

# **FOREST RESEARCH INSTITUTE DEEMED TO BE UNIVERSITY**

**DEHRADUN (UTTARAKHAND)**

**(Under Section 3 of the UGC Act 1956 vide  
Notification No. F. 9-25/89-U.3 dated 06.12.1991)**



**FOREST RESEARCH INSTITUTE DEEMED  
TO BE UNIVERSITY  
MEMORANDUM OF ASSOCIATION/RULES  
AS PER UGC (INSTITUTION DEEMED TO  
BE UNIVERSITIES) REGULATIONS 2016**

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# **1. PERFORMA OF AS PER UGC (INSTITUTION DEEMED TO BE UNIVERSITIES) REGULATIONS 2016**

## **1. NAME**

The name of the society shall be Forest Research Institute (Deemed to be University) here in after referred to “The Institute”

## **2. NAME OF THE INSTITUTION DEEMED TO BE UNIVERSITY ALONG WITH ITS APPROVED CONSTITUENT UNITS/OFF CAMPUSES/OFF SHORE CAMPUSES**

Forest Research Institute (Deemed to be University)

## **3. ADDRESS OF THE INSTITUTE**

The registered office of the Institute shall be situated at Dehra Dun.

Forest Research Institute, (Deemed to be University), P.O.: I.P.E. Kaulagarh Road, Dehra Dun.248195.

## **4. DEFINITIONS**

In these Rules unless the context otherwise requires:

1. “Academic Council” means the Academic Council of the Institute.
2. “Authorities” means the authorities of the Institute.
3. “Board of Management” means the Board of Management of the Institute.
4. “Central Government” means The Government of India. Government” means the Central Government, unless the context so specifies.
5. “Department” means Research Division of the Institute.
6. “Director” means Director of the Institute.
7. “Finance Officer” means Account Officer of the Institute.
8. “I.C.F.R.E” means Indian Council of Forestry Research & Education.
9. “President” means Director General, Indian Council of Forestry Research & Education, Dehra Dun (Equivalent to Chancellor of a University)
10. “Act” means the University Grants Commission Act, 1956 [Act 3 of 1956].
11. “Campus” means Campus of the institution deemed to be University at its headquarters, wherein its major facilities, faculty, staff, students and its Academic Departments are located in a city/town/village in India. While “off-Campus centre” means an approved (by the Central Government) centre of the institution deemed to be university beyond its Campus in the country, an ‘off-shore Campus’ means an approved (by the Central Government) centre of the institution deemed to be university beyond its Campus and outside India.
12. “Commission” means the University Grants Commission (UGC) constituted under the Act or any other body empowered to regulate an institution deemed to be university under any law for the time being in force.

13. “Commission of Experts” means a Committee appointed by the Commission consisting of academics, researchers or other experts in the relevant fields of knowledge and notified under these Regulations for such purpose as it may specify; and there may be as many Committees of Experts as the Commission may determine for different purposes.
14. “Constituent Institution” means an institution operating under the administrative, academic and financial control of the sponsoring body and declared as such under the Notification.
15. “Constituent Unit” means those units of the Institution which were existing at the time of submission of proposal to be declared as an Institution Deemed to be University.
16. “De-novo Institution” means an institution which was existing at the time of submission of proposal to be declared as an Institution Deemed to be University.
17. “Emerging area of knowledge” in the context of De-Novo Institution means such areas which are considered desirable and useful but not currently taught in the country
18. “Government” means the Central Government, unless the context so specifies.
19. “Institution” means an institution for higher education engaged in teaching and research at the undergraduate, post –graduate or higher levels.
20. “Institution deemed to be University” means an institution for higher education so declared, on the recommendation of the Commission, by the Central Government under Section 3 of the Act.
21. “Necessary Infrastructure” means infrastructure as required under the norms of concerned Statutory Body/Commission.
22. “Processing Fee” means the charges that have to be paid by the applicant institution to the Commission along with the application for processing such application. This amount shall take into account the expenditure to be incurred by the Commission for processing and application that shall include onsite visits of Experts Committees of the Commission. The commission shall prescribe the processing fee and revise it from time to time.
23. “Notification” means a notification issued by the Central Government in the Official Gazette declaring an institution for higher education, as an institution deemed to be university u/s of the Act.
24. “Sponsoring body” means a body being a charitable or a not-for-profit Society/Trust/Company under Section 8 of Company Act 2013 making an application for declaring an institution under its administrative, academic and financial control as a deemed to be University.
25. “Statutory body/authority/council” means a body constituted under any law for the time being in force for determining or maintaining standards of quality in the relevant areas of higher education and bodies known as All India Council for Technical Education (AICTE), Medical Council of India (MCI), Dental Council of India (DCI), Nation Council for teacher Education (NCTE), Bar Council of India (BCI), Indian Nursing Council (INC), or any other such regulatory body established under an Act of Parliament, shall be the Statutory bodies for the purposes of these Regulations.

## **5. OBJECTIVES OF AN INSTITUTION DEEMED TO BE UNIVERSITY**

1. To impart education in such branches of forestry and environment as it may deem fit.

2. To provide for research and for the advancement of and dissemination of knowledge in the forestry and environment. The disciplines pursued in the Institute are Silviculture, Resource Survey and Management, Social forestry, Minor forest produce, Ecology and conversation, Genetics and tree propagation, Forest protection, Forest Botany, Forest products and Forest Operations. The thrust areas are bio-diversity, tree improvement & quality seed production, non-wood forest products, social forestry & wasteland afforestation, design development of modern forestry tools, etc.
3. To create consciousness about forest and environment among the people through extension programs.
4. To do all such other acts and things as may be necessary or desirable to further the safeguarding of environment and protection of forest & wildlife.

## **6. POWER AND FUNCTIONS OF THE INSTITUTE**

To carry out the above objectives and for the management and properties of the Institute, it shall have the following powers:

1. To establish courses of study and research and to provide instructions in such branches of study as the Institute deems appropriate for the advancement of learning and dissemination of knowledge in such branches;
2. To confer degrees and to grant Diplomas and or Certificate to persons who have satisfactorily completed the approved courses of study and or research as may be prescribed and shall have passed the prescribed examinations;
3. To institute and award visitors-ships, fellowships, exhibits, prizes and medals.

## **7. GOVERNANCE SYSTEM OF THE INSTITUTE**

1. Forest Research Institute (FRI), Dehradun is a reputed organization under the ambit of Indian Council of Forestry Research & Education (ICFRE), an autonomous organization of the Ministry of Environment Forests & Climate Change, Govt. of India and registered as a society under society Act 1860. Therefore Board of Management had resolved to continue with existing norms in its meeting held on 30.03.2016.
2. Director General, ICFRE is the Chancellor of FRI Deemed University
3. No position of Pro-Chancellor.
4. The Director, Forest Research Institute, a full time salaried Government officer appointed by MoEF& CC, Govt. of India is presently the Vice-Chancellor of FRI (Deemed to be University and also the Chairperson of Board of Management. Numbers of members shall be restricted as per UGC norms.
5. The Board of Management of the institution shall be independent of the sponsoring Society/Trust/Company and managing Society/Trust/Company with full autonomy to perform its academic and administrative responsibilities. The number of representative(s)/nominee(s) of the Sponsoring Society/Trust/Company on the Board of Management shall be limited to a maximum of four.

6. The Board of Management shall consist of eminent persons capable of contributing to and upholding university ideals and traditions.

### 8. ADMISSION AND FEE STRUCTURE

The Forest Research Institute (Deemed to be University) admit the students to the M.Sc. programme, through entrance examination. An advertisement is made in at least three leading national news papers in January inviting application for admission to the programmes to be conducted by the Deemed to be University. The number of seats fixed and advertised is not be generally changed. However the Institute has the right to withdraw the programme (s) offered by it due to operational difficulties in a particular academic Year/session.

#### Master

i) General Seats:

- Tuition fee of Rs. 88,000/- payable in four equal installments of Rs.22, 000/- each.

ii) Foreign National Seats:

- Tuition fee 3000 US \$ payable in four equal installments of 750 US \$ each.

First installment of fee is to be paid at the time of admission and rest fee at the beginning of each semester. Besides course fee they have to pay students club, sports and magazine, Library, Degree, Electricity/water, Hostel fee etc. as per schedule fixed by the Institute. The students who will be allotted hostel have to pay hostel fee as per schedule.

The breakup of fee chargeable from students is as follows:-

### **Fee Structure of M.Sc. Forestry, Environment Management and Wood Science & Technology Courses of FRI Deemed to be University**

#### 1<sup>st</sup> Semester at the time of admission

Sl. No.	Item	Revised Fee (in Rs.)
1	Admission Fee	4000.00
2	Misc. Fee/Sports / Cultural Fee (at the time of admission)	2500.00
3	Degree Fee (at the time of admission)	200.00
4	Tuition Fee per semester	24000.00
5	Hostel charges per semester Double occupancy	3000.00
6	Electricity, Water & Other maintenance per semester	1200.00
7	Library/Teaching aid per semester	1000.00
8	Caution Money (refundable) one time	3000.00
9	Semester Exam Fee M.Sc./PGD/PMD courses	1000.00
10	Study Tour/Field Excursion Fee	500.00
	<b>Total</b>	<b>40400.00</b>
<b>2<sup>nd</sup> Semester</b>		
1	Tuition fees per semester	24000.00
2	Hostel charges per semester Double occupancy	3000.00
3	Electricity Water & Other maintenance per semester	1200.00

4	Library/Teaching aid per semester	1000.00
5	Semester Exam Fee M.Sc./PGD/PMD courses	1000.00
6	Study Tour/Field Excursion Fee	500.00
	<b>Total</b>	<b>30700.00</b>
<b>3<sup>rd</sup> Semester</b>		
1	Tuition fees per semester	24000.00
2	Hostel charges per semester Double occupancy	3000.00
3	Electricity Water & Other maintenance per semester	1200.00
4	Library/Teaching aid per semester	1000.00
5	Semester Exam Fee M.Sc./PGD/PMD courses	1000.00
6	Study Tour/Field Excursion Fee	8000.00
	<b>Total</b>	<b>38200.00</b>
<b>4<sup>th</sup> Semester</b>		
1	Tuition fees per semester	24000.00
2	Hostel charges per semester Double occupancy	3000.00
3	Electricity Water & Other maintenance per semester	1200.00
4	Library/Teaching aid per semester	1000.00
5	Semester Exam Fee M.Sc./PGD/PMD courses	1500.00
	<b>Total</b>	<b>30700.00</b>

**Fee Structure of M.Sc. Cellulose & Paper Technology Course of  
FRI Deemed to be University**

**1<sup>st</sup> Semester at the time of admission**

Sl. No.	Item	Revised Fee (in Rs.)
1	Admission Fee	4000.00
2	Misc. Fee/Sports / Cultural Fee (at the time of admission)	2500.00
3	Degree Fee (at the time of admission)	200.00
4	Tuition Fee per semester	24000.00
5	Hostel charges per semester Double occupancy	3000.00
6	Electricity, Water & Other maintenance per semester	1200.00
7	Library/Teaching aid per semester	1000.00
8	Caution Money (refundable) one time	3000.00
9	Semester Exam Fee M.Sc./PGD/PMD courses	1000.00
10	Study Tour/Field Excursion Fee	500.00
	<b>Total</b>	<b>40400.00</b>
<b>2<sup>nd</sup> Semester</b>		
1	Tuition fees per semester	24000.00
2	Hostel charges per semester Double occupancy	3000.00
3	Electricity Water & Other maintenance per semester	1200.00
4	Library/Teaching aid per semester	1000.00
5	Semester Exam Fee M.Sc./PGD/PMD courses	1000.00
6	Study Tour/Field Excursion Fee	500.00



	<b>Total</b>	<b>30700.00</b>
<b>3<sup>rd</sup> Semester</b>		
1	Tution fees per semester	24000.00
2	Hostel charges per semester Double occupancy	3000.00
3	Electricity Water & Other maintenance per semester	1200.00
4	Library/Teaching aid per semester	1000.00
5	Semester Exam Fee M.Sc./PGD/PMD courses	1000.00
6	Study Tour/Field Excursion Fee	500.00
	<b>Total</b>	<b>30700.00</b>
<b>4<sup>th</sup> Semester</b>		
1	Tution fees per semester	24000.00
2	Hostel charges per semester Double occupancy	3000.00
3	Electricity Water & Other maintenance per semester	1200.00
4	Library/Teaching aid per semester	1000.00
5	Semester Exam Fee M.Sc./PGD/PMD courses	1500.00
	<b>Total</b>	<b>30700.00</b>

**9. MAINTENANCE OF STANDARDS-MEASURES FOR IMPROVEMENT OF STANDARDS OF TEACHING, TRAINING AND RESEARCH**

1. Institution of fellowships, traveling, Scholarships, Medals, Prizes, etc.
2. Establishment or abolition of Department/Centers,
3. Bye-Laws covering the academic functioning of the Institute, discipline, residence, admissions, examinations, award of fellowship and studentships, Free ships, concessions, attendance, etc.
4. To take periodical review of the activities of the departments/centers and to take appropriate action (including making of recommendations to the Board of Management) with a view to maintaining and improving the standards of Institution/Institute.

**10. NEW COURSES/PROGRAMMES/ DEPARTMENTS/SCHOOL/CENTRE, OFF-CAMPUS CENTERS AND OFF-SHORE CAMPUS CAMPUSES -**

New Departments, Off-campus centers and Off-campus centers is not started yet, however if planned, the prior approval of UGC/MHRD will be obtained.

**11. INCLUSION OF OTHER INSTITUTIONS UNDER THE AMBIT OF INSTITUTION DEEMED TO BE UNIVERSITY – NA**

**12. JOINT PROGRAMMES –M.Sc. Cellulose & Paper Technology with Central Pulp & Paper Research Institute, Saharanpur**

**13. INSTITUTION DEEMED TO BE UNIVERSITY OPEN TO ALL**

1. The Forest Research Institute (Deemed to be University) is open to all persons of gender and whatever race, religion, creed, cast, class and geographical area of the country. No test or condition is be imposed as to religious belief of occupation, in admitting or appointing members, students, teachers, workers, or in any other connection what-so ever.
2. No benefaction that involves conditions and obligations opposed to the spirit and objects of the institution be accepted by the institute.
3. No capitation fee is charged in any form in consideration for admission.

**14. INSTITUTION DEEMED TO BE UNIVERSITY TO BE UNITARY - Yes**

**15. RESERVATION POLICY-** 15% and 7.5% of the seats are reserved for SC & ST candidates respectively, who fulfill the minimum admission requirements in entrance examination. The reservation to OBC is being provided as per the policy of the Government of India. 3% reservation to the persons with Disabilities under the persons with Disabilities (Equal opportunities, Protection of Rights and Full Participation) Act, 1995 Chapter No. 39, in each programme for the candidates with locomotor disabilities

one leg, one arms (without mobility restriction) and persons with partial deafness as per Govt. of India rules.

**16. DISTANCE EDUCATION - NA**

**17. MEETINGS OF UNIVERSITY BODIES**

Meetings of the following bodies are conducted regularly.

1. Board of Management
2. Academic Council
3. Research Degree Committee
4. Finance Committee

**18. USE OF WORD 'UNIVERSITY' - The word "Deemed to be" is used.**

**19. CONSEQUENCES OF VIOLATION OF REGULATIONS**

1. The Central Government/UGC shall have the right to cause an inspection to be made of the institute, its building, laboratories, its examinations, teaching and other work conducted or done by the institute; and to cause an enquiry to be made, if considered necessary by the Central Government/UGC in respect of any matter connected with the institute.
2. Following the inspection, the Central Government/UGC may issue directions to the institution (Deemed to be University), which shall be binding in the institution.
3. In case, the institute (Deemed to be University) fails to comply with the direction(s) of the Central Government/UGC and/or fail to perform as per expectations of the Central Government/UGC, the Deemed to be University status conferred on the institution can be withdrawn by the Central Government on the recommendation of the UGC.

## 1. MANAGEMENT OF THE INSTITUTION

1. The names, addresses and occupations of the first members of the Board of Management to whom under rules, the management of the Institute is entrusted till the various authorities in accordance with the rules are constituted, are given below as required under the Societies Registration Act 1860:

<b>S.No.</b>	<b>Name</b>	<b>Address</b>
1	Dr. D.N. Tewari	Director General, Indian Council of Forestry Research & Education PO: New Forest, Dehradun
2	Dr. S.C Deorani	Secretary, Indian Council of Forestry Research & Education P.O: New Forest, Dehradun
3	Dr. Ramesh Dayal	Member, Indian Council of Forestry Research & Education P.O: New Forest, Dehradun

2. The Board of Management is a compact and homogeneous body enabling it to promptly take and implement well considered decisions and to effectively handle crisis situations.
3. The Board of Management is as per clause 5.7 of the Regulation. The term of membership of the Board of Management and its powers shall be as follows :
  - a) All the members of the Board of Management other than the ex-officio members and the members of the teaching staff shall hold office for a term of three years and shall be eligible for reappointment.
  - b) Members of teaching staff in the Board of Management shall hold office for a period of 2 years or till such time as they continue to be members of the teaching staff, whichever is earlier.

## 2. AUTHORITIES OF THE INSTITUTE

The following shall be the authorities of the Institute:

1. Chancellor
2. Vice-Chancellor
3. Dean (Academic)
4. Registrar
5. Finance Officer/DDO
6. Controller of Examination
7. Sr. Programme Co-ordinator/ Programme Co-ordinator
8. Placement Officer
9. Warden

### **3. COMPOSITION OF THE BOARD OF MANAGEMENT**

1. Vice Chancellor.....Chairperson
2. Deans (Academic)
3. Three eminent academics as nominated by the Chancellor, who shall have worked at the rank of professor and shall neither be from the Institution or the sponsoring body nor be their relatives
4. A representative of Government (respective Central Government Ministry/respective State Government) who shall be an eminent academic not below the rank of Professor, in case the institutions are controlled and managed by Government or receiving grants more than or equal to 50% of its expenditure (based on average of previous three year account) from the Government directly or through its agencies. In all other Deemed to be Universities, the UGC shall nominate a representative. The UGC will nominate its representative from a panel of names selected through a SearchCommittee.
5. Two teachers (from Professors, Associate Professors) by rotation based on seniority.
6. One teacher by rotation of the rank of Assistant Professor.
7. Maximum of four nominees of the sponsoring Society/trust/company.
8. The Registrar, who shall be the Secretary.

### **4. POWERS OF THE BOARD OF MANAGEMENT**

The Board of Management shall be the principal organ of Management and principal executive body of the institution deemed to be university and shall have the following powers, namely:

- i. To establish, on the advice of the Academic Council, Divisions and Departments for the academic work and functions of the institution deemed to be University and to allocate areas of study, teaching and research to them;
- i. To create teaching and academic posts, to determine the number, cadres and qualifications thereof as approved by the Commission, and statutory body concerned and the emoluments of such posts in consultation with the Finance Committee;
- ii. To appoint such Professors, Associate Professors, Assistant Professors and other academic staff as may be necessary on the recommendation of the Selection Committee;
- iv. To lay down the duties and conditions of service of the Professors, Associate Professors and Assistant Professors and other academic staff of the institution deemed to be university in consultation with the Academic Council;
- v. To provide for appointment of Visiting fellows and Visiting Professors;
- vi. To create administrative, ministerial and other necessary posts in terms of the cadres laid down and to make appointment thereof in consultation with the Finance Committee;
- vi. To constitute, for the benefit of the teaching, academic, technical, administrative and other staff, such pension, insurance, provident fund and gratuity as it may deem fit and aid in the establishment and support of Association, Institutions, Funds, Trusts and conveyances calculated to benefit the staff and the students of the Institution deemed to be University;

- vii. To regulate and enforce discipline among the employees of the institution deemed to be university and to take appropriate disciplinary action, wherever necessary;
- ix. To entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the institution deemed to be university;
- x. To grant leave of absence to the Vice-Chancellor and to make necessary arrangements for carrying on his/her functions during the period of absence;
- xi. To approve the award of Degrees and diplomas based on the results of examinations and tests and to confer, grant or award Degrees, Diplomas, Certificates and other academic titles and distinctions;
- xii. To fix the emoluments and travelling and other allowances of examiners, moderators, tabulators and such other personnel appointed for examinations in consultation with the Academic Council and the Finance Committee;
- xiii. To institute Fellowships, including Travel Fellowships, Scholarships, Studentships, Medals and Prizes in accordance with the Rules to be framed for the purpose;
- xiv. To advise the Society/Trust/Company (if any) on matters regarding acquisition, management and disposal of any immovable property on behalf of the institution deemed to be university;
- xv. To purchase, take on lease or accept as gift or otherwise any land or buildings or works which may be necessary or convenient for the purpose of the institution deemed to be university, on such terms and conditions as it may deem fit and proper, and to construct or alter and maintain any such building(s) or work(s);
- xvi. To transfer or accept transfers of any movable property on behalf of the institution deemed to be university;
- xvii. Provided that the Board of Management shall not transfer or alter ownership in any manner whatsoever of any movable or immovable property of the institution deemed to be university without the approval of the sponsoring Society/Trust/Company.
- xviii. To execute in consultation with the Society/Trust/Company (if any) conveyance, transfer Government Securities, re-conveyances, mortgages, leases, bonds, licenses and agreements in respect of property, movable or immovable, belonging to the institution deemed to be university or to be acquired for the purposes of the institution deemed to be university;
- xix. To issue appeals for funds for carrying out the objectives of the institution deemed to be university and, consistent with the provisions of the objectives, to receive grants, donations, contributions, gifts, prizes, scholarship, fees and other moneys, to give grants and donations, to award prizes, scholarships, etc.;
- xx. To raise and borrow in consultation with the Society/Trust/Company (if any) money on bonds, mortgages, promissory notes or other obligations or securities founded or based on any of the properties and assets of the institution deemed to be university, or without any securities, upon such terms and conditions as it may think fit and to pay out of the funds of the institution deemed to be university, all expenses incidental to the raising of money and to repay and redeem the money borrowed;
- xxi. To draw and accept and make and endorse discount and negotiate Government of India's and other promissory notes, bills of exchange, cheques or other negotiable instruments;

- xxi. To maintain a fund to which shall be credited:
  - a. all moneys provided by the Central or State/UT Government(s) /UniversityGrants Commission;
  - b. all fees and other charges received by the institution deemed to be university;
  - c. all money received by the institution deemed to be university as grants, gifts, donations, benefactions, bequest or transfers and
  - d. all money received by the institution deemed to be university in any other manner or from any other source;
- xxii. To open account or accounts of the institution deemed to be university with anyone or more scheduled banks and to lay down the procedure for operating the same
- xxiv. To deposit all moneys credited to the funds in scheduled banks or to invest them in consultation with the Finance Committee
- xxv. To invest the funds of the institution deemed to be university or money entrusted to the institution deemed to be university in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment
- xxvi. To maintain proper accounts and other relevant records and prepare Annual Statements of Accounts, including the balance sheet for every previous financial year, in such form as may be prescribed by the Regulations/Bye-Laws
- xxvi. To manage, regulate and administer the revenue, the finance, accounts, investments, properties, business and all other administrative affairs of the institution deemed to be university and for that purpose to appoint such agent or agents as it may deem fit
- xxvi. To provide building or buildings, premises, furniture, fittings, equipments, appliances and other facilities required for carrying on the work of the institution deemed to be university
- xxix. To establish, maintain and manage residencies for faculty and staff and hostels for the students of the institution deemed to be university
- xxx. To recognize and maintain control and supervision on hostels owned and managed by other agencies for the students of the institution deemed to be university and to rescind such recognition
- xxxi. To appoint such committees for such purpose and with such powers as the Board of Management may think fit and to co-opt such persons on these Committees as it thinks fit
- xxxi. To appoint in order to execute an instrument or transact any business of the institution deemed to be university, any person as attorney of the institution deemed to be university with such powers as it may deem fit
- xxxi. To appoint Auditor(s) for the ensuing year
- xxxiv. To select an emblem and to have a common seal for the institution deemed to be university and to provide for the custody and use of such seal
- xxxv. To delegate all or any of its powers to any Committee or sub- Committee constituted by it or the Vice-Chancellor of the institution deemed to be university or any other person
- xxxvi. To conduct all administrative affairs of the institution deemed to be university not otherwise specifically provided for
- xxxvi. To take all necessary decisions for the smooth and efficient functioning of the institution deemed to be university

## **5. MEETINGS OF THE BOARD OF MANAGMENT**

1. The Board of Management meets at least two times a year. Not less than 15 days' notice is given of a meeting of the Board of Management. Eight (8) members make the quorum for a Board of Management meeting.
2. Every meeting of the Board of Management is presided over by its Chairman and in his/her absence, by a member chosen by the members present, from amongst themselves.
3. Each member of the Board of Management, including its Chairman, shall have one vote and decisions at the meetings of the Board shall be taken by simple majority. In case of a tie, the Chairman shall have a casting vote.
4. Any business which it may be necessary for the Board of Management to perform may be carried out by circulating appropriate resolution thereon among its members and any resolution so circulated and approved by a simple majority shall be as effective and binding as if such resolution had been passed at the meeting of the Board.
5. A copy of the proceedings of each meeting shall be furnished to the Chancellor of the institution deemed to be university as soon as possible after the meeting.

## **6. TERMINATION OF MEMBERSHIP:**

1. If a member other than the Vice-Chancellor, and those representing the teachers, accepts a full time appointment in the Institution deemed to be University or does not attend three consecutive meetings of the Board of Management, without proper leave of absence, he/she shall cease to be a member of the Board of Management.

## **7. CONSTITUTION OF STANDING COMMITTEE AND AD-HOC COMMITTEE BY THE BOARD OF MANAGEMENT**

1. Subject to the provision of the Rules of the Institution deemed to be University, the Board of Management may, by a resolution, constitute such Standing Committee or Ad hoc Committee or Committees for such purposes and with such powers as the Board may think fit for discharging any function of the institution deemed to be university or for inquiring into, reporting and advising upon any matter of the Institution deemed to be University. The Board of Management may co-opt such persons on the Standing Committees or Ad-hoc Committees, as it may consider suitable.

## **8. DELEGATION OF POWERS OF THE BOARD OF MANGEMENT**

1. The Board of Management may, by a resolution, delegate to the Vice Chancellor or any other officer of the institution deemed to be university of the Standing Committee or the Ad-hoc Committee such of its powers as it may deem fit subject to the condition that the action taken by the Vice Chancellor or the officer concerned or the Standing Committee or the Ad-hoc Committee concerned in the exercise of the powers so delegated shall be reported at the next meeting of the Board of Management.



## **9. ACADEMIC COUNCIL (AC)**

1. The Academic Council shall be the principal academic body of the institution deemed to be university and shall, subject to the provision of the Rules, have the control over and be responsible for the maintenance of standards of teaching, research and training, approval of syllabus, co-ordination of research activities, examinations and tests within the institution deemed to be university and shall exercise such powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules of the institution.

## **10. COMPOSITION OF THE ACADEMIC COUNCIL**

The Academic Council shall consist of the following persons, namely:

1. Vice Chancellor ..... Chairperson
2. Pro Vice-Chancellor (if any)
3. Dean(s) of Faculties
4. Heads of the Departments
5. All Professors other than the Heads of the Departments.
6. Two Associate Professors from the Departments other than the Heads of the Departments by rotation of seniority
7. Two Assistant Professors from the Departments by rotation of seniority
8. Three persons from amongst educationists of repute or persons from any other field related to the activities of the Institution deemed to be University who are not in the service of the Institution deemed to be University, nominated by the Vice-Chancellor
9. Three persons who are not members of the teaching staff, co-opted by the Academic Council for their specialized knowledge
10. The Registrar, who shall be the Secretary of the Academic Council

## **11. TERM OF MEMBERSHIP**

The term of members other than the *ex-officio* members shall be two years.

## **12. POWERS AND FUNCTIONS OF THE ACADEMIC COUNCIL**

The Academic Council shall have the following powers and duties, namely

- i. To consider matters of academic interest either on its own initiative or at the instance of the Board of Management or those proposed by the departments/faculties and to take proper action thereon;
- ii. To exercise general supervision over the academic work of the institution deemed to be university and to give direction regarding methods of instruction, evaluation, and improvements in academic standards;
- iii. To promote research within the institution deemed to be university, acquire reports on such researches from time to time;
- iv. To prescribe courses of study leading to degrees and diplomas of the institution deemed to be university;

- v. To make arrangements for the conduct of examinations in conformity with the Bye-Laws;
- vi. To appoint examiners, moderators, tabulators and such other personnel for different examinations
- vi. To maintain proper standards of the examinations
- vii. To recognize diplomas and degrees of universities and other Institutions and to determine equivalence with the diplomas and degrees of the institutions deemed to be university
- ix. To suggest measures for departmental co-ordination
- x. To make recommendations to the Board of Management on:
  - a. measures for improvement of standards of teaching research and training;
  - b. institution of Fellowships, Travel Fellowships, Scholarships, Medals, Prizes etc.;
  - a. to recommend to the Board of Management, the establishment or abolition of departments/centers; and
  - b. To frame rules covering the academic functioning of the institution deemed to be university, admissions, examinations, award of fellowships and studentships, free-ships, concessions, attendance, discipline, residence etc.
- xi. To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Management
- xi. To consider the recommendations of the sub-committees and to take such action as the circumstances of each case may require
- xii. To take periodical review of the activities of the Departments/Centres and to take appropriate action with a view to maintaining and improving standards of instruction
- xiv. To recommend institution of teaching posts (Professors, Associate Professors and Assistant Professors) to the Board of Management
- xv. To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Rules.

### **13. MEETING OF THE ACADEMIC COUNCIL**

1. The Academic Council meets as often as may be necessary but not less than two/three times during an academic year. Not less than 15 days' notice shall be given of a meeting of the Academic Council.
2. One third of the total number of members of the Academic Council constitute the quorum for the meeting of the Academic Council.
3. Each member, including its Chairman, shall have one vote and decisions at the meetings of the Academic Council shall be taken by simple majority. In case of a tie, the Chairman shall have a casting vote.
4. Any business which it may be necessary for the Academic Council to perform, except such as may be placed before its meeting, may be carried out by circulation of the resolution among all its members and the resolution so circulated and approved by a simple majority shall be effective and binding as if such resolution had been passed in the meeting of the Academic Council, provided that at least one half of the total number of the members of the Academic Council have recorded their views on the resolution.

### **14. PLANNING & MONITORING BOARD**

1. The Planning & Monitoring Board shall be the principal Planning Body of the institution deemed to be university and shall be responsible for the monitoring of the development programmes of the Institution deemed to be University.
2. The Vice-Chancellor shall be the Chairman of the Planning & Monitoring Board. The Registrar shall be its Secretary. It may include seven internal members and three outside eminent experts, including one nominee of the UGC.
3. The constitution, powers and functions of the Planning & Monitoring Board shall be prescribed by the Rules.
4. The Planning & Monitoring Board would have the right to advise the Board of Management and the Academic Council on any matter which it considers necessary for the fulfilment of the objectives of the institutions deemed to be university.
5. The recommendations of the Planning & Monitoring Board shall be placed before the Board of Management for consideration and approval. Proposals relating to the academic matters may be processed through the Academic Council.

**15. FINANCE COMMITTEE (FC)-FRIDU** has finance committee to control the all financial issues of the university.

#### **16. COMPOSITION OF FINANCE COMMITTEE**

The Finance Committee shall consist of the following members:

1. Vice Chancellor – Chairperson
2. Pro Vice-Chancellor
3. A person nominated by the Society/Trust/Company
4. Two nominees of the Board of Management, one of whom shall be a member of the Board
5. A representative of the Central Government (respective Ministry) not below the rank of Under Secretary to the Government of India, in case the institutions are controlled and managed by Central Government or receiving grants more than or equal to 50% of its expenditure (based on average of previous three year account) from the Central Government directly or through its Agencies. In all other Deemed to be Universities the UGC shall nominate a representative. The UGC will nominate its representative from a panel of names selected through a Search Committee. The Search Committee will be formed as per details & procedure as mentioned in Clause 5.0 of Annexure I for selecting the panel of names.
6. A representative of the State Government, in case the institution deemed to be university is receiving grants from the State Government
7. Finance Officer-Secretary

#### **17. TERMS OF OFFICE OF THE FINANCE COMMITTEE**

All members of the Finance Committee other than ex-officio members shall hold office for a term of three years.

## **18. POWERS AND FUNCTIONS OF THE FINANCE COMMITTEE**

1. To consider the annual accounts and financial estimates of the institution deemed to be university and submit them to the Board of the Management for approval;
2. To consider and recommend the annual budget and revised estimates to the Board of Management;
3. To fix limits of the total recurring expenditure and the total non-recurring expenditure of the year based on the income and resources of the institution deemed to be university.

## **19. MEETINGS OF THE FINANCE COMMITTEE**

The Finance Committee meets at least twice a year to examine the accounts and to scrutinize proposals for expenditure. Five members shall constitute the quorum for the meeting.

## **20. BOARD OF STUDIES**

The FRIDU has Board of Studies for each programme offered by deemed to be university.

The Board of Studies of each faculty/Department shall consist of:

1. Dean of faculty/Head of the Department – Chairperson
2. All Professors of the faculty/Department
3. Two Associate Professors of the faculty/Department by rotation of seniority
4. Two Assistant Professors of the faculty/Department by rotation of seniority
5. Not more than 2 persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned

## **21. SELECTION COMMITTEE**

Not applicable for FRIDU, since FRI (Deemed to be University), since it is one of the institution of the ICFRE and all the recruitments are made by the ICFRE, Recruitment board.

## **22. MEETINGS OF THE SELECTION COMMITTEE**

NA

## **23. OFFICERS OF THE INSTITUTION DEEMED TO BE UNIVERSITY**

The following shall be the officers of the institution deemed to be university:

1. Chancellor
2. Vice-Chancellor
3. Registrar
4. Finance Officer
5. Controller of Examinations
6. Dean of Faculties
7. Head of Department
8. Programme coordinators
9. Warden
10. Such other officers as may be prescribed in the Rules of the institution deemed to be university

## **24. CHANCELLOR :**

Forest Research Institute (FRI), Dehradun is a reputed organization under the ambit of Indian Council of Forestry Research & Education an autonomous organization of the Ministry of Environment Forests & Climate Change, Govt. of India and registered as a society under society Act 1860. The Director General, ICFRE is a full time salaried, Government officer appointed by MoEF, Govt. of India is Chancellor of FRI (Deemed) University.

## **25. PRO CHANCELLOR-NA**

## **26. VICE CHANCELLOR**

Forest Research Institute (FRI), Dehradun is a reputed organization under the ambit of Indian Council of Forestry Research & Education (ICFRE), an autonomous organization of the Ministry of Environment Forests & Climate Change, Govt. of India and registered as a society under society Act 1860. The Director, FRI is a full time salaried, Government officer appointed by MoEF, Govt. of India and has been designated as Vice Chancellor of FRI (Deemed) University. The Board of Management in its meeting held on 30.03.2016 resolved to continue with the existing practice.

## **27. POWERS OF THE VICE CHANCELLOR**

- i. The Vice-Chancellor shall be the Principal Executive Officer of the institution deemed to be university and shall exercise general supervision and control over the affairs of the institution deemed to be university and shall be mainly responsible for implementation of the decisions of all the authorities of the Institution deemed to be University.
- ii. The Vice-Chancellor shall be the Ex-officio Chairman of the Board of Management, the Academic Council, the Finance Committee, the Planning & Monitoring Board and Selection Committees.
- iii. The Vice-Chancellor shall have the power to convene or cause to be convened meeting of the various authorities of the institution deemed to be university.
- iv. The Vice-Chancellor may, if he/she is of the opinion that immediate action is called for on any matter, he/she shall exercise any power conferred upon any authority of the institution deemed to be university under its Regulations and Rules, and take such action or proceed to take such action and shall report to the authority concerned on the action taken by him/her on such matters. Provided that if the authority concerned as mentioned in clause (ii) above is of the opinion that such action ought not to have been taken, it may refer the matter to the Chancellor whose decision thereon shall be final. Provided further that if any person in the service of the institution deemed to be university is aggrieved by the action taken by the Vice-Chancellor under the said clause, he/she shall have the right to appeal against such decision to the Board of Management within 30 days from the date on which such action is communicated to him/her and thereupon the Board of Management shall call the meeting in a subsequent meeting and may confirm, modify or reverse the action taken by the Vice-Chancellor.
- v. It shall be the duty of the Vice-Chancellor to ensure that Regulations and Rules of the institution deemed to be university are duly observed and implemented; and, he/she shall have all the necessary powers in this regard.

- vi. All powers relating to the proper maintenance and discipline of the institution deemed to be university shall be vested in the Vice-Chancellor.
- vi. The Vice-Chancellor shall have the power to re-delegate some of his powers to any of his/her subordinate officers with the concurrence and approval of the Board of Management.
- vi. The Vice-Chancellor shall exercise all other powers as may be delegated to him/her by the Board of Management.
- ix. The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Regulations, Rules and Bye-Laws.

**28. REMOVAL OF VICE CHANCELLOR: NA**

**29. PRO VICE CHANCELLOR: NA**

**30. REGISTRAR:**

- i. The Registrar shall be a whole time salaried officer of the institution deemed to be university.
- ii. The emoluments and other terms and conditions of service of the Registrar shall be as prescribed by Rules of the institution deemed to be university.
- iii. When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or any other reason, the duties and functions of the Registrar shall be performed by such other person as the Vice Chancellor may appoint for the purpose.
- iv. The Registrar shall be ex-officio Secretary of the Board of Management, the Academic Council and the Planning and Monitoring Board, but shall not be deemed to be a member of any of these authorities.
- v. The Registrar shall be directly responsible to the Vice-Chancellor and shall work under his direction.
- vi. The following shall be the duties of the Registrar: -
  - a. To be the custodian of the records and the funds and such other property of the institution deemed to be university as the Board of Management may commit to his/her charge;
  - b. To conduct the official correspondence on behalf of the authorities of the institution deemed to be university;
  - c. To issue notices convening meetings of the authorities of the institution deemed to be university and all Committees and sub-Committees appointed by any of these authorities;
  - d. To maintain the minutes of the meetings of all the authorities of the institution deemed to be university and of all the Committees and sub-Committees appointed by any of these authorities;
  - e. To make arrangements for and supervise the examinations conducted by the institution deemed to be university;
  - f. To represent the institution deemed to be university in suits or proceedings by or against the institution deemed to be university, sign powers of attorney and perform pleadings or depute his/her representatives for this purpose;

- g. To enter into agreement, sign documents and authenticate records on behalf of the institution deemed to be university;
- h. To make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the institution deemed to be university;
- i. To perform such other duties as may be specified in the Rules or as may be assigned by the Board of management or the Vice-Chancellor from time to time.

### **31. FINANCE OFFICER**

- i. The Finance Officer shall be a whole time salaried officer of the institution deemed to be university and shall be appointed by the Board of Management.
- ii. The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by Rules of the institution deemed to be university.
- iii. The Finance Officer shall work under the direction of the Vice-Chancellor and shall be responsible to the Board of Management through the Vice-Chancellor.
- iv. He/she shall be responsible for the preparation of annual budget, estimates and statements of account for submission to the Finance Committee and the Board of Management.
- v. He/she shall be responsible for the management of funds and investments of institution deemed to be university, subject to the control of Board of Management.

### **32. CONTROLLER OF EXAMINATIONS**

- 1. FRIDU has Controller of Examinations as per UGC rules appointed by the Board of Management to control and regulate all the examinations affairs.
- 2. The emoluments and other terms and conditions of service of the Controller of Examination shall be as may be prescribed by Rules of the institution deemed to be university.
- 3. The Controller of Examinations shall ensure that all the specific directions of the Board of Management, Academic Council and Vice-Chancellor in respect of examination and evaluation are complied with.
- 4. The Controller of Examinations shall be a permanent invitee to the Board of Management.

- 33. DEAN:** Dean (Academic) shall exercise general supervision over the academic work of the University and shall direct the programme coordinators regarding methods of instruction, evaluation and improvement in academic standards.

### **34. HEAD OF THE DEPARTMENT**

- 1. There shall be a Head of the Department for each of the Departments in the institution deemed to be university who shall be appointed by the Vice-Chancellor from amongst the Professors of the Department. Provided that if there is no Professor in the Department or

there is only one Professor in the Department whose term as Head of the Department is ending, the Vice-Chancellor may appoint an Associate Professor as Head of the Department.

2. Head of the Departments are generally governed by ICFRE rules.

### **35. DELEGATION OF POWERS**

Subject to the provisions of these Regulations and Rules, any authority or officer of the institution deemed to be university, with the approval of Board of Management, may delegate its power to any other authority or officer or person under their respective control and subject to the conditions that the overall responsibility for exercising the powers so delegated shall continue to rest in the authority or officer delegating such powers.

### **36. SENIORITY LIST: NA (Only ICFRE/FRI rules prevails)**

### **37. DISPUTE AS TO MEMBERSHIP**

If any question arises, whether any person has been duly nominated or appointed, as or is entitled to be a member of any authority or any committee of the institution deemed to be university, the matter shall be referred to the Chancellor, whose decision thereon shall be final and binding

### **38. GRIEVANCE REDRESSAL MECHANISM**

For individual grievances and complaints, every institution deemed to be university shall have a Grievance Redressal Mechanism as may be prescribed by the UGC.

1. Anti Ragging Cell
2. Anti Discrimination(SC/ST/OBC) Cell
3. Gender Sensitization Cell
4. Internal Complaints Committee for prevention of Sexual Harassment

### **39. A SPECIAL PROVISIONS**

1. Student Counseling Centre
2. Academic Incubation Cell

**40. RESIGNATION-** Any member other than an ex-officio member of any authority may resign by a letter addressed to the Registrar and the resignation shall take effect as soon as it is accepted by the Vice- Chancellor or the Chairman of the Board of Management, as the case may be.

### **41. ACTING CHAIRMAN OF THE MEETINGS**

Where no provision is made for a Chairman to preside over a meeting of an authority of the institution deemed to be university or any committee of such authority, or if the Chairman so provided is absent, the members present may select one from amongst themselves to preside at such meeting.



#### **42. VALIDATION OF CERTAIN ACTIONS, DECISIONS**

No action or proceedings of any authority or anybody or any committee of the institution deemed to be university shall be invalid merely by reason of any vacancy therein.

#### **43. DISQUALIFICATION**

- i. A person shall be disqualified for being chosen as and for being a member of any of the authorities of the institution deemed to be university:
- ii. If he/she is of unsound mind
- iii. If he/she is an un-discharged insolvent
- iv. If he/she has been convicted by a court of law of an offence involving moral turpitude.
- v. If he/she has not been appointed as per the provisions of UGC Regulations.
- vi. If any question arises as to whether a person is or has been subjected to any disqualifications mentioned above, the question shall be referred for decision to the Chancellor and his decision shall be final.

#### **44. FILLING OF CASUAL VACANCIES**

Casual vacancies among the members (other than ex-officio members) of any authority or any Committee of the institution deemed to be university shall be filled as soon as it may be convenient by the such authority or the person who appointed or co-opted the member whose place has become vacant and the person appointed or coopted to a casual vacancy shall be member of such authority or committee for the residual term for which the person whose place he/she fills would have been a member.

#### **45. REVIEW OF THE ACADEMIC ACTIVITIES OF THE INSTITUTION DEEMED TO BE UNIVERSITY**

The functioning of the institution deemed to be university may be reviewed after a period of every 5 year or earlier if necessary, by a Committee appointed by the Commission.

#### **46. INSPECTION OF THE INSTITUTION DEEMED TO BE UNIVERSITY BY THE COMMISSION**

1. The Commission may cause an inspection, to be made by such person or persons as it may direct, of the institution deemed to be university, its buildings, fixtures and fittings, laboratories and equipment as also examinations, teaching and other work carried on or done and, if necessary, to cause an inquiry to be made in respect of any matter connected with the administration or finances of the institution deemed to be university.
2. The Commission shall, in every case, give notice to the institution deemed to be university of its intension to cause an inspection or inquiry to be made and on receipt of such a notice, the institution deemed to be university shall have the right to make such representations to the Commission as it may consider necessary.
3. Where an inspection or inquiry has been caused to be made by the Commission, the institution deemed to be university shall be entitled to appoint a representative who shall have the right to be present and to be heard at such inspection or inquiry.

4. The Commission may communicate the result of such inspection or inquiry together with such advice as it may be pleased to offer as to the action to be taken by the institution deemed to be university to the Vice-Chancellor who shall communicate the same to the Board of Management.
5. The Board of Management shall give proper consideration to the said communication regarding the result of inspection or inquiry and the proposals for action by the institution deemed to be university and communicate to the Commission the action, if any, which it proposes to take or has taken upon the result of such inspection or inquiry.
6. Where the Board of Management does not, within a reasonable time, take any action to the satisfaction of the Commission, the Commission may, after giving due consideration to the explanation furnished or representation made by the Board of Management to it, issue such directions as it may think fit and the Board of Management shall comply with such directions.

**47. INCOME AND PROPERTY OR TRANSFERRING OF INCOME AND PROPOERTY OF THE INSTITUTION DEEMED TO BE UNIVERSITY BY WAY OF PROFIT**

The income and property of the institution deemed to be university shall be utilized solely for promoting the objectives of that institution deemed to be university.

**48. BAN ON PAYMENT OR TRANSFERRING OF INCOME AND PROPERTY OF THE INSTITUTION DEEMED TO BE UNIVERSITY BY WAY OF PROFIT**

No portion of the income and property of the institution deemed to be university shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit to the persons who were at any time or are members of the institution deemed to be university or to any of them or any persons claiming through them, provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other person as consideration for any service rendered to the institution deemed to be university or for travelling or other allowances and such other charges.

**49. FUNDS, ACCOUNTS, AUDITS AND ANNUAL REPORT**

1. The accounts of the institution deemed to be university shall be maintained in the name of the institution deemed to be university and not in the name of the sponsoring Society/Trust/Company. The accounts of the institution deemed to be university shall be kept in such forms as may be laid down by the Board of Management and shall conform to the rules, if any, prescribed by the Commission. In case of Institutions being funded by Central or State Government or their agencies fully or partially, then the accounts of such institutions deemed to be university shall be open for examination by the Controller and Auditor General of India. The accounts shall also be open for inspection by the Commission.
2. The annual financial statements and accounts shall be audited by the Chartered Accountant of the institution deemed to be university. Provided that in case of reasonably credible reports being received of financial impropriety or of embezzlement or of illegal

diversion of funds from the accounts of the University/Managing Society or of fees being collected against the provision of the regulations, then the Commission may order an additional audit to be done by a Chartered Accountant selected by the Commission and take further action deemed fit under the Regulations based on the audit report.

3. Annual Reports and the Audit Reports shall be submitted by the institution deemed to be university to the Commission within nine months of the closure of the accounting year.

## **50. RULES OF THE INSTITUTION DEEMED TO BE UNIVERSITY**

Subject to the provisions of the Regulations and the Rules of the Commission, the Board of Management shall, in addition to all other powers vested in it, have the power to frame the Rules of the institution deemed to be university that may provide for all or any of the following matters: -

- i. establishment of Departments of teaching ;
- ii. courses of study to be laid down for all degrees, diplomas and certificates of the Institution deemed to be University;
- iii. grant of academic awards (such as degrees and diplomas) and distinctions;
- iv. admission of students to the Institution deemed to be University and their enrolment as such;
- v. the fees to be charged for courses of study and for admission to the examinations, degrees, diplomas and certificates of the Institution deemed to be University;
- vi. conduct of examinations, appointment of examiners and approval and publication of results thereof;
- vii. institution of award of fellowships, scholarships, studentships, medals and prizes and prescription of the conditions thereof;
- viii. maintenance of discipline among the students;
- ix. maintenance of discipline among the employees;
- x. establishment of halls of residence and conditions of residence and health of the students;
- xi. classification, emoluments, method of appointment and determination of the terms and conditions of service of the staff;
- xii. such other powers, functions and duties of the Academic Council as are not mentioned elsewhere;
- xiii. constitution, powers and functions of the Planning & Monitoring Board;
- xiv. Powers and functions of the Board of Studies;
- xv. composition, powers and functions of the Grievance Redress Mechanism;
- xvi. prescribing persons as such other officers of the institution deemed to be university;
- xvii. such other powers and functions of the Vice-Chancellor as are not specified elsewhere;
- xviii. emoluments, terms and conditions of service of the Register;
- xix. emoluments, terms and conditions of service of the Finance Officer;
- xx. constitution of pension, provident fund, insurance etc for the benefit of the officers, teachers, and the other staff;
- xxi. establishment of special centers;
- xxii. creation, composition and functions of any committees or body, which is considered necessary for the work of the institution deemed to be university;

- xxiii. procedure for preparation and submission of budget estimates;
- xxiv. procedure for convening of meeting of any authority or committee;
- xxv. laying down of procedures to be observed at any meeting of any authority or any committee;
- xxvi. constitution of any other body as an authority of the institution deemed to be university;
- xxvii. delegation of powers to any authority or officer;
- xxviii. all other matters by this Regulation or the Rules may be provided but no rule shall be made affecting the condition of residence, health, discipline, admission, enrolment of students, conditions, mode of appointments, duties of examiners, conduct of and standard of examinations or any course of study without consulting the Academic Council.

## **51. INTERPRETATION CLAUSE**

In the event of conflict of opinion with regard to interpretation of Regulations or the Rules of the Commission, the opinion of the Commission shall be final.

## **52. LEGAL PROCEEDINGS**

1. For the purpose of Section 6 of the Societies Registration Act, 1860, the person in whose name the institution deemed to be university may sue or be sued shall be the Registrar.
2. No suit or legal proceedings shall lie against the Central Government or the Commission or the institution deemed to be university or an Officer of the institution deemed to be university or a member of the authority of the institution deemed to be university in respect of anything done or purported or intended to be done in pursuance of any of these Regulations.
3. The legal disputes if any with respect to the process of award of any degree/ diploma/ certificate by this Deemed to be University shall be subject to the jurisdiction of the competent Courts under the Honorable High Court of Uttarakhand state.

## **53. ALTERATION, AMENDMENTS AND ADDITIONS TO THE RULES GOVERNING THE FUNCTIONING OF THE INSTITUTION DEEMED TO BE UNIVERSITY**

No Rule and Bye law governing the functioning of the institution deemed to be university may be altered, amended and added to by the Board of Management or such other competent body to the effect that it is in conflict with or to the detriment of the provisions of these Regulations; and, no alteration, amendment or addition to the Rules and bye laws shall be given effect to without the prior approval of the Commission in accordance with the provision of the Societies Registration Act, 1860 or the relevant Public Trust Act or Companies Act as in force for the time being.

**2. ORDINANCE GOVERNING THE POWERS OF THE DIRECTOR, FRI & VICE CHANCELLOR, FRI DEEMED TO BE UNIVERSITY AND OTHER FUNCTIONARIES OF THE DEEMED TO BE UNIVERSITY**

<b>Sl.No.</b>	<b>Item of Work</b>	<b>Director FRI (Deemed to be University)</b>	<b>Dean (Academic)</b>
1.	To sanction expenditure incurred on hosting the meetings of various committees, boards, sub-committees, students functions, convocation etc. constituted under the MoA including the hosting of lunch, dinner etc.	Full Powers	-
2.	To engage visiting faculty/adjunct professors and sanction suitable honorarium and TA/DA wherever applicable as per rules.	Full Powers	-
3.	To incur expenditure on printing of brochures, information bulletin, and any other publicity material.	Full Powers	-
4.	To sanction expenditure on various study tours organized for the students of FRI (Deemed to be University)	Full Powers	Upto Rs.15,000/- in each case
5.	To sanction/reimburse expenditure on mobile telephone incurred by Dean/Registrar FRI (Deemed to be University)	Subject to maximum of Rs.1000/- per month/ per official	-
6.	To sanction expenditure on TA/DA of the examiners invited for conducting viva-voce of the Ph. D. scholar registered in FRI (Deemed to be University) and M.Sc./PGD practical examination. The Director may in exceptional circumstances allow payment of Air fare in the economy class to the external viva – voce examiner coming from far off place. Otherwise, the train fare admissible shall be limited to IInd AC through the shortest route. The road mileage admissible in case of road journey shall be as per ICFRE norms	Full Powers	-
7.	To sanction expenditure on purchase of items required for strengthening of the academic facilities/teaching aids/classroom furniture/hostel and other furniture, purchase of various items for the hostels and DU buildings, and other student facilities. Procurement of various items for holding convocation, viz., purchase/hire of robes, medals etc.	Upto Rs. 1,00,000/- at a time  Subject to budget allocation for the purpose.	-
8.	To sanction expenditure on purchase of sports items and on extra-curricular activities for the students of FRI (Deemed to be University).	Full Powers	Limited to Rs.10,000/- at a time and subject to maximum of Rs.20,000/- per annum
9.	To sanction honorarium to the teaching faculty (internal/external), experts and other examination related work (including Entrance Exam)	Full Powers	Full Powers (as per approved rates)
10.	To sanction T.A and honorarium to the examiners coming for M.Sc./PGD programmes as per rules.	Full Powers	Full Powers
11.	Purchase of petty items for maintenance of hostels and University building, teaching and other student facilities.	Full Powers	Limited to Rs.15,000/- at a time (Subject to maximum of Rs.1,00,000/- per annum)

(Approved by the Board of Management vide resolution no. 10/06 dated 4-12-2006)

### **3. ORDINANCE GOVERNING ADMISSION OF STUDENTS**

No institution deemed to be university shall, for admission in respect of any course or programme of study conducted in such institution, accept payment towards admission fee and other fees and charges:-

- (a) Which is a capitation fee or donation in whatever nomenclature of form;
- (b) other than such fee or charges for such admission, which has been declared by it in the prospectus for admission against any such seat, and on the website and on the website of the institution, Provided if there are any fees prescribed in accordance with the Fee Regulations framed by the Government or by the Commission from time to time, then the fees or other charges for admission shall not exceed the same;
- (c) without a proper receipt in writing issued for such payment to the concerned student admitted in such institution.

No institution deemed to be university shall charge any fee for an admission test other than an amount representing the reasonable cost incurred by it in conducting such test: Provided further that an institution deemed to be university shall not engage in commercialization of education in any manner whatsoever, and shall provide for equity and access to all deserving students.

In case an admitted student does not join the institution within 7 days of opening of the Institution, Institution shall refund:

In case the student informs of his intention not to join the institution at least 7 days before the start of the academic session, then 100% of the fees collected minus the processing charges, which shall not be more than Rs. 10000, or any other amount fixed by UGC. The same shall be refunded within 15 days of receipt of information from the student.

In case no such information is given by the student but the Institution is able to fill up the seat so vacated, then 100% of the fees collected minus the processing charges, which shall not be more than Rs. 10000, or any other amount fixed by UGC. The same shall be refunded within 15 days of request from the student or the expiry of 30 days after opening of academic session, whichever is later.

In case no such information is given by the student and the Institution is not able to fill up the seat even by the end of 30 days after the opening of academic session, then 50% of the fees collected minus the processing charges, which shall not be more than Rs. 10000, or any other amount fixed by UGC. The same shall be refunded within 15 days of request of refund from the student or the expiry of 30 days after opening of academic session, whichever is later.

If a student joins the Institution, and then Leaves it in mid-session then the entire fees collected shall be forfeited.

Admission of students to an institution deemed to be university, public or private shall be made in the following manner: course, or programme of study in any institution which includes conducting competitive admission test for ascertaining the competence of any person to pursue such course or programme of study, in that case, no person shall be admitted to such course or programme of study in such institution, except through an admission test conducted by a recognized body or such institution or a group of institutions authorized by the Central Government or a State Government or any statutory authority.

In case the process of selection for admission to any course or programme of study in any institution including conducting competitive admission test has not been specified under

sub-clause (i), in that case, no person shall be eligible for admission to such course or programme of study in such institution except through inter se merit to be specific in the prospectus of each institution, along with the scores attained by all individuals in each of the parameters taken into reckoning for arriving at such inter-se list :

Provided that admission of Non-Resident Indians (NRI)/Persons of Indian Origin (PIO) Foreign students to institutions deemed to be universities shall be governed by the Guidelines/Regulations framed by the Commission in this behalf time to time.

Every institution deemed to be university shall –

- (a) maintain the records of the entire process of selection of candidates and preserve such records for a minimum period of five years;
- (b) exhibit such records on its website; and
- (c) be liable to produce such records, whenever called upon to do so by any statutory authority or by the Government under any law for the time being in force

**3.10** Every institution deemed to be university shall publish, before expiry of sixty days prior to the date of the commencement of admission to any of its courses or programmes of study, a prospectus containing the following for the purposes of informing those persons intending to seek admission to such institution and the general public, namely :-

- (i) each component of the fee, deposits and other charges payable by the students admitted to such institution for pursuing a course or a programme of study, and the other terms and conditions of such payments;
- (ii) the percentage of tuition fee and other charges refundable to a student admitted in such institution in case such student withdraws from such institution before or after completion of course or programme of study and the time within, and the manner in, which such refund shall be made to the student;
- (iii) the number of seats approved in respect of each course or programme of study for the academic year for which admission is proposed to be made;
- (iv) the conditions of eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or programme of study, where so specified by the institution;
- (v) the educational qualifications specified by the relevant statutory authority/body, or by the institution, where no such qualifying standards have been specified by any statutory authority;
- (vi) the process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or programme of study and the amount of fee to be paid for the admission test;
- (vii) details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such, member is on regular basis or visiting basis;
- (viii) the minimum pay and other emoluments payable for each category of teachers and other employees;
- (ix) information in regard to physical and academic infrastructure and other facilities including hostel accommodation, library, hospital or industry wherein the practice training to be imparted to the students and in particular the facilities accessible by students on being admitted to the institution;

- (x) broad outline of the syllabus specified by the appropriate statutory body or by institution, as the case may be, for every course or programme of study, including the teaching hours, practical sessions and other assignments;
- (xi) all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institutions, and in particular, such discipline relating to prohibition of ragging of any student or students and the consequences thereof and for violating the provisions of any regulation in this behalf made under the University Grants Commission Act, 1956 or any other law for the time being in force.

Provided that the institution deemed to be university shall publish information referred to in items (i) to (xi) of this clause on its website, and the attention of the prospective students and the general public shall be drawn to such publication on the website thorough advertisements displayed prominently in the different newspapers and through other media;

Provided further that the institution deemed to be university may publish prospectus in accordance with this clause at any time before the expiry of sixty days specified under this clause.

Every institution deemed to be university shall fix the price of each printed copy of the prospectus, being not more than reasonable cost of its publication and distribution and no profit be made out of this publication, distribution or sale of prospectus.

No institution deemed to be university shall, directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a course or programme of study conducted by it.

No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a course or programme of study in any institution deemed to be university. No institution deemed to be university, who has in its possession or custody, of any document in the form of certificates of degree, diploma or any other document deposited with it by a person for the purpose of seeking admission in such institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee in respect of any course or programme of study which such person does not intend to pursue or avail any facility in such institution.

In case a student, after having admitted to an institution deemed to be university, for pursuing any course or programme of study in such institution, subsequently withdraws from such institution no institution in that case shall refuse to refund such percentage of fee deposited by such student and within such time as has been mentioned in the prospectus of such institution.

No institution deemed to be university shall, issue or publish-

- (a) any advertisement for inducing students for taking admission in the institution, claiming to be recognized by the appropriate statutory where it is not so recognized; or
- (b) any information, through advertisement or otherwise in respect of its infrastructure or its academic facilities or of its faculty or standard of instruction or academic or research performance, which the institution, or person authorized to issue such advertisement on behalf of the institution knows to be false or not based on facts or to be misleading.



On being declared an institution deemed to be university, an institution shall admit students to its approved academic programme, under its enrollment, only from the academic session that follows the Notification issued by the Central Government:

Provided that enrolment of students to the institution, for any reason whatsoever, in anticipation of the declaration as an institution deemed to be university or inclusion of the institution under the ambit of an institution deemed to be university, shall render the application invalid:

Provided further that the students already on the rolls of the institution prior to the date of application for declaration as an institution deemed to be university or its inclusion under the ambit of an institution deemed to be university shall continue to be students, for all purposes, of the affiliating university with whom they have already been enrolled, and shall also be awarded degree only by that affiliating university.”

- i) In case the appropriate statutory authority has specified the process of selection for admission to any

The Forest Research (Institute Deemed to be University) shall admit the students to the M.Sc. programmes, Post Masters Diploma and Post-Graduate Diploma programmes through entrance examination.

#### **SYSTEM OF ADMISSION:**

An advertisement will be made in at least three leading national news papers sometime in January/February inviting applications for admission to the courses to be conducted by the Institute. The number of seats fixed and advertised will not be generally changed. However the Institute has the right to withdraw the course / courses offered by it due to operational difficulties in a particular academic Year / session.

#### **RESERVATION FOR SCHEDULED CASTES / TRIBES, OBC:**

1. Fifteen percent of the total available seats shall be reserved for scheduled castes and seven and half percent for scheduled tribes candidate subject to their being otherwise suitable. These reservations shall be interchangeable i.e. if sufficient number of candidates are not available to fill up the seats reserved for scheduled tribes candidates, these can be filled up from among suitable scheduled castes candidates within the programme concerned. The quota fixed for scheduled castes tribes cannot be de-reserved even if none of the scheduled caste/ tribe candidate qualify for admission in a particular programme. The reservation to OBC is being provided as per the policy of the Govt. of India. 3% reservation to the persons with Disabilities under the persons with Disabilities (Equal opportunities, Protection of Rights and Full Participation) Act, 1995 Chapter No. 39, in each programme for the candidates with locomotor disabilities one leg, one arms (without mobility restriction) and persons with partial deafness as per Govt. of India rules.

**ELIGIBILITY:** The eligibility requirements and other allied matters relating to admission to the M.Sc. courses, Post Masters Diploma and Post-graduate Diploma programmes shall be decided by the Academic Council from time to time. The qualifications of M.Sc. programmes, Post Masters Diploma and Post-graduate programmes fixed by the Academic Council are as follows:-

- a) **M.Sc FORESTRY:** Bachelor's degree in Science with at least one of the subject namely Botany, Chemistry, Geology, Mathematics, Physics and Zoology or a Bachelor's degree in Agriculture or Forestry.
- b) **M.Sc WOOD SCIENCE & TECHNOLOGY:** Bachelor's degree with Physics, Mathematics and Chemistry or B.Sc. degree in Forestry.
- c) **M.Sc ENVIRONMENT MANAGEMENT:** Three years Bachelor's degree in any branch of basic or applied Sciences or Bachelor's degree in Forestry or Agriculture or BE in Environment Science.
- d) **P.M.D. IN NATURAL RESOURCE MANAGEMENT:** M.Sc. in any discipline
- e) **M.Sc. CELLULOSE & PAPER TECHNOLOGY:** Three years Bachelors' Degree in Science with Chemistry as one of the subject, BE/ B.Tech. (Chemical or Mechanical Engineering).
- f) **P.G. DIPLOMA IN AROMA TECHNOLOGY:** Bachelor's degree in Science with Chemistry as one of the subjects.

**AGE LIMIT:** There is no age bar.

#### **PROCEDURE FOR APPLICATION**

- a) Application for admission shall be made on the prescribed form obtainable from the Registrar, Forest Research Institute University, Dehra Dun. The application form and the Information Bulletin can be had either in person or by post on payment of Rs.1200/- through Bank Draft in favour of Registrar Forest Research Institute University payable at Dehra Dun. The cost of the form mentioned above is subject to review and change from time to time.
- b) Each application form shall bear a serial number. This number and the programmes which admission is sought must be quoted in all correspondence regarding admission in the Institute.
- c) All correspondence for admission should be addressed to the Registrar, Forest Research Institute University, Dehra Dun.
- d) Application duly filled in legibly and correctly in applicant's own handwriting should be sent with accompanying set of document completed in all respect so as to reach the Registrar, Forest Research Institute University P.O I.P.E. Kaulagarh, Dehra Dun on or before the last date. Postal delay will not be accepted as plea to entertain application after the last date.
- e) In case a candidate has appeared for the degree examination required for admission and the result of the same had not been announced at the time of submission of application form or by the last date prescribed the application may still be completed in all respect / except the degree result and should be submitted to the Registrar, Forest Research Institute University on or before the last date. The degree result (Mark sheet) should reach the officer of be furnished as soon as the same becomes available. However, the degree result (Mark sheet) should reach the officer of the Institute FRI (Deemed to be

University) on or before the date fixed for admission of candidate concerned failing which he/ she shall not be admitted treating his/ her admission form as incomplete.

- f. In the case a candidate coming from an University/Institute following the programmes credit system the application shall be considered even though the final viva voce is yet to be considered provided a full transcript is enclosed showing the grade point average obtained along with a programmes Completion Certificate from the Registrar of the University/Institute/Head of the College Dean / Associated Dean of campus of multi campus, universities/ institutes to the effect that the candidate has completed all the prescribed programmes work. The certificate issued this regard by the Heads of the Department / Division shall not be entertained. However, at the time of admission a certificate shall have to be produced from the Registrar/ Head of the College, Dean Associate Dean of the campus of multi-campus universities stating clearly that the candidate has passed the last degree examination, failing which the candidate shall not be admitted and his/her application form for admission stands cancelled.
- The candidate must in his/her own interest fill up the application form most carefully and ensure that all certificates required are attached. All enclosures must be page numbered. Incomplete application shall not consider and may reject out right.
  - Attested copies of the following certificates/documents shall be enclosed along with the admission application form:
    - (a) Proof of date of birth
    - (b) Matriculation or equivalent certificate & Marksheet
    - (c) Pre-university examination Certificate, Marksheet if applicable
    - (d) Higher secondary examination Certificate, Marksheet if applicable
    - (e) Intermediate Examination Certificate, Marksheet if applicable
    - (f) Bachelor's degree and Marksheet
    - (g) Master's Degree and Marksheet (in case of application for Post-graduate Diploma programmes).
    - (h) Programme completion certificate is required in the case of candidates coming from a University/Institute following the course credit system. The certificate from the Registrar of the Institute/University/Principal of College/Dean/Associate Dean should certify to the effect that the candidate has completed all the prescribed programme work (Certificate from officials other than those four mentioned above shall not be entertained).
    - (i) Scheduled Caste/Tribe certificate from District magistrate or authorities empowered to issue certificate of verification issued not more than six months before the date of application.
    - (j) Character certificate issued by Principal/Head of the Department/ Dean/Registrar of the College/Institute/University last attended.

- (k) One recent passport size photograph to be affixed in the space provided in the application form and two other for office record. Production of original certificates and mark sheets at the time of admission is an essential requirement, which is not relax-able in any case under any circumstance. If any document submitted by the candidate is found to be false at any stage during his/her study at the Forest Research Institute University his/her admission shall be cancelled.

**SCRUTINY OF APPLICATION:**

- (a) The application shall be indexed separately programmes wise and entered in register the day they are received
- (b) All the application received shall be screened by the office of FRI (Deemed to be University). After checking all the factual data furnished by the candidate, the application shall be sent to the Course Coordinator of the concerned discipline for screening and determining the eligibility of the candidates. The Course Coordinator concerned shall return the application to the FRI (Deemed to be University) office within the stipulated time fixed for the purpose after indicating “found eligible” or “not found eligible” on each application. The eligibility of application should be judged strictly on the basis of terms and conditions of the advertisement.

The applications of candidates who do not fulfill the minimum eligibility requirements prescribed shall be rejected and kept separately.

**ELIGIBILITY FOR THE WRITTEN TEST:**

- (A) Candidate to be called for the written test shall have a minimum qualification prescribed for the purpose for the various programmes.
- (B) There will be a written test for admission to M.Sc. programmes and Post Master Diploma programmes on the following subjects:
- (i) Basic Sciences including Social Science
- (ii) Arithmetic and Quantitative abilities, Computational ability, Quantitative reasoning, Interpretation of Tables, Graphs, etc.
- (iii) General Knowledge and Current Affairs
- (iv) English Language, Comprehension, Vocabulary, Grammar, Idioms, etc.
- (C) The total marks of Entrance Examination shall be decided by the Director from time to time and shall be notified in the Information Bulletin to be given to candidates along with the admission forms. A sample of question should be included in the Information Bulletin.
- (D) There will be negative marking of  $\frac{1}{4}$  extent of marks allotted to the question/part of the question concerned in the case of wrong answer.
- (E) The minimum qualifying marks for allowing candidate in appearing in the written test shall be 50 percent in aggregate at B.Sc. level/M.Sc. level prescribed for admission to the different

programmes in respect of general category candidates and 45 percent aggregate in respect of SC/ST candidate.

- (F) Candidates selected for written test based on the academic requirement will be informed of the date, time and venue of written test through a letter under certificate of posting duly signed by and bearing the official stamp of the FRI (Deemed to be University) Office.
- (G) In case there is any change in the date of examination for some unforeseen reasons the final date will be indicated in the written test call letter.

#### **PROCEDURE FOR WRITTEN TEST & PREPARATION OF MERIT LIST:**

- (a) A programme– wise merit list shall be prepared based on the performance of the candidate in the written test. For SC/ST the merit list shall be prepared separately course-wise.
- (b) The Registrar/Director will decide the manner of conducting the written test and other relevant details.
- (c) The written test paper(s) will be evaluated in a manner decided by the Registrar/Director.
- (d) The marks in the written test of the candidates shall be kept confidential with the authority/official appointed by the Director to conduct the test. The written test marks shall be totaled and on the basis of total marks a list of candidates in descending order of merit shall be prepared in respect of all candidates. The SC/ST candidates will be shown as a distinct and their merit shall also be shown separately.

#### **ANNOUNCEMENT OF RESULTS AND ADMISSION**

- (a) Candidate shall be selected in order of merit on the basis of total marks secured at the written test provided they have secured the minimum qualifying marks.

**(Amended vide Resolution No. 34/2016 of academic council dated 23.09.2016)**

- (b) The final list of candidates to be admitted to different programmes on the basis of the seats allotted to each course shall be approved by the Admission Committee constituted by the Director for each course and the results will be notified thereafter. The notification shall be displayed on the Notice Board of the FRI (Deemed) University and the individual candidates would be informed of their results by post.
- (c) The notification announcing the names of the selected candidates for each programmes shall of two parts viz.
  - (i) Regular list and (ii) waiting list. The seats will first be offered to the qualified candidates in order of merit upto number of seats available in each programmes. The names of the remaining qualified candidates in the merit list shall be kept in the waiting list in the order of merit.
- (d) The seats reserved for SC/ST candidates shall be offered to only SC/ST candidates in order of merit.

- (e) If SC/ST candidates secure seats on their own merit in competition with general candidates, they shall not be counted against the reserved quota.
- (f) The selected candidates will have to pay the prescribed fees and join the programme by the due date notified.
- (g) The Registrar/Dean; however in exceptional cases and in consultation with the programmes coordinator concerned, grant extension of the date of joining.
- (h) If the candidate does not join by the prescribed date or if no extension has been asked for and granted, the admission shall stand cancelled automatically and the seat shall be offered to the candidate in the waiting list in order of merit.
- (i) If any newly admitted student leaves the programme /discontinues his/her studies before the last date for admission to the programme then seat shall be offered to the candidate in the waiting list in order of merit.
- (j) The number of seats already allocated by the Academic Council to each programme shall in no case be increased to accommodate the candidates in the waiting list.
- (k) The validity of select list and waiting list shall cease within one month from the last date given to first list of select candidate to deposit the fee or the last date fixed by the Admission Committee for close of admission to the programme concerned.
- (l) Candidates called for admission have to produce before the secretary of the Admission Committee of each programme concerned original certificates, marksheets etc. before the payment of fees. However, in cases where the original marks sheets indicates clearly that the candidate has passed the qualifying examination prescribed for admission he/she be admitted on the condition that he/she shall produce the original degree/provisional degree within one month failing which his/her admission is liable to be cancelled. The admission on the basis of attested mark sheet/degree shall not be given in any case. There can be no appeal to any authority if the candidate fails to produce the original documents at the time of admission.
- (m) Letter to waiting list candidate requesting him to seek admission of the seat remaining vacant, is by itself no guarantee of admission to the programme concerned.
- (n) In case of equal marks in written test the following criteria shall be adopted for taking admission in the programme concerned:
  - i) Preference will be given to the candidates who have higher aggregate percentage of marks in the qualifying examination.
  - ii) In case the candidates have equal marks in the abovestated examination then the candidate senior in age will be given preference.

### **3.3. ADMISSION OF FOREIGN STUDENTS:**

Applications of foreign nationals nominated by the Govt. of India under scholarship scheme and self-financing foreign nationals will be entertained for the aforesaid programmes. They will not be subject to any admission test provided they have passed the equivalent qualifying examination recognized by the Association of Indian Universities (A.I.U).

Reservation to the extent of 15 percent of the quota of seats on supernumerary basis for foreign nationals will be made for admission to the various above mentioned programmes provided they fulfill the following conditions:

- (a) That they fulfill the minimum eligibility requirements.
- (b) The applications of scholarship holders (under various schemes) of foreign nationals for admission must be routed through Indian Council for Cultural Relations/Ministry of Human Resource Development (Deptt. of Education), Govt. of India, New Delhi or Ministry of Environment and Forests, Govt. of India, New Delhi.
- (c) The application of self-financing foreign nationals must be routed through the Ministry of External Affairs Govt. of India, New Delhi.
- (d) They must have valid students Visa for the duration of the concerned programmes.
- (e) The antecedence of the candidate must have been verified by the forwarding Agencies/Ministry.
- (f) The candidate must have a certificate to be verified by the Ministry/Agencies to the effect that the candidates had been subjected to AIDS test and found negative.
- (g) They should have adequate knowledge of English.
- (h) The Degree/Certificate of the candidates must have been approved by the Association of Indian Universities (A.I.U) or equivalent to the corresponding degrees of the A.I.U.
- (i) Fee fixed for and to be realized from the sponsored self financing candidates shall be in foreign currency as may be decided by the Institute from time to time.

### **3.4 GENERAL:**

- (a) The last date for the receipt of application for admission to various programmes of the Institute FRI (Deemed to be University) and closure of admission shall be fixed by the Institute every year.
- (b) The number of student to be admitted in the Institute in any session and their eligibility conditions for admission to the respective programmes shall be prescribed by the Academic Council.
- (c) If a candidate fails to deposit the fees within the stipulated time, his/her selection shall automatically be cancelled. Such a candidate shall not be admitted to the programmes concerned unless a fresh order of selection or extension of the date of payment of fees is issued by the competent authority.

- (d) Admission cannot be claimed by any candidate as a matter of right. The admission of candidate shall be entirely at the discretion of the Admission Committee constituted by the Director for various programmes which may refuse to admit a student without assigning any reason.
- (e) Admission of a student is liable to be cancelled at any time if it is detected that there is some thing against the student which would have prevented him from being admitted to the Institute, for providing false information, act of gross misconduct involving moral turpitude.
- (f) A student shall be deemed to have pursued a regular programmes of study in a subject during each year provided he/she has attended at least 75 percent of the classes actually held in each subject of higher examination, provided that the Dean/Director may condone shortage of percentage in attendance not exceeding 5 percent in each subject for cogent reasons.
- (g) The attendance of a candidate shall be counted from the date of his/her admission, while in the case of promoted candidate attendance shall be counted from the date on which respective classes begin.
- (h) The Academic Council shall have power to condone any deficiency of attendance but for cogent reasons.
- (i) The result of entrance test shall be treated as cancelled if a general category and SC/ST candidate fails to obtain 50 percent and 45 percent aggregate marks respectively in qualifying examination prescribed for appearing in the entrance test.

#### **ADMISSION FOR EMPLOYEES OF ICFRE & ITS INSTITUTE IN M.SC. PROGRAMMES**

Application of employees of ICFRE and its Institute for admission in M.Sc. courses shall be entertained alongwith the general students to be admitted in these courses.

The employees will also be required to appear in the entrance test with the general candidates for admission to M.Sc. courses. The eligibility criteria for admission to employees shall be as follows:

1. Only two seats in each programme shall be reserved for regular employees of ICFRE and its Institutes over and above general seats.
2. Reservation in these courses will be on the basis of roaster (i.e. seventh seat to be reserved for SC and fifteenth seats for ST, etc.)
3. The criteria for eligibility for admission in M.Sc. programmes shall be the same as for open candidate except relaxation in the age upto 50 years. The age shall be reckoned as on 31st December of the years of admission and no further relaxation will be given in any case.
4. Separate merit list shall be prepared for employees.



5. Cost of application form shall be Rs. 50/ (unrefundable)
6. The semester fee will be Rs. 250/- per semester.
7. Application of the employee should be forwarded by the Director in case of Institutes and by the Director General in case of ICFRE (Head Quarter) with the clear recommendation that the employee, if selected, for admission to the programme will be relieved from his duties to take admission in the course for a period of two years and his semester fee will be paid.

### **ADMISSION OF SAARC STUDENT**

Ministry of External Affairs, Govt. of India has decided to award 10 Scholarships per year to the students of SAARC nations for pursuing Post-Graduate programmes at Forest Research Institute (Deemed to be University from 2012-2013 session. The Application duly filled in should be sent through SAARC Secretariat to Ministry of External Affairs Govt. of India.

#### **UNIFORM Boys**

Maroon Blazer with FRI logo on the chest pocket of the Blazer (**In Winters**)

White shirt (Full sleeves)

Tie ; Brick Red with Diagonal pair of white strips and FRI Logo

Trouser : Black

Shoes: Black Leather shoes

#### **Girls**

Maroon Blazer with FRI logo on the chest pocket of the Blazer (**In Winters**)

Saree : Cream colour with Red Border of about two inches .

Blouse: Red colour with half sleeves

Shoes: cream colour bellies

#### 4. Master's programme structure as per Choice Based Credit System

**The Board of Management has resolved the agenda for implementation of CHOICE BASED CREDIT SYSTEM (CBCS) from Academic Session 2016-18**

**(vide resolution no. 3/2016 of Board of Management)**

##### **Definitions of Key Words**

**Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year

**Choice Based Credit System (CBCS):** The CBCS provides choice for students to select from the prescribed courses (core, elective or minor or soft skill courses).

**Course:** Usually referred to as 'papers' is a component of a programme. All courses need not carry the same weight. The courses should define learning objectives. A course may be designed to comprise lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study etc. or a combination of some of these.

**Credit Based Semester System (CBSS):** Under the CBSS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of number of credits to be completed by the students.

**Credit Point:** It is the product of grade point and number of credits for a course.

**Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.

**Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

**Grade Point:** It is a numerical weight allotted to each letter grade on a 10 point scale.

**Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F.

**Programme:** An educational programme leading to award of a Degree, diploma or Certificate.

**Semester Grade Point Average (SGPA):** It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

**Semester:** Each semester will consist of 18-20 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June.

**Transcript or Grade Card or Certificate:** Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (**code, title, number of credits, grade secured**) along with SGPA of that semester and CGPA earned till that semester.

### **Types of Courses:**

Courses in a programme may be of three kinds: **Foundation, Core and Elective**

#### **1. Foundation Course:-**

The Foundation Courses may be of two kinds: Compulsory Foundation and Elective foundation. “Compulsory Foundation” courses are the courses based upon the content that leads to knowledge enhancement. They are mandatory for all disciplines. Elective Foundation courses are value-based and are aimed at man making education.

#### **2. Core Course:-**

There may be a Core Course in every semester. This is the course which is to be compulsorily studied by a student as a core requirement to complete the requirement of a programme in a said discipline of study.

#### **3. Elective Course:-**

Elective course is a course which can be chosen from a pool of papers. It may be:

- Supportive to the discipline of study
- Providing an expanded scope
- Enabling an exposure to some other discipline/domain
- Nurturing student’s proficiency/skill.

An elective may be “Generic Elective” focusing on those courses which add generic proficiency to the students. An elective may be “Discipline centric” or may be chosen from an unrelated discipline. It may be called an “Open Elective.”

### **Examination and Assessment**

To assess the performance of the students in examinations, examinations will be conducted at various stages (internal assessment/mid-term, end-semester etc.) in a semester. The marks obtained in these examinations will be converted to grade points based on absolute grading system. The percentage of marks obtained by a student in a course is divided by ten and is expressed to as grade points in the course. The details of the assessment system are as follow:

## 1. Letter Grades and Grade Points

Under the absolute grading, the marks are converted to grades based on pre-determined class intervals as below:

Marks earned in a course (%)	Grade point	Letter grade
96-100	9.6-10	O (Outstanding)
91-95	9.1-9.5	A+(Excellent)
81-90	8.1-9.0	A(Very Good)
71-80	7.1-8.0	B+(Good)
61-70	6.1-7.0	B(Above Average)
51-60	5.1-6.0	C(Average)
≤50	0	F(Fail)
-	0	Ab (Absent)

- A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.
- For non credit courses ‘Satisfactory’ or ‘Unsatisfactory’ shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.
- The Universities can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree taking into consideration the recommendations of the statutory professional councils such as AICTE.

### Computation of SGPA and CGPA

The following procedure will be adopted to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

- i. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

$$\text{SGPA (Si)} = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

where  $C_i$  is the number of credits of the  $i^{\text{th}}$  course and  $G_i$  is the grade point scored by the student in the  $i^{\text{th}}$  course.

ii. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$\text{CGPA} = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

where  $S_i$  is the SGPA of the  $i^{\text{th}}$  semester and  $C_i$  is the total number of credits in that semester.

ii. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

### **Illustration of Computation of SGPA and CGPA and Format for Transcripts**

#### **Illustration for SGPA**

<b>Course</b>	<b>Credit</b>	<b>Grade letter</b>	<b>Grade point</b>	<b>Credit Point (Credit x Grade Point)</b>
<b>Course 1</b>	<b>3</b>	<b>B+</b>	<b>8</b>	<b>3 X 8 = 24</b>
<b>Course 2</b>	<b>4</b>	<b>B</b>	<b>7</b>	<b>4 X 7 = 28</b>
<b>Course 3</b>	<b>3</b>	<b>C</b>	<b>6</b>	<b>3 X 6 = 18</b>
<b>Course 4</b>	<b>3</b>	<b>O</b>	<b>10</b>	<b>3 X 10 = 30</b>
<b>Course 5</b>	<b>3</b>	<b>P</b>	<b>5</b>	<b>3 X 5 = 15</b>
<b>Course 6</b>	<b>4</b>	<b>C</b>	<b>6</b>	<b>4 X 6 = 24</b>
	<b>20</b>			<b>139</b>

Thus,  $\text{SGPA} = 139/20 = 6.95$

## **PROGRAMME STRUCTURE**

### **M. Sc. Cellulose and Paper Technology**

**Programme objectives:** The academic programme emphasizes on skills in multidisciplinary and advance education in cellulose and paper sciences. Programme includes courses in modern areas of applied paper science, industrial processing and paper technology. During the university's educational programme at Masters level, the students receive adequate exposure of theoretical and practical aspects of cellulose and paper technology and gain competence in a distinctive set of skills to lead in paper industry. The course is also ideal for engineers and scientists currently working in the industry who wish to retrain and refresh in a new field. The current demand for pulp and paper experts indicates that this programme will be in high demand in the near future.

**Programme structure:** The programme consists of courses and other requirements worth a total of 91 credits. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week. Each semester will consist of 18 -20 weeks of academic work equivalent to 90 teaching days. The programme structure and respective credits are given below as:

<b>Programme Structure</b>	<b>Credits</b>
Core courses	77
Foundation courses	3
Project work	8
In Plant training	3
<b>Total</b>	<b>91</b>

**Allotment of credits to different courses**

**FIRST SEMESTER**

<b>S. No.</b>	<b>Course Code</b>	<b>Course</b>	<b>Credit</b>
<b>Foundation course</b>			
1.	PP-111	Basic Forestry	3
<b>Core Course</b>			
2.	PP-112	Paper Industry and Fibrous Raw Materials	4
3.	PP-113	Pulping	4
4.	PP-114	Elements of Mechanical and Electrical Engineering	4
5.	PP-115	Washing of pulp	3
6.	PP-116	Practical	5
<b>Total credits in first semester : 23</b>			

**SECOND SEMESTER**

<b>S. No</b>	<b>Course code</b>	<b>Course</b>	<b>Credit</b>
<b>Core Course</b>			
1.	PP-121	Refining, Beating and Chemical Additives	4
2.	PP-122	Paper Machines-I	4
3.	PP-123	Paper Machines-II	3
4.	PP-124	Papermaking Chemistry	3

5.	PP-125	Screening and Cleaning	3
6.	PP-126	Practical	5
<b>Total Credits in second semester: 22</b>			

### THIRD SEMESTER

S. No	Course code	Course	Credit
<b>Core course</b>			
1.	PP-211	Chemical Recovery	4
2.	PP-212	Bleaching Technology	4
3.	PP-213	Material and Energy Balance	4
4.	PP-214	Specialty Paper	3
5.	PP-215	Secondary Fibre Technology	4
6.	PP-216	Practical	5
<b>Total Credits in third semester: 24</b>			

### FOURTH SEMESTER

S. No	Course code	Course	Credit
<b>Core course</b>			
1.	PP-221	Paper Properties	3
2.	PP-222	Environmental Pollution Control	3
3.	PP-223	Project Work	8
4.	PP-224	In Plant Training	3
5.	PP-225	Practical	5
<b>Total Credits in fourth semester: 22</b>			

## M.Sc. Environment Management

**Programme objectives:** The programme aims to provide opportunities to the students to make themselves aware about the problems related to environmental concerns and its management. The programme is designed to provide a holistic and integrated approach of learning comprising of classroom lectures, classroom assignments, practical sessions, interactive seminars, field visits, industrial visits, term papers, divisional attachments and master's thesis writing. The course builds and facilitates understanding of the dynamics of environment especially in the context of ecology, forestry, and climate change. Different types of processes, models, plans and techniques related to environmental processes are described and discussed through class room interaction as well as exposures vis its to different ecosystems and institutional/industrial arrangements. The students are expected to get enough exposure for practical solutions to various ecological and environmental problems in the context of today's world.

**Programme structure:** The programme consists of courses and other requirements worth a total of 89 credits. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week. Each semester will consist of 18 to 20 weeks of academic work equivalent to 90 actual teaching days. The programme structure and respective credits are given below as:

<b>Programme Structure</b>		<b>Credits</b>
Core courses	:	53
Foundation courses	:	5
Elective courses	:	5
Synopsis	:	1
Master's thesis	:	17
Master thesis seminar	:	2
Term paper I	:	2
Term paper II	:	2
Study tour	:	2
Total	:	89



**Allotment of credits to different courses**

**FIRST SEMESTER**

**FIRST SEMESTER**

Course Code	Course	Credit	
		Theory	Practical
<b>Foundation Course</b>			
<b>ERG 101</b>	Remote Sensing and Geographical Information System	1	1
<b>Core Course</b>			
<b>EFE 111</b>	Fundamentals of Ecology	3	1
<b>EEA 112</b>	Ecosystem Analysis	3	1
<b>EPB 113</b>	Environment Physics and Biogeochemistry	3	1
<b>ECE 114</b>	Conservation Ecology	3	1
<b>EIA 115</b>	Environment Impact Assessment	3	1
<b>ERE 116</b>	Restoration Ecology	3	1
<b>ETP 117</b>	Term Paper I	2	-
<b>Total credits in first semester</b>		<b><math>19^a + 7^b + 2^c = 28</math></b>	

**SECOND SEMESTER**

Course Code	Course	Credit	
		Theory	Practical
<b>Foundation Course</b>			
<b>ESC 201</b>	Environment Statistics and Computer Application	2	1
<b>Core Course</b>			
<b>EFM 211</b>	Forestry for Sustainable Management	3	1
<b>EEM 212</b>	Environment Microbiology	3	1
<b>EGF 213</b>	Global Climate Change and Forest	3	1
<b>EDM 214</b>	Disaster Management	3	1
<b>FFE 214</b>	Forest Economics	2	1
<b>ETM 215</b>	Term Paper II	2	-
<b>Total credits in second semester</b>		<b><math>16^a + 6^b + 2^c = 24</math></b>	

**THIRD SEMESTER**

Course Code	Course	Credit	
		Theory	Practical
<b>Core Course</b>			
<b>EPS 311</b>	Environment Policy, Law and Sociology	3	1
<b>EPM 312</b>	Environment Pollution Management	3	1
<b>EFC 313</b>	Forest Certification	2	-
<b>EST 314</b>	Study Tour	2	-
<b>Elective course 5 Credits</b>			
<b>ENM 321</b>	Natural Resource Conservation and Management	4	1
<b>EBM 322</b>	Bio Diversity Monitoring and Management	4	1
<b>EBC 323</b>	Bio Statistics and Computer Application	4	1
<b>ESM 324</b>	Solid Waste Management	4	1
<b>EPC 325</b>	Forest, Society and Climate Change	4	1
<b>ERG 326</b>	Remote sensing and Geographic Information System- Advance and Application in Environment Management	4	1
<b>EIA 328</b>	Environment Impact Assessment	4	1
<b>PTN 330</b>	Plant Taxonomy	2	3
<b>Total credits in first semester</b>		<b><math>8^a + 2^b + 5^c + 2^d = 17</math></b>	

#### **FOURTH – SEMESTER**

<b>Code</b>	<b>Particulars</b>	<b>Credit</b>
<b>ESY 441</b>	Synopsis	1
<b>EMT 442</b>	Master’s thesis	17
<b>ETS 443</b>	Master thesis seminar	2
<b>Total</b>		<b>20</b>

*a- Theory, b- Practical, c- Term paper, d-Study tour, e- Elective paper. One lecture credit comprises of one hour teaching of the course in a week, while one practical credit comprises of two hours of practical/assignment work in a week*

#### **Descriptions of Course Code**

The courses of M. Sc. programme are divided into four series:

- ❖ 100-series courses pertain to first semester
- ❖ 200-series courses pertain to second semester
- ❖ 300-series courses pertain to third semester
- ❖ 400-series courses pertain to fourth semester
- ❖ Credit for Synopsis, Master’s thesis and Master thesis seminar is designated by code no. 441, 442 and 443 respectively

Course code is formulated as:

- First alphabet shows programme
- Second and third alphabet shows course name
- First digit shows semester number
- Second digit shows course type (0= foundation, 1= core, 2= elective)
- Last digit shows course number

### c. Forestry

**Programme Objective:** Master in Forestry programme aims to provide opportunity to the students wishing to pursue professional careers in the management and policy of forest resources and to make themselves aware about the problems related to forest across the span of urban to rural environments. The syllabus draws from coursework in the natural and social sciences and focuses on the complex relationships among the science, management and policy of forest resources. The structure of the curriculum is designed to synthesis of knowledge in multiple disciplinary exposures in the biological and social sciences. The goal is to prepare students to manage forest resources for various public and private values within a complex social, political and ecological environment. These professional opportunities can be private or public sector forest management, corporate or consulting, government conservation of forest resources or education. Students are also expected to improve their capacities as leaders and managers through summer internships, professional skills courses and other opportunities.

**Programme structure:** The Programme consists of courses and other requirements worth a total of 90 credits. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week. Each semester consists of 18 to 20 weeks of academic work equivalent to 90 actual teaching days. The programme structure and respective credits are given below as:

<b>Programme Structure</b>		<b>Credit</b>
Core courses	:	54
Foundation courses	:	5
Elective courses	:	5
Synopsis	:	1
Master's thesis	:	17
Master thesis seminar	:	2
Term paper I	:	2
Term paper II	:	2
Study tour	:	2
Total	:	90

**Allotment of credits to different courses**

**FIRST SEMESTER**

Course Code	Course	Credit	
		Theory	Practical
<b>Foundation Course</b>			
<b>FMS 101</b>	Elements of Mathematics and Statistics	1	1
<b>FCR 102</b>	Computer Application, Remote Sensing and GIS	1	1
<b>FOF 103</b>	Overview of Forestry	1	-
<b>Core course</b>			
<b>FBS 111</b>	Elements of Biological Science	1	1
<b>FFF 112</b>	Fundamentals of Forest Ecology	2	1
<b>FSC 113</b>	Silviculture – I	2	1
<b>FGS 114</b>	Basic Geology and Soil science	2	1
<b>FMB 115</b>	Forest Mensuration and Biometry	2	1
<b>FHV 116</b>	Forest Health and Vitality	2	1
<b>FTP 117</b>	Term Paper I	2	-
<b>Total credits in first semester: <math>14^a+8^b+2^c=24</math></b>			

**SECOND SEMESTER**

Course Code	Course	Credit	
		Theory	Practical
<b>Core course</b>			
<b>FPL 211</b>	Forest Policy and Law	2	-
<b>FLM 212</b>	Landscape Approach to Management	2	1
<b>FRU 213</b>	Forest Resource Utilization – I (NTFP)	2	1
<b>FFE 214</b>	Forest Economics	2	1
<b>FFP 215</b>	Forest and People	2	-
<b>FRM 216</b>	Natural Resource Management	2	-
<b>FSC 217</b>	Silviculture–II	2	1
<b>FSN 218</b>	Seed and Nursery Technology	1	1
<b>FTP 219</b>	Term Paper II	2	-
<b>Total credits in first semester: <math>15^a+5^b+2^c=22</math></b>			

**THIRD SEMESTER**

Course Code	Course	Credit	
		Theory	Practical
<b>Core course</b>			
<b>FRM 311</b>	Resource Survey and Forest Management	2	1

<b>FWD 312</b>	Wildlife and Eco Development	2	1
<b>FRU 313</b>	Forest Resource Utilization – II (Wood)	2	1
<b>FGT 314</b>	Forest Genetics and Tree Improvement	2	1
<b>FFC 315</b>	Forest Certification	2	-
<b>FCC 316</b>	Forest, Society and Climate Change	2	1
<b>FST 317</b>	Study Tour	2	-
<b>Elective</b>		<b>5</b>	
<b>Total credits in first semester: <math>12^a+5^b+2^d+5^e=24</math></b>			

#### **FOURTH SEMESTER**

<b>Code</b>	<b>Particulars</b>	<b>Credit</b>
<b>FSY 441</b>	<b>Synopsis</b>	<b>1</b>
<b>FMT 442</b>	<b>Master's thesis</b>	<b>17</b>
<b>FTS 443</b>	<b>Master thesis seminar</b>	<b>2</b>
<b>Total</b>		<b>20</b>

#### **LIST OF ELECTIVE COURSE**

<b>Course Code</b>	<b>Elective Course</b>	<b>Credit</b>	
		<b>Theory</b>	<b>Practical</b>
<b>FGB 321</b>	Forest Genetics and Biotechnology	3	2
<b>FRG 322</b>	Remote Sensing and Geographic Information System	2	3
<b>FWH 323</b>	Wildlife and Habitat Management	3	2

<b>FSM 324</b>	Sustainable Forest Management	3	2
<b>FAF 325</b>	Agro forestry	4	1
<b>FFP 326</b>	Forest Pathology	2	3
<b>FFE 327</b>	Forest Entomology	2	3
<b>EIA 328</b>	Environmental Impact Assessment	4	1
<b>FPT 329</b>	Plantation Technology	4	1
<b>PTN 330</b>	Plant Taxonomy	2	3

*a: Theory, b: Practical, c: Term paper, d: Study tour, e: Elective paper.*

*One lecture credit comprises of one hour teaching of the course in a week, while one practical credit comprises of two hours of practical/assignment work in a week*

### Descriptions of Course Code

**The courses of M. Sc. programme are divided into four series:**

- ❖ 100-series courses pertain to first semester
- ❖ 200-series courses pertain to second semester
- ❖ 300-series courses pertain to third semester
- ❖ 400-series courses pertain to fourth semester
- ❖ Credit for Synopsis, Master's thesis and Master thesis seminar is designated by code no. 441, 442 and 443 respectively

**Course code is formulated as:**

- First alphabet shows programme
- Second and third alphabet shows course name
- First digit shows semester number
- Second digit shows course type (0= foundation, 1= core, 2= elective)
- Last digit shows course number



### c. Wood Science & Technology

**Programme Objective:** The Master in Wood Science and Technology programme aims to provide opportunity to the students wishing to pursue professional careers in science and technology of wood as natural resource and to make themselves aware about the problems related to wood as basic material to manufacture various useful products. The structure of the curriculum is designed to synthesize multi-disciplinary knowledge in the biological and physical science of wood and its industrial application. The syllabus comprises of basics of wood anatomy, chemistry, physics, mechanics as well as processing knowledge and techniques to manufacture solid and composite wood products. The programme is designed to improve the qualitative, quantitative and futuristic aspects of students. Students are also expected to improve their capacities as leaders and managers through study tour, industrial attachment and excursions and other opportunities. Human Resource Management and Marketing and Enterprise Development are also the part of syllabus to build their entrepreneurial skills and aptitude.

**Programme structure:** The programme consists of courses and other requirements worth a total of 90 credits. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week. Each semester will consist of 18 to 20 weeks of academic work equivalent to 90 actual teaching days. The programme structure and respective credits are given below as:

<b>Programme Structure</b>		<b>Credits</b>
Core course	:	59
Foundation courses	:	7
Elective courses	:	5
Master's thesis	:	12
Master thesis seminar	:	2
Study tour	:	2
Industrial Attachment	:	3
Total	:	90

**Allotment of credits to different courses**  
**FIRST SEMESTER**

Course Code	Course	Credit	
		Theory	Practical
<b>Foundation Course</b>			
WOC 101	Orientation Course (Wood Science, Basic Forestry, Basic Botany)	2	-
WCA 102	Computer Application	-	1
<b>Core Course</b>			
WWC 111	Wood Chemistry	2	1
WWP 112	Wood Physics - I	2	1
WWP 113	Wood Physics - II	2	
WSM 114	Sawmilling and Saw Doctoring	2	1
WWA 115	Wood Anatomy- I	2	1
WWA 116	Wood Anatomy -II	2	
WEM 117	Timber Entomology and Microbiology	3	1
<b>Total credits in first semester</b>			<b>17<sup>a</sup> + 6<sup>b</sup> = 23</b>

**SECOND SEMESTER**

Course Code	Course	Credit	
		Theory	Practical
<b>Foundation Course</b>			
WSM 201	Statistics and Research Methodology	1	1
<b>Core Course</b>			
WTM 211	Timber Mechanics -I	2	1
WTM 212	Timber Mechanics -II	2	
WWP 213	Wood Preservation -I	2	1

<b>WAD 214</b>	Composite Wood I - Adhesives	2	1
<b>WPW 215</b>	Composite Wood II - Plywood	2	
<b>WWS 216</b>	Wood Seasoning - I	2	1
<b>WWW217</b>	Wood Working	2	1
<b>Total Credits</b>		<b>15</b>	<b>6</b>
<b>Total credits in second semester <math>15^a + 6^b = 21</math></b>			

### THIRD SEMESTER

Course Code	Course	Credit	
		Theory	Practical
<b>Core Course</b>			
<b>WWS 311</b>	Wood Seasoning -II	2	1
<b>WWP 312</b>	Wood Preservation II	2	1
<b>WWF 313</b>	Wood Finishing	2	1
<b>WRW 314</b>	Composite Wood III- Reconstituted Wood	2	1
<b>WLW 315</b>	Composite Wood IV- Laminated Wood	2	
<b>WTE 316</b>	Timber Engineering	2	1
<b>WPD 317</b>	Products Design and Fabrication	2	1
<b>WST 318</b>	Study Tour	2	
<b>WIA 319</b>	Industrial attachment and Report	3	
<b>Total credits in third semester = <math>14^a + 6^b + 2^c + 3^d = 25</math></b>			

## **FOURTH SEMESTER**

Course Code	Course	Credit	
		Theory	Practical
<b>Foundation Course</b>			
<b>WHR 401</b>	Human Resource Management	1	-
<b>WME 402</b>	Marketing and Enterprise Development	1	-
<b>Elective Courses</b>		<b>5</b>	
<b>WFC 421</b>	Forest Certification and Nano-technology	5	-
<b>WFJ 422</b>	Finger Joints for Efficient Wood Utilization	3	2
<b>WVS 423</b>	Vaccum Seasoning Technology	3	2
<b>WMT 441</b>	<b>Master 's thesis</b>	12	
<b>WMS 442</b>	<b>Master thesis seminar</b>	2	
<b>Total credits in fourth semester</b>		<b><math>2^a + 5^b + 12^f + 2^g = 21</math></b>	

*a- Theory, b- Practical, c- Study tour, d- Industrial attachment, e- Elective paper, f- master thesis report, g-seminar . One lecture credit comprises of one hour teaching of the course in a week, while one practical credit comprises of two hours of practical/assignment work in a week*

### **Descriptions of Course Code**

The courses of M. Sc. programme are divided into four series:

- ❖ 100-series courses pertain to first semester
- ❖ 200-series courses pertain to second semester
- ❖ 300-series courses pertain to third semester
- ❖ 400-series courses pertain to fourth semester
- ❖ Credit for Master's thesis and Master thesis seminar is designated by code no. 441 by 442 respectively.

Course code is formulated as:

- First alphabet shows programme
- Second and third alphabet shows course name
- First digit shows semester number
- Second digit shows course type (0= foundation, 1= core, 2= elective)
- Last digit shows course number

## **5. JOINT PROGRAMME**

### **FRI (Deemed to be University) & CPPRI, Saharanpur**

FRI Deemed to be University has collaboration with CPPRI, Saharanpur for introducing a M.Sc. programme in Cellulose & Paper Technology. Students pursue their first year in FRI Deemed to be University and 2<sup>nd</sup> year of this programme is likely to be conducted at Central Pulp & Paper Research Institute (CPPRI), Saharanpur

#### **RESPONSIBILITY OF (FRI Deemed to be University)**

1. FRI (Deemed to be University) through Cellulose & Paper Division involving its faculty shall complete the first and second semester directed towards theoretical and practical aspects of Pulp & Paper Technology including mill attachment.
2. All the examinations shall be taken by the FRI (Deemed to be University) in the University campus. The marks sheets/ certificates etc. shall be issued by the FRI (Deemed to be University).
3. FRI (Deemed to be University) shall also facilitate faculty exchange and interaction so that the capacities of the faculty may be further strengthened.
4. FRI (Deemed to be University) and CPPRI shall share its faculty in setting & evaluation of question papers, etc.
5. FRI (Deemed to be University) shall nominate a 'Nodal officer' who shall be responsible for interacting with the CPPRI.

#### **RESPONSIBILITIES OF CPPRI**

1. CPPRI shall complete the third and fourth semester involving/theoretical and Practical with dissertation work involving its faculty and resources.
2. CPPRI shall share its faculty in setting of question papers, evaluation etc.
3. CPPRI shall also facilitate exchange and interaction so that the capacities of the faculties of both institutes shall be further strengthened.
4. CPPRI shall nominate a 'Nodal officer' who shall be responsible for interacting with the FRI (Deemed to be University).

**(Amended vide Resolution No. 5/2017 of Academic Council dated 03.03.2017)**

## 6. ORDINANCE GOVERNING THE M.Sc. PROGRAMME EXAMINATIONS

### GENERAL GUIDELINES

- 1) The course and distribution of credit for various semesters of each part of the study and examination shall be as per CBCS.
- 2) Ordinarily the academic session shall begin in July every year and shall end by June of the following year. It shall be divided into two semesters the odd semester (from July to Dec.) and even semester (from Jan. to June). Each semester shall ordinarily consist of 105 effective teaching days including course /excursions/ examination.
- 3) Registration: Every student admitted to the programme must get registered at the beginning of each semester in the office of the Institute FRI (Deemed) University. Notwithstanding the rules for promotion, a student shall not be permitted to register himself/herself in and even semester unless he/she was a registered student of the immediate lower semester and has pursued the course of that semester as a regular student.
- 4) In each semester a last date shall be fixed and notified in the beginning of the semester after which admission/readmission/promotion shall not be ordinarily made.
- 5) A student who has been registered in a semester or in any part of the course shall pursue in that semester, the regular courses of lectures, sessionals/practicals, fieldwork, excursion etc. After satisfying the conditions laid down in these ordinance a student shall be eligible to appear in the Tests/Examinations on such dates as may be fixed by the Institute.
- 7) The progress of a student in each semester shall be continuously evaluated and at the conclusion of the semester, the student shall be awarded SGPA during the semester. The award of grades to a student shall depend on his/her performance in various examinations, midterm tests field works, laboratory works, home works, etc. There shall be two Divisions i.e. First and Second Division. The pass marks in each subject (separately for theory, practical etc) shall be fifty percent. The Division shall be awarded to a student in the end of final semester, i.e. IV semester, examination based on CGPA.
- 8) For each theory subject there shall be one written end semester examination of nor less than 3 hours and at least one mid semester periodical written test (of nor less than one hour duration each) in addition to home assignment etc.
- 9) There shall be maximum 5 number of students (Term Papers + Master Thesis) under a supervisor in a semester

**(Amended vide Resolution No. 32/2016 of Academic Council dated 23.09.2016)**

- 10) **Regularity and Attendance:** A student shall be deemed to have pursued a regular course of study during each semester and eligible to appear in the examination only as per following attendance rules:

## **ATTENDANCE RULES**

1. A student has to attend 75% of the lectures delivered and 75% of the practical held separately for each course in each semester.
2. The duration of Industrial attachment/ dissertation/thesis works / study tour have to be accounted separately for 75% attendance.
3. The attendance of a student shall be counted from the date of his/her admission, while in the case of promoted student, attendance shall be counted from the date on which respective classes begin.
4. The Dean/Director may condone shortage of percentage in attendance not exceeding 5% in each subject for cogent reasons. This rule applies only if the student had attended 70% of the lectures in the aggregate for the semester examinations. The Director, FRI & Vice-Chancellor, FRI (Deemed to be University) may condone additional 15% deficiency of attendance in each paper/course on cogent reasons.
5. The Academic Council shall have power to condone any deficiency of attendance on cogent reasons. This does not apply to individual cases.
6. FRI (Deemed to be University) shall notify on the notice board the final attendance position of each of its students within three days of the dispersal of the classes in the last session of the semester. Not later than five days, thereafter, a student may, by an application to the Dean/ Director, claim benefit of exclusion of lectures under sub-clause (4) above on grounds to be specified and accompanied by the relevant documents. All such applications submitted within time shall be considered and disposed of by the Dean/ Director, at least 3 days prior to the commencement of the examination, in which the student is intending to appear.
7. The Dean (A) may consider, on the basis of the Medical Certificates produced, exceptionally hard cases of students who had fallen seriously ill or had met with an accident during the year disabling them from attending classes for a certain period, with a view to determining whether the lectures etc. delivered during the said period, or a part thereof, could be excluded for purposes of calculation of attendance of the semester and decide each case on its own merits. However, the student/ parents will have to inform to Dean (A) as soon as student fell ill or had met with an accident.
8. Leaves (to attend sports meet outside university and other extracurricular activities) without sanction from Dean (A) will not be considered for attendance.

9. There shall be weightage of 5 marks (taken from Internal Assessment marks) for regularity in attending lectures and practicals. The marks for regularity in each course (Theory and practical combined), based on attendance, shall be as follows:

<b>Attendance % in each course</b>	<b>Maximum Marks</b>
<b>75%</b>	<b>1</b>
<b>76 to 79%</b>	<b>2</b>
<b>80 to 84%</b>	<b>3</b>
<b>85 to 94%</b>	<b>4</b>
<b>95% and above</b>	<b>5</b>

10. Medical certificates shall be excluded, while calculating marks to be awarded for regularity, though such certificates shall continue to be taken into account for the purpose of calculating eligibility to appear for examinations as per the existing provisions of Ordinance.

**(Amended vide Resolution No. 6/2016 of Academic Council dated 04.03.2016)**

#### **Examination policy based on attendance rule**

**Condition 1:** Student is detained to appear in examination due to shortage of attendance in two courses:

- He/she may be provisionally promoted in next higher semester provided that he/she has to clear the examination in such courses in next year or when opportunity is available. He/she has to re-register in such courses with re-registration fee of Rs. 2500 per course and complete the programme within maximum permissible period of 4 years as per university policy. The university enrolment number of such student remains same.

**Condition 2:** Student is detained to appear in examination due to shortage of attendance in more than two courses:

- Student will not be promoted to next higher semester and he/she will be required to re-register and repeat all the courses of the said semester as regular student with the next batch of students within a maximum permissible period of 4 years. The university enrolment number of such student remains same.

**(Amended vide Resolution No. 29/2016 of Academic council dated on 23.09.2016)**

#### **Setting of Question Papers**

The question papers will be set up on the basis of syllabus by independent subject experts/paper setters. The teaching faculty may be included as one of the experts. Each paper may have minimum three and maximum five experts. The (subject) expert's list shall be prepared/maintained by confidential section of Registrar's office for two years at a time and shall be got approved by the Director. The list may also include experts from other ICFRE Institutes/Research centres of FRI (Deemed to be University). The Registrar's office can request any two of the paneled experts to prepare a set of question paper giving detailed guidelines. The guidelines for setting of question papers shall be prepared by Dean (Academic) FRI (Deemed to be University).



The evaluation of answer sheets shall be done by teaching faculty or by any other subject expert. The answer sheets shall be sent to teaching faculty/any expert by Registrar's office.

For the purpose of moderation and selection of question papers the academic Council resolved to constitute following committee. The moderation and selection be done sufficiently in advance and selected question paper be sent to confidential section of Registrar's office for making copies and safe custody.

Dean	:	Chairman
HoDs .	:	Member
(For M.Sc. Forestry)	-	Head Silva Div.
(For M..Sc. Environment Management)	-	Head, Ecology & Environment Division
(For M.Sc. W.S.T. Course)	-	Head, DFPR Division.
(For PGD Natural Resource Management)	-	Head, Botany Division
(For PGD Non Wood Forest Products)	-	Head, NWFP Division
Course coordinator concerned	:	Member Secretary

A set of model papers may be prepared by the above committee and sent to the Registrar's office for sending to the paper setters.

### **Guidelines for Setting of Question Paper**

The paper setter should adhere to the following instructions rigidly

1. Every question as well as every part of a question should be from within the prescribed syllabus.
2. Every question and every part of a question should be clear in language and free from ambiguity.
3. The question paper should be fairly distributed over the whole course and not picked from a few portions only.
4. The distribution of marks should be such that the total of the marks of all the Questions expected to be attempted is exactly the same as is given at the top of the question paper. Each part of a question should separately be assigned marks. The total marks of each question paper will be informed by the Registrar to the paper setter.
5. One set of question papers shall be set in two parts. Part A will contain objective type (Multiple Choice) questions and will be compulsory. 20% of the total marks in each paper will be assigned to this section. As far as practicable each objective type question will be of one mark. There shall be no choice in the objective questions. Answer key for the objective type questions may be furnished.
6. Part B will contain 6 descriptive questions. 4 questions may be asked to be attempted out of the 6 descriptive questions.
7. The objective type questions should represent the entire syllabus whereas the descriptive type questions may be chapter specific. However in case of questions having internal choice, the different parts of the question may be taken from different chapters.
8. In case of question papers having two sections, Section A (Objective type) is compulsory for all. Section B shall have six questions of descriptive nature out of which four will have to be attempted. The questions may have internal choice however the student is expected to write each descriptive answer in 300 words approximately supported by Diagrams/Flow Charts wherever necessary. Depending on the parts of each question, the number of words may be reduced accordingly for each part. For example a question having three parts should be answered in 100 words each.

9. In case of question papers having more than two sections, Section B & C should have minimum three descriptive questions each. Minimum two questions from each section should be compulsory.
10. The questions, particularly the technical terms should be legibly written preferably in standard form.
11. The paper setter should write legibly, or get the paper typed/printed. A soft copy along with the hard copy is desirable. A blank CD will be provided if desired.
12. The question papers can also be set section wise and compiled by examination cell wherever necessary.
13. The paper setter should certify on the covering letter that to the best of his knowledge none of his direct relations or dependents i.e. wife, husband, son, daughter, grandson, grand-daughter, brother, sister, nephew, niece, uncle, aunt first cousin, son-in-law, and daughter-in-law or any other relation financially dependent upon him is to appear in the paper for which he has been invited to set.
14. In case the above offer is acceptable to the setter, he will set one question paper of 3 hours duration on the –( name of the Paper )----- subject, and either deliver in person or send it through post, duly registered and insured for Rs. 100/- in double sealed confidential marked cover to the Registrar by name.
15. The question papers must reach the Registrar (by name) by the stipulated date ----- (last date for receiving the question paper will be mentioned by the Registrar )
16. Remuneration for setting the question papers will be paid along with that of Marking the answer books after declaration of the results of the examination and on receipt of the remuneration bills duly signed on One Rupees revenue stamp in case the amounts exceeds Rs. 500/-.
17. It is implicit in the offer of examiner ship that the appointment will be kept strictly confidential.
18. In case it is not possible for the contacted person to accept the offer, he may oblige the university by returning immediately all the papers with a covering letter showing his unwillingness. The university shall be grateful if he accepts the invitation and let the Registrar know within a week of the date of receipt of the letter whether he agrees to undertake this work failing which it will be assumed that he is not interested in the offer and alternative arrangement will be made.
19. The rate of remuneration for setting the question papers examining answer books etc. are given below:
 

(1) Paper Setting	<b>Rs.400/- per paper</b>
(2) Examining the Answer Books	<b>Rs. 25/- per answer book / minimum Rs. 150/-</b>
(3) For practical Examination	<b>Rs. 20/- per candidate / minimum of Rs. 200/-</b>

**(Amended vide resolution No. 08/2016 of the academic council meeting held on 30.03.2016)**

### **Component of Examination**

#### Components of evaluation

- Attendance
- Internal assessment (IA)
- Theory
- Practical
- Reports (Term paper/Industrial attachment/Master thesis/Study tour)

The weightages associated with a component will be:

1. Attendance 5%  
Attendance requirements  
Minimum of 75% attendance in individual course is required to appear in final semester examinations of concerned course.
2. Internal assessment 20%  
Internal Assessment: The nature of academic tasks can be Quiz/  
Homework/Assignment/Test/Presentation/Case study/any other or their combinations.
3. Theory 50%  
Theory: For theory paper there shall be one written end semester examination of 3 hours.  
The question papers will be set up on the basis of syllabus.
4. Practical 25%  
Practical: Evaluation of experimental learning shall be based on:
  - Lab/Field experiment conducted
  - Lab manual/record
  - Viva

### **Passing criteria**

- It will be essential for the student to pass in the theory and practical component separately. The pass marks for theory as well as for practical shall be 50%.  
In case of papers having no practical component, the theory marks will be 75% of the total.
- A student who has satisfied the attendance condition and pursued the courses in semester and appeared in the examination but fails in one or two courses, is eligible to be considered for promotion to study in the next semester through supplementary examination.
- A supplementary examination for the student, who fails in upto two courses in a semester examination, shall be held ordinarily just after the declaration of the result of the semester concerned preferably in the semester concerned or in the semester break period before promotion to next higher semester. However, if a student fails even in supplementary examination then he/she should be treated as a failed student and is required to repeat the whole semester next year as an ex-student or as a regular student.
- The supplementary examination for the final semester students even though they have failed in all courses is to be held preferably within two months from the date of declaration of the result or at a later time as the Institute may notify.
- Provided that a student, who fails to clear his/her regular semester examination and passes the same subsequently, shall be awarded division but he/she shall not be a position/rank holder and is not entitled for a medal/scholarship, etc. which is to be awarded to a position/rank holder on the basis of overall CGPA obtained by him/her in a programme.
- A student who fails in more than two courses in a semester examination (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> semester) shall not be promoted to the next higher class and shall ordinarily repeat the course in the semester concerned as a regular student with his/her junior batch and shall be permitted to appear in the regular semester examination. However he/she be permitted to appear, at his/her option as an ex-student in the second examinations of the subsequent academic session without repeating the course provided he/she has pursued the regular courses of study in all the subjects of the semester and fulfilled the attendance requirement.

- Notwithstanding anything to contrary contained in this ordinance, a student shall not be permitted to continue his/her studies if he/she does not complete the M.Sc. programme within a maximum period of double the duration of the course.
- A candidate who has passed the M.Sc. programme shall be ranked on the basis of his/her CGPA obtained in the programme concerned if he/she has passed in all the respective regular semester examinations, i.e. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> semester examinations at the first appearance.

## 7. ORDINANCE GOVERNING REVALUATION OF ANSWER – BOOKS & RETOTALLING OF MARKS

### Revaluation of Answer – books

1. If an examinee is in doubt or not satisfied with the marks obtained in any theory paper or papers in a subject or subjects he/she may apply for revaluation of his/her answer-book/answer-books. In case of practical, Viva-Voce examinations, field work, dissertation, sessional and thesis this ordinance shall not be applicable.
2. Every application alongwith a fee of Rs. 200/- for revaluation of each answer book should reach the Registrar through Course Coordinator concerned
3. within one month of the declaration of the examination result.
4. Within ten days from the date of receipt of the application for revaluation two external examiners in subject concerned outside the state other than the one who initially valued it shall be appointed by the Director and the answer-books shall be sent to these examiners with the instruction for returning them after revaluation within fifteen days.
5. Alongwith the answer-book of the particular examinee sent for revaluation four more answer-books of the same examiner in the same subject and paper are also to be sent to the re-appointed examiners with the request that the standard of valuation of the former examiners may be followed. In selecting four answer-books as far as possible two answer-books should be taken of those examinees having Roll Numbers prior to the Roll Number of the examinee concerned and two answer-books of those Roll Number after that Roll Number in successive continuation. The average of marks given by the both the examiners shall be treated as marks obtained by the examinee concerned.
6. If the marks after revaluation vary from the original marking by more than 10% marks of the full marks of the paper, the fee deposited by the candidate shall be refunded.
7. If there be change in the result of the examination due to revaluation of answer-books, no examinee can complain in the court or any action can be taken against the examiner concerned.
8. The examiners appointed for revaluation shall be paid Rs. 100/- per answer-book .
9. Notwithstanding anything contained anywhere in the aforesaid ordinance, the Director may get the answer-book(s) of any examinee(s) of any paper(s) revalued if in his opinion maintenance of academic standard and interest calls for such an action.

**Note:** In such cases, there will be possibility of both increase or decrease in original marks but no appeal shall lie against the revised awarded marks.

### Re-totalling of Marks

There is a provision for re-totalling of marks. If the examinee is a passed candidate he has been to deposit a fee of Rs. 50/- for re-totalling of marks. If he is a failed candidate, he has to deposit a fee of Rs. 25/- for the purpose. On receipt of the necessary amount, the needful will be done. If the money is being sent by M.O. it should be remitted to the Registrar, giving full particulars on the M.O. coupon. All applications for re-totalling should reach the office of the Registrar within one month of the declaration of results.

**8. ORDINANCE GOVERNING THE UNFAIR PRACTICES, AWARD OF PUNISHMENTS,  
CONSTITUTION & FUNCTIONS OF EXAMINATION GRIEVANCE BOARD, SCALE  
OF REMUNERATION & DISPOSAL OF ANSWER BOOKS**

**UNFAIR PRACTICES - In these Ordinances unless there is anything repugnant in subject or context: -**

1. “Unfair Practice” includes any act which tends to give undue advantage to, or improperly effects, and examinee in matters of the performance at the examination or evaluation of the performance.
2. Without prejudice to the generality of the foregoing provision, “unfair” shall include:-
  - (a) All such acts and omissions connected with examinations as have been in the past, the subject matter of the disciplinary action in the Institute.
  - (b) Abatement of unfair practices;
  - (c) Conspiracy to further the interests of an examinee by resorting to unfair practices.
  - (d) Possession of unauthorized books, papers informative materials of any kind whatever, connected with the examination;
  - (e) Communication of information in the examination premises during the examination hours,
  - (f) Impersonification,
  - (g) Tempering with, or substitution of, admit cards, examination answer books, paper and other relevant document, communication with examiners or persons connected with examination with a view to obtain undue advantage or discriminatory action or unauthorized information.
3. An act shall be deemed fit to interfere with the proper conduct of examinations where it effects the peace and tranquility of the examination premises, results in violation of the directions of the invigilator and other officers connected with the examination and, among other things, create tension among the examinees.
4. No candidate shall bring with him into the examination room/hall any books, notes or other material capable of being used by him, in connection with the examination, nor shall be communicate to or receive from any other candidate any information in the examination room/hall.
5. No candidate shall assist or receive any assistance from any other candidate at, in examination or adopt any unfair means to further his or her interest in connection with an examination.
6. No person shall adopt any unfair practice to further or adversely affect the interest of, an examinee or indulge in acts, which interfere with the proper conduct of examination.

7. The invigilator shall report all cases of violation of the provisions of the ordinance to the Course-Coordinator/Registrar, immediately he comes to know of such violation, provided that where the invigilator detects an examinee copying or suspects his/her copying, the invigilator shall take back the answer book already provided to a candidate and shall forthwith provide a new answer book to the examinee concerned.
8. The invigilator of the examination shall give him/her an opportunity to submit a written explanation, provided that where the violation relates to acts which interfere with the proper conduct of examinations, the Course Coordinator concerned after satisfying himself that the circumstances so demand, order the concerned to vacate the examination premises forthwith.

Provided further that the evaluation of the situation by the Course Coordinator and the invigilator concerned shall be final and shall not be questioned in any manner whatsoever.

9. Any person, other than an examinee or a student, who violates the provision of the clause 6 may be ordered by the Course Coordinator concerned to vacate forthwith the building where the examination is being conducted and report the matter to the Registrar/Director.
10. In the event of detection of use of unfair means by a large number of examinees or in the event of refusal by examinee(s) to give statement, the Invigilator shall submit a confidential report to the effect to the Course Coordinator concerned and the Course Coordinator shall report the matter to the Registrar/Director. The Registrar/Director shall take suitable disciplinary action against the examinee(s) on the basis of confidential report. In such cases the names of the Invigilator making the report shall be kept confidential.
11. The written explanation submitted by an examinee alleged to have violated the rules and confidential report shall be placed before the Director for suitable disciplinary action.
12. If the allegation against an examinee is found correct he/she will be liable to disciplinary action.
13. The Course Coordinator concerned, where an examinee is detected using unfair means, be authorised to provide a separate answer book to the student to write answers to the remaining questions.
14. An examinee who will be found guilty of using unfair means in the Examination, shall be awarded the following punishment:

## AWARD OF PUNISHMENTS

Name of Unfair Means	Punishment
(i) Smuggling of answer book and/ or pages thereof.	Cancellation of the entire examination and rustication for a period of TWO YEARS.
(ii) Found copying by Invigilator / Course Co-ordinator or any other person(s) deputed on examination duty.	Cancellation of the examination of the connected paper.
(iii) Found in possession of material relating to examination.	Cancellation of examination in the concerned paper. For repeated offence in the same examination on that day or any subsequent day, cancellation of entire examination.
(iv) Talking and Consultation	Cancellation of examination in the concerned paper for repeated consultation even after warning by Invigilator/Course Co-ordinator and any other person deputed on examination duty.
(v) Mass copying in a paper duly reported upon by Invigilators/Course Co-ordinator or any other person deputed on examination duty.	Cancellation of the examination of that day's paper of all the concerned examinees.
(vi) a) Using of abusive language b) Assault/Manhandling c) Creating rowdism d) Tearing of answer book	Necessary disciplinary action in addition to cancellation of entire examination.
(vii) Attempt to influence an examinee if reported by the examiner concerned.	Cancellation of examination in the concerned paper and suitable disciplinary action after inquiry.
(viii) Impersonation	Cancellation of entire examinations and rustication for one year of the candidate as well as the person who is impersonating if he/she is Institute student. In case the person impersonating is not Institute student he/she may be handed over to the police for further appropriate action.
(ix) Walk out	No re-examination except for cogent reasons to be decided by the Director on the recommendation of the Course Co-ordinator concerned.

**Explanations:** Where the examinees, after having entered and taken their seats in the examination hall/ room/any place meant for the purpose, and after the distribution of the answer books or question papers or both, decide not to give the examination on one or more of the pleas that the question paper was stiff, out of course, not taught, change in the trend, etc. and further decided to leave their seats of examination individually or jointly with or without making a protest of any kind, with or without signing the attendance sheet (Roster) with or without submitting the answer books to the Invigilators of the concerned examination and without creating any disruption (as defined below) in the examination there shall be said to have staged a WALKOUT in the said examination.

(b) Boycott No re-examination



**Explanation:** On or before the day of an examination if the examinee individually or jointly refrain from appearing in the examination to compel the authorities to accede to any demand they are said to ‘Boycott’ the said examination. Provided that, an absence from the examination for a purpose other than the above, shall not be deemed to ‘Boycott’ the said examination.

(c) Disruption Cancellation of ‘Examination and rustication for two years. Action to be taken on the basis of report of Invigilator/Course Co-ordinator.

**Explanation:** Where an examinee any person individually, jointly or in collusion with other examinees or any other person, either before or after having entered the examination hall/room/any place meant for the purpose, and either before or after distribution of the answer book and the question paper does/do any act, or instigate any other examinee/person for the commission of an act, such as, assaulting, manhandling, using of abusive language, creating rowdism, snatching and tearing of answer- books and such things etc. so as to cause disturbance in the smooth conduct of the examination either in the centre in which he/she is scheduled to appear or is appearing in any other centres of the examination there shall be said to have caused a ‘disruption’ in the said examination.

(d) Any other matter related to the examination Suitable action as recommended by committee consisting of :

Course Co-ordinator

1. Two Scientists / Foresters nominated by the Director
2. Registrar

### **CONSTITUTIONS AND FUNCTION OF THE EXAMINATION GRIEVANCE BOARD**

- (a) If an examinee or, examinees have got any genuine grievance regarding the question paper, he/she can make a representation, in writing to the Registrar individually or jointly after the examination is over but within 48 hours.
- (b) The enquires on the representation will be made by the Examination Grievance Board consisting of the Course Co-ordinator concerned, Registrar and two members nominated by the Director.
- (c) The Examination Grievance Board shall see:-
  - i. Whether the questions are covered by the prescribed syllabus;
  - ii. Whether the pattern of question conforms to the patter followed in previous years;
  - iii. Whether the question paper makes any departure from the previous years by way of restriction in choice

The Grievance Board shall recommend to the Director whether any re-examination of the concerned paper to be arranged.

The Director, as deem fit, may take appropriate action on the recommendation of the Examination Grievance Board.

## SCALE OF REMUNERATION

The following shall be the scale of remuneration to be paid to visiting faculty, examiners and officials of the Institute.

Sl. No.	Item of work	Approved Rates (Rs.)
1.	Per period honorarium to the guest faculty for the period of minimum 50 minutes duration *****	1000/-
2.	Travelling Allowance to the invitees for travelling by taxi/own car*****	<ul style="list-style-type: none"> <li>• II<sup>nd</sup> AC for rail travel.</li> <li>• Rs.16/- per km for travel by own car/actual taxi hire charges paid by the examiner</li> </ul>
3.	Monthly honorarium to the hostel wardens	1,000/-
4.	Monthly honorarium to the Caretaker Hostels *****	500/-
5.	Setting of question papers for semester end examination**	400/- (per paper)
6.	Evaluation of answer books ** Minimum Evaluation of Practical answer books Minimum	25/- (per copy) 150/- 20/- (per copy) 200/-
7.	Honorarium for invigilation duty **	200/-
8.	Honorarium for staff working in examination section and Ph.D. section (Maximum two persons per section) of Registrar's office ***	500/- per month
9.	Revaluation of answer books	100/- (per copy)
10.	Evaluation of Ph.D. thesis	4000/- (per thesis)
11.	Honorarium to external examiner for conducting viva-voce for Ph.D. students*****	3000/-
12.	Honorarium to internal examiner for conducting viva-voce for Ph.D students	250/-
13.	For evaluation of Thesis reports of M.Sc. and PGD students **	300/-
14.	Guiding the Thesis of M.Sc., PGD students	No honorarium is to be given from new academic batch from the year 2007
15.	Honorarium to external examiner for conducting viva-voce for M.Sc. and PGD programme **	150/- per student
16.	Honorarium to eminent experts / special invitees delivering lectures to the students	1000/- per lecture hour
17.	Honorarium to internal faculty members (Officers and Scientists of ICFRE) *****	500/- per lecture
18.	Honorarium to internal faculty/lab assistants/RA's for taking practical lectures **	100/-
19.	Evaluation of term paper	100/-
20.	Maximum honorarium payable to internal faculty per annum*****	40,000/-
21.	Honorarium to the external invitees who are members of Board of Management/Academic Council of the University	1,000/-
22.	Honorarium to the chairman and experts of Research Advisory Committee (RACs) from the organizations other then ICFRE/ FRI. *****	1000/-

\* Amended vide resolution No. 13/2013 of the Board of Management meeting held on 11.04.2013.

\*\* Amended vide resolution No. 8/2016 of the Board of Management meeting held on 30.03.2016.

**\*\*\* Amended vide resolution No. 04/2015 of the Board of Management meeting held on 05.05.2015.**

**\*\*\*\* Amended vide resolution No. 03/2015 of the Board of Management meeting held on 05.05.2015.**

**\*\*\*\*\* (Amended vide resolution No. 6/09 of the Board of Management meeting held on 13.08.2009)**

**\*\*\*\*\* Amended vide resolution No. 06/2018; 07/2018; 08/2018 and 10/2018 of the Board of Management meeting held on 02.01.2018.**

### **DISPOSAL OF ANSWER-BOOKS OF CANDIDATE**

After the result of Mid-term /Semester examination/Entrance test have been published, the answer books shall be preserved for a period of six months from the date of declaration of results and after that the cover sheet be burnt and the rest of the answer books sold or sent to the Cellulose and Paper Division.

## **9. Guidelines for writing Academic Reports (M.Sc. Thesis/ Term Paper/ Industrial Attachment) for Master Programme**

**(Passed vide Resolution No. 15/2016 of Academic Council dated 04.03.2016)**

### **9.1. M.Sc. THESIS**

- 1. Objectives:** A master thesis offers the student an opportunity to demonstrate his/her ability to set up and carry out a scientific research in a responsible and independent manner.

This includes:

- Providing an adequate delineation and definition of research topic
- Building a sound theoretical framework for orientation of the research
- Collecting data in a systematic and verifiable manner
- Analyzing the data critically and correctly
- Presenting the results in a comprehensible manner
- Drawing sound conclusions based on a comprehensive discussion of the results

- 2. Ordering of parts:** Parts of the thesis should be ordered as follows:

- **Cover page:** (Appendix 1)

The cover should be black in color. The color of the letters printed on the cover should be golden and the thesis cover should be laminated. The following should be printed on the side of the thesis

Name of the student

Title of the thesis

Year of submission of the thesis

- **Declaration by student:** (Appendix 2)
  - **Certificate by guide:** (Appendix 3)
  - **Certificate by Dean (Academic):**(Appendix 4)
  - **Acknowledgement or Dedication**
- 
- **Abstract:** It summarizes the report, outlining its scope, purpose and major findings. It also highlights the key conclusions and recommendations. The abstract allows an

individual to understand the report's significant information without reading the whole text.

- **Table of contents**
- **List of Figures, Tables or Illustrations** (Photos will be also termed as figures in the text).
- **List of Abbreviations**
- **Body of the thesis:** Introduction, Review of literature, Material and methods, Results, Discussion and Conclusions/Findings. Results and discussion may be presented in combined form, if supervisor feels its necessity.
- **Appendices :** If necessary
- **Bibliography/Reference list**

### 3. Body of thesis

**Introduction:** This part includes

- The problem statement, the scientific objectives as well as the research questions that have been addressed in the thesis
  - Student can also give a characterization of the type of work and a short outline of the structure of the subsequent chapters.
  - Objectives of the study and importance are also given.
- . **Review of literature:** It should include unbiased account of relevant information from the primary literature and its critical evaluation. Published information in a particular subject matter can be discussed with arguments and student's opinions in own words. Critical evaluation means presenting a logical view and values, not finding flaws. Subheadings can be used to elaborate any point or specific through arguments. The subheading should be clear and in support of evidence from the literature. Proper citation format should be used to present any data, table or figures conclusions from the papers.

**Material and methods:** This part reports on

- The information sources used, as well as the applied methods and materials used for data collection and data analysis
- Student should give all relevant details of the followed procedure supported with photographs.

**Results:** In this section

- The results should be presented in the most objective and comprehensive manner.
- Mixing results with subjective interpretation and discussion should be avoided.
- The students are supposed to structure the results in such a way that the research questions are addressed clearly.
- The findings should be illustrated or supported with tables, figures and photographs
- Tables and figures must be drawn in such a way that they can be read on their own, independent from the surrounding text.
- Use SI measurement units and explain abbreviations. Colour figures should be avoided. Use grey scales or textures instead. References to tables and figures should be made in the text. Note that table captions are given above the table, whereas figure captions are placed below the figure.

**Discussion:** In this section

- The student is supposed to link his/her own findings, as presented in the Results section with those of others. Literature references are therefore again a requisite in this section.
- The challenge here is to argue for and against the findings and the related theoretical concepts.

**Conclusions/Findings:**

These conclusions normally touch on three aspects:

- a) The scientific objective and the research questions (results)
- b) Hints for future research on this topic (theoretical framework and methods)
- c) Practical application of the results/work/findings

## **4. Format points**

### **Font**

Font should be Times New Roman. Font size is normally 12. Space between lines is 1.5. The exceptions are bibliography and figure- and table legends, where space between lines is 1.

### **Margins**

The text will be printed on A4 –paper. The Margins are: on left 3 cm, on right, top and bottom 2 cm.

### **Topics**

The topics of chapters should be bold. Title of thesis (or other work) and all main topic headers should be written with capital letters, sub-topic headers with ordinary letters. Chapters and sub-chapters should be numbered (e.g. 1.2 or 2.3.4). Before main topics there should be 2 lines space and before sub-topics 1 space. New chapter should be start from a new page.

### **Justifying text and chapters**

Text should be justified (both left and right side). The first line of the paragraph should not be indented.

### **Page numbers**

The page number should be in the middle of the upper page. Font is the same as for the other text. Numbering starts from the cover page, but the page number 1 should not be shown. All other pages should have the page numbers.

### **Header and footer**

Headers and footers can be used to make the text more readable. Header should be separated from text by using narrow, whole page wide, horizontal line. When using headers, the page number should be in the upper right corner.

### **Figures and tables**

Figures and tables are to complement and clarify text, not vice versa. All tables and figures should be referred on text. For example: “The difference between growth rate of pine and salix is remarkable (Figure 4).

## 5. Citation

- **In the text**, the reference should be quoted as Sen-Sarma (1980) or Sen-Sarma and Thakur (1981) or Sen-Sarma et al. (1982) for single, two and more than two authors, respectively. Papers by the same author in the same year should be distinguished by letters, a, b, c, etc. For references, following pattern should be followed.
- For referencing a source from the internet, URL should not be written in the text. Write reference for it as a normal reference e.g. (ABC, 1998) or (APA, 1999). URL should also be given in list of references.
- Reference list: References should be listed alphabetically author wise.
- “et al.” can be used for works by three or more authors if there is no possible ambiguity. The names of the co-authors should, however, be given in the list of references. For example: Mitchell *et al.* (1997) or (Mitchell et al. 1997).
- If there are more than one reference by the same author or group of authors, the references should be in chronological order (oldest first)
- If more references of the same year the order should be alphabetical; if more than one reference from same authors during the same year the publications should be separated by using a, b, c.

## 6. Reference Writing

- **For Research Papers**

Ahmad, M. 1987. Relative resistance of different clones of *Tectona grandis* to teak defoliator, *Hyblaea puera* Cram. (*lepidoptera: Hyblaedae*) in South India. Indian Forester, 113(4): 281-286.
- **COMPLETE BOOKS**

Beeson, C.F.C. 1941. The Ecology and Control of the Forest Insects of India and the Neighbouring Countries. Vasant Press, Dehra Dun, ii + 1007 p.
- **FOR A CHAPTER IN EDITED BOOK**

Heather, W.A. and Griffin, D.M. 1984. The potential for epidemic disease, 143-154 *In* : Eucalyptus for Wood Production, Hills, W.E. and Brown, A.G. (eds.) CSIRO/Academic Press, Sydney.



➤ **CITATION FROM NEWSPAPERS**

Hanumantha Rao, C.H. and Singh, P. 1986. Fertilizers strategy of diffusion. The Economics Times (Bombay), Jan. 29, 25(327): I-II (Suppl.).

➤ **THESES AND DISSERTATIONS**

Mehra, M.S. 1984. Litterfall and nutrient return in certain forest ecosystems of Kumaun Himalaya. Ph.D. thesis, Kumaun University, Nainital 274 p.

➤ **FOR ANNUAL REPORT**

Annual report. 1989-90. Department of Agricultural Research and Education, Ministry of Agriculture, Govt. of India, New Delhi. 67-70.

➤ **IN CASE OF PROCEEDING/CONFERENCE**

Khan M. 1987. NGOs and Agroforestry. In professional education I Agroforestry, 209-215: Easter Zulbert, E. (ed.) Proceedings of 5-10 December, 1982, ICIPE Training Centre, Dudville, Nairobi, Kenya.


➤ **IN CASE OF BULLETINS/RECORDS**

Author, year. Title Indian For. Rec. (N.S.), (Ent.) 33(5): 1-71.

➤ **INTERNET**

APA, 1999. Preservative treated plywood. Data file. APA- The engineered wood association. Retrieved from the Internet, <http://www.apawood.org>, Accessed: 27/10/2006.

*Appendix 1*

<p style="text-align: center;"><b>TITLE OF THE THESIS</b></p> <p style="text-align: center;">THESIS SUBMITTED TO THE FOREST RESEARCH INSTITUTE (DEEMED) UNIVERSITY DEHRADUN, UTTARAKHAND</p> <p style="text-align: center;"></p> <p style="text-align: center;">FOR THE AWARD OF THE DEGREE OF MASTER OF SCIENCE IN WOOD SCIENCE AND TECHNOLOGY</p> <p style="text-align: center;">BY NAME OF THE STUDENT UNDER SUPERVISION OF DR. XYZ NAME OF THE DIVISION/DISCIPLINE YEAR</p>
--

*Appendix 2*

**DECLARATION**

This is to certify that the thesis entitled, “.....XYZ.....” submitted to Forest Research Institute (Deemed) University, Dehradun for the fulfillment of award of the degree of **M.Sc. (Wood Science and Technology)**. The work was carried out at ..... Discipline, ..... Division, Forest Research Institute, Dehradun. No part of this work has been submitted for the award of any degree or equivalent.

**Signature**

**Dated:**  
**Place:**

**(Name of student)**

*Appendix 3*

**(Preferbly on letter head)**

**CERTIFICATE**

This is to certify that the thesis entitled, “.....XYZ.....” submitted in partial fulfillment of the requirement for degree of M.Sc. (Wood Science and Technology) to the Forest Research Institute (Deemed) University, Dehradun is a record of bonafide research work carried out by .....student name..... (Enrollment no. ABC) under my supervision and guidance. No part of the thesis has been submitted for any other degree or diploma.

**Date**  
**Place**

**Signature**

**(Dr. ....)**  
**Supervisor**

## *Appendix 4*

(On letter head)

### **Certificate**

This to certify that the thesis entitled “.....XYZ.....” is a record of bonafide work carried out by **Mr/Ms XYZ.....**, student of M.Sc. (Wood Science and Technology) programme of Forest Research Institute (Deemed) University, Dehradun, submitted in partial fulfillment of the requirement for the degree of M.Sc. Wood Science and Technology.

The thesis has been carried out under the supervision of **Dr. Name of guide .....** at ..... Discipline, ..... Division, Forest Research Institute, Dehradun.

Date:  
Place:

(.....Name.....)  
Dean (Academic)  
Forest Research Institute, Dehradun

# TERM PAPER

The main objective is to explore a topic of interest in more depth. It also develops critical thinking and writing skill. In the term paper, basically a literature review of previous work related to particular topic is collected in form of knowledge synthesis. Beside this, student can also conduct research work, data collection, analyze and synthesizing the data in clear and concise manner.

## 1. **Ordering of parts:** Parts of the term paper should be ordered as follows:

**Cover page:** (Appendix 1)

**Declaration by student:** (Appendix 2)

**Certificate by supervisor:** (Appendix 3)

**Certificate by Dean (Academic):** (Appendix 4)

**Acknowledgement or Dedication**

**Abstract:** Provides a short but comprehensive summary

**Table of contents**

**List of Figures, Tables or Illustrations**

**List of Abbreviations**

**Body of the term paper:** Title, Introduction, material and methods (if experimental work is done), literature review, Results (if experimental work is done), Discussion and Conclusions. If experiment work is not done, the term paper should be suitably structured to bring out the student's originality, insight creativity and understanding of the subject highlighting his original contribution on the topic. The main body of the term paper should not exceed 20 pages.

**Appendices**

**Glossary**

**Bibliography/Reference list**

## 2. **Body of the term paper**

**Title:** The title should be brief and informative.

**Abstract:** It should include a concise summary of the work to be discussed in term paper and also give a brief description of the findings.

**Introduction:** The problem statement, the scientific objectives as well as the research questions that have been addressed in the term paper.

**Material and methods:** This part reports on

- The information sources used, as well as the applied methods and materials used for data collection and data analysis
- Student should give all relevant details of the followed procedure supported with photographs

**Review of Literature:** It should include unbiased account of relevant information from the primary literature and its critical evaluation. Published information in a particular subject matter can be discussed with arguments and student's opinions in own words. Critical evaluation means presenting a logical view and values, not finding flaws. Subheadings can be used to elaborate any point or specific through

arguments. The subheading should be clear and in support of evidence from the literature. Proper citation format should be used to present any data, table or figures conclusions from the papers.

**Results:** In this section

- The results should be presented in the most objective and comprehensive manner.
- Mixing results with subjective interpretation and discussion should be avoided.
- The students are supposed to structure the results in such a way that the research questions are addressed clearly.
- The findings should be illustrated or summarized with tables, figures and photographs.
- Tables and figures must be drawn in such a way that they can be read on their own, independent from the surrounding text.
- Use SI measurement units and explain abbreviations. Colour figures should be avoided. Use grey scales or textures instead.
- References to tables and figures should be made in the text. Note that table captions are given above the table, whereas figure captions are placed below the figure.

**Discussion:** The discussion section

- The student is supposed to link his/her own findings, as presented in the result section with those of others. Literature references are therefore again a requisite in this section.
- The challenge here is to argue for and against the findings and the related theoretical concepts.

**Conclusions:** The conclusion of cited information should be present in own words. It should support own view in general context, established in the Introduction.

### 3. Format points & Reference Writing- Same as Master Thesis

**APPENDIX 1**

**TITLE**  
**TERM PAPER**  
SUBMITTED TO  
**FOREST RESEARCH INSTITUTE (DEEMED)**  
**UNIVERSITY DEHRADUN**



FOR THE PARTIAL FULFILLMENT OF MASTER'S  
DEGREE IN WOOD SCIENCE AND TECHNOLOGY  
UNDER THE  
SUPERVISION OF DR. XYZ  
..... DISCIPLINE  
..... DIVISION  
BY  
STUDENT NAME  
YEAR

**APPENDIX 2**

**DECLARATION**

This is to certify that the term paper entitled, “.....XYZ.....” submitted to Forest Research Institute (Deemed) University, Dehradun for the fulfillment of award of the degree of **M.Sc. (Wood Science and Technology)** is a record of my original piece of work carried out at ..... Discipline, ..... Division, Forest Research Institute, Dehradun. No part of this work has been submitted for the award of any degree or equivalent.

Date:  
Place:

Signature  
(.....Name.....)

### APPENDIX 3

(Preferably on letter head)

#### CERTIFICATE

This is to certify that ...**ABC**..., student of M.Sc. Wood Science and Technology , has worked for his term paper on the topic “.....**XYZ**.....” under my guidance and submitted ‘Term Paper’ to Forest Research Institute (Deemed) University for partial fulfillment of M.Sc. Wood Science and Technology degree programme.

He/She bears a good moral character and is sincere and hardworking. I wish him/her success in all endeavors.

Date:  
Place:

Signature  
(**Dr. ....**)  
Supervisor

### APPENDIX 4

(On letter head)

#### Certificate

This to certify that the term paper entitled “.....**XYZ**.....” is a record of bonafide work carried out by **XYZ**....., student of M.Sc. (Wood Science and Technology) programme of Forest Research Institute (Deemed) University, Dehradun, submitted in partial fulfillment of the requirement for the degree of M.Sc. Wood Science and Technology.

The term paper has been carried out under the supervision of **Dr. Name of guide** ..... at ..... Discipline, ..... Division, Forest Research Institute, Dehradun.

Date:  
Place:

(.....Name.....)  
Dean (Academic)  
Forest Research Institute, Dehradun

# INDUSTRIAL ATTACHMENT REPORT

## 1. Objective

It provides students an opportunity to develop and express insights into the professional and industry oriented side of knowledge of wood science and technology.

## 3. Parts of the industrial attachment report

It should be ordered as follows:

**Report/ cover page:** The report should be in form of spiral binding. The format of the cover page can be found in appendix 1 of this document.

**Declaration by student:** (Appendix 2)

**Certificate by company/ establishment management:** (Appendix 3)

**Certificate by Dean (Academic):** (Appendix 4)

### **Acknowledgement or Dedication**

**Abstract:** It summarizes the report, outlining its scope, purpose and major findings. It also highlights the key conclusions and recommendations. The abstract allows an individual to understand the report's significant information without reading the whole text.

### **3.7 Table of contents**

### **3.8. List of Figures, Tables or Illustrations**

### **3.9.. List of Abbreviations**

**Main body of the report:** Includes chapters on introduction, description of the establishment of attachment, wood science related industry based problem, summary, conclusions and recommendations.

**Appendices:** If necessary

**Bibliography/Reference list**

## 2. Main body of the report

Major components of the main body of Industrial Attachment report may be presented as below:

### **Chapter 1: Introduction**

**Background:** Write in short about the problem studied. It should answer the question "Why the specific work or study was done?".

**Objectives:** Objective or goal of the study outlined in the report should be crisply stated.



## **Chapter 2: Description of the establishment of attachment**

**Location and brief history of establishment:** Although the information is generally available on company's website, the students shall not copy exactly; rather try to write in his/her own words.

**Objectives of establishment:**

**Organizational structure:**

**The various departments/units in the establishment and their functions:**

## **Chapter 3: Wood science related industry based problem**

It should be presented with clear statements on experiences gained, discussion with respect to wood science and technology.

## **Chapter 4: Summary, Conclusions and Recommendations.**

**Summary of attachment activities:**

**Conclusion about the study carried out:**

**Suggestions for improvement of the establishment:**

### **Important Notes**

1. Copying from information available on internet, company website shall not be countenanced. If some image, graph etc is taken from a source, it should be duly mentioned in the report in form of references.
2. In case two or more than two students are doing their industrial attachment from a single establishment, their reports should not be same with respect to the chapters. The students shall present the report in their own words. In case of copied reports, the reports shall be rejected for evaluation and disciplinary actions will be taken against students.
3. In case two students have done work within one industry, industry profile in initial introduction chapter may be given in own words followed by problem taken separately e.g. If industry is manufacturing products of Acacia and Neem, one student may discuss about acacia and another may about neem.
4. Wood science related industry based problem should be carried out and reported independently by each student.

**Format points & Reference Writing- Same as Master Thesis**

## APPENDIX 1

### INDUSTRIAL ATTACHMENT REPORT

SUBMITTED TO THE  
FOREST RESEARCH INSTITUTE (DEEMED) UNIVERSITY  
DEHRADUN, UTTARAKHAND

FOR  
PARTIAL FULFILMENT OF DEGREE OF  
M.Sc. (WOOD SCIENCE AND TECHNOLOGY)



.....NAME OF STUDENT.....  
COMPLETED AT  
.....NAME OF INDUSTRY WITH ADDRESS.....  
....YEAR.....

## APPENDIX 2

I hereby declare that the Industrial attachment report entitled “.....title.....” submitted in requirement of partial fulfillment for the award of the degree of M.Sc. (Wood Science and Technology) of Forest Research Institute (Deemed) University, Dehradun, is a record of bonafide practical work carried out by me at .....name of industry..... and no part of this work has been submitted for any other degree or diploma.

Date:  
Place:

### APPENDIX 3

(On letter head)

#### Certificate

This is to certify that **Mr. XYZ** being student of M.Sc. Wood Science and Technology of Forest Research Institute (Deemed) University, Dehradun has duly completed one month “Industrial Attachment” with our organization from .....to ..... **(date)**.....

During the above period of attachment he/she has shown good performance. We wish him/her success for future endeavors.

Date:

Place:

Signature  
(.....Name.....)

### APPENDIX 4

(On letter head)

#### Certificate

This to certify that the Industrial attachment report entitled “.....XYZ.....” is a record of bonafide work carried out by **Mr. XYZ**....., student of M.Sc. (Wood Science and Technology) programme of Forest Research Institute (Deemed) University, Dehradun, submitted in partial fulfillment of the requirement for the degree of M.Sc. Wood Science and Technology.

The Industrial attachment report has been carried at .....**name of industry**..... and no part of this work has been submitted for any other degree or diploma.

Date:

Place:

(.....Name.....)  
Dean (Academic)  
Forest Research Institute, Dehradun

## Guidelines for evaluation of Term Paper, Master Thesis and Industrial Attachment report

### Term Paper: 100 marks (2 Credit)

S. No.	Particulars	Max. Marks	Excellent =>85%	Good= 75-84%	Average= 60-74%	Poor= 50-59%
1	Structure of report	20				
2	Comprehensive literature review	20				
3	Reference writing	20				
4	Originality, insight and creativity	20				
5	Understanding of subject matter	20				

### Industrial attachment: 200 marks (3 Credit)

S.No.	Particulars	Max. Marks	Excellent =>85%	Good= 75-84%	Average= 60-74%	Poor= 50-59%
1	Structure of report	20				
2	Captions and illustration of table, figures etc	20				
3	Indicators of comprehensive learning by student	30				
5	Special problem based methodology, results and discussion, conclusion, recommendations	50				
6	Logical arguments/ Conclusion	30				
7	Oral presentation	50				

Academic reports of M.Sc. programme like Term Paper, Master thesis shall be evaluated by external examiner and concerned supervisor. There shall be 80% of total marks of external examiner and 20% of total marks of supervisor concerned. Further, it is **resolved** that a panel of examiners for evaluation of Term Paper, Master thesis be prepared by Course Coordinators.

**(Passed vide Resolution No. 2/2017 of Academic Council dated 03.03.2017)**

## 10. ORDINANCE GOVERNING THE AWARD OF STUDENTSHIP/SCHOLARSHIP

### GENERAL GUIDELINES

- 1) The studentship/scholarship available with the Institute shall be awarded to students solely on the bases of merit at the entrance examination prescribed for admission to the course.
- 2) The sponsored students shall not be eligible for the grant of studentship/scholarship.
- 3) The studentship/scholarship shall be awarded to the students from the date of their joining the class and shall continue till the last date of examination of the academic session/semester concerned.
- 4) The studentship/scholarship awarded to a student may be stopped on the under noted grounds.
  - a) **Absence from classes/Indiscipline/Misconduct:**

On recommendation of the Course Coordinator/Registrar/ Warden/ Faculty members, the Director may stop the studentship of a student up to the extent of three months. However, the order for stoppage of studentship would be issued after serving a show cause notice and giving the student an opportunity to explain his/ her conduct.

- b) **Failure in Semester Examination:**

The studentship/scholarship awarded to a student shall be stopped for a minimum of three months following the declaration of examination result if he/ she fails in any semester examination. It shall be restored in the following manner:

- i) **Failure in upto two courses:** - On clearance of his/ her deficiencies in the supplementary examination to be held for the purpose as per provision of the Examination Ordinance, the studentship/scholarship shall be restored after stoppage of three months.
    - i) **Failure in more than two courses or failure in supplementary examination:** - As per Examination Ordinance the student, who shall fail in more then two **courses** or in Supplementary examination, shall be declared as failed. In such cases, the student shall have to repeat the whole semester in the subsequent year. The studentship/scholarship shall be restored when the student clears all the papers of the said semester as an ex- student or as a regular student.
- 5) The studentship/scholarship shall be paid on student's giving an undertaking duly countersigned by the guardian that the amount of studentship/scholarship drawn by him / her shall be refunded in full, if he / she discontinues the study of the course concerned.
- 6) The studentship / Scholarship will be released only after the conditions stated above are fulfilled by the student.

- 7) The payment of studentship/scholarship shall be made on semester wise and shall be stopped from such date as he / she leaves the Institute i.e. up to last date of examination.
- 8) The payment of studentship / scholarship shall be subject to the funds made available from the funding agency concerned.

### **GUIDELINES FOR AWARD OF SCHOLARSHIP AMOUNTING TO MAXIMUM 50% OF THE TUITION FEE**

The scholarship shall be granted to the courses starting from the academic year 2004.

1. Student shall apply for the scholarship separately after admission in the form that may be prescribed for the purpose.
2. The maximum scholarship permissible shall be 50% of the tuition fee payable per semester.
3. The scholarship shall be granted strictly on merit.
4. In each M.Sc. programme maximum **2 students (1 student general category & 1 student SC/ ST category)** can be allowed to avail the 50% scholarship. However if the committee appointed for this purpose by the Chairman so decides, no scholarship shall be granted in that particular semester / course.
5. In each PG Diploma programme maximum **2 students (1 student general category & 1 student SC/ ST category)** can be allowed to avail the 50% scholarship. However if the committee appointed for this purpose by the Chairman so decides, no scholarship shall be granted in that particular semester / programme.
6. The wards of ICFRE employees shall be granted 50% rebate in tuition fee subject to the condition that in case of more than one such students in each subject only the 1<sup>st</sup> student as per merit shall be granted the rebate in each semester. This will not be counted against above scholarships.
7. The students will be awarded scholarship in the first semester on the basis of entrance test merit. They will have to maintain his/her academic excellence in the subsequent semester otherwise scholarship shall be withdrawn in the subsequent semesters.
9. From second semester onwards the scholarship will be solely admissible on the basis of the ranking / merit of the students in previous semester in respective courses.
10. The scholarships awarded by FRI (Deemed to be University) shall be decided as per the guidelines by a committee constituted by the Chairman, Board of Management. The decision of the Committee shall be final and binding on all concerned

## **REGULATIONS FOR AWARD OF MERIT AWARD**

1. Merit award shall be given solely on the basis of merit at the Institute Examination.
2. Merit award will be given in each course to a student who will secure highest marks in the First Semester examination and will be tenable till the completion of the course.
3. The gold medal merit award may be given to the student in each programme who will secure maximum total marks/CGPA in the programme concerned.
4. Merit award can be held concurrent with the other Scholarships.

**(Amended vide Resolution No. 14/2013 of Board of Management Dated -----2013)**

## **11. GUIDELINES FOR PROGRAMME COORDINATOR, FACULTY AND STUDENT FOR THEORY, PRACTICAL CLASSES AND STUDY TOUR**

**(Passed vide Resolution No. 30/2016 of Academic Council dated 23.09.2016)**

### **PROGRAMME COORDINATOR**

Programme coordinator will serve as a representative of FRIDU for concerned Master programme. He/she will coordinate with faculty members and guide students through each phase of the programme. Besides, he/she will also provide support for special events, workshops and guest lectures, administrative and University website communication.

### **ACADEMIC SUPPORT**

- To liaise with faculty as well as with students for smooth conduct of programme
- To maintain all records related to programme requirements including documentation and correspondence
- To prepare academic calendar and course plan before the beginnings of each semester (June/December)
- To explain the nature and objective of programme, university policies regarding discipline, attendance and report writing etc and how to approach university authorities at the beginning of programme and as when required
- To provide an interaction period for students
- To monitor students progress and provide directions towards fulfilling programme requirements
- To coordinate with examination cell for various examination related tasks
- To ensure timely submission of term paper/industrial attachment/ master thesis reports by students
- To monitor that the University guidelines for report writing/term paper/master's thesis are being fulfilled by students before submission to Examination cell. However, the final responsibility will lie with supervisor.
- To review students documents and reports before forwarding
- To get the faculty performance feedback forms
- To display attendance status of the students in the first week of every month
- If faculty is not able to take classes due to some urgency, make alternative arrangements and convey the message to students immediately



- To coordinate with the Dean and Registrar's office to stay informed of important information and announcements that need to be circulated to students

### **EVENT/GUEST LECTURES SUPPORT**

- To plan and organize events like workshop, seminars, guest lectures and ensure its smooth operation
- Submit report of event held to Dean Office after its completion

### **ADMINISTRATIVE SUPPORT**

- Quality improvement of course modules through regular formal and informal interaction with concerned person(s), viz; faculty, students, guest speakers, alumni, and stakeholders such as industries.
- Administrative work related to course like timely submission of course plan, faculty profiles etc.
- Ensure that classes for all courses are completed atleast 5 days before commencement of semester examination.
- To submit the final attendance status and marks of Internal assessment of all courses of the programme to the Examination cell on completion of the course and atleast 5 days before commencement of semester examination.
- Arrange for Master's thesis viva voce to be completed in scheduled time
- Communicate with faculty to ensure proper documentation of attendance and honorarium payment for teaching / thesis work/term paper etc.
- Support other activities as and when required.
- Designate a duty officer on weekly basis for effective communication with the students and group leaders for study tours/field excursion as and when required.

### **FACILITATE FOR WEBSITE COMMUNICATION AND COORDINATION**

- To support Dean (A) for improvement and maintenance of University website
- To provide regular updated information to Dean (Academic) regarding the attendance status, course plan, guest lectures, workshop, study tours, Industrial attachment and various guidelines

### **FACULTY**

Faculty members are expected to give equal importance to teaching, guidance and research work of post graduate students, as research and teaching are integral part of University.

Guidelines for effective teaching and experimental learning through practical and field excursion have been formulated.

### **Theory**

- Refer the syllabus of concerned course to know about its significance and scope and communicate the availability for the teaching with date and time to Programme coordinator
- If a course is taught by number of faculty members, the Head of the Division/designated coordinate from Division should carefully distribute the modules among the other faculty members assigned for that particular course with their consultation and send the details of date and time to Programme coordinator
- In a semester, the first class of a course should include the overview and introduction of the course, learning objectives, its context in the respective programme and recommended readings. Last lecture should summarize the whole course.
- Be punctual so that students can be motivated to come in time. Do not allow students in class after 5 minutes of commencement of class.
- Encourage students to participate in learning process to achieve course objectives.
- Except for minor adjustments, a faculty member should not drop or suspend any class as per the approved course plan on account of meetings, workshops, selection committees etc. in FRI/ICFRE or outside
- If faculty is not available for teaching, he/she has to inform Programme coordinator at least before one week and suggest some alternative arrangement to the Programme coordinator/HOD.
- If faculty is supervising student for Term paper/ Master's thesis, he/she should take care and ensure completion and submission of Term paper/Master thesis of students in time bound manner as per the academic calendar of University.
- In the event of occurrence of serious repetitive disruptive or disrespectful behaviour by student(s) the faculty may taken necessary action.
- **Internal assessment (IA) and Evaluation**
  - IA is a part of continuous assessment (CA) which refers to the assessment of a student's academic progress throughout the course. The nature/format/evaluation parameters of IA whether Quiz/ Assignments/Test/Presentation/Case study/any other or their combinations should be communicated to students as well as examination cell in first week of course plan.

- Marks of IA should be communicated to examination cell as well as to the students through Programme coordinator at the end of the course or atleast one week before the commencement of the semester end examinations.
- IA must be evaluated strictly on the basis of evaluation parameters communicated to the students/examination cell.
- Evaluation should be carried out with appropriate feedback to students by giving proper comments on the assignments. On completion of internal assessment, academic task (assignment/quiz/case studies etc.) given to student(s) should be discussed with students.

### **Practical**

- Every practical class must be conducted for a minimum of two hours.
- In consultation with Head of Division of the concerned laboratory where practical are to be conducted, the faculty should carefully examine the availability of laboratory and send the details of scheduled date and time to Programme coordinator.
- If practical course comprises field excursions/visits, it should be planned in the beginning of course and should be scheduled with details and needs to be communicated to students, Programme coordinator and Dean(A) for approval in advance, so that Programme coordinator can schedule the course plan accordingly.
- Faculty shall prepare/generate a list or indent of items (consumable/nonconsumable) required, for smooth conduct of practical classes and send it to the Dean, FRI Deemed University through the Head of division for procurement through Purchase/account section of FRIDU.
- Head of concerned division will also review the other maintenance of student's laboratory on quarterly basis and submit application (if required) for repairing/maintenance to the Engineering Cell of FRI through Dean, FRI Deemed University.
- In the first practical class, instructor should make students aware about equipments required to be used in lab, nature of experiments, need of practical note book, lab coats, kits (if required), precautions in the lab and significance of the practical with respect to the Programme. Similarly last class may be used for revision of the contents.

- Students should be encouraged to perform the experiments instead of only observing.
- Do not allow students in laboratory after ten minutes of commenced time. Attendance should be marked in last ten minutes of the scheduled timing of practical.
- Practical notebook of students should be checked in next class of practical held. Resource person has to sign the notebook along with date. If students do not follow the instructions, action may be taken by the resource person.
- In the event of occurrence of serious repetitive disruptive or disrespectful behaviour by student(s) he/she may send students out from the practical class for the class period or for the most serious cases refer to Disciplinary committee through Programme Coordinator.

**Study tour:** The accompanying faculty members are expected to:

- Ensure consent/indemnity letters from the parents/guardians of the students who are going to tour regarding their permission on the prescribed format.
- Make sure that prior permission is obtained in advance from the institution/ organization company/Industry or the local authority of the place to which such tour is being undertaken
- Be aware of the health condition of each student in order to decide whether a student should or should not be allowed to take part in any particular activities based on his/her health condition
- Brief the tour plan to the students about the geography, climate, hazardous locations and risk zones existing in the proposed destination, emergency procedures, safety measures and basic first aid at the beginning of the tour. After returning tour debriefing may also be held in presence of concerned faculty/experts.
- Ensure that students participating in the tours should have university identity cards
- Maintain team spirit and discipline among the students
- Instruct students to carry personal communication devices such as mobile phones. This would facilitate handling and communication in the event of an emergency.
- Arrange medical assistance immediately if any student is sick/injured during the

tour

- Ensure that the first aid box, emergency details of local hospital, the necessary phone numbers, safety equipment, etc are carried by the group/ team leaders during the tours and field exercises.
- If the trips involve camping, only such sites should be selected as are designated for the purpose by various agencies concerned. Further, the site should be safe and free from hazards such as flooding, dangerous slopes, falling rocks and dead trees etc.
- All precautionary measures should be taken for activities to be carried out in accident/hazard prone sites such as water bodies, landslides, mines, etc.
- Submit tour reports with details to Programme coordinator/ Dean (Academic) in time bound manner

**STUDENT(S):** The guidelines have been formulated for the students with respect of academic matters and behaviour in field visits, theory and practical classes.

**Theory:** Students are expected to:

- Familiarize with the university policies relevant to them
- Attend the class regularly, as minimum attendance of 75% is required in each course for appearing in final examination
- Get the syllabus of all courses of concerned semester in starting of semester from Programme coordinator. Refer to course plan and the syllabus of concerned course to know about its significance and scope
- Prior to coming to class, students should check their course plan and course related announcements
- Be on time in classroom. Students are not allowed in class after 5 minutes of commencement of theory class and 10 minutes in practical class.
- The duty officer designated by Programme coordinator will coordinate with Faculty/Programme coordinator on behalf of class.
- Attendance should be marked by duty officer and duly signed by faculty.
- Attendance for theory class should be submitted by duty officer on same day to Programme coordinator
- If any student misrepresents attendance or academic activities/tasks knowingly, it will be taken as academic misconduct, liable to disciplinary action.

- Complete assignments and other classroom activities set by the faculty for internal assessment on time and submit on or before the date of submission announced.
- Do not allow others to represent your work as their own as academic task/assignment etc.
- Interact with faculty members and Programme coordinator for regular updates
- Students should show mature behaviour and avoid disruptive and disrespectful conduct in the classroom. Disruptive or disrespectful behaviours such as shouting at the instructor or at students, physical or verbal threatening the faculty or students, entering late or leaving the room during a class session, allowing one's cell phone to ring, sending or reading text messages, side conversations, sleeping, listening to music, surfing the web, playing video games, reading material and other activities unrelated to the class are not allowed. Intellectual disagreements that arise normally in academic discussion are not in themselves disruptive or disrespectful.
- In the event of occurrence of serious repetitive disruptive or disrespectful behaviour the student(s) may be send out by the faculty for the class period and /or refer to Disciplinary committee through Programme Coordinator.

**Practical:** Students are expected to :

- Attend the practical classes regularly as minimum attendance of 75% is required in each practical course for appearing in final examination.
- Be on time. Students are not allowed in class after 10 minutes of the commencement of class.
- Refer to the practical/field excursion need of concerned course and prepare accordingly
- In the first practical class, students should make themselves aware about equipments required to be used in lab, nature of experiment, need of practical note book, lab coats, kits, precautions in the lab and significance of the practical with respect to the existing Programme.
- Attendance should be marked by duty officer and duly signed by faculty.
- Attendance for practical class should be submitted by duty officer on the next day to Programme coordinator.
- Behave in a mature and responsible manner at all times in the laboratory or field visits

- Follow all verbal and written instructions carefully. If unsure of the procedures, ask your instructor for help before proceeding.
- Perform only those experiments authorized by the instructor and dispose of all waste as directed. Do not litter and ensure cleanliness of counters etc. before leaving the lab.
- Examine all equipments before each use and report any broken or defective equipments to the instructor immediately
- Report any incident (including all spills, breakages or other releases of hazardous materials) to the instructor immediately
- Get practical notebooks checked in next class of practical held.
- Treat support staff with courtesy and respect.

**Study Tour** : Students are expected to:

- Submit duly signed consent/indemnity letters from parent/guardian before proceeding on tour.
- Inform the Programme Coordinator/ faculty regarding any health issues which may hinder performance or require medical attention during tour.
- To wear University ID cards during the tour
- Maintain a cooperative and collaborative approach among all
- Behave professionally, ethically and respectfully
- Intoxication and/or alcohol consumption by any student during tour whether in public or in private is prohibited.
- Carry personal communication devices such as mobile phones and should remain in constant touch with their parents / guardians. This would facilitate casualty handling and communication in the event of an emergency.
- Submit tour report/daily diary to Programme coordinator in time bound manner
- If a student plans any activities without permission of accompanying faculty during the tour, they are responsible or accountable for any aspect of those activities.

## **12. ORDINANCE GOVERNING MAINTENANCE OF DISCIPLINE IN FOREST RESEARCH INSTITUTE UNIVERSITY HOSTELS**

Subject to the general control of the Academic Council, the following Ordinances and Regulations shall regulate the maintenance of discipline among the students residing in the Hostels.

### **INSTITUTE HOSTELS**

#### **Residence**

- Students may be admitted to the Institute Hostel, according to the criteria laid down (vide Appendix – I) for the purpose and in accordance with the accommodation available for residence.
- The Institute hostels should be totally vacated for a period of one month preferably in June, every year to enable the administration to attend to the maintenance and other associated matters of the hostels. However, if the presence of certain research students is considered essential then they may be accommodated in one hostel.
- Students failing to secure a seat in a hostel are required to make their own arrangement and intimate to the registry address of their residences.  
For the purpose of the above Regulation the term “Guardian” shall mean the legal guardian of the student, if one has been appointed or as an alternative a near relative if any, of responsible age provided that the guardian so declared shall sign a declaration of his relationship if any, with the student and shall execute a bond indicating that he shall be responsible for the good behavior of the student.
- Every student living in a hostel (city campus) will be subject to the disciplinary control of the Warden / Dean or any officer appointed by the Director, as the case may be. The Director shall constitute a Disciplinary Committee which will deal with all matter arising out of indiscipline and misconduct in the hostels.
- An officer appointed by the Director shall with the cooperation of warden deal with all cases of indiscipline of students.
- So long as the student is on the roll of the Institute he/she shall be subject to the disciplinary control of the Institute authorities.

#### **Rules of Residence**

- Students residing in the hostel, shall not absent themselves except under condition prescribed under regulation and shall follow the rules laid down under these regulations.
- A boy boarder is required to return by 10.00 p.m unless he has taken permission of the concerned warden.
- A girl boarder is required to return by 7.30 p.m (from September to February) and 8.30 p.m (from March to August) unless she has taken permission to the concerned warden.



- No boarder shall leave the hostel or remain outside Dehra Dun when the Institute is open and course under which he has taken admission is running except with the written permission of the warden. Permission shall be given by the warden only when the student concerned has obtained leave from Course Coordinator.
- Unless the permission of the warden has been received no boarder shall leave hostel except in an emergency. In the later case he shall inform the warden at the earliest and seek his permission.
- Students going out on authorized tours excursion, etc, shall inform the warden in writing, stating that they have been permitted by the Course Coordinator/Dean /Director to go on such tours excursion, etc. for a specific period. The permission must be taken before they leave the hostel.

### **Extra – Curricular Activities**

- Apart from the official organizations approved by the Institute, students residing in the hostel with the permission of the Director organize Societies and Association for healthy promotion of their academic cultural, athletic and social welfare activities.
- The Societies and Associations for promoting the academic cultural and other activities of the inmates of the hostel shall be subject to the guidance and control of the warden. On the recommendations of the warden the names of such Associations or Societies along-with their constitutions shall be forwarded to the Registrar as soon as possible for getting recognition by the Academic Council / Board of Management as the case may be.
- For any functions in the hostel in respect of the Associations / Societies use of loudspeaker shall not be permitted.
- Students shall not hold any meeting or organize any activity in the hostel without the written permission of the warden.
- In all function and meeting organized in the Institute student shall maintain due decorum. Such student as are found to create disturbance or to disobey any instruction given to them shall be liable to disciplinary action as per Appendix-2

### **Accommodation of Guests**

No boarder residing in men's hostel shall accommodate a guest in his room.

### **Boarder in Women's Hostel**

- Women students residing in the Women's hostel are required to return by 10.00 p.m. in the hostel unless specially permitted by the warden.
- Women Students residing in the Women's hostel shall be allowed to meet the visitors in the visitors room only from 5.00 p.m. to 6.30. p.m.
- No Women student residing in the Women's hostel shall accommodate guests in her room.

### **Power of Enquiry from Students**

Every Officer/Scientist and other members of the staff have the power of demanding from the students their identity card and such other information as may be desired by

him/her. Students failing to provide the correct information shall be liable to disciplinary action as per Appendix-2

### **Penalty for Violation**

For any contravention of the Ordinances/Rules relating to discipline misconduct or moral turpitude the guilty students shall be liable to such punishment as is provided for in the rules. Punishment for any omissions or commissions or for breach of discipline or any misconduct shall be awarded in accordance with the rules mentioned in Appendix-2.

In case of serious misconduct, the name of the students shall be entered in the conduct book maintained with the warden. If the name of the student has been entered thrice in the conduct book for misconduct the student shall be liable to expulsion from the hostel under the order of the Director.

Students found guilty of misconduct in the Institute are liable to be denied hostel facility.

**12.1.10** For act of indiscipline and or misconduct student may be fined by the warden upto a limit of Rs. 200/-.

### **Articles Permitted/Prohibited in the room**

- Every border shall be provided at least the following articles

1	Takhat/Cot	(one)
2	Mattress	(one)
3	Table	(one)
4	Chair	(one)
- Use of the heater by a boarder is not permitted.
- Students desirous of keeping costly items may do at their own risk.
- Students shall not be permitted to keep even licensed firearms, knives contraband material, etc, in the hostel room under any circumstances whatsoever. A breach of this regulation will lead to the expulsion of the student from the hostel without any enquiry.
- Students shall not be permitted to use any hallucinogenic drug or alcoholic drinks. Even possession of these prohibited articles will render them to severe disciplinary action vide Appendix-2

### **Invitation to guests for inaugural and other functions**

- Students of the Institute may invite any person from outside the Institute for inaugural and other functions of the Societies, Associations, and Hostel Union etc. after obtaining prior permission of the warden.

### **Breach of general rules of the Institute**

- Students of the Institution shall abide by the general rules of traffic, health, sanitation, messing extra curricular activities and security of property which may be announced by the Institute from time to time. Any breach on their part will render them liable to such disciplinary action as may be taken by the Institute vide Appendix-2

### **Violation of general Laws of the land**

- All cases of indiscipline amounting to violation of the law of the land, shall be reported to the Registrar / Director who may after preliminary enquiry handover the student concerned to the police for instituting case in a Court of Law.

### **Saving Clause**

- Any question of discipline not covered by these rules and other rules framed by the Academic Council shall be dealt with by the Director.

### **CATEGORY OF BOARDERS / RESIDENTS IN A INSTITUTE HOSTEL AND PERIOD OF THEIR STAY**

**Ph.D. Research Scholars:** Residence facility - 4 years with effect from the date of registration or till submission of thesis, whichever is earlier. It may be extended for one year in two installments of 6 months each on recommendation of the Supervisor / Head of the Division. However no extension will be given after the submission of thesis.

#### **Other bonafide Students:**

- Only such students who have joined a regular Post – graduate Diploma, Post – graduate Degree & other courses in the Institute shall be eligible for hostel accommodation. The period of allotment though renewable every year, shall not exceed the period of the course to which a student has been admitted.
- Students, who have been expelled rusticated or are under suspension for various act (s) of indiscipline during the course of their studentship, shall not be considered for allotment of seats in the hostel.
- Unauthorized occupants will be expelled from the hostel by the warden. It is equally the responsibility of the hosteller to see that no guest stays in his room. If they persist in disobeying the orders then they are likely to be subjected to severe disciplinary action including rusticated for a specified period or even expulsion from the Institute.
- Defaulters in payment of fees will be liable for cancellation of their allotment in the hostel (vide appendix-2)
- It shall be necessary for the boarders of the hostel to fulfill the requirement of attendance in the classes as laid down in the regulations. Boarders are liable to loose their hostel seats if they do not fulfill the attendance requirement as stated above (vide appendix-2)
- Notwithstanding the period of stay mentioned above at various level, no students of the Institute should be allowed to stay in the hostels of the Institute for a total period exceeding 7 (seven) years. Ordinarily it implies 2 years of post graduate course and maximum of 5 years of Ph.D. Programme but will depend on the duration of the courses run in the Institute.
- No students of the Institute shall have the right to stay in the same room in the next academic session. In the beginning of each academic session fresh allotment of accommodation will be made on production of No Dues Certificate.

## MAINTENANCE OF HOSTEL DISCIPLINE

Students residing in Institute hostel shall abide by the aforesaid regulations. Any breach of these regulations, lack of decorum indiscipline, improper conduct of willful damage of hostel property or of the belongings of a fellow student shall entail disciplinary action including expulsion from the Institute.

Without prejudice to the generality of the foregoing provision and unless there is anything repugnant in the subject or context “indiscipline” and “misconduct” shall include the following and if the allegation of indiscipline / misconduct against a student residing in hostel is found correct, he will be liable to disciplinary action as indicated below: -

	ACTS	PUNISHMENT
<b>A</b>	<b>INDISCIPLINE</b>	
1.	Leaving hostel overnight without obtaining prior permission in writing	Warning by the Warden of the hostel. In the event of repeated violations despite warning entry in the conduct book, three such entries will entail expulsion from hostel
2.	Irregularity in attendance in hostel / or classes.	
3.	Accommodation of guest in the hostel.	
4.	Change in guardianship without obtaining prior permission in writing.	Severe warning and entry in the Conduct Book by the Warden.
5.	Holding of meeting or organizing any activity in the hostel without permission in writing.	Severe warning and imposition of a fine not exceeding Rs 200/- on repeated entry in the conduct Book and after three such entries expulsion from the hostel
6.	Inviting persons from outside the University to inaugurate functions etc. without prior permission in writing.	
7.	Use of Loud Speaker in the hostel.	
8.	Use of electric heater in the hostel.	Expulsion from Hostel
9.	Change in place of residence without prior permission in writing.	Expulsion from the hostel
<b>B</b>	<b>MISCONDUCT</b>	
10.	Non vacation of hostel after the prescribed period of stay.	Warning followed by the rustication from the University for a specific period. i. Suspension from the hostel for two months. ii. Expulsion from the hostel for three months.
11.	Non payment of Mess / Hostel dues beyond due date.	
12.	Manhandling / Physical assault on anyone in the hostel premises.	i. Institution of an enquiry. ii. Suspension from hostel pending in case of prime facie guilty.
13.	Misbehavior with staff members charged with the duty to check identity card and entry etc.	iii. Disciplinary action after completion of enquiry.

14.	Removing furniture or hostel property.	
15.	Moral turpitude.	Expulsion from the hostel.
16.	Abuse of drugs / indulgence in intoxicants.	
17.	Keeping firearms Knives, contraband material, etc.	
18.	Ragging in any form inside or outside the hostel.	Students found indulging in ragging shall be summarily expelled from the Institute.
19.	In case of reports of indiscipline / misconduct other than those specified above the matter shall be considered by a committee appointed by the Director.	

### SCHEDULE OF FEES

1. M.Sc.programme	i) Rs.88,000/- payable in four equal installments in the beginning of each semester. ii) Foreign Student - US\$750 payable in four installments.
2. Post Masters Diploma/Post Graduate Diploma	Rs.44,000/- payable in two equal installments in the beginning of each semester.
3. Caution money	Rs.3,000/- (refundable) for both the above courses with 1st installment of fees.
4.Cultural, sports, magazine fee	Rs.2000/- (only at the time of admission)
5. Semester Exam fee	Rs.500/- (only at the time of admission)
6. Library fee	Rs.4,000/- in four equal installment in the beginning of each semester.
7. Degree fee	Rs.200/-

**Note:** The above fees include Tuitions fee, Examination fee, Common Room fees, Games fee, Sports fee, Library fee, Degree fee etc.

1. Hostel Room Rent	i) Rs.4200/- per semester (Single seated) ii) Rs.3000/- per semester (Double seated room) iii) Rs.1200/- per semester (Maintenance charges)
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- Note:** i) Fee once paid shall not refundable in any case.  
ii) Boarder will themselves provide bulbs in their room.

**(Amended vide resolution No. 4/09 of the Board of Management meeting held on 13.08.2009)**

### MEASURES TO BE TAKEN FOR PREVENTION OF RAGGING IN THE HOSTEL

- The Registrar/ Dean/Head of Division/Course Coordinator shall write before the start of the new session to the parents/guardians of the students in senior classes informing

them of the possible consequences of ragging and requesting them to instruct their wards against getting involved in ragging.

- Telephone numbers of Senior Faculty members/Administrative officers/Director will be given by the Registrar's office to every new entrants with the advice that he should report all incidents of ragging through these numbers even anonymously, if circumstances so warrant.
- Squads consisting of warden/Dean/Head of Division/Course Coordinator /Faculty members/Registrar including senior students and security staff will do regular patrolling throughout the night at least for first month of the opening of the term.
- All new entrants shall be attached in small groups with senior Faculty members who shall help in the process of adjustment of students to the new environment and serve as an academic and personal tutor.

**FOREST RESEARCH INSTITUTE (DEEMED TO BE UNIVERSITY)**

Residents Undertaking From

I have received copy of Hostel Rules and I promise to abide by them and to submit myself to the control of duly constituted authorities, failing which any disciplinary action may be taken against me.

Signature .....

Name .....

Class .....

Room No. ....

Hostel .....

Date .....

### **13. ORDINANCES GOVERNING MAINTENANCE OF DISCIPLINE & GRIEVANCES PROCEDURE**

1. Whereas the Forest Research Institute University is established to carry forward the process of higher education Forestry, an objective which requires environmental conditions conducive to steady fast devotion to academic pursuits
2. Whereas, in the process of search for knowledge and its dispersal, the Institute is entrusted with the task of educating young men and women, a task which requires not merely imparting of information, development of academic insight and promotion of the potentialities of an individual and inculcating in him/ her the qualities that go to make a responsible citizen dedicated to the Rules of Law
3. Whereas, Student's good conduct be encouraged and indiscipline must be curbed to achieve the aforesaid goals
4. Whereas, adequate machinery tend to avoid harboring of sense of injustice whether real or imaginary frustration and malice among students
5. Whereas a streamlined decision making process delineating responsibilities jurisdiction and procedure lead to quick effective and final decision;

Now therefore, the following provisions are being made;

#### **RECOGNITION OF GOOD CONDUCT**

- a) Every scientist / teacher/ officer of the Institute shall report to the concerned Head of the Division/ Course Coordinator/ Department every act of students, exemplary good conduct which in his opinion deserves recognition.
- b) The recommendation for the recognition of exemplary good conduct shall be considered by a Board constitute by the Director consisting of Dean / Forester/ Scientists/ Officers of the Institute.
- c) The Board if it is satisfied that the conduct deserves recognition at the course level, may award a certificate with or without monetary reward or if it is satisfied that the conduct deserves recognition at the Institute level, may award a certificate with or without a monetary reward it is satisfied that the conduct deserves recognition at the Institute level may award a certificate with or with out a medal after getting approval of Academic Council. Provided that in all the cases where the Academic Council rejects the recommendation of the Board, the Board shall issue a certificate with or with out monetary reward at course level only.
- d) The recognition may be withdrawn for sufficient cause but only after giving the recipient an opportunity to be heard.
  - i) The report shall precisely state the facts of the case and reasons for the recommendation.
  - ii) The certificate shall succinctly describe the conduct for which it is issued.

- iii) Save in exceptional cases for stated reasons the Board and the Academic Council as the case may be, shall grant recognition only if the performance and conduct of the student are otherwise satisfactory.

#### **CONDEMNATION OF ACT OF INDISCIPLINE**

- a) Misconduct;
- b) an act violates of rule of discipline;
- c) an act the punishable under any law for the time being if force;
- d) an act violate of the provision of F.R.I Statutes, the Ordinances, and the regulations framed there-under;
- e) refusal to obey the direction of the officers & scientist of the Institute;
- f) organizing of a procession or meeting without the permission of the appropriate authority or participation there-in;
- g) an act which interferes with personal liberty of another or subjects another to indignity or involves physical violence or use of abusive language or destruction of property;
- h) destruction or defacing of Institute property;
- i) rowdy or other forms of misbehavior;
- j) dissemination and assertion of false statement whether with a view to bring into disrepute another person or to affect the impartiality of his action to impute malice or to create opinion against him, or with any other malicious motive;
- k) an act which hampers, whether through pressure or threats of the improper way, the discharge of duties or exercise of free discretion wherever vested on person entrusted with the task of performing such duties or exercising of such discretion;
- l) collections of funds for any students, programme, project or activity without the permission of appropriate authority;
- m) save with the permission of the appropriate authority use of the title of the Institute or the title of any body which include the name of the Forest Research Institute when sending any letter or communication to the press or when distributing any document other then academic work outside the Institute for any purpose;
- n) save with the permission of the appropriate authority use of the name or address of the Institute or title of any body if the title includes the name of this Institute when making any representation on behalf of student or group of students to any a person responsible for the management of the affairs of the Institute or its constituents / centers;



- o) participates on any activities as ‘Gherao’ camping inside the boundaries of house of officers / scientists, use of derogatory slogans, abuse and propaganda to incite hatred and violence preparation for an resort to violence or destruction of property;
- p) an act which disrupts the smooth running of the Institute or environment conducive to pursuit of knowledge or harmonious relationship between different people living the campus;
- q) an act which brings the Institute or any of its constituent units into disrepute;
- r) refusal to establish or reveal identity;
- s) non-payment of Institute or other dues including mess and canteen charges.
- t) take other action which in the opinion of the Director/Head of Departments/ Division/ Course Coordinator/Warden and other officers of the Institute performing administrative duties assigned to him with in his preview is unbecoming the student;
- u) an act attempting to commit an act of indiscipline abetting an act of indiscipline inciting other to commit and act of indiscipline, individually or in combinations with other;
- v) disrupts, teaching, study, examination, research or administrative work, co curricular or extracurricular activity or prevent any member to the institute and its staff from carrying on his work or do any act reasonably like to cause such disruption or prevention such as looking of offices or any other building.

**“DISCIPLINARY ACTION” MAY COMPROMISE ONE OR MORE OF THE FOLLOWING:**

**a) Category I**

- \* (i) An order rustivating a student for stated period under intimation to other Institutes/Universities in India;
- \*\* (ii) an order expelling a student from the Institute whether for all times to come or for a stated period under intimation to other Institutes/Universities in India;
- \*\*\* (iii) an order directing banishment of a student from Institute or a hostel, whether for all times to come or for a stated period;
- (iv) an order suspending a student for a period exceeding 15 days, from all activities of the Institute or hostel or only from specified activities;
- (v) an order directing a student to pay fine;

**b) Category II:**

- i) an order suspending a student for period not exceeding 15 days whether from all activities of the Institute, course or Hostel or only from specified activities.

**c) Category III:**

- i) an order directing a student to pay fine up to Rs 200/-
- ii) an order directing entry of adverse remark in the conduct book maintained in the hostel of personal file/ record maintained in the office of the University;

**Explanation: -**

- ‘Rustication’ means debarring the student from studying in any University college or educational Institution.
  - “Expulsion” means debarring, the student from studying in the Forest Research Institute University, Dehradun.
  - ‘Banishment’ means debarring the student from studying in a particular course/subject or from living in a particular hostel.
- iii) An order directing a student to vacate the premises and prohibiting him from reentering the premises for a period not desist exceeding 3 days;
  - iv) An order directing a student to cease and desist from indulging in any act of indiscipline;
  - v) An order warning a student.
1. A student who has been rusticated, expelled, banished or directed to vacate the premises shall be deemed to be a trespasser if he enters the premises without prior permission during the period of operation of the order.
  2. The disciplinary jurisdiction of various persons specified in these provisions shall extend from the date on which a candidate applies for admission or in the case of ex-student for examination to the date on which the student receives his degree or the date on which his migration certificate is issued whichever is earlier.
- Provided that a candidate who is not admitted in a course or in the case of an ex-student to an examination, the jurisdiction shall not extend beyond a period of three months from the date of the rejection of his application unless he was enrolled in the Institute.
  - The Dean of faculty is empowered to take any action against any student of the Institute in respect to any act or act of indiscipline committed by him / her in the Institute.
  - The Course Coordinator / Heads of the teaching units/ Departments/Divisions are empowered to take any disciplinary action other than those of category I & II against any student in respect of any act or acts of indiscipline committed within the premises of their respective unit / department or vicinity thereof.
  - The scientists/Forest officers of the Institute may recommend with full justification to course coordinator/Head of the division to take disciplinary action of category III against any student of their respective departments in respect of any act or acts of indiscipline committed within their respective units / Department or in the vicinity thereof.

- If a scientist/Forest officer is of the view that the relevant act or acts of indiscipline deserve any of the disciplinary action mentioned in category I & II he shall refer the matter through Head of the Division/Course Coordinator concerned to the Dean / Director.
- The wardens are empowered to take any disciplinary action other than those of category I & II against any student for any acts of indiscipline committed within Vicinity of their respective hostels and against any resident student of their respective hostels for any act or acts of indiscipline committed within or outside the hostel premises.
- If the warden is of the opinion that the relevant act of indiscipline deserves any of the disciplinary actions mentioned in category I & II he shall refer the matter to the Dean / Director who may take such interim disciplinary action as he deems fit and proper.
- The librarian is empowered to direct any student to vacate the library premises and prohibit entry of any student for a period not exceeding 7 days for any act or acts of indiscipline committed in the library premises.
- If the librarian whether *suo moto* or on the report of the subordinates is of the opinion that the relevant act of indiscipline deserves any further disciplinary action, he shall refer the matter to the Dean / Director for the necessary action, and subject to the limitations of his power, may take such interim disciplinary action as he deems fit and proper.
- The Chief Medical Officer is empowered to direct any student to vacate the Hospital / Dispensary premises for any act or acts of indiscipline committed within the hospital or dispensary premises or in the vicinity thereof.
- If the Chief Medical Officer whether *suo moto* or on the report of subordinates is of the opinion that the relevant act or acts of indiscipline deserve any further disciplinary action he / she shall report the matter to the Director for necessary action and to the limitation of his / her power, may take such interim disciplinary action as he / she deems fit and proper.
- Every person empowered to take disciplinary action may if in his/ her opinion circumstances so demand direct the erring student to cease and desist from including in the relevant act or acts of indiscipline and warn him that if he/she does not obey the directions disciplinary action will be taken against him/her.
- If not with standing the aforesaid warning the erring student continues to indulge in the act or acts of indiscipline the persons empowered to take disciplinary action may, within the limitation of his power, take such action as he deems fit and proper.

Provided that if in the opinion of the person authorized to take disciplinary action, the relevant act or acts of indiscipline deserves disciplinary action which he is most empowered to take he shall refer the matter to appropriate person and subject to the limitation of his power, may take such interim disciplinary action as he deems fit and proper.

- Except as aforesaid, disciplinary action may not be taken without serving a show cause notice on erring student and without giving him a hearing in person.
- It shall be the duty of the person-empowered take disciplinary action to maintain discipline among the student and if they fail to do so appropriate person shall report the matter to their immediate superior officer or authority for necessary action.
- Whenever a superior officer has initiated disciplinary proceedings, persons subordinate him shall not initiate any further proceedings or if they have already initiated proceedings such proceedings shall be suspended and the matter reported to the concerned officer together with all relevant materials.
- Where two or more persons have concurrent jurisdiction and one of them has already initiated disciplinary proceedings other shall not initiate further proceedings in the same matter and shall submit their reports, together with all material to the person who first initiated the proceedings.
- Nothing in these provisions shall deemed to affect of the power concerned person to review his orders or to suspend the operation of a disciplinary action taken by him until the erring student commits another act of indiscipline.
- Nothing in these provisions shall be deemed to affect the plenary powers relating to discipline and disciplinary action in relation to students vested in the Director under the provision laid down in Statutes/Ordinances/Rules.
- Nothing in these provision shall be deemed to affect the power of appropriate authorities bodies or persons to withdraw a degree, diploma, certificate, scholarship grant, freship, financial aid, medal or any other recognition, award, assistance or a facility granted to a student and the concerned authorities bodies or persons may take such action whether in addition to the disciplinary action taken such action whether in addition to the disciplinary action taken under these provisions or otherwise as it deemed fit and proper.

## **GRIEVANCE PROCEDURE**

Grievances against legislative actions directly affecting students.

- i) If in the course of the implementation of any ordinance, Regulation or Rule, the Institute whether *suo moto* or on the representation of students feels that there is need to avoid the provisions, it shall, in accordance with these provisions forwards its recommendation to the Academic Council whose decision there on shall be final.

Provided that amendment of the provision shall be effective with effect from the date on which it is passed or from future date specified in this behalf and shall not effect the actions taken under the unmended provisions unless the matter is one which was never considered at the time of framing of the provisions and the date of respective operation is specifically stated.

Grievances against administrative actions directly affecting students in academic matter:

- a) A student who feels aggrieved by an administrative action in academic matters including admission pursuing regular course of study, examinations, promotions, payment of dues,

grant of financial assistance, free-ship, scholarship grant shall make a representation to the Dean or Director who shall decide the matter expeditiously.

Grievances against administrative action of the matter of discipline:

- a) Any student who is temporarily or fined or against whom an adverse entry is ordered to be made in Conduct Book may make a representation in writing within seven days of the notification of the disciplinary action to the Dean /Director.
- b) All the representation shall be made through the person who took the disciplinary action and such person shall forward the representation to the Director ordinarily with in 3 days of the receipt of the representation together with his comments and relevant documents or material if any.
- c) The Director shall on the basis of the records pass appropriate orders, which befinal.

#### **14. ORDINANCE GOVERNING APPOINTMENT OF WARDEN**

The warden shall be appointed by the Director from amongst the Senior Forester/Scientist–SE or above of the Institute for the period of three years subject to his continuing as an employee of the Institute. A warden shall hold office for a term of three years unless earlier relieved of his duties as the warden by the Director.

Provided that the Director may renew the appointment of a Forester/Scientist as the warden for an additional term of one year.

One warden generally may be appointed by the Institute for about 100 students. As far as possible a woman teacher/ scientist shall be appointed as warden for girls hostel.

The warden be paid a flat honorarium of Rs. 1,000/- p.m. The warden shall cease to draw honorarium paid him/her if he/she is on leave for a month or more irrespective of the nature of leave.

**(Amended vide resolution No. 11/06 of the Board of Management meeting held on 4.12.2006)**

**Duties and powers of Warden:** Subject to the supervision of the Director the Warden shall perform the following duties in addition to his/her duties as Forester/Scientist :-

- a) allot rooms to the registered students who have deposited hostel fee;
- b) maintain a list of students alongwith permanent address of guardians and such other information as may require on a form prescribed by the appropriate authority;
- c) enforce the rules relating to residence, management of messes, extra curricular activities and all other rules and orders connected with the residence of students in the hostel;
- d) maintain discipline amongst the students living in the hostel in accordance with rules framed thereof;
- e) report to concerned Head of the Department/Division, if necessary, to the Director all cases of misbehaviour, indiscipline and illness of students residing in the Hostel;
- f) attend to all matters of health, sickness, diet sanitation and cleanliness of the concerned hostel;
- g) fine upto Rs. 200/-
- h) do all other such things and acts as may be assigned to him by the Director as the authority /authorities to whom the power has been delegated by the Director to look into all the affairs of the Hostel/Hostels.

The warden shall be responsible for the safe custody and maintenance of such properties of the concerned hostel/hostels as entrusted to him through C.P.W.D./Estate Officer.

**ORDINANCE**

**DOCTOR OF PHILOSOPHY**

**FOREST RESEARCH INSTITUTE DEEMED TO BE UNIVERSITY  
DEHRA DUN**

## **1 Short title, Application and Commencement**

- 1.1 These ordinances shall be called the Doctor of Philosophy (Ph.D.) Ordinance. (As per University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations, 2016)
- 1.2 The degree of Doctor of Philosophy (Ph.D.) in Forestry of Forest Research Institute Deemed University shall be awarded to those fulfilling the conditions as laid down in the ordinance.
- 1.3 They shall come into force from 3.3.2017.

## **1.4 Definitions:**

In this Ordinance unless the context otherwise requires:

- i) Academic Council means, Academic Council of F.R.I. **Deemed** University
- ii) CSIR means, Council of Scientific & Industrial Research
- iii) Director means, Director of Forest Research Institute University
- iv) F.R.I. means, Forest Research Institute, Dehradun.
- v) Head of Division means, Heads of Research Divisions of F.R.I University/ Research Centers.
- vi) Institute means, Forest Research Institute **Deemed** University
- vii) ICAR means, Indian Council of Agriculture Research.
- viii) ICFRE means, Indian Council of Forestry Research & Education.
- ix) Nodal officer means, Nodal Officer of Research Center of F.R.I. **Deemed** University.
- x) Research Center means, Research Center created by F.R.I. **Deemed** University
- xi) R.A.C. means, Research Advisory Committee.
- xii) R.D.C. means, Research Degree Committee.
- xiii) Registrar means, Registrar, Forest Research Institute **Deemed** University
- xiv) UGC means, University Grants Commission.
- xv) In-service candidate means employed permanently in a graded pay scale in a government organization/statutory autonomous body. The In-service candidate is required to submit a 'No Objection Certificate' from his/her employer to pursue research in the institute FRI Deemed to be University.

## **2. RESEARCH COMMITTEES**

- 2.1 Subject to the general supervision of the Academic Council, all matters connected with the Doctoral programme of a Ph.D. Scholar shall be dealt in accordance with these ordinances by the following committees:
- i) The Research Degree Committee (RDC)
  - ii) Counseling Sub Committee
  - iii) The Research Advisory Committee (RAC) (**under clause 8**)

### **2.2 RESEARCH DEGREE COMMITTEE (RDC)**

2.3 The **RDC** shall consist of the following:-

- i) Director or his nominee (Chairman)
- ii) Four experts nominated by the Director for two years (**localized**)
- iii) Heads of the concerned Divisions of **FRI/Nodal Officers of the Research Centres (Localized)**
- iv) Supervisor and Co-supervisor, if any, of the Ph.D. Scholar (**Localized**)
- v) The Registrar (Member Secretary)



- 2.4 The RDC shall:
- a) Consider the recommendations of the RAC with regard to appointment or change of supervisor/co-supervisor.
  - b) Consider the report of the examiners and take the decision for the award of degree.
  - c) Consider the report of RAC regarding extension of the term of registration of a Ph.D. Scholar beyond the period of Registration.
  - d) The RDC will ascertain whether the certificate has been issued by the supervisor regarding incorporating corrections as suggested by the examiners.
  - e) The RDC may act against the supervisors who may be found lacking in their duty as Supervisor. The RDC may even consider debarring the Supervisor from taking further scholars.

## 2.5 COUNSELING SUB COMMITTEE

There shall be a Counseling sub Committee for the purpose of counseling the research scholars and the concerned supervisors including the resolution of grievances if any.

- 2.6 (1). The Counseling sub Committee shall consist of the following: -
1. Dean (Academic), FRI Deemed to be University : Chairman
  2. Any two Head of Divisions of FRI/other research center: Members  
(To be nominated by the Director, FRI/Chairman Academic council)
  3. One Officer other than from FRIDU & its research centres: Member  
(To be nominated by the Director, FRI /Chairman Academic council)
  4. Registrar, FRI Deemed to be University : Member Secretary

**All the cases involving academic/research interests of the research scholar and the supervisor should be addressed to the Director, FRI.**

2.6 (2) Terms of the reference of the Sub Committee shall be as follows:-

- a) The committee shall look into all the matters that may be referred to it by Chairman, Academic Council/Research Degree Committee and shall submit its recommendation to the Research Degree Committee/Academic Council.
- b) The Chairman, Academic Council may direct office of the Registrar, FRI Deemed to be University to examine the cases related to academic/research interests of the research scholar and the supervisor and may issue suitable instructions. In exceptional cases, which may require detailed analysis, the Director/Chairman Academic Council may refer such cases to the Counseling Sub Committee for its opinion.
- c) The Sub Committee may study the specific cases and device its own procedure to analyze the issue referred to it and may submit its recommendation to the Director. The Director, FRI/Chairman Academic Council may pass appropriate order on the recommendation of the Counseling Sub Committee.
- d) The Chairman of the Sub Committee may convene the meeting of the Committee as and when necessary.

### 3. Eligibility criteria for admission to the Ph.D. Programme:

Subject to the conditions stipulated in these Regulations, the following persons are eligible to seek admission to the Ph.D. programme

- 3.1 Candidates for admission to the Ph.D. programme shall have a Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.
- 3.2 A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, is allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled and other categories of candidates as per the decision of the Commission from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.
- 3.3 A candidate who meets the requirement mentioned above may select a field of study out of disciplines given below to pursue **Ph.D. to be awarded in Forestry only:-**

Sl. No.	Discipline (Subject of study)	Qualification for admission in doctoral program
1.	Silviculture	Post-graduate degree in Forestry/Agriculture/Botany
2.	Forest Seed Tech.	Post-graduate degree in Forestry/Agriculture/Botany
3.	Forest Genetics	Post-graduate degree in Botany, Agriculture or Forestry with specialization in Genetics
4.	Forest Botany	Post-graduate degree in Botany with specialization in Systematic Botany/Plant Physiology/Wood Anatomy/Biodiversity Conservation/Ethno Botany <b>or</b> Post-graduate degree in Agriculture with specialization in Plant Physiology <b>or</b> Post-graduate degree in Forestry
5.	Forest Pathology	Post graduate degree in Botany/Forestry/Wood Science & Technology/Agriculture, with specialization in Plant Pathology/ Microbiology or Project work/dissertation in Forest Pathology/Plant Pathology <b>Or</b> Post graduate degree in Microbiology with specialization or Project work/ dissertation in Forest Pathology/Plant Pathology <b>Or</b> Post graduate degree in Plant Pathology/Mycology/Plant Pathology
6.	Forest Entomology	Post-graduate degree in Forestry <b>or</b> P.G. Degree in Zoology with specialization in Entomology <b>or</b> P.G. Degree in Agriculture with specialization in Entomology
7.	Soil Science	Post-graduate degree in Chemistry, Microbiology Geology, Soil Science or Agriculture (with specialization in Agricultural Chemistry, Soil Science)

8.	Forest Ecology & Environment	Post-graduate degree in Biological Science/ Life Science/Environmental Science/Forestry/ Marine Biology/ Environmental Engineering /Aquatic Biology  Candidate must have studied ecology as one of the subjects in above Post-graduate degree courses
9.	Forest Management	Post-graduate degree in Mathematics/Statistics/Computer Application/ Forestry/Agriculture Forestry
10.	Wood Science & Technology	Post-graduate degree in Physics/Chemistry/Engineering or Botany with specialization in Wood Anatomy <b>or</b> Post Graduate Degree in Wood Science & Technology
11.	Chemistry of Forest Products	Post-graduate degree in Organic Chemistry/Bio-Chemistry/Agricultural Chemistry, MD in Pharmacology or equivalent in Indian System of Medicine, Post Graduate degree in Pharmacology/Industrial Chemistry
12.	Pulp & Paper Technology	Post-graduate degree in Chemistry, Chemical Engineering or Paper Technology
13.	Forestry Extension	Post-graduate degree in Agriculture Extension/Forestry
14.	Non Wood Forest Products (NWFP)	Post Graduate degree in Botany/Forestry, Organic Chemistry, Agriculture with specialization in cultivation of medicinal plants, MD in Pharmacology or equivalent in Indian System of Medicine
15.	Forest Biotechnology	Post Graduate degree in Biotechnology or Post graduate degree in life sciences with specialization in Biotechnology or Post Graduate degree in Biochemistry/Molecular biology/ Microbiology
16.	Forest Bio informatics	Post Graduate degree in Bio informatics or Post graduate degree in Forestry/Botany with minimum one year PG Diploma in Bio informatics from a recognized institution or Post Graduate Degree in Computer Science or Post Graduate Degree in Information Technology or Post Graduate Degree in Maths/Physics/Statistics with P.G. Diploma in Computer Science.
17.	Environment Management	Post Graduate degree in Environment Management/ Environmental Science or M.Tech Environmental Engineering or Post Graduate degree in Chemistry with specialization in Environmental Chemistry.
18.	Wildlife Science	Post-graduate degree in Forestry/Wildlife Science/Zoology/Botany/Environmental Management or Postgraduate degree in any science subjects with recognized Postgraduate Diploma in Wildlife Management.
19.	Forest Geo-informatics	M. Tech in Remote Sensing & GIS <b>or</b> Post Graduate Degree in any science subject with Post Graduate Diploma in Remote Sensing/GIS from IIRS, Dehra Dun <b>or</b> Postgraduate degree in Geo-informatics.
20.	Forest Hydrology	Post Graduate Engineering Degree in Hydrology/Water Resource Engineering/Civil Engineering, Post Graduate Degree in Forestry, and Environment Management/Sciences with specialization in GIS/Remote Sensing/Watershed Management.

21.	Plant Physiology	Post Graduate Degree in Plant Physiology, Post Graduate Degree in Botany with specialization in Plant Physiology.
22.	Application of Information Technology in Forestry	Post Graduate Degree in Forestry with at least one year P.G Diploma in Information Technology/Computer Science from recognized institution.
23.	Climate Change & Forest Influence	Post Graduate Degree in Physical Sciences/ Biological Science /Life Science/ Environment Science /Environment Management/Forestry/ Botany/Physics/ Chemistry/Agriculture/Climate Change/Natural Resource Management/Marine Biology/Soil Science  <b>OR</b>  M.Tech. in Remote Sensing & GIS/M.Tech. in Environmental Engineering

3.4 In case of registration of foreign students as Ph.D. Scholars the Equivalence Committee of the F.R.I. Deemed University before their registration shall settle the equivalence of the degree possessed by them. **However**, Candidates possessing a Degree considered equivalent to M.Phil. Degree of an Indian Institution, from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to Ph.D. programme.

#### 4. Duration of the Programme:

4.1 A Ph.D. Scholar shall be permitted to submit his/her thesis not earlier than three years from the date of admission.

**4.2 The date of admission of the candidates registering for Ph.D. Programme for the award of degree of Doctor of Philosophy of FRI Deemed to be University shall be 1<sup>st</sup> September of the year (in which candidate will appear for the entrance test/interview) irrespective of date of commencement of Pre-Ph.D. Compulsory Course work. The date of registration shall be 1<sup>st</sup> March of the following year.**

4.3 In case a Research Scholar does not submit his/her thesis within a period of 6 years from the date of his/her admission unless the term is extended by the Research Degree Committee on the specific recommendation of the Research Advisory Committee for a period of upto 1 calendar year, his/her registration shall lapse.

The recommendations of the R.A.Cs for extension of term of registration must reach this office before expiry of the term of registration.

4.4 The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years in the maximum duration of registration i.e. 5 years and six months. In addition, during the entire period of registration the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days with the approval of Vice Chancellor on the recommendation of Supervisor/Head of Division/Nodal Officer of the Research Centre concerned.

## 5. Procedure for admission:

- 5.1 The admission to the Ph.D. Programme shall be through an Entrance Test conducted by the FRI Deemed to be University once in a year preferably during the month of June-July followed by an Interview of the candidates who will qualify the entrance test.
- 5.1.1 The Pre-Ph.D. Compulsory Course would be organized only once and would start from September of the year of Entrance Test & Interview. The admission to the Pre-Ph.D. Compulsory Course shall be in the month of September, and the date of admission in Doctor of Philosophy in Forestry Programme shall be 1<sup>st</sup> September of that year (in which candidate will appear for the entrance test/interview) irrespective of date of commencement of Pre-Ph.D. compulsory course work. The date of registration (after passing of 6 months Pre-Ph.D. compulsory course and submission of synopsis approved by Research Advisory Committee) shall be 1<sup>st</sup> March of the following year. The scholar will normally be required to submit synopsis duly approved by Research Advisory Committee by the end of June for registration from 1<sup>st</sup> March of the following year of entrance test. On cogent reasons, Vice Chancellor may give two months extension i.e. upto August for submission of approved synopsis, but in that case a fine of Rs.2000/- shall be charged and registration will be done w.e.f. 1<sup>st</sup> September of the following year of entrance test.
- 5.1.2 The candidates who have qualified UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/teacher fellowship holder will be allowed to appear for the interview directly without appearing in the written entrance test. However, the candidates who have qualified GATE will also be allowed to appear for the interview directly without appearing in the written entrance test subject to securing of 50 normalized marks (out of 100) in case of General candidates and 45 normalized marks (out of 100) in case of SC/ST/OBC (non-creamy layer)/differently-abled and other categories of candidates as per the decision of the Commission from time to time, failing which they shall have to appear in the Entrance Test. However, such candidates will have to apply as per the procedure alongwith other candidates. They will have to provide marks-sheet of above exams along with their application form. The UGC/CSIR/GATE/NET exam should have been cleared by the applicant during previous two years from the last date of submission of the form in the University.
- 5.1.3 There will be no entrance test for the Foreign/overseas students. Their admission will be based on the existing Clause 5.8 of the Ph.D. ordinance
- 5.1.4 An in-service candidate other than the persons employed on a regular basis/on deputation at ICFRE institutes/Research Centers of FRI Deemed to be University shall be required to take leave to pursue Ph.D. for a minimum period of 2 years as minimum residential period from the date of commencement of Pre-Ph.D. compulsory course. The persons employed in ICFRE institutes/Research Centers of FRI Deemed to be University shall be required to take study leave during the period when the regular classes for course work are being conducted in FRI Deemed to be University or its research centers.  
The in-service candidate must have to submit his/her application through his/her employer. He/She will have to submit NOC from the current employer before registration letter is issued.
- 5.1.5 A candidate for the Ph.D. degree in Forestry must apply for registration to the Registrar FRI Deemed to be University or through Nodal Officers of the recognized centers of the FRI Deemed University on the prescribed form as given in Appendix-I along with the prescribed fee. The notification and application form will be made available on website sufficiently in advance.
- 5.1.6 The application form shall be accompanied by the documents as may be prescribed in the application form.

**5.2 The vacancies shall be obtained in advance from all the research centres/Heads of Divisions of FRI. All the research centres shall:**

5.2.1 Decide on an annual basis through their academic bodies a predetermined and manageable number of Ph.D. scholars to be admitted depending on the number of available Research Supervisors and other academic and physical facilities available, keeping in mind the norms regarding the scholar- teacher ratio (as indicated in Para 6.5), laboratory, library and such other facilities;

5.2.2 The vacancies shall be notified well in advance in the institutional website and through advertisement in at least two (2) national newspapers, of which at least one (1) shall be in the regional language, the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission, examination centre(s) where entrance test(s) shall be conducted and all other relevant information for the benefit of the candidates;

**5.2.3 While granting admission to students to Ph.D. Programmes, the University will adhere to the National/State level Reservation Policy, as applicable**

(a) For implementing the Reservation policy, “Reservation Rosters (Direct Recruitment on All India Basis by Open Competition, dated 2.7.1997, Swamy’s Hand Book) upto 200 points/positions or whichever will be applicable shall be implemented on the available vacancies for all the disciplines of all the research centres collectively. The name of disciplines and research centres shall be arranged alphabetically.

(b) Out of the specified 200 points roster, 15%(30 points/positions) shall be for Scheduled Castes, 7.5%(15 points/positions) for Scheduled Tribes and 27% (54 points/positions) shall be for Other Backward Classes (non -creamy layer). The remaining 101 points will be unreserved. In case of applicability of other roster point like 120 points etc. the seats would be distributed following Swamy’s Hand Book 2013.

(c) The seats reserved for the SC/ST shall be filled by the SC/ST candidates on merit prepared on the basis of marks of interview only. However in case of non-availability of the eligible candidates the reserved seats may be interchanged between the SC and ST. If still any seat remains unfilled, the same shall be left vacant.

If the seats reserved for the OBCs (Non-creamy layer) remain vacant, the said seats shall be filled with OBC students on the basis of marks of Interview. In case of non-availability of eligible OBC candidates the vacant OBC seats shall be converted to General Category seats in accordance with the admission schedule notified by the University.

(d) The roster shall not be carried forward for next year; it would be implemented only for that particular year and would automatically be lapsed after completion of admission process for that particular year. Every year separate/new model roster shall be prepared.

**(e) Supernumerary seats:**

(i) Persons with Disabilities (PWD) – 3% of total intake. 1% each for the persons with low vision or blindness, hearing impaired and loco motor disability or cerebral palsy (interchangeable in case of non-availability of candidates in the sub-categories). If sufficient candidates are not available in a sub- category then candidates from other sub-categories shall be considered in their place.

The admission shall be based on the criteria notified by the Institution, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned, and taking into account the reservation policy of the Central/State Government from time to time.

**The University shall admit candidates by a two stage process through:**

**5.4.1 Guidelines for holding of the Entrance Test**

- (i) An Entrance Test shall be qualifying with qualifying marks as 50% in case of General category candidates and 45% in case of SC/ST/OBC (non-creamy layer)/differently-abled and other categories of candidates as per the decision of the Commission from time to time. The syllabus of the Entrance Test shall consist of 50% of research methodology and 50% shall be subject specific. The Entrance Test shall be conducted at the Centre(s) notified in advance (changes of Test Centres, if any, also to be notified well in advance) at the level of the University
- (ii) The candidate must apply through the Research Centre where he/she want to carry out his/her research work. The applicant will be considered only for the centre concerned through which the application has been forwarded. In exceptional cases, the Director FRI may consider the change of research centre subject to availability of the vacancy.
- (iii) The question paper will have following sections and their proportional weightage may be as follows:

**Section-A**

- 1. Research Methodology: 100 questions  
(The questions will be based on Maths, Reasoning, Statistics and English)

**Section-B**

- 1. General Forestry : 50 questions
- 2. Subject/discipline specific: 50 questions  
(as per the discipline applied for)

Sl. No.	Discipline applied for	Subject to be attempted compulsorily as per discipline applied for
1.	Silviculture/ Forest Seed Technology/ Forest Management/ Non Wood Forest Products / Forestry Extension.	Forestry
2.	Forest Genetics/Forest Botany/ Forest Pathology/ Forest Entomology/ Forest Ecology & Environment/ Forest Biotechnology/ Environment Management/ Wildlife Science/Soil Science	Life Sciences <b>or</b> Environmental Sciences
3.	Wood Science & Technology/ Forest Geo-informatics/ Forest Hydrology/Climate Change & Forest Influence	Forestry <b>or</b> Physics <b>or</b> Wood Science & Technology
4.	Chemistry of Forest Products/ Pulp & Paper Technology.	Chemistry <b>or</b> Pulp & Paper Technology
5.	Forest Bio-informatics	Life Science <b>or</b> Mathematics

- (iv) **The candidates securing minimum 30% and above marks in Section-B will only be considered for qualifying Entrance Test.**
- (v) Overall the minimum qualifying marks in entrance examination for general candidate is 50% and for the SC/ST/OBC (non-creamy layer)/differently-abled and other categories of candidates as per the decision of the Commission from time to time is 45%.

## 5.4.2 Guidelines for holding Interview

(i) The candidates qualifying the entrance test and those mentioned at clause 5.1.2 will be called for interview which will be conducted discipline-wise by the Head of Division concerned/Nodal Officer of respective research centres to discuss their research interest/area. The marks of candidates appeared in the interview will be sent to the Registrar, FRI Deemed to be University, who will prepare the list of selected candidates as per merit on the basis of marks obtained in interview applying reservation policy. The list prepared by the Registrar, FRI Deemed to be University would be placed before Joint Admission Committee constituted by Vice Chancellor, FRI Deemed to be University. The Joint Admission Commission shall examine the list of selected candidates keeping in view all aspects and shall approve the list and finally be approved by the Director, FRI/VC, FRI Deemed to be University and would be uploaded on the website.

(ii) The successful candidates shall be directed to report to the Registrar FRI Deemed to be University/Nodal Officers of research centres concerned for compulsory course work of six months duration as per Ph.D. Ordinance, which would be organized only once from the month of September of the year of Entrance Test and Interview.

(iii) Merely qualifying the entrance test and interview does not mean that the candidate will be registered for Ph.D. Programme. The registration in the Ph. D. Programme shall be subject to the condition defined in Ordinance, submission of synopsis duly approved by Research Advisory Committee, availability of suitable supervisor and the approval of Director FRI/ Vice Chancellor FRI Deemed to be University

**5.5** On successful completion of the course work the candidates shall prepare the synopsis (in the light of 5.1.1 above) of their research plan and present before Research Advisory Committee (RAC) concerned for approval. The Member Secretary/convener (Supervisor) shall conduct the meeting of the RAC for synopsis seminar and shall send the proceedings of the synopsis seminar (in Appendix-3) along with the approved synopsis (5 copies) duly signed by all the expert members of the RAC on the prescribed format as given in Appendix-II, to the Registrar FRI Deemed to be University for further action. In the Synopsis Seminar the RAC shall consider the following aspects, viz. whether:

5.5.1 the candidate possesses the competence for the proposed research;

5.5.2 the research work can be suitably undertaken at the Institution

5.5.3 the proposed area of research can contribute to new/additional knowledge.

5.6 The University shall maintain the list of all the Ph.D. registered students on its website on year-wise basis. The list shall include the name of the registered candidate, topic of his/her research, name of his/her supervisor/co-supervisor, date of enrolment/registration.

5.7 The registration letter for the PhD. degree will be issued only after receipt of the prescribed fees to the FRI Deemed to be University.

<b>Fee structure</b>	<b>Fee (in Rs.)</b>
<b>Fee to be deposited at the time of initial reporting</b>	
Compulsory Course fee (to be paid to respective research centers)	<b>5000.00</b>
Library Fee	2000.00
Caution Money (Refundable) (to be paid to respective research centers)	2000.00
<b>Fee to be deposited at the time of Registration after Synopsis Seminar</b>	
Registration/Enrolment Fee	15000.00
Annual fee (to be deposited till submission of thesis)	10000.00



Cultural/Sports/Magazine	1500.00
Laboratory fee (to be charged by the research centers concerned annually for first two years of registration)	5000.00
Library fee per year (to be paid to respective research centers till submission of thesis)	2000.00
Late fee	500.00
<b>Other fees</b>	
Renewal of Registration fee	1000.00
Thesis fee (to be deposited at the time of submission of thesis)	<b>20000.00</b>
Revision of Thesis fee	2000.00
Viva-Voce exam fee (to be deposited at the time of submission of thesis)	2000.00
Provisional Degree Fee	100.00
Degree Fee	200.00

### **5.8 PROCEDURE FOR REGISTRATION OF FOREIGN CANDIDATES AS PH.D. RESEARCH SCHOLAR**

Applications of foreign nationals nominated by the Government of India under scholarship scheme and self-financing foreign nationals will be entertained for registration as Ph.D. Scholar subject to the condition that they should fulfill the clause 3.4 above besides following conditions:

- (a) Must hold a master's degree and secured at least 55% marks.
- (b) The applications of scholarship holders (under various schemes) of foreign nationals for admission must be routed through Indian Council for Cultural Relations/Ministry of Human Resource Development (Dept. of Education), Govt. of India, New Delhi or Ministry of Environment and Forests, Govt. of India, New Delhi or Ministry of External Affairs, Govt. of India, New Delhi
- (c) The foreign students under self-financing scheme should send their application directly to the Institute.
- (d) They must have valid students Visa at least for a period of two years.
- (e) The candidate must have a certificate to be verified by the Ministry/Agencies to the effect that the candidates had been subjected to AIDS test and found negative.
- (f) They should have adequate knowledge of English.
- (g) The Degree/Certificate of the candidates must have been approved by the Association of Indian Universities (A.I.U) or equivalent to the corresponding degrees/certificate of Indian Universities.
- (h) They are required to pay the following fees:**  
The scholars from the neighboring countries viz. Nepal, Bangladesh, Bhutan, Sri Lanka, Afghanistan, Pakistan & Maldives may pay following fee. The sponsored candidates will have to pay 25% more for all the items.

<b>Sl. No.</b>	<b>Items</b>	<b>Fee Structure for neighboring countries (in Indian Rupees)</b>
1.	Registration / Enrolment Fee	24000.00
2.	Foreign Scholar Fee	5000.00
3.	Cultural / Sports / Magazine	3000.00
4.	Annual fee (till submission of thesis)	10000.00
5.	Laboratory fee (to be charged annually for first two years of registration and to be paid to respective research centers)	6000.00 p.a.
6.	Library fee (till submission of thesis) (to be paid to respective research centers)	2000.00 p.a.

7.	Caution Money (Refundable)	4000.00
8.	Late fee	1000.00
9.	Renewal of registration fee	2000.00
10.	Thesis Fee	24000.00
11.	Compulsory Course Fee	2000.00
12.	Revision of thesis fee	4000.00
13.	Viva-Voce exam fee	2000.00

In order to encourage Forestry research in neighboring countries the DG, ICFRE/Chairman B.O.M. FRI Deemed to be University may exempt up to fifty percent of the total fee provided the candidates apply for such exemption as per the procedure prescribed by the university. The University shall also lay down the procedure for assessing the proficiency of the foreign scholar in English language so that there is no problem in integrating the scholar with the existing system. The exemption will be subject to performance and evaluation by the concerned Research Advisory Committee. For supporting such foreign students, the ICFRE may provide appropriate grant to the FRI Deemed to be University. There will be no exemption for the sponsored candidates. In case of scholars from other countries the university may register them at twice the above fee structure pending finalization of separate fee structure.

**6. Allocation of Research Supervisor:** Eligibility criteria to be a Research Supervisor, Co- Supervisor, Number of Ph.D. scholars permissible per Supervisor, etc.

6.1 Any regular Scientist E, F, G and any equivalent Forest Officer working in F.R.I (Deemed) University and its Research Centers and in ICFRE Headquarter in the relevant field with a Ph.D. degree, 2 years research experience and at least five research publications in refereed journals and any regular Scientist B, C & D and any equivalent Forest Officer with a Ph.D. degree, 2 years research experience and at least two research publications in refereed journals may be recognized as Research Supervisor/Co-Supervisor.

Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the Institution may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

6.2 Only a full time regular Scientist and Forest Officers of the FRI Deemed to be University and its Research Centers can act as a supervisor. The external supervisors are not allowed. However, Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the same institute or from other related institutions with the approval of the Research Advisory Committee.

6.3 The allocation of the Research Supervisor for a selected scholar shall be decided by the Division/Research Centres concerned in a formal manner depending on the number of scholars per Research Supervisor, the available specialization among Supervisors, and research interests of the scholars as indicated by them at the time of interview/synopsis seminar. The Head of Division/Research Centre shall ensure that the available research scholars are evenly distributed among the available scientists as per their expertise as far as practicable.

6.4 In case of topics which are of inter-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/Faculty/College/Institution on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Colleges.

6.5 For registering of Ph.D. Scholars **upto a** maximum number of research scholars under different level of scientists/Forest Officers at any time is as under:

Scientist-F&G or equivalent Forest officer	6
Scientist-E or equivalent Forest officer	5
Scientist-D or equivalent Forest officer	4
Scientist-C or equivalent Forest officer	3
Scientist-B or equivalent Forest officer	1

Provided

- a. That the name of research scholars, who have submitted the thesis, should not be counted for the purpose of fixing the quota of research scholars under a Supervisor.
- b. That the Head of Division certifies that the required laboratory facilities and other infrastructure is available in the Division for accommodating the research scholar

6.6 In case of relocation of an Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.

The transfer of Ph.D. woman scholar shall be subject to the conditions

- i. That the main Supervisor will not be changed, however, she may take another Supervisor/Co-Supervisor from the University where she wants transfer
  - ii. That the transfer will be approved by the RDC FRI Deemed to be University on the recommendation of RAC FRI Deemed to be University and on production of NOC from Supervisor
- 6.7 No research scholar hereinafter should be registered under a Scientist/ Forest officer who is going to retire or whose tenure of deputation is going to expire within 2 years from the date of registration.
- 6.8 Persons who have registered themselves, as Ph.D. Scholars shall not act as Supervisor or Co-supervisor of any Ph.D. Scholar.
- 6.9 The change of Supervisor should not be allowed. However, in exceptional circumstances, the Academic Council will consider the change of supervisor on the recommendation of the Research Degree Committee.
- 6.10 To ensure academic prudence, Chancellor, Vice-Chancellor and Registrar of FRI Deemed to be University cannot be the Supervisor/Co-Supervisor of Ph.D. Scholar of FRI Deemed University. However, the Ph.D. scholars already registered with Chancellor, Vice Chancellor and Registrar of FRI Deemed to be University shall not be effected from this clause and shall continue to work under their supervision.

**7. Course Work:** Credit Requirements, number, duration, syllabus, minimum standards for completion, etc.

**7.1** The credit assigned to the Ph.D. course work shall be a minimum of 08 credits and a maximum of 16 credits.

**7.2** It shall be made compulsory for all the Ph.D. Scholars to pursue the following courses for one semester (6 months) at F.R.I. Deemed to be University or its Research Centres. The courses will be conducted by Registrar, FRI Deemed to be University/Nodal Officer concerned in a time bound manner and only once as mentioned in 5.1.1 above.

- i) Basic Forestry course as per syllabus vide Appendix-8
- ii) Computer application course as per syllabus vide Appendix -9
- iii) Statistics and Research Methods in Forestry course as per syllabus vide Appendix-10
- iv) Special problem to be given by Supervisor and presented in the form of review of literature/technical report in the related discipline/area of research. The Supervisor/Co-supervisor shall evaluate the report and if satisfied, may issue a certificate (to be attached in the report) and shall also give marks out of 100.

The minimum pass marks for the above courses will be **55%**.

On successful completion of the Compulsory Course Work at the end of 6 months the candidate shall be allowed to submit the synopsis before the Research Advisory Committee in the synopsis seminar and obtain its approval of the synopsis.”

On successful completion of the **Compulsory** Course Work at the end of 6 months the candidate shall be allowed to submit the synopsis before the Research Advisory Committee in the synopsis seminar **and obtain its approval of the synopsis.**

### 7.3 The Structure of Compulsory Course work as per Choice Based Credit System (CBCS) is as under

Sl. No.	Course code	Name of course	Credit for Theory	Credit for Practical
1	PBF 101	Basic Forestry	4	1
2	PCA 102	Computer application	0	2
3	PSR 103	Statistical and Research Methods in Forestry	2	2
4	PPW 104	Project work	3*	1**
*Report**Presentation      Total credits = 15				

#### **Marks distribution table for Examination**

Sl. No.	Course code	Name of course	Theory	Practical	Total
1	PBF 101	Basic Forestry	75	25	100
2	PCA 102	Computer application	0	100	100
3	PSR 103	Statistical and Research Methods in Forestry	50	50	100
4	PPW 104	Project work	150*	50**	200
*Report      **Presentation					

**Note: -** The candidate has to complete all four courses and has to obtain minimum 55% passing marks in each course in aggregate.

#### **PPW 104      Project work Credits (3+1)**

**Learning objective:** The basic aim of the course is to train the scholars to identify research problem, reviewing literature, experimental set up, data collection and its analysis with the research process and conclude the work independently.

- Students will be required to do experimental work/review of literature for three months on the subject of student’s choice selected for PhD under the supervision of his/her guide and submit the report and also present the project work in front of the Departmental Committee through power point presentation.

- 7.4 The Department where the scholar pursues his/her research shall prescribe the course(s) to him/her based on the recommendations of the Research Advisory Committee, as stipulated under sub-Clause 8.1 below, of the research scholar.
- 7.5 All candidates admitted to the Ph.D. programme shall be required to complete the Compulsory course work as mentioned in 5.1.1 above.
- 7.6 Candidates already holding M. Phil. degree and admitted to the Ph.D. programme, or those who have already completed the course work in M.Phil. and have been permitted to proceed to the Ph.D. in integrated course, may be exempted by the Department from the Ph.D. course work. All other candidates admitted to the Ph.D. programme shall be required to complete the Ph.D. course work prescribed by the Department.
- 7.7 Grades in the course work, including research methodology courses shall be finalized after a combined assessment by the Research Advisory Committee and the Department and the final grades shall be communicated to the Institution/College.
- 7.8 A Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the dissertation/thesis.

### **8. Research Advisory Committee and its functions:**

- 8.1 There shall be a standing Research Advisory Committee, or an equivalent body for similar purpose for Ph.D. scholars. The standing **RAC** for the Ph.D. Scholars for each discipline (as mentioned in clause 3.3) shall be constituted by the Director, FRI /Director of the Research Centers concerned. The Research Supervisor of the scholar shall be the Convener of this Committee.

#### **The RAC shall be constituted as under:-**

- (a) Chairman
- (b) Two experts from outside the division/institute.
- (c) One expert from the division (if Supervisor is the divisional expert, in that case, the Head, Division concerned may take approval from the DRI to appoint another expert from division concerned)
- (d) One Statistician/Research Methodology Expert
- (e) Head of the Division/Co-supervisor-Ex-officio Member
- (f) Member Secretary/Convener – Supervisor

In addition to above, the Director FRI/Vice Chancellor FRI Deemed to be University shall be vested with the power to appoint any other additional subject expert into RAC of concerned discipline at anytime.

The standing RAC shall be constituted for a period of two years. The member secretary/Convener may convene the meeting of RAC in consultation with the chairperson and the other members as and when necessary. In case if, under category 'c' the Supervisor (under whom the candidate has completed the course work on research problem) is the expert from the division, the Head of Division concerned/Supervisor with the approval of VC, FRIDU/Director of the Institute may appoint any other expert from Division.

#### **The RAC shall have the following responsibilities:**

- 8.1.1 To review the research proposal (Synopsis) and finalize the topic of research; and shall hold a synopsis seminar in which all the Forest Officers/ Scientists/RAC/Research Scholars of the concerned Division/Research Center shall participate. The suggestions made in the seminar by RAC may be incorporated in the proposed synopsis by the candidate. The RAC after holding the synopsis seminar shall recommend appropriate topic for registration and approve the synopsis after necessary revision/correction/modification as per the Ph.D. Ordinance. The recommendation of RAC should come in the Performa as given in Appendix-3;

8.1.2 To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.

To periodically review and assist in the progress of the research work of the research scholar.

**8.2 A research scholar shall appear before the Research Advisory Committee once in six months for 2<sup>nd</sup> and 3<sup>rd</sup> six monthly reports and once in a year for further six monthly reports onward to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the Research Advisory Committee to the Institution/College with a copy to the research scholar.**

8.3 In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend to the Institution/College with specific reasons for cancellation of the registration of the research scholar.

8.4 To Recommend supervisor/co-supervisor as per clause 6 of the Ph.D. Ordinance.

8.5 To Examine the eligibility of the Supervisor as per clause 6 of these ordinances and will ensure that the supervisor/co-supervisor is qualified to guide research scholar in the concerned field of research.

8.6 Recommend, if necessary, in consultation with the Supervisor/Co-Supervisor for constitution of an Advisory Committee consisting of the Scientist/Teacher/Forest officer concerning the field of research of the Research Scholar. The Advisory Committee shall help/guide the Research Scholar in his/her research work in consultation with and overall supervision of the Supervisor;

8.7 To Examine the application of the Research Scholar for extension of his/her term of registration beyond the period of registration and recommend to the RDC for extension of his/her term of registration for a maximum period of one year (as per clause 4 above).

8.8 Recommend, if necessary, in consultation with the Supervisor/Co-Supervisor for transfer of woman Ph.D. Scholar under clause 6.6 of the Ph.D. Ordinance.

8.9 To hold pre-thesis submission seminar of a Research Scholar who has completed his/her research work at least 3 months before the expiry of term of registration and recommend a panel of eight examiners (other than the members of the RAC) giving brief bio-data and indicating major areas of research/expertise of the examiners.

While making their recommendations the RAC shall see that, the recommendations are made in conformity with the ordinance and such other directives as may be issued from time to time by the Academic Council in regard to matters connected with Ph.D. research.

## **9. Evaluation and Assessment Methods, minimum standards/credits for award of the degree, etc.:**

9.1 & 9.2 Upon satisfactory completion of course work, and obtaining the marks/grade prescribed in sub-clauses 7.2 above, completion of research work as per the synopsis approved by the RAC, as the case may be, the Ph.D. scholar shall be required produce a draft thesis within a reasonable time before RAC, as stipulated by the Institution based on these Regulations.

9.3 Prior to the submission of the thesis but at least 3 months before the expiry of term of registration, the scholar shall make a presentation in the Department before the Research Advisory Committee of the Institution concerned in Pre-thesis Submission Seminar which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft thesis in consultation with the Research Advisory Committee. The Supervisor shall organize a pre-thesis submission seminar for the candidate, in consultation with the Head of Division under the auspices of the RAC.

- 9.4 Ph.D. scholars must publish at least one (1) research paper in refereed journal and make two paper presentations in conferences/seminars before the submission of the thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.
- 9.5** The Academic Council (or its equivalent body) of the Institution shall evolve a mechanism using well developed software and gadgets to detect plagiarism and other forms of academic dishonesty. While submitting for evaluation, the thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution. **ICFRE Plagiarism Policy is already in place and shall be consulted.**
- 9.6 When the Ph.D. Scholar has completed his/her pre-thesis seminar, the concerned RAC shall recommend to the Registrar a panel of at least eight examiners who are not in employment of the Institution/who are not members of the said RAC duly signed by them giving brief bio-data and indicating major areas of research/expertise of the examiners. The scholar shall submit five copies of summary of the thesis work along with the thesis. The panel of examiners shall be submitted by the Registrar to the Director, FRI Deemed to be University for appointment of three examiners atleast one of them should be from outside the State where research has been carried out. However, the Director, FRI/VC FRI Deemed to be University may appoint any other experts as examiner beyond the names recommended by the RAC. After appointment of the examiners by the Director FRI/VC FRI Deemed University, the Registrar shall get in touch with each examiner with a copy of the summary to secure acceptance of the examiner ship.
- 9.6.1 An examiner shall ordinarily be required to accept the appointment offered by the F.R.I. University within the time indicated by the Registrar in the appointment letter. If, however, no information is received from an examiner within a reasonable time from the date of issue of the letter of appointment his appointment shall stand cancelled and another examiner shall be appointed.
- 9.6.2 On receipt of the acceptance of any examiner, the Registrar shall forward the copy of the thesis to him and take all action to get the report of the examiner expeditiously.
- 9.6.3 The examiner shall be requested to submit their individual reports within two months on the receipt of the thesis.
- 9.6.4 The examiner shall categorically recommend in the prescribed Performa acceptance or rejection or revision of the thesis and also give their detailed comments and examiners shall state if the thesis complies with the following conditions in case they recommend the award of the degree.
- a) It is a piece of research work characterized either by discovery of facts or by a fresh approach towards interpretation of facts.
  - b) The thesis evinces the Research Scholar's capacity for critical examination and sound judgment.
  - c) It is satisfactorily in point of language and presentation of such matter.
- 9.6.5 The examiner shall return the copy of the thesis along with thesis evaluation report or soon after submission of the evaluation report
- 9.6.7 (a) In case all the three examiners accept the thesis the same shall be accepted.  
(b) In case all the examiners reject the thesis or two of them reject the thesis and third accept the thesis or two of them rejecting and the third recommending revision such thesis shall be rejected. The candidate may however be allowed to resubmit the thesis at least after 12 months and not later than 24 months, provided the title of the thesis remains unchanged. Normal procedure will be followed for the evaluation of the resubmitted thesis. In case of resubmission of the thesis, a fresh fee for the examination shall be paid by the candidate. No candidate shall be allowed to resubmit the same thesis more than once.

9.6.8 If two examiners accept the thesis and the third examiner recommends for revision or two recommending revision and third one recommending acceptance or if all the three recommend for revision, in all such conditions the thesis will be returned to the scholar for revision and the research scholar shall have to resubmit the thesis after revision in the light of examiner's observations. The revised thesis shall be sent to those examiners once again for re-evaluation who have recommended for revision and in such case there shall be only two options for the examiner 1. Accepted 2. Revision, in the format of re-evaluation report. In case any of the examiners recommend for revision for the second time, the candidate will be invited for viva where he/she will also defend/justified his/her work in the light of the examiner's comments in evaluation and re-evaluation reports.

9.6.9 If two examiners accept the thesis and the third reject the thesis or in case one accepts the thesis, one recommends revision and the third rejects the thesis in such case the Director, FRI/VC, FRIDU shall appoint the fourth examiner for evaluation of the thesis. The opinion of the fourth examiner shall be final and binding on the scholar. If fourth examiner also recommends for rejection of the thesis then such thesis shall be rejected. However, the scholar be allowed to re-submit the thesis at least after 12 months and not later than 24 months, provided the title of the thesis remains unchanged. Normal procedure will be followed for the evaluation of the resubmitted thesis. In case of re-submission of the thesis, a fresh fee for the examination shall be paid by the candidate. No candidate shall be allowed to resubmit the same title more than once.

9.6.10 If the examiners recommend that the candidate be asked to revise his/her thesis, the Director shall permit the candidate to resubmit his/her thesis not later than Twelve months, the period being counted from the date of issue of letter to him/her. He/She shall have to pay a fresh fee of Rs.2000/- at the time of resubmitting his/her thesis. But it shall not be necessary for him/her to reproduce any certificate of further attendance at the institution/research center at which he/she had carried his/her work. In exceptional cases, the Director FRI/VC FRIDU may allow a scholar to submit the revised thesis after the prescribed period and in that case additional penalty to be decided by Director FRI/VC FRIDU would be charged from the candidate.

9.7 The re-submitted thesis shall be examined as far as possible by the old set of examiners.

9.8 As per the above sub clauses if the thesis is accepted then the research scholar shall be called upon to appear for an examination before the following Viva-Voce Board:-

1. External examiner - Chairman.

(Nominated by the Director, FRI out of the examiners who have evaluated the thesis.)

2. Internal examiner - Member  
(Supervisor/Co-supervisor)

On satisfaction of the Viva-Voce Board the chairman may write a detailed report in his/her own hand in the prescribed Performa on the viva-voce presentation by the scholar and may recommend him/her for award of Ph.D. Degree by FRI Deemed to be University. **Provided** that if a Viva-Voce board is not in a position to conduct the Viva-Voce examination, the Director may look into the special circumstances of the case and may appoint alternative Viva-Voce examiner/examiners.

Such cases whom the Viva-Voce board recommend for award of Ph.D. Degree shall be submitted to the RDC for consideration of the award of Ph.D. degree. On approval of the RDC the degree will be deemed to be awarded from the date of viva voce. The Board of Management shall award the final degree on passing of grace.

9.9 The Institution shall develop appropriate methods so as to complete the entire process of evaluation of Ph.D. thesis within a period of six months from the date of submission of the thesis.



**10. Academic, administrative and infrastructure requirement to be fulfilled by Institutions for getting recognition for offering Ph.D. programmes:**

10.1 Colleges/ may be considered eligible to offer Ph .D programmes only if they satisfy the availability of eligible Research Supervisors, required infrastructure and supporting administrative and research promotion facilities as per these Regulations.

10.2 Post-graduate Departments of Colleges, Research laboratories of Government of India/State Government with at least two Ph.D. qualified teachers/scientists/other academic staff in the Department concerned along with required infrastructure, supporting administrative and research promotion facilities as per these Regulations, stipulated under sub-clause 10.3, shall be considered eligible to offer Ph.D. programmes Colleges should additionally have the necessary recognition by the Institution under which they operate to offer M.Phil/Ph.D. programme.

10.3 Colleges with adequate facilities for research as mentioned below alone shall offer M.Phil./Ph. D. programmes:

10.3.1 In case of science and technology disciplines, exclusive research laboratories with sophisticated equipment as specified by the Institution concerned with provision for adequate space per research scholar along with computer facilities and essential software, and uninterrupted power and water supply;

10.3.2 Earmarked library resources including latest books, Indian and International journals, e-journals, extended working hours for all disciplines, adequate space for research scholars in the Department/ library for reading, writing and storing study and research materials;

10.3.3 Colleges may also access the required facilities of the neighbouring Institutions/Colleges, or of those Institutions/Colleges/R&D laboratories/Organizations which have the required facilities.

**11. Treatment of Ph.D through Distance Mode/Part-time:**

11.1 Notwithstanding anything contained in these Regulations or any other Rule or Regulation, for the time being in force, the FRI Deemed to be University; shall not conduct Ph.D. Programmes through distance education mode.

The evaluation procedure/viva-voce examination shall be conducted in the FRI Deemed to be University Dehradun only. The meetings of the Research Advisory Committees shall be only in the research centre concerned.

11.2 No Ph.D. Scholar shall accept during the period of research any paid assignment apart from Research Fellowships, Research Assistantship etc. unless in the opinion of the RAC such an assignment will not interfere with his/her research work.

**12. Award of M.Phil./Ph.D. degrees prior to Notification of these Regulations, or degrees awarded by foreign Universities:**

12.1 Award of degrees to candidates registered for the Ph.D. programme on or after July 11, 2009 till the date of Notification of these Regulations shall be governed by the provisions of the UGC (Minimum Standards and procedure for Awards of M.Phil/Ph.D Degree) Regulation, 2009.

12.2 If the Ph.D. degree is awarded by a Foreign University, the Indian Institution considering such a degree shall refer the issue to a Standing Committee constituted by the concerned institution for the purpose of determining the equivalence of the degree awarded by the foreign University.

### **13. SUPPLICATION OF THESIS**

- 13.1 On completion of the research work for Ph.D. by the candidate, the Supervisor shall organize, in consultation with the Head of Division under the auspices of the RAC a pre-thesis submission seminar by the candidate to present his/her progress and achievements and to receive suggestions for further improvement of the thesis.
- 13.2 After the pre-thesis submission seminar, the Supervisor shall forward the application of the candidate for supplication of the thesis along-with the minutes of the pre-thesis submission seminar, Panel of Examiners (as per clause 9.6 of Ph.D. Ordinance) and a certificate that the corrections/suggestions given by the RAC members in the pre-thesis submission seminar have been incorporated. The Supervisor shall also provide a certificate of attendance of scholar as per clause of these ordinances and that the scholar was not engaged in any paid assignment (as per clause 14.6 of these ordinances) unless permitted by the RAC.
- 13.3 A Ph.D. Scholar shall ordinarily supplicate the Ph.D. thesis within six months from the date of his/her pre-thesis seminar or till completion of term of registration whichever is earlier through the Supervisor and the Head of Division. The supervisor shall forward therewith four spirally bound printed copies of the Ph.D. Thesis and 5 copies of summary of the thesis to the Registrar.

#### **13.4 The thesis shall comply with the following conditions**

- i) It must be a piece of research work characterized either by the discovery of facts or by a fresh approach towards the interpretation of facts. In either case, it should evince the candidate's capacity for critical examination and sound judgment.
- ii) It shall be satisfactory in point of language and presentation of subject matter.

#### **13.5 The thesis shall be accompanied by:-**

1. A declaration from the Ph.D. scholar attesting to the originality that the thesis embodies the result of his/her own work and observations and in that respects the investigation appears to advance knowledge in the subject and vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution.
2. A certificate from the Supervisor and Co-Supervisor stating:
  - i. That thesis embodies the work of the Ph.D. Scholar himself/herself
  - ii. That in the opinion of the Supervisor/(Co-supervisor, if any), the thesis fulfills the requirements of the Ordinance governing award of Ph.D. Degree of F.R.I. University
  - iii. That there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution.
3. A certificate from RAC to be obtained at the time of pre thesis seminar in the given format at Appendix -7.
4. Registration letter.
5. Publications/Presentations/Letter of acceptance

The documents specified above shall be bound in the beginning of the thesis strictly in the above sequence.

### 13.6 FORMAT OF THESIS

The entire thesis submitted to the FRI Deemed to be University shall be in following format.

The thesis cover page should be printed in the under mentioned format:

*Title of the thesis*

THESIS  
SUBMITTED TO THE  
FOREST RESEARCH INSTITUTE (DEEMED) UNIVERSITY  
DEHRA DUN, UTTARAKHAND  
For  
THE AWARD OF THE DEGREE OF  
DOCTOR OF PHILOSOPHY IN FORESTRY  
(Name of Discipline should be printed here)



By

Name of the Research Scholar

Name of the Division/Research Center

Year

The following should be printed on the side of the thesis (at the time of submitting hard bound thesis):

Name of the scholar

Title of the thesis

Year of submission of the thesis

- (ii) The cover should be either green or black in colour. The colour of the letters printed on the cover should be golden and the thesis cover should be laminated. (at the time of submitting hard bound thesis)

#### 4. GENERAL PROCEDURAL GUIDANCE

- 14.1 Each RAC shall send a copy of the minutes of Synopsis seminar along-with the application of the candidate to the Registrar who shall issue letter of admission to the candidate recommended by the RAC after proper scrutiny and approval of the Director.
- 14.2 On receipt of the communication regarding the registration, the candidate shall pay the requisite fees to the Registrar within a month of date of issue of fee letter, **failing which with a prescribed late fee.**
- 14.3 Ph.D. Scholars shall be required to be present in the research centre concerned for a minimum period of two years from the date of registration. Their presence shall be duly recorded and maintained in the research centre concerned.
- 14.4 A record of the progress of every Ph.D. Scholar shall be kept by his/her Supervisor. The Supervisor shall conduct meeting of RAC preferable during the months of September/October for the six months period from March to August and during the months of March/April for the six monthly reports of the period from September to February for presentation of six monthly progress reports by the candidate. The RAC shall consider the progress reports and supervisor shall forward the same with recommendations and comments of the RAC, if any, to the Registrar.
- 14.5 Registration of a Ph.D. Scholar is liable to be cancelled by the Director at any time if:-
- i) Two consecutive six monthly progress reports are not submitted at all or are not satisfactory as per recommendations/comments of RAC.  
However, the research scholar is required to submit the 1<sup>st</sup> six monthly progress report through his Supervisor & Chairman of RAC and 2<sup>nd</sup> and 3<sup>rd</sup> six monthly progress reports duly reviewed by RAC. The candidate will make six monthly presentation of 2<sup>nd</sup> & 3<sup>rd</sup> six monthly Progress report before RAC. After that all the 6 monthly Progress Reports shall be submitted through supervisor & Chairman, RAC while annual presentation would be held before RAC.  
The six monthly progress reports are to be submitted till pre-thesis submission seminar.
  - ii) The attendance in case of Research Scholar should not be less than 75% in any term”
- 14.6 No Ph.D. Scholar shall accept during the period of research any paid assignment apart from Research Fellowships, Research Assistantship etc. unless in the opinion of the RAC such an assignment will not interfere with his/her research work.
- 14.7 A Ph.D. Scholar shall not be permitted to take any other degree course, but may be permitted by the RAC to take part-time Diploma or Certificate course(s) not affecting the scholar’s research work adversely.
- 14.8 The Research Scholar may **not later than three months from** the date of issue of registration letter, modify the scheme of the research work or nature or scope of the subject, on the recommendation of the Supervisor and RAC, with the approval of Director.
- 14.9 A Ph.D. Scholar shall be permitted to submit his thesis not earlier than thirty months from the date of his/her registration Academic Council.

## 15 CONCLUSION

From the date when these Ordinances come into operation all previous Ordinance on the subject shall cease to have effect.

Provided that this revocation shall not affect the previous ordinance so revoked or anything done or suffered under any previous ordinance so revoked or affect any right, privilege, obligation or liability acquired, arrived or incurred under any ordinance so revoked.

Notwithstanding anything contained in these ordinances, any question, which is not covered by these ordinances, or any difficulty arising out of these ordinances shall be dealt with by the Academic Council.

The legal disputes if any with respect to the process of award of any degree/diploma/certificate by this University shall be subject to the jurisdiction of the competent Courts under the Honorable High Court of Uttarakhand State.

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**The following are the established Research Centres of F.R.J. (Deemed) University:**

1. Indian Institute of Forest Management, Nehru Nagar, P.O. 357, Bhopal, M.P.- 462 003
2. Tropical Forest Research Institute, P.O. R.F.R.C., Jabalpur-482 021
3. Arid Forest Research Institute, P.O. Krishi Mandi, New Pali Road, Jodhpur 342-005
4. Himalayan Forest Research Institute, Conifer campus, Pathaghati, Shimla – 171 009
5. Institute of Wood Science & Technology, P.O. Malleswaram, Bangalore- 560 022
6. Institute of Rain & Moist Deciduous Forest Research, Jorhat, Assam
7. Institute of Forest Genetics & Tree Breeding, Coimbatore 641 002
8. Institute of Forest Productivity, Main Road, Hinoo, Ranchi 834 002
9. Forest Research Institute, P.O. New Forest, DehraDun – 248 006
10. Kerala Forest Research Institute, Peechi – 680 653, Thrissur Distt., Kerala State
11. Wildlife Institute of India, P.O. 18, Chandrabani, Dehra Dun – 248 001
12. Indian Plywood Industries Research & Training Institute, P.O.:2273, Tumkur Road, Bangalore-560022
13. Forest Survey of India, P.O: I.P.E., Kaulagarh Road, Dehra Dun – 248 195
14. UP Forest Research Institute, Kanpur – 24
15. Indian Institute of Remote Sensing, (NRSA), 4<sup>th</sup>, Kalidas Road, Dehra Dun
16. G.B. Pant Institute of Himalayan Environment & Development, Kosi- Katarmal, Distt. Almora – 263 643.
17. Central Pulp & Paper Research Institute, P.O. Box 174, Star Paper Mill Road, Himmat Nagar, Saharanpur- 247001 (U.P.)
18. Institute of Forest Biodiversity, Dulapally, P.O. Kompally, Hyderabad-500100

**\*GUIDELINES FOR PREPARING Ph.D. SYNOPSIS**

1. **Cover page** should have title of the proposed work with name of the Research Scholar and Supervisor in a format as depicted below: -

<p><b><u>Format :</u></b></p> <p>(Title of the proposed research plan)</p> <p>Synopsis of the proposed research plan</p> <p>Submitted for the degree of</p> <p>Doctor of Philosophy in Forestry (Name of Discipline) Of</p> <p>Forest Research Institute (Deemed) University</p> <p>By</p> <p>Name of the Scholar</p> <p>Under the Supervision of</p> <p>Name and address of Supervisor</p>	<p><b><u>Example :</u></b></p> <p><b>Bamboo – endomycorrhiza: Ecology, growth and macroproliferation.</b></p> <p>Synopsis of the proposed research plan</p> <p>Submitted for the degree of</p> <p>Doctor of Philosophy in Forestry (Name of Discipline) Of</p> <p>Forest Research Institute (Deemed) University</p> <p>By</p> <p>XYZ</p> <p>Under the Supervision of</p> <p>XYZ</p> <p>Forest Research Institute, Dehra Dun</p>
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*\* 7 copies of the synopsis are to be submitted to the Member Secretary/Convener (Supervisor), Research Advisory Committee by the candidate. The Member Secretary will send one copy to each member of R.A.C. for perusal.*

2. **Second page** should have details of Research Scholars, Supervisor and place of work where Research Scholar intends to conduct studies with signature of Research Scholar and Guide both. **After synopsis seminar, names of R.A.C. members may also be indicated on this page.** These informations be **formatted** as below:-

**\*\* Synopsis of proposed research plan approved by the Research Advisory Committee for the degree of Ph.D. submitted to the F.R.I. (Deemed) University, Dehradun**

Topic of Research:  
(approved by the RAC)

Name of the Research Scholar:

Name and Designation of Supervisor:

Name and Designation of Co-Sup:

Place of work:

\*\*\*Name of Expert Members of RAC:

Signature  
(Name)  
Supervisor/Co-supervisor if any

Signature  
(Name)  
Research Scholar

\*\*\* Signature  
(Name)  
Chairman RAC

\*\*\* Signature  
(Name)  
Member Secretary.RAC

**\*\* *Synopsis to be revised after the R.A.C. meeting (synopsis seminar) as per the comments/ recommendations of R.A.C.***

**\*\*\* *Names of the R.A.C. members should be mentioned in the synopsis approved by the RAC and the same should be signed by the Chairman and Member Secretary.***

3. **Introduction:** Species/organism/theme/aspect of research should be introduced with background information indicating its importance and relevance with over all objectivity and concept of forestry.
4. **Review of literature:** Review of literature should be comprehensive covering various aspects of the proposed work but it must be precise with recent information. Detailed review at this stage is not required.



5. **Methodology:** Techniques in brief should be given in respect of specific experiments/observations only. Methods of routine nature need not be described.
6. **Proposed plan of work:** This part of the synopsis is very important. Different aspects of the proposed plan of work should be given into separate components/chapters/sub-projects. Each component/sub-project should have detailed titles of various experiments proposed to be performed. Wherever possible area of research be mentioned indicating whether studies would be performed in the laboratory or in some specific field conditions.
7. **Expected Conclusions:** Researcher may indicate the conclusions, which are expected to be drawn from the proposed studies.
8. **References:** References should be listed alphabetically author wise. In the text, the reference should be quoted as Sen-Sarma (1980) or Sen-Sarma and Thakur, (1981) or Sen-Sarma et al. (1982) for single, two and more than two authors, respectively. Papers by the same author in the same year should be distinguished by letters, a, b, c, etc. For references, following pattern should be followed.

**FOR RESEARCH PAPERS:**

Ahmad, M. 1987. Relative resistance of different clones of *Tectona grandis* to teak defoliator, *Hyblaea puera* Cram. (Lepidoptera: Hyblaedae) in South India. *Indian Forester*, 113(4): 281-286.

**COMPLETE BOOKS:**

Beeson, C.F.C. 1941. *The Ecology and Control of the Forest Insects of India and the Neighbouring Countries*. Vasant Press, Dehra Dun, ii + 1007 pp.

**FOR A CHAPTER IN EDITED BOOK:**

Heather, W.A. and Griffin, D.M. 1984. The potential for epidemic disease, 143-154: In *Eucalyptus for Wood Production*, Hills, W.E. and Brown, A.G. (eds.) CSIRO/Academic Press, Sydney.

**CITATION FROM NEWSPAPERS:**

Hanumantha Rao, C.H. and Singh Padam, 1986. Fertilizers strategy of diffusion. *The Economics Times* (Bombay), Jan. 29, 25(327): I-II (Suppl.).

**THESES AND DISSERTATIONS:**

Mehra, M.S. 1984. Litterfall and nutrient return in certain forest ecosystems of Kumaun Himalaya, Ph.D. thesis, Kumaun University, Nainital : 274 pp.

**FOR ANNUAL REPORT:**

Annual report, 1989-90. Department of Agricultural Research and Education, Ministry of Agriculture, Govt. of India, New Delhi 67-70

**IN CASE OF PROCEEDING/CONFERENCE:**

Khan, M. 1987. NGOs and Agroforestry. In *Professional Education I Agroforestry*, 209-215: Easter Zulbert, E. (ed.) *Proceedings of an International Workshop*, 5-10 December, 1982, ICIPE Training Centre, Dudville, Nairobi, Kenya.

**IN CASE OF BULLETINS/RECORDS:**

Byant, M.S. 1951. bibliographic style, USDA. *Bib. Bull.* 6:30 pp.

Or

Author, year. Title *Indian For. Rec.* (N.S.), (Ent.) 33(5): 1-71

**Performa of the minutes of meeting of RAC for Synopsis Seminar**

- i) Name of Candidate:
- ii) Date of meeting:
- iii) Institute's name:
- iv) Division's Name:
- v) Chairman's Name:
- vi) Expert member's names:
  - (1)
  - (2)
  - (3)
  - (4)
- vii) Supervisor's name:
- viii) Co-Supervisor's name:
- ix) Member Secretary/Convener (Supervisor) :
- x) **Suggestions/comments made by the RAC:**  
(Please attach the details duly signed by all the members)
- xi) Topic recommended by R.A.C.:
- xii) Name of Discipline for which registration is recommended:  
*(Which will be recorded in the Degree certificate as per clause 3.3 of the Ph.D. Ordinance. The decision of the office of the FRI Deemed to be University shall be final)*
- xiii) Courses recommended:
- xiv) Recommendation of RAC whether to be registered as PhD Scholar:

***Signatures of the Members of the RAC***

*(The proceedings should be neatly typed and the signature of the members of the RAC should be on the same page)*

## APPENDIX-4

### Format of Progress Report

1. Name of the scholar :
2. Registration Number :
3. Name of Discipline & Topic of Research :
4. Name of Supervisor :
5. Name of Co Supervisor :
6. Name of Research Center/ Institute :
7. Date of meeting of R.A.C.
8. Progress report I/II/III/IV :
9. Period of Progress report :

(Detailed progress report should be attached compulsorily)

Remarks if any of the supervisor:

Remarks of Chairman/Expert Members of R.A.C.:

**Signature of the Supervisor and members of the R.A.C. should be at the last page of the report also.**

**Performa of the minutes of meeting of RAC for extension of term**

- i) Name of Ph.D Scholar :
- ii) Registration Number & date :
- iii) Date of meeting:
- iv) Topic :
- v) Institute's name:
- vi) Discipline  
(as per clause 3.3 of the Ph.D. ordinance)
- vii) Chairman's Name:
  
- viii) Expert member's names:
  - (1)
  - (2)
  - (3)
  - (4)
- ix) Supervisor's name:
- x) Co-Supervisor's name:
- xi) Head of Division (Member Secretary):
- xii) Recommendation of RAC reg. Extension giving specific reason:  
(the RAC should clearly state the reason for grant of extension and the duration of extension)

**Performa of the minutes of meeting of RAC for Pre-thesis submission seminar**

- (i) Name of Ph.D. Scholar :
- (ii) Registration Number & date:
- (iii) Date of meeting:
- (iv) Topic:
- (v) Institute's name:
- (vi) Discipline  
(as per clause 3.3 of the Ph.D. ordinance)
- (vii) Chairman's Name:
  
- (viii) Expert member's names:
  - (1)
  - (2)
  - (3)
  - (4)
- (ix) Supervisor's name:
- (x) Co-Supervisor's name:
- (xi) Head of Division (Member Secretary):
- (xii) Suggestions (in detail must be given)/Recommendation of RAC:

**Signatures of the Members of the RAC including Supervisor and Member Secretary**

**FOREST RESEARCH INSTITUTE (DEEMED) UNIVERSITY  
DEHRA DUN**

This is to certify that Mr./Ms./Mrs. ....enrolment no.....  
carried out research work under Dr..... of (Name of the Center)  
..... The topic of the research registered with FRI Deemed to be  
University was .....  
..... The scholar presented his/her work in the  
pre-thesis submission seminar held on ..... and the RAC found the work to be satisfactory  
and approves the work to be presented in the form of thesis for evaluation by examiners for “Award of  
Ph.D. Degree” by FRI (Deemed) University.

Supervisor

Head of Division

Expert Member

Expert Member

Expert Member

Chairman RAC

**Syllabus for Basic Forestry (PBF 101) Course****Credits (Th-4+Pr.1)****Learning objectives: The course is designed to provide exposure of basic forestry and its allied fields to the scholar.****MODULE I: Overview of Forestry in India**

- History of Forest management in India, Forest policies and law, Tangible/Intangible benefits, forestry resources.

**Lecture session – 2****MODULE II: Forest Ecology**

- Basic principles and concept of forest ecology, Major abiotic and biotic components, food webs, ecological pyramids and energy flow, ecological successions, forest community concepts; Forest types in India, Conservation of forest ecosystems.

**Lecture session – 6****MODULE III: Systematic Forest Botany and Ethnobotany**

Importance of Systematic botany in forestry; concept of species, genus; dendrological approach on classification of forest species; herbarium, arboretum; Ethno botany of forest flora of economic importance; plant nomenclature; Identification of species.

**Lecture session – 6****MODULE IV: Soil Science and Soil Conservation**

- Forests Soils, classification, factors affecting soil formation; physical, chemical and biological properties. Soil reaction - soil pH and its relation to nutrient availability.
- Soil conservation - definition, causes for erosion; types - wind and water erosion; conservation and management of eroded soils/areas, wind breaks, shelter belts; Role of forests in conserving soils.

**Lecture session-6****MODULE V: Forest Hydrology and Watershed Management**

- Introduction, Hydrological cycle, Rainfall-runoff process, Interception, forest & water, run-off, water holding capacity of soils, free water, field capacity, capillary water, hygroscopic water, ground water.
- Watershed Management – approach and concepts of watershed; watershed management, its objectives.

**Lecture session-4****MODULE VI: Silvicultural Practices**

- Definition of silvics and silviculture, Study of locality factors, Forest regeneration (natural and artificial), Plantation forests and mixed regeneration; methods of propagation, grafting techniques; site factors; nursery and planting techniques-nursery beds, polybags and maintenance,

water budgeting, grading and hardening of seedlings, pruning and lopping. Thinning- thinning of irregular corps, increments felling, improvement felling.

- Silvicultural system - definition, classification and detailed study of the following systems: Clear felling system; uniform system; the group system; coppice with standard system
- Quality seed production through seed production area and seed orchards. Establishment and management of seed orchards. Essentials of seed testing, seed quality evaluation, seed dormancy, seed storage, seed classification and seed certification.

**Lecture session-8**

## **MODULE VII: Forest Management, Mensuration and Remote Sensing**

- Forest Management: Objective and principles; techniques; management of forest plantations.
- Forest Mensuration: Introduction - definition, objectives and scope. Measurement of single tree - object, place of measurement, Methods of measuring - diameter, girth, height, crown and volume of trees; form-factor; volume estimation of stand, current annual increment
- Remote Sensing: Introduction - definition, objectives and scope. Forest cover monitoring, Geographic Information Systems for management and modeling.

**Lecture session-6**

## **MODULE VIII: Forest Protection and Economics**

- Agencies causing forest damage viz. man, fire, cattle, wildlife, insects and pathogens nature of their damages, cause, prevention, remedial measures and benefits. General forest protection against fire, equipment and methods, controlled use of fire. Grazing regulations; effect of wild animals on forest regeneration. Basic knowledge of forest pathology and forest entomology – definition, scope and damage.
- Forest Economics: – fundamental principles, cost-benefit analyses; estimation of demand and supply; Socio-economic analyses of forest productivity and attitudes; valuation of forest goods and service.

**Lecture session-8**

## **MODULE IX: Wood Science**

- Anatomical structure of wood, defects and abnormalities of wood, timber identification - general principles. Different types of Wood seasoning and Preservation; Pulp-paper and rayon; Wood substitution.

**Lecture session-4**

## **MODULE X: Non-Wood Forest Products**

- NWFP – Definition, Importance, Diversity / Types, their distribution, Role in rural livelihood and industry, present utilization and future scope.
- Introduction about natural products chemistry; General procedures for isolation of extractives, and other secondary metabolites from wood and NWFP; Value addition chemical from forest plants.

**Lecture session-4**



## **MODULE XI: Biodiversity and Environmental Conservation**

- Forest Biodiversity, its protection, components and principles of conservation, Climate Change, Clean development Mechanism, Carbon Trading, Pollution types, global warming, green house effects, ozone layer depletion, Forest and environment impact assessment and control measures. National conservation strategies. Indian Forest Act. Overview on national strategies and international conventions related to forest conservation and management (CBD, UNFCCC, NBA, CITES etc.)

**Lecture session-6**

## **MODULE XII: Forest Genetics and Tree Improvement**

- **Forest Biotechnology:** Aims and objectives of Tissue Culture for genetic improvement through clonal propagation, production of in vitro variability, transgenics, somaclonal variation, genetic fusion of cells
- Forest Genetics and its applications. Concept of tree improvement, methods and techniques. Variation and its use, provenance trials. Genetic testing through progeny tests. Selection and breeding for resistance to diseases, insects and adverse environment; the genetic base, forest genetic resources and gene conservation in situ and ex-situ.

**Lecture session-8**

## **MODULE XIII: Extension Forestry**

- Extension Education - meaning, definition, objectives, principles and characteristics. Extension programmes of ICFRE. Major elements involved in forest extension.

**Lecture session-2**

## **MODULE XIV: Agroforestry**

- Agroforestry - scope and necessity; Agro forestry systems under different agro ecological zones. Role of agroforestry in livelihood support and rural economy

**Lecture session-2**

## **PRACTICAL**

**Practical session-10**

1. Excursions –Forest types, Botanical Garden, Field Research station (ICAR), Agroforestry farm
2. Soil Analysis-physical & chemical properties
3. Seed testing
4. Nursery practices & visit
5. Forest Mensuration – Height, girth, volume of standing tree & felled material
6. Exposure to ERDAS and ARC-GIS
7. Visit to insectary and pathology lab
8. Timber Identification
9. Isolation of medicinal plants extractives
10. Tissue culture & clonal propagation

**Syllabus for Computer Application (PCA 102) Course****PCA 102 COMPUTER APPLICATION****Credits (Th-0+Pr.2)**

**Learning objectives:** The objective of course is to enrich the scholars' skill to use different programmes of computer for research purpose.

**MODULE I: Fundamentals of computer**

Definition of Computers, History and generation of computers, Classifications of computers, Block diagram of a computer, CPU, ALU, Control unit, Computer Memory i.e. RAM, ROM, Input/output devices, computer peripherals, (Discussion / Practical)

**Lecture session- 4****MODULE II: Windows 8.1**

- Introduction to Windows 8.1 and its installation, File Explorer, Windows 8.1 Settings, Control Panel Settings, Desktop Management, Using Apps in Windows 8.1, Downloading Apps from the Windows Store, Internet Explorer properties, Creating Documents, Drawing Pictures, Using the Internet, Printing Information Practical Test, Internet, www, Email, About virus and its protection

**Lecture session- 5****MODULE III: MS Office 2010**

- Beginning to Use Microsoft Word 2010, Basic Editing, Formatting, Templates, Working With Graphics and Pictures, Tables, Desktop Publishing, Long Documents, Technical Documents, Mail Merge, Proofing, Printing, and Publishing, Comparing, Merging, and Protecting Documents, Customizing and Expanding Word, Introduction to MS Excel 2010, Worksheets and Workbooks, Entering Information into MS Excel 2010, Formatting a Worksheet, Adding Elements to a Workbook, Charts, Formulas and Calculations, Excel Forms, Tables, Developing a Workbook, Sharing Worksheets and Workbooks, Advanced Skills : PowerPoint : Activating PowerPoint and Getting Started, Using Themes and Layouts, Inserting Text and Using WordArt, Inserting Graphics (Tables, Charts, Shapes, Clip-Art), Working With Videos, Movie-Clips, Animations, and Transitions, Sounds, Creating Photo Albums, Reviewing and Adding Comments to the Presentation, Editing, Saving, Printing and Publishing Tools, Help

**Lecture session- 15****MODULE IV: Adobe Page Maker**

- Page Maker's Introduction/ Palettes/ Creating & Opening Publications/ Publication from Templates/ Naming & Saving Publications/ Closing Publications/ Printing Publications/ Page Maker's Introduction/ Creating Text objects/ Text frames & blocks/ Text flow/ Jump lines/ Formatting text/ Guides/Drawing objects & Graphics/Grouping & Ungrouping/ Adding colours/Cropping Graphics/ Arranging text & graphics/ Non- printing objects/ Layers/ Format characters/ Control character spacing/ Format paragraphs

**Lecture session- 6****MODULE V: Latest trends in Information Technology**

- Cyber security and applications, Plagiarism check softwares and their use, Online research library e.g. INFLIBNET, Shodhganga etc., MOOCS (Massive Open Online Course) and uses.

**Lecture session- 5****(Practical-35)**

**Syllabus for Statistical and Research Methods in Forestry(PSR 103) Course**

Credits (Th-2+Pr.2)

**Objective: To elucidate the PhD scholars with the concepts of research methods and various statistical techniques and their application in forestry research.**

**Module I: Introduction to Research**

Meaning and types of research; Criteria of a good research; identification and formulation of research problem; Elements of research (objective, review of literature, hypothesis formulation, scientific writing), Ethics in research; Plagiarism in research.

**Lecture Session:15****Module II: Elementary Statistical Methods –I**

Introduction of Statistics; Type of data; Forestry variables; Classification, tabulation and graphical representation of data; Measure of central tendency; Measure of dispersion; Measure of Skewness and Kurtosis; Theory of probability; Probability distributions (Binomial, Poisson, Normal distributions and their application).

**Lecture Session:20****Module III Elementary Statistical Methods –II**

Correlation (simple and rank) and regression (simple and multiple); Concept of sampling distributions – $\chi^2$ , t, F and its application; Concept related to testing of hypothesis; Tests of significance based on one sample, two sample and multiple sample tests for comparison of means and attribute test; Non-parametric Tests – Sign test, Wilcoxon test, Mann-Whitney U-test, Run test, Mann-Kendall test, Krushal-Wallis test; introduction to multivariate analysis.

**Lecture Session:20****Module IV: Elementary Design of Experiments**

Analysis of variance (one way and two way classification);Basic principles of design of experiments; Completely randomized design (CRD); Randomized block design (RBD); Latin square design (LSD); Missing plot techniques and its application to RBD and LSD; Factorial experiments; Concept of confounding, split and strip plot designs; Transformation of data; Normality test based on skewness and kurtosis.

**Lecture Session:25****Module V: Elementary Sampling Techniques**

Concept of sampling; Sample vs. complete enumeration; Simple random sampling (with and without replacement); Stratified random sampling; Systematic sampling; Cluster sampling; Multistage sampling; Area sampling (plot size and shape);Determination of sample size; Sampling and non-Sampling errors; Non-probability Sampling.

**Lecture Session:20**

**Practical:** Practical exercise will be conducted based on the theory with the use of MS-Excel and other relevant software available.

**Note: Mathematical derivations in statistical theory, if any, should be omitted/ avoided.**

**To be filled by the proposed Supervisor**  
**(From FRI Deemed to be University or its Research Center)**

1. Name \_\_\_\_\_
2. Date of Birth \_\_\_\_\_
3. Designation \_\_\_\_\_
4. Institute/University/Department \_\_\_\_\_
5. Date of Retirement/Repatriation \_\_\_\_\_
6. Present Occupation, if any: **Name of the Organization:** \_\_\_\_\_

**Pay:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Post:** \_\_\_\_\_ **Pmt./Temp.** \_\_\_\_\_

7. Address  
a) Permanent \_\_\_\_\_  
P.O. \_\_\_\_\_ Distt. \_\_\_\_\_ Ph.No. \_\_\_\_\_  
b) Local \_\_\_\_\_  
c) E-mail Address \_\_\_\_\_

8. Educational Qualification \_\_\_\_\_

9. Date of Award of Ph.D. Degree \_\_\_\_\_

10. Professional Experience (in years)  
a) Research  
b) Teaching  
(i) . No. of students already submitted Ph.D. Thesis  
(ii). No. of students presently under supervisor

11. Area of specialization

12. Number of Publications/Books etc.(list to be attached) (Nos.)-  
(i) . In International peer reviewed journal (referred journals) (Nos.)-  
(ii). In National peer reviewed journal (referred journals) (Nos.)-

13. Any other information

14. I agree to supervise the work of the Sh./Smt./Km. \_\_\_\_\_. At present I am supervising the work of \_\_\_\_\_ Research Scholars whose names are given below: (Names of the research scholars who have submitted their theses to the FRI Deemed to be University not to be counted)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**Dated** \_\_\_\_\_

*Signature of Supervisor*

**Note:- For appointment of Supervisor/Co-supervisor please read clause 5 of the Ph..D. Ordinance of FRI Deemed to be University carefully.**

**To be filled by the proposed Co-Supervisor**  
**(From FRI Deemed to be University or its Research Center)**

1. Name \_\_\_\_\_
2. Date of Birth \_\_\_\_\_
3. Designation \_\_\_\_\_
4. Institute/University/Department \_\_\_\_\_
5. Date of Retirement/Repatriation \_\_\_\_\_
6. Present Occupation, if any: **Name of the Organization:** \_\_\_\_\_  
**Pay:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Post:** \_\_\_\_\_ **Pmt./Temp.** \_\_\_\_\_
7. Address
  - a) Permanent \_\_\_\_\_  
P.O. \_\_\_\_\_ Distt. \_\_\_\_\_ Ph.No. \_\_\_\_\_
  - b) Local \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - c) E-mail Address: \_\_\_\_\_
8. Educational Qualification \_\_\_\_\_
9. Date of Award of Ph.D. Degree \_\_\_\_\_
10. Experience (in years)
  - a) Research
  - b) Teaching
  - c) No. of students already guided for Ph.D.
11. Area of specialization
12. Number of Publications/Books etc.(list to be attached)
13. Any other information
14. I agree to supervise the work of the Sh./Smt./Km. \_\_\_\_\_. At present I am supervising the work of \_\_\_\_\_ Research Scholars whose names are given below: (Names of the research scholars who have submitted their theses to the FRI Deemed to be University not to be counted)
  - 1.
  - 2.
  - 3.
  - 4.
  - 5.
  - 6.

**Dated** \_\_\_\_\_

*Signature of Co-Supervisor*

**Note:- For appointment of Supervisor/Co-supervisor please read clause 5 of the Ph..D. Ordinance of FRI Deemed to be University carefully.**