



Research & Development - Policy, Rules & Guidelines 2021



इंदिरा गाँधी राष्ट्रीय वन अकादमी
Indira Gandhi National Forest Academy
पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय
Ministry of Environment, Forests & Climate Change
भारत सरकार / Government of India
डाकघर न्यू फारेस्ट, देहरादून / P.O New Forest, Dehradun - 248006



IGNFA Research & Development Policy & Guidelines 2021

1. Preamble

The current scenario of rapid changes in the forestry and environmental sector settings and associated emerging challenges require the knowledge and skill resources to be constantly updated and adapted for relevant effectiveness and activation amenability. In this context, the government training academies have also to engage in appropriate research & development activities (R&D), along with other endeavours in this regard, to enhance the utility and impact of the trainings in terms of contents and delivery.

2. Aims and Objectives

For the IGNFA - the successor of the Indian Forest College having come of age, now in ninth decade of its existence, the significance of engaging in R & D activities, cogent with its mandates, cannot be overemphasized.

Hence, it is essential that the IGNFA gears up its capacity to undertake and associate in relevant research & development activities to enrich building up the knowledge & skill competency resources in the areas of forestry and allied sectors for the cadres of the Indian Forest Service and also other associated professionals. Such research engagements will also enrich the contribution of IGNFA in the field of knowledge resources and systems.

There is an increasing need of including such training contents that are more relevant to the competency requirements of today's executive forestry professionals working in multi-sectoral and multi-scalar framework and dealing with interdisciplinary and transdisciplinary knowledge systems, distinct from the ways and practices of twentieth century. It is also recognized that foresters of today need faster updates on knowledge insights and range of skills in techno-scientific aspects as well as social, economic, governance, management and administrative dimensions with effective problem-solving approach. More so, for the Indian Forest Service cadre, who wield commanding positions as key stakeholder and influencer in the forestry, environmental protection and natural resource husbandry.

Forestry and natural-resource management related programs should also foster research orientation. Appropriate engagements by the Academy in relevant research activities on more regular manner will substantively contribute to knowledge creation and Dissemination in the training domains as well as in the professional specializations and emerging knowledge areas associated with the mandates of the Academy. This will enable thriving creative academic and human capacity building ecosystems for in-service training and probationary training of IFS cadre and also for trainees of other services and stakeholders.

3. Scope

This policy applies to all the faculty members, trainees or other personnel of IGNFA involved in independent or collaborative research involving different institutions or organizations funded

either through Academy or any other source.

The engagement with appropriate research and development activities will also forge and sustain collaborative and networked association of the Academy with the forestry professionals and institutions, primarily in the government sector, in the area of knowledge and skill co-creation. In turn the Academy's outreach in overall human capital enrichment will be augmented providing avenues for the core and associate faculty of the Academy for better utilization of their intellectual investments in training and academic engagements. In the long run it shall be the endeavor to expand the academy's capacity in R & D through tie-ups with institutions within and outside the country.

Towards the aims and objectives indicated here above, the Academy envisages to undertake research and development studies / projects on regular basis in consonance with its mandate, organizational set-up and faculty resources, leveraging appropriate collaborative and partnership associations.

To fulfil the aims and objectives as above, the component of research & development activities cogent with the academy's mandates is to be strengthened and augmented on a sustained basis and in institutionalized manner under this *R & D Studies & Projects - Grant and Fellowship Scheme* to be funded internally and regulated as indicated in the following rules and provisions.

Besides, the Academy also intends to invite minor research projects/study proposals along with financial assistance from willing State and Central Government departments/ institutions/ organizations to undertake research / studies which have translational significance for forest and environment sector and general management of the department or organizational unit. The major objective of this endeavor is to promote applied and action-based research for the beneficial use by the forest departments and others interested organizations.

The *Project Grant and Fellowship Scheme* is distinct and separate from the *Hari Singh Fellowship* for IFS Probationers in operation, the *S.K. Seth Fellowship* and the *Ranganathan Fellowship* (to be commenced) under another scheme sanctioned by the MoEF&CC, Govt. of India in 2011 for promoting specializations in the IFS officers.

4. Research material, data and intellectual property

Research data would mean facts, materials or physical items or articles, artefacts, observations, experiences, responses to questionnaires etc. collected by researcher which are used for making inferences or drawing conclusions for the research/ study. Data may be numeric, descriptive, visual or virtual, raw or processed, experimental or observational. Data will also include all kinds of laboratory and/or field notebooks, maps, photographs, audio-video recordings or any other thing collected or generated during the research/ study. Research material in addition to hardware and equipment would include books, consumables, apparatus, computer, digital media etc. Provenance information such as how, when, where the data were collected and the means of collection, the software code and license used to generate, annotate or analyze the data are also included in research material and property. All these will always

belong to the Academy and should be surrendered to Academy on completion of project/ research/ study.

5. Publications and IPR

- a. The researcher will have the right and responsibility to ensure that research/ study is accurately reported through appropriate mode of publication or presentation of data and results.
- b. Researchers can take due credit and publish the research outcome or method/ process/ technology developed, file patent or claim its intellectual property right in any other form, but affiliation with Academy for carrying out research should be prominently mentioned/ exhibited and acknowledged at appropriate place(s).
- c. Under special conditions, the Academy may restrict a researcher from putting anything related to the research/ study in public domain.
- d. Any transfer of copyright having a financial implication will have to be executed only upon permission from the Academy.
- e. Both the researcher and Academy will hold the right in the intellectual property generated from research. However, the decisions of Academy will be binding in all cases of transfer of IPR for any productive purpose.
- f. The research projects/ study is purely with the intention to enrich the knowledge base and no financial gains are contemplated through this policy.

6. Security of Research Data

- a. Research data that incorporates confidential information such as, personally identifiable human participant data, trade secrets etc. must be adequately secured and kept confidential.

7. Access to Research Data

- a. The Academy has the right to access research data or take custody of the data that is performed at the Academy, with its support or using its facilities.
- b. When faculty members leave the Academy, they may take copies of research data for projects on which they have worked. The primary research data must be retained at Academy.

8. Dispute Redressal and Resolution

These are broad policy guidelines and principles. All cases of lack of clarity on any issue, or any ambiguity, or subjectivity in interpretation, must be reported to the Academy, whose decision will be final and binding. The Director, IGNFA may, at any point of time, call for its amendment or revision as deemed appropriate.

9. IGNFA Research & Development Studies and Projects - Grant and Fellowship Scheme Rules & Guidelines

I. Eligibility

a) Forest Officers

- Serving: Forest Officers with 8 years of service and 5 years of field experience.
- Retired: Forest Officers who retired from the service in the rank of CCF and above.

b) IGNFA Faculty:

- Same criteria as depicted in I (a) above.

c) Academician, Scientist, Subject Area Specialist Professional:

- With sufficient experience of research or academics or imparting training in the relevant field.

II. Research & Development team composition

The research studies or development projects under this Grant and Fellowship scheme of IGNFA will be undertaken by the teams rather than individuals, with the engagement of academy faculty in collaboration with external researchers and subject area specialist professionals from forestry and allied subjects and other interfacing specializations. This will ensure shared research pursuits with active involvement and ownership of the Academy and quality outputs of practical utility and value. The team composition may be any one of the following:

a) Team Composition - 1:

Eligible Forest Officer (serving / retired) and a faculty member of IGNFA.

b) Team Composition - 2:

Eligible Forest Officer (serving / retired), - Academician / Scientist / Subject Area Specialist Professional and a faculty member of IGNFA as mentioned in para-I under the head 'Eligibility'.

c) Team Composition - 3:

A seasoned Academician / Scientist / Subject Area Specialist Professional and a faculty member of IGNFA

III. Selection Procedure

The Selection Committee will comprise:

1. Internal members:

- a. Director;
- b. Additional Director;
- c. Professor* (Academics) / Professor (In-service Training)

(*Note: Professor, if associated with research team of the proposal not to be member)

2. **External members:** to be nominated by Director IGNFA
 - a. Senior Forest Officer (Serving / Retired);
 - b. Experienced Faculty / Scientist from WII, IIFM, FRI(DU), ICFRE Institutes / Representative of MoEF&CC, Govt of India - R&T Division or other Divisions, as deemed appropriate;
 - c. Experienced Faculty / Scientist / Subject Area Specialist Professional from university, training institution or other institutes / organizations conducting or associated with academic and research & development activities.

As per the recommendations of 'Selection Committee' the candidates will be required to amend the proposal in consultation with the IGNFA coordinator nominated / approved by IGNFA.

- IV. **Guidelines for submission of proposals:** While submitting the proposal, the format may broadly be according to the following order of points and conform to the guidelines given under:

(a) Title of the Project

- (b) Statement of the Problem / Theme / Context / Issues:** In the opening paragraphs of the proposal, the problem / theme to be investigated or studied or resources to be developed should be stated clearly and briefly. The significance of the problem/theme in the theoretical context of the discipline or the interdisciplinary field concerned should be specified.

- (c) Overview of Literature / Available information:** Summarizing the status of research, knowledge resources etc. in the area, including major findings and gaps in knowledge and understanding, the project proposal should clearly demonstrate the relevance of the proposed studies or approaches for the investigation of the problem at hand or thematic area or development tasks and the expected findings or outcomes.

- (d) Conceptual Framework:** Given the problem or thematic issues of concern and the theoretical or practical perspective for investigation and studies and the perceived need of knowledge resource development, the proposal should clearly indicate the concepts to be used and demonstrate their relevance for the objectives of the proposal. It may further specify the empirical dimensions, that needs to be explored.

- (e) Research Questions / Hypotheses and Development Need:** Given the conceptual framework and dimensions of the problem and need of developing knowledge/training resources, specific questions to be answered and hypotheses to be tested through the proposed study should be explicitly formulated, compatible with the research design or process to be taken for the proposed task of development.

(f) **Coverage:** In the light of the questions raised or the hypotheses proposed to be tested, if sampling becomes necessary, full information on the following points should be given:

- (i) Universe of the Study,
- (ii) Sampling Frame, and
- (iii) Units of Observation and Sampling size.

If the study requires any control groups, they should be specifically mentioned. An explanation of the determination of size and type of the sample shall also be necessary. Proposals not requiring a sample selection should specify their strategy appropriately and describe the rationale.

Likewise, for the tasks of developing the resources etc. in the training related subjects, the corresponding information should be furnished.

(g) **Methodology:** A suitable description of the methods of research or development may be given.

(h) **Data Collection:** The different types of data that are proposed to be gathered should be specifically mentioned. The sources for each type and the tools and techniques that will be used for collecting different types of data should also be specified.

(i) **Time Budgeting and financial estimates:** The project should be broken up in suitable stages and the time required for the completion of each stage of work should be specified. The estimate of projected expenditure with appropriate time scheduling/phasing should also be furnished.

(j) Bibliography

V. Duration

The Duration of the Fellowship shall not ordinarily exceed two year. However, the period may be extended, where circumstances so demand, with the approval of IGNFA.

VI. Fellowship Amount

The amount of the Fellowship grant will be decided by the Director IGNFA on case to case basis, subject to a maximum of Rupees Ten Lakh. Any violation of the Rules will entail refund of the entire Fellowship Grant by the Fellow.

Funds under this "Grant & Fellowship" head (Rs. 10.00 Lakh) can be utilized for hiring of manpower, equipment and material consumables items etc., national travel for self, students, other research staff and visiting / consultant scientists or experts and, and other unforeseen contingencies. However, in special cases the grant can be suitably increased beyond Rs. 10.00 lakhs subject to the ceiling of sanctioned research Grant budget head for purchase and repair of equipment, books and journals, etc. and any other research and academic activity mostly as an additionality after exhausting the

shared use of resources available in organizations or institutes of the team members.

VII. Cancellation of award

The fellowship is liable to cancellation, in case of:

- (i) If the scholar is found to be ineligible to receive the fellowship, at any point of time during the entire duration of the fellowship.
- (ii) If it is found that the fellowship has been availed / is claimed by furnishing false / wrong / misleading information.
- (iii) If any adverse report is received from the institution.
- (iv) Misconduct/misbehavior/corrupt practices.
- (v) Unsatisfactory progress of research work.
- (vi) Violation of terms and conditions of these guidelines.
- (vii) Plagiarism or unethical practices, in any form.
- (viii) Candidate is already availing scholarship/fellowship from any other source.

VIII. Procedure:

- a) There will be designated IGNFA Coordinator for research studies / research & development projects.
- b) The research fellows will be welcome to use the IGNFA facilities including Library, RS-GIS Lab etc. and lodging facility in Guest Houses in connection with the research study or project work.
- c) After the approval of the research study or research & development project and sanction of the grant or fellowship, the Research Fellows would be required to make a presentation in presence of outside experts, with following details:
 - It will highlight the main expected outputs and implications of the study or development project for enhancing or improving the functional / academic / knowledge resources for training and capacity building in forestry, environment protection and management and sustainable development and in cognate knowledge systems or associated interdisciplinary and trans-disciplinary areas of enquiry.
 - An action plan will also be presented indicating the implications of the findings/outputs of the study or development project for training, knowledge resources and capacity building purposes.
- d) The team will submit the details of expenditure to IGNFA for audit purpose.
- e) The Director, IGNFA shall be authorized to suspend the payment of Project Grant / Fellowship amount if not satisfied by the progress of the Research Project.
- f) The Fellows shall submit hard as well as soft copies of their thesis / dissertation to the Director, IGNFA.
- g) Copyright of the research report will be with IGNFA.
- h) Any violation of the Rules will entail refund of the entire Fellowship Grant by the Fellow.

- i) The decision of the Director, IGNFA will be final in case of any dispute.

IX. Degrees and Stipendiary Association.

The research study or development project may form a component of research planned or pursued as part of Masters, M. Phil, or Ph.D. programme with any recognized university with the consent of the concerned institution and IGNFA, along with clear disclosures and commitments regarding the sharing of expenditure on fellowship or stipendiary engagement between the institution and IGNFA.

X. List of Dominions / Themes for Research & Development

The subject areas, themes or topics of research and development to be undertaken will relate to the content and delivery of various training activities at IGNFA. Further these may also include such underserved specific themes or topics related to forestry, environment and associated natural resource systems and allied subjects which have bearing on the knowledge and competencies of IFS cadres, forestry and other associated professionals and other interested stakeholders, also fostering dissemination of new knowledge and action insights. As such priority will be accorded to the emerging areas of enquiry across the relevant knowledge and skill systems. An initial listing is enclosed in the **Appendix** that may be revised from time to time. Research studies envisaging practicable learning outcomes will be preferred to theoretically intensive scholarly pursuits.

Appendix

Initial Indicative List of Dominions / Themes for Research & Development

1. Forestry and allied subject training related research themes:

- Skill development and capacity building in forestry and allied professional areas;
- Identification and bridging gap between emerging field imperatives and ongoing forestry training & academics - curriculum research;
- Competency based job assignments;
- Scientific aids to studies;

2. 'Training Methodology' and 'Management of Training' related research topics:

a) Training Need Assessment about the courses being conducted by the Academy:

- Mid-Career Training Programmes (Phase III, IV & V);
- Professional Skill Upgradation Programmes for SFS officers inducted into IFS;
- Training of Trainers Courses;
- Sensitization Programme for other stakeholders.

b) Training Evaluation Studies in respect of the following:

- IFS Probationers Professional Training - Methodologies and Systems (at appropriate periodicity):
 - (a) Performance Evaluation of Trainees;
 - (b) Performance Evaluation of Trainers;
- Mid-Career Training Programmes (Phase III, IV & V);
- Professional Skill Upgradation Programmes for SFS officers inducted into IFS

c) Value added Research

- IFS Officers Professional training - Developing Integrated Training Modules;
- E-learning Modules on very specific and important contents of training.

d) Identification and Prioritization of themes for Case-studies and Field Visits and preparation of their Learning Input, Outcome and Evaluation Materials

3. Research topics on forestry domain related knowledge systems and thematic topics in emerging or evolving areas or identified gaps in knowledge and skills; preferred indicated areas / themes / topics:

- Forest Department Administration & Management;
- Human Resource Development & Personnel Management in Government Forest Departments and Organizations;
- Emerging knowledge systems, perspectives and innovations:

- (a) Social, political and economic dynamics interfacing forestry and associated environmental subjects; Governance of forests and associated natural environmental and resource systems - *Collaborative, participative and multi-stakeholder dimensions*; Forestry and Public Systems and Inter-sectoral dimensions; Tribal and Other Traditional Forest Dwelling Community - Forests: *Interfaces & Interactions*
- (b) Traditional knowledge and practices associated with biodiversity in the wild - *blending the traditional systems with the mainstream scientific knowledge system (dynamic conservation)*;
- (c) Forestry in various landscapes - natural wilderness, non-forest and urban areas - changing scenarios and challenges;
- Policy / Laws / Rules and Operational Guidelines; Other institutions and instrumentalities etc.;
- Leadership in fields of forestry and environment protection & management.





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No. 999 /NFA-2021/70.43 (Research Cell)

Date: 17.09.2021

OFFICE MEMORANDUM

In order to augment and strengthen research & development activities in consonance with the academy's mandate, it has been decided to commence a scheme entitled "IGNFA R & D Studies and Projects – Grants and Fellowship Scheme" for undertaking research studies and development projects. The *Research & Development Policy & Guidelines 2021* of the scheme are enclosed herewith.

The Research Cell constituted vide office memorandum no: 407/ NFA-2021/50.04 (T, R & A) dated 05.07.2021 shall facilitate and coordinate the operation of this scheme., as per above guidelines.

This is issued with the approval of the Director.

Enclosure – As above

(Tulsi Das)

Associate Professor,
Coordinator, Research Cell, IGNFA

Copy to:

1. PA to Director
2. PA to Additional Director
3. Professor (Academics / IST)
4. Additional Professor (Admin)
5. Head -Forest, Ecology & Environment Division /Governance & Management Division
6. Faculty Coordinator-Forest, Environment & Climate change Unit/ Biodiversity & Wildlife Unit / Technological Application Unit / Human Social Dimension Unit / Law Policy and Sustainable Development Unit / Management and Administration Unit
7. Faculty Coordinator, Academic Cell
8. Faculty Evaluation & Controller of Examination
9. All Faculty Members



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सं. 999/रावअ-2021/ 70.43 (रिसर्च सेल)

दिनांक: 17.09.2021

कार्यालय ज्ञापन / OFFICE MEMORANDUM

अकादमी के अधिदेश के अनुरूप अनुसंधान एवं विकास गतिविधियों को बढ़ाने तथा सुदृढ़ करने के उद्देश्य से अनुसंधान अध्ययन एवं विकास परियोजनाओं के आयोजन हेतु “आईजीएनएफए अनुसंधान एवं विकास अध्ययन तथा परियोजनाएं – अनुदान एवं अध्येतावृत्ति” (IGNFA R & D Studies and Projects – Grants and Fellowship Scheme” शीर्षक से एक योजना आरंभ किए जाने का निर्णय लिया गया है। योजना के लक्ष्य एवं उद्देश्य तथा नियम एवं दिशा-निर्देश संलग्न हैं।

इस योजना के संचालन तथा समन्वय का कार्य कार्यालय ज्ञापन सं. 407 / रावअ – 2021 / 50.04 (टी, आर एंड ए) दिनांक 05.07.2021 द्वारा गठित अनुसंधान प्रकोष्ठ द्वारा किया जाएगा।

यह निदेशक महोदय के अनुमोदन से जारी किया जा रहा है।

संलग्नक : यथोपरि

(तुलसी दास)

सह प्राध्यापक,

समन्वयक, अनुसंधान प्रकोष्ठ, आईजीएनएफए

प्रति:

1. निदेशक महोदय के निजी सहायक
2. अपर निदेशक महोदय के निजी सहायक
3. प्राध्यापक (अकादमिक / आईएसटी)
4. अपर प्राध्यापक (प्रशासन)
5. प्रमुख – फॉरेस्ट, इकॉलजी एंड एनवायरनमेंट डिवीजन / गवर्नेंस एंड मैनेजमेंट डिवीजन
6. संकाय समन्वयक – फॉरेस्ट, एनवायरनमेंट एंड क्लाइमेट चेंज यूनिट / बायोडायवर्सिटी एंड वाइल्डलाइफ यूनिट / टेक्नोलॉजिकल एप्लिकेशन यूनिट / ह्यूमन सोशल डायमेंशन यूनिट / लॉ पॉलिसी एंड सस्टेनेबल डेवलपमेंट यूनिट / मैनेजमेंट एंड एडमिनिस्ट्रेशन यूनिट
7. संकाय समन्वयक, अकादमिक सेल,
8. संकाय मूल्यांकन एवं परीक्षा नियंत्रक
9. समस्त संकाय सदस्य