

**RULES, REGULATIONS AND INSTRUCTIONS TO UNDER-GRADUATE
STUDENTS FOR CARRYING OUT Prof. G. S. RAMASWAMY SUMMER
INTERNSHIP AT CSIR-SERC**

1. The selection of students made by CSIR-SERC for internship is provisional, subject to fulfilling the requirements and governed by the rules and regulations of CSIR-SERC, and can avail themselves of the internship for the period as specified in our permission letter.
2. **The internship duration is limited to minimum of six weeks and maximum of two months without break from the date of joining.**
3. The students should record all the details of experimental works / tasks in a well maintained Register with regular scrutiny by the CSIR-SERC guide.
4. During the internship period, students are required to be at CSIR-SERC premises on all working days from 9.00 am to 5.30 pm. The parent institution must provide prior information to CSIR-SERC if the student needs to attend his / her college for any programmes / functions / allied curricular / co-curricular activities falling within the internship period allotted by CSIR-SERC to the student. (This pre-empts unauthorized absence of the student from either place.)
5. Students can avail leave of absence, however, under genuine circumstances with prior permission from the CSIR-SERC guide with due endorsement from the Head of concerned Department / Section / Team of CSIR-SERC. The related intimation should be sent by student to concerned authority at their College/University.
6. **A consolidate stipend of Rs. 15000/- (Rupees Fifteen Thousand only) per month on pro-rata basis during the internship period will be provided by CSIR-SERC.**
7. Within the CSIR-SERC premises and during working hours, the students should display CSIR- SERC identity badge and also carry the college identity card.
8. Library facility at CSIR-SERC is limited to referencing only. Borrowing of books and journals are not extended to the students. However, photocopies of research literature from journals may be obtained from the Library on payment of necessary charges. No photocopy of books is permitted.
9. If any loss or damage is done by the students to the CSIR-SERC property, the student / college should undertake to shoulder the entire responsibility of paying for the costs of damage.
10. Experimental work is to be carried out only during working hours. In the event of experimental work undertaken after working hours, the students should necessarily be supervised by their CSIR-SERC guide / any other authorized regular staff of CSIR-SERC. Students are required to exercise utmost care and alertness while conducting lab experiments with the equipment / infrastructure / machines etc. CSIR-SERC is not to be held responsible for any injury / loss / damage that may

occur to the students due to their carelessness or other-wise, during the tenure of their internship.

11. Without proper advance intimation from the student, routed through the College / University authority, no student will be permitted to quit from the internship at CSIR-SERC. Violations in this regard will be considered as a serious matter of indiscipline and may lead to black-listing of their College / Institution for future allotment of internship to their respective students.
12. Similarly, if the progress is not satisfactory, the concerned students may be advised by CSIR-SERC to discontinue the internship.
13. The internship report should be prepared and submitted within the specified period. The acknowledgements recorded in the report must be factual.
14. The internship report should categorically reflect that, the work / task was carried out at CSIR-SERC and prominently acknowledge the name of the CSIR-SERC Scientist who has guided.
15. CSIR-SERC / CSIR retains all Intellectual Property Rights that may be generated during the course of internship. However, depending upon the quantum and quality of contributions to the outcome from the internship, the student may be given due credit in publications etc. In the event of any dispute rising, the decision of Director, CSIR-SERC is final and is binding on the student(s) and College/University.
- 16. Any unauthorized presentation / publication of results of the work carried out as part of internship (during and after), with / without the CSIR-SERC guide's name as co-author, independently by the student, without any explicit permission / approval from Director, CSIR-SERC will not be acceptable under any circumstances. Violations in this regard will be considered as a serious matter of indiscipline and may lead to black-listing of the College / Institution for future allotment of student internship.**
- 17. No faculty of the student's college has any right to publish any paper for conferences / journals / workshops / seminars, based on the work carried out in CSIR-SERC. There have been some instances of misuse of the contents of work carried out in CSIR-SERC to get undue technical advantage of authorship, without any legal / ethical / moral entitlements of their own scientific / technical contributions for the project. This is strictly un-acceptable to CSIR-SERC. Any violations in this regard will enable CSIR-SERC to black list their respective Institutions / Colleges.**
18. For getting the Internship Completion Certificate, the students should surrender their ID cards issued by CSIR-SERC to the issuing authority / Head, Skill & Human Resource Development (SHRD) Division, CSIR-SERC.

19. Students are expected to be courteous and disciplined and adhere to the Rules and Regulations of CSIR-SERC. Any failure will lead to immediate termination of the project with intimation to Parents/Institute.

We strictly adhere to the above said rules and regulations laid down by CSIR-SERC.

Signature of the Student

Date :

**Signature of HoD/Dean/Head of
the Institute with Office Seal**

Enclosures:

1. Bonafide certificate from College / Institute
2. UG marks sheets
3. Rank Certificate, if applicable
4. Statement of Purpose (SoP) mentioning the area of interest