

FOREST RESEARCH INSTITUTE (DEEMED) UNIVERSITY, DEHRADUN

Guidelines for writing

Master of Science Thesis

1. Objectives:

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

This includes:

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

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

2.1. Cover page: (Appendix 1)

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

The following should be printed on the side of the thesis

Name of the student

Title of the thesis

Year of submission of the thesis

Declaration by student: (Appendix 2)

2.2. Certificate by guide: (Appendix 3)

2.3. Certificate by Dean (Academic):(Appendix 4)

2.4. Acknowledgement or Dedication

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

2.5. Table of contents

2.6. List of Figures, Tables or Illustrations (Photos will be also termed as figures in the text).

2.9. List of Abbreviations

2.10. Body of the thesis: Introduction, Review of literature, Material and methods, Results, Discussion and Conclusions/Findings. *Results and discussion may be presented in combined form, if supervisor feels its necessity.*

2.11. Appendices : If necessary

2.12. Bibliography/Reference list

3. Body of thesis

3.1. Introduction: This part includes

- The problem statement, the scientific objectives as well as the research questions that have been addressed in the thesis
- Student can also give a characterization of the type of work and a short outline of the structure of the subsequent chapters.
- Objectives of the study and importance are also given.

3.2 . Review of literature: It should include unbiased account of relevant information from the primary literature and its critical evaluation. Published information in a particular subject matter can be discussed with arguments and student's opinions in own words. Critical evaluation means presenting a logical view and values, not finding flaws. Subheadings can be used to elaborate any point or specific through arguments. The subheading should be clear and in support of evidence from the literature. Proper citation format should be used to present any data, table or figures conclusions from the papers.

3.3. Material and methods: This part reports on

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

3.4. Results: In this section

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

3.5. Discussion: In this section

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

3.6. Conclusions/Findings:

These conclusions normally touch on three aspects:

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

4. Format points

4.1. Font

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

4.2. Margins

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

4.3. Topics

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

4.4. Justifying text and chapters

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

4.5. Page numbers

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

4.6. Header and footer

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

4.7. Figures and tables

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

5. Citation

- **In the text**, the reference should be quoted as Sen-Sarma (1980) or Sen-Sarma and Thakur (1981) or Sen-Sarma et al. (1982) for single, two and more than two authors, respectively. Papers by the same author in the same year should be distinguished by letters, a, b, c, etc. For references, following pattern should be followed.
- For referencing a source from the internet, URL should not be written in the text. Write reference for it as a normal reference e.g. (ABC, 1998) or (APA, 1999). URL should also be given in list of references.
- Reference list: References should be listed alphabetically author wise.

- “et al.” can be used for works by three or more authors if there is no possible ambiguity.

The names of the co-authors should, however, be given in the list of references. For example: Mitchell *et al.* (1997) or (Mitchell et al. 1997).

- If there are more than one reference by the same author or group of authors, the references should be in chronological order (oldest first)
- If more references of the same year the order should be alphabetical; if more than one reference from same authors during the same year the publications should be separated by using a, b, c.

6. **Reference writing**

FOR RESEARCH PAPERS

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

COMPLETE BOOKS

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

FOR A CHAPTER IN EDITED BOOK

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

CITATION FROM NEWSPAPERS

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

THESES AND DISSERTATIONS

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

FOR ANNUAL REPORT

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

IN CASE OF PROCEEDING/CONFERENCE

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

IN CASE OF BULLETINS/RECORDS

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

INTERNET

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

Appendix 1

TITLE OF THE THESIS

THESIS

SUBMITTED TO THE

FOREST RESEARCH INSTITUTE (DEEMED) UNIVERSITY

DEHRADUN, UTTARAKHAND



FOR

THE AWARD OF THE DEGREE OF

MASTER OF SCIENCE IN WOOD SCIENCE AND TECHNOLOGY

BY

NAME OF THE STUDENT

UNDER SUPERVISION OF

DR. XYZ

NAME OF THE DIVISION/DISCIPLINE

YEAR

Appendix 2

DECLARATION

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

Signature

(Name of student)

Dated:

Place:

Appendix 3

(Preferably on letter head)

CERTIFICATE

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

Date

Place

Signature

(Dr.)

Supervisor

Appendix 4

(On letter head)

Certificate

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

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

Date:
Place:

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

FOREST RESEARCH INSTITUTE (DEEMED) UNIVERSITY DEHRADUN

Guidelines for writing

Term Paper

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

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

1.1. Cover page: (Appendix 1)

1.2. Declaration by student: (Appendix 2)

1.3. Certificate by supervisor: (Appendix 3)

1.4. Certificate by Dean (Academic): (Appendix 4)

1.5. Acknowledgement or Dedication

1.6. Abstract: Provides a short but comprehensive summary

1.7. Table of contents

1.8. List of Figures, Tables or Illustrations

1.9. List of Abbreviations

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

1.11. Appendices

1.12. Glossary

1.13. Bibliography/Reference list

2. Body of the term paper

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

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

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

2.4. Material and methods: This part reports on

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

2.5. Review of Literature: It should include unbiased account of relevant information from the primary literature and its critical evaluation. Published information in a particular subject matter can be discussed with arguments and student's opinions in own words. Critical evaluation means presenting a logical view and values, not finding flaws. Subheadings can be used to elaborate any point or specific through arguments. The subheading should be clear and in support of evidence from the literature. Proper citation format should be used to present any data, table or figures conclusions from the papers.

2.6. Results: In this section

- The results should be presented in the most objective and comprehensive manner.
- Mixing results with subjective interpretation and discussion should be avoided.
- The students are supposed to structure the results in such a way that the research questions are addressed clearly.
- The findings should be illustrated or summarized with tables, figures and photographs.
- Tables and figures must be drawn in such a way that they can be read on their own, independent from the surrounding text.

- Use SI measurement units and explain abbreviations. Colour figures should be avoided. Use grey scales or textures instead.
- References to tables and figures should be made in the text. Note that table captions are given above the table, whereas figure captions are placed below the figure.

2.7. Discussion: The discussion section

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

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

3. Format points

3.1. Font

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

3.2. Margins

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

3.3. Topics

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3.4. Justifying text and chapters

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

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INTERNET

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APPENDIX 1

TITLE

TERM PAPER

**SUBMITTED TO
FOREST RESEARCH INSTITUTE (DEEMED) UNIVERSITY
DEHRADUN**



**FOR THE PARTIAL FULFILLMENT OF
MASTER'S DEGREE IN WOOD SCIENCE AND TECHNOLOGY**

UNDER THE SUPERVISION OF

DR. XYZ

..... DISCIPLINE

..... DIVISION

BY

STUDENT NAME

YEAR

APPENDIX 2

DECLARATION

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

Date:

Place:

Signature

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

APPENDIX 3

(Preferbly on letter head)

CERTIFICATE

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

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

Date:

Signature

Place:

(Dr.)

Supervisor

APPENDIX 4

(On letter head)

Certificate

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

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

Date:

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

Place:

Dean (Academic)

Forest Research Institute, Dehradun

FOREST RESEARCH INSTITUTE (DEEMED) UNIVERSITY, DEHRADUN

Guidelines for writing

M.Sc. (Wood Science and Technology) Industrial Attachment Report

1. Objective

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

3. Parts of the industrial attachment report

It should be ordered as follows:

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

3.2. Declaration by student: (Appendix 2)

3.3. Certificate by company/ establishment management: (Appendix 3)

3.4. Certificate by Dean (Academic): (Appendix 4)

3.5. Acknowledgement or Dedication

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

3.7. Table of contents

3.8. List of Figures, Tables or Illustrations

2.9. List of Abbreviations

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

2.11. Appendices: If necessary

2.12.

Bibliography/Reference list

3. Main body of the report

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

Chapter 1: Introduction

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

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

Chapter 2: Description of the establishment of attachment

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

Objectives of establishment:

Organizational structure:

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

Chapter 3: Wood science related industry based problem

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

Chapter 4: Summary, Conclusions and Recommendations.

Summary of attachment activities:

Conclusion about the study carried out:

Suggestions for improvement of the establishment:

Important Notes

1. Copying from information available on internet, company website shall not be countenanced. If some image, graph etc is taken from a source, it should be duly mentioned in the report in form of references.
2. In case two or more than two students are doing their industrial attachment from a single establishment, their reports should not be same with respect to the chapters. The students

shall present the report in their own words. In case of copied reports, the reports shall be rejected for evaluation and disciplinary actions will be taken against students.

3. In case two students have done work within one industry, industry profile in initial introduction chapter may be given in own words followed by problem taken separately e.g. If industry is manufacturing products of Acacia and Neem, one student may discuss about acacia and another may about neem.
4. Wood science related industry based problem should be carried out and reported independently by each student.

4. Format points

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

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

4.3. Topics of chapters: The topics of chapters should be bold. Chapters and sub-chapters should be numbered (e.g. 1.2 or 2.3.4). Before main topics, there should be 2 lines space and before sub-topics 1 space.

4.4. Justifying text and chapters: Text should be justified (both left and right side). Chapters should be separated with one empty space. The first line of the paragraph should not indented.

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

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

4.7. Figures and tables: Figures and tables are to complement and clarify text, not vice versa. All tables and figures should be referred on text. For example: The effect of high temperature on drying defects was visible (Figure 4).

5. Citation

- **In the text**, the reference should be quoted as Sen-Sarma (1980) or Sen-Sarma and

Thakur (1981) or Sen-Sarma et al. (1982) for single, two and more than two authors, respectively. Papers by the same author in the same year should be distinguished by letters, a, b, c, etc. For references, following pattern should be followed.

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FOR A CHAPTER IN EDITED BOOK

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CITATION FROM NEWSPAPERS

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THESES AND DISSERTATIONS

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FOR ANNUAL REPORT

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IN CASE OF BULLETINS/RECORDS:

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

INTERNET

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

INDUSTRIAL ATTACHMENT REPORT

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

FOR

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



.....NAME OF STUDENT.....

COMPLETED AT

.....NAME OF INDUSTRY WITH ADDRESS.....

....YEAR.....

APPENDIX 2

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

Date:

Place:

Signature

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

(On letter head)

Certificate

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

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

Date:

Place:

Signature

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

(On letter head)

Certificate

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

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

Date:

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

Place:

Dean (Academic)

Forest Research Institute, Dehradun

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

Environment Management

M.Sc. Thesis: 250marks (17 Credit)

S.No.	Particulars	Max. Marks	Excellent =>85%	Good= 75-84%	Average=60-74%	Poor= 50-59%
1	Structure of report	20				
2	Comprehensive literature review	30				
3	Reference writing	30				
4	Captions and illustration of table, figures etc.	20				
5	Methodology and experimentation	40				
6	Clarity in writing	30				
7	Results and Discussion	50				
8	Conclusion	30				

Term Paper: 50 marks (2 Credit)

S.No.	Particulars	Max. Marks	Excellent =>85%	Good= 75-84%	Average=60-74%	Poor= 50-59%
1	Structure of report	10				
2	Comprehensive literature review	10				
3	Reference writing	10				
4	Originality, insight	10				

	and creativity					
5	Understanding of subject matter	10				

Forestry

M.Sc. thesis: 300 marks (17 Credit)

S.No	Particulars	Max. Marks	Excellent=>85%	Good=75-84%	Average=60-74%	Poor=50-59%
1	Structure of report	30				
2	Comprehensive literature review	30				
3	Reference writing	30				
4	Captions and illustration of table, figures etc.	30				
5	Methodology and experimentation	60				
6	Clarity in writing	30				
7	Results and Discussion	60				
8	Conclusion	30				

Term Paper: 100 marks (2 Credit)

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

Wood Science and Technology

M.Sc. Thesis: 300 marks (12 Credit)

S.No	Particulars	Max. Marks	Excellent=>85%	Good=75-84%	Average=60-74%	Poor=50-59%
1	Structure of report	30				
6	Introduction	30				
3	Comprehensive literature review	30				
4	Reference writing	30				
5	Captions and illustration of table, figures etc.	20				
6	Methodology and experimentation	60				

7	Clarity in writing	20				
8	Results and Discussion	60				
9	Conclusion	20				

Industrial attachment: 200 marks (3 Credit)

S.N o.	Particulars	Max. Marks	Excellen t=>85%	Good= 75-84%	Average= 60-74%	Poor= 50-59%
1	Structure of report	20				
2	Captions and illustration of table, figures etc	20				
3	Indicators of comprehensive learning by student	30				
5	Special problem based methodology, results and discussion, conclusion, recommendations	50				
6	Logical arguments/ Conclusion	30				
7	Oral presentation	50				