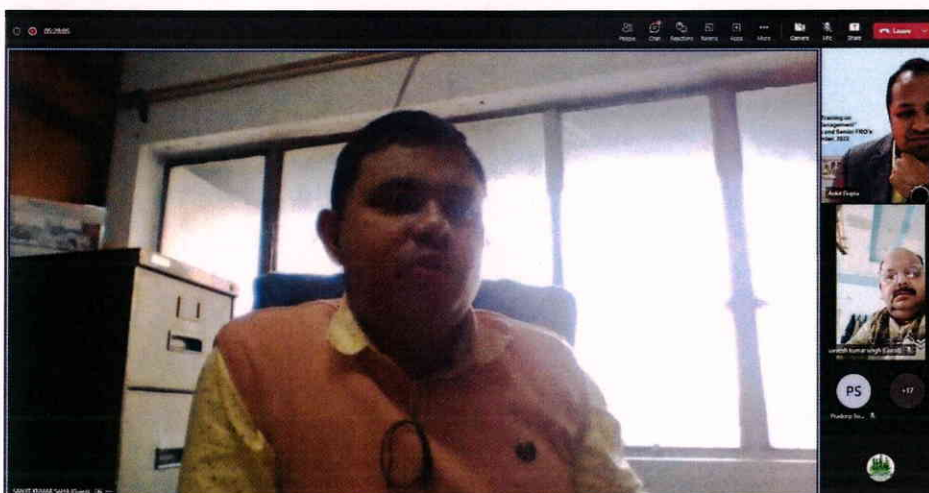
## PHOTOGRAPHS OF TRAINING PROGRAMME (DAY-5)



**Lecture session by Mrs. Nivedita Kukreti, IPS, DIG Intelligence, Dehradun**



**Lecture session by Mr. Pratik Patil, IA&AS, Dy Accountant General, HP**

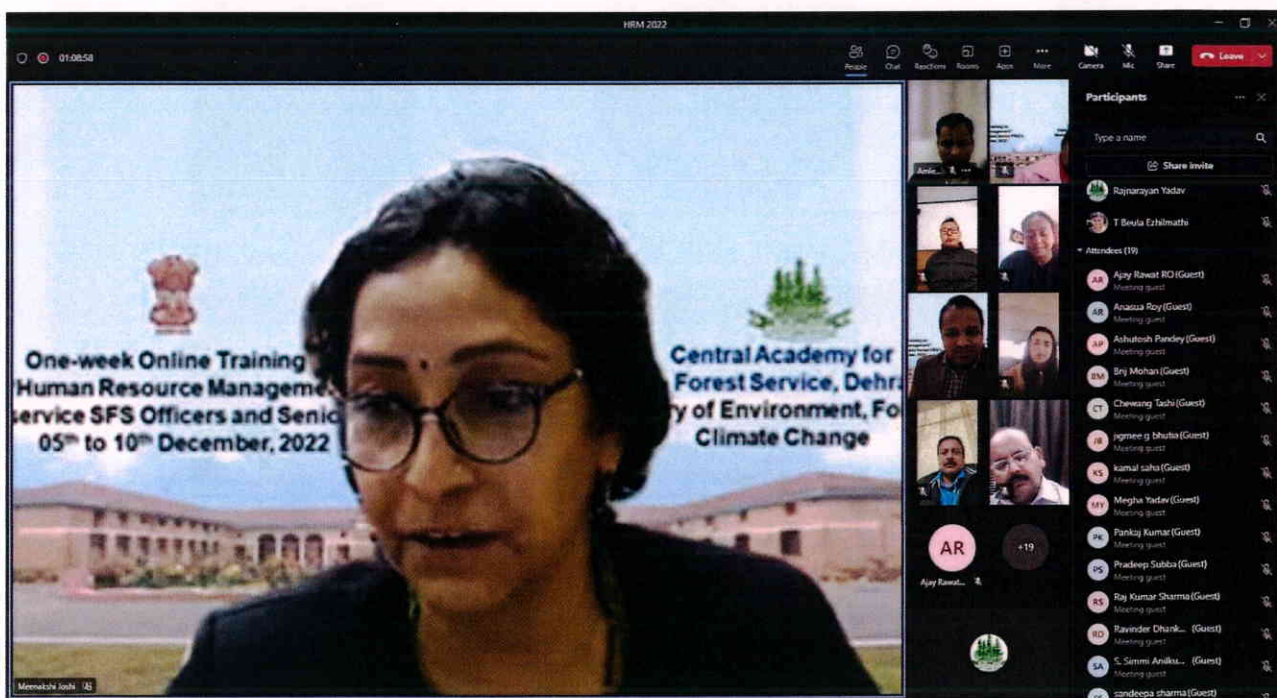


**Mr. Ankit Gupta, Scientist-C, CASFOS, Dehradun conducted an experience sharing session with the participants**

## PHOTOGRAPHS OF TRAINING PROGRAMME (DAY-6)



Group photograph of valedictory session on 10.12.2022




Closing remarks by Mrs. Meenakshi Joshi, IFS, Principal, CASFOS, Dehradun



**Details of expenditure incurred during one-week online training-cum-workshop on 'Human Resource Management' for in-Service SFS Officers & Senior FROs held from 05<sup>th</sup> to 12<sup>th</sup> December 2022.**

S. N	Component	Approved rates	Details of expenditure incurred during training
1.	Honorarium to Resource Persons	Rs 1000/- for serving, Rs. 2000/- for non-serving per session (90 min) as per Ministry letter no. 2-10/2010-RT, dt. 25.03.2019	13000
	Total expenditure during the training		13000

Rs. 13000/- (Rupees Thirteen Thousand Only)

  
Drawing & Disbursing Officer,  
Central Academy for State Forest Service,  
Dehradun

