

IMPORTANT INSTRUCTIONS

The FRO Trainees are directed to go through the following DO's & DON'T during their stay in the T.S. Forest Academy campus

1. GENERAL

1. Save/Conserve water and Electricity/Power, switch off all the lights and other electrical appliances when not in use
2. Develop passion for nature/forests and compassion towards living creatures/wild life
3. No personal & private vehicles are allowed inside the Academy premises.
4. The trainees shall develop the habit of wishing the senior officers as and when they notice/come across the senior officers.
5. The trainees are expected to observe absolute punctuality and regularity in all the activities: physical training, lectures, games, programmes of entertainment, sports, outdoor, visits to various places, social functions and formal or informal dinners. All these are part of their duties during their training at TSFA.
6. Besides punctuality and regularity, trainees are also expected to develop and maintain high standards of personal hygiene, social behavior and courtesy, dignity and integrity.
7. Trainees are requested to observe courtesy in their dealing with their colleagues, faculty, office staff and guests of the Academy. They are expected to adopt norms of behavior in keeping with the dignity of the service. Both within the premises and outside they are expected to behave with consideration for other at all times.
8. Keeping of pets, firearms two wheelers (Motor Bikes) and four wheelers (cars) by the trainees in the hostel and on tours is prohibited.
9. Smoking, Consumption of alcohol and other intoxicants are strictly prohibited in the TSFA campus and while on Tours.
10. The trainees shall attend classes in full uniform and they may remove the cap (Beret) while sitting in class rooms and they shall be with cap on in standing position.
11. The trainees shall salute while entering the class room and the trainees have to do heel up & chest up posture when not in uniform, when they are without cap they shall do heel up.

12. Trainees shall not come in slippers/lungis/dhotis/Shorts/Nighties to the mess/ dining hall/Roll Call and they shall be attired in White shirt and grey trousers/pant with black shoes invariably but on Sundays while not on official duties the trainees may wear formal civil dress (Shirt & Trousers) and shoes.
13. No cell phones are permitted inside the class rooms, Administrative main building and play grounds. Cell phone must be switched off after 10.00 PM.
14. No food shall be served in the Hostel Rooms and trainees should complete dinner before roll call (9.00 PM).
15. No trainee shall enter the main building in civil dress during working hours but will always be in Uniform.
16. Trainees will not be permitted to change the rooms allotted to them without the permission of Course Director/Director.
17. Fans and lights are to be switched off and taps to be closed, whenever the rooms are not occupied.
18. No trainee shall leave the campus without written prior permission from Course Director/Warden. When they are leaving/arriving to the campus they should invariably note the time along with signature before leaving/ arrival in the register kept at the main gate with security.
19. Guests are not allowed to stay in the hostel. Without written permission of the warden-when permitted each guest will be charged Rs.1000/- per night.
20. Every night 9.00 Pm to 10.30 Pm will be study hour.
21. Each trainee can borrow 2 books at a time from the library and shall return the same within 15 days.
22. Every month from each trainee an amount of Rs.50/- shall be deducted towards electricity consumption charges.
23. Duty Officer (D.O.) will be nominated every week in alphabetical order on rotation basis from Monday to Sunday (6.0 AM to 6.0 AM).
24. The trainees mess will be run by the trainees themselves.
25. There will be a Mess Duty Officer (M.D.O.) to issue and procure groceries/vegetables etc., every day on alphabetical order.

26. Each trainee shall pay a security deposit of Rs. 5000/- for running the mess and the same shall be deposited in Bank for day to day use.
27. The mess audit committee/Secretary will finalize the mess bill by 5th of every month.
28. The trainees will have to pay mess bill by 10th of every month without fail. Delayed payment will attract penal interest.
29. The mess Secretary will prepare and display the list of defaulters on the notice board on 11th day of every month and bring it to the notice of the course Director/Warden.
30. The trainees shall attend PT from 6.0 AM - 6.45 AM every day compulsorily and in no case excuses will be entertained. **Missing the PT session will be viewed seriously, apart from calling for explanation, absence will be treated as C.L. and Rs. 500/- will be levied as fine.**
31. Whenever a trainee falls sick he/She will seek the exemption from the Course Director for PT/class/Games under the advice of TSFA's Resident Doctor. They can avail the medical faculties in the Sanjeevini Clinic of Campus from 7.00 AM to 08.00 AM on every working day. In case of health emergency (24 hoursX7 days) the trainee shall inform to the Course Director/PTI.
32. Trainees shall not throw polythene covers in the campus area and keep the campus as polythene free area.
33. Trainees shall not quarrel/shout among themselves and with other staff like mess caterers, gardeners, Housekeeping, Security, personal and administrative staff. If they fail to do so, matter will be viewed seriously and suitable disciplinary action will be initiated.
34. Trainees shall not enter into Administrative Office without proper reason. They should approach the Officers concerned with prior permission of Course Director/Warden only.
35. Trainees are not entitled for any kind of leave during the training. In exceptional case, only they shall approach the Course Director/Director.
36. Spouse of Trainees or relatives of trainees are not permitted to stay in their Hostel Rooms.
37. Any trainee absenting from one period will be treated as $\frac{1}{2}$ day ABSENT and one period in forenoon and one period in afternoon will be treated as one day absent/C.L.

38. The internet facility (including Wi-Fi) provided to the trainees should be responsibly used and unauthorized downloads be strictly avoided as they infringe the Copy Right Act.
39. If trainees are found violating the above instructions, they will be dealt as per conduct rules.
40. The trainees shall strive to uphold the dignity and honour of the T.S. Forest Academy.

2. CONDUCT IN CLASS

- The lectures/practicals will be held in the various class rooms/laboratories/field as indicated in the timetable.
- The doors of the lecture hall/class rooms will be closed immediately after the time fixed for the commencement of the session. Trainees may not be admitted after the doors have been closed.
- Each Trainee is expected to take the assigned seat in the lecture hall well before the commencement of the session and attendance is noted according to the seating arrangement.
- Trainees are expected to take their own notes in classes. Faculty members may circulate some supplementary reading material. Where such material is circulated in advance, the Trainees should go through the same before coming to class.
- Trainees are encouraged to clarify their doubts, but should they like to argue out a viewpoint which is different or where it is likely to take a long time, they may do so later in the chamber of the faculty member.
- Trainees may put up questions standing as this facilitates better reception. Long arguments are to be avoided.

3. GENERAL INSTRUCTIONS PERTAINING TO HOSTELS

Following instructions may be kept in view by the occupants of the Academy hostels.

- ❖ Trainees are not allowed to remain absent from the hostel overnight without the written permission or the Course Director/Warden.

- ❖ Trainees are expected to maintain their rooms neat and tidy, beds must be made not in use and electrical appliances, light, computers and taps must be switched off when the Trainees leave the rooms. The care of the furniture, equipment and accessories is entrusted to the trainees and damages to Academy property caused through negligence or improper maintenance have to be made good by the Trainees.
- ❖ Cleaning service is provided by the Academy. Room bearers have been provided in the hostel. The Trainees are advised to ensure that their rooms are properly locked and secured whenever they go out.
- ❖ Playing of loud music or creating disturbance of any sort in the hostel premises is strictly prohibited.

4. DRESS

Trainees are expected to be well groomed and properly attired and to ensure at all times that they do not present an unkempt or slovenly appearance. To derive optimum advantage of all aspects of training (academic, physical, touring, excursions, qualifying tests, social etc.) the Trainees should equip themselves with articles of clothing and equipments as prescribed by TSFA.

Director, Joint Director, Course Director and other faculty members will watch out for a proper turnout amongst the trainees. It will be an important component for assessing their personality and award of conduct marks.

Date:16.04.2015

**Sd/- P. Raghuv
Addl. PCCF/ Director
T.S. Forest Academy,
Dulapally, Hyderabad.**

//T.C.B.O.//

Superintendent