Memo No 100/ ATI-13013(11)/18/2023-IT AND D SEC-ATI   Date: 14/08/2024

To
The Conservator of Forests
Development Circle, West Bengal
Directorate of Forest,
Aranya Bhawan, 2nd Floor, Room No 208
Block LA-10A, Salt Lake City, Sector – III
Kolkata – 700106
Email: cfdc-wb@nic.in

Sub: Course Director's Report in respect of Training course on HRMS and e-Service Book for the officials of Forest Department held at NSATI WB during 12-13 August 2024

Sir,

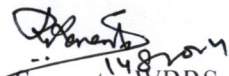With reference to the subject as stated, please find attached the Course Director's Report in respect of Training course on HRMS and e-Service Book for the officials of Forest Department held at NSATI WB during 12-13 August 2024.

Kindly acknowledge receipt.

Yours faithfully,

Rahul Kr Samanta, WBRS
Additional Director

Encl: As stated above.

COURSE DIRECTOR'S REPORT

Institute's Ref. No.:   Date :

1.	Name of the Institution	:	Netaji Subhas Administrative Training Institute FC Block Sector III, Salt Lake, Kolkata – 700 106
2.	Title of the Course	:	**Training on HRMS & e-Service Book for the Officials of Forest Department**
3.	Duration of the Course	:	Date/Week(s) : From (date) : **12/08/2024** To (date) : **13/08/2024**
4.	Name of the Course Director	:	Shri Rahul Kumar Samanta, WBRS
5.	No. of participants (Please enclose a copy of the final list of participants duly classified)	:	22 (Twenty Two) Enclosed
6.	Number of those who submitted feedback proforma	:	19
	a) Whether the institution got in touch in advance with the participants of the course:	:	Yes
	b) If so, when, and	:	One month earlier
	c) How many participants responded	:	All of them
7.	Whether the course expectation of the participants were ascertained by the Institution, if so, how and when?	:	Yes, asking question at the time of inaugural session
8.	General observations of the Course Director on how the course was organized	:	The course has been well organized, well structured, well sequenced, interactive and quite useful for the participants

Please indicate

(a) Whether the course was conducted at the institution's campus or elsewhere (if so, where)   :   In the Institute's Campus

(b) Whether the course was 'residential' of 'non-residential' (if residential, whether the residential facilities were provided in the institution's own hostel or in a hotel etc.)   :   Residential, in institute's own hostel

(c) (1) Total number of working days in the course   :   2 Day

    (2) Number of working hours per day.   :   6 Hrs

    (3) Total number of sessions.   :   Does not arise

    (4) Number of sessions which could not be conducted as planned   :   Does not arise

(Please enclose a copy each of –
- The final course time-table   :   Enclosed
- The list of faculty (both in-house & guest faculty).   :   Enclosed
- The complete background material supplied to the participants   :

9.   If the same or similar course had been conducted earlier under sponsorship of the Department of Personnel & Training (Govt. Of India), Please indicate –

    (a) The duration: :

    Dates and title of the last such course(s) conducted   :

(b) 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	:	Nil
2)	Course contents structure, and distribution of sessions among various topics.	:	Nil
3)	Reading material	:	Nil
4)	Faculty	:	Nil
5)	Training methodology.	:	Nil
6)	Greater practical orientation	:	Nil
7)	Physical facilities	:	Nil

10. General remarks of the course director on the nature and extent of participants' involvement in the course, including attendance, punctuality, and interest evinced:

Participants were totally involved in this course. Their performance in various activities indicates that learning has taken place & participants have enjoyed this learning environment.

11. Comments of the feedback received from participants. This will consists of –
    (a) a consolidated abstract and summary, in the format of the individual feedback proforma, and   Enclosed

    (b) a statement, in the format, containing the Course Director's comments on the participants views about the strengths and weaknesses as well as other aspects pertaining to the course   Enclosed

12. Comments of the Institution on how the feedback is proposed to be recycled into future programmes in terms of course content, methodology etc.
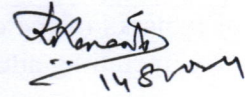
    The feedback received had been examined and the requirement/ changes will find their places in the future courses to be conducted.

13. Any other comments which the Course Director and/or the institution may wish to make in respect of this course:

       The training course being very relevant in the Government sector we may consider conducting more training programmes on this topic.

Place: KOLKATA

Date: 14/08/2024

Signature of the Course Director

THE COURSE DIRECTOR'S REPORT

Training on HRMS & e-Service Book for the officials of Forest Department
12/08/2024 – 13/08/2024

Statement showing the participants' views about the strengths and weaknesses pertaining to the course, and the Course Director's comments thereon.

(Note: Comments of similar nature relating to the same aspect, given by different participants be clubbed together by the Course Director)

S. No.	Participants' Views	No. of participants who have expressed this view	Course Director's views
1	A separate sheet is attached		

NETAJI SUBHAS ADMINISTRATIVE TRAINING INSTITUTE
Govt. of West Bengal

Training on HRMS & e-Service Book for the officials of Forest Department
12/08/2024 – 13/08/2024

LIST OF IN-HOUSE / GUEST FACULTIES

1. Shri Suvankar Das, WBA&AS, OSD,HRMS, Finance Department
2. Shri Tanmoy Deb, WBA&AS, OSD, HRMS, Finance Department

Course Name:	Training on HRMS & e-Service Book
Course ID:	ADRS24250001
Start Date:	12-08-2024
End Date:	13-08-2024
Duration:	2 days
No of Participants:	21

Date -12/08/2024

Faculty Name : Shri Suvankar Das & Shri Tanmoy Deb
Topic: HRMS Training

	Excellent	Very Good	Good	Fair	Poor
Subject Coverage	17	2	0	0	0
Presentation	14	4	1	0	0
Interaction with the participants and experience sharing	15	3	1	0	0
Practical Orientation	12	6	1	0	0
					4.72

Date -13/08/2024

Faculty Name : Shri Suvankar Das & Shri Tanmoy Deb
Topic: e-Service Book

	Excellent	Very Good	Good	Fair	Poor
Subject Coverage	16	2	1	0	0
Presentation	15	3	1	0	0
Interaction with the participants and experience sharing	14	4	1	0	0
Practical Orientation	14	3	2	0	0
					4.71

Logistic Feedback analysis

Did the course meet the training objective?

Very Well Structured -5	10
4	9
3	0
2	0
Very unstructured -1	0
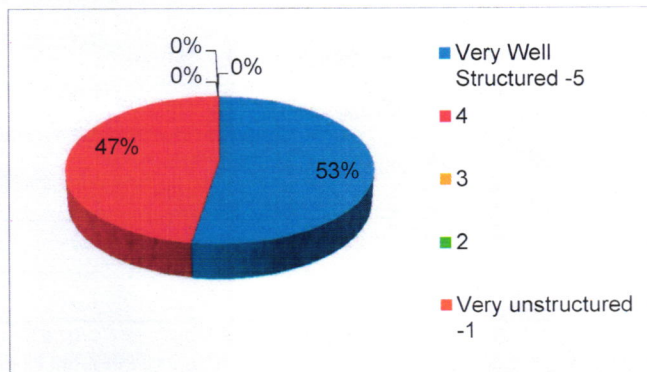
How useful will this training be to you immediately in your job?

Very useful -5	14
4	4
3	0
2	1
Not useful -1	0

Pie chart:
- 0%
- 5% 0%
- 21%
- 74%

Legend:
- Very useful -5
- 4
- 3
- 2
- Not useful -1
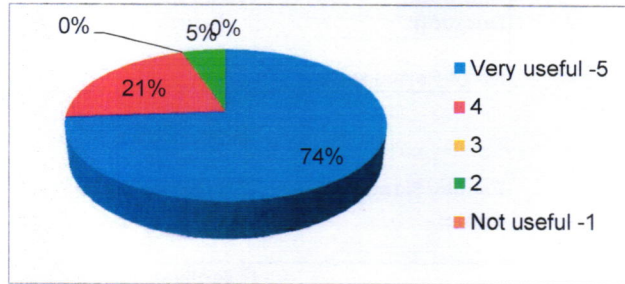
How useful is this training likely to be for the future jobs you may handle?

Very useful -5	15
4	2
3	2
2	0
Not useful -1	0

Pie chart:
- 11% 0%
- 10%
- 79%

Legend:
- Very useful -5
- 4
- 3
- 2
- Not useful -1
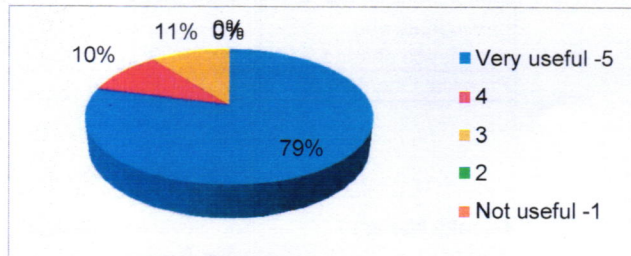
Practical Orientation of the course

Highly practical -5	12
4	6
3	1
2	0
Not at all practically oriented-1	0

Pie chart:
- 0%
- 5% 0%
- 32%
- 63%

Legend:
- Highly practical -5
- 4
- 3
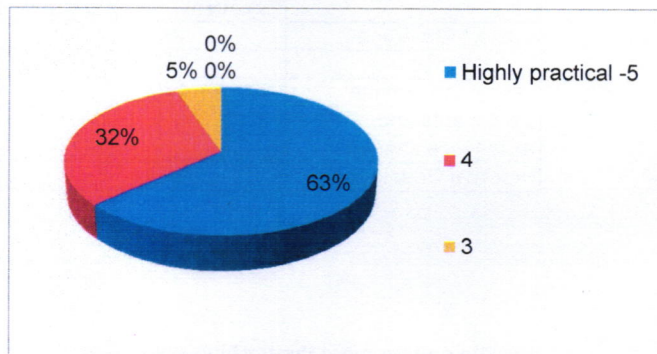
Your overall impression of the course

Excellent -5	11
4	7
3	1
2	0
Fair -1	0

Pie chart:
- 5% 0%
- 37%
- 58%

Legend:
- Excellent -5
- 4
- 3
- 2
- Fair -1
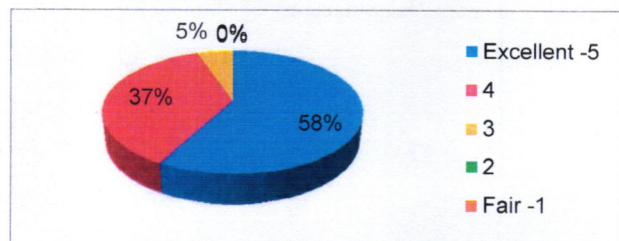
What were your expectations from the Course?

- I had great expectation over the course I thought I'll be able to solve all the problems in the office after attaining this course
- This will be very helpful
- To gather knowledge....
- To learn about HRMS & E-Service
- High
- To learn in detail.
- Could able to do the job properly
- I want to attend a further training.
- Detailed knowledge about HRMS
- To know better
- Learning about HRMS and E Service Book in an intensive way
- Better understand of HRMS and e-Service book.

- Gain knowledge regarding entry in e-Service Book
- knowledge on HRMS on E-Service Book.
- Overall knowledge about HRMS
- Could able to do the required job in HRMS
- To learn maximum operation in ifms and hrms
- mapping for service book forward
- Practical hands on training

Which parts of the Course did you find most helpful?

- I find everything helpful
- E service book
- Practical
- E-Service book
- e service book
- Workflow creation
- e- Service Book updation procedure
- E-Service book
- All of it
- Both hrms and e service
- Practical portion done in the program
- Discussion regarding GPF & Pay scales.
- Entry in e-Service Book.
- E-Service Book
- All of it
- Practical Orientation
- E service book, leave portion, work flow etc
- service book
- HRMS and E-Service Book

Which parts of the Course did you find least helpful?

- I find e service book as least helpful due to my enability to understand I want to see the structure of HRMS from A developers point of view which I was unable to see
- All the parts
- NA
- Not Applicable
- e service book
- Nothing.
- Overall good
- None
- None of it
- No part
- Nothing
- Whole training program was very informative.
- Nothing
- HRMS
- None
- Overall impression of course
- Operation from HOO login end
- service book entry

Any other comments/observations you wish to make about the Course?

- I think we need to modify the existing system that we have been using in our directorate
- It is useful
- NA
- Need more training in this regard
- Another dedicated training in e service book
- Nothing.
- Required frequen training
- HRMS
- More training with realistic problems
- Very good already

- Nothing
- Appreciate Shri Subhankar Das Sir and Shri Tanmoy Deb Sirs' excellent knowledge on HRMS & e-Service book and their keen approach towards training program.
- No
- Everything good.
- Needs more training related HRMS
- Required frequent practical training
- Nothing
- satisfactory
- Hands on training could help to understand the subject better