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## **IPR Academic Project Guidelines for UG/PG Students**

1. Only student(s) pursuing B.E./M.E./MCA/M.Sc./MPhil or any other Under Graduate (UG)/ Post Graduate (PG) courses in science and engineering may apply for academic project at IPR. The duration of the academic project shall be from six (6) weeks to six (6) months for undergraduate engineering students and also for undergraduate/postgraduate science students. For postgraduate engineering students, the duration of the academic project shall be from six (6) months to twelve (12) months.
2. Academic project at IPR is considered as a continuous activity and the HoD should mention in Annexure-II that how many minimum full working days per week the student can be present at IPR for academic project work during academic project duration. This will be termed as committed academic project duration. The committed academic project duration should NOT be less than 30 full working days for UG (Engineering/Science)/PG (Science) students and should NOT be less than 120 full working days for PG (Engineering) students. Full working days are counted as IPR working days (Monday to Friday per week except scheduled holiday).
3. Students should refer IPR website for the available/open academic projects. The Head of the Department (HoD) of the college/Institute will send scan copy of student recommendation [Please refer Annexure-II] along with a request note to the respective academic project guide and the concerned branch/discipline academic project coordinator [Please refer concerned academic project details at website] through his/her official email address.
4. In case the recommended student(s) get selected for academic project work at IPR, the Head of the Department has to send Certificate of Undertaking in prescribed format [Please refer Annexure-III downloadable from IPR website]. Clauses mentioned in “Certificate of Undertaking” must be adhered.
5. IPR administration will provide temporary Identity card to selected academic project students. Academic Project students shall not be allowed to work in IPR premises without displaying Identity card.
6. Subsidized lunch food coupon may be provided to the academic project student on request. Any other facility (e.g. Medical, Transport, Accommodation etc.) will NOT be provided by IPR.
7. The academic project work requests will be considered only for academic projects at IPR website with OPEN status.

8. An attendance sheet shall be maintained by IPR administration showing In & Out time at IPR campuses for each academic project student. The IPR academic project guide shall also maintain attendance record of the academic project student.
9. An academic project student will have to inform about his/her absence, if any, to the academic project coordinator either before or as soon as possible or within two weeks from the date of his/her absence. If the academic project student found absent for more than two weeks without intimation to academic project guide and academic project coordinator, then the said project will be treated as terminated. The information of the same will be passed on to the concerned HoD.
10. Before joining IPR for academic project work, any email directly from the student to IPR academic project coordinator will not be entertained. All communication between college/institute and IPR should be done through their HoD and concerned IPR academic project coordinator only.
11. On successful completion of the academic project work and fulfilment of attendance criteria as mentioned above, an academic project completion certificate will be issued to the project student.

**Contact details:**

***Discipline-wise IPR academic project coordinators e-mail address***

<b>Academic Project Code</b>	<b>Major Discipline (and related branches)</b>	<b>E-mail address</b>
<b>EE</b>	Electrical/Instrumentation Engineering	<a href="mailto:project_ee@ipr.res.in">project_ee@ipr.res.in</a>
<b>ECE</b>	Electronics Engineering	<a href="mailto:project_ece@ipr.res.in">project_ece@ipr.res.in</a>
<b>CS</b>	Computer Engineering /IT/MCA	<a href="mailto:project_cs@ipr.res.in">project_cs@ipr.res.in</a>
<b>MS</b>	Material Science/Engineering	<a href="mailto:project_ms@ipr.res.in">project_ms@ipr.res.in</a>
<b>ME</b>	Mechanical Engineering	<a href="mailto:project_me@ipr.res.in">project_me@ipr.res.in</a>
<b>PHY</b>	Physics	<a href="mailto:project_phy@ipr.res.in">project_phy@ipr.res.in</a>
<b>OTHER</b>	Branches/disciplines not covered above	<a href="mailto:project_other@ipr.res.in">project_other@ipr.res.in</a>

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