



## ENGAGEMENT OF TRAINEES FOR DISSERTATION

### 1 Selection of Trainees for Dissertation

#### Criteria for Selection (in order of preference):

**Eligibility:** M.Tech. / B.Tech. / M.Sc. / MScTech/ MCA

Summer Trainee: Shall have qualified JEE entrance and studying in IIT/NIT/Government Engineering College are eligible

### 2 Methodology of Selection

- Minimum duration of training should be preferably for a period of 4-6 months or more
- **Every division/unit would be allotted maximum of two trainees** based on their declared available vacancy (i.e. Carrying Capacity in terms of Project Trainees) in the month of January and July every year. Last date of application is 15th October for session starting in January and 15th April for session starting in July.
- Candidate have to approach Scientist & Head of respective Divisions for obtaining consent
- After ensuring that the candidate fulfils the above eligibility criterion, there are two forms to be duly filled-in for scrutiny.
- The first form is to be filled by the Institute to which the candidate belongs (***This is for ensuring the authenticity of the candidate, safety of our Institute and security of the data generated during this programme***)
- Based on the above proforma, the Scientist & Head of the Division/Unit has to fill the second proforma and send it to the Head, KRC for the scrutiny, compilation of trainees database faculty wise and endorsement from Science Secretary. The acceptance of the candidate is subject to the final approval by Director.
- Every division/unit would be allotted trainees based on their declared available vacancy in the month of January and July every year. Last date of application is 15th October for session starting in January and 15th April for session starting in July.
- All candidates should indicate all semester marks obtained till the date of application (e.g. candidate studying in the 3rd semester has to indicate marks obtained in 1st and second semester or the case may be)
- Candidates should clearly mention the period and the time span of the training.
- No applications will be entertained from Individual Candidates.
- In case of selection, candidate shall have insurance under covered under Panchan Mantri Suraksha Yojana and submit proof of the same through Scientist & Head.
- In case of selection trainees will have to make their own arrangement for stay.
- The above two proforma, along with the ***"Instructions to Trainees"*** are available in all Divisions / Units and website.
- Decision of Director, NEERI would be final.

### 3 Award of Certificate

- The candidate will be awarded the ***"Certificate"*** for having undergone training after he submits his ***"Project Completion Report"*** to the Science Secretary.

### 4 Archives of Dissertation

- The Project completion report will be archived at KRC. The faculty wise report of awarded trainees database will be maintained at KRC.



## Instructions for Student(s) selected for training at CSIR-NEERI, Nagpur



1. The student(s) will be governed by the rules and regulations of CSIR-NEERI
2. Each student(s) will have a scientific / technical project guide from CSIR-NEERI and will be attached to one of the Divisions
3. The Principal / HOD / Staff-In-Charge of the College / University is required to maintain close links with CSIR-NEERI to ensure successful execution of the project work by the Students
4. The student(s) should maintain a project diary which will be scrutinized from time to time by CSIR-NEERI, Nagpur
5. The student(s) can avail leave of absence under genuine circumstances with prior permission from CSIR-NEERI Guide
6. Till the project work is completed, student(s) are required to be at CSIR-NEERI premises from 0930 to 1800 hrs. for the project work and must be present on all working days at NEERI
7. **The student(s) are not eligible for CSIR-NEERI transport facility, CSIR-NEERI Guest House, Research Scholars Home accommodation and any financial assistance**
8. **Trainees will have to make their own arrangement for stay.**
9. **Within the CSIR-NEERI premises and during working hours, the student(s) should carry their College and NEERI-Identity Card. They should be well dressed and maintain proper decorum**
10. Library facility at CSIR-NEERI is limited to reference only, facility of borrowing of Books / Journals is not extended to the student(s)
11. If any loss or damage is done by the student(s) to the CSIR-NEERI property, the College undertakes the entire responsibility
12. CSIR-NEERI is not responsible for any injury / loss / damage that may occur to the student(s) during the tenure of their project work
13. If the progress is not satisfactory, the training may be terminated by CSIR-NEERI
14. **A manuscript of the Progress Report must be prepared well in advance and must be cleared with the CSIR-NEERI Guide and a copy must be submitted to the Science Secretary**
15. The student(s) shall have no claim whatsoever on the results of the project work. NEERI retains all intellectual property rights in patents, designs, software, copyright and publications, if any, that may be generated during the course of project work
16. The candidate will be awarded the "Certificate" for having undergone training after he submits his "Project Completion Report" to the Science Secretary



## The New Methodology For Trainees and Ph.D Candidates

### METHODOLOGY FOR REPORT SUBMISSION AND AWARD OF CERTIFICATE

- The candidate shall initially submit the complete report to Science Secretariat (Mr. P.G. Rajesh) through his/her Scientist & Head/Supervisor for preparation of Award Certificate in advance
- Supervisor shall ensure the **authenticity of the data reported** and check for **Plagiarism**, if any
- The timing for report submission would be between 4-5 pm (Monday to Friday)
- The Award Certificate of the candidate will be signed by Science Secretary (SS) and by Scientific & Technical Manager (Mr.P.R.Salve) in the absence of Science Secretary
- The Award Certificate will be issued to the candidate in two/three working days after its submission

### FORMAT FOR SUBMITTING Ph.D PROGRESS REPORT/ THESIS/ M. E. By Research

- ✓ The candidate shall submit the Ph.D thesis to Knowledge Resource Centre (KRC) for obtaining Library clearance through Supervisor/Scientist & Head
- ✓ Supervisor shall ensure the authenticity of the data reported and generate report for Plagiarism
- ✓ The timing for Thesis submission to KRC would be between 4-5 pm during working hours
- ✓ The forwarding letter and any other related and relevant document would be issued to the candidate in two/three working days

**CSIR-NATIONAL ENVIRONMENTAL ENGINEERING RESEARCH INSTITUTE  
(CSIR-NEERI), NAGPUR-440020, INDIA**

**FORM FOR PROJECT TRAINEES**

*(To be duly filled-in by the Institution to which the "trainee" belongs)*

Name of the candidate :

Highest Educational Qualification :

Last Examination and the Marks Obtained :

Marks obtained in the XIIth Standard / Grade / Class:

E-mail address of the candidate :

Postal and e-mail address of the University /  
Institute :

Project (topic) on which the candidate is proposing  
to work :

Project Guide from NEERI :

Project Co-Guide from the University/Institution  
(if needed) :

Duration of the training :

***Undertaking***

*We have gone through the "Instructions to Project Trainees" and agree to abide by the rules and regulations therein. The data generated during the training period will not be disclosed to any third party or utilized for any commercial purpose without obtaining permission from NEERI.*

Signature of the candidate

Signature with stamp of Co-Supervisor  
from candidates University/Institution  
(if needed)

Signature with stamp of Head of University/Institution

Date:

Place:

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**FORM FOR PROJECT TRAINEES**

*(Form to be submitted by the Head of the Division along with the candidate's application)*

Name of the candidate :

Date on which application received :

Division for which the candidate has given his/her  
choice to work (choice to be given after visiting  
NEERI website for relevant details) :

Highest Educational Qualification :

Last Examination and the Marks Obtained :

Marks obtained in the XIIth Standard / Grade / Class:

E-mail address of the candidate :

Postal and e-mail address of the University /  
Institute (from where applying) :

Project (topic) on which the candidate is likely  
to work :

Number of trainees working in the Division :

Number of Scientists in the Division :

Number of projects in the Division :

Duration of the training :

Whether the necessary undertaking has been taken  
From the candidate and his/her Institute that the data  
Generated during the training period will not be  
Disclosed to any third party or utilized for any  
Commercial purpose, without NEERI's permission : YES / NO

Signature of the Supervisor  
(with proper justification and recommendation)

Scientist & Head

Science Secretary