POST GRADUATE DIPLOMA IN FORESTRY MANAGEMENT
ACADEMIC YEAR 2024-2025

ACADEMIC RULES & REGULATIONS
PGDFM 2023-25 BATCH
PGDFM 2024-26 BATCH

INDIAN INSTITUTE OF FOREST MANAGEMENT
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POST GRADUATE DIPLOMA

IN

FORESTRY MANAGEMENT

PGDFM ACADEMIC RULES & REGULATIONS

For

PGDFM 2023-2025 & PGDFM 2024-2026 BATCHES

ACADEMIC YEAR

2024-2025

INDIAN INSTITUTE OF FOREST MANAGEMENT
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VISION AND MISSION OF THE INSTITUTE

Vision

Indian Institute of Forest Management to be among the leading international institutions in the area of Environment, Forest and Development Management and be respected, both nationally and internationally for its outstanding contributions in the fields of education, training, research, consultancy and thought leadership.

Mission

To serve different stakeholders of Environment, Forestry and Development sectors and the society in general, through development of knowledge and its dissemination, human resource development through education and training activities and providing assistance in formulation and advocacy of relevant policies and strategies.

To be a national institution with international perspective and outreach.

To build a culture of excellence, achievement, cooperation and service within a framework of strong ethical patterns of behavior informed by universal values.

PGDFM Programme Educational Objectives (PEOs)

Programme Educational Objectives are broad statements that describe the career and professional accomplishments that the programme is preparing graduates to achieve 3 to 5 years after the completion of the programme.

1. To inculcate higher order expertise in managerial techniques, sustainable business practices, environmental conservation, rural development, livelihood management and related disciplines.
2. To be able to provide thought leadership fostering innovative solutions to complex societal problems.
3. To imbue a deep sense of personal ethics, empathy, work-life balance, civic engagement, effective communication and societal responsibility.
4. To practice inclusiveness through recognition of gender and cultural diversity fostering team ethos and collaboration.
5. To promote knowledge discovery by developing new skills and competencies through lifelong learning.
6. To become stewards for environmental conservation and development promoting eco-sustainability practices and environmentally benign lifestyles.

PGDFM Programme Outcomes (POs)

Programme Outcomes are narrower statements that describe the scholastic skills and abilities that the students will have at the completion of the programme

1. Possess a sound understanding of theoretical principles and techniques in domain specific areas of management, environment and development.
2. Understand and appreciate the interdependence and mutual interplay of ecological, economic and social systems.
3. Develop competency across business disciplines and apply core business principles to analyze, construct, implement and evaluate solutions in the business environment.
4. Ability to synthesize heterogeneous streams of knowledge to evolve a holistic and balanced perspective of sectoral challenges and problems.
5. Develop an understanding of business, data management and diagnostic tools to support managerial decision making and problem solving in sector specific situations.
6. Exhibit leadership and team skills needed for implementing and coordinating organizational activities and managing change.
7. Understand, analyze, and apply ethical frameworks to personal and organizational decision making.
8. Display professional interaction abilities and effective written and verbal communication skills.
9. Possess critical thinking skills for evaluating contrasting approaches and assessing the impact of decisions on diverse stakeholders.

PGDFM ADMINISTRATION

The administration of the Post Graduate Diploma in Forestry Management (hereinafter called PGDFM), related to design, disciplinary and academic matters is the responsibility of the committee designated as PGP Committee appointed by the Director. The terms of reference of the PGP Committee include:

- ✓ To suggest any amendment, if required, in the PGDFM academic rules and regulations;

- ✓ Decisions on issues requiring the interpretation of PGDFM rules and regulations;

- ✓ Supervision of matters related to academic discipline;

- ✓ Development of necessary guidelines for evaluating the performance of students;

- ✓ Decisions involving the expulsion of any student on grounds of unsatisfactory academic performance, misconduct and/ or moral turpitude; and

- ✓ All such matters as may be delegated to the Committee by the Director.

The Chairperson (PGP Committee) looks after the day-to-day administration of the PGDFM programme and is supported by the Manager (Academic Activities) and other PGP Cell staff.

PGP CELL

Room # 53
Intercom: 341
(Academic Section)

OFFICER INCHARGE– PGP
(Academic Activities)
Room # 51
Intercom # 349

PGDFM ACADEMIC RULES AND REGULATIONS

The academic rules and regulations governing the students of the Post-Graduate Diploma in Forestry Management (hereinafter called the PGDFM) are given below. These rules cover academic and disciplinary norms, which shall be applicable to all the PGDFM students.

ACADEMIC NORMS

1.0   CURRICULUM DESIGN

The PGDFM is a fully residential two-year Post Graduate level diploma programme. The programme focusses in the first year on core management education related to developmental, social, environmental and forestry concerns. Emphasis is also given in the programme on core skills and concepts in all the classroom terms of first year and in term four of the second year. The students can choose five credit elective courses each in term four and five, based on the interest of students where students want to concentrate and specialize. In addition to the classroom courses, one summer internship, one project work and one field work components are also included in the curriculum for experiential learning. The programme focusses on open learning through new elective courses added in the curriculum as per requirements.

The Award of Diploma

All the students who successfully completes the programme will be awarded 'Post Graduate Diploma in Forestry Management (PGDFM).

Structure of PGDFM Programme

FIRST YEAR		
Classroom Term	**Courses**	**Credit Units**
Term-I	Classroom Term Compulsory Courses	6.0
	Core Skills/Ideas	1.0
Term-II	Classroom Term Compulsory Courses	6.0
	Core Skills/Ideas	0.50
Fieldwork	Four Weeks	0.75*
Term-III	Classroom Term Compulsory Courses	6.0
	Core Skills/Ideas	0.50
Summer Internship Components	Ten weeks	2.5*
SECOND YEAR		
Term-IV	Classroom Term Elective Courses	5.0
	Core Skills/Ideas	0.75
Project Work	Eight Weeks	2.0*
Term-V	Classroom Term Elective Courses	5.0
	Total Credits	36.00

*   This credit unit is included along with the workload of the next term.

2.0 CLASSROOM SESSIONS PER COURSE

The students are required to complete 36 credits including 2.75 credits for Core Skills/Ideas, 0.75 credit for fieldwork, 2.5 credits for Summer Internship and 2.0 credits for project work. The list of courses being offered in the classroom terms including the credit units and number of sessions for each course is given in **Annexure 1**. A one-credit course is of 30 classroom sessions of 1 hour each and half credit course is of 15 classroom sessions of 1 hour each and a quarter credit course is of 8 classroom sessions of 1 hour each. Each credit course requires from a student about 100 hours of work, both in and outside the classroom.

Students may also be asked to attend workshops/seminars/special lectures by eminent personalities organised from time to time in the Institute for the overall benefit of the students.

2.1 Principal Instructor / Course Coordinator

The faculty member or the first member of a team of faculty members teaching a course will be the Principal Instructor of the course. If a course is being taught entirely by a Guest Faculty that course may be coordinated by one of the faculty members of IIFM.

3.0 EVALUATION AND GRADING

3.1 Evaluation Objective

The objective of evaluation in the programme is to motivate the students, give necessary feedback to them on their relative performance in the class, and to ensure that minimum academic standards are attained along with overall performance. The evaluation of a student's performance and progress is a continuous process. The performance of a student in each course in classroom component shall be evaluated through a combination of components viz., quiz, assignments/projects, presentations, class participation, mid-term class test and Term exams.

The following will be the weightages for various components of evaluation.

1.0 Credit Courses	
Components	**Weightage**
End Term Examination	30-40%
Mid-term Class Test	20-30%
Quiz (Minimum 2 Quizzes to be Conducted)	10-20%
Assignment (One Group Assignment Compulsory)	10-20%
Class Participation	0-10%
0.5 Credit Courses	
Components	**Weightage**
End Term Examination	40-50%

Quiz (Minimum 2 Quizzes)	20-30%
Assignment (One Group Assignment Compulsory)	20-30%
Class Participation	0-10%
0.25 Credit Courses	
Components	**Weightage**
Assignment/Project (One Group Assignment Compulsory)	50-80%
Quiz	20-50%
Class Participation	0-10%

- There is no separate component of Class Presentation
- Assignments to be given to the students well in time so that they can submit it by the pre-decided date but no later than the end of a given term.
- Quizzes and assignments should be evenly spaced out over the term.
- Quizzes cannot be combined.
- Assignment and quizzes cannot be combined.

3.1.1 Communication of the evaluation and grading to the class

The faculty members will ensure the following at the beginning of the course:

(i) Communicate to the class a copy of the course outline and the course outcomes giving the detailed session-wise teaching plan, the various evaluation components to assess the course outcomes and their weightages and the methodology which will be used to determine the attainment of the course outcomes.

(ii) Communicate assessment components that will be used for assessing the attainment of the course outcomes.

(iii) Communicate how the course outcomes will be contributing towards the attainment of the programme outcomes.

3.1.2 Contents of the Course Outline

Concerned Principal Instructor/Course Coordinators will upload the course outline in academic ERP system at least one week before the commencement of classroom term. The course outline should contain session-wise teaching plan along with the course outcomes, evaluation components and their weightages, how evaluation components will be used to assess the course outcomes, references, etc. The instructor should specify the grading plan in the course outline. The Principal Instructors should ensure that the components of evaluation, the weights attached to them and the grading plan for a course taught by different instructors in different sections are identical.

The following normalised-grading pattern to be followed for all the courses:

A Grade   0-25%
B Grade   30-50%
C Grade   30-50%
D & F Grade   0-15%

In all the core and elective courses, the grading pattern will be relative, and distribution of grades should be approximately normal. While slight deviation from normality is expected and sometimes natural, deviations in either direction should be not be more than 3% in courses with greater than or equal to 30 students and 10% in either direction in courses having less than 30 students.

3.1.3 Submission of final grade sheet

The final grades shall be entered and published by each faculty member in the Academic ERP system as per the evaluation pattern declared in the course outline circulated to the students and to the PGP Cell at the commencement of the course. Only one letter grade should be submitted in respect of each component of evaluation. Changes in the evaluation pattern will not be permitted after the commencement of the course/term.

Before publishing the final grades of individual courses, each course coordinator shall pre-publish the marks in Academic ERP. This information shall reach each student through an automated email system. In case the student notices any entry related error in marks, the student must communicate such errors to the concerned course coordinator within 72 hours of pre-publishing of marks.

3.2 Grading System and Required Standards: Classroom Terms

3.2.1 Grading System

The grading system is based on relative grading concept on the five-point scale listed below:

A   Excellent   B   Good   C   Satisfactory

D   Low Pass   F   Fail

In addition, plus (+) or minus (-) signs against A, B, C and D may be added to indicate varying degree of performance, thus in effect; it becomes a thirteen level evaluation. All components of evaluation will be in terms of letter grades only on the basis of relative performance and the expectations of the instructors. These letter grades will be converted separately into grade point up to two decimal places. The numerical values of letter grades are given below:

A+: 4.33   B+: 3.33   C+: 2.33   D+: 1.33

A : 4.00   B : 3.00   C : 2.00   D : 1.00

A-: 3.66   B-: 2.66   C-: 1.66   D- : 0.66   F: 0.00

For each component of evaluation generally marks are first awarded which are then converted into letter grades with the instructor deciding the range of marks for each letter grade. The final letter grade awarded in a course must be within the Normalization grading pattern limits as stated in 3.1.2.

To determine the final grade of a student in a course, the following procedure will be followed:

a. Corresponding to the letter grade and percent weightage for individual components, the value (up to two decimal places) given in the conversion table (**Annexure 2**) will be assigned. A detailed example is also given in **Annexure 3**.

b. The values so obtained by a student in various components of evaluation in a course will be added and the sum will be divided by 3 and rounded off to two decimal points to obtain the final (course) grade. The total grade point received by a student as a result of this process will determine her/his final letter grade in the course as detailed in the following table.

Between	4.33	&	3.55	:	A
	3.54	&	2.55	:	B
	2.54	&	1.55	:	C
	1.54	&	0.55	:	D
	0.54	or	less	:	F

After obtaining from the instructors the final letter grade with information on weightage for each component of evaluation (in the Proforma given in **Annexure 4**), the final grade is prepared and communicated to the students by the PGP Cell. The instructors may also communicate the intermediary grade to the students but not the final grades.

3.2.2 Grade Point Average

Grade Point Average (GPA) for a term is the weighted average of the grade points obtained in the courses by a student in that term, the weights being the respective course credits.

3.2.3 Overall Grade Point Average

Overall Grade Point Average (OGPA) as at the end of a term, is the weighted average of the grade points obtained in all the courses registered for by a student upto and including that term, the weights being the respective course credits.

3.2.4 Minimum Academic Standards

A student who is not fulfilling the minimum academic standards as required in (i) and (ii) as given below may apply for improvement examination, as per rule 3.2.5.1 and 3.2.5.2 and can continue in the programme.

(i)   For each Classroom Term

In each Classroom segment term, every student must obtain a Grade Point Average (GPA) not less than **2.00**. The GPA for each term will be computed by dividing the aggregate of the total grade points obtained by a student in various courses, including grade points earned in Summer Internship/Project Work/Field Work in a particular classroom term, by the total number of credit units in the term.

In addition to the above requirement, each student should fulfil the following conditions in each term:

a.   The student should not obtain 'F' in more than one course (full credit or half credit or 0.25 credit course);

b.   The student should not obtain 'D' in more than two courses (full credit or half credit or 0.25 credit course);

c.   If the student obtains 'F' in one course (full credit or half credit or 0.25 credit course), she/he should not obtain 'D' in more than one course (full credit or half credit course or 0.25 credit course).

d.   'F' & 'D' grades obtained in a course in a term includes the grades obtained in Summer Internship/Project Work/Field Work in a particular classroom term.

(ii)   On Yearly Cumulative Basis

Besides the above requirement at (i) above, each student should fulfil the following conditions in each academic year on cumulative basis.

(a)   A student should not obtain more than 02 'Fs' (full credit or half credit or 0.25 credit course) in each Academic Year.

(b)   A student should not obtain more than 04 'Ds' (full credit or half credit or 0.25 credit course) in each Academic Year.

(c)   If a student obtains 02 'Fs' in two courses (full credit or half credit or 0.25 credit), she/he should not obtain more than 02 'Ds' (full credit or half credit or 0.25 credit course) in each Academic Year.

(d)   'F' & 'D' grades obtained in a course in a classroom term includes the grades obtained in Summer Internship/Project Work/Field Work in a particular classroom term.

3.2.5 Failure in Meeting Minimum Academic Standards.

Every student shall fulfill minimum prescribed academic requirement for each term of the programme. Those students who fail to meet the minimum academic standards in a classroom term as per Rule 3.2.4 will be governed by the following:

(i)   A student will be given only one chance to appear for improvement examination in a maximum of three courses (half credit or full credit) in any one of the terms in an academic year.

(ii)   If a student has already appeared for improvement examination in any one term in the first year and still fails to fulfill the minimum academic requirements in that term or again fails to fulfill the minimum academic requirements in another term in the same academic year, he/she can appear for additional improvement examination in the beginning of the second year of the program. If the students fail in the additional improvement opportunity, in that case he/she shall be asked to withdraw from the program.

(iii) If a student has already appeared for improvement examination in any one term in the second year and still fails to fulfill the minimum academic requirements in that term or again fails to fulfill the minimum academic requirements in another term in the same academic year, he/she can appear for additional improvement examination in the third year along with the next batch. Further following will be applicable in the third year.

   (a)   Student can appear for improvement examination in maximum of three courses (half credit or full credit or 0.25 credit) for each term and can appear for only in Term examinations for Half Credit or full credit course and in any one component in 0.25 Credit course having highest weightage.

   (b)   If a student is required to appear for additional improvement examination in an elective course, and the elective course is not running in the next academic year then separate question paper will be prepared covering the syllabus of the previous year. In all other cases, the improvement examination will be along with the next batch and will cover the syllabus taught to the current batch and it will be the sole responsibility of the student to study the latest course contents.

   (c)   For additional improvement examinations in the third year in any of the term the student is not required to attend the classes.

   (d)   Any student who is not completing the programme due to availing of additional improvement chances will not be eligible to sit for placement in any of the years.

   (e)   The maximum duration to complete the programme will be 36 months. A student will not be allowed to complete the course beyond 36 months

from the beginning of the programme or the completion of the third academic year whichever is earlier.

(f)   A student who is appearing for the improvement/additional improvement will be required to pay the requisite fee and will be solely responsible for finding the dates of the examinations and also to know the contents of the course. The institute in this matter will send no communication to the student.

(g)   A student who is not able to fulfill the minimum academic standards as per 3.2.4 in a term will be provisionally admitted to the next terms and will be provisionally permitted to undergo summer training and the field work components.

(h)   If the student fails to fulfill the minimum academic standards as per 3.2.4, even after availing the additional improvement examination in third year he/she shall be treated as withdrawn from the programme on the declaration of the result.

(i)   No appeals made by a student who has been treated as withdrawn from the programme due to non-fulfillment of academic requirements after availing of the above additional opportunities will be entertained.

A student who is not fulfilling the academic standards has to give in writing within seven days of the date of declaration of result that he/she wishes to appear for the improvement examination. If she/he wishes to apply for improvement examination, she/he may request to the Chairperson-PGP for the same within one week (7 days) from the date of the declaration of the result of the respective term. In case a student who fails to meet the minimum prescribed academic standard does not apply for improvement examination within one week (7 days) from the date of declaration of result she/he shall be treated as withdrawn from the programme and shall be communicated to him/her by the Chairperson-PGP. When the students are in the field work/summer internship, the one-week time to apply for improvement examination will be counted from the date of their arrival at the campus.

3.2.5.1 Improvement Examination

1. A student will appear for improvement in term examination, at her/his own cost by the mid of the next class room term (The improvement examination will be conducted, preferably within 15 days after declaration of the result). The grades so obtained will be incorporated in the result of that particular course in which the student has appeared for improvement examination and the weightage will remain the same as communicated originally in her/his first appearance. However, in case the students obtain a lower grade & grade points/GPA in the improvement/additional improvement examinations in a particular course, the higher grade & grade points/GPA obtained by the students in the previous examination(s) of the course(s) in which the students appeared for improvement/additional improvement examinations shall be considered for calculating the Grade Point Average (GPA) in a classroom term.

2. A student can appear for improvement examination of the courses in which he/she obtained 'D' & 'F' grades only in a classroom term.

3. In case 'D' & 'F' grades are not obtained by a student and the minimum prescribed GPA requirement is not fulfilled, he/she can appear for improvement examination of any course except Summer Internship/Project Work/Field Work, as per his/her choice.

4. In case 'D' & 'F' grades are obtained by a student in Summer Internship/Project Work/Field Work and the minimum prescribed GPA requirement is not fulfilled in a classroom term and a student cannot fulfil the minimum prescribed academic standards even after appearing for improvement examination/additional improvement examination in a classroom term, in such cases the Director on the recommendation of the PGP committee may permit the students for repeating Summer Internship/Project Work/Field Work as a special case.

5. An examination fee of Rs. 1000/- per course will be charged from the student for appearing in the improvement examination.

6. Suitable entry shall be made in the transcript against courses passed by improvement examination.

3.2.6 Minimum academic requirement to be fulfilled by a student to undergo Summer Internship.

A student who has been permitted to appear in improvement examination(s) or required to appear with the next batch may be allowed to undergo Field Work (FW), Summer Internship (SI) and Project Work (PW).

3.3 Evaluations system for Summer Internship (SI)

As the summer internship (SI) has a direct bearing on placements, it is expected that an IIFM student not only submits a high-quality SI report but also performs optimally at the host organization under the guidance of the Reporting Officer. Each student shall be allotted a faculty member, preferably from the faculty area having expertise in the SI to be undertaken, who shall act as a Guide for the Summer Internship study for that student. The overall performance of the student in the Summer Internship shall be evaluated based on the following:

(a) The Institutional Normalization Grading Pattern suggested for the classroom-term courses will not apply to internal evaluation/external evaluation/overall grades of Summer Internship.

(b) The grading system of Summer Internship shall be based on the five-point scale as given below:

A : Excellent	B : Good	C : Satisfactory	D : Low Pass	F : Fail

In addition, plus (+) or minus (-) signs against A, B, C and D may be added to indicate varying degree of performance, thus in effect it becomes a thirteen level evaluation.

(c)   External evaluation by the Reporting Officer of the organization to which the student is attached will have a weightage of 50%.

(d)   The Reporting Officer will award one single letter grade for each student for SI. The Chairperson, SI shall communicate to the Reporting Officer a prescribed format indicating various criteria of evaluation for grading and the Reporting Officer shall award one single letter grade ranging from 'A+' to 'F' to the student(s).

(e)   Internal evaluation at IIFM is to be done by two faculty members one of whom shall be the faculty guiding the student. The weightage of various internal components will be as follows:

Evaluation Component	Faculty Guide	Faculty Evaluator
Report Evaluation	15%	15%
Presentation	10%	10%
Total	25%	25%

(f)   Each of the Internal Evaluators shall submit separate grades for report & presentations of the SI for each student on the date notified by the SI Cell.

(g)   The students shall submit a copy of the Summer Internship Draft/Final report to the organization as per their requirement and to the PSIC on the date notified by the Cell and also make presentation of the same.

(h)   Each student is expected to come out with Research paper/article, case study, technical paper or an entrepreneurial idea from the SI work and should be submitted to the PSIC cell.

A student has to comply with the following for successful completion of SI:

(i)   A student shall complete her/ his Summer Internship work within the stipulated time.

(ii)   Once placed, a student is not allowed to change her/ his host organization.

(iii)   Submission of the Joining Report before the deadline as notified by the PSIC is imperative

(iv)   Every student is advised to carefully go through the 'General Instructions for Report Writing' which will be provided by the Cell before the commencement of the SI.

(v) Guidelines for students for undergoing Summer Internship are provided in **Appendix-1**.

(vi) The SI will conclude with the submission of a report by the student (along with a presentation) to the RO/ Host Organization. On completion of the SI, the organization will issue the following:

(a) Relieving/ No Objection/ No Dues Certificate

(b) Work Experience Certificate for the student

(c) Declaration by the organization/ RO for the SI report in the prescribed format.

(vii) A student shall submit her/ his Summer Internship report to the PSIC on or before the specified date failing which the student may be awarded an 'F' grade for the component.

Comprehensive guidelines for Summer Internship (SI) shall be issued to all the students by PSIC. The Chairperson (SI) shall upload the component wise grades on the Academic ERP.

3.4 Evaluation System of Project Work (PW)

A faculty member from the Institute, preferably from the subject area, shall act as Guide for each student to conduct the Project Work study. The students are expected to submit a copy of the final project work report, at least three working days before the date notified for the respective presentations or on or before the date notified by the Project Work Cell.

The following are the different components & weightage of project work evaluation.

(a) The Institutional Normalization Grading Pattern suggested for the classroom-term courses will not apply to internal evaluation/external evaluation/overall grades of Project Work.

(b) The grading system of Project Work shall be based on the five-point scale as given below:

A : Excellent	B : Good	C : Satisfactory	D : Low Pass	F : Fail

In addition, plus (+) or minus (-) signs against A, B, C and D may be added to indicate varying degree of performance, thus in effect it becomes a thirteen level evaluation.

(c) External evaluation by the Project Advisor of the organization to which the student is attached will have a weightage of 50%.

(d) The Project Advisor will award one single letter grade for each student for Project Work. The Chairperson, PW shall communicate to the Project Advisor a prescribed format indicating various criteria of evaluation for grading and the Project Advisor shall award one single letter grade ranging from 'A+' to 'F' to the student(s).

(e) Internal evaluation at IIFM to be done by two faculty members one of whom shall be the faculty acting as guide. The different components and weightage of PW evaluation are:

Evaluation Component	Faculty Guide	Faculty Evaluator
Report Evaluation	15%	15%
Presentation	10%	10%
Total	**25%**	**25%**

(f) Each of the Internal Evaluators shall submit separate grades for report & presentation of the PW for each student on or before the date notified by the PW Cell.

(g) The students shall submit a copy of the Project Work Preliminary/Final report to the organisation as per their requirement and to the PW Cell on the date notified and also make the presentation of the same.

(h) Each student is expected to come out with Research paper/article, case study, technical paper or an entrepreneurial idea from the Project work and should be submitted to the PW cell.

The comprehensive guidelines for Project work (PW) shall be communicated to all the students by Project work Cell. The Chairperson (PW) shall upload the final grades on Academic ERP by the due date.

3.5 Evaluation System of Field Work (FW)

A faculty member from the Institute shall act as Guide for each student/group to conduct the Field Work Study. Overall performance of the student in Fieldwork shall be evaluated based on the guidelines and evaluation system as decided by the Field Work Committee and approved by the Director. Such guidelines shall be communicated to the students before the beginning of the FW.

(a) The Institutional Normalisation Grading Pattern suggested for the classroom-term courses will not apply to internal evaluation/external evaluation/overall grades of Fieldwork.

(b) Separate grades for field work report, diary, other components of evaluation & presentation for each student shall be submitted by one internal evaluator (as decided by the FW Committee) to the Field Work Cell.

(c) Each student/group shall submit a copy of the Field Report, Diary & other reports required by the Field Work Cell on or before the date notified by the Cell.

(d) The weightage of various evaluation components in field work will be as follows;

- Field work report/Tour Diary: 40% weightage.
- Field work presentation: 40 % weightage.

For each of the above components the Internal Evaluator shall award only letter grades for each student.

- Attendance and general Discipline on field (during field work and in submission deadlines): 20 % weightage.

This component will be evaluated by the Field Work Chairperson who shall award only letter grades for each student.

(e) The grading system of Field Work shall be based on the five-point scale as given below:

A : Excellent	B : Good	C : Satisfactory	D : Low Pass	F : Fail

In addition, plus (+) or minus (-) signs against A, B, C and D may be added to indicate varying degree of performance, thus in effect; it becomes a thirteen level evaluation. The criteria for evaluation on the thirteen-point level shall be communicated by the Chairperson Field Work to the internal evaluator.

(f) The comprehensive guidelines for Field Work (FW) shall be circulated to all the students by Field Work Cell. The Chairperson (FW) shall upload the final grades on Academic ERP by the due date.

3.6 Guidelines for Elective Courses

The choice of floating elective courses vests with the faculty. A student has to choose five elective courses of one credit each both in Term-IV and Term-V. The list of elective courses that shall be offered by faculty members will be shared with the students well in advance.

3.7 System of Evaluation, Feedback and Provision for Appeal by the students

3.7.1 System of giving evaluation feedback to the Students.

The evaluation feedback of the quizzes, assignments etc. will be communicated to the students by the course faculty through returning the same to the students after evaluation as and when these are conducted but not later than the start of the term examination. However, no photocopies of the original evaluated answer sheets of any papers/courses shall be provided either to the students or to any other student / persons on any ground. The PGP Cell will fix a date and time and will show the term answer sheets to the students.

3.7.2 Provision of request for re-evaluation of Answer Sheets by the students.

The Principal Instructors/Course Coordinators will pre-publish the results on the ERP system and the marks obtained by a student in various components of evaluation will be communicated to the students by email through the ERP link. After going through the results if a student feels that there are some discrepancies concerning the evaluation, the student will indicate the same in a prescribed re-evaluation form and submit it to PGP Cell within 3 working days of receiving the marks/grades. Student will also pay the requisite fee as prescribed, and submit copy of the receipt to the PGP Cell. The PGP Cell will forward the form to the Principal Instructor/Course Coordinator for revaluation. The result of revaluation will be communicated to the student within 7 days of receipt of form and payment of fee. Fee of Rs.200 per course shall be charged from the student for revaluation of the answer sheets. No requests for revaluation will be entertained after three days from the date of pre-publishing of the results on the ERP.

3.8 Guidelines for Examinations

(a) Use of audio-visual during term examinations.

The term exam answer sheets can be subjected for revaluation; therefore, the audio-visual inputs should not be used for term examinations. If the course content demands use of audio-visual for evaluation, they can be incorporated with other components of evaluation, such as quiz, assignment, etc.

(b) Open book examination.

Open book and notes examination during term exam may be avoided. However, if a Principal Instructor/Course Coordinator very strongly feels and has indicated it in the approved course outline, in that situation only one standard text book may be allowed for reference during the examination. In no case, loose notes and class notes will be permitted during term examinations.

3.9 General Examination Rules and Regulations

1. All students should occupy their respective seats five minutes before the scheduled time. Any student found not occupying her/his allotted seat at the scheduled commencement time of the examination may be disallowed from the examination. The students should put their signature on the attendance sheet circulated.

2. Students are not permitted to use pencils for writing answers in examinations.

3. Students are not permitted to carry any of their bags/folders/notes/mobile/cell phones/ digital watch/electronic gadgets in to the examination hall. All such materials, other than those specified by the instructor or the PGP Cell, must be kept outside the examination hall/classroom before the start of the examination. The student must ensure that no such material is found near their allotted seat.

(i) The student shall not go out of the examination hall without the prior permission of the invigilator. Ordinarily no student shall be permitted to temporarily leave the examination hall while the examination is in progress. However, permission to temporarily leave the hall may be granted in exceptional circumstances:

    (a) Where the examination is for more than two hours no such permission shall be given during the first one-and-a-half hours and during the last half-an-hour of the examination

    (b) Where the examination is of two hours or less, the students will not be permitted to leave the examination hall at all.

    (c) Not more than one student shall be permitted temporary absence from the examination hall at any given time.

4. The student should not refer to any book, paper or other notes, mobile phone, electronic gadgets, except where open book examination is conducted and permission has been granted by the course coordinator for the same.

5. Consultation with another student in any form is prohibited. Anyone who wilfully provides assistance to fellow students will also be considered as guilty of violation of rules. When the examination is in progress, if any student is found to be discussing anything with another student, either in or outside the examination hall, the same will also be treated as adopting unfair means. Strict vigilance and random checking will be done in this regard, and severe punishment will be imposed whenever a student is found to be violating these regulations.

6. The students must hand over their answer sheets to the invigilator before leaving the examination hall. Under no circumstances, the answer books are to be taken out of the examination hall.

7. Unused supplementary sheets should be returned to the invigilator along with answer sheets. Appropriate action will be taken against those who are in possession of unused supplementary sheets.

8. Concerned Principal Instructors/Course Coordinators (as Invigilators) have been authorised to summarily disqualify any student who is found to contravene any of these instructions or resort to any unfair means.

9. There will not be any make up/re-examination because of absence from term examinations on any ground. Students on authorised leave on medical ground or otherwise may be given an opportunity to repeat course(s) or appear in an examination in the same or next academic session with the next batch, if so permitted by the PGP Committee.

10. Students should not write anything (except name and roll number) pertaining to the subject matter on the question paper. The students should not tear-off any page from the main/supplementary answer sheets.

11. Students should not write anything other than the answers to questions asked in the relevant question paper (notwithstanding rough work related to the exam). Any mark, inscription, annotation, remarks, appeal that purportedly reveals or attempts to reveal the identity of the examinee or is directed to influence the examiner in any extraneous manner with an intention to compromise the spirit of an impartial evaluation system will be treated as unfair means and will be dealt with as per Rule 5.0

12. Breach of examination rules and regulations will be dealt with strictly including award of 'F' Grade in the concerned course or even expulsion from the programme as outlined under the disciplinary norms mentioned in Rule 5.0.

13. In case of online exams, all students are expected to log in the designated exam portal at least 10 minutes before the start of the exam time to avoid any last minute login related issues.

3.10 Approval of Term wise grades

The results of all the terms will be approved by the PGP committee and will be ratified by the Faculty Council. The Chairperson-PGP will communicate the result to the students. If there is a clear-cut case of not meeting the standards of academic requirement by any student, that student can be asked to withdraw from the PGDFM programme by the PGP Chairperson after approval by the Director.

3.11 "No Dues Certificate"

The PGDFM 2022-2024 batch students should complete the "No Dues Certificate" process by the end of Term-V.

4.0 ATTENDANCE REQUIREMENT

(1) It is mandatory for the students to have 100% attendance for all the classes in all courses in each term of PGDFM. The attendance shall be taken in a manner as duly notified by the PGP Cell from time to time.

(2) However, absence occasioned by medical/personal/unforeseen emergency/exigency which has been duly notified to and approved by the PGP Chairperson may be permitted upto two sessions in a full credit course and one session in a half credit course and one session in a quarter credit course in all the classroom terms.

(3) Exemption may be given for four more sessions (maximum up to 6 sessions) for 1.0 credit course and two more sessions (maximum upto three sessions) for 0.5 credit course and one more session (maximum upto two sessions) for 0.25 credit course under rare cases/ medical reason which involves hospitalization/acute illness/unforeseen tragedy in family. Such students should submit their application with proper medical papers/reasons within two days of resuming classes. Any late submission of application shall not be entertained by the PGP Cell. The exemption shall be subject to recommendation of the PGP Committee and approval by the Director.

Any absence beyond the limit in (2) above the student will have to come in the third year of the program and repeat the term for the subjects in which they had shortage of attendance.

(4)   A student having not adhering to the criteria 2 & 3 above will have the following grade cuts:

No. of Sessions not Attended in courses			Grade Cut	Grade Cut	Grade Cut
1 Credit	0.5 Credit	0.25 Credit	1 Credit Course	0.5 Credit Course	0.25 Credit
1	1	1	0.35 Grade Points	0.18 Grade Points	0.09 Grade Points
2	2	2	0.55 Grade Points	0.28 Grade Points	0.14 Grade Points
3	3	-	0.75 Grade Points	0.38 Grade Points	-
4 & above	4 & above	3 & above	F Grade	F Grade	F grade

(5)   If a student has obtained 'F' Grade in a particular course even without the attendance shortage grade cut, then the grade cuts will be made from the total grade points obtained by the student in that term and she/he will not be allowed to appear for improvement in that course.

(6)   No appeals against the grade cuts will be entertained.

(7)   Keeping the track of attendance will be the sole responsibility of the student.

(8)   The students obtaining 'F' grade on account of shortage of attendance and fails to fulfill the minimum prescribed academic standards on account of 'F' grade obtained due to shortage of attendance will have to come in the third year and repeat the term for the subjects in which they had shortage of attendance to fulfil the minimum prescribed academic standards in a particular classroom term. The students will have to pay the requisite fee for the same on pro rata basis as decided and communicated by the PGP Cell.

(9)   It shall be the sole responsibility of the student to contact the PGP Cell and write exams. Hostel facilities shall not be provided to the students in such cases.

4.1   Attendance for Extra Classes

One credit course comprises of 30 sessions and half credit course comprises of 15 sessions and quarter credit course is of 8 sessions. Official attendance (for the purpose of the minimum attendance requirement) will contain attendance for only 8 sessions for quarter credit course, 15 sessions for half credit course and 30 sessions for one credit course. Attendance for any extra class should not be part of the official attendance sheet. Attendance for all the courses shall be marked on the Academic ERP which shall also be visible to the students.

4.2   Absence in Examination on Medical Ground

In case, a student misses end term examination on account of illness of self-requiring complete bed rest/hospitalization within permissible limit or terminal illness or death of immediate family member, she/he may be permitted by the Director to appear for examination, retaining the same weightage of the component, within two months of the next class room term. The examination will be conducted, preferably before Term

exams of the next term. The information regarding such illness and student's inability to appear for the term exam must reach the PGP cell before the scheduled term exam. Any request received afterwards will not be entertained.

In case a student misses Mid-term Class Test (MTCT) because of authorized absence, she/he should approach the faculty concerned for administering the same. It shall be solely the responsibility of the student to ensure that her/his makeup MTCT is conducted on time. Such makeup exam under all circumstances must be conducted before the end term exam.

4.3 Attendance during Summer Internship

(1) It is mandatory for the students to have 100% attendance in the host organisation during the Summer Internship.

(2) However, absence occasioned by medical/ personal/ unforeseen emergency/ exigency at host organisation which has been duly notified to and approved by the Reporting Officer and Chairperson SI may be permitted upto two days.

(3) A student not adhering to the criteria (1) and (2) above will have the following grade cuts from the grades points obtained in the external evaluation component:

No of Days Absence at Host Organisation	
Days	Grade Cut
1	0.35 Grade Point
2	0.55 Grade Point
3	0.75 Grade Point
4 & above	F Grade

(4) It is mandatory for the students to have 100% attendance in pre-internship and the post-internship sessions (briefings, presentations etc.) held at IIFM.

(5) However, absence occasioned by medical/personal/unforeseen emergency/ exigency in pre-internship and the post-internship sessions which has been duly notified to and approved by the Chairperson SI may be permitted upto two sessions.

(6) A student who is not adhering to the criteria (4) and (5) above will have the following grade cuts from the grades points obtained in the internal evaluation component:

Absence from Pre and Post Internship Sessions	
Sessions	Grade Cut
1	0.35 Grade Point
2	0.55 Grade Point
3	0.75 Grade Point
4 & above	F Grade

4.4 Attendance during Project Work

(1) It is mandatory for the students to have 100% attendance in the host organisation during the project work.

(2) However, absence occasioned by medical/ personal/ unforeseen emergency/exigency at host organisation which has been duly notified to and approved by the Project Advisor and Chairperson Project Work may be permitted up to two days.

(3) A student who is not adhering to the criteria (1) and (2) above will have the following grade cuts from the grades points obtained in the external evaluation component:

No of Days Absence at Host Organisation	
Days	Grade Cut
1	0.35 Grade Point
2	0.55 Grade Point
3	0.75 Grade Point
4 & above	F Grade

(4) It is mandatory for the students to have 100% attendance in all pre and the post-project work sessions (briefings, presentations, etc.) held at IIFM.

(5) However, absence occasioned by medical/ personal/ unforeseen emergency /exigency in pre-internship and the post-internship sessions which has been duly notified to and approved by the Chairperson Project Work may be permitted up to two sessions.

(6) A student who is not adhering to the criteria (4) and (5) above will have the following grade cuts from the grades points obtained in the internal evaluation component:

Absence from Pre and Post Project Work Sessions	
Sessions	Grade Cut
1	0.35 Grade Point
2	0.55 Grade Point
3	0.75 Grade Point
4 & above	F Grade

4.5 Attendance during Field Work

(1) It is mandatory for the students to have 100% attendance in the field work place/host organisation during the field work.

(2) However, absence occasioned by medical/ personal/ unforeseen emergency/ exigency at host organisation which has been duly notified to and approved by the Fieldwork Chairperson may be permitted up to two days.

(3) A student who is not adhering to the criteria (1) and (2) above will have the following grade cuts from the grades points obtained in the external evaluation component:

No of Days Absence at Host Organisation/Field Tour	
Days	Grade Cut
1	0.18 Grade Point
2	0.28 Grade Point
3	0.38 Grade Point
4 & above	F Grade

(4)   It is mandatory for the students to have 100% attendance in all pre and the post-field work sessions (briefing, presentations, etc.) held at IIFM.

(5)   However, absence occasioned by medical/ personal/ unforeseen emergency/ exigency in pre-internship and the post-internship sessions which has been duly notified to and approved by the Chairperson Field Work may be permitted upto two sessions.

(6)   A student who is not adhering to the criteria (4) and (5) above will have the following grade cuts from the grades points obtained in the internal evaluation component:

Absence from Pre and Post Field Work Sessions	
Sessions	Grade Cut
1	0.18 Grade Point
2	0.28 Grade Point
3	0.38 Grade Point
4 & above	F Grade

4.6   Attendance during Institutional Activities/Programmes/Events

It is mandatory for the students to have 100% attendance during Institutional Activities/ Programmes/Events held at the Institute. These include the talk series by alumnus/guest lectures/visits and talks by eminent personalities/placement & personality grooming session/language aptitude sessions and various other sessions.

Absence from such Institutional Activities/ Programmes/Events will lead to:

(i)   In the first instance, issuance of a letter calling for explanation to the student and imposition of appropriate penalty as approved by the Competent Authority which will be also communicated to the student's parent/guardian.

(ii)   In case of recurrence of such absence the student's parent/guardian will be called to the campus and the student will give an undertaking in the presence of the parent/guardian not to repeat such behaviour.

(iii)   In case of further recurrence of absence, the student will be directed to withdraw from the programme. If the student does not withdraw from the programme on

(iv)   being so directed, he/she will be liable for expulsion from the programme and the Institute.

4.7 Proxy Attendance

Practising proxy attendance is a serious offence and suitable disciplinary action shall be taken by the PGP Disciplinary Committee. If the actual perpetrator could not be identified, the entire class will be made responsible for the offence and PGP Committee will recommend suitable disciplinary action.

4.8 Presence in the campus

(i)   All students are required to stay on campus during the entire duration of the programme.
(ii)   Students can leave the campus only during Vacations, Summer Internship,
(iii)   Project Work and Field Work
(iv)   Students should leave the campus only with prior authorization and permissions during vacations.
(v)   If any student stays outside the campus overnight without proper authorisation, he/she will be:

    (a)   In the first instance, issued a letter calling for explanation to the student and imposition of appropriate penalty as approved by the Competent Authority which will be also communicated to the student's parent/guardian.

    (b)   In case of recurrence of such absence the student's parent/guardian will be called to the campus and the student will give an undertaking in the presence of the parent/guardian not to repeat such behaviour.

    (c)   In case of further recurrence of absence, the student will be directed to withdraw from the programme. If the student does not withdraw from the programme on being so directed, he/she will be liable for expulsion from the programme and the Institute.

4.9 Recording of Attendance

The attendance shall be taken in a manner as duly notified by the PGP Cell from time to time.

4.10 Use of Mobile Phones and Laptops in Classrooms and during Institutional Activities/Programmes/Events

Students are strictly forbidden from carrying mobile phones and laptops to the classrooms and during Institutional Activities/ Programmes/Events unless specifically instructed to carry them. Appropriate disciplinary action will be taken in case of unauthorised use of mobile phones and laptops.

4.11 Adherence to Class Time Table

01.   The announced time table should be strictly adhered to.
02.   The rescheduling of the classes shall be permitted only in exceptional cases with prior notice.
03.   However, swapping of classes with other faculty members shall be allowed with due intimation to the PGP cell.

5.0 DISCIPLINARY NORMS

5.1 Academic Discipline and General Conduct

Apart from the Academic norms set above, every student is required to fulfil the following disciplinary norms:

a. The Institute expects its students to conform to strict norms of integrity, honesty and good conduct in all their dealings. It also expects the students to abide by the rules of the Institute both in letter and spirit.

b. A gender sensitive environment creates the right conditions for fullest utilization of human potential. IIFM advises all its students to exercise utmost vigilance in this regard and not engage in any behaviour that disrupts gender amity on the campus. Any breach of the above, will attract appropriate disciplinary action.

c. As per directions of the Hon'ble Supreme Court, ragging in technical institutions is unacceptable activity and deserves severe punishment. Hence, all the students of IIFM are expected not to indulge in any form/way of ragging activities. Strict vigilance and random checking will be undertaken by the anti-ragging committee/squad, and severe punishment will be imposed, including expulsion from the institute, whenever a student is found to be violating the Hon'ble Supreme Court's directions by indulging himself/herself in the act of ragging.

d. This is a residential programme and all students are required to stay in the campus hostel.

e. Smoking and consumption of alcoholic beverages on the campus is strictly prohibited.

f. The students shall attend all sessions of each course in each classroom term, lectures by guest faculty, and other programmes, which may be arranged by the Institute for the students.

g. Attendance in the Fieldwork segments, Summer Internship and Project Work module shall be as per the rules of the Institute and the organisations to which the students are attached.

h. The students shall ensure high ethical standards and integrity. Adoption of dishonest and unfair means at any stage of the programme will attract severe penalty and may lead to expulsion from the PGDFM Programme and the Institute.

The Institute attaches utmost importance to integrity and honesty in all academic activities of the students. The students must maintain strict discipline in the classroom; in writing assignments; undertaking Field Work and Summer Internship; appearing in examinations, tests, quizzes, take-home assignments, and all other segments of academic work. Resorting to copying

or helping other students to copy in any way in the examination halls, quizzes, home assignments or any other elements of evaluation or passing or receiving papers in connection with any academic work to be evaluated or canvassing for grades is strictly prohibited. Unless otherwise specified by the instructor, the students shall not collaborate in any way so far as their writing effort is concerned in connection with home assignments. Penalty for breach of academic discipline may amount to expulsion from the PGDFM Programme/Institute.

Use of unfair means in the term examinations will attract severe disciplinary action and the punishment may include award of an 'F' grade in the concerned course & suitable entry in the grade sheet/expulsion from the program. In any case if a student is found to have repeated the act of copying or collaborating in copying or have used unfair means in examinations a second time, she/he will be expelled from the programme. The students who have been asked to withdraw from the course should vacate the Hostel Rooms within 07 days failing which the Institute may forcibly vacate them at their costs and risks.

i.   It is expected that all the students must attend official functions of the Institute. The students while attending the official functions must maintain formal/proper dress code. Students must abstain from indulging in any behavior or making unwanted remarks/comments which may tarnish the image and expectations of the Institute at such functions. Contravention of the above norms may invite disciplinary action as decided by the PGP committee.

j.   The students are not allowed to carry any eatables in the classrooms, examination hall, library and computer centre.

k.   In classrooms the use of laptops and mobile phones may be permitted by individual faculty depending on pedagogy used. However, in quizzes, midterm tests and exams, unless specifically instructed, the use of mobile phones and laptops is not permissible.

l.   Unauthorised audio/video recording of class room /field sessions of faculty/guest faculty using electronic or other devices is strictly prohibited.

m.   In case of breach of academic discipline in the class, if considered significant by the faculty, the matter may be reported to the PGP Committee for disciplinary action.

n.   Any disqualification (Academic requirement, Use of unfair means) shall debar the students from becoming eligible for award of scholarships and scholastic medals.

5.1.1 Disciplinary Committee

In the event of any PGDFM student not adhering to the academic discipline and general conduct expected of her/him, a complaint could be registered against the student(s) concerned. An inquiry into such complaint(s) is/are conducted by PGP Committee which will also act as the Disciplinary Committee for PGDFM matters.

5.1.2 Disciplinary Procedure

On receiving a complaint against a student or acting suo motto, the Chairperson-PGP shall initiate disciplinary action against any student for any alleged misconduct. In such cases, the following procedure shall be adopted:

a. The Chairperson-PGP seeking explanation for the breach of discipline will issue a letter to the involved student.

b. On obtaining the response from the involved student the matter will be discussed in the PGP Committee. If the PGP Committee is not satisfied with the response of the involved student, it shall refer the matter to the Central Disciplinary Committee (CDC) for enquiry. The student would be given an opportunity to explain her/his case before the CDC. The CDC may call others also for facilitating the inquiry. At the conclusion of the inquiry, the CDC shall forward its findings and recommendations to the PGP Committee.

6.0   DISCIPLINARY ACTION

Any violation of the prescribed norms will attract disciplinary action as deemed fit. The PGP/CDC Committee shall either exonerate the student or impose any one or more of the following penalties.

- ➢ Imposition Fines
- ➢ Public apology
- ➢ Suspension from classes or the hostel for a specified period.
- ➢ Additional academic assignment(s) or project work.
- ➢ Scaling down grades obtained in one or more courses.
- ➢ Awarding a permanent 'F' grade in the course concerned.
- ➢ Repeating the course.
- ➢ Suspension, withdrawal or made ineligible for scholarships or participation in management festivals, etc.
- ➢ Withdrawal of placement services.
- ➢ Community service
- ➢ Expulsion from the Institute
- ➢ Any other as deemed fit by the PGP/Central Disciplinary Committee.

Any student, who feels aggrieved because of such action, may appeal to the Director. The decision of the Director in all such instances shall be final and binding.

7.0   TIME LIMIT FOR ALL APPEALS TO THE DIRECTOR

For all matters where appeal can be made to the Director, the same has to be made within 15 days of the receipt of communication of the relevant decision. If the appeal is once rejected by the Director, then no further appeals can be made in the concerned matter.

8.0 PROCEDURE FOR LEAVING/WITHDRAWING FROM THE PGDFM PROGRAMME

Any student who desires to leave/withdraw during the programme has to inform the PGP Chairperson in writing and obtain the necessary no-dues certificate from the various cells/sections of the Institute and obtain the final letter permitting withdrawal from the programme. Leaving the programme without following the proper procedure may result in the Institute intimating in writing about the unauthorised withdrawal to the concerned employer/institution joined by the student.

Once the Institute issues the letter accepting the request for withdrawal from the programme, no request for revoking the withdrawal to pursue the programme with current or future batch will be entertained/permitted.

9.0 AWARD OF THE PGDFM DIPLOMA

To qualify for the award of the diploma a student shall fulfil the following criteria.

a. The student should have met the minimum academic standards in each of the Classroom Term, Fieldwork, Summer Internship and Project Work.
a. The student should have observed all the above prescribed academic rules and regulations satisfactorily.

10.0 PAYMENT OF PRESCRIBED TUITION AND OTHER FEES

The prescribed tuition and other fees, is payable by the students in two instalments - at the time of registration in the programme and before the commencement of fourth term. The second instalment of fees must be paid in the Finance Section by the students and a photocopy of the receipt should be submitted to the PGP Cell along with the registration form for the IInd year (Term IV).

The fee should be paid by way of NEFT/RTGS/Demand Draft issued by a nationalised/scheduled bank only drawn in favour of **the Director, Indian Institute of Forest Management**, Bhopal, payable at Bhopal. ***The last date for payment of fee for the 2nd year students of PGDFM 2023-2025 batch is, July 1, 2024 and for the PGDFM 2024-2026 batch is July 1, 2025.***

Delay in payment of fees from the next day of *last date for payment of fee* will attract late fee as follows:

(i)   Upto seven days delay   :   With late fee of Rs.100/- per day

(ii)   Upto Fourteen days delay: With late fee of Rs.200/- per day

Any delay beyond 14 days will be viewed seriously and suitable action will be initiated against the defaulters.

11.0 REGISTRATION OF STUDENTS FOR 2ND YEAR /TERM IV OF PFM

All the eligible students, who have completed academic requirements up to Term III & the Summer Internship, will be registered in the 2nd year of PGDFM programme (Term IV) after payment of fee. A student who does not fulfil the academic requirements/standards will be asked to withdraw from the programme or who has partially fulfilled the academic standards and has been permitted to repeat a course/term, will be allowed '**PROVISIONAL REGISTRATION**'. *The date of registration for Term-IV for the PGDFM 2023-2025 shall be July 1, 2024 and for the PGDFM 2024-2026 batch shall be July 1, 2025.*

If a student is asked to withdraw from the program on account of non-fulfillment of prescribed academic requirement in the first academic year, the student will be entitled for full refund of fees paid on account of provisional registration for the second year.

12.0 CENTRAL SECTOR SCHOLORSHIP SCHEME FOR TOP CLASS EDUCATION FOR SC/ST

The Institute has been placed under the category of offering courses in "Management" for Central Sector Scholarship for Top Class Education for SC Students and New Central Sector Scholarship Scheme for ST Students. The students belonging to SC & ST categories and fulfilling the criteria under these schemes can avail the benefit of these schemes. The students applying for these scholarships are advised to check their eligibility criteria particularly with respect to their caste and the income certificate as per the requirements of the Ministry of Tribal Affairs and the Ministry of Social Justice portals to avoid delays in processing the same.

13.0 FACULTY MENTOR

Each student will be assigned a Faculty Mentor based on her/his academic background. The student may seek guidance on all academic matters from her/his Faculty Mentor, any time during the day. All students are expected to meet their Faculty Mentors on regular basis to brief them about their academic performance and other activities.

14.0 CLASS REPRESENTATIVE

Two students from each batch will be designated by the Chairperson, PGP as Class Representative-I & II (CR-I & II) on rotational basis (term wise). They will serve as interface between faculty and students for various academic and other extra-curricular activities.

15.0 Prevention of Plagiarism

The Indian Institute of Forest Management places highest importance to academic integrity. Students are, at all times, expected to follow highest standards of scholarship and never engage in plagiarism while submitting assignments, summer internship reports, CIS reports, field work reports, and communicating publications to

journals etc., or any other such document. Use of photographs, images, drawings etc., without due permission of authors should also be avoided at all costs. Students must note that documents submitted by them to fulfill academic requirements for courses (assignments, reports, thesis etc.) can be randomly checked for plagiarism using software tools and referred to the appropriate disciplinary authority in case of violations being found.

Students must refer to IIFM's academic integrity policy (Annexure 5) for further guidance on this matter. While IIFM shall create awareness about maintaining academic integrity from time to time, it is the student's responsibility to aquatint themselves about what constitutes plagiarism. Visit the following URL for the Current version of IIFM's Academic Integrity Policy and other helpful resources on academic integrity.

http://iifm.ac.in/academic-integrity-resources/

16.0 REVIEW OF PFM RULES AND REGULATIONS

These PGDFM Rules and Regulations may be suitably modified during the academic year and shall be effective from such date as approved by the Director. In case of spread of Covid-19 pandemic suitable changes may be made subject to approval of the Director so as to ensure proper operationalisation of the programme.

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ANNEXURE-1

POST GRADUATE DIPLOMA IN FORESTRY MANAGEMENT (PGDFM)

Term 1			
S.No.	**Core Subjects**	**Credits**	**Course Code**
1	Quantitative Technique (QT)	1.0	FM-101
2	Managerial Computing (MC)	1.0	FM102
3	Accounting for Managers (AM)	1.0	FM-103
4	Marketing Management (MKT)	1.0	FM-104
5	Foundations of Forest Management (FFM)	1.0	FM-105
6	Society & Polity (SP)	1.0	FM-106
Core Skills/Ideas			
8	Critical Thinking (CT)	0.25	FM-107
9	Soft Skills (SS)	0.25	FM-108
10	Ethos of Conservation (EC)	0.50	FM-109
Term 2			
S.No.	**Core Subjects**	**Credits**	**Course Code**
1	Financial Management (FM)	1.0	FM-201
2	Micro Economic Analysis (MEA)	1.0	FM-202
3	Business Communication (BC)	1.0	FM-203
4	Organizational Behavior (OB)	1.0	FM-204
5	Supply Chain Management (SCM)	1.0	FM-205
6	Climate Change, Adaptation & Mitigation (CCAM)	1.0	FM-206
Core Skills/Ideas			
7	Design Thinking (DT)	0.25	FM-207
8	Emotional Intelligence (EI)	0.25	FM-208
Field Work – 4 Weeks		**0.75***	FM-FW
* To be added with Term-III			

Term 3			
S.No.	**Core Subjects**	**Credits**	**Course Code**
1	Foundations of Sustainable Development (FSD)	1.0	FM-301
2	Macro Economic Policy and Analysis (MEPA)	1.0	FM-302
3	Management Information Systems (MIS)	1.0	FM-303
4	Research Methods & Business Analysis (RMBA)	1.0	FM-304
5	Human Resource Management (HRM)	1.0	FM-305
6	Strategic Management (SM)	1.0	FM-306
Core Skills/Ideas			
1	Leadership (LDS)	0.25	FM-307
2	Ethics (ETH)	0.25	FM-308
Summer Internship - 10 Weeks		2.50*	FM-SI
* To be added with Term-IV			

S.No.	Elective Subjects	Credits	Course Code
Elective Courses Opted by the PGDFM 2022-2024 Batch Students during the Academic Year 2023-2024			
1	Advanced Data Analysis	1.0	FM-EL02
2	Commercial Banking : Credit Analysis, Risk Management & Marketing	1.0	FM-EL12
3	Climate Finance and Carbon Markets	1.0	FM-EL33
4	Corporate Social Responsibility and Governance	1.0	FM-EL03
5	Ecosystem Approach to Forest Management : Concepts and IT Innovations	1.0	FM-EL17
6	Integrated Water Resource Management	1.0	FM-EL05
7	NRM for Rural Development	1.0	FM-EL28
8	Project Management	1.0	FM-EL36
9	People, Parks and Wildlife	1.0	FM-EL37
10	Renewable Energy Management	1.0	FM-EL06
11	Sustainability and Green Marketing	1.0	FM-EL08
12	Social Impact Assessment	1.0	FM-EL09
Core Skills/Idea			
1	Laws & Conventions on Forest & Biodiversity (LCFB)	0.50	FM-401
2	Entrepreneurship (ETNP)	0.25	FM-402
Project Work – 8 Weeks		2.00*	FM-PW
* To be added with Term-V			

Term 5
(Each student is Required to opt Five Elective Courses from the Elective Courses Floated)

S.No.	Elective Subjects	Credits	Course Code
Elective Courses Opted by the PGDFM 2022-2024 Batch Students during the Academic Year 2023-2024			
1	Applied Agro-forestry	1.0	FM-EL01
2	Business Analytics	1.0	FM-EL44
3	Communication for Development	1.0	FM-EL39
4	Disaster Risk Management	1.0	FM-EL18
5	Economic Modelling for Forest and Environment	1.0	FM-EL13
6	Eco-tourism and Nature Conservation	1.0	FM-EL04
7	Forest Landscape Restoration	1.0	FM-EL35
8	Financial Modelling Using Excel	1.0	FM-EL45
9	International Business	1.0	FM-EL22
10	Impact Evaluation	1.0	FM-EL23
11	Metrics, Assurances, Integrated Reporting & Responsible Performance	1.0	FM-EL42
12	Marketing Intelligence & Marketing Analytics	1.0	FM-EL40
13	Rural Adaptation Strategies	1.0	FM-EL30
14	Rural Marketing and Development	1.0	FM-EL41
15	Sustainable Finance	1.0	FM-EL43
16	Wildlife Conservation and Management	1.0	FM-EL31

GRADE CONVERSION TABLE

	5%	10%	15%	20%	25%	30%	35%	40%	45%	50%	55%	60%
A+ 13	0.65	1.30	1.95	2.60	3.25	3.90	4.55	5.20	5.85	6.50	7.15	7.80
A 12	0.60	1.20	1.80	2.40	3.00	3.60	4.20	4.80	5.40	6.00	6.60	7.20
A- 11	0.55	1.10	1.65	2.20	2.75	3.30	3.85	4.40	4.95	5.50	6.05	6.60
B+ 10	0.50	1.00	1.50	2.00	2.50	3.00	3.50	4.00	4.50	5.00	5.50	6.00
B 9	0.45	0.90	1.35	1.80	2.25	2.70	3.15	3.60	4.05	4.50	4.95	5.40
B- 8	0.40	0.80	1.20	1.60	2.00	2.40	2.80	3.20	3.60	4.00	4.40	4.80
C+ 7	0.35	0.70	1.05	1.40	1.75	2.10	2.45	2.80	3.15	3.50	3.85	4.20
C 6	0.30	0.60	0.90	1.20	1.50	1.80	2.10	2.40	2.70	3.00	3.30	3.60
C- 5	0.25	0.50	0.75	1.00	1.25	1.50	1.75	2.00	2.25	2.50	2.75	3.00
D+ 4	0.20	0.40	0.60	0.80	1.00	1.20	1.40	1.60	1.80	2.00	2.20	2.40
D 3	0.15	0.30	0.45	0.60	0.75	0.90	1.05	1.20	1.35	1.50	1.65	1.80
D- 2	0.10	0.20	0.30	0.40	0.50	0.60	0.70	0.80	0.90	1.00	1.10	1.20

GRADE CONVERSION

Example

Course: **Strategic Management**   **Credit**:   **1.0**

Name of the Student: **Surabhi**

Components	Weightage	Grade	Converted into point As per table
Quiz	10%	B	0.90
Assignment	15%	A	1.80
Presentation	5%	B+	0.50
Class Participation	5%	C+	0.35
Mid-term Class Test	15%	A+	1.95
Term Examination	50%	A	6.00
Total	**100%**		**11.50**

Divided by 3: 11.50/3 =3.83
So, final grade is "A", since '3.83' is in between 4.33 and 3.55

PROFORMA FOR SUBMITTING GRADE TO PGP CELL

First Year/Second Year : **Term I/II/III**
Second Year : **Term IV/V**

Sub:

Principal Instructor/Course Coordinator:

FINAL GRADE SHEET

Sl. No.	Name of Student	Quiz	Assignment	Presentation	CP	MTCT	Term Examination
		W	W	W	W	W	W

Note:
1. Please indicate weightage (W) under each component as per the course outline in ERP.
2. Please enter letter grade just below it for each term against the name of every student in ERP
3. The final letter grade is determined by the total of the grade point the student has earned in various terms.

Date:

Signature of the Principal Instructor/
Course Coordinator

Indian Institute of Forest Management, Bhopal

Academic Integrity Policy

Preamble

The Indian Institute of Forest Management places the highest importance to academic integrity. The creation of original academic content, whether by faculty or students is an important part of IIFM's academic ethos. In this context, IIFM considers plagiarism as a very serious misdemeanour. IIFM's academic integrity policy aims not only to curb plagiarism, but to also encourage its academic community to create original work and to maintain highest standards of ethics and scholarship. The academic integrity policy should be seen as a key enabler in the pursuit of IIFM's vision to be an international leader in teaching, training, research and consultancy in the areas of environment, development and forest management.

Definition

Plagiarism is the deliberate submission, in print or over the internet, of previously written work without proper attribution. It would be considered plagiarism if a substantial unattributed similarity is found with published or unpublished work, even if the previous work is of one's own. Plagiarism would involve copying of sentences, paragraphs or lengthy extracts that exceed reasonable limits from written work or from the internet. The written work can include, but is not limited to, theses and dissertations, consultancy and research reports, summer Internship reports, articles, blogs, scientific papers, synopses, term papers and class assignments.

Detection of Plagiarism

The prime responsibility of submitting original work lies with the author(s). In the case of multiple authors, while the first author is primarily responsible, the others are also responsible in checking the document before it is submitted. IIFM will, from time to time, hold workshops and trainings for its academic community to spread awareness about plagiarism with a view to empower content creators to produce original content. IIFM will also take other necessary steps to provide any assistance that is helpful in curbing plagiarism.

Action against Plagiarism

IIFM will deal with all allegations of plagiarism in consonance with notified regulations and following principles of natural justice. Matters pertaining to plagiarism will be handled by an Academic Integrity Panel constituted by IIFM. Depending on the nature, extent and frequency of plagiarism, the committee will recommend disciplinary action.