

**A statement of the categories of documents that are held by it or under its control:**

**1. Administration:**

- Service books of all regular employees of Institute
- Files related to recruitment to faculty and staff
- Files related to WII Society, Governing Body and Finance Committee.
- Maintenance of APARs/ACRs in respect to all Scientific, Technical and administrative staff of Institute.
- All purchase related files along with all vouchers is being maintained in the administration/stores.

**2. Academic:**

- Master's course in Wildlife Science
- Scholarships : The Institute provides full scholarship to eight Indian Students based on their selection merit. Other candidates selected will be treated as self sponsored candidates.
- Post Graduate Diploma in Advanced Wildlife Management (10 Months). - The course is meant for in-service Indian Forest Service and State Forest Service Officers of the rank of Deputy Conservator of Forests (DCF)/Assistant Conservator of Forests (ACF) and equivalent.)
- Certificate Course in Wildlife Management (3 Months) - The Certificate Course is designed for Range Forest Officers or equivalent
- Files related to procurement of items all above course and other short term courses are maintained.

**3. Information Technology and Remote Sensing & GIS:**

- Review of PA network in India
- Website Quality Manual
- Campus Wide Networking at WII
- Leave and Attendance Management System (LAMS)
- Training material for GIS/RS classes

**4. Library and Documentation Centre:**

- Books/Monographs
- Reference books (Bibliographies, Dictionaries, Directories, Yearbooks, Encyclopaedias, Atlases, Glossaries, Annuals)
- Thesis/Dissertation (M.Sc. and Ph.D., Diploma dissertation, Project dissertation)
- Reports
- Plans (Management plan, Working plan)
- Reprints
- Maps/Toposheets
- Standards
- Conference Proceedings
- Journals (Print journals, Online journals)
- Newspaper Clippings
- Newspaper
- Magazines
- Non book material (CDs, CD-ROM)

#### **5. Audio Visual & Wildlife Extension Cell:**

- Providing Audio Visual Equipment and PA support in the institute ( Boardroom, Diploma & Certificate & M.Sc. Classrooms, Porta Cabin, Auditorium) - for different activities (Courses, Workshops, Seminars, Meetings, Guest Lectures & all other events and functions of the institute.)
- Photography of Institute's activities
- Documentation of photographs Photos
- Maintenance and necessary repair of Audio-Visual equipment's

#### **6. Herbarium:**

- At Wildlife Institute of India (WII) a herbarium is being maintained since its inception. Several researchers, students and herbarium technicians at WII have been collecting plant specimens under various projects and training programmes from protected areas (National Parks, Wildlife Sanctuaries, Tiger Reserves) and outside protected areas representing different biogeographic zones of the country.
- Using dry preservation technique the specimens have been archived and housed in cabinets. The catalogue has followed the Benthem & Hooker's classification (1862-1883).
- The collection is primarily used by the researchers, students and foresters from India and neighbouring countries for research and management.