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Office Order

Undersigned is hereby directed to inform you to follow prescribed curriculum & marks distribution for 6 (six) months courses of DR/Fr & Forest Guard.

Encl: Annexure- A & B



Conservator of Forests,
Development Circle, West Bengal.

No. 556 / DC /2E- 69/ 2020

Date: 16/06/2023

Copy forwarded for information to:

1. The Director, West Bengal Forest School, Dowhill.
2. The Director, State Forest Training Institute, Hijli.


Conservator of Forests,
Development Circle, West Bengal.

Semester wise division of Subjects and Marks for Six Months Regular Dr/Fr Training.**Semester - I**

Sl No.	Subject	Total Marks	Internal	External	Viva	Project
1	Forest Survey,GPS	100	35	45	10	10
2	Forest Mensuration	50	15	25	10	
3	General Silviculture, Silviculture of Trees and Regeneration Methods	150	50	60	20	20
4	Soil Science and Soil & Water Conservation	50	15	25	10	
5	Forest Botany	100	30	40	10	20
6	Forest Utilization	75	25	40	10	-
7	Forest Management	75	25	30	10	10
8	Computer application, GIS, Presentation skill	50	15	20	10	5
9	South Bengal Tour (Exam - 30 marks Tour Journal 20)	50	50	-	-	-
10	Attendance, Co-curricular Activities and Conduct	50	50	-	-	-
	Total =	750	310	285	90	65

Semester - II

Sl No.	Subject	Total Marks	Internal	External	Viva	Project
1	Wildlife Management	75	20	35	10	10
2	Forest Protection	50	20	20	10	
3	Forest Law	100	30	50	10	10
4	Office Procedure and Accounts; Managerial Skills;Participatory Skills	100	40	50	10	-
5	Forest Engineering	100	30	50	10	10
6	Concept of JFM; JFM Stakeholders; CBO Building; PRA & Microplan	100	30	50	10	10
7	North Bengal Tour (Exam - 30 marks Tour Journal 20)	50	50	-	-	-
8	First Aid, Seminars	25	25			
9	Attendance	50	50			
10	Co-curricular activities	50	50			
11	Conduct Marks	50	50			
	Total =	750	395	255	60	40

Director
West Bengal Forest School, Dowhill

**Semester wise division of Subjects and Marks for Six Months Regular Forest
Guard Training**

Semester - I

Sl No.	Subject	Total Marks	Internal	External	Viva	Project
1	Forest Survey and Mensuration	100	35	45	10	10
2	General Silviculture, Silviculture of Trees and Regeneration Methods	100	30	50	10	10
3	Soil Science and Soil & Water Conservation	40	10	20	10	
4	Forest Botany	60	10	30	10	10
5	Forest Law	75	25	40	10	-
6	Forest Engineering	50	15	30	-	5
7	South Bengal Tour (Exam - 30 marks) and Tour Journal (20 marks)	50	50	-	-	-
8	Attendance, Co-curricular Activities and Conduct	25	25	-	-	-
	Total =	500	200	215	50	35

Semester - II

Sl No.	Subject	Total Marks	Internal	External	Viva	Project
1	Wildlife Management	75	20	35	10	10
2	Forest Protection and Forest Management	100	30	50	10	10
3	Office Procedure and Accounts; Computer Application; Managerial Skills; Participatory Skills	100	40	50	10	-
4	Forest Utilisation	50	15	30	5	-
5	Concept of JFM; JFM Stakeholders; CBO Building; PRA & Microplan	50	15	30	5	-
6	North Bengal Tour (Exam - 40 marks) and Tour Journal (10 marks)	50	50	-	-	-
7	First Aid, Seminars	25	25			
8	Attendance, Co-curricular Activities and Conduct	50	50	-	-	-
	Total =	500	245	195	40	20

Director
State Forest Training Institute,
Hijli, Kharagpur

TENTATIVE COURSE STRUCTURE FOR 6 MONTH REGULAR COURSE FOR REGULAR DR/Fr & FG					
Sl No.	Subjects	Theory	Practical	Total	Emphasis
1	Forest Survey	10	18	28	Chain compass survey, Plain table survey, GPS survey & preparation of Maps
2	Forest Engineering	12	10	22	Basic checking of material, Basic Engineering-Building, Bridge, Culvert, Road, Fencing; preparation of estimate and WMNB, site visit
3	Forest Mensuration	12	10	22	Basic mathematics, Tree height & girth measurement, volume calculation, Timber measurement, volume table, yield, increment, growing stock.
4	Forest Management	12	6	18	Basic concept, yield, Increment, Rotation, Working Plan, Working plan code
5	Forest Botany	12	15	27	Botany of Flowering plants, trees, identification of common trees with characters, Economic Botany, Eco-system and Ecology.
6	Wildlife Management	12	10	22	Basic concept of habitat, enumeration, man-animal conflict, Wildlife conservation, Captive animals, eco tourism management, Crime detection. Basic tranquilization/animal handling, Biodiversity assessment
7	Office Procedure & Accounts	10	5	15	Treasury system, WBFR, basic accounts, Leave rule, TA, DA, TMNB and WMNB, HRMS, E-Billing.
8	Managerial Skill	8	10	18	Group Behavior, Skill & discussion; Communication Skill, Team building, Motivation & Leadership; Public dealing, Stress Management, mentoring, Management games
9	Forest Laws	16	6	22	IFA, WLPA, Writing of POR, FCA-basic, WB Trees Act, FRA- basic, Saw mill and wood based industries,
10	Forest Protection	8	6	14	Forest Fire, injuries and diseases, deforestation, Pest and Invasive species. Fire detection mapping (GIS)
11	Forest Produce Utilization	8	6	14	Timber depot, Felling, logging, wood preservation, NTFP.
12	General Silviculture	10	4	14	Basics, Hydrological/ C-Cycle, REDD+, Growth, Crown, Tending and Thinning.
13	Silviculture of Trees & System	10	6	16	Silviculture systems, Major trees, monitoring of plantation
14	Regeneration methods	8	4	12	Methods, Nursery, Plantation work, seed stand, plant tree,
15	Concept of JFM	4	2	6	Concept, Principles, Legal issues, Present status, Case Studies.
16	JFM stake holders	2	0	2	Forest Department and JFMCs, SHGs, NGOs, Local bodies.
17	CBO Building	2	4	6	Concept of community based organisation, Maintenance of record, Conducting of meetings, Fund management
18	PRA & Microplan	2	4	6	Concept of PRA and social map, Resource Map Preparation, transect, Timeline, trend analysis, Matrix & Scoring
19	Participatory skill	2	4	6	Promotion skill of CBO and frontline staff, Documentation, JFMC vs larger bodies
20	Soil science	5	3	8	Properties, Rocks, Soil types, Nutrients and Cycles
21	Soil & water conservation	5	3	8	Hydrological/ C-Cycles, Soil erosion, Soil and Water Conservation.
22	Computer Application	8	12	20	Basics of Computer, MS Word, MS Excel, MS Power Point, Internet- email, basic GIS and GPS Map preparation
23	First Aid	5	5	10	Emergency care in disaster and accident, Diet and nutrition value, Loss of consciousness, Snake bite, poisoning, Frost bite, Injuries to bone, Joint and Fracture, etc.
24	Seminars*				Planning and conducting seminar
25	Arms training**				Deployment of emergencies & disasters, Mock exercises for emergencies & disasters, Arms Clean, Arms & Ammunition, Firing Test.
	Total	183	153	336	

Conservator of Forests
Development Circle, WB

Total training days	180
Sunday (holidays)	26
Others holidays	25
Effective days	129
Registration	1
Validictory	1
Examination	10
Preparation for Exam	2
Tour (North/ South)	30
Local Excursion	8
Sports	2
Marathon	1
Arms training **	7
Seminers/orentation course*	3
Co-curricular activities	6
Relief (after tour)	2
Classwork (days)	56

(Strss management, other relevent issues , biodiversity)
(Music, guitar, other instruments, other hobbies , birding etc)


Classwork hours (6 hours / day) 336

Morning Physical Training	6am-7am	6.30am-7.30am (Winter/dowhill)
Morning Preparation	7am-9am	
Class (including one tea break)	9am-1pm	
Lunch break	1pm-2pm	
Class	2pm-4pm	
Games	5pm-6pm	4.30am-5.30pm (Winter/dowhill)

Examination	Term1	Term 2
DR/Fr	750	750
FG	500	500

*** Marks after each semester must be displayed in board and uploaded in training portal

Examination includes
1) Subject written examination, viva voce
2) Practical & project work
3) Tour Marks(Journal, viva, group performance)
4) Conduct marks


The Conservator of Forests,
Development Circle, WB

TENTATIVE COURSE STRUCTURE FOR 1 MONTH COURSE FOR PROMOTEE DR/FR & FG

SL	Subjects	Theoretical	Practical	Total	Emphasis
1	Forest Survey	4	6	10	Chain prismatic compas survey, GPS survey
2	Forest Engineering	4	4	8	Basic checking of material, basic engineering concept, WMNB
3	Forest Mensuration	3	3	6	Timber measurement, height & girth measurement, volume calculation
4	Forest Management	4	2	6	Basic concept
5	Forest Botany	6	6	12	Botany of Flowering plants, trees, identification of common trees with characters
6	Silviculture	6	6	12	Nursery , Silviculture system, major trees
7	Wildlife Management	6	4	10	Basic concept of habitat, enumeration, man-animal conflict etc
8	Office Procedure & accounts	4	2	6	Treasury system , WBFR , Basic accounts
9	Joint Forest Management, PRA	4	2	6	Basic
10	Forest Laws	8	3	11	IFA, WLPA, FCA- basic . Writing of POR
11	Soil Conervation	2	1	3	Basic concept
12	Forest Produce Utilization	2	4	6	Timber depot, marking, Felling, logging, NTFP
13	Others	3	3	6	To be decided by Director (computer/projectwork/music/others)
	Total*	56	46	102	

* class hour

Total training days	30
Sunday (holidays)	4
other holidays	1
Validictory	1
Effective training days	24
Tour (North/South)	6
Local visit etc	1
Total class days including practical	17
Minimum class hour /day	6
Total class days including practical	102

Total Examination 100

- # Morning PT, Afternoon games compulsory
- # Visit of a nearby construction site, local tour
- # suitable steps on lifestyle for environment pledge
- # Mental health care/mentoring
- # for WBFDC emphasis may be given more on SI 12

CHECK LIST FOR INFRA-STRUCTURE RELATED ISSUES DURING TRAINING TO BE SUBMITTED FORTNIGHTLY

Date

sl	category	Criteria	Compliance (Y/N)	Signature of officer/staff	Signature of trainee
1	Hostel	Hostel window should not be broken			
2		Hostel Light should be sufficient			
3		Hostel should be cleaned regularly twice			
4		Hostel beds should be in good condition			
5		Hostel room should be proper- free from dampness			
6		Provision of bucket , mug , bin in every washroom			
7		One Geyser atleast per 3-4 trainee in Dowhill			
8		Fire extinguisher in each hostel block			
9		Aqua guard or water purifier in each hostel block			
10		First aid provision in hostel block			
11		Preferably one electric kettle in each room			
12		Uniform ,kits supplied to each trainee by 15 days of training			
13		Training kits must include one water bottle			
14		Provision for Doctor on call			
15		Provision for vehicle on emergency			
16		Backup generator			
17		Regular counselling /mentoring of trainee			
18	Dinning area	Dinning area should be clean			
19		For ration , necessary vehicle per week for trainee			
20		Cooking gas preferably to be supplied if possible			
21		Casareol or other utensils should be kept in dinning			
22		Cooks should be asked for properly cooking in discussion with trainee			
23		Dinning area, cooking area must be regularly cleaned			
24		Provision of Aquaguard or water purifier			
25	Common space	Must be clean, bleaching powder in Dowhill			
26		Provision of light			
27		Proper sitting arrangement in common space			
28		Provision of TV with regularly recharged Dish/cable in each hostel block			
29	Security	Security guard During night at hostel			
30		CCTV			
31		Ladies hostel should have proper protection			
32	Library	Access of library and use of books/journal			
33	Cocurricular activities	Compulsory- Music, guitar, other instruments, other hobbies , birding etc. - prize			
34		Visiting faculty on instruments atleast once/twice in a month			
35		Music instruments			
36	Sports & games	Compulsory- procurement of need based various items			
37	Class room	With Board, pen, chalk, LCD projector,			
38		Smart board			
39		Electric backup (inverter)			