

INDIRA GANDHI NATIONAL FOREST ACADEMY

Guidelines concerning the Indian Forest Service (Probationers) Final Examination made under the Indian Forest Service (Probationers Final Examination) Regulations 2016

PART-I

In exercise of powers conferred under regulations 3(1), (2), (3) and 4 of the Indian Forest Service (Probationers' Final Examination) Regulations, 2016 of the Ministry of Personnel, Public Grievance and Pensions (Department of Personnel & Training), Government of India vide Notification No. GSR-270 (E) dated 29-02-2016 and in supersession of all the previous guidelines the Director, Indira Gandhi National Forest Academy (IGNFA), Dehradun lays down the following guidelines for conduct of examinations and award of internal assessment marks with immediate effect:

A. GENERAL

1. The designated Course Director shall finalize the duration of two professional phases of training period, in accordance with the Indian Forest Service (Probationers' Final Examination) Regulations 2016, in consultation with Course Professor, Controller of Examinations and Director. Further each phase shall be divided into 2 terms each totaling 4 terms for two phases for the purpose of final examinations as given in Annexure-I.
2. (a) The final examinations comprise the following:
 - (i) Written and practical examinations;
 - (ii) Exercises and tours;
 - (iii) Qualifying tests.

(b) The examinations for the subjects covered during a term will be held in not more than two groups. The schedule of examinations will be notified well in advance.

(c) If any Probationer misses any final examination due to sickness or other causes over which he has no control; he/she will be allowed to appear at the next final examination or any special examination which the Director may hold for the purpose.

(d) If any Probationer fails to obtain fifty percent marks in each exercise or each tour or each group of subjects he/she may be allowed to appear in the re-examination (only once) which the Director may hold for the purpose. The Probationer will appear in the re-examination only in the subject or tour exam or exercise in which he/she failed. However, the marks awarded to him/her on such re-examination shall not be taken into account in determining the seniority.
3. As per the Regulations 11 of the Indian Forest Service (Probationers) Regulations, 1968, the seniority of Probationers shall be determined on the basis of the marks obtained by each Probationer, calculated in the manner specified below:
 - (a) Full aggregate marks in the competitive examination conducted by the Union Public Service Commission (UPSC), Govt. of India.
 - (b) 50% of the aggregate marks in the Final Examinations at IGNFA (1600 marks) and in the Foundation Course (75 marks).



B. ASSESSMENT OF WRITTEN AND PRACTICAL EXAMINATIONS

4. Assessment of Probationers for the subjects mentioned in the section 4 (a) Part-I of the Indian Forest Service (Probationers' Final Examination) Regulations, 2016 (listed below):

S. No.	Group	Sub Group	Subject	Maximum marks		Grand Total	No. of lectures (55 minutes duration)*
				Theory	Practical		
1.	Forest Ecology and Silviculture	Group-I	Overview of Forestry	15		75	15
			Elementary Biology	15	10		10 + 5
			Systematic Botany	25	10		15 + 5
		Group-II	Forest Ecology	40		100	25
			Silvicultural Practices	40			40
			Silvicultural Systems	20			10
2.	Forest Resource Management and Planning	Group-III	Forest Survey	20	10	130	15 + 10
			Remote Sensing and GIS	30	30		20 + 20
			Forest Management	40			25
		Group-IV	Forest Mensuration	35		90	25
			Forest Statistics	15			10
			Forest Biometry	40			25
3.	Applied Sciences	Group-V	Elementary Mathematics (For Biology Probationers only)	15**		45	10
			Forest Engineering	20	10		15 + 5
		Group-VI	Wood Technology & Forest Harvesting	40	10	105	25 + 5
			Soil Water and Land Management	45	10		30 + 10
4.	Wildlife and Environment	Group-VII	Biodiversity Conservation and Wildlife Management	100		130	70
			Environmental Conservation	30			20
5.	Forest-People Interface	Group-VIII	Forest & People	30		90	20
			Non Timber Forest Produce	30			20
			Forest Economics	30			20
6.	Forest Protection	Group -IX	Forest Policies and Law	75		105	50
			Forest Health	30			20
7.	Forest Administration and Management	Group-X	Forest Administration and Accounts Procedures	20		35	15
			General Management	15			10
8.	Optional Subjects	Group-XI	Optional Subjects	30		30	Self Study
9.	Forestry Viva Voce	Group-XII	Forestry Viva-Voce	60		60	—
Total				890	90	980	—

*- The numbers of sessions are tentative and may be modified as per the requirement.



(a) The Probationers shall be assessed as per the syllabus mentioned in the first schedule and for the maximum marks allotted for each subject as mentioned in section 4 (a) of the above regulations. The mode of assessment for the written examinations shall be both by –Examinations (summative assessment) and Periodical concurrent assessment during the time of conduct of the course of the concerned subject through assignments, presentations, Group discussion, unannounced written quiz poster presentations etc. The weightage for the concurrent assessment for subjects shall be subject to a maximum of 30% of the total marks allotted to the subject, the mode and actual weightage for concurrent assessment in each subject shall be decided by a committee consisting of the Course Professor, Course Director and the concerned Faculty taking up the subject.

(b) All Probationers shall maintain an attendance of at least 80% in each subject to appear in the Final Examination. The Probationers who fail to attain the stipulated 80% attendance in any of the subject shall have to appear in the final examination of the subject in which he/she has shortage of attendance with the subsequent training course(s) of Indian Forest Service Probationers. However, the Director IGNFA may relax this provision at his discretion under rare and exceptional circumstances.

(c) No leave will be granted to the Probationers during examinations except for reasons due to sickness and other reasons over which he/she has no control.

(d) The Course Director will inform the Controller of Examinations at least one month in advance regarding the completion of a course/subject and indicate tentative dates for the proposed examination.

(e) The Examiners shall be responsible for setting up of question papers for various examinations at least two weeks in advance. The maximum marks for each subject shall be 100 (to be reduced as per the existing regulations) and the duration may vary from 90 minutes to 180 minutes.

(f) Results of all the examinations are to be declared within a period of two months from the date of examination.

C. ASSESSMENT OF TOURS AND EXERCISES

5. The Probationers will be assessed for exercises and tours mentioned in the section 4(b) - Part-II of the Indian Forest Service (Probationers) Regulations 2016 for maximum marks allotted for each tour and exercise as mentioned in section 4 (b) of the above regulations.

(a) Any Probationer whose attendance falls below 90% during any of the tours or exercises shall have to repeat the entire tour or exercises. Partial touring along with the subsequent courses, to make up for the missed tours or exercises, would not be allowed. Since the Probation period for IFS is for two years, the aforesaid permission to repeat the tour or exercise etc. shall be subject to approval of Director, IGNFA.

(b) Tour examination and tour symposium will be conducted after the completion of tour along with the submission of tour journal and herbarium by Probationers. No Probationer shall miss the tour examination or the tour symposium. Ordinarily, there will be no special examinations for the tour. However Director, IGNFA may relax this provision at his discretion to hold special examination under rare and exceptional circumstances.

(c) The marks for exercises and tours are further divided as per following details:



TOURS

S.No.	Tour	Maximum marks	Break-up of maximum marks			
			Tour Exam	Tour Symposium	Tour Journal	Herbarium
1.	Introductory Tour	20	05	05	05	05
2.	Hill Tour *	40	15	10	10	05
3.	West India Tour *	40	15	10	10	05
4.	South & Central India Tour *	40	15	10	10	05
5.	East India Tour *	40	15	10	10	05
6.	Special Exposure to Overseas Forestry Practices	40	15	10	15	-

* Theme based Tours

EXERCISES

S. No.	Exercise	Maximum marks	Breakup of maximum marks		
			Field Work	II PWPR*	Final Report
1.	Working Plan	60	15	30	15
2.	Integrated Watershed Management	15	05	-	10
3.	Forest Mensuration	20	10	-	10
4.	Forest Biometry	10	05		05
5.	Forest Survey	10	05		05
6.	Wildlife Techniques	20	10	-	10
7.	Forest and Wildlife Crime Detection	15	-	-	15

* II PWPR – Second Preliminary Working Plan Report

D. INTERNAL (CONDUCT) ASSESSMENT

For internal assessment mentioned in the subsection (c) Part-III of section 4 of the Indian Forest Service (Probationers) Regulations 2016, the following standards are fixed:

S. No.	Activity	Marks for Internal Assessment
1	Tours & Exercises	75
2.	Faculty assessment	
	(a) Course Director *	20
	(b) Counselors *	10
	(c) Internal Assessment Committee**	10
3.	Personality Development***	75
4.	PT & Games	40
5.	Attendance	20
Total		250

* However, the display of marks the faculty assessment will not give details of (a) & (b)

** Committee would be headed by Professor (Academics) and all the faculty members who were associated in teaching in the phase concerned would be the members.

*** The assessment of Probationers in respect of 'Personality Development' for 75 marks shall be done by a committee comprising Professor (Academics), Course Director, Vice President (Club), Officer-in-Charge (Mess) and Controller of Examination. Performance indicators given in Part II of Schedule I of the Indian Forest Service (Probation) Regulations, 1968 shall be considered for this assessment.

(1a) As the tours and exercises are likely to overlap with two phases, there shall be a separate assessment in respect of them and as far as possible the marks shall be displayed at the end of the tour/exercise. For the remaining 175 marks, phase-wise internal assessment shall be done by the Faculty concerned.

(1b) The assessment of conduct on Tours and Exercises shall be done by the accompanying Faculty members, generally, in proportion to their duration in the tour. For tours and exercises the distribution of marks is given below:

S. No.	Exercise/ Tour	Maximum marks for internal assessment
1.	Working Plan	05
2.	Integrated Watershed Management	05
3.	Forest Mensuration	05
4.	Forest Biometry	05
5.	Forest Survey	05
6.	Wildlife Techniques	05
7.	Forest and Wildlife Crime Detection	05
8.	Parliamentary Attachment	05
9.	Modules like IIM, NGO, etc.	05
10.	Introductory Tour	05
11.	Hill Tour	05
12.	West India Tour	05
13.	South & Central India Tour	05
14.	East India Tour	05
15.	Special Exposure to overseas forestry practices	05
Total		75

(2&3) For Course Director, Counselor Assessment and Internal Assessment Committee following criteria would be followed by all the faculty members.

S. No.	Criteria	Per Cent Weightage
1.	Punctuality	15
2.	Alertness	15
3.	General Turn out	15
4.	Social interaction	15
5.	General Assessment in respect of politeness, etiquette, interpersonal relation, leadership qualities, initiatives willingness to share responsibility	40
Total		100

(4) (i) The assessment of Probationers in respect of PT & Games shall be done by Officer In Charge (OIC) PT & Games. For PT & Games separate guidelines would be issued from time to time. Marks for PT & Games shall be awarded out of a total of 40 marks. Weightage would also be given for being in Academy team and on winning medals in different tournaments.

(ii) Physical fitness shall be assessed for a maximum of 20 marks twice during the training in the Academy and average of the two assessments will be taken for final evaluation.

(iii) For Special achievement of Probationers a maximum of 4 marks shall be awarded twice during the training in the Academy and average of the two assessments will be taken for final evaluation.

(iv) Attendance in P.T and Games shall be assessed for a maximum of 16 marks twice during the period of training in the Academy and the average of the two assessments will be taken for final evaluation. All the Probationers shall maintain a minimum of 80% attendance in PT and Games. The Probationers who fail to attain the stipulated attendance, shall not be assessed for physical fitness for that Professional Phase and the marks awarded for physical fitness as well as for attendance will be zero (0).

Attendance in P.T. and Games shall be assessed as per the criteria given below.

S. No.	Attendance (in per cent)	Maximum marks
1.	95% and above	16
2.	90-94%	14
3.	85-89%	12
4.	80-84%	10
5.	Below 80%	0

Note: The decimal score of ≥ 0.5 will be rounded off to the next higher whole number

(5) The internal assessment for attendance will be out of a maximum of 20 marks as given below:

S. No.	Attendance (in per cent)	Maximum marks
1.	95% & above	20
2.	90-94%	17.5
3.	85-89%	15
4.	80-84%	12.5
5.	70-79%	7.5
6.	60-69%	5
7.	50-59%	2.5
8.	Below 50 %	0

Note: The decimal score of ≥ 0.5 will be rounded off to the next higher whole number

E. PROCEDURE FOR DEDUCTION OF MARKS IN INTERNAL ASSESSMENT

- On being reported for misconduct, the Course Director shall issue a show cause notice to the Probationer concerned directing him/her to explain the conduct within a specified period. Failure to explain or give a satisfactory reply will attract a fine of up to 05 marks at one time by the Course Director.
- In case of serious misconduct, the Course Director may propose to Course Professor enhanced punishment and if deemed fit by the latter, up to 10 marks can be deducted at one time.
- The marks so deducted under paras (a) and (b) above shall be communicated to the concerned Probationer and to his/her Counsellor and the Controller of Examination.
- The marks mentioned at E (a) and E (b) will be deducted from the overall internal assessment of the Probationers.
- Decision of the Director in internal assessment shall be final.

F. QUALIFYING TESTS

(a) Every Probationer have to undergo all qualifying tests/activities mentioned in the section 5 of the Indian Forest Service (Probationers) Regulations 2016 (listed below) and to appear in all these tests.

S. No.	Qualifying Tests	Maximum marks
1.	Regional Language	10
2.	National Language	10
3.	Motor Mechanics	10
4.	First Aid & Ambulance Drill	05
5.	Swimming	05
6.	Weapon Training	05
7.	Equitation Training	05
Total		50

(b) A Probationer is required to get at least 50% marks in the group of qualifying tests.

(c) In case a Probationer fails to obtain 50% aggregate marks in the group of qualifying tests, he/she may not be awarded diploma. However, the Director has discretionary power in this regard.

PART-II

A. PRIZES AND AWARDS

The following awards have been instituted for the distinguished academic performance by the Indian Forest Service Probationers and Foreign Trainees in the Academy during the training period. The awards will be given at the time of the passing out on completion of the training.

There are two types of prizes which are generally awarded to Probationers at the end of training period in the Academy:

(a) Government of India Prizes

S. No.	Name of the Award	Details of Prizes	Criteria for evaluation
1	All Round Outstanding Performance	45 gms. Silver medal with gold plating, embossed with Academy emblem on one side and name of the prize and year on the other side along with professionally relevant books worth Rs. 2000/-	(i) For securing highest overall aggregate marks (<i>i.e. out of 1650 marks</i>) in examinations, exercises, tours and qualifying tests, and (ii) Should have not missed/ failed in any subject or have missed any tour or exercise prescribed in the rules and qualifying tests
2	Topper in Academic Subjects Best All Round Forester	45 gms. Silver medal embossed with Academy emblem on one side and name of the prize and year on the other side along with professionally relevant books worth Rs. 2000/-	(i) For securing highest marks in Faculty's assessment (<i>out of 250 marks assigned for Internal Assessment</i>) and also aggregate marks above 65%, and (ii) Should have not missed/ failed in any subject or have missed any tour or exercise prescribed in the rules and qualifying tests
3	Topper in Core Forestry Subjects	45 gms. Silver medal embossed with Academy emblem on one side and name of the prize on the other side along with professionally relevant books worth Rs. 2000/-	(i) For securing highest marks in Core Forestry subjects ¹ , and (ii) Should have not missed/ failed in any subject or have missed any tours or exercises prescribed in the rules and qualifying tests
4	P. Srinivas Memorial Prize for Forest Protection	Prize worth Rs. 2000/-	(i) For securing highest marks in Forest Health and Forest Policies and Laws and (ii) Should have not missed/ failed in any subject or have missed any tours or exercises prescribed in the rules and qualifying tests
5	Sanjay Singh Memorial Prize	45 gms. Silver medal with gold plating, embossed with Academy emblem on one side and name of the prize and year on the other side	(i) For securing highest marks in Forest Management and Environmental Conservation, and (ii) Should have not missed/ failed in any subject or have missed any tours or exercises prescribed in the rules and qualifying tests

¹ shall mean the following subjects:

Subjects	Subjects
Forest Ecology	Forest Mensuration
Environmental Conservation	Forest Biometry
Biodiversity Conservation and Wildlife Management	Wood Technology and Forest Harvesting
Silvicultural Practices	Non-Timber Forest Produce
Silvicultural Systems	Forest Management
Forestry Viva voce	Forest Economics
Forest Health	Overview of Forestry
Forest Policies and Laws	Forests and People

(b) Prizes awarded by donors

S. No.	Name of the Award	Details of Prizes	Criteria for evaluation
1.	Hill Memorial Prize for Silviculture	Prize worth Rs. 200/-	For securing highest marks in the Silviculture papers and Forestry Viva Voce
2.	D.C. Agarwal Prize for Land Management and Soil Conservation	Prize worth Rs. 100/-	For securing highest marks in Soil Water and Land Management
3.	E.P. Gee. Wildlife Management Prize	Prize worth Rs. 50/-	For securing highest marks in Biodiversity and Wildlife Management
4.	R. N. Mathur Memorial Prize	Prize worth Rs. 100/-	For securing highest marks in Forest Management
5.	K.P. Sagreya Shreshtha Vanik Puraskar	Prize worth Rs. 100/-	For securing highest marks in the Academic subjects (<i>i.e. out of 1350 marks</i>)
6.	V.S. Rao Prize for best foreign trainee	Prize worth Rs. 90/-	For securing the highest aggregate marks (<i>i.e. out of 1350 marks</i>)
7.	Nilgiri Wildlife Club Prize	Prize worth Rs. 50/-	For standing 1 st in the Essay Competition held for the purpose
8.	Sulochana Naidu Memorial Prize	Prize worth Rs. 100/-	For showing distinction in <u>Personality Development</u>
9.	D.H. Kulkarni Gold Medal for Working Plan Exercise*	45 gms Gold Plated Silver Medal	For writing the best Working Plan
10.	Dr. B.N. Ganguly Award of Academic Excellence*	Cash award of Rs. 25,000/-	For all round outstanding performance
11.	K.M. Tiwari Memorial Prize*	Gold Medal weighting 10 gms in 18 carat	For securing highest marks in the subject Forests and People
12.	Senior Forester Prize for Best Field Forester	Prize/medal worth of Rs. 2,000/-	For securing highest marks in Tours and Field Exercises
13.	'The Spirit of 1982' for exhibiting best communication skills* - 1 st and 2 nd prize	1 st Prize Cash award of Rs. 25,000/- 2 nd Prize Cash award of Rs. 15,000/-	For the best performance in written and oral communication skills**

Note: For the purpose of Donors awards (a) Probationers are required to pass in the each of the groups of subjects notified in the 'Third Schedule' to the Indian Forest Service (Probationers' Final Examination) Regulations, 2016 of the Ministry of Personal, Public Grievance and Pensions (Department of Personnel & Training), Government of India issued vide Notification No. GSR-270(E) dated 02.03.2016 and should not have missed any tour or exercise prescribed in the regulations and qualifying tests for all the donor prizes.

(b) Only those probationers will be eligible for the prizes against whom no disciplinary proceedings as defined in All India Service (Conduct) Regulations, 1968 are taken during the probation period in the academy.

(c) * - In view of increasing prices of gold and lower interest rates offered by the banks, the prize amount may be reduced suitably.

(d) ** 1. 'Communication Skill' shall mean the ability to communicate what one wants to convey either orally or in writing to the other person or group of persons.

2. Communication Skills of Probationers are proposed to be assessed as mentioned below:

- (i) Tour Symposia – 40% weightage.
- (ii) Special events – 40% weightage. There will be three oral and one written events and the marks will be decided by a Jury. The oral events will include elocution, declamation/debate and a panel/group discussion. Besides this, one book review will be carried out by the Probationers.
- (iii) Peer assessment will have 20% weightage and will be done two times during the stay of Probationers in the Academy.


Director

N0.621 /2016-NFA/60.21 (COE)

Dated 6.09.16

Copy to:

1. Additional Director
2. Professor (Academics)/Professor (IST)
3. Additional Professors
4. Associate Professors/COE/Course Director (2015-17) / (2016-18)
5. Notice Board



(Annexure –I)

IFS (Probationers) Professional Training Course Schedule

Professional Phase –I (8 months)	
Term-I (4 months)	
Subject	
Elementary Biology (Theory)/Elementary Mathematics	
Overview of Forestry	
Soil, Water and Land Management	
Forest Mensuration	
Systematic Botany	
Forest Ecology	
Silvicultural Practices	
Forest Policies and Laws (Term I & II)	
Forest Survey	
Exercise	
Forest Mensuration	
Tour	
Introductory Tour	
Theme based tours – 1	
Qualifying Test	
First Aid and Ambulance Drill	
Weapon Training	
Term-II (4 months)	
Subject	
Forest Statistics	
Forest Economics	
Silvicultural Systems	
Forest Policies and Laws (Term I & II)	
Biodiversity Conservation and Wildlife Management	
Remote Sensing and Geographical Information Systems	
Forest Engineering	
Wood Technology and Forest Harvesting	
Forest Health	
Forest & People	
Environmental Conservation	
Tour	
Theme based tours – 2	
Qualifying Test	
Regional Language (Term II, III & IV)	
National Language (Term II, III & IV)	
Swimming	
Equitation Training	
Others	
Parliament Appraisal Course by BPST	



Professional Phase-II (8 months and 15 days)	
Term-III (4 months)	
Subject	
Forest Biometry	
Forest Management	
Non-Timber Forest Produce	
Forest Administration and Accounts Procedures	
Exercise	
Working Plan	
Integrated Watershed Management	
Forest Biometry	
Wildlife Techniques	
Forest and Wildlife Crime Detection	
Qualifying Test	
Regional Language (Term II, III, & IV)	
National Language (Term II, III, & IV)	
Motor Mechanics	
Term-IV (4 months and 15 days)	
Subject	
General Management	
Optional Subject	
Forestry Viva Voce	
Tour	
Theme based tours – 3	
Theme based tours – 4	
Special Exposure to Overseas Forestry Practices	
Qualifying Test	
Regional Language (Term II, III, & IV)	
National Language (Term II, III, & IV)	
Others	
One week NGO Attachment	

Note: The Subjects, Tours, Exercises, Qualifying Tests and others mentioned against each of the terms may be modified as per requirement.

