Institute Summer Project Allocation (ISPA) Rule book

1. Procedure:

1.1 Login with your LDAP ID and password. Next you will be asked to fill in other details such as hostel number, room number, mobile phone number, alternate e-mail and your department. Click on **"register"** button. You need to do this **only the first time** you login.

1.2 Provide your preference for various categories of Projects, ie. Your own Department, Inter Department, TREE Labs, Student Bodies etc. by filling the Google form Hyperlinked at the Notice just above the list of projects. You may check the list of projects available under each category and then decide your preference.

1.3 Select your department from the drop-down list displayed on the top of the project list. From the list of projects that appear in the list, give preferences 1, 2 and 3 to any three projects of your choice.

1.4 Similarly give preferences 1, 2 and 3 to any three projects of your choice if you wish too for Inter-Department, TREE Labs & Student Bodies list.

1.5 Thus, you can apply only to a **maximum of three** projects under each category(out of the 4). Click on **"submit"** button. You can change your choices only until the **deadline** of application (**11.59 pm, 25th April 2013**).

1.6 Depending upon your preferences, interviews will be scheduled with Professors. In case you get selected for more than one project, you will be allocated the one under **highest preferred category,** if it is same, then the one **with higher preference.**

1.4 Selections will be made latest by **5th May 2013**.

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 **weekly reports** to your Professor, Department council and ISAA-EnPoWER Head (isaa.enpower@gmail.com).

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 **ditching** 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 ISPA team. 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 ISPA 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.

(Projects by the Technovation Team will be entirely handled by them, and involvement of EnPoWER will be only upto the allocation of these projects, thus no above rules & guidelines will apply on them)

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 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 ISPA. It might be brought to your notice, that due to recent changes in institute rules, charges for the room retention may not be reimbursed.

4. Penalty:

4.1 If you receive an **"unsatisfactory"** tag from your Professor and/or ditch a project in between, you will be **barred from mentioning about anything done during the duration of the project in your resume**. List of such students will be forwarded to PT Cell, for their use during resume verification. Such students will also **not receive** the certificate from Dean (AP) office.

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