Suggested in Guideline
by
Ministry of Environment, Forests & Climate Change

Course Contents for Induction Training for Forest Guards/ Foresters

Distribution of Subjects for six months (24 weeks) Course

Timing: 1) 3rd week of April- end 2nd week October, 2) 3rd week October –end 2nd week March

Calculation of Effective Working Days

1	Duration of the course (24 weeks)	7days/week x 24 weeks=168 days- (1)
2	Sundays excluding tour days	18 days- (2) (six Sundays on tour)
3	Gazetted Holidays	10 days- (3)
4	Registration and orientation	1 day- (4)
5	Examination	10 days- (5)
6	Preparation of results/Sport function & Hobby Competitions	4 days- (6)
7	Passing out parade and convocation	1day- (7)
8	Relief	1day-(8)
9	Self - Studies & Library Works	10 days (9)
10	Effective working days	(1)-{(2)+(3)+(4)+(5)+(6)+(7)+(8)+(9)}=113days
11	Classroom sessions	62 days
12	Excursions (Saturdays)	18 days
13	Tour Days	33 days

- Allocation of time for one classroom session: 60minutes

1. Daily Schedule

Time	Activities
6-7 AM (summer) 6:30-7:30 AM (winter)	Physical Training/ Yoga _Pranyam
9 AM- 1PM	Classes (with 15min,tea break)
1-2PM	Lunch Break
2-4PM	Classes
5-6:30PM (summer) 5-6 PM (winter)	Games/Self Defence (Judo-Karate) Yoga

Subject-wise Allotment of Hours

	Subjects	Classroom session (Theory + Practical)[1]	Excursions	Tour & Field Exercises
General Management & Office Procedure				
1	Managerial Skill	27		
2	Office procedure and accounts	24	1	
Basics of Forestry and FD duties				
3	General Silviculture	20	1	3
4	Silviculture of trees & Silvicultural systems	15	1	4
5	Regeneration methods	15	2	4
6	Forest management	5		3
7	Forest botany	20	1	
8	Soil and water conservation	10	1	2
9	Soil science	5	1	
10	Forest survey	26		1
11	Forest mensuration	5	1	
12	Forest engineering	5	1	
13	Forest utilization	7	1	2
14	Forest law	10	1	2
15	Forest protection	10	1	4
16	Wildlife management	13	1	4
JFM & people participatory activities related Subjects				
17	Concept of JFM	21	-	4
18	JFM Stakeholders	6	-	
19	CBO[2] Building	5	-	
20	PRA	24	2	
21	Micro Plan	18	2	
22	Participatory Skills for field staff	26	-	
Skills Common to All Subjects				
23	Computer Application	24	-	-
24	First Aid	7	-	
25	Seminars	24	-	-
	Total	**372 hours=62 days**	**18 days**	**33 days**

*The course can be shortened up to three months by adjusting the time allocated to excursions and tour days besides specific days allotted for Self Studies & library works, sports etc. as the sample is given in Annexure I.

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1 Classroom sessions: Including sessions using such places in the premises as arboretum, nursery, demonstration plots, laboratory, computer room, etc.

1 CBO: Community Based Organization (ex: JFMC, SHG, etc.)

Annexure I

Course Contents

1.Managerial Skill (27 hours) including mamagement games and exercises		
1.Individual behaviour	- Growth of individual, Individual traits, Attitude, Personality	1 hours
2.Organizational behaviour	Group behaviour	2 hours
3Communication Skill	Art of Listening, Art of Speaking, Art of Writing	4 hours
4.Interpersonal Skill	-	4 hours
5.Team Building	-	2 hours
6. Motivation		2 hours
7. Leadership		4 hours
8.Managing Boss		1 hour
9.Public dealing		2 hours
10.Dealing with media		2 hours
11.Time Management		1 hour
12.Stress Management		2 hour
2.Office procedure and accounts (24 hours), excursion 1 day		
1	Definition & Role of Public Servant, duties and obligations, service rules, immunities to PS	4 hour
	Conduct Rules, do's & donot's, Disciplinary rules	
2	Organizational structure of the forest department	1 hour
	Duties and responsibilities of FR/FG as outlined in the state forest code	
3.	Transfer of charge of beats/sections procedure to be followed	1 hour
4.	Preparation and/or maintenance of muster roll, bills, hand receipt, vouchers	4 hour
5.	Writing and maintenance of cashbook and measurement book	4 hour
6.	Conditions of Service (Travel and leave rules, GPF, Medical etc)	3 hour
7	Necessary Documents to be maintained	1hour
8.	Overview of Right to Information Act	2 hour
	Background, Genesis, Salient feature, PIO, Appeal, Record Maintenance etc. through Quiz, Exercises, Case studies	
9.	Labour Laws, Minimum Wages Act/ other Central/ State Acts	4 hour

3. General Silviculture (20 hours), Excursions 1day, Tour 3 days		
1. Introduction	1-1. Overview of the forests of the state 1-2. Tangible and intangible benefits of the forests 1-3. Forests and environment-Forest and hydrological/carbon cycle, global warming, climate change, Eco-system services 1-4.Protection, production and conservation forestry, Social Forestry, Agro-forestry	4 hours
2.Growth of Trees	2-1. Various Stages of Growth -Seedling	1 hour

	-Sapling -Pole -Tree -Crown	
3.Factors Governing growth of Forests	3-1. Climate 3-2. Topography and aspect 3-3. Soil 3-4. Biotic factors	4 hours
4.Plant Succession	4-1. Causes and types 4-6. Effect of Climate Change 4-2. Climate climax 4-3. Pre-climax 4-4. Post-climax 4-5. Edaphic climax	2 hours
5.Important Forest Types of the State	5-1. Distribution 5-2. Floristic composition	4 hours
6.Tree Classification	6-1. Dominant 6-2. Dominated 6-3. Suppressed 6-4. Dead or moribund 6-5. Diseased 6-6. Crown and canopy	2 hours
7.Tending	7-1. Definition 7-2. Need 7-3. Weeding and cleaning 7-4. Climber cutting	1 hour
8.Thinning	8-1. Mechanical thinning 8-2. Ordinary thinning -Light (A grade) -Moderate (B grade) -Heavy (C grade) -Very heavy (D grade) 8-3. Crown thinning 8-4. Selection thinning	2 hours (+OJT: Tending and thinning)
Field Study	During the tour and Saturday excursions, growth factors, plant succession, forest types and stages of growth will be observed.	
4.Silviculture of Trees & Silviculture Systems (15 hours),Excursions 1 days, tour 4 days		
1.Silviculture of trees	Study of habitat, distribution, soil and climate requirements and phenology of at least 10 economically important species of the state concerned. A list of species is furnished[3] The state is free to add widely occurring/ grown species that does not figure in the list.	10 hours (+OJT: Silviculturue of species)
2.Silvicultural Systems	2-1. High forest and coppice systems 2-2. High forest systems 2-3. clear felling system 2-4. Selection system 2-5. Shelter wood system 2-6. Coppice Systems	5 hours

	2-7. Simple coppice system 2-8. Coppice with standard system 2-9. People oriented Silviculture –new development of JFM	
Field Study	The trainees will be shown the silvicultural systems and silviculture of such species that are met with during the tours and excursions	

5..Regeneration Methods (15 hours), Excursion 2 days, tour 4 days		
1.Natural Regeneration	1-1. light demanders and shade bearers 1-2 natural regeneration from seed -In clear felled areas- controlled burning. -under shelter wood -in irregular forests 1-3. natural regeneration by coppice -seedling coppice -stool coppice 1-4. assisting natural regeneration -gap planting in barren patches -weeding, cleaning, climber cutting and soil working -thinning -cultural operations -soil and water conservation measures	2 hours
2.Artificial regeneration	Introduction Objectives -choice of species (General criteria, informed choices by local) -pure vs. mixed crops -exotics vs. indigenous species -artificial vs. natural regeneration- merits and demerits -use of seedlings, aerial seeding, vegetative propagation and tissue culture	3 hours

3 See attached list at the end Annexure 1.

	• Use of seedlings, aerial seeding, vegetative propagation and tissue culture	
3. Nursery	• Seed collection and storage • Site selection and fencing • Preparation of Compost pit, Vermi Compost • Preparation of mixture to be used in beds and poly pots • Preparation of germination and secondary beds-soil preparation. • Filling polypots • Pre-treatment of seeds, sowing of seeds in beds / dibbling seeds in polypots • Watering regime • Pricking out seedlings in polypots, Root trainer • Culling and grading • Shifting, root-pruning and hardening • Plant protection • Maintenance of nursery register • Hi tech Nursery- Poly house, Green (Net) House, Hardening Area, Hedge Garden, Mist Chamber, Fogger, Sprinkler, Temperature & Humidity control	4 hours
4. Planting Operations	• Site selection • Survey and demarcation, GPS tagging of site, Geo-tagging of site photographs • Aligning according to spacing, staking/marking • Pitting • Transport of seedlings and planting • Manuring • Replacing casualties • Pasture development • Weeding and soil working • Mulching/frost protection • Tending • Thinning • Pollarding	6 hours
Field Study	Entire nursery and planting operations will mainly be trained through fieldwork on two consecutive Saturday excursions including documentation with: • Nursery Journal • Plantation Journal	

6. Forest Management (5 hours), Tour 3 days		
1. Objectives	• Production (economics) • Protection (Conservation) • Bio-aesthetic (Parks & Garden/ Urban Forests)	1 hour
2. Form of forests	Concept of normal forest, age gradation, age classes and diameter classes	
3 Growth of forests	. Current and mean annual increments	1 hour
4 Types of rotation	• Physical • Silvicultural • Technical	1 hour

	• Financial maximum volume production -maximum income production	
6. Forest management (5hours) Tour 3 days		
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5. Yield regulation	-by area -by volume	1 hour
6. Working plan & Microlevel management plan	-aim -working circles -felling series	1 hour
Field Study	Observation of an example of Working Plan	

7. Forest Botany (20 hours) Excursion 1 days		
1.basics	1.1 External morphology (bark, branching pattern, phyllotaxy, leaf form, flower & infloration, fruit and seeds) -parts of a plant -roots types and functions -stem – functions -Leaf parts functions -Inflorescence types -Flowers-unisexual and bisexual-parts and functions -fruits simple, aggregate and multiple -seeds dispersal germination 1.2 anatomy -cells and tissues -heartwood and sapwood -annual rings 1.3 physiology -photosynthesis -transpiration -translocation -respiration 1.4 taxonomy -binomial nomenclature -species, genus, family 1.5 vegetative propagation 1.6 ecology -basic concepts -eco-system -related energy in ecological system, food chain and -food web, -ecological calamities	15 hours (5 hours practical in laboratory)
2.Economic botany	-local names of 50 timber and NW FP species, their economic importance and uses. -Preparation of herbarium sheet for 10 important species	5 hours
Field botany	During JFM fieldwork, the trainees will learn to identify the local species from the villagers and learn their local names and uses. -it is sufficient if the trainee assimilates local and common names of 50 important species. However, the course material should give the botanical names. During on the job training RFO/DFO should test their field knowledge	

7. Forest Botany (20 hours), Excursion 1 day		
	Teach the local and the botanical names of the important species • Identification of plants from morphology will be continued during Saturday excursions and tours/with villagers during collaborative walk during PRA exercise	

8. Soil and Water Conservation (10 hours), Excursion 1 day, Tour 2 days		
1. Introduction	Concept and definition of watershed Need for SWC for forest development Watershed approach for development	1 hours
2. Hydrology	Hydrological cycle Rainfall distribution and measurement Run off Peak run off Water balance	1 hours
3. Soil Erosion	Causes Factors involved Effects of erosion Types of erosion Water and wind erosion	2 hours
4. Soil and Water Conservation Measures	Vegetative measures. · Contour ploughing and cultivation · Vegetative barriers / checks Engineering measures · Contour bunding, compartmental bunding and graded bunding · Contour trenches · Contour stone walls · Earthen / nala bund · Sunken gully pits · Silt traps River training · Retaining wall · Gabion wall · Revetment Check dams · Temporary · Brushwood · Boulder · Loose stone · Permanent · Masonry Combating spread of desert · Sand dune fixation · Shelterbelts Water harvesting · Percolation ponds. · Farm ponds.	4 hours
5. SWC Measures		1 hour

8. Soil and Water Conservation (10 hours), Excursion 1 day , Tour 2 days		
For different rainfall regions		
6. Gadgets and Instrument	Sedimentation rate etc.	1 hours
Field Study	Study of available SWC measures during tours/excursions.	

9. Soil Science (5 hours), Excursion 1 day		
1. Rocks and Soil	1-1. Rocks · Igneous · Sedimentary · Metamorphic 1-2. Soil formation · Physical weathering · Chemical weathering · Biological weathering 1-3. Soil profile and horizons 1-4. Soil texture, structure, water and PH 1-5. Important soil types and their properties · Alluvial soils · Black soils · Red soils · Lateritic soils · Desert soils · Saline soils · Alkaline soils · Acid soils	3 hours (1 hour demo of various types of rock, determination of soil pH)
2. Species suitable for different soil types	Important forestry spp. of state can be discussed with reference to major soil types	2 hours
Field Study	Study of soil profile	

10. Forest Survey (26 hours) Field Exercise – 1 day		
1. Introduction	1-1. Need for survey 1-2. Types of survey · Chain · Chain and compass · Plane table	1 hours
2. Elementary geometry and trigonometry	Perimeter, area of circle, square, rectangle; volume of cylinder, cones, cubes, trapezoids; Pythagorus theorem, elementary trigonometry (Sin, Cos, Tan)	8 hours
3. chain and compass survey	· Prismatic compass-parts-handling-testing · Errors and their correction · Precautions to be observed	5 hours

10.Forest surveys (26 hours)		
	-testing the chain -traverse- closed and open -forward and backward bearing. -local attraction and its correction -method of traverse -recording in the field book -plotting the survey -closing error and adjusting it -area calculation	
4.Contour and map reading	-definition -methods of contouring -instruments used -contour intervals Contour map reading	1 hour
Field study	Practice of chain and compass survey	
5. GPS		
1.Basics of GPS	Component of GPS Working of GPS receiver Advantages and limitations of GPS Use of GPS in the field	2 hour
2.Practical	Practice of GPS	5 hour
Field Study	Application of GPS to check area of plantation, combating forest offences, use in forest protection	(4 hour)

11.Forest Mensuration (5 hours), excursion 1 day		
1.Basic mathematics	Units of measurement of length, area, volume, weight, capacity and density under British and metric systems and their conversation factors	1 hour
2.Girth/diameter and height measurement	-breast height -use of tape- ordinary/ diameter type and calipers and their advantage and disadvantages -measurement of height using altimeters	1 hour
3.Volume measurement	-form factor -volume of standing trees -volume of logs using quarter girth formula -stacked volume of firewood and use of reducing factor	1 hour
4.Yield assessment	-volume/ out-turn tables -use of wedge prism and point sampling	1 hour
5. Enumeration of growing stock	-total enumeration -partial enumeration	1 hour
Field study	Practice	

12.Forest engineering (5 hours), excursion 1 day		
1.building materials & their measurements	-stone -bricks-size-number/M3 -lime, cement sand and metal -mortar -concrete-cement-RCC	1 hour
2.Building construction	-site selection -ground tracing -Foundation	1 hour

12. Forest engineering (5 hours), excursion 1 day		
	-flooring -Doors and windows	
3.Water supply	-wells-dug well, tube well -filtration -Purification	1 hour
2. Road	-Types of forest roads -Alignment in plains and hills -hair pin bends -Camber, super elevation, gradient -side drains and their maintenance	1 hour
Practical	Study of parts of a building in the campus	1 hour
Field study	Study of various types of forest roads and their parts during tour/ excursions	

13.Forest utilization (7hours), excursion 1 day, tour 2 days		
1.Wood products (timber and firewood)	1.1 Implements used for felling -Axe Saws-hand, power 1.2 conversion -Logging -Rough dressing and squaring -machine sawing -grading and stacking 1.3Transport -timber depots and sale of timber -collection, transport stacking and disposal of fuel wood	4 hours
2.Non- wood forest produce	2.1.Vegetable products -bamboos -canes -fibres and flosses -tannins and dyes. -medicinal plant species -edible products -tendu (beedi) leaf -oil seeds 2.2.Animal products -honey -Lac Silkworm 2.3. Mineral products -Mica -Iron ore -Manganese	3 hours

13. Forest utilization (7 hours), excursion 1 day, tours 2 days		
	-Limestone -Granite -Slate	
Field Study	-logging operation -Timber/ sandalwood/ firewood depots -various NWFP	

14.Forest Law (10 hours), excursion 1 day, tour 2 days		
1 Definition and legal classification of forests	-forests, forest officer, forest produce cattle, vehicles, seizure and confiscation -Reserved forests: reserved lands, protected forests, village forests, private forests, revenue forests and unclassified forests.	1 hour
2.Acts related to forests	Study of the important sections of the following acts: -Indian forest act or state forest act as the case may be -forest conservation act, 1980 -wildlife (protection) act, 1972 -Tribal act -criminal procedure code -special forestry- related acts/ rules of the state concerned like sandalwood/ red sanders possession and transit rules	3 hours
3. detection of offences	-powers of forest officer -detection, investigation, custody of seized produce. -preparation and filing of offence report/ first information report. -preparation of seizure report -arrest of the accused - detention of accused (Human Right Issues) -compounding/ prosecution of the case -custody of seizures -non-bail able warrants -punishment for various violations	2 hours
4.Forest procedure transit rules	-transit of forest produce, Transit Pass, Confiscation of tools, Saw Mill Regulation Rule	2 hours
Practical	A mock session will be conducted in apprehending a forest offender and following the procedure, step by step, till the case is disposed of	2 hours

15.Forest protection (10 hours), excursion 1 day, tour 4 days		
1.Introduction	1.1. Factors responsible for degradation of forests. -cattle, -fire -flood -natural calamities	2 hours

15. Forest Protection(10 hours), excursion 1 day, tour 4 days		
	1.2.forest, people and tribal welfare 1.3. Duties, responsibilities and power of the field staff in protection of the forests.	
2.Forest fires	2.1 causes, types and effect on forests. 2.2 prevention measures -fire lines -control burning 2.3combative measures -watch towers -fire watchers -use of firefighting equipment -counter firing 2.4.fire occurrence and damage reports 2.5dealing fire offences	2 hours
3.Grazing and browsing	-effects of grazing and browsing -regulation of grazing -rotational grazing	1 hour
4.Human interfaces and their control	4.1.Illicit felling 4.2. encroachments 4.3. Willful setting of fires.	2 hours
5.Injuries by plants	-climber -weeds -parasites	1 hour
6. Injuries due to wild animal, pests and diseases	- debarking, girdling by rubbing of antlers, browsing, grazing, trampling, fungal and insect attack, defoliator, heartwood borer	1 hour
7.Injuries due to natural calamities	-flood and land slide -drought -frost -snow -soil erosion	1 hour
Field study	Observation of fire lines etc.	

16. Wildlife Management 13 hours, excursion 1 day, tour 4 days		
1.Introduction importance of wildlife	-aesthetic -recreational -cultural -economic -biological -ecological	2 hours
2.Terminologies	-carnivore, herbivore, omnivore -nocturnal and diurnal animals -carrying capacity -territory -home range -brief idea about the wildlife of the state concerned	1 hour
3.Protection of	-Threats	2 hours

16. Wildlife management (13 hours), excursion 1 day, tour 4 days		
Wildlife	-preventive and combative measures -wildlife (protection) act, 1972 and amendments -anti-poaching camps – informer network	
4.Wildlife Conservation	-sanctuaries and national parks -conservation reserve and community reserve - closed season -special conservation projects (like project tiger) of the state. -schedule of animals of the state - illegal trade in wildlife (CITES)	2 hours
5.Habitat management	-general principles -salt licks -removal of weeds and alien species -water holes -fodder development -addressing firewood & fodder through eco-development	1 hour
6.Safari park, Elephant camp, Zoological park and trekking	- day to day management with respect to animal feed, sanitation and hygiene, captive breeding - managing tourists/day visitors -eco-tourism	1 hour
7.Tourism management	-carrying capacity -preparing tourist guides -online booking	1hour
8.Man animal conflict	-rescue operation, award of compensation, Eco-development	1 hour
9.Census of wild animals	-census of ungulate/deer -census of predators	2 hour
Field study	Visit to a national park and/ or sanctuary of the state.	2 days

17. Concept of JFM (21 hours), tour 4 days		
1.Definition	1.1 what is your idea of JFM, CFM? 1.2learn definition of JFM in state and national JFM guidelines (latest versions): -what is common to all? -what is different? -if different, why? -what is specific to your own state?	1 hour
2.Concept	-why from the conventional management of forests did JFM evolve? -what was the status of: protection, harvest and provision of benefits in: 1.conventional forest management 2.Social forestry 3.JFM	1 hour
3.Key principles	3.1 What is management of resources? -what are the resources available to be managed in the forests? -why the resources are to be managed?	1 hour

	-what is the difference of carrying capacity of forests with canopy? -visualize canopy wise availability of resources. (between 0.1 and 0.4, more than 0.7) 3.2 what is joint management of resources?	Annexure I
4.Legal position	-what are the criteria to identify target areas? Area coverage? Community? -what will be the time span to be earmarked for JFM? -Why? - Figure out stages of JFM programme period. -what is the functional role of FD and local people? - What is the legal frame that endorses the above identified factors?	1 hour
5.Present status	-what are the achievements so for? -what are the drawbacks? -vis-à-vis goals set by state JFM guidelines	16 hour
6.Scope and limitations	-what will be the measures to fill gaps? -what will be possible limitations?	1 hour

18. JFM stakeholders (6 hour)		
1.Roles and responsibilities of different stakeholders	Do the exercise as described below in terms of production, protection, harvest and provision of benefits. 1.FD -enumerate functions of FD and in particular those of field staff. -compare the outcomes with the description in JFM guidelines. 2.JFMC/EDC (joint forest management committee/eco development committee) - enumerate functions of FD and in particular those of field staff. -compare the outcomes with the description in JFM guidelines. 3.SHG - enumerate functions of FD and in particular those of field staff. -compare the outcomes with the description in JFM guidelines. 4.NGO -Enumerate functions of FD and in particular those of field staff. -compare the outcomes with the description and linkages with other Central/ State development schemes like NREGS, JFM guidelines.	4 hours
2.what are the		1 hour

18. JFM stakeholders (6hours)		
Stakes of each stakeholder determined in JFM guidelines?		
3.Discuss upon the outcomes of the above, what is your (trainees) understanding of stakeholders		1 hour

19.CBO building (6 hours)		
1.Roles and responsibilities	-discuss and determine the following for each of the actors: 1. roles 2.Responsibilities 3.rights: 4.accountable to: (FD) -FRO -FR -FG (JFMC) -president -vice president -secretary -treasure -executive committee members -members (others) - Community organisations -SHGs -NGO workers (or any person assuming the same functions) Allocate above enumerated roles, responsibilities and rights to each of the stages figured out in the previous session on stakeholders	2 hours
2.MOU and Registration	-why MOU is necessary? -examine the prototype of MOU and consider the above outcomes. -what will be the measures to make each of stakeholders assimilate MOU? -what will be the local specifics to be considered and integrated to MOU?	1 hour
3.Record keeping	-what will be basic records to be kept to monitor the progress of JFM? -what will be the benefits of each record?	1 hour

19. CBO Building (6 hours)		
	-who maintains which record? -for how long? What training will be needed to keep these records? -list up available records presently according to the norm set by JFM guidelines-who maintain actually? -how to disseminate information maintained in the records to all the stakeholders?	
4.Conducting meetings	-list up possible meetings of JFM? -describe purpose of each meeting. -who convenes which meeting? -is notice necessary to convene meeting? What will be the norms for notice determined in the bylaws? -what are the requirements for a meeting to be legally valid? -how to set agenda for a meeting? -what are the protocols to be observed during a meeting? -who keeps the record? How to record? What items to be recorded? -how to arrive at a conclusion? Decision? In case of debate. -is follow-up necessary? -how to follow up? Who is follow-up?	1 hour
5.Fund Management	-what is income? Expenditure? Savings? Fund? -examine the prototype of bylaws and consider the above outcomes. -what will be the measures to make each of stakeholders assimilate bylaws? -what will be the local specifics to be considered and integrated to bylaws?	1 hour

20. PRA (24 hours), excursion 2days		
1. Social map	-concept of PRA -definition of social map and its use	3 hours

20. PRA (24 hours), Excursion 2 days		
	Practice	
2.Resource Mapping	-Definition of resources map and its use -practice	3 hours
3.Transect	-definition of transect and its use -practice	3 hours
4. Time line	-Definition of timeline and its use -Practice	3 hours
5. Trend Analysis	-Definition of trend analysis and its use -Practice	3 hours
6.Seasonal Diagram	-definition of seasonal diagram and its use -practice	3 hours
7. Matrix Scoring/Ranking	-Definition of matrix Scoring/Ranking and its use -Practice	3 hours
8.Venn Diagram	-definition of Venn diagram and its use -practice	3 hours
Field Study	Apply PRA for resource mapping. Also apply forest botany.	

21. Micro Plan (18 hours), excursion 2days		
1.Planning process	-plan and action plan -micro plan & "macro" plan -planning process	1 hours
2.process and steps of MP	-who to make -what to describe	1 hour
3.methods	-use of PRA -integration of silviculture of trees and botany -simple statistics	2 hours
4.treatment plan and management plan	-treatment plan -management plan -use of local resources for IGA in JFM	2 hours
5.roles and responsibilities for planning and implementing MP	-roles and responsibilities of stakeholders during planning and implementation -description of roles & responsibilities of stake holders in MP	2 hours
6.Exercise of MP	Mock session of MP making	10 hours
Field Study	Sample MP making in a village	

22. Participatory Skills for field staff 26 hours)		
1.Promotion skill of CBO	-Identification of field level constraints experienced (socio-economic-cultural-gender) -CBO problems and contributing factors (reflection of constraints on CBO) -FR, FG's belief and attitudes -Community members' belief and attitudes. -Inter-personal communication and skills to overcome above problems - Community organisation - -conducting a participatory meetings -conflict resolution	15 hours
2.Monitoring and follow-up`	-what is monitoring, why is it needed? -what are the items to be monitored in JFM?	3 hours

	-Who does monitoring? At what intervals? -How to set indicators of monitoring in a participatory way? -how to keep and share the outcomes of monitoring?	

22. Participatory skills for field staff (26 hours)		
	what is the necessary follow- up to ease the process?	
3.Documentation	What are the things covered by the volunteers in their documentation? Which one you consider the best? Why? What are the things have to be added in the report? Why? What are the items to be documented in JFM? Why? Formats available? –if no, how to develop formats? With whom these kinds of documents have to be shared? For what? People's Bio-diversity Register	3 hours
4.JFMC vs Larger bodies	FDA, Panchayat Act & Rules, PESA, Bio-diversity Act & Rules, Forest Right Act & Rules and convergence of JFMCs with Committees under above rules	5 hours

23. Computer application (24hours)		
1.OS	Basics of OS (windows)	4 hours
2.Internet	Email and net browsing	4 hours
3.Word processor	MS word	8 hours
4.Spread sheet	MS Excel	8 hours

24. First Aid (7hours)		
1.Different First Aid Exercises		7 hours

25. Seminars (4 days)		
1.Social Forestry	Arranged in second month	1 day
2.Benefits from Forest	Arranged in fourth month	1 day
3.Gender issues in forest	Arranged in 5th month	1 day
4.Biodiversity Conservation	Arranged in 6th month	1 day

Note: Classroom time will increase as we are planning participatory learning methods.

At least 4 seminars can be scheduled- Social Forestry, Gender Issues in Forestry, Ecological Services from Forest, Role of Forest Guard in Awareness Generation, Wildlife Conservation