

CSIR-Structural Engineering Research Centre

RULES, REGULATIONS AND INSTRUCTIONS TO UNDER-GRADUATE AND POST-GRADUATE STUDENTS FOR CARRYING OUT INTERNSHIP / PROJECT WORK AT CSIR-SERC

1. The selection of students made by CSIR-SERC for internship / project 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 selected post-graduate students should pay the mandatory project-fee including prevailing tax, before joining for their project work in CSIR-SERC.***
3. While the day-to-day execution of project by the project-student, is primarily under guidance of scientific / technical guide of CSIR-SERC scientists as facilitators, the responsibility for completion of the project task within the time period rests on the student and his institution, and not with CSIR-SERC. ***The total project duration is limited to minimum of four months and maximum of nine months from the date of joining, for post-graduate students.***
4. The students should record all the details of experimental works / tasks in a well maintained Register with regular scrutiny by the CSIR-SERC guide.
5. During the project 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 project period allotted by CSIR-SERC to the student. (This pre-empts unauthorized absence of the student from either place.)
6. 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.
7. ***The students selected for the project work, are to make their own arrangements for boarding and lodging. No financial assistance is provided by CSIR-SERC. Limited accommodation is available within the CSIR campus and would be allotted on first-come, first-serve basis but the charges as applicable should be borne separately by the students.***
8. Within the CSIR-SERC premises and during working hours, the students should display CSIR- SERC identity badge and also carry the college identity card.
9. 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.
10. 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.
11. Experimental work is to be carried out only during working hours. In the event of experimental work undertaken for the project 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 project work.

12. Without proper advance intimation from the student, routed through the College / University authority, no student will be permitted to quit from the project work 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 project-work to their respective students.
13. Similarly, if the progress is not satisfactory, the concerned students may be advised by CSIR-SERC to discontinue the project work. (Since students' project work will be dovetailed to / emerge from the ongoing research programmes of CSIR-SERC, inordinate delays arising, if any, from less than desirable productivity of students, is unacceptable.)
14. The project report should be prepared and submitted within the specified period. The acknowledgements recorded in the report must be factual. The project report should contain a certificate duly signed by the respective guide from CSIR-SERC.
15. The project 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.
16. All copies of the report should be identical in all respects. Please note that the project report prepared for the College / University and for CSIR-SERC are identical in all respects. Two copies of the report are required to be submitted to CSIR-SERC.
17. CSIR-SERC / CSIR retains all Intellectual Property Rights on all project related patents, designs, software, copyright and paper publications, if any, that may be generated during the course of project work. However, depending upon the quantum and quality of contributions to the outcome from the project, 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.
18. ***Any unauthorized presentation / publication of results of the project work (during and after), with / without the CSIR-SERC guide's name as co-author, independently by the student / internal guide of college, 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 project.***
19. **The Internal guides or any other faculty of the student's college do not have any rights to publish any papers for conferences / journals / workshops / seminars, based on the project work carried out in CSIR-SERC. There have been some instances of misuse of the contents of project 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.

20. For getting the Project 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.
21. 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

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

Date :

Enclosures:

1. Bonafide Certificate from College / Institute
2. UG mark sheets till previous semester
3. Rank Certificate, if applicable