



## ENGAGEMENT OF TRAINEES FOR DISSERTATION (Effective from 20 November, 2017)



### 1 Selection of Trainees for Dissertation

**Eligibility:** Graduates and Post-graduates in Science, Engineering, Management and Social Sciences etc.

### 2 Methodology for Selection

- Applications to be sent to Mr. P.G. Rajesh, C-CSSD with a Demand Draft of Rs. 500/- (including 18% GST) in the favor of Director, NEERI, Nagpur payable at Nagpur.
- Soft copy to be sent by email (ccssd@neeri.res.in)
- Relevant form has to be filled by the candidates and their respective Institutes (*This is for ensuring the authenticity of the candidate, safety of our Institute and security of the data generated during this programme*)
- Candidates should clearly mention the period/duration(months) and the time span of the training.
- C-CSSD will invite topics from various divisions on which trainees can be trained. Subsequently, on the basis of interactions and orientations of the Trainees, they will be placed in the different divisions with suitable Guides.
- CSIR-NEERI will provide accommodation on chargeable basis subject to the availability. In case of non-availability of appropriate accommodation CSIR-NEERI will assist in finding out alternative locations nearby.
- For consideration of Special cases, wave-off cases or provision of giving Fellowship, awards, honorarium etc. Director, CSIR-NEERI will constitute a "Ease of Business Committee (EBC)".

### 3 Award of Certificate

- The candidate will be awarded the "*Certificate*" for having undergone training after submission of "*Project Completion Report*" to the C-CSSD/Science Secretary.

### 4 Archives of Dissertation

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

### 5 Charges of Project Trainees/Internship

- The Trainee will pay the total charges (Rs. 2000/- per month including 18% GST per Trainee) for the entire Training period in advance by Demand Draft in favor of Director, NEERI, Nagpur payable at Nagpur
- In case of Talented and exceptionally meritorious candidates the fees can be waived off through a EBC committee.
- In case of deserving candidates, suitable remuneration can also be paid depending on the contribution made by the candidate in the relevant project.
- These guidelines will be effective with immediate effect.



## 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 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**
8. **Trainees will have to make their own arrangements for stay if accommodation is not available at CSIR-NEERI. However the accommodation charges have to be paid by the trainees.**
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 caused by the student(s) to the CSIR-NEERI property, it will be his/her Institute's 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. 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
15. The candidate will be awarded the "Certificate" for having undergone training after he submits his "Project Completion Report" to the C-CSSD/Science Secretary



## METHODOLOGY FOR TRAINEES AND PH.D CANDIDATES



### METHODOLOGY FOR REPORT SUBMISSION AND AWARD OF CERTIFICATE

The candidate shall submit the complete report to C-CSSD/Science Secretariat (Mr. P.G. Rajesh) through his/her Scientist & Head/Supervisor for getting the Certificate awarded.

- 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

- ✓ 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 :

E-mail address / mobile no. of the candidate :

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

Areas of interest on which the candidate is proposing  
to work :

Project Guide from NEERI if any :

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

Duration of the training (spell in months) :

***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

Date:

Place: