



## **PERIYAR UNIVERSITY,**

(NAACA++Grade-State University-NIRF Rank94, State Public University Rank -40  
- SDG Band: 11-50)

**Salem-636011.**

**DIRECTORATE OF UNIVERSITY-INDUSTRY COLLABORATION (PU-DUIC)**

### **SOP – Project Work Guidance for External Students/Scholars in University Departments**

1. The University Department which proposes to allow students/ scholars of other Universities and Colleges to do their project work in their lab shall do so through the University Industry Collaborative Programme under the aegis of CISTAD, PU-DUIC This Standard Operating Procedure is drawn for such University Departments.
2. Students approaching University departments for projects shall submit an application form by paying Rs.100/- (One hundred only), along with 18% GST, towards application fee. Students approaching for group project shall submit only one application mentioning the group members details in it.
3. The application approved by the Head of the Department shall be forwarded to DUIC along with the proof of fee payment.
4. Each faculty shall be allotted only two students based on the number of applications. In case of group project, each faculty shall be allotted one group.
5. If any separate request from any of the organization is received either by the Department or by the DUIC, the same may also be considered and organised accordingly.
6. Project fee for individual and group project is given below:

<b>Individual project</b>		
Duration	Fee (in Rs.)	
	Science departments	Arts, Humanities, Social Science, Maths and Library science
Upto 01 month	5000	3000
More than 01 month - upto 2 months	7500	4500
More than 02 month - upto 3 months	10000	6000

Group project		
Duration	Fee (in Rs.) per student in a group	
	Science departments	Arts, Humanities, Social Science, Maths and Library science
Upto 01 month	3000	2000
More than 01 month - upto 2 months	4500	3000
More than 02 month - upto 3 months	6000	4000

7. During the period of project work for the use of expensive chemicals and other sophisticated instruments, concerned departments shall collect an estimated fee from the student/ scholar. In case, the department is supposed to collect any fee other than the permitted heads, a request letter with proper justification shall be sent to the Registrar. Only after obtaining permission from the authorities, such fees can be collected by the University department.
8. All the fee payable to the University should be made either in the form of Demand Draft to be drawn in favor of **The Registrar, PU-DUIC payable at Salem** or through the Payment Gateway approved by University and as provided in the online portal of the University.
9. It is the responsibility of the University departments to maintain all mandatory registers including accounts.
10. The departments should maintain a separate ledger containing the details of students admitted for the project work.
11. Only after the candidates submit No Dues Certificate, and a copy of their project report to the concerned department, the relieving order and certificate shall be issued to the candidates by the department.
12. The certificate shall be signed by the Mentor, Head of the Department and Director of the DUIC.
13. The University Department shall not at any time for any reason cause to the University any situation leading to legal implications.
14. Any dispute or claim arising from beneficiaries or from a third party shall be resolved by negotiation and legal disputes of any nature shall be subject to the Salem jurisdiction only.
15. All students selected for the project in the departments must adhere to the rules and regulations outlined in the statutes of Periyar University.

  
REGISTRAR