

# Guidelines for Project Student Intake

## 1. Temporary Registration Requirement:

Students from other colleges as well as post Bachelors/Masters/PhD students from CMS college intending to do their project work at CMS College must register temporarily with the institution via online.

## 2. Student Categories Defined:

**Category 1.** Passed-out Bachelors/Masters/PhD students from CMS college, Kottayam

**Category 2.** Bachelors/Masters/PhD students currently enrolled in other colleges.

**Category 3.** Passed-out or Bachelors/Masters/PhD students from other colleges

**Category 4.** Students with a valid fellowship from Central/State Government with CMS College as host institute

## 3. Required Documents for Registration:

- Institutional letter from the student's parent college/ Proof from the last attended Institute
- Aadhar card (as identity proof)

## 4. Fee Structure:

### For Category 1

₹500/- as a one-time registration fee

₹500/- per month

To be paid to the college office via online as a project fee

### For Category 2

₹500/- as a one-time registration fee

₹3000/- for one to three months and ₹3000/-per month afterwards

To be paid to the college office via online as a project fee

### For Category 3

₹500/- as a one-time registration fee

₹2000/-per month

To be paid to the college office via online as a project fee

#### **For Category 4**

The fellowship/ scholarship letter specifying CMS College as host institute and time period has to be submitted online.

5. The application form generated online (specifying the details of the student, department in which he/ she intends to work, name of supervisor, time period of the project, details of the fee payment) has to be submitted to the Research section in the office and the Head of the Department before commencing the project. On approval of the admission, ID card will be issued from the Research section.

6. **Library Access:**

Temporarily registered students shall be permitted to use the college library for academic purposes.

7. **Attendance Monitoring:**

The department/supervisor must maintain a daily attendance register for these project students. A login book will be kept at the security office in which all the above category students have to mark their entrance and exit. (Applicable to holidays also)

8. **Submission of Project Report:**

On completion of the project, each student must submit a copy of the final project report to both the supervising guide and the college office (Research Section). ID card issued should also be surrendered to the Research Section. Any publications originating out of the project should be affiliated to the parent department of the supervisor.

9. **Issuance of Certificate:**

Upon successful completion of the project and submission of the report, students shall be issued a certificate by the college.

10. **Terminology for Project Participants:**

- Post-Bachelor students will be referred to as *Research Interns*
- Post-Master students will be addressed as *Research Assistants*
- Post-Ph.D. individuals working on research will be called *Research Associates*

11. **Exceptional Cases (+1, +2 Students):**

Exceptionally talented students from higher secondary classes (+1, +2) may also

be allowed to undertake project work under faculty supervision, subject to the special approval from the RAC.

12. 50% of the project fee remitted will be disbursed to the supervisor.