

Summer Undergraduate Research Program (SURP) Rule Book:

1. Procedure:

- 1.1. Go to <https://gymkhana.iitb.ac.in/~ugacademics/surp/>. Click on APPLY button. Login with your LDAP ID and password. Fill out the details mentioned and click on Register/Update button.
- 1.2. Fill in your preferences and check My Preferences Tab to verify your choices. You can give a preference to maximum of four projects. You may refill the preferences at a later stage before the deadline: 20th April 11:59 PM. Click Logout button after done.
- 1.3. If you are a first or fourth year UG student, your registration ends after 1.2.
- 1.4. If you are a second or third year UG student, apart from 1.2 you are required to Student Login at <https://placements.iitb.ac.in/internship/index.html>. Sign the IAF for SURP with two-page tech resume. If you fail to do so, your registration shall be considered null or invalid.
- 1.5. Based on your form (and your resume as the case maybe) professors will make their selections. Professors may call you up for interviews. In case you get selected for more than one project, you will be allocated the one under highest preferred category.
- 1.6. Selections will be made by Professors by 23rd April 11:59 PM.

2. Rules and Guidelines:

- 2.1. Go through the list of projects from your department very carefully. Enquire more about the project in case you are not sure about it, and apply for the projects that genuinely interest you.
- 2.2. Once you have been allocated a project, you would be required to send monthly reports to your Professor and ISAA, EnPoWER Head (isaa.enpower@gmail.com) and give feedbacks to the Academic Council after every 15 days.
- 2.3. At the end of your project, your Professor will be asked to review your work and give it a “satisfactory” or an “unsatisfactory” tag. This tag will be used to reward you or penalize you as described in points 3.3 and 4.
- 2.4. We suggest students to remain active throughout the duration of their project. The nature of involvement of each Professor in the project will vary. At the end of the day, your learning from your project will be directly proportional to your own involvement. Visit labs regularly, stay in touch with your guide (Professor and PhD/M.Tech student). In case you have been given some reading material, set deadlines for yourself and get back to your guide.
- 2.5. We strongly discourage students from abandoning the projects they undertake, as Professors have shown a great deal of enthusiasm. It not only paints a bad picture of the student in front of the Professor, but also of the entire Undergraduate student community, Professors are now very reluctant to give projects to Undergraduate students. We would like students to discuss their issues, if any, with the Professor/PhD or M.Tech student he has been assigned or with somebody from the SURP team before taking any such drastic step. Discontinuation of project, if at all, should be done only after discussing in detail with the Professor. Such a discontinuation will make you eligible for a review by Professor for

the period of your actual work. You will be penalized according to point 4 if you ditch the project.

3. Incentives and Rewards:

- 3.1. First hand exposure to research.
- 3.2. Advantages of a good summer project are manifold –
 - a) Getting a good internship at the end of third year.
 - b) Recommendation from your Professor for your good work which might help you in getting an internship in a top university abroad at the end of second/third year.
 - c) Substantial work in summer or the project continued in the next semester can earn you the Undergraduate Research Award (URA).
- 3.3. Certificate of successful participation from Dean (AP) office only if you receive a “satisfactory” tag from your Professor.
- 3.4. You can retain your room for the duration of your project if you are allocated a project through SURP. If you receive a “satisfactory” tag from the professor you may apply for reimbursements from the professors’ grants.

4. Penalty:

- 4.1. If you receive an “unsatisfactory” tag from your Professor and/or abandon a project opportunity, you will not receive the certificate from Dean (AP) office.
- 4.2. For all: His/her room retention will be cancelled then and there and he/she will be penalized as per the orders from Dean Associate.
- 4.3. For sophies/thirdies,
 - a) If a student either: 1) Declines the SURP offer or 2) Accepts and fails to complete SURP from the Category U, his/her placement and internship resume will be void of any mention of activity for the duration of aforementioned internship. Such students will also be liable to the penalties related to category U as per Internship policy amendments.
 - b) In addition to above mentioned points, following line will be imprinted on the placement resume (for declining U category SURP offer)
“Unprofessional conduct during campus internship procedure”

Refer the Institute Placement Policy for further information on penalty points.

NOTE: When you apply for projects through SURP, it will be assumed that you have gone through the SURP rule book carefully, and shall be ready to be rewarded or penalised appropriately.