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

SOP FOR TRAINEES

1. **Eligibility and Duration of Trainees**

    1.1 Short Duration Trainees (2 months)

    ➢ B.E/B.Tech trainees from reputed institute/colleges shall only be considered (June-July and Dec-Jan).

    ➢ Undergraduate science candidates shall not be eligible for training

    ➢ Engineering students having completed third year of graduation are eligible for training

    ➢ This can be a summer or winter training for maximum of two months

    1.2 Long Duration Trainees (3-6 months or more)

    ➢ M.Sc./M Tech candidates having completed first year from reputed institutions are eligible for dissertation work

    ➢ BE/B Tech candidates having completed third year from reputed institutions are eligible for dissertation work

    ➢ Integrated M Tech candidates completed fourth year are eligible for the dissertation work.

    1.3 Each Scientist from CSIR-NEERI and Zonal centres can have maximum 01 no of trainees at a time in total and the research topic once given in application will not be changed later.

    1.4 Trainees shall be allotted to the Scientists only.

    1.5 Competent authority shall have final decision in this regard.

2. **Registration**

    ➢ The trainees shall have to send a request through email to scientist/guide by identifying research area and division or a scientist with whom you would like to carry out training program. The trainees who have received a positive response from the scientist are requested to process their application.

    ➢ Application for training/dissertation should be submitted to HRDD along with recommendation letter from their colleges/institute and registration form duly signed by supervisor and HoD from NEERI and parent institute (Form-I).

    ➢ CSIR-NEERI holds entire discretion for the selection of the trainees. Decision of the competent authority shall be final in this regard.

    ➢ 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 Trainee

    ➢ No fees shall be charged by CSIR-NEERI during registration and training period.

3. **Accommodation**

    ➢ The trainees shall have to make their own arrangement for accommodation during the training period and no accommodation shall be provided by CSIR-NEERI.

4. **Issue of temporary ID card**

   ➢ Based on the duration of the work of a trainee, temporary ID card will be issued by the security in-charge of the institute. A photocopy of the application received through HRDD, Aadhaar card, passport size photo, shall be submitted to security in charge for ID pass to avail entry into CSIR-NEERI premises. After completion of work, ID card shall be returned to the security staff.

   ➢ Within the CSIR-NEERI premises and during working hours, the student(s) should carry their College and NEERI-Identity Card. They should maintain proper office decorum in CSIR-NEERI campus at all times.

5. **Attendance:**

   ➢ Guide/Co-guide shall monitor the attendance of the students and forward it to the HRDD.

   ➢ Till the project work is completed, student(s) are required to be at CSIR-NEERI premises from 09:30 to 18:00 hrs. for the work and must be present on all working days at NEERI.

6. **Library Facilities**

   ➢ Library facility at CSIR-NEERI is limited to reference only, facility of borrowing of Books / Journals is not extended to the Trainee(s).

7. **Work in Laboratories**

   ➢ Trainee shall conduct the experimental work under the supervision of the guide/supervisor only. He/she should maintain the decorum of the institute. Experimental work should be documented in the logbook/note book including analytical records.

   ➢ Trainees are not allowed to work beyond office hours and on holidays.

8. **Application for Leave**

   ➢ An application shall be routed through guide/co-guide to HRDD with justification of leave related to college exam, practical's, internal assessment, any emergent medical exigencies of families etc. Any leave without permission and approval shall be viewed seriously.

9. **Extension**

   ➢ Students availing extension for completing their work shall route the application through guide and HoD to HRDD for consideration. Request for an extension shall be granted with proper justification in exceptional cases. A college permission is also mandatory for seeking extension.

10. **Conflict Issues**

   ➢ Guide/Co-guide shall ensure that work allotted to the trainees is not done elsewhere and repetitive.

11. Change in Guide/Title of the dissertation

➢ In the event of title change, a request is made to ensure that title is revised in the dissertation also. A note shall be initiated from the guide to the HRDD justifying the reason.

12. Other

➢ The student(s) are NOT ELIGIBLE for CSIR-NEERI transport facility, CSIR- NEERI Guest House, Research Scholars Home accommodation and staff quarter as well.

➢ If any loss or damage is caused by the student(s) to the CSIR-NEERI property, the candidate shall be responsible for the same.

➢ CSIR-NEERI is not responsible for any injury / loss / damage/absconding/misdeed/ misconduct outside NEERI premises that may occur to the student(s) during the tenure of their project work

➢ The training period will be terminated in between, if student found involved in any misconduct/misdeed etc against the prescribed guidelines and rules of the institute with necessary intimation to his/her college/institute and parents.

➢ Trainee cannot claim the intellectual right of research work carried out at CSIR-NEERI. However, credit shall be decided by guide, HoD and competent authority of the CSIR-NEERI.

13. Award of Completion Certificate

➢ The trainee shall have to deposit the ID card to the Security Incharge and then submit the form to HRDD for the award of the Project completion certificate. For zonal centres, Scientist & Head shall endorse the attached form instead of Security Incharge.

➢ The candidate will be awarded the "Certificate" on submission of "Project Completion Report" (Approved and duly signed by supervisor/Guide/Co-guide) and Thesis / Dissertation to HRDD within one week of completion of training / internship period. The timing of dissertation submission would be between 4-5 pm (Monday to Friday) on all working days.

➢ On completion of dissertation, a certificate duly signed by HRDD shall be given to the candidates.

➢ The Award Certificate will be issued to the candidate in two/three working days after submission of dissertation.

14. Archives of Dissertation

➢ The Project completion report, the dissertation/thesis shall be archived at KRC. The faculty wise report of awarded trainee's database will be maintained at KRC and supervisors.

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Format of Submission of Dissertation/Training report

Sr.No	Title	Page No.
1.	Cover page	
2.	Declaration by Trainee	
3.	Declaration by Guide	
4.	Acknowledgement	
5.	Content	
6.	Abstract	
7.	Introduction	
8.	Literature review	
9.	Material/method	
10.	Results / discussion	
11.	Conclusion	
12.	References	
13.	Plagiarism report	
14.	Appendices	

LIST OF FIGURES & TABLES

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Application Form for Training

Name of the candidate :			
Gender (Male/Female):		Date of Birth:	
Category (Gen/SC/ST/OBC/VJ/NT):			Affix Passport size photograph
Aadhaar Card No.:			
Permanent/Home address E-mail address / mobile no. of the candidate :			
Name of Institute & University (Full address):			
Present Educational Qualification:			
Last Examination and Marks Obtained:			
Areas of interest on which the candidate is proposing to work:			
Project Guide from CSIR-NEERI:			
Topic allotted by Supervisor (CSIR_NEERI):			
Project Co-Guide from the University/Institution (if needed):			
Duration of the training (spell in dates/ months i.e. DD/MM/YYYY):	From:	To:	
Only one trainee will complete work with individual scientist at a given time.			

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 (if any) from candidates University/Institution

Signature with stamp of Head of University/Institution

Name & Signature of CSIR-NEERI Supervisor

Scientist & Head

HRDD

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Application Form to Issue/ Return I Card

Name of the candidate :	
Gender (Male/Female):	Date of Birth:
Mobile no. of the candidate :	
E-mail and address of the candidate	
Name of Institute & University (Full address):	
Project Guide from CSIR-NEERI:	
Duration of the training (spell in dates/ months):	
Date of Issue of I card: Start and completion date	
Date of submission of I card:	

Signature of Candidate

Scientist/Supervisor/Guide

Scientist & Head

Security Incharge

On Letter Head of the Institute/College

RECOMMENDATION LETTER

Date: / /

To,
The Director,
CSIR-National Environmental Engineering and Research Institute,
Nagpur-20

Subject: Recommendation Letter for Mr./Ms. (Name) Project/Summer Trainee

Dear Sir,

This is to certify/inform that Mr./Mr. _____ is a <u>I/II/III/IV/</u> year BE/ B.Tech. /M.Tech./M.Sc. student **registered with _____ University/College/Institute _____(State/City) for the academic year _____ (eg. 2022-23) having roll no and currently studying in the _____semester.**

As part of the academic curriculum, he/she needs to complete project/summer/winter training of ____months duration. In the academic year of _____ . he/she is interested in undertaking his / her project/summer training in your esteemed organization. This training will be a non-stipend training.

It is requested to kindly permit Mr./ Ms. _____ for summer training of months tentatively starting from _____(date) to _____(date).

This training will add value to his/her knowledge and help her in future endeavors. The student will abide by the existing rules and regulations during his/her training at your institute/organization.

Thanking you,

Sincerely,

(signature)

Prof. / In charge_____
Designation, Department with stamp

DECLARATION

This is to certify that work presented in the dissertation Entitled "(Project Title) being submitted to the (NAME OF INSTITUTE/COLLEGE/DEPARTMENT/UNIVERSITY) for the award of Bachelor /Master Degree/BS-MS integrated (Stream) is my original research work during (start date to end date).

The dissertation embodies the results of investigation, observation and experiments carried out by me. I have neither plagiarized any part of the dissertation nor have submitted same work for the award of any other Diploma/Degree /Masters/PhD anywhere.

_____

(Signature of student)

_____

(Name of Student)

_____

(Institute/college/University name)

Date: _____

To Whomsoever it may concern

This is to certify that (Name of Student) (Education pursuing (BE/Tech/MTech/MSc/MSc Tech/ integrated BS-MS etc & Semester and stream/specialization etc) (Name of college/University) has carried out project entitled, (Project Title) CSIR-NEERI, Nagpur (Mumbai Zonal Centre/Delhi Zonal Centre/Kolkata Zonal Centre/Chennai Zonal Centre/Hyderabad Zonal Centre) under the supervision and guidance of (Project Guide from CSIR-NEERI) during (Duration of training i.e. from start date to end date and month).

_____
(Project Guide from CSIR-NEERI)