6.2.2

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

INDEX

Sr. No.	Details of Evidence
1	Indicative list of policies

INDEX

INDICATIVE LIST OF POLICIES

INDEX

INDICATIVE LIST OF POLICIES

1. Scope

These Rules shall apply to all University employees, whether employed in regular, temporary or contract service, except in the case of an Officer for whose appointment and condition of service some special provision and/or terms and conditions of service have been specifically laid down.

2. Definitions

a) A "completed year of service" means continuous service of one year duration in the University and includes period spent on duty as well as leave including extra – ordinary leave unless otherwise provided.

b) **"Competent Authority" means the authority empowered by the Board of Management to grant leave.**

c) "Month" means a calendar month.

d) "Holiday" means a holiday prescribed or notified as such by the competent authority.

e) "Pay" means the monthly pay drawn on the day before the leave commences.

3. Right of Leave:

a) **Leave cannot be claimed as a matter of right.** When the exigencies of service so demand, leave of any description may be refused or revoked by the competent authority.

b) When an employee is recalled to duty before the expiry of his/her leave, such recall to duty shall be treated as compulsory except in the emergency cases duly approved by the competent authority. The period from the date on which he/she joins his/her post may be treated as on duty but he/she will draw leave salary only after he/she joinshis/her post. **Leave should always be applied for and sanctioned before it is taken except in cases of emergency and for satisfactory reasons.**

c) **Prior approval for all kind of leaves must be taken in advance and a hardcopy of approved leave application must be submitted in the HR Office (with approved delegation hours) before proceeding on leave.**

4. Leave shall not be granted to an employee:

a) who is dismissed, removed or compulsorily retired from the University service by a competent authority;

b) who is under suspension/notice period.

5. Commencement and Termination of Leave:

a) Leave begins from the date on which it is actually availed of and ends on the day preceding on which duty is resumed.

b) Sundays, or other holidays (except vacations) may be prefixed / suffixed to leave.
NOTE: Employee shall be present on the first and last working days of each term;in special circumstances any kind of leave except casual leave may be prefixed /suffixed to vacation/break with the permission of the competent authority.

6. Return to duty on expiry of leave:

a) Except with permission of the authority who granted the leave, no person on leave may return to duty before the expiry of the period of leave granted to him/her.

b) Beyond 3 (three) days of medical leave, an employee is required to submit his/her the medical cum fitness certificate, failing which he/she may be treated as loss of pay.

7. Absence from duty.

a) An employee who remains absent after expiry of his/her leave shall not be entitled to any leave salary unless otherwise such absence has been regularized by the competent authority.

b) Willful absence from duty for more than a week may involve forfeiture of appointment. [The employee may not be allowed to resume the duties while the case to declare his office as vacant is under process without prior permission of the Vice Chancellor].
NOTE: Provided that a reasonable opportunity to explain the reasons for such absence shall be given to the person before the subsection is invoked.

c) When an employee does not resume duty, after remaining on leave for a continuous period of one year, he/she shall be deemed to have resigned and shall accordingly cease to be in the University service.

8. **Conversion of one kind leave into another kind: (Conversion of leaves can't be claimed as a matter of right)**
   a) At the request of an employee the sanctioning authority may convert any kind of leave including extra-ordinary leave retrospectively into a leave of different kind which was due and admissible to him/her at the time leave was granted.
   b) If one kind of leave is converted into another, the amount of leave salary and allowances admissible shall be recalculated and any amount paid to him/her in excess shall be recovered and any arrears due to him/her shall be paid.

9. **Leave to persons appointed on probation:**
   A person appointed on probation will, during the period of probation, be treated, for purpose of leave, as a temporary employee. However, if a person in the regular service of the University is appointed on probation to a higher post he/she shall not be deprived of the benefit of leave rules applicable to his/her regular post.

10. **The following kinds of leave would be admissible to the members of teaching staff:**
    i) Casual Leave (12 days , can't carried over to the next year)
    ii) Vacation Leave (14 days in a calendar year/ 7 days in a Semester)
    iii) Maternity Leave (26 weeks only after completion of probation period)
    iv) Medical Leave (5 days after completion of probation period)
    v) Duty Leave (maximum 7 days after completion of probation period)
    vi) Study Leave (maximum 2 years after completion of continuous service of 5 years)
    vii) Compensatory Leave.

11. **The following kinds of leave would be admissible to the members of the non-teaching staff:**
    i) Casual Leave (12 days , can't carried over to the next year)
    ii) Vacation Leave (14 days in a calendar year/7 days in a Semester)
    iii) Maternity Leave (26 weeks only after completion probation period)
    iv) Medical Leave (5 days after completion of probation period)
    v) Compensatory Leave.

12. **Casual Leave**
    i) The amount of casual leave that may be granted to teaching and non-teaching staff shall not, exceed 12 (twelve) days in one calendar year, provided that in case of employees joining/leaving the University service during the course of a year, it will be granted on pro-rata basis.
    ii) Casual leave shall not be combined with any other kind of leave. However such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as causal leave. The total period of continuous absence on casual leave and public holidays/Sundays put together should not exceed 10 (ten) days. If it exceeds, then the entire period shall be counted as loss of pay. In extraordinary circumstances, the competent authority may relax the condition of loss of pay.
    iii) Casual leave cannot be carried over to the next leave year.
    iv) An employee on casual leave is not treated as absent from duty and his/her pay is not intermitted.
    v) Who shall be joining in mid of the calendar year, the casual leave may be granted proportionately.

13. **Vacation Leave:**
    i) Teachers and Staff are entitled for a vacation leave after completion of one year continuous service in the University. 14 (fourteen) days' Vacation leave will be available (7 days in each semester). An employee may also avail all the 14 days' vacation leave during summers, but needs to take prior permission for the same.
    ii) Dean of the Faculty concerned / Vice Chancellor may refuse vacation to a teacher if the exigency so demands. However, in such case the reasons of retaining the teacher/Staff shall be recorded by the Sanctioning authority in the form of a speaking order and his/her progress during the retention period shall be monitored.
    iii) Vacation shall not be carried over in the next calendar year.
    iv) If an employee's Vacation leave is cancelled by the Competent Authority, he/she will be entitled for the encashment of the leave equivalent to 50% of the days of cancelled vacation leave.

14. **Maternity Leave:**
    i) Maternity Leave up to two children may be granted up to 26 (twenty-six) weeks only after the completion of probation period in the university to the regular employees with prior approval after the submission of the required medical documents. Provided that normally total period of maternity leave including other types of leave should not exceed 06 months. An employee availing maternity

leave within rules i.e. up to 60 (sixty days) days shall be allowed to join duty on the expiry of Maternity Leave.

ii) No maternity leave shall be allowed on the birth of third living children in such cases, however, leave of other kind due may be allowed.

iii) Female employee who has already two living children before her entry in University service is not entitled to the benefit of maternity leave. In such cases also, the leave of the other kind due may be granted.

NOTE:

a) The 50% of the salary shall be paid (during the maternity leave) while one is on the leave and remaining 50% salary will be released after joining of the service in 2 (two) months.

b) Maternity leave with pay may also be granted (only twice) in case of miscarriage or medically terminated pregnancy, subject to the condition that the leave, applied for, 45 (forty-five) days and the application is supported by a medical certificate.

c) If an employee wants to resign after availing the maternity leave, she must serve the University one month notice period.

Explanation: For the purpose of this clause the term "week" means a cycle of 7 (seven) days including Sundays. All holidays or vacations falling during the period of maternity leave shall be included therein.

15. Medical Leave

i) An employee shall be eligible for Medical Leave under special circumstances, such as injury in the body or serious disease forcing him/her on bed rest. However the competent authority will examine seriousness of incidence and his/her decision will be final.

ii) Five (5) days Medical Leave with full pay shall be admissible to an employee in a calendar year on the basis of medical certificate of the District Hospital or duly recognized private hospital. Medical leave if not availed will be accumulated for three years up to the maximum of 15 (fifteen) days. Therefore, number of medical leaves accumulated, at a given point of time, will not exceed 15 (fifteen) days.

iii) The employee will be required to submit his/her medical cum fitness certificate at the time he/she resumes his/her duty. **Medical certificate shall not be required if the leave is up to 3 days.**

iv) Sundays, holidays and off days falling in between the leave shall be counted as a part of the Medical Leave.

16. Duty leave (not applicable to non-teaching staff)

i) Duty Leave not exceeding 7 (seven) days in a calendar year may be granted to a faculty depending upon academic requirement (there has to be an official invitation and has to be approved by the competent authority).

ii) The competent authority may at his/her discretion grant duty leave in excess of 7 (seven) days on the merit of each case.

iii) Duty leave cannot be accumulated nor can it be combined with any other kind of leave. It may be combined with holidays or the vacation.

iv) The duty leave admissible to a person joining/leaving the University service during acalendar year will be on pro-rata basis.

17. Study Leave (without pay):

A member of the faculty/staff who has completed 5 (five) years active service in the University may be allowed to apply to another University or a Government or a similar body, in India or abroad, through the Vice Chancellor for higher studies or for research, with or without a scholarship, fellowship or financial aid.If the same is granted he/she may be allowed Study Leave (without pay) up to 2 (two) years by filling a bond for serving the University equivalent to his/her leave period (after rejoining).

18. Compensatory Leave:

Compensatory Leave will be granted only for working over 6 (six) hours on Sunday and Holidays (as per holiday list). The Compensatory Leave shall not be applicable in the case of Assistant Registrar and above for non-teaching staff and Associate Professor and above for teaching staff. However, in the event of the deployment of faculty and staff on special duties like Admission/Entrance Tests and other important institutional events and functions falling on Sundays and Holidays, they shall be granted Compensatory Leave with the approval of the competent authority. **The validity of COL shall be for 2 (two) months only. In case of Construction people, the validity of COL shall be of 6 (six) months (looking into their nature of job).**

19. General:
i) A leave account shall be maintained through the Hard copy/ERP by the HR Office.
ii) A University employee who is dismissed or removed from the service, if reinstated is entitled to count former service for leave.
iii) An employee, on leave, may not take up any service or accept any employment, without obtaining the previous sanction of the competent authority whether the proposed service or employment lies in India or outside.
iv) Every University employee, proceeding on leave, must record on his/her application for leave, the address at which the letters will find him/her during leave. Subsequent changes in address during leave, if any should likewise be intimated to the competent authority.
v) Unless otherwise specified in these rules and **except in the case of casual and medical leave all applications for leave should be made at least 07 days before the date from which leave is applied for.**

20. Physical Fitness for Efficient Discharge of Duties:
The appointing authority shall have power to require a University employee to appear before a MedicalBoard to test his/her physical fitness for the efficient discharge of the duties of his/her post, wheneverit has reason to believe that University employee is not physically fit to carry out his/her dutiessatisfactorily. The University employee concerned shall, however, have a right of appeal to an appellateMedical Board, against the decision of the first Medical Board.

NOTES:
1. The Leave Policy will supersede all the earlier leave rules policies of SRM-UH.
2. This Leave Policy is effective from 1st May 2022.
3. The above mentioned Leave Policy is subject to the amendments as and when needed as per the SRM Group/ Management.

IN ADDITION TO THE ABOVE LEAVE RULES THE BOARD OF MANAGEMENT MAY, IN EXCEPTIONAL CASES, GRANT FOR THE REASONS TO BE RECORDED, OTHER KINDS OF LEAVE, SUBJECT TO SUCH TERMS AND CONDITIONS AS IT MAY DEEM FIT TO IMPOSE.

SRM University –NCR Sonepat, Haryana. Acceptable IT Use Policy V 1.1, 2022

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Reviewers		
Name	Role	Organisation Unit
Mr. Balasundararaj.P	IT & Projects	ITKM
Mr.Manoj Madhavan Kutty	Coordinator ITKM	Administration

Approvers		
Name	Role	Organisation Unit
Prof.V.Samuel Raj	Registrar	Administration

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DISCLAIMER

SRM University reserves the right, without notice, to limit or restrict any individual's use, and to inspect, copy, remove, or otherwise alter any data, file, or system resource which may undermine the authorized use of any computing facility or which is used in violation of SRM rules or policies.

SRM also reserves the right periodically to examine any system and other usage and account activity history as necessary to protect its computing facilities.

While SRM will make all reasonable efforts to ensure privacy and confidentiality of user data and availability of service to users, SRM disclaims any responsibility for loss of data or interference with files resulting from its efforts to maintain the privacy and security of those computing facilities or from system malfunction or any other cause.

SRM also reserves the right to amend these policies at any time without prior notice and to take action as necessary or appropriate to comply with applicable laws.

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Table of Contents

Acceptable IT Use

1 Computing Resources

As part of its educational mission, the SRM University Delhi-NCR (SRMUH) acquires, develops, and maintains computers, computer systems and networks. These computing resources are intended for University-related purposes, including direct and indirect support of the University's instruction, research and service missions; University administrative functions; student and campus life activities; and for free exchange of ideas within the University community and wider local, national, and world communities.

1.1 Applicability

  i.   This policy applies to all users of University computing resources, whether affiliated with the University, and for use of those resources, whether on campus or other remote locations.

  ii.   "Users" are defined as anyone who uses University systems or networks including employees, students, parents, vendors, contractors, support personnel etc.

This policy also governs specific computers, computer systems or networks provided or operated by specific units of the University. This policy may be modified as deemed appropriate by the University from time to time as posted on the University's Intranet.

1.2 Rights & Responsibilities

The right of academic freedom and freedom of expression applies to the users of University computing resources. So do the responsibilities and limitations associated with those rights. While the University's campus and computing environment will be open to free expression of ideas, including unpopular points of view, the use of its computing resources, like the use of other University-provided resources and activities, is subject to the requirements of legal and ethical behavior. Thus, legitimate use of a computer, computer system or network does not extend to whatever is technically possible.

1.3 General Guidelines

  i.   Users of University computing resources shall comply with applicable national laws, applicable State Laws, University rules and policies, and the terms of applicable contracts including software licenses while using University computing resources. Examples of applicable laws, rules and policies include the laws of privacy, copyright, trademark, obscenity and child pornography; the **IT Act 2000**, which prohibits "hacking," "cracking" and similar activities.

  ii.   Users who engage in electronic communications with persons in other states or countries or on other systems or networks may also be subject to the laws of those jurisdictions and the rules and policies of those other systems and networks. For further clarifications, users should contact the Head ITKM (CIO) or Registrar or the Vice Chancellor, SRM University for more information.

  iii. Users will be required to obtain necessary authorizations before using University computing resources. Any hardware/physical asset issued to a user must not be tampered with or given

for repair/replacement outside of University authorized vendors. If emergency off-campus repairs are warranted, prior approval should be taken from the IT Manager at the users base location. Users will also be responsible for any activity originating from their accounts which they are reasonably expected to control.

iv. For any loss/damage of issued assets, the University will bear losses up to Rs. 5,000/- (rupees five thousand only) for the duration of the users service. A record will be kept of such losses and if the above limit is exceeded, appropriate disciplinary enforcement shall apply. Any insurance claim amounts that are received will offset the negative balance to the extent of Rs. 5,000/- (rupees five thousand only).

v. Accounts and passwords should not, under any circumstances, be used by persons other than those to whom they have been assigned by the systems administrator. In cases when unauthorized use of accounts or resources is detected or suspected, the account owner should change the password and report the incident to the appropriate systems administrator, and/or Dean, Director, or Department Head.

vi. While no set bandwidth, disk space, CPU time, or other limit are applicable to uses of University computing resources, the users are required to limit or refrain from specific uses if, in the opinion of the Head ITKM (CIO), such use interferes with the efficient operations of the system.

vii. Users should not state or imply that they speak on behalf of the University or use University trademarks and logos without authorization to do so. Authorization to use University trademarks and logos on University computing resources may be granted only by the Office of Corporate Relations. The use of appropriate disclaimers is encouraged.

viii. Users shall not use computing resources to gain unauthorized access to remote computers or to impair or damage the operations of SRM computers or networks, terminals or peripherals. This includes blocking communication lines, intercepting or sniffing communications, and running, installing or sharing virus programs.

ix. Users should not bring personal mass storage devices into the University network and should not use such devices to store official data for backup purposes. Designated backup locations and procedures should be used for this purpose (Drive X: provided to all campus users). Deliberate attempts to circumvent data protection or other security measures will be dealt with seriously. All data that is deemed important / critical from an organization perspective should be copied on the users X: Drive at the end of each working day. This includes but is not limited to informational lists, emails, presentations, documents, internal memos, and external communication. Following this procedure ensures that there is a retrievable copy of the data should any unforeseen eventuality occur on the users machine. Data on Drive X: is regularly backed up on central systems.

1.4   Security & Privacy

i. While the University employs various measures to protect the security of its computing resources and its user's accounts, it cannot guarantee security and confidentiality. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords and changing them regularly as well as storing critical data in University defined storage locations.

ii. Users should also be aware that their uses of University computing resources are not completely private. While the University does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the University's computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns and other such activities that are necessary for the provision of service. The University may also specifically monitor the activity and accounts of individual users of University computing resources, including individual login sessions and the content of individual communications, without notice, when:

- The user has voluntarily made them accessible to the public, as by posting to a newsgroup or a Web page;
- It reasonably appears necessary to do so to protect the integrity, security, or functionality of University or other computing resources or to protect the University from liability;
- There is reasonable cause to believe that the user has violated or is violating this policy;
- An account appears to be engaged in unusual or unusually excessive activity; or it is otherwise required or permitted by law.

iii. Any such monitoring of communications, other than what is made accessible by the user, required by law, or necessary to respond to perceived emergency situations, shall be authorized in advance by the appropriate Dean / Director or the Head ITKM. The University, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate University authorities or law enforcement agencies and may use those results in appropriate University disciplinary proceedings. Communications made through University computing resources will also be generally subject to the **Indian IT Act, 2000** to the same extent as they would be if made on paper.

iv. Visitors to SRM Web sites who are not currently SRM students, faculty or staff should refer to the University's <u>Disclaimer and Terms</u> of Use for privacy information.

1.5 Supported Software

i. Unless otherwise specified, the following is a list of software approved by the University and supported by central IT. These applications will be installed and maintained for all security patches and updates on computers owned by the University:

    a. Base Operating System (Microsoft Windows)
    b. Office Automation Suite (Microsoft Office)
    c. Acrobat Reader and generator (if required)
    d. File compression utility
    e. Email client
    f. Web Browser (Microsoft Internet Explorer / Mozilla Firefox or Google Chrome)
    g. Antivirus software (Kaspersky)
    h. Licensed Domain specific software on lab computers
    i. Rich media players (VLC or Quicktime)

j.   E-book readers (Microsoft, Kindle or other standards compliant reader).

ii.   Any software installation in machine has to be done after due approval from the office of ITKM. Any software installed without knowledge of ITKM will be treated as an information security breach and consequent losses of data/information will be the responsibility of the owner. Central ITKM assumes no responsibility for the correct functioning of the user's PC or safety of their data, should such applications cause damage to the files / data.

1.6   Prohibited downloads

The following downloads are specifically not allowed on computers unless approved in writing by

Central ITKM:

i.   *Any peer to peer file sharing application:* Such applications may be used to utilize bandwidth inappropriately. Further, these applications contain third-party applications – called adware or spyware, that collect information about a user's Web surfing habits, change system settings, or place unwanted advertising on the local computer.

ii.   *Any third party personal antivirus or firewall:* Since adequate security has already been provided for on all machines via pre-defined firewall rules, third party firewalls may interfere with these rules thus endangering the network.

iii.   *Any third-party screen saver or wallpaper:* This is to prevent images that might be deemed offensive by some users from being displayed on monitors. Users should use the default screen savers available on their local machines.

iv.   Firewall, Content Filter, Vulnerability assessment, End Point protection are provided by the university and are deployed to ensure compliance to the security of the entire IT infrastructure.

v.   *Hacking tools of any sort:* The use of any such tools on University machines is strictly prohibited.

vi.   *Games & Movie trailers or previews:* These provide no productive academic benefit and have a tendency to affect productivity, and hence are not allowed on University machines. Users who use their own local machines / University provided portables on which to work are exempt from this policy. For this purpose, games could be in any form – executables or flash based games downloaded from the Internet.

1.7   Enforcement

i.   Users found violating this policy may be denied access to University computing resources and may be subject to other penalties and disciplinary action, including possible expulsion or dismissal.

ii.   Alleged violations will be handled through the University disciplinary procedures applicable to the user.

iii.   The University may suspend, block or restrict access to an account, independent of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of University or other computing resources or to protect the University from liability.

iv.   The University may also refer suspected violations of applicable law to appropriate law enforcement agencies.

v. General enforcement applicable If a user is found in violation of the above, will be:
- First time offence – Account suspension for one week (7 working days) unless countermanded in writing by the Administrative Head of the location as applicable to the user.
- Second time offence – Account suspension for two weeks (14 working days) subject to the above provision.
- Repeat offences – information to the applicable disciplinary process for suitable action.

2 E-Mail policy

2.1 OBJECTIVE

For purposes of this document, e-mail includes point-to-point messages, postings to newsgroups and list serves and any electronic messaging involving computers and computer networks. Organizational e-mail accounts, including those used by student organizations, are held to the same standards as those for individual use by members of the University community. E-mails are also generally subject to the IT Act, 2000 to the same extent as they are on paper.

Examples of Inappropriate Uses of E-mail:

a. The following uses of e-mail by individuals or organizations are considered inappropriate and unacceptable at the SRM University Delhi-NCR. In general, e-mail shall not be used for the initiation or re-transmission of:
   i. Chain mail that misuses or disrupts resources - E-mail sent repeatedly from user to user, with requests to send to others;
   ii. Harassing or hate-mail - Any threatening or abusive e-mail sent to individuals or organizations that violates University rules and regulations;
   iii. Virus hoaxes;
   iv. Spamming or e-mail bombing attacks - Intentional e-mail transmissions that disrupt normal e-mail service;
   v. Junk mail - Unsolicited e-mail that is not related to University business and is sent without a reasonable expectation that the recipient would welcome receiving it; and
   vi. False identification - Any actions that defraud another or misrepresent or fail to accurately identify the sender.
b. The University may add more such inappropriate uses from time to time as deemed necessary.

2.2 Email Policy for Faculty and Staff

Email services are provided to faculty and staff members for the tenure of their engagement with University. Once the tenure is over, members will not have access either to email services or to the content stored in their respective mailboxes. IT services will create and discontinue individual member email addresses basis inputs provided by Human Resources department. This is the official email addresses of members which will be listed in University Directory and other appropriate publications.

2.3 Policy for E-mail to Students

The SRM University Delhi-NCR (SRMUH) utilizes e-mail as one of the official means of communication with students to keep them informed of important information such as financial aid and billing data; college deadlines, events and updates; and important campus news. Each student is issued an official e-mail account for use while he or she is enrolled.

2.3.1 General Guidelines

E-mail is an appropriate and preferred method for official communication by SRM with students unless otherwise prohibited by law. The University reserves the right to send official communication to students by e-mail with the assumption that students will receive, read and, if necessary, act in a timely manner based upon these e-mails.

2.3.2 Assignment of student accounts

Upon confirmation of admission to SRM, a University e-mail account is automatically created for each student in the form of initialslastname.year@stu.srmuniversity.ac.in or as otherwise determined by IT Services. Official e-mail accounts are maintained by IT Services and will be published online and in the student directory. This e-mail address remains with the student throughout their academic career at SRM University as well as afterwards should the student choose to use it.

2.3.3 Use of student accounts

i.   It is the responsibility of students to access and maintain these accounts in accordance with other University electronic communication policies including, but not limited to, the Acceptable Use Policy.

ii. Students are expected to check their email on a frequent and consistent basis. Students must make sure that there is sufficient space in their accounts to allow for e-mail to be delivered and have the responsibility to recognize that certain e-mails may be time sensitive. Students will not be held responsible for an interruption in their ability to access a message because of system problems that prevent timely delivery of, or access to, messages. These include scheduled and unscheduled outages of the system.

2.3.4 Forwarding of E-mail

Students who choose to have their email forwarded to an unofficial e-mail address will do so at their own risk. SRM is not responsible for any e-mail beyond delivery to SRM official accounts. Students are however responsible for official e-mail as outlined above.

2.4 E-mail address creation, disposal and retention policy

2.4.1 Purpose

i.   This e-mail Policy is intended to help faculty, staff, and students understand when and how their accounts are created and determine what information sent or received by email should be retained and for how long.

ii. The information covered in these guidelines includes, but is not limited to, information that is either stored or shared via electronic mail or instant messaging technologies.

iii. All Faculty, Staff, and Students should familiarize themselves with this eMail policy.

iv. Questions about the proper retention of a specific piece of information should be addressed to the users administrative reporting officer.

v. Questions about these guidelines should be addressed to the eMail Administrator or HOD ITKM.

2.4.2 Employee & Student Accounts

i. Faculty/Staff accounts are created when new employees are entered into the HR system. Their accounts will be available for use the day after they are entered into HR. An individual can contact the IT Services helpdesk to obtain their user name.

ii. Deactivation - Faculty/Staff accounts will be deactivated when they are changed to an "inactive" status in HR and have no other role in ERP (e.g. also not a student).

iii. Student accounts will be deactivated from the system when their status in ERP changes to inactive – either by reason of graduation or withdrawal from the University.

2.4.3 Encrypted Communications

i. SRM encrypted communications should be stored in the following manner:
   a. The encryption standard used should be 128 bit encryption.
   b. Bitlocker is used in all critical machines for encryption.

ii. In general, information should be stored in a decrypted format – unless deemed sensitive by the University.

2.5 E-mail list policy

2.5.1 Overview

Management of e-mail lists is an important service to assist University constituencies communication efforts. As such, all University IT Services users are responsible for understanding the types of lists available and for following defined processes for requesting e-mail lists.

2.5.2 Purpose

The purpose of this policy is to establish standards for E-Mail Lists.

2.5.3 Scope

The scope of this policy includes all IT Services personnel.

2.5.4 Policy

- A Request must be created for new e-mail list requests in the Helpdesk, regardless of first point of contact.
- A Technical Support Specialist shall be assigned to work with user requesting the e-mail list to determine specifications and, if the request is approved, provide training once the list is established

- If the list is for one area or the requestor provides a specific set of e-mail addresses, the request will be approved; however, if the request crosses functional/departmental areas or requests "all" users the request must be routed through the appropriate office.
- Lists including on-campus e-mail addresses only and does not require the functionality of a listserv will use a distribution list that is maintained in the Global Address Book.
- Lists including off-campus e-mail addresses or a combination of on and off-campus addresses will use third party applications.
- All lists will have a user as a "list administrator" assigned; the administrator is the person from the area/group requesting the list.
- Both types of e-mail lists are maintained by the administrator of the list, not by IT Services..

3 Commercial Use Policy

i. Computing resources are not to be used for personal commercial purposes or for personal financial or other gain.

ii. Occasional personal use of University computing resources for other purposes may be permitted provided it does not lead to excessive use of those resources, does not interfere with the performance of the user's job or other University responsibilities, and is otherwise in compliance with this policy.

iii. Further limits may be imposed upon personal use in accordance with normal supervisory procedures concerning the use of University equipment.

4 Web Pages Policy

i. Official University pages (including colleges, departments, bureaus, centers, institutes, etc.) represent the University and are intended for the official business functions of the University.

ii. Each official home page must use an address that ends in ".SRMuniversity.ac.in" and be registered with the University's Web administrator who will then include it as a link from the SRM Website or intranet.

iii. The following information must be readily accessible on the main page:
   a. The name of the unit or group represented by the page;
   b. Contact details of the person(s) responsible for maintaining the page content;
   c. Date of last revision;
   d. The unit logo (if separate from the University logo); and
   e. An active link to the SRM home page.

iv. Faculty and staff who wish to publish substantial personal information not related to their University functions should use an Internet service provider rather than using University Web resources.

v. User posting on official University forums / Social media accounts must be done in a personal capacity and must not contain / disclose any confidential/proprietary information. They should not be derogatory, inflammatory, or insulting to any member of the University community or to any other user, or based on fallacious facts. It should be noted that such postings are the user's personal opinion and do not represent the University's views in any way. It is the University's prerogative to suitably amend/remove posts that do not conform to the above as

well as initiate disciplinary action against the poster- including and up to termination of services.

5 Commercial Pages Policy

i.   Using SRM Web pages for personal gain is forbidden. Any private commercial use of SRM Web pages must be pre-approved pursuant to existing University policies and procedures regarding outside employment activities.

ii.   All SRM units that accept payment electronically via the Internet are required to process all such transactions through the approved payment gateway.

6 External Links Policy

SRM University accepts no responsibility for the content of pages or graphics that are linked from SRM pages. However, Web page authors should consider that such links, even when clearly labeled, can be misinterpreted as being associated with the University. Links to pages where users have a personal monetary interest are likely to violate policies regarding advertising and commercial use and should be avoided.

7 Excessive or Disruptive Use Policy

Excessive or disruptive use of University resources in the viewing or publishing of Web pages is not permitted. Colleges, Departments, or Centres owning or administering the resources involved will determine whether specific usage is considered normal, excessive or disruptive.

8 Network Infrastructure/Routing Policy

i.   Users must not attempt to implement their own network infrastructure including, but is not limited to basic network devices such as hubs, switches, routers, network firewalls, and wireless access points. Users must not offer alternate methods of access to SRM IT resources such as modems and virtual private networks (VPNs).

ii.   Users must not offer network infrastructure services such as DHCP and DNS. Exceptions to this policy must be coordinated with the local network administrator with prior approval from the Manager-IT.

9 Wireless Policy

i.   For the purposes of this document, we refer only to wireless transmission using radio frequency (RF). As wireless is a shared media and easily intercepted by a third party, wireless users are encouraged to use some type of encryption. Use of the **WPA2-AES or WPA2-TKIP encryption** protocols is suggested to encrypt wireless communication.

ii.   Improperly configured wireless access points (WAPs) might cause denial of service to legitimate wireless users and can also be used to subvert security. Wireless access points must be authorized by the Systems Administrator.

10 Virtual Private Network (VPN) Policy

i.   A VPN provides secure encrypted access between a client and the VPN server. They are most commonly used to secure access to a trusted network from remote, untrusted networks.
ii. VPN servers must be authorized by the Manager IT.

11 Encryption policy

11.1 Definitions

Proprietary Encryption: An algorithm that has not been made public and/or has not withstood public scrutiny. The developer of the algorithm could be a vendor, an individual, or the government.

Symmetric Cryptosystem: A method of encryption in which the same key is used for both encryption and decryption of the data.

Asymmetric Cryptosystem: A method of encryption in which two different keys are used: one for encrypting and one for decrypting the data (e.g., public-key encryption).

11.2 Purpose

The purpose of this policy is to provide guidance that limits the use of encryption to those algorithms that have been proven to work effectively.

11.3 Scope

This policy applies to all SRM users and affiliates.

11.4 Policy

i.   University faculty and staff are encouraged to encrypt files, documents, and messages containing sensitive or confidential University information for protection against unauthorized disclosure while in transit.
ii. However, any encryption performed on University systems must use proven standard algorithms and such encryption must permit properly designated University officials, when required and authorized to decrypt the information.
iii. Proven, standard algorithms should be used as the basis for encryption technologies. Examples of standard encryption tools include:
     * Pretty Good Privacy (PGP), which uses a combination of IDEA and RSA or Diffie-Hillman.
iv. The use of proprietary encryption algorithms is not allowed for any purpose, unless reviewed by qualified experts outside of the vendor in question and approved by Information Technology Services.

11.5 Enforcement

Any user found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

12 Network traffic priorities

IT Services uses a network utility to control and prioritize the types of traffic on the University's Internet connection.

The university network priorities are as listed below:
   a) Academic infrastructure and applications.
   b) Enterprise applications.
   c) Collaboration applications.

13 Notebook/Laptop security

13.1 Purpose

This procedure describes security measures required to protect portable information assets (and the information that resides on these devices) such as notebook or tablet computers, personal digital assistants (PDA's), CDs, flash drives, DVDs, pagers, cell phones or other similar equipment from theft, loss or damage. Each user must follow the requirements for protecting University information, as set forth in SRM University Information Sensitivity Policy (restricted to campus).

13.2 Safety and Security Guidelines

The practices listed below do not cover all potential risks, but will significantly minimize the likelihood of theft, loss or damage to University equipment and information. They may apply to one type of device and not another; the user is responsible for applying the measures appropriate to the device.

   i.   If you travel with a notebook, make sure that you have the notebook case, including all its contents, over your shoulder before you leave the plane, taxi or train. When passing through a security checkpoint, keep your eyes on the device and pick it up as soon as possible.
   ii. Make a record of the make and model of the notebook and any serial or company identification number on the equipment and store the record in a separate safe place.
   iii. If you must leave a notebook or other device in a vehicle, put it out of sight and lock the vehicle or lock it in the trunk. Do not leave equipment in the vehicle at all in very cold or very hot weather, as extreme temperatures may cause damage.
   iv. In an office or work area shared with others, or in an area accessible by the public, either secure the notebook, or other device, or keep it with you at all times. Never leave it alone in a conference room, hotel room or on an airplane seat, etc. Make arrangements to lock the device in a hotel safe, or take it with you. In the office, always use a lockdown cable. When leaving the office for the day, secure the notebook and any other sensitive material in a locked drawer or cabinet.
   v.   Back up your data frequently and store the files in a safe location separate from the notebook or other device.
   vi. Encrypt or password-protect each file containing confidential and/or sensitive University information. Make passwords difficult to crack. A mixture of special characters, numbers, and upper and lower case letters is considered the most secure — but only if passwords are not

stored on the hard disk. If your notebook comes with biometrics software (such as fingerprint imaging) configure the notebook to use it.

vii.   Sensitive and/or Critical information includes, but is not limited to:

- All information identifiable to an individual (including students, staff, faculty, trustees, donors, and alumni) including but not limited to dates of birth, personal contact information student education records, medical information, benefits information, compensation, loans, financial aid data, alumni information, donor information, and faculty and staff evaluations.
- The University's proprietary information including but not limited to intellectual research findings, intellectual property, financial data, and donor and funding sources.
- Information, the disclosure of which is regulated by government

viii.   Restrict plug and play. Plug and Play is convenient, but can sometimes be dangerous: if someone connects a USB flash drive, MP3 player or external hard disk drive to a notebook, it is recognized automatically — and it is then easy to start exporting data.

ix.   If your notebook is lost or stolen file an FIR with the Police and report the device's serial number as lost or stolen to the IT Services Help Desk.

14 Password Policy

14.1 Definitions

Application Administration Account
Any account that is for the administration of an application (e.g., Oracle database administrator, ERP administrator).

14.2 Overview

Passwords are a critical aspect of computer security forming the front line of protection for user accounts. A poorly chosen password can result in the compromise of the entire University's network. As such, all University students and users (including contractors and vendors with access to University systems) are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

14.3 Purpose

The purpose of this policy is to establish a standard for creation of strong passwords, the protection of those passwords, and the frequency of change.

14.4 Scope

The scope of this policy includes all users who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any University facility, has access to the University network, or stores any non-public University information.

14.5 Policy

14.5.1 General

i. All system-level passwords (e.g., root, enable, NT admin, application administration accounts, etc.) must be changed on at least a semi-annual basis.

ii. All production system-level passwords must be part of the IT Services administered global password management database.

iii. All user-level passwords (e.g., email, web, desktop computer, etc.) must have
   a. Maximum password age of 180 days
   b. Minimum password age of 2 days
   c. Exhibit complexity by
      i. Not containing all or part of the user's account name
      ii. Contain characters from three of the following four categories:
         1. Uppercase characters (A through Z)
         2. Lowercase characters (a through z)
         3. Base 10 digits (0 through 9)
         4. Non-alphabetic characters (for example, !, $, #, %)
   d. Maintain a password history of 3 passwords and not allow reuse
   e. Must be a minimum of 8 characters
   f. Be locked out if more than 5 unsuccessful attempted logons

iv. Applications will automatically log-offs after a predetermined period of inactivity; username and password will be required for re-authentication.

v. User accounts that have system-level privileges granted through group memberships or programs such as "sudo" must have a unique password from all other accounts held by that user.

vi. Username and password combinations must not be inserted into email messages or other forms of electronic communication unless the message is encrypted.

vii. Where SNMP is used, the community strings must be defined as something other than the standard defaults of "public," "private" and "system" and must be different from the passwords used to log in interactively. A keyed hash must be used where available (e.g., SNMPv2).

viii. All temporary passwords must be changed at first logon.

ix. If an account or password is suspected to have been compromised, report the incident to IT Services and immediately change all of the associated passwords.

x. Automated password guessing may be performed on a periodic or random basis by IT Services Management or its delegates. If a password is guessed during one of these scans, the user will be required to change it.

14.5.2 Application Development Standards

Application developers must ensure their programs contain the following security precautions. Applications:

i. Should support authentication of individual users, not groups.

ii.   Should not store passwords in clear text or in any easily reversible form.

iii.   Should provide for some sort of role management, such that one user can take over the functions of another without having to know the other's password.

iv.   Should support TACACS+ , RADIUS and/or X.509 with LDAP security retrieval, wherever possible.

14.5.3 Use of Passwords and Passphrases for Remote Access Users

Access to the University Networks via remote access is to be controlled using either a one-time password authentication or a public/private key system with a strong passphrase.

14.6 Enforcement

Any user found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

15 Guidelines for International students

Foreign students are defined as holders of passports of countries other than India. For such students, the rules, policies and procedures as described in this document will be applicable. However, additionally the following would also apply:

i.   The student ids will be given a broader degree of access to the Internet. Specifically, this access would include access to all websites (except pornographic in nature) without any debarring of any kind of sites, and access to Voice/video over IP facilities such as Skype.

ii.   Access and support on mobile devices such as smartphones, tablets etc.

iii.   Should the student have any application or device that is not covered by (a) and (b) above, the student should approach the IT Operations in-charge at their respective campus and provide specifics about the application / device. All reasonable efforts would be made to enable access for the same within the framework of the rules.

Additionally the students are advised to ensure the following on their device:

i.   Ensure your operating system (OS) (Windows or otherwise) is legal

If you are using an "illegal" (unpaid, borrowed, or otherwise unlicensed) copy of Windows or other OS, your network login will not be successful and you will not be able to use SRMNET until that issue is resolved. If you have a PC with Microsoft Windows, you should bring legal Windows software CDs with you to the University, or you may have trouble connecting to the network.

If you do not already have legal Windows CDs, please purchase Windows before you leave your home country (and bring your Windows CDs with you)

OR

be prepared to purchase an English-language version of Windows when you arrive.

ii.   Make sure you are running the current Windows service pack

Once you do have a "legal" version of Windows, you should turn on Automatic Updates and allow any updates that you're prompted to do.

iii.   Remove viruses and spyware

Please do what you can to remove viruses and spyware from your computer before you try to use SRM_NET.

16 Using SRM_NET

16.1 Use DHCP to obtain an IP address automatically

As a student at SRM, you should never have reason to set a static IP address. Once you have properly registered on the network, an IP address will be assigned to you. Giving yourself (or any friends you are helping) a specific IP address will disrupt your network access in the long run, even if it seems to work initially.

16.2 Using wireless

The University wireless network is accessible from most of the common areas across the campus, including hostels and other accommodation facilities. When you are on campus, the wireless SSID you should be using is SRM_NET (802.11x). You cannot run an independent wireless access point on the SRM University campus.

17 Responsibilities of University ITKM Wing

Information Technology and Knowledge Management (ITKM) wing have five inner wing i.e. Network, Server, Website (Application), ERP, Helpdesk and Hardware & Peripherals;

17.1 Maintenance of Computer Hardware & Peripherals

Information Technology and Knowledge Management (ITKM) is responsible for maintenance of the University owned computer systems and peripherals that are either under warranty or annual maintenance contract, and whose responsibility has officially been entrusted to this Cell.

17.1.1 Scope of Service

ITKM will be responsible only for solving the hardware related problems or OS or any other application software that were legally purchased by the university and was loaded by the company.

Service Request & Complaints: ITKM may receive complaints or service request through email (ithelpdesk@srmuniversity.ac.in) or by telephone.

Installation of Un-authorized Software: service engineers should not encourage installing any unauthorized software on the computer systems of the users. They should strictly refrain from obliging such requests.

Reporting IT Policy Violation Incidents: If ITKM or its service engineers come across any applications that are interfering with the network operations or with the IT policies of the university, such incidents should be brought to the notice of the ITKM and the university authorities.

17.2 Maintenance of Network

i. The campus network backbone and its active components are administered, maintained and controlled by ITKM.

ii. This unit operates the campus network backbone such that service levels are maintained as required by the University, departments, and divisions served by the campus network backbone within the constraints of operational best practices.

iii. This cell will be responsible only for solving the network related problems or services related to the network.

iv. Physical connectivity of campus buildings already connected to the campus network backbone is the responsibility of this unit.

v. Major network expansion is also the responsibility of ITKM. Every 3 to 5 years, reviews the existing networking facilities, and need for possible expansion. Network expansion will be carried out by ITKM's Network unit when the university makes the necessary funds available.

vi. Electronic logs that are created as a result of the monitoring of network traffic need only be retained until the administrative need for them ends, at which time they should be destroyed.

vii. This unit is responsible to provide a consistent forum for the allocation of campus network services such as IP addressing and domain name services. ITKM monitors the network to ensure that such services are used properly.

viii. This unit is responsible for the operation of a centralized Network Operation Control Center. The campus network and Internet facilities are available 24 hours a day, 7 days a week. All network failures and excess utilization are reported to the ITKM technical staff for problem resolution.

ix. It is authorized to take whatever reasonable steps are necessary to ensure compliance with this, and other network related policies that are designed to protect the integrity and security of the campus network backbone.

17.3 Maintenance of Server

i. To be a single point of contact for first level technical support and escalation.
ii. Monitoring server uptime and utilization status.
    a. Windows server. Twice a day.
    b. Server. Twice a day
    c. Application server. (E.g. ERP, Smart card Attendance, mail, Website). Twice a day.
    d. Proxy server, Antivirus server etc. Twice a day.
iii. Taking ownership of the call till closer with proper resolution.
iv. Taking proxy violation report and discuss with ITKM.
v. Taking support from next level technical support team.
vi. Taking support from principal vendor.
vii. Focus on service restoration ASAP.
viii. Notify update and communicate the status to internal team.
ix. Resolve cases with signed Report or mail confirmation.

17.4 Responsibility for ITKM Helpdesk

i. ITKM Helpdesk management ensures standardized methods and procedures are used for efficient, prompt and authorized handling of all Helpdesks in the ITKM Infrastructure.

ii. Any change or addition of an ITKM Helpdesk has to be identified and registered with the Helpdesk register through the Helpdesk management process and the procedures.

iii. It is responsible for any Helpdesk collection, installation, addition, movement, change need to be properly documented.

iv.   To provide support for users in the use of a range of specialist digital design software packages.

v.   To provide support for users in the operation of a range of hardware including printers, scanners and other external peripherals'.

vi.   To ensure that resources within the IT suites are supported through the development of printed and online instructional material to reduce call rates and enable users to become more self-sufficient.

vii. To deliver where required inductions and basic training in the use of IT facilities and services provided by ITKM.

viii. To accurately record, update and document requests using the IT service desk system.

18 Responsibilities of the Administrative Units

ITKM needs latest information from the different Administrative Units of the University for providing network and other IT facilities to the new members of the university and for withdrawal of these facilities from those who are leaving the university, and also for keeping the SRMUH web site up-to-date in respect of its contents.

The information that is required could be broadly of the following nature:

- Information about New Appointments/Promotions.
- Information of New Enrolments.
- Information on Expiry of Studentship/Removal of Names from the Rolls.
- Any action by the university authorities that makes an individual ineligible for using the university's network facilities.
- Information on Important Events/Developments/Achievements.

Hard copy of the information that is supplied by the concerned administrative unit duly signed by competent authority along with its soft copy (either on mobile storage devices or PDA or by email) should be sent to ITKM.

19 Video Surveillance Policy

19.1 The system

i.   The system comprises: Fixed position cameras; Pan Tilt and Zoom cameras; Monitors: Multiplexers; digital recorders; SAN/NAS Storage; Public information signs.

ii.   Cameras will be located at strategic points on the campus, principally at the entrance and exit point of sites and buildings. No camera will be hidden from view and all will be prevented from focusing on the frontages or rear areas of private accommodation.

iii. Signs will be prominently placed at strategic points and at entrance and exit points of the campus to inform staff, students, visitors and members of the public that a CCTV/IP Camera installation is in use.

iv.   Although every effort has been made to ensure maximum effectiveness of the system it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

19.2 Purpose of the system

i. The system has been installed by university with the primary purpose of reducing the threat of crime generally, protecting universities premises and helping to ensure the safety of all staff, students and visitors consistent with respect for the individuals' privacy. These purposes will be achieved by monitoring the system to:

- Deter those having criminal intent
- Assist in the prevention and detection of crime
- Facilitate the identification, apprehension and prosecution of offenders in relation to crime and public order.
- Facilitate the identification of any activities/event which might warrant disciplinary proceedings being taken against staff or students and assist in providing evidence to managers and/or to a member of staff or student against whom disciplinary or other action is, or is threatened to be taken.
- In the case of security staff to provide management information relating to employee compliance with contracts of employment

ii. The system will not be used:

- To provide recorded images for the world-wide-web.
- To record sound other than in accordance with the policy on covert recording.
- For any automated decision taking

iii. Covert recording

- a. Covert cameras may be used under the following circumstances on the written authorization or request of the senior officer, Registrar and where it has been assessed by the Head of Security and Facilities Services and the Data Protection Officer.
- b. Any such covert processing will only be carried out for a limited and reasonable period of time consistent with the objectives of making the recording and will only relate to the specific suspected unauthorized activity.
- c. The decision to adopt covert recording will be fully documented and will set out how the decision to use covert recording was reached and by whom.

iv. The Security Control Room

- a. Images captured by the system will be monitored and recorded in the Security Control Room, "the control room", twenty-four hours a day throughout the whole year. Monitors are not visible from outside the control room.
- b. No unauthorized access to the Control Room will be permitted at any time. Access will be strictly limited to the duty controllers, authorized members of senior management, police officers and any other person with statutory powers of entry.
- c. Staff, students and visitors may be granted access to the Control Room on a case-by-case basis and only then on written authorization from the Registrar. In an emergency and where it is not reasonably practicable to secure prior authorization, access may be granted to persons with a legitimate reason to enter the Control Room.
- d. Before allowing access to the Control Room, staff will satisfy themselves of the identity of any visitor and that the visitor has appropriate authorization. All visitors will be required to complete and sign the visitors' log, which shall include details of their name, their department or organization they represent, the person who granted authorization and the times of entry to and exit from the centre. A similar log will be

kept of the staff on duty in the Security Control Room and any visitors granted emergency access.

v. Security Control Room Administration and Procedures

    a. Details of the administrative procedures which apply to the Control Room will be set out in a Procedures Manual, a copy of which is available for inspection by prior arrangement, stating the reasons for the request.

    b. Images of identifiable living individuals are subject to the provisions of the Prevailing Data Protection Act; the Control Room Supervisor is responsible for ensuring day to day compliance with the Act. All recordings will be handled in strict accordance with this policy and the procedures set out in the Procedures Manual.

vi. Staff

All staff working in the Security Control Room will be made aware of the sensitivity of handling CCTV/IP Camera images and recordings. The Control Room Supervisor will ensure that all staff are fully briefed and trained in respect of the functions, operational and administrative, arising from the use of CCTV/IP Camera.

vii. Recording

    a. Digital recordings are made using digital video recorders operating in time lapse mode. Incidents may be recorded in real time.

    b. Images will normally be retained for fifteen days from the date of recording, and then automatically over written and the Log updated accordingly. Once a hard drive has reached the end of its use it will be erased prior to disposal and the Log will be updated accordingly.

    c. All hard drives and recorders shall remain the property of university until disposal and destruction.

viii. Access to images

    a. All access to images will be recorded in the Access Log as specified in the Procedures Manual

    b. Access to images will be restricted to those staff need to have access in accordance with the purposes of the system.

ix. Access to images by third parties

    a. Disclosure of recorded material will only be made to third parties in strict accordance with the purposes of the system and is limited to the following authorities:

        i. Law enforcement agencies where images recorded would assist in a criminal enquiry and/or the prevention of terrorism and disorder

        ii. Prosecution agencies

        iii. Relevant legal representatives

        iv. The media where the assistance of the general public is required in the identification of a victim of crime or the identification of a perpetrator of a crime

        v. People whose images have been recorded and retained unless disclosure to the individual would prejudice criminal enquiries or criminal proceedings.

        vi. Emergency services in connection with the investigation of an accident.

x. Request to prevent processing

    a. An individual has the right to request a prevention of processing where this is likely to cause substantial and unwarranted damage or distress to that or another individual.

b. All such requests should be addressed in the first instance to the Security Control Room Supervisor or the Data Protection Officer, who will provide a written response within 21 days of receiving the request setting out their decision on the request. A copy of the request and response will be retained.

xi. Complaints

It is recognized that members of University and others may have concerns or complaints about the operation of the system. Any complaint should be addressed in the first instant to the Security Control Room supervisor. If having exhausted the steps set out, the complaint remains unresolved; the complainant may invoke Universities Centralized Complaints Procedure by obtaining and completing a University Complaints Form and a copy of the procedure. Complaints forms may be obtained from the Security Office, and the Registrar's Office. Concerns or enquiries relating to the provisions of the prevailing Data Protection Act may be addressed to the Data Protection Officer, These rights do not alter the existing rights of members of University or others under any relevant grievance or disciplinary procedures.

20 Procurement & Management Policy
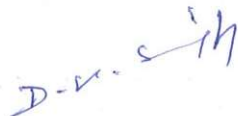
20.1 Procurement Policy

I. ITKM is responsible to define, review, revise, approve & circulate/publish on website the procurement policy for the ICT equipment once in every year.
II. All users/user departments must adhere to the policy guidelines published by the ITKM
III. All users / user departments must take prior approval of authority for requirement and specifications of the ICT equipment they wish to procure.
IV. The procurement committee should meet once every month before the purchase committee meet.
V. The committee shall strive to standardize the terms & conditions as well as the process for the procurement of ICT equipment and software in line with the ITKM Policy and guidelines.
VI. It must perform the vendor evaluation and registration process every two years to identify & register the vendors for the general purpose IT equipments and circulate the same to all user departments.
VII. The procurement process should also be in accordance with accounting & auditing provisions and guidelines of the University.
VIII. Bulk procurement by combining the requirements of similar equipment should be encouraged to achieve optimum cost benefits. Procurement of equipment / software from Original Equipment Manufacturer (OEM) vendor must be preferred.

The following aspects must get a consideration, as a part of ICT Procurement Policy:

Feasibility: If an item / technology is not already existing and is being introduced, an appropriate justification for introducing new item / technology must be prepared. It must also consider the alternate technologies explored and the reasons why the choice for the selected technology was made.

Cost Benefit: The initiator of the proposal must submit a statement of the cost – benefit expected from the procurement. In case the benefits are subjective, a subjective assessment in terms of the underlying criteria and their rankings from points 1 to 10 must be submitted. This will help the technical staff to match the requirement with the technology being procured.

Plans and Budgets: It is desirable that all Faculties and Departments plan their IT requirements in advance and provide for the same in their budgets. The budgets must cover Capital Investments as well as recurring, operational expenses. This will help in controlling the monetary outflow while enhancing the IT Resources. The specifications and configuration submitted for procurement must be consistent with the intended usage and should be derived in consultation with members of the IT Infrastructure Management Committee.

Financing: Appropriate means for financing must be available for IT Procurement. Experts in Finance at the University may appropriately suggest leasing and other means for funding the procurement appropriately. It is also desirable that a common pool is available such that in case a procurement having merit is falling short of the budget, it can supplement the budget.

Accounting: Entire ITKM Infrastructure including Hardware, Software and Communications Equipment comes at a cost and certainly needs to be accounted for accurately. These items must be treated as assets and their procurement, transfers and disposals must get reflected in the Accounts Books of Assets at any given time.

Systems Audit: There must exist a system of cross checks and physical verifications of IT Assets to ensure that all assets exist, they are functioning as expected, are technically fit and not obsolete. Such audit help in determining in advance the items that need replacements over a period of time and so, can be well planned. This activity will prevent any degradation of efficiency in the ITKM Services.
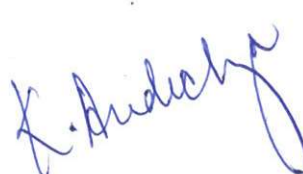
Information Security: There are different aspects of Information Security. They are broadly classified as Digital and Physical. Security related to Digital Devices is related with Passwords, Access Rights, Backups, Anti-Virus Measures, use of external media and so on. Physical Security involves securing parts of physical location to regulate its access, to restrict only authorized personnel, to provide for smoke detectors and fire alarms, to enable monitoring through CCTV Cameras and so on. On the other hand, Physical Security covers classification, storage and upkeep of documents, regulating access to classified documents and arranging for their safe custody, sharing of confidential information, inadvertent leakage of classified information and so on.

Outsourcing: In the modern world, outsourcing is beneficial and cannot be avoided but there are many aspects that need to be considered while outsourcing activities or while having external staff working within University premises. These concerns are related with providing information related with outsourced jobs, getting certain repairs done, disposing off items / equipment and so on – all of which must be carefully carried out considering IT Security and safety in mind. Similar care should be taken while executing any turn-key projects in the area of IT implementation.

Best Practices: There must be personnel earmarked to keep abreast of the developments in Technology, who must be assigned the identification of appropriate avenues wherein new technology /products may be profitably deployed. They must also keep themselves aware about the Best Practices desirable and / or being followed elsewhere, which may be beneficial to the University.

20.2 Maintenance/Upgradation Policy

On procurement & installation of any new IT device/equipment, User department must allocate a unique dead-stock number (Asset Identification Number) in the deadstock/Asset Register. The same number must be written on the front side of the device/equipment, which can be used for physical

verification. The same must be appropriately updated while transferring out OR disposing/writing off such assets.

User department must be vigilant about warranty checks and must take appropriate action if the performance of the device/equipment deviates from the expected performance.

After the completion of the warranty period, User Department may implement the Annual Maintenance Contract (AMC) for the device/equipment depending on the criticality of its usage, with the approval of the ITKM Infrastructure and Management Committee & following the standard procedure laid down by the University from time to time.

The ITKM Infrastructure and Management committee shall define, review, revise, approve and circulate/publish the guidelines & procedure for up-gradation of outdated ICT devices/equipments/ components or to improve the performance of existing IT devices/equipments/components and software. The upgradation of devices/equipments can be through increasing the performance capacity by adding/replacing some components, like memory, HDD, Graphic card etc. or by replacing the whole device/equipment through a buy-back mechanism depending on the specifications and performance parameters of the device/equipment. A prior approval of specifications and requirement by the ITKM is essential

Necessary budget provisions must be made by the respective user departments for the maintenance and up-gradation of its IT equipment and software.

20.3 Policy for Writing-Off ITKM Equipment

ITKM is responsible to define, review, revise, approve and circulate/publish the guidelines & procedure to scrap and write off the non-functional, non-operable, non-repairable and obsolete ITKM devices/equipments.

It must perform the vendor evaluation and registration process to identify & register the vendors specialized in disposal of e-scrap or digital scrap.

21 Ownership

ITKM has direct responsibility for maintaining this policy and providing guidance and advice on its implementation.

ITKM Hardware Asset Management Policy

1 Purpose

The purpose of this policy is to ensure that all ITKM hardware in use throughout the University is correctly managed and can be proven to be so.

The use of ITKM Hardware is fundamental to operation of the University and as such the University maintains a large investment in technology. The fact that much of this technology is often portable, highly dispersed and may hold large amounts of corporate information requires that it be closely managed.

The ITKM Hardware Asset Management Policy addresses the following aspects of the asset lifecycle:

Planning: The bulk of ITKM assets to be procured and retired will be identified through the Universities annual planning cycle which in itself will draw upon the University's asset database.

Acquisition: The procurement of ITKM assets from capital budgets will be managed by the ITKM Department on an annual basis. The ITKM Department will provide a 'catalogue' approach of approved configurations for commodity items (PCs, laptops etc) which will also be used for ad-hoc revenue purchases. This will ensure all ITKM equipment is procured efficiently, in compliance with financial regulations and with appropriate warranties.

Deployment: Data bearing portable computing devices (Laptops, Tablets, smartphones, Ironkey's etc) will always be deployed with encryption enabled by default and always to named individuals.

Management: In-service, ITKM assets will be tracked through use of the University's asset database and in accordance with the Asset Manager Procedures. ITKM assets not allocated to named individuals, such as desktop PCs, servers, network equipment etc will be allocated to a location rather than a person. A user driven asset transfer function will simplify the tracking of portable assets between named individuals and sign-post devices to be returned by leavers. Both portable and fixed location devices will be cross-correlated with other information systems to aid location tracking.

Retirement: Assets deemed to be of no further use will be written off in line with the Asset Manager Procedures. This will ensure that assets are disposed of with due consideration of data security liabilities and legal disposal requirements.

2 The Policy

The University requires that all ITKM hardware, particularly data bearing portable equipment, is properly managed throughout its lifetime.

2.1   This policy applies to all owners and users of University ICT equipment. There are significant legal implications for the individual and the University with respect to breach of this policy.

2.2 General Responsibilities of Schools and Departments

2.2.1 Adherence to the Asset Management Procedures and Financial Regulations noting:

- Proper coding to be used for ITKM asset procurements within the purchase order process.

- ITKM Assets not to be purchased on credit cards, petty cash or from unapproved suppliers without prior consultation with the ITKM Department.

- Data bearing portable computing devices must be purchased from the University ITKM catalogue. Any requirement to deviate from that to be approved by the ITKM Department in advance.

- All qualifying (by value or being data bearing portable computing device) assets to be recorded in the asset database.

- ITKM assets must be marked with an approved asset sticker upon delivery.

- No data bearing portable computing device to be issued without consideration of its secure configuration (encryption) and allocation to a named user.

- Any change of location or custodianship of an ITKM Asset to be recorded in the asset database.

- Recovery and reallocation of ITKM assets from leavers.

2.2.2 Schools and Departments become custodians of the ITKM assets issued for the use of their staff or students. This custodianship requires that adequate steps are put in place to ensure the security and safety of the assets. This is most easily accomplished by ensuring staff are aware of their responsibilities with regard to looking after ITKM assets. See 2.3.1 below.

2.2.3 Only the ITKM Department can dispose of an ITKM asset. In so doing the ITKM Department will follow the disposal process as documented in the Asset Manager Procedures.

2.3 Responsibilities of the Users of ITKM Equipment

2.3.1 Staff become custodians of the portable ITKM assets allocated to them for their personal use. In that regard the following should be noted:

- ITKM assets always remain the property of the University. They cannot be given away, thrown away, sold or kept when leaving.

- ITKM assets must never be used by any third party (friends, family, children etc).

- Any transfer of ownership must be recorded in the asset database by the transferee.

- Should any ITKM equipment become lost or stolen it must be immediately reported to the ITKM Department. The ITKM Department may be able to remotely erase certain classes of device to prevent data leakage.

2.4 Responsibilities of the ITKM Department

2.4.1 To retain oversight of ITKM assets in the asset database. This data will be utilized, alongside other information, to aid long term planning for rolling updating of ITKM assets (retirement and replacement).

2.4.2 To provide guidance on the selection of ITKM equipment based on an understanding of requirements matched against efficient procurement routes. To that end the ITKM Department will establish a catalogue of commodity items which can be procured favourably with due diligence to security requirements, quality and warranty.

2.4.3 To ensure devices deployed by the ITKM Department are properly asset marked, secured and the fixed location or named user is recorded against the asset in the asset database.

2.4.4 To ensure that ITKM devices are, where possible:

- Subject to standard build and configuration,
- Kept up to date with security patches and updates,
- Managed within a framework such that the remote application of polices can reflect the information security needs of the University.

2.4.5 The maintenance of a consolidated record set to aid in locating lost or missing ITKM assets (a correlation of a number of information sources against data held in the asset database).

2.4.6 To act is the single point of physical disposal for all ITKM Assets. This will ensure the risk of data leakage is minimized, asset records reflect reality and the legal aspects of electrical equipment disposal are managed.

2.4.7 Individuals in breach of this policy are subject to disciplinary procedures at the instigation of the Dean\Director with responsibility for the person concerned.

3   Ownership

3.1 The Manager, IT and Communications Services (ITKM Department) has direct responsibility for maintaining this policy and providing guidance and advice on its implementation.

Computer Lab Policy

❖ Students must have ID card to use the computer lab.

❖ Students must have permission from respective faculty or LAB staff to use the computer lab.

❖ Students must have a signed internet agreement on file to access the internet.

❖ Users must comply with the terms of the internet agreement. Do not visit inappropriate sites!

❖ Do not change default settings.

❖ No food or drinks (except water) are allowed in the computer lab.

❖ Students belongings (Bags and laptops) are not allowed in lab

❖ Software may be installed by Computer Labs staff only. Do not install any software on your own. Files not put on by Computer Labs staff will be routinely removed.

❖ Always log off/shutdown the computer when you are finished.

❖ Lab users should maintain professional and courteous communication. Electronic devices should be used on a professional level. No obnoxious or belligerent behavior will be tolerated.

❖ Students are expected to be on their best behavior in the computer lab. Follow all
  - o school rules and treat everyone and everything with respect!

❖ Activities in the lab(s) that are considered by the lab aides to be abusive to the software, hardware, and\or personnel may result in expulsion from the lab(s) and denial of future use of the lab(s).

❖ Breaking rules may result in students losing computer lab privileges.

❖ Teachers must closely monitor all students and enforce computer lab rules.

❖ Teachers are responsible for maintaining an orderly educational environment,
  - o protecting equipment and keeping the computer lab neat.

❖ Users should report any issues immediately to laboratory/IT staff.

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Plot no-39, Rajiv Gandhi Education City, Post office –P.S Rai, Delhi-NCR, Sonepat-131029, Haryana
Ph-0130-2203700-08, 2121214/15, Toll free: 1800-180-1216, Website www.srmuniversity.ac.in

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Policy for Purchase / Replacement/ Disposal of Telecommunications & Computing/ IT Products, Electronics items etc.

A. Entitlements:

Some Officials/ Employees of the University are provided with IT products/ electronic gadgets. The financial limits/ entitlements for procurement of mobile phone instruments and the recurring user charges are governed by the instructions issued by the ITKM to all employees at SRMUH. As for the computing equipment, these limits are fixed as under:

Sr. No.	Item	Entitled categories	Maximum Limit (INR)
i)	Laptops	Vice Chancellor / Registrar	1,50,000/-
		CoE, Director(s), Dy. Registrar, Dean(s), Emeritus Professor(s)	1,00,000/-
ii)	Desktop/ Laptop	Dy. Director(s), Assc. Dean(s) and Professors	75,000/-
		Asst./ Assc. Professor(s), Asst. Director(s)	60,000/-
		Other staff with due approval	50,000/-

B. Useful life of various Items and replacement

Depending upon the nature, usage, maintenance cost, obsolescence in terms of technology, up gradation of technology etc., the related items are classified in following categories for the purpose of disposal of these items: -

Category	Nature	Items	Useful/Productive Life
I	Immediate obsolescence/ use and throw products	Printing Consumables (InkToners), Floppies, CDs, DVDs, Digital Audio Tapes (DAT), Linear Tape Open (LTA), UPS Batteries	As per usage. No residual values determined. However, properinventories of purchase, issue and final use/ disposal etc. would be maintained to keep an accounting system.
II	Low life/ Fast obsolescence products	Mobile Phones	Three years
		Laptops, Pen Drive, External Hard Disk Drive (HDD) etc.	Four years in case of Laptops, Pen Drive, HDD etc. for replacement. Residual valuesdetermined separately.

1

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III	Medium obsolescence/ Medium life products	Desktops, Printers, Multi-functional Devices (MFDs), Scanners, Multi-media Projectors, UPS Systems etc.	Five years for replacement.
IV	Slow obsolescence/ Long life products	Fax, EPABX, Electronic itemssuch as cameras,TVs, DVD Players, Public Address Systems, Electronic CalorieMeter, Electronic Thaw Unit, Sterilizers etc.	Seven years
V	Software	Software like MS office, Oracle, MS-SQL, MS-Windows, Antivirus etc.	As per licensing T&C
Note:	**The above-mentioned items should be used beyond the mentioned/ specified life till such time these items continue to serve the purpose.**		

1. **Explanatory Notes on the items, as mentioned in the table, are given below:**

   i. **Category-I: Use and throw products**: These products have no fixed life andcan be used till these are consumed or are under replacement warranty (like SMF batteries are covered under 1 year replacement warranty from the manufacturer). However, the user departments must maintain proper inventory of purchase, issue, and disposal thereof to ensure prudent official use of these items.

   ii. **Low life products**: The general useful/ productive life in the case of products/ items in this category would be two years in the case of a Mobile Phone Instrument and three years in the case of laptops and other items mentioned therein for replacement purposes. However, one may use the same for longer period so long as the item/ equipment serves the purpose.

   iii. **Medium life products**: The useful/ productive life of products in this category is fixed at 5 years even though the products can be continued to

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be used for longer period in an organization/ department, being a multiple level of usage in terms of level of works to be done like Software development/ testing, Data Processing, Information searching, Word processing etc. Accordingly, the life of these products is fixed as five years for replacement purposes. However, one can use the equipment for longer period so long as it fulfills the user requirements.

iv.   **Long life products**: It has been observed that these products can be used for more than 5 years due to comparative stability in specifications/ services. Accordingly, the replacement life of these products is fixed as 7 years. However, one can use the same for longer periods so long as these products serve the user requirements.

v.   **Software**: Purchase of software can be booked as a one-time office expenditure. The old software can be upgraded into latest version by taking the benefit of old purchase in case scheme is available from the developer/ principal Company. In the alternative, latest software can be purchased, and, in that case, the residual value of the old software can be treated as NIL.

C.   Rates of Depreciation and the Residual Value:

The rates of depreciation and the method of working out the residual value of these store-items is explained as under:

No residual value is being assigned for **Category-I** items. However, the non-consumable items can be transferred to ITKM at zero value for electronic waste management purposes.

D.   Category-II Items

1.   The Bill Values and the illustrative depreciation rates/ amount for Mobile Phones, and Laptops & other items in this category are given in the following table:

Sr. No.	Items	On completion of				
		Year-1	Year-2	Year-3	Year-4	Year-5
II	**Mobile Phones**	**60%**	**60%**	**75%**	**100%**	
	Bill Value	**Illustrative Residual value**				
	Rs. 25,000/-	10,000/-	4,000/-	1,000/-	Nil	
	Rs. 20,000/-	8,000/-	3,200/-	800/-	Nil	
	Rs. 12,000/-	4,800/-	1,920/-	480/-	Nil	
	Rs. 8,000/-	3,200/-	1,280/-	320/-	Nil	
	Laptops/ Note-books/ HDD/ Pen-drives	**40%**	**50%**	**70%**	**80%**	**100%**

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Bill Value	Illustrative residual value				
Rs. 70,000/-	42,000/-	21,000/-	6,300/-	1,260/-	Nil
Rs. 50,000/-	30,000/-	15,000/-	4,500/-	900/-	Nil

2. The ITKM policy permits the entitled class of users to purchase the equipment in the above categories at prices higher than the permissible limits subject to the re-imbursement restricted to the prescribed limits. While calculating the residual value of the equipment, only the number of permissible limits shall be considered, and the amount spent by a user in excess thereof at the time of purchase shall not be considered.

3. The entitled users can seek the replacement of a Mobile Phone on completion of four years period from the date of purchase of the equipmentand on completion of five years period after the date of purchase in the case of a laptop/ notebook.

4. Whenever an entitled user seeks to replace his item in this category on completion of the prescribed period, he has the option to either return the used/ old equipment to the ITKM Department or retain the same for his personal use at the residual value calculated in accordance with the above matrix. This option would also be available in the case of retiring officers/ entitled users.

5. In case a **laptop is used for 5 years/ mobile phone is used for 4 years** by an entitled user without seeking a replacement with a **new laptop/ new mobile phone**, there would be no need to return/ deposit the same in the store and it would be written off from the books as the value of the said item would be negligible. However, in case the **laptop/ mobile phone** is replaced with a new **laptop/mobile phone after 5/4** years but before completion of **6/5 years**, the residual value of the **old laptop/ old mobile phone** will be calculated as per the depreciation rates given in the matrix D1.

E. **Policy for Purchase and use of Electronic Gadgets by other staff members:**

Keeping in view the increasing use of ICT in teaching, learning and administration process, the university encourages that employees who are not being officially issued electronic gadgets such as Laptops, Mobile phones, Printer, etc. can purchase within the stipulated limit as per A&D provided that the 50% of the actual amount is spent by the employee with proper invoices from authorized vendors only. The remaining 50% shall be borne by the University

(Registrar)

4

SRM University Delhi-NCR, Sonepat, Haryana
Transport Policy- 2022

1. Introduction

The University maintains vehicles to support the travel needs of employees and students. This policy addresses the acquisition and use of vehicles used for University transportation purposes. The University Transport Office shall centrally manage all the University Transport facilities.

2. University Vehicle-Instructions

- University vehicle drivers must follow the applicable laws and regulations.
- Carrying illegal drugs/alcoholic beverage containers (empty, full, open, or closed) is strictly prohibited inside the University transport.
- The University vehicle drivers must immediately report the accidents, damage, and other losses to the Transport Office.

3. Transport Committee

There shall be a committee looking after day-to-day issues related to the University transport. The constitution of the Committee shall be:

- Director Administration- Chairman
- Transport In-charge – Member
- One Teacher from each Faculty
- Student Representatives (University Transport user)-Member
- Two Senior Drivers-Special Invitee
- Transport Officer- Convener

4. Transport Management

- The Transport Department shall be responsible for managing the vehicle allocation during the academic year with a proper allotment of vehicles to the Faculty, Staff & Students, including the boarding points, etc., in general, and destination.
- The Transport Department is responsible for optimizing the transportation cost by creating, editing, and deleting vehicle routes and the vehicle stops and pickup/drop timings. Optimization of vehicle routes and capacity shall reduce vehicle maintenance expenses and fuel costs and avoid unauthorized trips.
- The Transport Department shall prepare weekly/monthly reports and update the University authorities about vehicle utilization, fee payment, traffic rule violations, excessive stoppage, etc.

- The Transport Department shall ensure the compliance of safety & security of vehicles and passengers and respond faster to vehicle breakdowns.

5. Transport Charges

- Transport fee is charged on annual basis.
- Transport fees, once paid, shall not be refunded/adjusted.
- The fee is non-refundable if the transport is withdrawn on the grounds of violating rules & regulations.
- The employees using the University transport facility shall be charged as per the University payment plan applicable from time to time.

6. Duties

The University transport is vital for the safe and secure transportation of Faculty, staff, and students.

6.1. Duties of Transport Officer

- The Transport Officer shall coordinate with the admission team to facilitate the students about the allocating of routes, etc.
- Transport Offices shall manage the daily vehicle operation and passing standing instructions, if necessary, to all the vehicle drivers and Vehicle in-charges.
- Conducting weekly, fortnightly, and monthly meetings with all staff in charge of vehicles and taking stock of the situation.
- Transport Officer shall verify and maintain the vehicle condition and take necessary measures like maintenance.
- Verifying & maintaining the papers and documents (Insurance/ Pollution, etc.) of University vehicles.
- Monitor the fee payment with the passenger list in coordination with the Account Department.
- Transport Officer shall be resosnible for arrangment the University vehicle for the Industrial Visits/Training & Placement Activities/ Co-curricular Activities etc.
- Completing all the maintenances on time (daily/weekly/monthly/half years/yearly).
- With the help of Drivers and the Supervisors, the Transport Officer must ensure that the vehicles are insured well in time.

6.2. Duties of the Staff In-Charges

- Monitoring the starting and arrival time of the University vehicle.
- Unnecessary delay may be reported (on the same day) to the transport officer.
- Keep the updated passenger list for optimal use of vehicle seating capacity. No standing passengers should be allowed.
- The discipline in the vehicle shall be maintained strictly, and senior students' activities must be observed to prevent the ragging incidence. Incidence of ragging should be reported to the Anti-Ragging Committee on priority.
- ID cards shall be checked periodically to ensure that the students are traveling on the bus route allotted to them. Students may be permitted, in exceptional cases, to travel in different route vehicles by due permission of the transport officer.
- In case of vehicle breakdown or any other problem during the journey, take the appropriate steps immediately and inform the Transport Officer.

7. Responsibilities

All stakeholders work together and follow the set policies to smooth functing of University Transport .

7.1. Responsibilities of the Bus Driver

- The University vehicle driver should adhere to good driving practices and take care of the vehicle.
- The University vehicle driver should be sensible to the passengers.
- The University vehicle driver must realize that it is more important to be "respected" by the students than "liked" by them. Students can accept and shall follow the rules and regulations, which are pretty, firmly, and consistently enforced.
- The University vehicle driver should not drive aggressively and should practice defensive driving.
- The University will also conduct Eye check-ups/Medical camps for drivers once in 6 months, regular training sessions, and refreshment courses.

7.2. Responsibilities of Students and Parents/Guardians

- Students should come to the boarding point at least 5-10 minutes before the scheduled time.
- Parents/guardians are advised to educate their wards about the transportation laws/safety & security and ensure that their wards follow them while using the University transport.
- Report to the Authorities regarding any offense or failure on the driver's part.
- The students must maintain cleanliness while using the University vehicle.
- The Transport Officer shall inform the Committee about the behaviour and conduct of vehicle drivers and passengers if any issue is reported.

8. Availing University Transport for Official Purposes

The prescribed "Vehicle Requisition Form" must be filled and submitted for availing a University vehicle for Official duty. The duly approved requisition form should be submitted at least a day in advance. The requisition form is annexed with the policy.

AMENDMENTS OF TRANSPORT RULES & REGULATIONS

The University reserves the right to modify /cancel/amend all or any of these rules & regulations and issues supplementary rules or amended rules without prior notice and shall be applicable with the effect of the notification of such amendment.

SRM University Delhi-NCR, Sonepat, Haryana
Recruitment Policy-2022

1. Introduction

- This policy aims is to provide a fair and transparent recruitment process which is cost effective and in timely manner.
- This document is about the system and process of all the activities that form part of the recruitment process.
- The process refer to all the steps and routine taken into considered in recruitment process, from working out the requirement to the advertisement, searching out the qualified talent on board and then their orientation.

2. Core Principles

- University is committed for a merit based recruitment policy.
- The recruitment of an employee is conducted in a professional, time bound, transparent and responsive manner.
- Attracting good talent, retaining and creating conducive environment unleashing potential candidate is the fundamental recruitment policy.
- The University will treat all candidates fairly, equitably and efficiently, with due respect and courtesy, ensuring that the candidate experience is positive, irrespective of the outcome.
- All documentation relating to applicants shall be treated confidentially by following the existing relevant law.

3. Recruitment & Selection Procedure

- The HoDs must prepare Teaching/Administrative workload (ae per the cadre ratio) and project the faculty/staff requirement, considering the replacement, if any.
- The HoDs must discuss overall faculty/staff requirement with the domain Dean/Associate Dean and submit the requirement to the HR Office for further process through the domain Dean/Associate Dean.
- The HR Office shall prepare a consolidated requirement and shall submit it with the Hon'ble Vice Chancellor through the Registrar for submission to the Hon'ble Chancellor for approval.
- The recruitment process shall commence only when evaluation for the requirement for a post and its financial implication have been duly approved by the competent authority.
- Once approval is obtained, the concerned Department Head shall provide the job description to the HR Department. The job description should accurately reflect the requirement of the post.

- The person specification should state both the essential and desirable qualifications in terms of skills, aptitudes, knowledge and experience for the job, which should be directly related to the job applied equally to all aspirants.
- The post shall be advertised widely through the University website / social media.

4. Selection & Procedure for Regular Recruitment

4.1 Shortlisting

- List of all the applicants , applied for the post, shall be prepared by the HR
- A Committee shall be constituted by the Hon'ble VC to define the eligibility and shortlisting criteria for shortlisting the candidates.
- The committee shall shortlist the candidates based on the criteria (laid down in the previous step) in the ration 1:4 or 1:5.

4.2 Selection Procedure

- The Selection Committee shall be constituted by the Hon'ble VC consisting of the following members:
  - Vice Chancellor – Chairman
  - Dean Academic Affairs –Member
  - Deputy Director Administration (HO)-Member
  - Group HR (HO)-Member
  - Concerned Dean- Member
  - Governing Body Nominee-Member
  - External Subject Expert (s)
  - HR –Convener

NOTE: Advisor to the Hon'ble Chancellor will attend the selection committee as an observer.

- Shortlisted candidates shall be invited for the interview giving at least a notice of one week.
- Based on the performance of the candidates in the interview and their academic records, the selection committee will prepare a list of selected candidates.
- The Selection committee recommendations shall be shared with the Hon'ble Chancellor by the HR through the Registrar.
- Unsuccessful candidates will be informed about the outcome of the selection process.

Remark: The interview for a regular position shall be held once/twice in an academic session.

4.3 Making the appointment

- The candidates approved by the Hon'ble Chancellor for final regular appointment shall be sent an offer letter for seeking his/her acceptance for the said offered position.
- The final appointment letter shall be issued to an employee on the day of his/her joining.

5. System & Procedure for Ad-hoc Recruitment:

Ad-hoc appointment would be made based on the requirement arising out the faculty/staff leaving the University in between the running semester. There is a need to evolve a proper system and prescribed procedure for making such appointment.

The following procedure is prescribed for making Ad-hoc appointments.

- Ad-hoc appointments would be made only for the replacement(s) or as per the need basis.

- HoD of the concerned department, having requirement for Ad-hoc appointment, should make fair assessment for the workload of the existing faculty/staff. If the HoD is satisfied that there is an urgent requirement for appointment of additional Faculty/Staff, a written request with eligibility for the post is to be forwarded to HR Department by the HoD through the respective domain Dean/Associate Dean/Administrative Head of the concerned department.
- The HR Department shall take the approval for all the ad-hoc appointments from the Hon'ble VC (in case of teaching staff) and Registrar (in case of non-teaching staff).
- Based on the approval, the posts shall be advertised widely through the University website/social media.
- A Committee shall be constituted by the Hon'ble VC to define the eligibility and shortlisting criteria for shortlisting the candidates.
- The committee shall shortlist the candidates based on the criteria (laid down in the previous step) in the ration 1:4 or 1:5.
- The shortlisted candidates shall be invited for the interview (by giving reasonable notice to the candidates).
- The Selection Committee shall be constituted by the Hon'ble VC consisting of the following members:
  Faculty selection:
  - o Dean Academic Affairs –Chairman
  - o Concerned Dean- Member
  - o Hon'ble VC's nominee- Member
  - o Concerned Department HoD –Convener
  Staff selection:
  - o Registrar –Chairman
  - o Director Administration- Member
  - o Hon'ble VC's nominee- Member
  - o Concerned Department HoD-Convener (in case of Lab Staff)
  - o Administrative Officer- Convener (in case of Administrative Staff)
- The recommendation of the Selection Committee shall be signed by all the members of the Selection Committee, and it is to be placed before the Hon'ble VC through the Registrar for approval.
- The selection of Ad-hoc employees to be appointed shall be for a short duration depending upon the requirement of the concerned Department. In normal circumstances, it may be for one semester or till the regular appointment is made, whichever is earlier.
- Ad-hoc appointed employee shall be upgraded (to Regular position) unless he/she faces the duly constituted selection committee of the University and get the recommendation from it.

6. **System & Procedure of Confirmation of Regular Selected Employees:**

   Once an employee completes the probation period, he/she may be confirmed after screening by the duly constituted committee consisting of the following members:
   - o Vice Chancellor – Chairman
   - o Dean Academic Affairs –Member
   - o Concerned Dean- Member
   - o Governing Body Member- Nominee

- o Registrar-Member
- o HR –Convener

NOTE: Advisor to the Hon'ble Chancellor will attend the selection committee as an observer.

Based on the recommendation of the selection committee, the employee will be confirmed or probation period may be extended for further period from six months to another one year.

7. Induction

Induction is the final stage of the recruitment process. Once the successful candidate has accepted the offer of employment and joins, the Manager/Head of Department shall be responsible for preparing a comprehensive induction programme for the new employee.

SRM University Delhi-NCR, Sonepat, Haryana
Accommodation Policy- 2022

1. Introduction
2. Eligibility for the Accommodation
3. Code of Conduct
4. University Accommodation
   4.1 Faculty/Staff Accommodation
   4.2 Boy's Hostel
   4.3 Girl's Hostel
   4.4 Guest House
   4.5 Warden's Accommodation
5. The Allotment Committee
6. Mess Committee

1. Introduction

The University has a comprehensive accommodation policy and procedure that ensures university employees/students who wish to avail University accommodation.

2. Eligibility of Accommodation

- An employee shall not be entitled to University accommodation if they owns a house with 10 km of University peripheral.
- Services that fall under the essential services category shall have priority over others for the University accommodation.

3. Code of Conduct

There are some basic codes of conduct to stay in the University-owned accommodations:

- All the occupants must treat other occupants with respect, dignity, and courtesy.
- Each occupant must respect the privacy of other occupants.
- Fighting, Violence, Sexual harassment, verbal abuse, insults, threats, etc. are treated as indiscipline act, and occupants may be expelled.
- The use/possession of alcohol/drugs is strictly prohibited within the campus, and punitive action shall be taken, including suspension from the job/program.
- The occupants can't keep any kind of weapons.
- The occupants must not play music/TV/ other instruments at a high volume.
- The occupants are not allowed to celebrate Birthday parties or organize parties unless written permission is taken from the competent authority.
- The occupants can't keep PETs. Any exceptions may be made with written permission from the competent authority.
- Occupants shall not allow unauthoried guests . Any exceptions may be made with written permission from the competent authority.
- The allottee shall maintain the fitting and fixtures of the premises during his/her possession.
- Any kind of construction is not permitted in the allotted accommodation.
- The occupants shall be responsible for any damage they cause while staying in the University accommodation.
- Allotted accommodation is not permitted for other purposes like shop/coaching center, etc.

- University is not responsible for the damage/theft/loss of any personal property.
- The occupants shall be allowed the allotted premises for maintenance/ inspection purposes as per instructions from the competent authority.

4. University Accommodation

It is not a residential University, though it is committed to providing accommodations to its Faculty, Staff, or Students.

4.1 Faculty/Staff Accommodation

- University has 2BHK flats (fully furnished) within the campus, which shall be available from 2023 onwards.
- University assists in finding out accommodation in the nearby vicinity.
- Bachelor faculty/staff may avail the University Boy's/Girl's Hostel (as per the gender) on a payment basis.

4.2 Boy's Hostel

- University boy's hostel is available within the campus, and it is as per the International parameters.
- The boy's hostel has single /double occupancy with an attached washroom.
- The boy's hostel has limited seats, so a first-come, first-serve basis allotment process is followed.

4.3 Girl's Hostel

- The University girl's hostel is available within the campus, and it is as per the International parameters.
- The girl's hostel has single /double occupancy with an attached washroom.
- The girl's hostel has limited seats, so a first-come, first-serve basis allotment process is followed.

NOTE: Hostel rules are available separately.

4.4 Guest House

- The University has a guest house in the nearby vicinity.
- The guest house is available only on advance booking/information with due permission of the competent authority.

4.5 Warden's Accommodation

- Both the Hostel Wardens (Girl & Boy) are entitled the free accommodation.
- The Wardens are not allowed to organize parties in their accommodation.
- Warden's term is for a period of one Academic year (from July to June).

5. The Allotment Committee

There shall be an allotment committee that shall be responsible for fair and transparent allotment of accommodation. The constitution of the committee shall be:

- The Vice-Chancellor- Chairman
- Registrar-Member
- Deans/Associate Deans-Members
- Director-Administration-Member
- Account Officer- Member
- Wardens-Convener (in case of the hostel)
- Administrative Officer- Convener (in case of Faculty/Staff)

6. Mess Committee

For both the hostels (Girl & Boy), there shall be a mess committee. The committee shall be responsible for the Menu, Food quality, Food hygienic condition, etc. The constitution of the committee shall be:

- Director Administration- Chairman
- Administrative Officer-Member
- Two Faculty/Staff (residing in the hostel)-Members
- Hostel Manager-Member
- Account Officer-Member
- Four Students' representatives (two boys and two girls)-Members
- Mess Vendor-Special Invitee
- Wardens (both the Hostels)-Convener

AMENDMENTS OF ACCOMODATION RULES & REGULATIONS

The University reserves the right to modify /cancel/amend all or any of these rules & regulations and issues supplementary laws or amended rules without prior notice and shall be applicable with the effect of the notification of such amendment.

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Domestic Travel Policy

1. **Short Title, Applicability and Commencement**

   a) This policy shall be called "SRMUH – Travel Policy"
   b) This policy is applicable to the following categories of persons, when travelling in connection with University Affairs:
   - all employees of the University (Teaching as well Non-teaching performing duties on behalf of the University)
   - special invitees of the University such as Distinguished Professors, Visiting Professors, Eminent Fellows, Resource Persons etc.
   - members of all Academic and Statutory Bodies of the University.
   - any other person invited by the University in connection with the affairs of the University to which the University has committed the payment of TA.

2. **Objectives:**

   The objective of this policy is to have a uniform and transparent pattern of payment regarding travelling domestically to all those persons who are entitled to claim travel reimbursement under this policy.

3. **Guiding principles:**

   - Persons using official University transport shall not be entitled to claim TA under this policy.
   - This policy shall not be applicable to the University employees travelling for their private work or visiting outside to other organizations for delivering lecture / as external examiner / expert / member of a Committee / Resource Person etc.
   - The entitlement of the Travelling Allowance given in this policy is the maximum claim which the individual can get reimbursed from the University. However, if cheaper mode of travelling is available, the same should be preferred and the payment shall be made as actual basis.
   - The persons claiming Travelling Allowance under this policy should make best efforts to travel by shortest route. Travel by longer route shall be allowed only in those cases where travel by shortest route is not possible.
   - In case of Air Travel, the booking should be done, as far as possible, seven days in advance. All the airlines which have the list rates. Reservation charges, if any, shall be paid.
   - Actual receipts/bill/invoices of payments should be submitted alongwith the TA bill / reimbursement form of the University within 15 days of the completion of the visit.
   - In case of road transport, the actual toll tax paid shall be reimbursed.
   - All employees should preferably procure travel tickets through the authorized service provider with proper invoice to undertake journey.
   - In case a person travels by his own vehicle, he/she shall be paid TA as per the entitlement given in this policy. In this case, the person driving the vehicle should have authorized driving license and the vehicle should have all necessary documents as per law, failing which there should be no liability of the University.

1

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- Persons should prefer to use metered taxis (Uber, Ola etc.) rather than taking taxis from hotels or unauthorized vehicles.
- Exceptional Approval is required whenever an expense does not conform to "SRMUH Travel Policy" / guidelines and requires an exceptional approval as per the policy
- Any exceptional approval shall be given by Vice Chancellor / Registrar.

4. Classification of Claimants

For the purpose of claim/payment of TA, the eligible persons have been classified in the following categories:

- **Group 1A:** Vice Chancellor, Pro-Vice Chancellor, Registrar
- **Group 1:** Dean(s), Director(s), Distinguished/Visiting Professor(s), Members of Academic and Statutory Bodies, special invitees of the University such as Eminent Fellows, Resource Persons.
- **Group 2:** Controller of Examination, Associate Dean(s), Professor(s), Dy. Director(s), Dy Registrar, General Manager
- **Group 3:** Associate Professor(s), Assistant Professor(s), Associate Director(s), Assistant Director(s),
- **Group 4:** Manager(s), Assistant Registrar(s), TA/ RA/ Instructor(s), Counsellor(s).
- **Group 5:** Below Assistant Manager(s)/ Administration staff/ others with approval

5. Travel Eligibility by Air/Train/Bus.

Category	Highest Mode of eligible travel
Group 1 A	Air Business Class / Premium Economy / Train - 1 AC
Group 1	Air Economy / Train-1 AC
Group 2, 3	Air Economy / Train-2 AC / AC Bus
Group 4	Train-3 AC / AC Bus
Group 5	Train-Sleeper Class / AC Bus

6. Travel Eligibility by Two/Three/Four Wheeler.

Persons travelling by Two/Three/Four Wheeler shall be entitled to claim TA at the rates given below:

Vehicle Type	Cost per KM
Car/ Four-Wheeler	INR 15 per KM
Auto/ Three-wheeler	INR 10 per KM
Two-Wheelers	INR 8 per KM

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7.   **Boarding & Lodging entitlement**

a)   Employees are required to utilize the university/group guest house facilities wherever existing and available. Hotel reservations should be done through the authorized service provider (OYO, booking.com, Yatra, MMT, etc.) as per his/her entitlements specified in each category.

b)   Hotel Tariff Entitlements per night subject to the amount (INR) ceiling as mentioned below.

Category	A Cities	B Cities	C Cities
Group 1 A	Actuals	Actuals	Actuals
Group 1	8000	7000	5000
Group 2	6000	5000	4000
Group 3	5000	4000	3000
Group 4	3000	2000	1500
Group 5	2000	1500	1000

In addition to the above, the actual food expenses during the period of visit shall be reimbursable on submission of receipt.

Classification of Cities

Category	City List
Category-A	Bangalore, Chennai, Delhi, Hyderabad, Kolkata, Mumbai, UTs.
Category-B	Agra, Ahmedabad, Gandhinagar, Aligarh, Allahabad, Amaravati, Amritsar, Asansol, Aurangabad, Bareily, Belgaum, Bhiwandi, Bhopal, Bhubaneshwar, Bikaner, Coimbatore, Cuttack, Dehradun, Dhanbad, Durg Bhilal Nagar, Faridabad, Gangtok, Ghaziabad, Gorakhpur, Guntur, Guwahati, Gwalior, Hubli-Dharwad, Indore, Jabalpur, Jaipur, Jalandhar, Jammu, Jamnagar, Jamshedpur, Jodhpur, Kanpur, Kozhikode, Kochi, Kolhapur, Kota, Lucknow, Ludhiana, Madurai, Mangalore, Meerut, Moradabad, Mysore, Nagpur, Nashik, Patna, Pune, Raipur, Rajkot, Ranchi, Salem, Solapur, Shimla, Srinagar, Surat, Thiruvanthapuram, Tiruchirappali, Tirunelveli, Vadodara, Varanasi, Vijayawada, Visakhapatnam, Warangal.
Category-C	All other cities.

- No expenses on alcohol & cigarettes can be claimed.
- If an employee must entertain some guest as part of the business trip, the same can be claimed along with the boarding expenses clearly mentioning the nature of the guest.
- Employees making their own arrangements for lodging will be entitled for a per diem allowance. Per Diem allowance is intended to cover lodging expenses. Per diem expenses will be provided as under:

3

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Per Diem Allowance (Per Night) (INR)	
Group 1A	3000
Group 1	2000
Group 2	1500
Group 3	1000
Group 4	800
Group 5	600

8. **Other Expenses during the business trips:**

a) Miscellaneous expenses such as expenses for transporting and storage of baggage, faxes, postage, airport charges and parking charges can also be claimed on submission of receipts

b) Excess baggage costs that result from carrying university's equipment, papers and files are reimbursable

9. **Day and Date of Journey:**

The starting and ending date of every trip should be stated in travelling expense statement. The starting and ending date of the business trip would mean the point of time when the employee leavesand reaches respectively his/her place of work or his/her house.

10. **Combined Business trips with Private trips**

For a combined business and home-leave trip or other private trips it would require prior approval of relevant authority. Only those costs will be reimbursed which is exclusively incurred on account of business trips and should be totally and clearly distinguished from private expenditures.

11. **Joint Business trips**

For joint business trips, each of the persons travelling should provide his own individual travel expenses statement. In case joint expenses are incurred, the same can be claimed by one person by clearly stating the name of other person(s) and the expenses statement to be signed by all the concerned person(s).

12. **Cancellation**

Railway and flight tickets or hotel bookings, which have not been utilized should be cancelled and in terms of no refund option, relevant proof illustrating the same must be submitted accordingly.

4

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13. Loss of Travel booking

All persons are advised to carry with them all necessary documents (hard & soft copy). It is the responsibility of individual to safeguard travel advance, if any, and baggage. The university is not responsible for any loss.

14. Advance Payment

Advances, if required, will be issued in appropriate cases to support the needs of employees who are required to travel for explicit business assignments.

a)   Procedure for claiming advance:

- Application can be made for availing the probable costs that may be incurred for the business trip in the Advance form. Advance needs to be jointly approved by Head of the Department and Registrar. In case of advances exceeding 1 lakh, the approval of the Vice Chancellor is required.
- A new travel advance can be availed only if the expense against the previous advance has been settled and accounted for by the individual.

b)   Processing Time

- Advance will be processed within two working days from the date of receiving the request, provided approved advance request reaches finance before 12 noon
- The travel advance should be returned without delay in case of the employee fails to undertake the journey either on personal or official reasons.
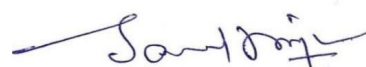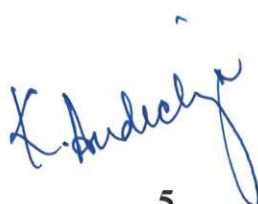
c)   Settlement of Advances

Advance should be settled within fifteen working days of end of travel, through submission of expense report or by refunding the excess advance through cheque/ cash, clearly mentioning the name, purpose and expense report reference on back of the cheque/ reimbursement form as applicable

d)   Recovery of Advances

Failure to deposit the balance advance within the stipulated time frame will be viewed seriously and recovery will be made from the salary due to the individual.

(Registrar)

5

<u>**Vision Document: Research & Development (R&D)**</u>
<u>**Road Map with Actionable Agenda**</u>

The University is committed in its pursuit of excellence in Research & Development and aims to accomplish various Research programs and initiatives across a wide spectrum of interdisciplinary and multidisciplinary streams namely Engineering & Technology, Basic Sciences, Humanities & Social Sciences, Legal Studies, Management, Commerce, Hotel Management, Pharmacy and Medical Science. The commitment to the interdisciplinary and multidisciplinary work is reflected in applied research as well as basic research in alignment with the vision of NEP-2020 and Atma Nirbhar Bharat. The University ensures that all the core and interdisciplinary subjects flourish in research by adopting the highest norms and standards of a scholarly undertaking.

This document provides information pertaining to various research policies and promotional activities of the University. It outlines the principles that are taken into consideration while planning and conducting research. The guiding principles that are strictly adhered to while recording, reporting and applying the results obtained are emphasized.

1. Vision:

The vision is to focus on academic excellence in alignment with the NEP-2020, with the aim to provide highest quantity and innovative research in addition to development of socially conscious research leaders equipped to address the future challenges of the society in fast changing global and technologically driven environment.

2. Mission:

- To create conducive environment for better access to research and development through mobilization of resources and funding.

- To encourage multidisciplinary and interdisciplinary research through collaborative approach with Industry, Academia, Government and Community based Organization at the local, National and International levels.

3. Objectives:

a. To promote dynamic research with focus on basic, applied research and developmental research and publication of research papers in the referred and high H-index journal.

b. To integrate the four elements of research & development i.e. people, ideas, funds and culture in order to have quality research and development activities.

c. To identify the core areas of research involving interdisciplinary, multidisciplinary and collaborative approach in industry and academia at the National and International level and develop interdisciplinary and multidisciplinary research clusters.

d. To strengthen the existing Centers of Excellence: C4D, SRM-Siemens Center of Excellence & SRM-BOSCH Center of Excellence, etc.

e. To establish advance research centers at least one in each faculty and one advance center more socially relevant to the area particularly in the state of Haryana.

f. To publish University journal, and further to create opportunities for publication of quality research papers from interdisciplinary & multidisciplinary areas.

g. To introduce "Best Research Paper Award", "Best Research Faculty Award" and "Best Research Project Award".

h. To create conducive environment and culture for research and development and to encourage academia-industry to undertake more quality research publications, projects, patents, MDP and consultancy.

4. **Governance Structure:**
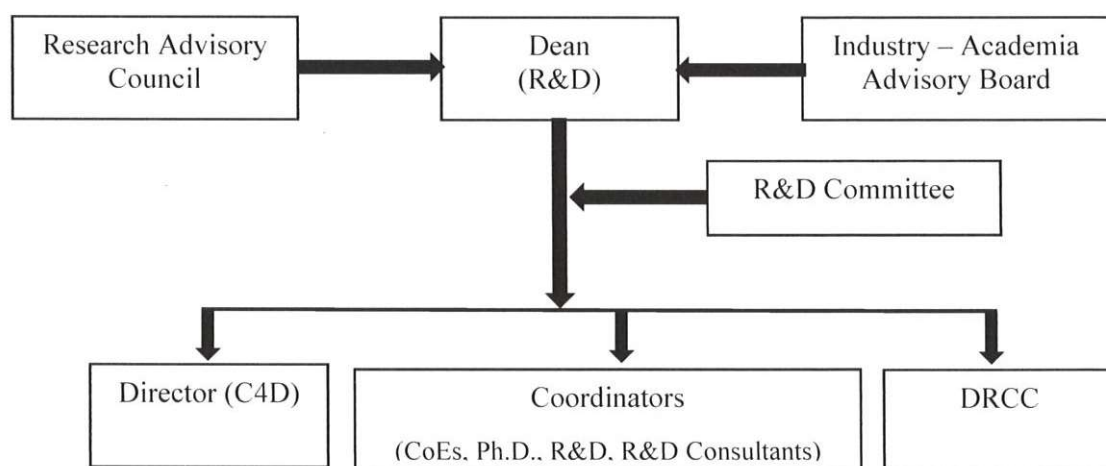
4.1 Research Advisory Council (RAC): The University has constituted the Research Advisory Council whose role is to review the R&D projects submitted to the funding agencies and that would further advise the R&D unit of the University for research activities. The RAC will have five members including two external members of repute and would meet twice in a year.

4.2 Industry-Academia Advisory Board (IAAB): The key function of the Industry-Academia Advisory Board (IAAB) is to advise the industry oriented research program. In addition, the IAAB will arrange the CSR funds from the industries for the faculty members of the University to encourage the industry oriented research program in the University.

4.3 R&D Committee: The R&D Committee will have members representing the Ethics & IPR. It would play a pivotal role in raising the resources, funds, research programs, policy

2018					
Research Papers	69	15	00	00	84
SCI/SSCI/Scopus/Web of Science	42	07	00	00	49
Books	00	04	00	00	04
Book Chapters	00	00	00	00	00
Patents	00	00	00	00	00
Total	**111**	**26**	**00**	**00**	**137**
2019					
Research Papers	94	31	02	00	127
SCI/SSCI/Scopus/Web of Science	78	19	02	00	99
Books	01	00	00	00	01
Book Chapters	00	00	00	00	00
Patents	00	00	00	00	00
Total	**173**	**50**	**04**	**00**	**227**
2020 onwards					
Research Papers	125	96	26	35	282
SCI/SSCI/Scopus/Web of Science	85	72	15	25	197
Books	03	00	00	00	03
Book Chapters	18	17	00	00	35
Patents	24	02	00	00	26
Total	255	187	41	60	543

Grand Total				
Research Publications	**SCI/SSCI/Scopus/Web of Science**	**Books**	**Book Chapters**	**Patents**
738	475	13	43	26

In addition to the above, the University is having 11 ongoing projects, 1 completed project and 8 Consultancy projects.

6. R & D Plans and Incentive Schemes:

The University is committed in its pursuit of excellence in research and aims to lead the Research agenda across the spectrum of Engineering & Technology, Basic Sciences, Humanities, Social Sciences, Legal Studies, Management, Commerce, Hotel Management, Pharmacy and Medical Science. Our commitment to the interdisciplinary and multidisciplinary work is reflected in both Applied Research and Basic Research in compliance with the goals of Atma Nirbhar Bharat and NEP-2020. To achieve the research goals, the University has the following plans and incentive schemes:

development, collaborations, monitoring and commercialization. The Committee would have bi-monthly meeting to monitor, evaluate and advice Dean (R&D).

4.4 R&D Consultants: Based on the recommendation of Research Advisory Council (RAC) and Industry-Academia Advisory Board (IAAB), R&D consultants in the area of expertise may be appointed for Research and Development for the University. These consultants will be hired based on honorarium as recommended by the RAC and IAAB and approved by the Vice Chancellor. The Dean (R&D) shall identify Consultants to interact with the Funding Agencies and advise the faculty members on the projects. In addition, the Consultants shall arrange training/guidance to the faculties for preparing project proposals for extra-mural grants. The overhead charges may be used to pay the remuneration for the Consultants.

5. R & D Status:

Achievements	Faculty of Engineering & Technology	Faculty of Science & Humanities	Faculty of Management & Commerce	Faculty of Law	Total
2013 – 2015					
Research Papers	65	52	15	12	144
SCI/SSCI/Scopus/Web of Science	32	35	04	03	74
Books	02	00	00	00	02
Book Chapters	05	02	00	00	07
Patents	00	00	00	00	00
Total	**104**	**89**	**19**	**15**	**227**
2016					
Research Papers	25	22	04	00	51
SCI/SSCI/Scopus/Web of Science	17	10	00	00	27
Books	01	00	00	00	01
Book Chapters	00	00	00	00	00
Patents	00	00	00	00	00
Total	**43**	**32**	**04**	**00**	**79**
2017					
Research Papers	40	11	00	00	51
SCI/SSCI/Scopus/Web of Science	25	4	00	00	29
Books	00	02	00	00	02
Book Chapters	00	00	00	00	00
Patents	00	00	00	00	00
Total	**65**	**17**	**00**	**00**	**82**

6.1. Research Publications:

(a) Research papers: To encourage publication of quality research papers and publications in referred journals-Nature/SCI/SSCI/WoS/Scopus index journals/UGC care list, peer- reviewed National/International journals, etc. in the thrust areas as advised by the Research Advisory Council (RAC) and Industry-Academia Advisory Board (IAAB) from time to time, the University has constituted the "Best Paper Award."

Best Paper award: The Best Paper Award shall be given to the Faculty members and students of University for publication of research papers in peer reviewed journal with a high impact factor. A panel of eminent personnel will be constituted to adjudicate the best paper as per the research norms and guidelines.

The incentive scheme adopted is:

Sl.No.	Publication of Papers	Incentive Scheme	Best Research Paper Award*
1	A-Category Journals	> 5 IF – Rs.10,000/-	Only one award/year
2	B- Category Journals	< 5 IF – Rs.5,000/-	Only one award/year

(In the disciplines where IF are not very high, may be considered separately)

* Only One award per year for all disciplines will be given.
Here "Year" refers to the period from January to December.

6.2. Research Book Publication:
The University shall constitute a "Best Research Book Publication Award" every year and the same shall be awarded to the faculty member who publishes a book based on his/her research work. The price money would be Rs. 10, 000/ (Ten thousand only) and only one award per year for all the disciplines will be given.

6.3. Seminars, Conferences, Workshops & Membership in Professional Bodies::
Presentation of research paper / Chairing the session in the National / International Conferences: If the faculty members of the University are invited to present a paper / Chair a session / deliver the Keynote Address etc. in an International Conference of very high standard, then 50% Travel Allowance may be granted by the University. To avail this facility, 3 years regular service at the University is mandatory. A faculty member can avail this facility once in 3 or 5 years or as decided by the Vice Chancellor.

Sl. No	Particulars	Incentive Scheme
1	Organizing Conference	For any faculty member taking initiative to organize Conferences would be provided the seed money. The organizing faculty will have to submit the proposal to organize a Conference / Workshop / Symposium to the Vice Chancellor for approval. A committee comprising of HOD, respective Dean of the Faculty, faculty member initiating the conference, accounts person, faculty from other department may be formed before forwarding the proposal to Hon'ble Vice Chancellor.

2	Presenting & Publishing Papers in Seminar proceedings (National / International Conference)	A committee may be formed to evaluate the presentation and the conference.
3	Chairing Session	Duty Leave & TA will be given (if not paid by the inviting institution) (National Conference) (proposal to be approved by the Vice Chancellor)
4	Participation as delegate	The proposal to be submitted by the concerned faculty members to the Vice Chancellor. If approved, Duty Leave may be granted.
5	Membership	International and National membership in the professional bodies to be provided to the regular faculty members. Maximum of 50% fee will be reimbursed for the membership.

6.4. Patents:

Faculty members/Research scholars/students are encouraged to file for patents. The Dean (R&D) will ensure assistance is provided for Patent filling of all the novel/innovative ideas of Faculty, Research Scholars and students. The incentive scheme by the University is as under:

Sl. No	Particulars	Incentive Schemes
1	Filing Patents	Provided the applicant is holding the first author/ corresponding author.
2	Patent published	Once the patent is published, Rs.10,000/- will be given as incentive.

In future, the University will establish a Patent Office in the campus.

6.5. Training & Consultancy:

Continuous effort will be made to encourage the faculty members to take up Consultancy projects and organize training programs. The University has adopted the following incentive scheme will be adopted by the University.

If the faculty members and students of the SRM University bring Consultancy projects to the University, then royalty distribution is 40% to the University and 60% to the Principal Investigator (PI) and team.

Consultancy	Incentive Scheme
Sanctioned Consultancy Amount	The ratio of distribution would be 60% to the Faculty & 40% to the University

6.6. Research Projects:
(a) Sponsored Projects
(b) Non-sponsored Projects

All effort will be made to encourage the faculty members to have funded projects from various funding agencies.

The incentive schemes for R&D Projects are as under:

Funded Research Project	10% of the overhead charges to the Principal Investigation (PI) & team
Unsponsored projects	The University will encourage the faculty members to take more research projects. The seed money may be given as approved by the Vice Chancellor. A committee will be formed before forwarding to the Hon'ble Vice Chancellor.

The University shall create the seed money fund for various projects to be undertaken.

6.7. Strengthening Ph.D. Programme:

I. For Ph.D. Scholars who qualify CSIR, DST, DBT, ICMR, ICAR, MoHFW etc., the incentive schemes are as under:

(a) Scholarship (50%) to the Ph.D. scholars who register for Ph.D. in the University through the University admission process from the Institutions of National Importance (CSIR, DST, DBT, ICMR, MHFW, etc.) with the University faculty members as Supervisors.

(b) Scholarship (50%) to the research scholars who join the R&D projects sponsored by Government of India and other reputed funding agencies and selected through a competitive selection procedure.

(c) Scholarship (50%) to the Ph.D. scholars with GATE/NET/JRF and other who qualify the competitive admission process of the University.

II. Ph.D. Scholars admitted through University test and not qualified above examinations mentioned in point I may be given – 25% scholarship applicable to 5 candidates in order of merit.

III. Ph.D. Scholars may also be selected by the University as Teaching Assistants with a fellowship of Rs. 25,000/ p.m. The University will have a proper system of selecting candidates under this scheme.

IV. University faculty members/staff members may also be admitted in the Ph.D. programme through the University admission process. A fee waiver up to 50% may be given as approved by the Vice Chancellor. (Monitoring committee to be formed. A bond to be executed)

6.8. Establishment of Centres of Excellence (CoEs) and Advanced Research Centres:

I. Strengthening and Establishment of CoE:

The existing CoE and C4D will prepare and present a road map with implementable agenda before the Research Advisory Council for suggestions and improvement. The SRM- Siemens Centre of Excellence (SRM-SSCoE) and SRM Bosch CoE will prepare and present a road map with implementable agenda to the RAC for suggestions and improvement. The centre will also device monitoring mechanism to access and evaluate the progress of the CoE.

II. Establishment of Centre of Excellence in Collaboration with Industry: Efforts would be made to identify (the grey area) and create CoE after having discussion and deliberation with Research Advisory Council (RAC) and Industry- Academia Advisory Board (IAAB).

III. Advanced Research Centres: Centres of excellence for specialized research will be established and the existing centres will be strengthened (e.g. C4D). Centre for Nano Science, Centre for AI & ML, Incubation Centre and Innovation Centre will be established.

Each faculty will make efforts to identify and establish at least one Advance Research Centre, which is socially and locally relevant to the needs of the people.

IV. Establishment of UN Centre for Training and Research: The UNITAR (United Nation Institute for Training and Research) is ready to establish the UN Centre for Training and Research at the University. This will be an unique centre in the University and one of its kind in the entire Country, as UNITAR has a policy of granting permission for a single centre in a country. The UNITAR faculty will be part of Training and Research.

7. Performance Monitoring and Evaluation Mechanism:

The Road Map for performance monitoring and evaluation mechanism would be prepared after discussion and deliberation with the Research Advisory Council and Industry-Academia Advisory Board and Vice Chancellor.

SRM University Delhi-NCR, Sonepat, Haryana
Appraisal Policy-2022

1. Purpose
2. Scope
3. Procedure of Appraisal
   3.1 Frequency of Meetings
   3.2 Probationary Employee
   3.3 Appraisal Meetings
   3.4 Appraisal Ratings
   3.5 Appraisal Forms

1. Purpose

The primary purpose of the annual appraisal of University regular employees is to evaluate the performance of an employee's systematically.

2. Scope

The appraisal process applies to all employees who have completed their probation period. Based on the annual appraisal report, an employee may get

- Annual increment.
- Faculty/Staff awards may be declared based on the appraisal.
- Promotion of an employee.

3. Procedure of Appraisal

The appraisal of an employee goes through the many steps, mainly as under:

3.1 Frequency of Meeting

Appraisal meetings shall be conducted annually at the end of academic session.

3.2 Probationary Employee

An employee under the probation period is not eligible to fill the annual appraisal forms unless he/she completes one year.

3.3 Appraisal Meetings

- Every employee should submit his/her annual performance report in the appraisal format prescribed by the University (Annexure 1 & Annexure-2).
- As it is a self-introspection of his/her performance, reporting by the employee should be factual and accurate, supported by the evidence wherever necessary.
- The Appraisal Committee shall be responsible to hold the appraisal meeting as per the directions of the competent authority.
- The purpose of the meetings will be

o   Discuss, review and rate the performance (as per the job description) for a period of one academic year.

o   Identify any Faculty/Staff Development Activities required to assist the person to meet their job description and formulating an action plan for developing the employee's skills.

3.4 Appraisal Ratings

The appraisal rating shall be as under:

- GRADE-A: If the Score is between 91-100%
- GRADE-B: If the Score is between 81-90%
- GRADE-C: If the Score is between 71-80%
- GRADE-D: If the Score is between 61-70%
- GRADE-E: If the Score is below 60%

NOTE: The appraisal report shall be used to appraise an employee. If an employee does not satisfactory appraisal report, the competent authority has the right to decide the action on the employee.

3.5 Appraisal Forms

The performance appraisal form is annexed. An employee has to submit (appraisal form) filled and signed copy in the HR Department in a confidential sealed envelope. (Annexure I & Annexure II)

AMENDMENTS OF APRAISAL POLICY

The University reserves the right to modify /cancel or amend all or any of these rules & regulations and issues supplementary rules or amended rules without prior notice and shall be applicable with the effect of the notification of such amendment.

FACULTY APPRAISAL FORM

Appraisal period: 1ˢᵗ July ......   to 30ᵗʰ June ....

GUIDELINES:

- The information provided should be accurate and clear. Additional information, if any, worth mentioning may be provided in a separate sheet.
- The Faculty must read the **Performance Appraisal Form** before filling it.

SECTION –A: PERSONAL INFORMATION

Name	
Employee ID	
Date of Birth	
Designation	Present: At the time of joining:
Department	
Date of Joining (SRMUH)	
Experience	Total Experience:............Years............Months Teaching :............Years............Months Industry :............Years............Months SRMUH................ .....Years............Months
Salary	Pay Scale : AGP : Gross Salary:

ACADEMIC PERFORMANCE INDICATORS (APIs)

CATEGORY-I: TEACHING LEARNING AND EVALUATION ACTIVITIES (50)

A-Teaching-Learning (20)

Sl. No.	Course Name & Code	Credits	Course File	Lab Manuals (if applicable)	Pedagogy	Self-Appraisal Rating	Appraisal Committee Rating	Final Rating
				Average				

(NOTE: Full credits 4 Marks and Half credits 2 Marks; marks can't exceed 20)

B-Assessment & Evaluation (15)

Sl. No.	Evaluation Parameters	Course Name	Credits	Level of Questions	Self-Appraisal Rating	Appraisal Committee Rating	Final Rating
1	Assignments/ Quiz/Surprise Tests/Presentation						
2	Projects/MST						
3	End Semester Examination						
	Average						

(NOTE: Each point carries 5 marks, but marks can't exceed 15))

C-Academic Results (Learning Outcome) (5)

Sl. No.	Courses	Credits	Continuous Evaluation Marks	Over all Pass %	Self-Appraisal Rating	Appraisal Committee Rating	Final Rating
					Average		

(NOTE: If the pass % is above 90, it is 5 points, else if the average of pass% will be taken with reference to last year's result; but marks can't exceed 5))

D-New/Additional Course, Innovative Pedagogy, Value Added Topics & Remedial Classes: (5)

Sl. No.	Nature of Additional Teaching related Work	Class	No. of Lectures taken	Necessity/ Reason	Self-Appraisal Rating	Appraisal Committee Rating	Final Rating
1	New/Additional Course						
2	Innovative Pedagogy						
3	Value Added Topics						
4	Remedial Classes						
				Average			

(NOTE: Each point 1.25 marks)

E- Student's Feedback (5)

Sl. No.	Course Name & Code	Credits	Students Feedback	Self-Appraisal Rating	Appraisal Committee Rating	Final Rating
	Average					

(NOTE: Feedback Scale: 0-5. Feedback students having more than 75% attendance will be considered)

CATEGORY-II: RESEARCH, PROJECT/CONSULTANCY & PATENT ACTIVITIES (25)

F- Publications (15/18)

Sl. No.	Details of Paper/Book/Book Chapter/Review	National/International	INDEXED	Impact Factor	Self-Appraisal Rating	Appraisal Committee Rating	Final Rating
		Average					

(NOTE: For E&T 15 Marks and other Departments 18 Marks; marks can't exceed 15/18)
SCI/ABDC/WoSc: 4; SCOPUS: 3; Care list: 2

G- Projects/Consultancy (5/7)

Sl. No.	Title of the Project/Consultancy	Details of PI & Co-PI	Funding Organization	Amount	Self-Appraisal Rating	Appraisal Committee Rating	Final Rating
			Average				

(NOTE: For E&T 5 Marks and other Departments 7 Marks; marks can't exceed 5/7)

H- Patent (applicable only for E&T) (5)

Sl. No.	Title of Patent	Filing/Published details	Place	Self-Appraisal Rating	Reporting Authority Rating	Appraisal Committee Rating	Final Rating
			Average				

(NOTE: Applied 2 Marks and published patent 5 marks; marks can't exceed 5)

CATEGORY-III: ACADEMIC-ADMINISTRATIVE ACTIVITIES (20)

I-Academic Administration Responsibility (20)

Sl. No.	Academic Administration related Activity	Nature of Responsibility	Self-Appraisal Rating	Appraisal Committee Rating	Final Rating
		Average			

(NOTE: University level Administrative responsibility 4 marks; other administrative responsibility 3 marks; Any additional independent charge 5 marks; marks can't exceed 20)

CATEGORY-IV: PROFESSIONAL DEVELOPMENT ACTIVITY (3)

J. Workshop/FDPs/Conference/Training Attended as participant or Resource person (3)

Sl. No.	Workshop/FDPs/ Conference Attended	Period (From…to…)	National /Internat ional	Published in Proceedings (Y/N)	Self-Appraisal Rating	Appraisal Committee Rating	Final Rating
		Average					

(Note: For each day max 1 point for participation and max 2 points for resource person; convener/coordinator of Conference/Seminar/Workshop 3 marks; marks can't exceed 3)

CATEGORY-V: PROFESSIONAL MEMBERSHIP (2)

Sl. No.	Organization	Joining date

NOTE: Any other information which is not covered in the form and you feel that is very import for your appraisal. (Attach separate sheet).

Enclosures:

1.
2.
3.
4.
5.
6.

7.
8.
9.
10.
11.
12.

Declaration: I hereby declare that the information given above is true to the best of my knowledge and belief.

Date:

(Name & Signature of Faculty)

HR Section

Type of Leave	CL	ML	LoP	PER	OD (OW)	RH	CO	Non-Punch	EL	AL	Special Covid Leave-19
Availability											
Availed											

Date: **(HR Department)**

SUMMARY SHEET

Sl. No.	Criteria	SCORES	Self-Appraisal Rating	Appraisal Committee Rating	Final Rating
I	Teaching learning and evaluation activities	50			
II	Research, training & consultancy activities	25			
III	Academic administration activities	20			
IV	Professional development activity	3			
V	Professional membership	2			
	Average	100			

Recommendation of Appraisal Committee

Date: **(Signature)**

(Vice Chancellor)

SRM UNIVERSITY DELHI-NCR, SONEPAT, HARYANA
NON-TEACHING APPRAISAL FORM
Appraisal period: 1st July ...... to 30th June ....

GUIDELINES:
- The information provided should be accurate and clear. Additional information, if any, may be provided in a separate sheet.
- The Staff must read the **Performance Appraisal Form** carefully before filling it.

SECTION –A: PERSONAL INFORMATION

Name	
Employee ID	
Date of Birth	
Designation	
Department	
Date of Joining (SRMUH)	
Experience	Total Experience............Years.............Months
	SRMUH.................. .....Years.............Months
Salary	Gross Salary:

SECTION B: ASSESSMENT/SELF APPRAISAL

(Write in Bullet points, work done, achievements and initiative taken-up in the appraisal period)

- Work done:

- Achievements:

- Initiative take-up:

- Use extra sheet, if required.

Date: (Name & Signature of the Staff)

1.

GENERAL INSRUCTIONS:

(i) The Officer writing/reviewing the report is expected to be honest in expressing opinion.

(ii) The reporting officer should mention specifically if , during the year under the report, that he/she had on any occasion counselled or admonished the official concerned for any lapse committed by him/her in the performance of his official duties.

SECTION C: ASSESSMENT (100)

Sl. No.	TRAIT	GRADING					Self-Appraisal Rating	Appraisal Committee Rating	Final Rating
		A (17-20)	B (13-16)	C (9-12)	D (5-8)	E (0-4)			
1	Attendance, Punctuality Discipline	Very Regular, Punctual & Exceptionally discipline	Regular & Discipline	Reasonably Regular & Adequate	Just punctual	Not punctual. Poor leave record			
2	Proactive & Efficiency	Excellent , very efficient and accurate	In good measure, reasonably efficient & accurate	Adequate	Just Ok	Lacking			
3	Knowledge, understanding, procedure & regulation of Univ. in general	Exceptional & clear Grasp	Intelligent & Grasp points correctly and quickly	Shows adequate grasp	Just Ok	Lacking			
4	Team work	Exceptionally loyal and willing worker	Quick, Obedient & Cooperative	Just adequate	Just Ok	Lacking			
5	Trustworthy in handling secret papers	Of a high order	In good measure	Adequate	Just Ok	Not very satisfactory. In the habit of loose talk			
						TOTAL			

(Range: Excellent: 85-100; Good: 65-84; Average: 45-64; Poor: Below: 45)

NOTE: Any other information which is not covered in the form and you feel that is important for your appraisal. (Attach separate sheet).

[FOR OFFICIAL USE ONLY]

HR Section:
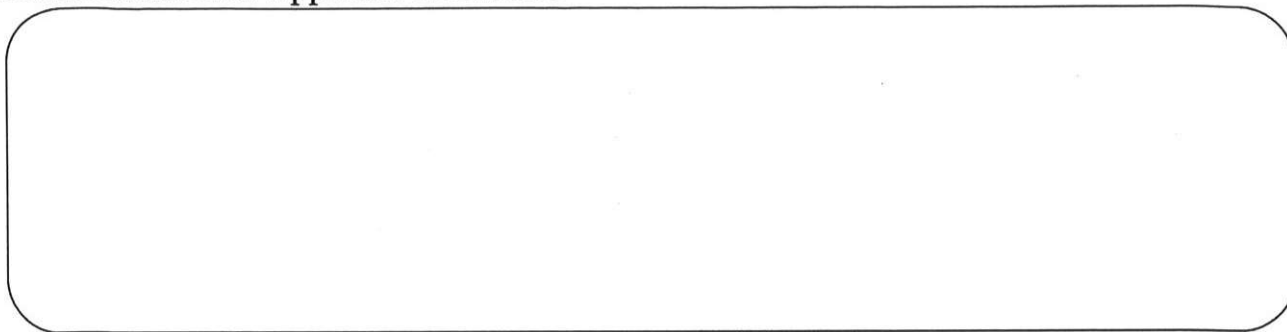
Date:

(HR Department)
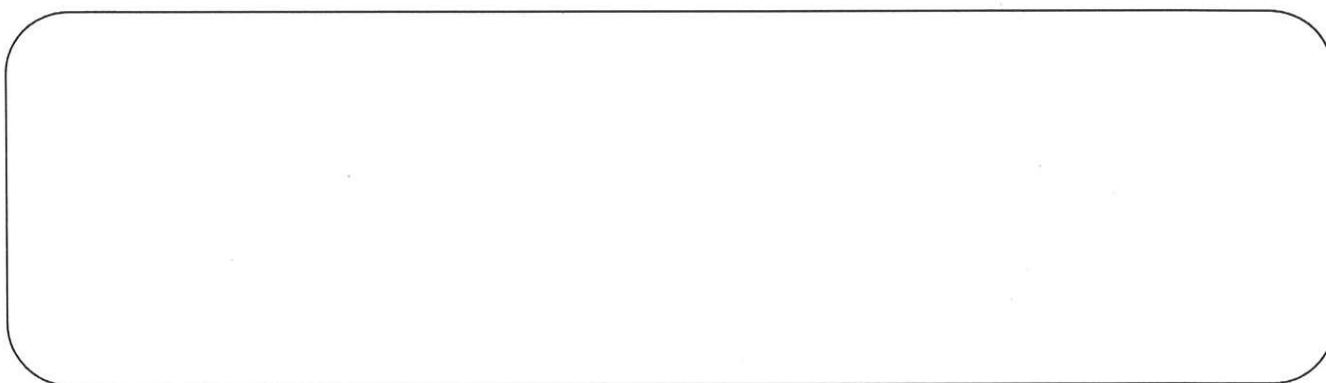
Recommendation of Appraisal Committee

Date: (Signature)

(Vice Chancellor)

3

Preamble

Indian Higher Education (IHE) plays an extremely important role in promoting human as well as social being in developing India. The focus of IHE is develop an ecosystem where a student may impart professional and nonprofessional education through multi-disciplinary approach, revamping of curriculum, pedagogy, assessment and evaluation, reframing the integrity of academic faculty and leadership, establishment of research foundation to promote research and to give administrative autonomy. Thus, with a broad prospective to provide quality teaching, SRM University, Delhi-NCR, Sonepat.

(SRMUH) has established an Admission Department in accordance to University

Grant Commission (UGC). The vision of the SRMUH is "To develop an Ecosystem for academic excellence through "learn, leap and lead" through an implementation of SRMUH Policy.

University Vision and Mission

University Vision

SRM University Delhi-NCR, Sonepat, Haryana aims to emerge as a leading world-class university that creates and disseminates knowledge upholding the highest standards of instructions in Medicine & Health Sciences, Engineering & Technology, Management, Law, Science and Humanities. Along with academic excellence and skills, our curriculum imparts integrity and social sensitivity to mould our graduates who may be best suited to serve the nation and the world.

University Mission

- To create a diverse community campus that inspires freedom and innovation.
- Promote excellence in educational and skill development processes.
- Continue to build productive international alliances.
- Explore optimal development opportunities available to students and faculty.
- Cultivate an exciting and rigorous research environment.

Admission Policy and Procedure as is being followed in the University.

The SRM University Delhi-NCR, Sonepat Established under Haryana Private Universities Act 2006 as amended by Act no.8 of 2013

1. ADMISSION PROCESS

Step 1: Student Pays Application Fee online (Unique Application Number gets generated) OR incase students pays offline the status of the application to be marked as payment approved.

Step 2: Appeared/will appear for Entrance Examination & Interview. (Students may be excluded from Entrance Examination and/or Interview based on certain criteria's)

Step 3: Offer Letter/Rejection Letter/Waiting Letter generation by Admission Department based on application Category: SRMHCAT/JEE-MAINS/JEE-ADVANCE/CLAT/LSAT/NEET/LATERAL ENTRY/MIGRATION/SAT/CAT/MAT/UGAT/GATE/AILET. Five categories of offer letter to be issued:

- Students give Offer Letter with scholarship.
- Students give Offer Letter with scholarship waitlist.
- Students give Offer Letter without Scholarship
- Students give Rejection Letter in case of non-eligible or not qualify the admission process.
- Students given waitlist letter in case seats are not available.

Step 4 : In the online application portal, if the Applicant chooses the course immediately then enable the **ACCEPT & PAY** button to accept the offer and pay the Registration fee. (Format to be provided later) Offer Letter will have an expiry date. Students to accept the offer till the given time, post which it will be disabled.

Step 5 : Accept / Verify by Admission Department (Message after Accept/Verify should be provided by the admission team). Once verified, admission seat will be reduced from intake availability and due will raised for the applicant. Once accepted, the system will generate Provisional Admission Letter, Fee Estimation Certificate and Instructions.

Step 6 : Email should be sent to an applicant regarding acceptance by the admission department and the applicant can pay remaining dues in the applicant portal full or partial. Student to fill the complete information as done on pre-enrolment. (Time line to be defined for the information completion and payment).

Step 7 : Once the applicant paid the fees partial / Full. Kindly allow them to enable the option to document uploads. Also provide option to register Hostel and Transport

and enable the option to make the payment. Henceforth there is no separate portal for Enrollment. We will follow the same portal.

Step 8 : Campus arrival Letter (CAL) to be issued post full payment and document upload. Students to be called for enrollment to campus. (Dates to be given by admission department).

Step 9 : Enrollment Letter to be issued post document verification.

Withdrawal Cases: All withdrawal request will be processed as per the UGC guidelines.

Reservation of Seats: As per the ordinance passed by Haryana Government Gazette, the reservation in admission shall be given to all the eligible candidates as prescribed below:

25% of seats in each department for admission in university shall be reserved for students belonging to Haryana Domicile, out of which 10% shall be reserved for Schedule Castes of the State of Haryana.

2. ELIGIBILITY CRITERIA

Faculty of Engineering and Technology

Undergraduate Courses

Candidates with valid score in SRMJEEE, SRMHCAT, JEE MAINS, NEET, SAT and IPU CET Examinations considered for admission.

Course	Eligibility
B.Tech. - Computer Science and Engineering (CSE) - 4 years	Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry / Biotechnology / Biology / Technical Vocational subject. Obtained at least 45% marks (40% in case of candidate belonging to reserved category) in the above subjects taken together
B.Tech.– Bioinformatics - 4 years	Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry / Biotechnology / Biology / Technical Vocational subject. Obtained at least 45% marks (40% in case of candidate belonging to reserved category) in the above subjects taken together
B.Tech. - Civil Engineering (CE) - 4 years	Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry / Biotechnology / Biology / Technical Vocational subject. Obtained at least 45% marks (40% in case of candidate belonging to reserved category) in the above subjects taken together
B.Tech. - Biomedical Engineering (BME) - 4 years	Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry / Biotechnology / Biology / Technical Vocational subject. Obtained at least 45% marks (40% in case of candidate belonging to reserved category) in the above subjects taken together
B.Tech. - Electrical & Electronics Engineering (EEE) - 4 years	Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry / Biotechnology / Biology / Technical Vocational subject.

	Obtained at least 45% marks (40% in case of candidate belonging to reserved category) in the above subjects taken together
B.Tech. - Electronics & Communication Engineering (ECE) - 4 years	Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry / Biotechnology / Biology / Technical Vocational subject. Obtained at least 45% marks (40% in case of candidate belonging to reserved category) in the above subjects taken together
B.Tech. - Mechanical Engineering (ME) - 4 years	Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry / Biotechnology / Biology / Technical Vocational subject. Obtained at least 45% marks (40% in case of candidate belonging to reserved category) in the above subjects taken together

Postgraduate Courses

Candidates with valid score in SRMHCAT, SRMJEE-PG, and GATE Examination will also be considered for admission.

Course	Eligibility
M.Tech.- Biotechnology - 2 years	Bachelor's degree or equivalent in the relevant field. Obtained at least 50% marks (45% in case of candidate belonging to reserved category) at the qualifying Examination.
M.Tech. - Computer Science and Engineering (CSE) - 2 years	Bachelor's degree or equivalent in the relevant field. Obtained at least 50% marks (45% in case of candidate belonging to reserved category) at the qualifying Examination.
M.Tech. - Civil Engineering / Structural Engineering - 2 years	Bachelor's degree or equivalent in the relevant field. Obtained at least 50% marks (45% in case of candidate belonging to reserved category) at the qualifying Examination.
M.Tech. - Electronics & Communication Engineering / Microelectronics - 2 years	Bachelor's degree or equivalent in the relevant field. Obtained at least 50% marks (45% in case of candidate belonging to reserved category) at the qualifying Examination.

M.Tech. - Mechanical Engineering / Production Engineering - 2 years	Bachelor's degree or equivalent in the relevant field. Obtained at least 50% marks (45% in case of candidate belonging to reserved category) at the qualifying Examination.

Doctorate

Candidates with valid score in SRMHCAT, SRMJEE-PG, and GATE Examination will also be considered for admission

Ph.D. Courses (Full Time/Part Time) Candidates with valid score in SRMHCAT

Course	Eligibility
Ph.D. - Computer Science and Engineering (CSE)	Candidates must have passed Master's and Bachelor's degree in Engineering / Technology relevant discipline from a UGC recognized University with 55% marks or Equivalent CGPA in aggregate. However an applicant with CSIR/GATE/UGC/JRF/NET/SLET cleared in the relevant subject is exempted from Entrance test.
Ph.D. - Civil Engineering	Candidates must have passed Master's and Bachelor's degree in Engineering / Technology relevant discipline from a UGC recognized University with and must have obtained 55% marks or Equivalent CGPA in aggregate. However an applicant with CSIR/GATE/UGC/JRF/NET/SLET cleared in the relevant subject is exempted from Entrance test.
Ph.D. - Electrical & Electronics Engineering (EEE)	Candidates must have passed Master's and Bachelor's degree in Engineering / Technology relevant discipline from a UGC recognized University with 55% marks or Equivalent CGPA in aggregate. However an applicant with CSIR/GATE/UGC/JRF/NET/SLET cleared in the relevant subject is exempted from Entrance test.
Ph.D. - Electronics & Communication Engineering	Candidates must have passed Master's and Bachelor's degree in Engineering / Technology relevant discipline from a UGC recognized University with 55% marks or Equivalent CGPA in aggregate. However an applicant with CSIR/GATE/UGC/JRF/NET/SLET cleared in the relevant subject is exempted from Entrance test.
Ph.D. - Mechanical Engineering (ME) -	Candidates must have passed Master's and Bachelor's degree in Engineering / Technology and must have obtained 55% marks or Equivalent CGPA in aggregate.

	However an applicant with CSIR/GATE/UGC/JRF/NET/SLET cleared in the relevant subject is exempted from Entrance test.

Faculty of Law

Undergraduate Courses

Candidates with valid score in LSAT India, CLAT (Common Law Admission Test), SRMHCAT, SAT, AILET / DU Law Faculty Entrance Exam will also be considered for admission.

Course	Eligibility
Bachelor of Law - LL.B. (Hons.) - 3 years	Candidates must have Passed Graduate / Post Graduate Degree from a UGC recognized University. Secure 50% Marks

Postgraduate Courses

Course	Eligibility
Master of Law (LL.M.) - 1 year	Candidates must have Passed Graduate, 3 Years LLB or 5 Years LLB (BBA LLB / BALLB) from a UGC recognized University. Secure 55 % Marks (50% in case of candidate belonging to reserved category)

UG/PG(Integrated) Courses

Course	Eligibility
Bachelor of Law - B.B.A.LL.B.(Hons.) - 5 years	Obtained at least 45% marks in 10+2 in aggregate (40% in case of candidate belonging to reserved category)
Bachelor of Law - B.A.LL.B.(Hons.) - 5 years	Obtained at least 45% marks in 10+2 in aggregate (40% in case of candidate belonging to reserved category)

Doctorate

Ph.D. Courses (Full Time/Part Time) Candidates with valid score in SRMHCAT

Course	Eligibility
Ph.D. - Law	Candidates must have passed Master's and Bachelor's degree in relevant discipline from a UGC recognized University with 55% marks or Equivalent CGPA in aggregate. However an applicant with M.Phil (Relevant Domain)/UGC/JRF/NET/SLET cleared in the relevant subject is exempted from Entrance test.

Faculty of Management
Candidates with valid score in SRMHCAT

Undergraduate Courses

Course	Eligibility
Bachelor of Business Administration (B.B.A.) - 3 years	Obtained at least 45% marks in 10+2 in aggregate (40% in case of candidate belonging to reserved category)

Postgraduate Courses
Candidates with valid score in CAT, NMAT, CMAT, GMAT MAT and XAT Examinations will also be considered for admission.

Course	Eligibility
Master of Business Administration (M.B.A.)	Recognized Bachelor's Degree of minimum 3 years duration. Obtained at least 50% marks (45% in case of candidate belonging to reserved category) at the qualifying Examination
Integrated - Master of Business Administration	Obtained at least 45% marks in 10+2 in aggregate (40% in case of candidate belonging to reserved category)

Doctorate

Ph.D. Courses (Full Time/Part Time) Candidates with valid score in SRMHCAT

Course	Eligibility
Ph.D. - Business/Management Studies	Candidates must have passed Master's and Bachelor's degree in relevant discipline from a UGC recognized University with 55% marks or Equivalent CGPA in aggregate. However an applicant with **M.Phil (Relevant Domain)/UGC/JRF/NET/SLET** cleared in the relevant subject is exempted from Entrance test.

Faculty of Commerce

Candidates with valid score in SRMHCAT

Undergraduate Courses

Candidates with valid score in SAT Examination will also be considered for admission

Course	Eligibility
Bachelor of Commerce - B.Com. (Hons.) - 3 years	Candidates must have passed 12th Standard or an equivalent examination, recognized by State or Central Education Board. Candidate must have taken five subjects in 12th Standard with 45% marks in aggregate.

Postgraduate Courses

Course	Eligibility
Master of Commerce - M.Com. - 2 years	Candidates must have passed Graduation (B.Com / B.Com (Hons) / BA(Hons). Economics / BBA or an equivalent examination in any discipline from a UGC recognized University with 50% marks in aggregate.

Doctorate

Ph.D. Courses (Full Time/Part Time) Candidates with valid score in SRMHCAT

Course	Eligibility
Ph.D. - Commerce	Candidates must have passed Master's and Bachelor's degree in relevant discipline from a UGC recognized University with 55% marks or Equivalent CGPA in aggregate. However an applicant with M.Phil(Relevant Domain)/UGC/JRF/NET/SLET cleared in the relevant subject is exempted from Entrance test.

Faculty of Science and Humanities

Candidates with valid score in SRMHCAT

Undergraduate Courses

Course	Eligibility
Bachelor of Science (B.Sc.) - Chemistry(Hons.) - 3 years	Candidates must have passed 10+2 examination Science with Chemistry. Obtained at least 50% at the qualifying examination.
BA - English (Hons.) - 3 years	Candidates must have passed 10+2 examination Arts or Science with English. Obtained at least 50% at the qualifying examination.
Bachelor of Computer Application (BCA) - 3 years	Higher Secondary School Certificate (10+2) or its equivalent Examination with 50% marks with English as one of the Subjects. OR Three years Diploma Course conducted by State Board of Technical Education or any other examination after S.S.C.(10Th Standard) recognized by the State Board of Technical Education with at least 50% marks in aggregate as equivalent thereto.
B.A. - Economics(Hons.) - 3 years	Candidates must have passed 10+2 examination with Mathematics or Business Mathematics. Obtained at least 50% at the qualifying examination.
B.A. - Political Science (Hons.) - 3 years	Candidates must have passed 10+2 examination. Obtained at least 50% at the qualifying examination.
B.A. - Psychology(Hons.) - 3 years	Candidates must have passed 10+2 examination. Obtained at least 50% at the qualifying examination.
B.Sc. - Physics(Hons.) - 3 years	Candidates must have passed 10+2 examination Science with Physics. Obtained at least 50% at the qualifying examination.
B.Sc. - Mathematics(Hons.) - 3 years	Candidates must have passed 10+2 examination Science with Mathematics. Obtained at least 50% at the qualifying examination.

Postgraduate Courses

Course	Eligibility
Master of Science (M.Sc.) - Microbiology - 2 years	Candidates must have passed graduation or an equivalent examination in any discipline in any field of Life Sciences/Microbiology/Biology/ Biotechnology and Medical Laboratory Technology, or in their respective branch from UGC recognized University with 50% marks in aggregate
Master of Science (M.Sc.) - Biotechnology - 2 years	Candidates must have passed graduation or an equivalent examination in any discipline in any field of Life Sciences/Microbiology/Biology/ Biotechnology and Medical Laboratory Technology, or in their respective branch from UGC recognized University with 50% marks in aggregate.
Master of Science (M.Sc.) - Chemistry - 2 years	Candidates must have passed graduation (B.Sc-Chemistry) or an equivalent examination in Chemistry from UGC recognized University with 50% marks in aggregate.
Master of Science (M.Sc.) - Mathematics - 2 years	Candidates must have passed graduation (BSc-Mathematics) or an equivalent examination in Mathematics from UGC recognized University with 50% marks in aggregate.
Master of Science (M.Sc) - Physics - 2 years	Candidates must have passed graduation (BSc-Physics) or an equivalent examination in Physics from UGC recognized University with 50% marks in aggregate.
MA - English - 2 years	Candidates must have passed graduation or an equivalent examination from UGC recognized University with 50% marks in aggregate.

Doctorate
Ph.D. Courses (Full Time/Part Time) Candidates with valid score in SRMHCAT

Course	Eligibility
Ph.D. - Microbiology - Minimum duration for Ph.D. is 3	Candidates must have passed Master's and Bachelor's degree in relevant discipline from a UGC recognized University with 55% marks or Equivalent CGPA in aggregate. However an applicant with M.Phil(

years including course work.	Relevant Domain)/CSIR/UGC/JRF/NET/SLET cleared in the relevant subject is exempted from Entrance test.
Ph.D. - Environmental Science - Minimum duration for Ph.D. is 3 years including course work.	Candidates must have passed Master's and Bachelor's degree in relevant discipline from a UGC recognized University with 55% marks or Equivalent CGPA in aggregate. However an applicant with M.Phil(Relevant Domain)CSIR-UGC/JRF/NET/SLET cleared in the relevant subject is exempted from Entrance test.
Ph.D. - English - Minimum duration for Ph.D. is 3 years including course work.	Candidates must have passed Master's and Bachelor's degree in relevant discipline from a UGC recognized University with 55% marks or Equivalent CGPA in aggregate. However an applicant with M.Phil(Relevant Domain)/UGC/JRF/NET/SLET cleared in the relevant subject is exempted from Entrance test.
Ph.D. - Mathematics - Minimum duration for Ph.D. is 3 years including course work.	Candidates must have passed Master's and Bachelor's degree in relevant discipline from a UGC recognized University with 55% marks or Equivalent CGPA in aggregate. However an applicant with M.Phil(Relevant Domain)/CSIR-UGC/JRF/NET/SLET cleared in the relevant subject is exempted from Entrance test.
Ph.D. - Physics - Minimum duration for Ph.D. is 3 years including course work.	Candidates must have passed Master's and Bachelor's degree in relevant discipline from a UGC recognized University with 55% marks or Equivalent CGPA in aggregate. However an applicant with M.Phil (Relevant Domain)/CSIR-UGC/JRF/NET/SLET cleared in the relevant subject is exempted from Entrance test.
Ph.D. - Chemistry - Minimum duration for Ph.D. is 3 years including course work.	Candidates must have passed Master's and Bachelor's degree in relevant discipline from a UGC recognized University with 55% marks or Equivalent CGPA in aggregate. However an applicant with M.Phil (Relevant Domain)/CSIR-UGC/JRF/NET/SLET cleared in the relevant subject is exempted from Entrance test.
Ph.D. - Biotechnology - Minimum	Candidates must have passed Master\'s and Bachelor\'s degree in relevant discipline from a UGC

duration for Ph.D. is 3 years including course work.	recognized University with 55% marks or Equivalent CGPA in aggregate. However an applicant with M.Phil (Relevant Domain)/CSIR-UGC/JRF/NET/SLET cleared in the relevant subject is exempted from Entrance test.
Ph.D. - Library and Information Sciences	Candidates must have passed Master's and Bachelor's degree in relevant discipline from a UGC recognized University with 55% marks or Equivalent CGPA in aggregate. However an applicant with M.Phil (Relevant Domain)/UGC/JRF/NET/SLET cleared in the relevant subject is exempted from Entrance test.
Ph.D.- Computer Science - Minimum duration for Ph.D. is 3 years including course work.	Candidates must have passed Master's and Bachelor's degree in relevant discipline from a UGC recognized University with 55% marks or Equivalent CGPA in aggregate. However an applicant with M.Phil (Relevant Domain)/UGC/JRF/NET/SLET cleared in the relevant subject is exempted from Entrance test.

3. DETAILS OF SCHOLARSHIP:

To encourage and support meritorious candidates, SRM University, Sonepat has implemented a very distinctive scholarship programme called the 'SRMH Scholar Search Programme'. Under this Programme, an applicant may qualify for a scholarship up to 100% on the University Tuition Fee. The scholarship offered is applicable for the duration of the programme, subject to maintaining the required CGPA. **Please note that all scholarships are subject to availability and are granted on first come first served basis.**

Category of Scholarships:

Chancellor's Scholarship

This is a prestigious scholarship for academically meritorious candidates, achievers in sports, based on economic background. The meritorious students can also avail School Toppers' Scholarship on the basis of their merit in XII examination.
1. Students with ≥ 95 % in XII examination are eligible for 100% scholarship in tuition fees.
2. Students with 92-94.9 % in XII examination are eligible for 75% scholarship in tuition fees.
3. Students with 89-91.9% in XII examination are eligible for 50% scholarship in tuition fees.
4. Students with 80-88.9 % in XII examination are eligible for 25% scholarship in tuition fees.
5. Students with 75-79.9% in XII examination are eligible for 10% scholarship in tuition fees.

Scholarship from 10-100% is subject to the valid score of SRMHCAT.

The state topper of each board is eligible for 100 % Scholarship in tuition fee.

% of Scholarship	JEE Main percentile	SAT Score	SRMHCAT Rank	SRMJEE Rank
100% of First Year Tuition Fee	98-100	1550 +	Top 100	01 to 100
75% of First Year Tuition Fee	96-97.99	1500-1549	101 to 250	101 to 500
50% of First Year Tuition Fee	90-95.99	1400-1499	251 to 500	501 to 1000
25 % of First Year Tuition Fee	85-89.99	1300-1399	501 to 750	1001 to 3000
10 % of First Year Tuition Fee	75-84.99	1200-1299	751 to 1000	3001 to 5000

Haryana Domicile Scholarship

As per provisions of the Haryana State Private Universities Act, 2006 clause 35 & 36 SRM University, Delhi-NCR, Sonepat, Haryana has implemented the provision of Scholarships for Haryana Domicile Candidates (25% of total seats out of which 10% is reserved for category SC). The criteria for availing the scholarship are:

For Haryana Domicile Students, the Scholarship is given under-
- 5% shall be granted full tuition fees exemption (i.e. 100% tuition fee exemption).
- 10% shall be granted 50% tuition fee exemption.
- 10% shall be granted 25% tuition fee exemption.

The criteria for availing the scholarship are:

1. Rank/Performance in the National Level Entrance Examination i.e. SRMHCAT only.
2. The student must fulfill the minimum eligibility criteria.
3. Continuation of the scholarship in the subsequent years will be on the basis of minimal academic performance.

It is mandatory for candidates applying under the category of Haryana Domicile to submit Domicile certificate at the time of counselling/admission.

4. DETAILS OF CONTINUATION OF SCHOLARSHIP

(Haryana Domicile & Chancellor Scholarship)

Due to the current Pandemic situation of COVID-19 the committee has decided the following with respect to the policy for continuation of scholarship:

- The existing scholarship percentage shall not to upgrade and same shall be continue.
- All ongoing batches scholarship percentage shall remain unchanged regardless of the performance (no enhancement). However, the scholarship stands cancelled if the students score below 6.0 CGPA or fail any subject (including arrears).
- The existing scholarship will be degraded as per the CGPA criterion below.
- No additional scholarship will be provided to the existing students.

The above statement remains valid until further order.

Following is the eligibility criteria for continuation of Scholarship:

SCOPE OF THE DOCUMENT

This policy is applicable for admission process of SRM University Delhi-NCR, Sonepat, Haryana and will be used for National (Domestic) admissions as per Statutes and Ordinances of the University.

This policy is dynamic and will change time to time based on the Feedback of SWOC analysis received by end of the each Academic Year.

This policy has jurisdiction within the SRM University Delhi-NCR, Sonepat, Haryana.

AUTHORITIES OF THE ADMISSIONS

As per the Statutes and Ordinance of SRM University Delhi-NCR, Sonepat, Haryana, following are the authorities:

- Vice Chancellor – Chairman
- Registrar – Coordinator
- Dean (Academic Affairs) - Member
- All Dean's – Member
- Finance Officer – Member
- Director of Admissions – Convenor

In case of any dispute, the Director of Admissions is responsible and shall work in consultation with Registrar & Dean (Academic Affairs).

Vice Chancellor is the Appellate Authority.

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(I) As per the policy adopted by the University for the continuation of Haryana Domicile Scholarship for the second & subsequent years, the following conditions must be fulfilled:

1. Student should have cleared all the subjects of their respective semesters.
2. For 100% scholarship – Cumulative Grade Point Average (CGPA) shall be 8.00 and above.
3. For 50% scholarship – Cumulative Grade Point Average (CGPA) shall be 7.00 and above.
4. For 25% scholarship – Cumulative Grade Point Average (CGPA) shall be 6.00 and above.

(II) For continuation of Hon'ble Chancellor's Scholarship for the second & subsequent years will be subject to securing a minimum CGPA as mentioned below:

1. Student should have cleared all the subjects of their respective semesters.
2. For 100% scholarship – Cumulative Grade Point Average (CGPA) shall be 9.00 and above.
3. For 50% scholarship – Cumulative Grade Point Average (CGPA) shall be 8.00 and above.
4. For 25% scholarship – Cumulative Grade Point Average (CGPA) shall be 7.00 and above.

Chancellor Sports Scholarship Norms for Sports Quota Admission in SRMUH

To appreciate the Sports Talent, SRMUH offer Chancellor Sports Scholarships
Eligibility Criteria for Sports Quota Candidates

- Minimum academic eligibility for the respective program should be met, as mentioned in the Admission prospectus ·
- Age should not be of more than 23 years as on 01st July.

Under SRMUH Sports quota, candidates can secure admission in two ways:
- Direct Admission without Sports Trials
- Admission with Sports Trials

Criteria 1: Direct Admission without Sports Trials

All candidates who have represented India in any of the following competitions are eligible to secure admission at SRMUH without taking the Sports Trials:

- Olympic Games by International Olympic Committee (IOC)
- World Championship/ World Cup by International Sports Federations (ISF)
- Asian Games by Olympic Council of Asia
- Asian Championships by International Sports Federations (ISF)
- South Asian Games (SAG) by South Asian Sports Council (SASC)
- Commonwealth Games by Commonwealth Games Federations (CGF)
- Paralympics Games by International Paralympics Committee (IPC)

Criteria 2: Admission with Sports Trials

All candidates who have not participated in any of the competitions listed above will have to take Sports Trials for SRMUH admissions.

- Similar to the SRMUH admission procedure for other candidates, applicants under Sports quota also need to register on the official website of SRMUH. At the time of filling the application form for SRMUH admissions, candidates also need to upload their Sport Certificates on the SRMUH portal. Out of 100 marks, 40 marks will be considered for Certificates and 60 marks for sports trials.
- The eligibility criteria for SRMUH admissions for Sports quota candidates are such that maximum 40 marks will be considered for the Sport Certificate. Besides, candidates need to appear for sports trial for their particular game/ sport. Sports trial includes Game / Sport Specific Fitness, Fundamental Skills and Overall Playing Ability.
- SRMUH Sports Department will conduct trials for a specific sport or game. The dates for trials will be notified by the SRMUH on website.
- Out of 60 marks (maximum) in sports trials candidates need to secure at least 30 marks (50% marks) in order to be eligible for SRMUH admissions under Sports quota. Besides, candidates should not be employed (part-time/ full-time) anywhere while pursuing a UG course at SRMUH.

Note: Preference for admission will be given to sports/ games in which SRMUH inter-university competitions are held.

After the sports trials are conducted, a merit list of candidates will be prepared and displayed on the official website.

C	Position in State Competition/ State Sports Festival for Women/ Inter Zonal/ Inter District/ CBSE National/ KVS National Competition*	State Sports Association, State /District Directorate of Education/ concerned School Boards	24	23	22	Not Eligible	Atleast 50%	10%-50%

Note
*To apply under this category the student must secured at least 2 medals to be eligible for the scholarship.

1. Sports Certificate of Invitational / Memorial / Open / Prize Money League / Ranking competitions will not be considered.
2. Only the highest Sports Certificate will be considered for Marking.
3. Sports Certificate of only preceding three years will be considered.
4. Applicant should upload Self-Attested copy of Sports Certificate.

Performance Monitoring

- All candidates selected under sports quota will have to submit an affidavit stating that they will participate / represent only from SRMUH.
- Achievements in their sports (basis for grant of sports quota scholarship) will be monitored by University Sports committee).

Continuation of Scholarship

- Scholarship is granted on annual basis.
- Student who shall be availing the Chancellor Sports Scholarship are bound to perform either at the same level or a level above of the competition through which they applied for.
- Student's presence during the sports training sessions are mandatory, intimation to the directorate of sports would be required in case of absence.
- To reapply for the scholarship in next year, applicants need to submit the sports performance certificate along with the academic marksheet (mandatory to pass in all the subjects) of the last academic year to reconsider and further approval of Sports Committee.
- In case of fail to complete the above norms, student will not be entitled to retain the sports scholarship for next year.
- The % of Sports Scholarship may vary depend upon the competition level/Performance level.

The SRMUH admission process for Sports quota candidates, thereafter, will be complete.

Marks Distribution Criteria for Sports Quota Candidates: -

Category	Competition / Tournament Level	Certificate from	Certificate Marking Criteria 40 Marks (maximum)				Marks For Sports Trials 60 Marks (Max)	Scholarship
			Position					
			1st	2nd	3rd	Participation		
A	Represented India in Olympic Games/ World Championship/ World Cup/ Commonwealth Games/ Asian Games / Asian Championship/ South Asian Games/Paralympics Games/ World / Asian School Games/ International Competition	IOC/ ISFs/ CGF/ OCA/ SASC/ IPC/ IOA/ NSF recognised and/or funded by Ministry of Youth Affairs & Sports (MYAS)	Direct Admission					100 %
B	Position and participation in National Games / Federation Cup/ All India Senior National/All India Inter University (Position), Khelo India Competitions	IOA/ NSF/ State Olympic Association/AIU recognised and/or funded by Ministry of Youth Affairs & Sports (MYAS)	36	35	34	33	Atleast 50%	50%-90%
	Position and/or participation in National School Games, National Competition Under 19, Youth/ Junior National Competition, Inter-Zonal National Competition, University Zonal Level Competition,	School Games Federation of India (SGFI)/ NSF/AIU recognised and/or funded by Ministry of Youth Affairs & Sports (MYAS)	32	31	30	Not Eligible		
	Position and/or participation in National School Games, National Competition Under 17, All India Rural Games / National Sports Festival for Women/ Sub-Junior / Cadet National Competition	School Games Federation of India (SGFI)/ SAI/ NSF recognised and/or funded by Ministry of Youth Affairs & Sports (MYAS)	28	27	26	Not Eligible		

Student Scholarships Policy & Guidelines

To encourage and support meritorious candidates, SRM University, Sonepat has implemented a very distinctive scholarship programme called the **'SRMH Scholar Search Programme'**. Under this Programme, an applicant may qualify for a scholarship up to 100% on the University Tuition Fee. The scholarship offered is applicable for the duration of the programme, subject to maintaining the required CGPA. **Please note that all scholarships are subject to availability and are granted on first come first served basis.**

Following are the guidelines of various scholarships offered by SRM University, Sonepat:

1. SRMHCAT Scholarship based on rank:

SRMHCAT RANK	SCHOLARSHIP
1-100	100%
101-250	75%
251- 500	50%
501- 750	25%
751- 1000	10%

The scholarship is subjected to terms and conditions

2. Chancellor's Scholarship

This is a prestigious scholarship for academically meritorious candidates, achievers in sports, based on economic background. The meritorious students can also avail School Toppers' Scholarship on the basis of their merit in XII examination.

1. Students with ≥ 95 % in XII examination are eligible for 100% scholarship in tuition fees.

2. Students with 92-94.9 % in XII examination are eligible for 75% scholarship in tuition fees.

3. Students with 89-91.9% in XII examination are eligible for 50% scholarship in tuition fees.

4. Students with 80-88.9 % in XII examination are eligible for 25% scholarship in tuition fees.

5. Students with 75-79.9% in XII examination are eligible for 10% scholarship in tuition fees.

Scholarship from 10-100% is subject to the valid score of SRMHCAT.

REGISTRAR
SRM University, Delhi-NCR Sonepat,
Plot no. 39, R.G.E.C., P.S. Rai,
Sonepat (HR.)- 131029

For continuation of **Hon'ble Chancellor's Scholarship** for the second & subsequent years will be subject to securing a minimum CGPA as mentioned below:

Student should have cleared all the subjects of their respective semesters.

1. **For 100% & 75 % scholarship** – Cumulative Grade Point Average (CGPA) shall be 9.00 and above.

2. **For 50% scholarship** – Cumulative Grade Point Average (CGPA) shall be 8.00 and above.

3. **For 25% scholarship** – Cumulative Grade Point Average (CGPA) shall be 7.00 and above.

4. **For 10% scholarship** – Cumulative Grade Point Average (CGPA) shall be 6.00 and above

4. Chancellor Sports Scholarship

To encourage and support meritorious candidates, SRM University Delhi-NCR, Sonepat has implemented a new scholarship scheme **'Chancellor's Sports Scholarship'**. SRMUH believes in holistic learning and gives importance to each individual student who excels at all spheres of youth life. In this regard, sports being an essential tool to empower one, both physically and mentally, such scholarship schemes are provided to motivate and inspire students excelling in the field of sports.

How to avail the "Chancellor's Sports Scholarships"

- **Step-1** – To fill the application form available on website or link.

- **Step-2** – In consultation of the Directorate of Physical Education & Sports, a date will be fixed for the Sports Trial and the same will be communicated to you.

- **Step-3** – The documents of the student will be given for verification. Afterwards, student will also have to attend the "Physical & Skill Test". The date for the same will be communicated to the students.

- **Step-4** – On the basis of the credential and fitness test, a list of selected candidates will be announced by the University.

Student Scholarship for SRMJEEE Aspirants

SRMJEEE Scholarship	Percentage of Scholarship	Phase 1 Rank Range	Phase 2 Rank Range
Founder's Sch	100%	01 – 15	01 – 15
Merit Sch	100%*	16 – 45	16 – 45
Rank Based	100%**	46 to 100	46 to 100
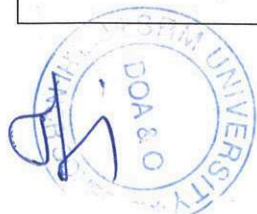
Rank Based	75%*	101 to 500	101 to 500
Rank Based	50%*	501 to 1000	501 to 1000
Rank Based	25%*	1001 to 3000	1001 to 5000
Rank Based	10%*	3001 to 5000	5001 to 10000

* All scholarships are valid only on academic tuition fee except Founder's Sch. Transport/ Hostel/ Other charges are payable.
** Not applicable for industry partnered programs.

Student Scholarship for B.Sc. Hospitality and Hotel Administration Programme

S. No.	Rank in any Entrance Exam	Scholarship %	Remarks
1	1-500	100%	First 03 students
2	501-1000	75%	First 05 students
3	1001-2000	50%	First 10 students
4	2001-3000	25%	First 15 students
5	3001-5000	15%	First 15 students

Student Scholarship on the basis of CLAT Ranking

Percentage of Scholarship	CLAT Rank
50% scholarship on tuition fee	1300-3000
25% scholarship on tuition fee	3001-5000
10% scholarship on tuition fee	5001-7000

Scholarship for Diploma holders (Lateral entry) only

Scholarship Policy for Lateral Entry Admission in B. Tech

Percentage of Scholarship	Percentage in Diploma

25 % of Second Year Tuition Fee	60 % or more in 3 year Diploma

For continuation of Scholarship for the Third & subsequent years will be subject to securing a minimum CGPA of 7 and above. In case of CGPA less than 7, the scholarship will be discontinued.

Student should have cleared all the subjects of their respective semesters.

SRM Group Alumni Scholarship (For Students continuing their study at SRM)

Students who are graduating from SRMUH or any of SRM group of institutes and wish to continue their journey of study at SRM University Delhi NCR, Sonepat –

- Will be benefited with the same scholarship they were availing at their final year of U.G.
- In case of no scholarship was availed during study of U.G. programme then a Flat 25% scholarship on tuition fees can be granted

Merit Based Scholarship* For PG Programs

Programme	Scholarship (50% on the tuition fees)	Scholarship (25% on the tuition fees)	Scholarship (10% on the tuition fees)
MBA	90% in XII + 80% or above marks in UG + Valid Score of CAT/MAT/GMAT/NMAT	85% -89.99% in XII + 75-79.9% marks in UG + Valid Score of CAT/MAT/GMAT/NMAT	80-84.9% in XII + 70-74.9% marks in UG + Valid Score of CAT/MAT/GMAT/NMAT
M.TECH	90% in XII + 80% or above marks in UG + Valid Score in GATE	85% -89.99% in XII + 75-79.9% marks in UG +Valid Score in GATE	80-84.9% in XII + 70-74.9% marks in UG +Valid Score in GATE
M.Sc./ M.Com/ M.A./ LLM.	90% in XII + 80% or above marks in UG	85% -89.99% in XII + 75-79.9% marks in UG	80-84.9% in XII + 70-74.9% marks in UG

SRMHCAT is mandatory for all scholarships.

Financial Aid for Serving/ Retired Defense/ CAPF/ Para- Military Personnel and their Dependents

SRMUH is providing the financial aid to encourage our dedicated soldiers in the Defense and Central Armed Police Forces (CAPF) and their dependents.

Defense forces considered under the scheme: Indian Army, Indian Navy, Indian Air Force, Indian Coast Guard, Central Reserve Police Force (CRPF), Border Security force (BSF), Indo-Tibetan Border Police (ITBP), Sashastra Seema Bal (SSB), Central Industrial Security Force (CISF), Railway Protection Force (RPF), National Security Guards (NSG), Special Frontier Force (SFF), Assam Riffles, Border Road Organization, General Reserve Engineer Force (GREF), Defense Research and Development Organization (DRDO), Military Engineers Service (MES), Defense Security Corps (DSC), Ordnance Factory Board.

- **Financial Aid to Serving Defense Personnel and those who are nominated through study leave:** Categorization of recipients for eligibility relaxation and financial aid to serving officers. The details are mentioned below:

Sr.No.	Categories	Classification	Financial Aid
1	Category – A	Recipients of Gallantry awards- (ParamVir Chakra, Ashok Chakra, Mahavir Chakra, Kirti Chakra, Veer Chakra & Shaurya Chakra, President's Tatrakshak Medal and Tatrakshak Medal, President's Police medal for Gallantry, President's Police Medal for Meritorious Service, President's Police Medal for Distinguish Service, President's Police medal, Sena medal, disabled in action & boarded out)	50% on tuition Fee
2	Category – B	Serving Officers (Other than above) nominated through study leave	25% on tuition Fee

- **Financial aid to dependents of recipients of various awards and Ex-Servicemen/ Retired Defense Personnel:** Categorization of dependents of recipients of various awards and Ex-servicemen for eligibility relaxation and financial aid to dependents the details are mentioned below:

Sr.No.	Categories	Classification	Financial Aid
1	Category – C	All the dependents of Recipients of Gallantry awards- (ParamVir Chakra, Ashok Chakra, Mahavir Chakra, Kirti Chakra, Veer Chakra & Shaurya Chakra, President's Tatrakshak Medal and Tatrakshak Medal, President's Police medal for Gallantry, President's Police Medal for Meritorious Service, President's Police Medal for Distinguish Service, President's Police medal, Sena medal, and Killed in action, disabled in action & boarded out)	25% on Tuition Fee
2	Category – D	Serving personnel/ ex-servicemen/ retired personnel (from all defence forces mentioned above)	10% on Tuition Fee

The state topper of each board is eligible for 100 % Scholarship in tuition fee.

% of Scholarship	JEE Main percentile	SAT Score
100% of First Year Tuition Fee	98-100	1550 +
75% of First Year Tuition Fee	96-97.99	1500-1549
50% of First Year Tuition Fee	90-95.99	1400-1499
25 % of First Year Tuition Fee	85-89.99	1300-1399
10 % of First Year Tuition Fee	75-84.99	1200-1299

Note: All scholarships will be awarded on first cum first served basis, as limited scholarships are available.

3. Haryana Domicile Scholarship

As per provisions of the Haryana State Private Universities Act, 2006 clause 35 & 36 SRM University, Delhi-NCR, Sonepat, Haryana has implemented the provision of Scholarships for Haryana Domicile Candidates (25% of total seats). The criteria for availing the scholarship are:

1. Rank/Performance in the National Level Entrance Examination i.e. SRMHCAT only.

2. The student must fulfil the minimum eligibility criteria.

3. Continuation of the scholarship in the subsequent years will be on the basis of minimal academic performance.

It is mandatory for candidates applying under the category of Haryana Domicile to submit Domicile certificate at the time of counselling/admission.

Eligibility criteria for the scholarship – (Haryana Domicile & Chancellor Scholarship)

As per the policy adopted by the University for the continuance of **Haryana Domicile Scholarship** for the second & subsequent years, the following conditions must be fulfilled:

1. Student should have cleared all the subjects of their respective semesters.

2. To continue the scholarship – Cumulative Grade Point Average (CGPA) shall be 7.5 and above.
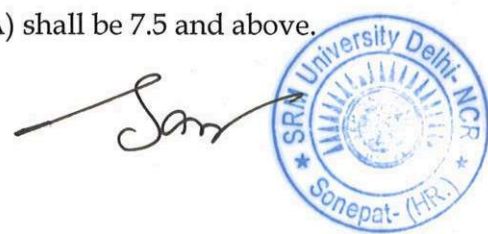
A Policy on

INFRASTRUCTURE MAINTENANCE & MANAGEMENT

CONTENTS

1. Preamble

2. Creation of Infrastructure

3. Enhancement of Infrastructure

4. Record of Infrastructure

5. Physical Verification

6. Depreciation

7. Insurance

8. Phasing out, Obsolescence and Writing Off

9. Upkeep and Maintenance

10. SOPs for Enhancement and Maintenance

    I.   Renovation Requisition (RR)

    II.   Maintenance Requisition (MR)

    III.   Purchase Requisition (PR)

1. PREAMBLE

SRM University Delhi-NCR, Sonepat, Haryana (SRMUH) is committed to provide excellent infrastructure to its students and staff. The Infrastructure Maintenance & Management policy at SRMUH is formulated to manage, maintain and enhance the campus infrastructure through need analysis considering the guidelines of the various statutory bodies.

SRMUH understands that the presence of appropriate equipment and technology, and its maintenance and enhancement are absolute necessities to provide quality education and efficient governance. Hence, a comprehensive Infrastructure Maintenance & Management Policy is formulated and implemented.

2. CREATION OF INFRASTRUCTURE

To ensure the presence of proper infrastructure which includes land, buildings, equipment, hardware and software, laboratories, classrooms, the norms of the statutory bodies such as University Grant Commission (UGC), All India Council for Technical Education (AICTE), Bar Council of India and such others with regard to resource requirements shall be adhered to. At the time of starting a new programme/course, the concerned departments shall prepare a proposal and submit the same to the Internal Quality Assurance Cell (IQAC) for consideration and recommendation to the Board of Management (BoM). The proposal shall specify the infrastructure/resource requirement and its adequacy for starting a programme/course or for addition in intake.

3. ENHANCEMENT OF INFRASTRUCTURE

SRMUH shall regularly enhance its infrastructure by modernization of the existing resources, inclusion of new resources/technology and removal of obsolescence keeping in mind the recent developments in teaching-learning process and market trends.

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39, Rajiv Gandhi Education City, Delhi-NCR, Sonepat-131029, Haryana (India)

Tel : 0130-2203700-01 | Tollfree : 1800 180 1216 | Website : www.srmuniversity.ac.in

4. RECORD OF INFRASTRUCTURE

The record of all infrastructure including equipment, software, books, hardware, and all other items shall be maintained by concerned departments of the University. A Standard Operating Procedure (SOP) shall be prepared and circulated by SRMUH to all the concerned departments. The SOP shall provide the process of detailing the assets; it shall also focus on depreciation, physical asset verification, writing off of obsolete items and their disposal.

5. PHYSICAL VERIFICATION

Physical verification of infrastructure shall be carried out periodically and a list of missing/obsolete/not in use items shall be prepared. Concerned authority shall take action with regard to the shortage/requirement/writing off.

6. DEPRECIATION

Depreciation shall be applied to all assets annually based on the type of assets like furniture, electrical installations, equipment, air conditioners, vehicles, computer software, hardware and such others.

7. INSUARANCE

Items pertaining to the University infrastructure costing above a specified amount shall be insured against damage and theft.

8. PHASING OUT, OBSOLESCENCE AND WRITING OFF

All University infrastructure which are rendered obsolete on account of change in technology, new development or new process shall be phased out. Any combination of the following shall be adopted for phasing out/obsolescence/writing off process:

a. Deploying old equipment in task of lower-level utilization

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b. Transferring/Giving away assets to other institutes which can utilize the old equipment productively

c. Selling the old assets through auction or other arrangements

d. Assets transferred/disposed shall be written off from the asset register by the concerned authority

e. Obsolete IT equipment may be resold to e-waste vendors complying with government regulations; certificate of compliance must be obtained from them for keeping records

9. **Upkeep and Maintenance**

Regular maintenance and upkeep must include the following:

- Regular cleaning as per the checklist

- Regular inspection and periodic maintenance of equipment

- Preventive maintenance as per the preventive maintenance schedules and maintaining its records

- Annual maintenance to be done during summer vacation for all electrical equipment such as lights, fans, air-conditioning machines, electrical panels, motors, painting of classrooms, office-spaces and such others

- Regular cleaning of computer sets, furniture, toilets, dustbins:

    Computer sets, printers – twice a week

    Furniture, dustbins – daily

    Toilets – daily

- Pest control treatment to be done periodically

- Replacement of furniture (Office, classrooms, laboratories, hostel) as when required

- Replacement of pillows – once a year

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- Replacement of hostel mattress – as and when required
- All preventive maintenance for elevators, fire, DG sets, Water Purifiers, Water Coolers to be done periodically

10. SOPs FOR ENHANCEMENT AND MAINTENANCE

Any department which requires enhancement of infrastructure in terms of space, redesigning, restructuring in the layout, hardware/software etc. shall submit application form of Renovation Requisition (RR), Maintenance Requisition (MR) and Purchase Requisition (PR) and send to the concerned office for consideration. The concerned office (after due thorough review and consideration) shall submit its recommendations to the BoM for consideration and approval.

I.   Renovation Requisition (RR)

RRC is applicable when the layout, design has to be redesigned and the space has to be optimally utilized. The requisition must comprise the type of work, layout, drawings, purpose, requirement, description, cost-estimation etc., and shall be approved by the Finance Department for budget.

II.   Maintenance Requisition (MR)

MR is initiated at the time of minor/major repair or maintenance work. The duly filled-in form by the concerned authority (engineer/campus administrator/supervisor etc.) has to be approved from the Registrar and finally by the Finance Office with budgetary provision.

The requisition must contain the type of work, purpose, requirement, description, justification, quotation, estimated completion time-period, estimated cost and such others.

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III. **Purchase Requisition (PR)**

Purchase requisition is initiated when the university is required to purchase items/equipment. It is a request to procure goods/services and is required to be initiated and approved by the department requiring the goods/services. This requisition must typically contain a description and quantity of the goods/services to be purchased, the purpose, justification of the purchase, required delivery date, and approximate total cost of the goods/service and such others.

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Manish Bhalla

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STUDENT COUNCIL

Student Council:

The Students' Council of the SRM University Delhi-NCR, Sonepat is the representative body of the entire student community. It is the interface between the students and the administration and works to identify and address concerns that affect the students directly and indirectly, with the help of administration. The student community, termed as the Council actively works towards the development and progression of the institution.

The Student Council was formed in 2017 under the Office of Dean Student's Welfare with the purpose to provide all the students a platform to participate in several Co-curricular / Academic activities throughout their time in the university. For the further expansion of the Co-curricular activities various Societies under the Cultural Council were formed.

Council follows a transparent procedure for nomination of students:

- The students who wish to apply for the students' council have to fill up the application form and submit within a stipulated period of time. The application form is explicit and contains information about the academic details of the student along with their achievements as well a small write up on the objective of their application to be a part of the prestigious council.
- After the careful scanning of the application forms, the students appear for the preliminary round wherein they make a brief presentation about themselves, their academic achievements and their vision for taking the student's council & the University forward. The presentations are judged by panel of Judges comprising of senior teachers nominated by the DSW office.
- Based on the Application forms and the presentations made by the students, the outstanding students are shortlisted by a panel and the selected students have to appear for a final round of interview with the Dean Student Welfare.

HIERARCHY OF STUDENT COUNCIL

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                    ┌─────────────────┐
                    │  Executive Core │
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│  Society Head │                        │  Department Head │
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   │ Society Coordinator│              │ Department Coordinator   │
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   │ Society Members  │                │  Class Coordinator   │
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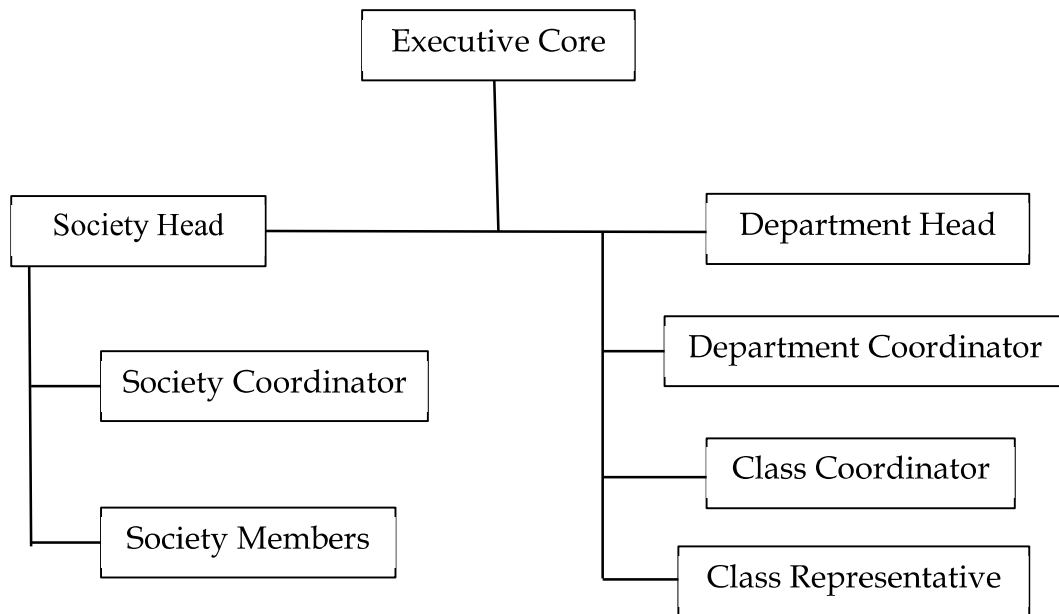
Mission:

To represent the interests of the student body through initiatives, programs and services that enrich students' lives.

Vision:

At the heart of the student Experience; we strive to have a positive impact on each and every of our members.

Constitution

Preamble:

SRM University student council is a conglomerate of students' clubs and societies at SRM University. The council is a part of the University administrative and academic structure unlike an independent Union. The council is devoted to the educational interests and welfare of its members while following strict guideline established by the University.

Establishment and Name:

1.1 There shall be only one students' council at SRM University.

1.2 The name of the student' council shall be "SRMUH student's Council"

Declaration:

The student's council does not act independently under any circumstances; any new agenda is presented to the University Administration in form of a written report and is not acted upon unless approved. Other than their cardinal roles the student Executive officers that form the core team are responsible for all form contacts between the student members and the University Administration (The Vice-Chancellor, The Registrar, Dean Academics, Dean Student's Welfare and Respective Faculty deans) and are required to inform the authority before conducting inside the University Campus.

Membership:

Every student who enrolls at SRM University is automatically registered as a general member of the student body. Upon registering for one of our society/clubs they become full time members, giving them access to all our service and to an organization which is able to represent them to the community and to the world beyond. They are also give the right and power to shape the council's direction thought member feedback and annual meetings.

If for any reason a member does not wish to be a member of the council, they can opt out of membership at a time by emailing the council core team. A student can still enjoy all of our facilities and if they opt out, but they cannot have a voice at membership meetings or other democratic activity.

Cultural Council:

The Cultural Council is the part of student council and focuses on cultural activities of inter departmental and inter university. It is headed by the Cultural Head (President) and it further consists of all the Society Coordinators and the Core Team. All the societies and clubs work under the Council.

Founder (Student) of the Cultural Council – Mr. Dipanshu (BA.LLB-Batch 2017-2022)

Societies and Cultural Clubs under Student Council:

1. Drama Society - Aabhas
2. Dance Society - Panache
3. Music Society - Tarang
4. Fashion Society – Fashion Nova
5. Gaming Society - Duality
6. Art Society - Kalakash
7. Literary Society - Meraki
8. Photography Club – Theia

1. **Drama Society - AABHAS**

Aim:

As we say theatre helps us to find out who we really are and discover who we could become. With this objective, we move forward to encourage the young lads to join the drama society of SRM University. With theatre, we don't just learn and study acting, we learn the ways to live, express, communicate and smile. At Aabhas, we ensure the development of each and every individual in all terms. We work on Direction, Writing, Voice and Speech and Basics of Theatrical Acting. Let's get together, to face the world together and become stronger.

Criteria for selection:

1. Speech and Voice - How loud and clear is the contestant's voice and way of speaking.

2. Confidence - How confident is the contestant. This was checked by asking a few quick on the spot questions.

3. Storytelling - Checked how well the contestant can recite a story. We asked the contestant to tell us about a particular incident in their lives.

4. Acting/ Expressions/ Body Language - A monologue was told to perform to judge these, and also in some cases an on the spot acting round was also taken.

2. Dance Society - PANACHE

Great Dancers are not great because of their technique but they are great because of their PASSION.

Aim:

The dance can reveal everything mysterious that is hidden in music, and it has the additional merit of being human and palpable. Dancing is poetry with arms and legs. Just because you can't dance, doesn't mean you shouldn't dance. So we have the motto - Come with us Let's Dance. In Panache we together show the beauty of dance and spread the happiness among people around us and let them Dance. Here one can show their passion and moves to the fullest.

Criteria for selection:

1. Expression
2. Choreography
3. Presentation
4. Attitude

3. Music Society - TARANG

Aim:

Music is a vital part of different moments of human life. It spreads happiness and joy in a person's life. Music is the soul of life and gives immense peace to us. At Tarang, we ensure that every talent meets an opportunity to connect with their inner music and let it spread happiness to those around them. We encourage everyone to channel their inner voices and let them shine for the world through music.

Criteria for selection:

The members for 'Tarang' are selected on the basis of their -

1. Vocal capability
2. Instrumental capability
3. Ability to collaborate with team members
4. Creative thinking

4. Fashion Society - NOVA

Aim:

The fashion society of our College symbolizes Grace, Confidence, Attitude & amp;

Elegance has been active for more than a decade.

- ➢ We aim to set a benchmark & give due importance to fashion as to any other co-curricular activity. To take SRM University at the top and maintain the legacy.
- ➢ Our forte is highlighting social issues and bringing them out through the medium of fashion.
- ➢ Building not just a society but a community of students who like balancing studies with their extra-curricular activities.
- ➢ It is built by fashion lovers who set aside the norms of the society & break the stereotypes by their sterling performances and scintillating themes. Our garments, confidence, walk, music choreography and persona will be something the most talked about.

Criteria for selection:

An individual will be evaluated on the basis of these domains:

1. Walking
2. Styling
3. Communication Skills
4. Dressing Sense
5. Creativity

5. Gaming Society - DUALITY

Aim:

To all gamers, we know how exhilarating the competition is. As a part of this society one can join and collaborate with your peers to enjoy and share your gaming experience. And for all gamers, we mean all of you, no matter the device you play on or what genre you prefer, we as gamers are banding up to form a strong community to represent mainstream gaming in our University.

6. Art Society – KALAKAKSH

A work of art which did not begin in emotion is not art.

Aim:

Art is not always about beautiful canvases or portraits. For as long as life has existed, no matter where we go, art has been a part of our lives. Whether it be putting your thoughts out on a paper or expressing it through various other forms. We here at Kalakash, are ready to bring colours to the art of your lives! Here you are free to express yourself, put out that vulnerability cause the world always seems brighter when you've just made something that wasn't there before.

Criteria for selection:

Every member of the society was auditioned and selected on the basis of

1. Prehand knowledge of art
2. Area of expertise
3. Experience
4. Some of their artworks
5. Creativity
6. 6.Ability to work in team
7. Dedication towards the work

7. Literary Society - MERAKI

STEAL THE SHOW WITH YOUR VAANI

Aim:

Speaking is master skill to put on thoughts on behalf of team and organisation. Speaking comes with leadership to hold the ship of all the fellow's member and events together. Speaking itself is the best way to enhance your vocabulary, fear of communication, fear of stage and what not. So here, we provide you the platform where you can share your ideas and words. This beautiful Journey is of enhancing our speaking skills along with our other qualities.

Criteria for selection:

1. Dialogue Delivery (May take any powerful dialogue (1-2 minutes) from any well popular Bollywood Movie/Show or dialogues can be given to you at the same time)
2. JAM (related to current topics).
3. Poetry in any style.
4. On the spot Q/A.

8. Photography Club – THEIA

CAPTURING MOMENTS

Aim:

Photography is the art of capturing an instant into a picture. The effort that goes into photography is immense. One must have the correct timing, pay attention to the lighting and many other factors that affect a photograph. Here we will provide you the platform to showcase your skills and learn how to take your skills to the next level. This is beautiful journey of living, capturing and reliving memories along with enhancing our photography skills along with our other qualities.

**Prof. Manish Bhalla
Registrar**

REGISTRAR
SRM University, Delhi-NCR Sonepat,
Plot no. 39, R.G.E.C., P.S. Rai,
Sonepat (HR.)- 131029
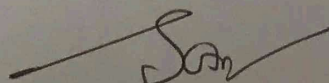
CONSULTANCY POLICY

1. INTRODUCTION:

A Research Consultancy exists whenever an academic staff member delivers research skills or knowledge in exchange for compensation from an external funder. A Research Consultancy may be the outcome of a tender or an individual engagement. Consultancy is an avenue for knowledge and expertise to move from universities to businesses and other external organizations, and it may contribute to the growth, development, and productive collaborations ultimately leading to knowledge development and sharing. University encourages its employees to undertake consultancy projects, as per the consultancy policy to 'Explore optimal development opportunities available'.

The University is committed in its pursuit of excellence in research and aims to lead the Research agenda across the spectrum of Engineering & Technology, Basic Sciences, Humanities, Social Sciences, Legal Studies, Management, Commerce, Hotel Management, Pharmacy and Medical Science. Our commitment to the interdisciplinary and multidisciplinary work is reflected in both Applied Research and Basic Research.

R&D Governance Structure:
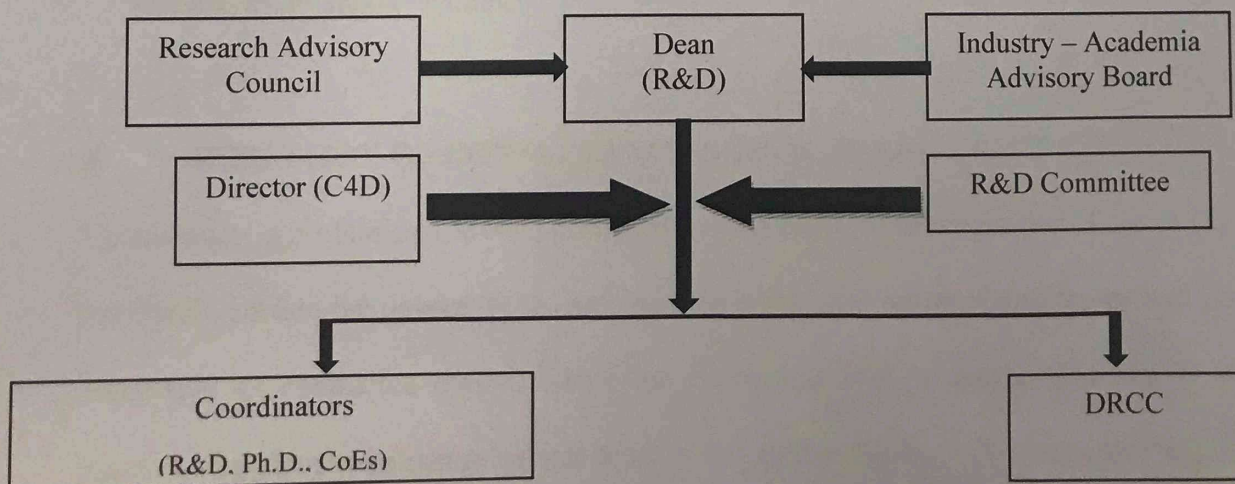
2. OBJECTIVES

a. To promote dynamic research with focus on basic, applied research and translational research and publication of research papers in the peer reviewed and high H-index journal.

b. To integrate the four elements of research & development i.e. people, ideas, funds and culture in order to have quality research and development activities.

c. To identify the core areas of research involving interdisciplinary, multidisciplinary and collaborative approach in industry and academia at the National and International level and develop start up research clusters.

d. To strengthen the existing Centers of Excellence: C4D, SRM-Siemens Center of Excellence & SRM-BOSCH Center of Excellence, etc.

e. To establish advance research centers at least one in each faculty and one advance center more socially relevant to the area particularly in the state of Haryana.

f. To publish University journal, and further to create opportunities for publication of quality research papers from interdisciplinary & multidisciplinary areas.

g. To introduce "Best Research Paper Award", "Best Research Faculty Award" and "Best Research Project Award".

h. To create conducive environment and culture for research and development and to encourage academia-industry to undertake more quality research publications, projects, patents, MDP and consultancy.

3. DEFINITION OF CONSULTANCY SERVICES AND PROJECTS

Consultancy is professional work performed by university members in their field of expertise for clients outside the university in exchange for a financial return. Consultancy will produce some type of contracted output, which the client may own in part or entirely. It will be regulated by short-term contracts and need as few university-available resources as possible. It would be an additional management responsibility for the university as well as additional

2

work for current university personnel. As a result, the university will charge a fee in addition to the consultant fee to the university member who is engaged in consulting.

4. NATURE OF CONSULTANCY

Consultancy projects may be of the following two types:

A. Consultancy projects received by the university or its faculty or department (Institutional)

B. Consultancy secured by employees through their efforts, network and expertise (Individual)

Consultancy may cover different kind of activities depending upon the expertise of the employee, Department or Faculty.
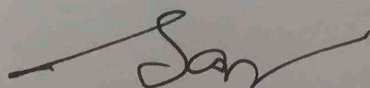
Exclusions: This consulting policy does not apply to actions aimed at improving scholarship, knowledge, and teaching, or promoting the teaching, learning and research activities in general. For example, external examinership, conference and seminar presentations, editorship of academic journals, research articles, books, and patents, and any other activity decided by the Vice Chancellor.

5. Approval to Undertake Consultancy Project

A. *Consultancy projects received by the university or its faculty or department (Institutional)*

All projects received by the University shall be marked to the respective Faculty/Department for its execution approved by the Vice Chancellor on the recommendation of the R&D Cell. A Principal Investigator (PI) and/or Co-PIs who would be responsible for getting the project executed. The terms of reference shall be drawn by the R&D Cell which will govern the responsibility of the PIs/Co-PIs and institution for the consultancy project.

B. *Consultancy secured by employees through their efforts, network and expertise (Individual)*

3

Consultancy projects received by the individual employees shall be submitted to the R&D Cell, which will approve the project keeping in view the following general principles:

- ➢ The degree to which the faculty or department will take on consulting work in addition to their regular responsibilities and workload.
- ➢ Strength of the proposal, budget, and institutional priorities of research and development
- ➢ Risks involved in the project and its consequential mitigation in the project.

No employee shall undertake a consultancy project without the approval of Competent Authority through R & D Cell.

6.　　Management of Consultancy
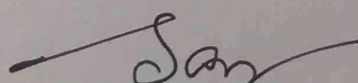
Principal Investigator shall be responsible to manage the consultancy project efficiently and in a timely manner as per the Terms of Reference. Without prejudice to the above general obligation, the PI shall be responsible for the following:

a) Protecting the interest of the University at all times and not allowing the consultancy project take precedence over the routine work of the University.

b) Ensure that a legally binding agreement is entered between the University and the Client.

c) Ensure that all original copies of the document relating to the consultancy is made available to the Repository in the University.

Employees shall at all times be subject to the University Conduct Rules and any misconduct shall be dealt as per the university norms.

7.　　Revenue Sharing

If the faculty members and students of the SRM University bring Consultancy projects to the University, then royalty distribution is 40% to the University and 60% to the Principal Investigator (PI) and team.

4

Consultancy	Incentive Scheme
Sanctioned Consultancy Amount	The ratio of distribution would be 60% to the Faculty & 40% to the University

8.   Dispute Resolution

Any issue arising out of the execution, non-performance, misconduct during the consultancy project shall be examined by the R&D Cell which will submit its recommendation to the competent authority. Any issues relating to interpretation of a clause of the consultancy policy shall also be referred to the competent authority. Decision of the competent authority shall be final in all respect.

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CURRICULUM FEEDBACK MECHANISM POLICY

TABLE OF CONTENTS

CHAPTER I: INTRODUCTION

SRM University Delhi-NCR (SRMUH) is one of the foremost educational institutions at Rajiv Gandhi Education City, Sonepat, Haryana, and contributes significantly to the state's commitment towards providing quality education to all. Since its foundation, the university has continually made an effort to deliberate, present, and implement best practices on interdisciplinary areas of research and education in general, and is constantly striving to fulfil its promise of excellence to its stakeholders.

With a sole objective to provide quality education, SRM University Delhi-NCR, Sonepat (SRMUH) has established an Internal Quality Assurance Cell (IQAC) in accordance with the guidelines of the University Grant Commission (UGC) and National Assessment and Accreditation Council (NAAC). The guiding philosophy of the SRMUH-IQAC is in agreement with the vision and mission of the university and thus, strives to establish and achieve the following:

- Develop an ecosystem for academic excellence

- Ensure the presence of a conscious, consistent and catalytic quality improvement system

- Develop a systematic quality-check process for evolving, enhancing and sustaining excellence in academic practices

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Tel : 0130-2203700-01 | Tollfree : 1800 180 1216 | Website : www.srmuniversity.ac.in

- Ensure a learner-centric environment equipped with the latest technologies in teaching, research and knowledge-sharing

- Promote innovative practices to improve the effectiveness of teaching-learning experiences

Manish Bhalla

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CHAPTER II: GOALS & OBJECTIVES

Feedback from students play an important role in assessing the relevance of the curriculum. The primary objectives of collecting curriculum feedback are to develop a system where quality of teaching and learning can be assessed, and regular modifications and amendments to the curriculum are made, keeping in mind the feedback of the stakeholders. Therefore, the curriculum feedback mechanism of SRMUH-IQAC must strive:

- To create an ecosystem of collaborative learning

- To define the roles and responsibilities of each stakeholder

- To provide all stakeholders with an environment of participative approach in teaching-learning method

- To open a transparent communication channel between the stakeholders and the faculty

- To identify any gaps in teaching-learning process

- To create an effective system whereby the gaps in teaching-learning-evaluation is duly addressed

- To provide provisions for timely evaluation, modification/amendment of the system which identifies and addresses the gaps in teaching-learning-evaluation process

- To help the faculty modify and improve their teaching methodologies

- To address the challenges in industry-academia collaboration

- To provide better industry exposure to students

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CHAPTER III: STRATEGIES & INITIATIVES

Feedback Mechanism

The Internal Quality Assurance Cell (IQAC) is committed towards improving education quality and directs the university's efforts and measures toward academic perfection.

Feedback is collected at the end of each academic session from all stakeholders, that is, students, faculty, employers, and alumni. The extensive analysis is done for the feedback collected and suitable corrective measures are employed. The feedback is collected via online/offline methods.

The Curriculum Analysis Feedback Report is prepared at the end of every academic year through IQAC. Curriculum research includes information on syllabus development, overall programme experience, and appropriate topic sessions, as well as material provided to undergraduate, postgraduate and research scholars.

This curriculum includes various questions for stakeholders to respond to, with options such as strongly disagree, disagree, neutral, agree, and strongly agree. Feedback Analysis Report is prepared based on the consolidated inputs of all stakeholders and their critical points mentioned under feedback form.

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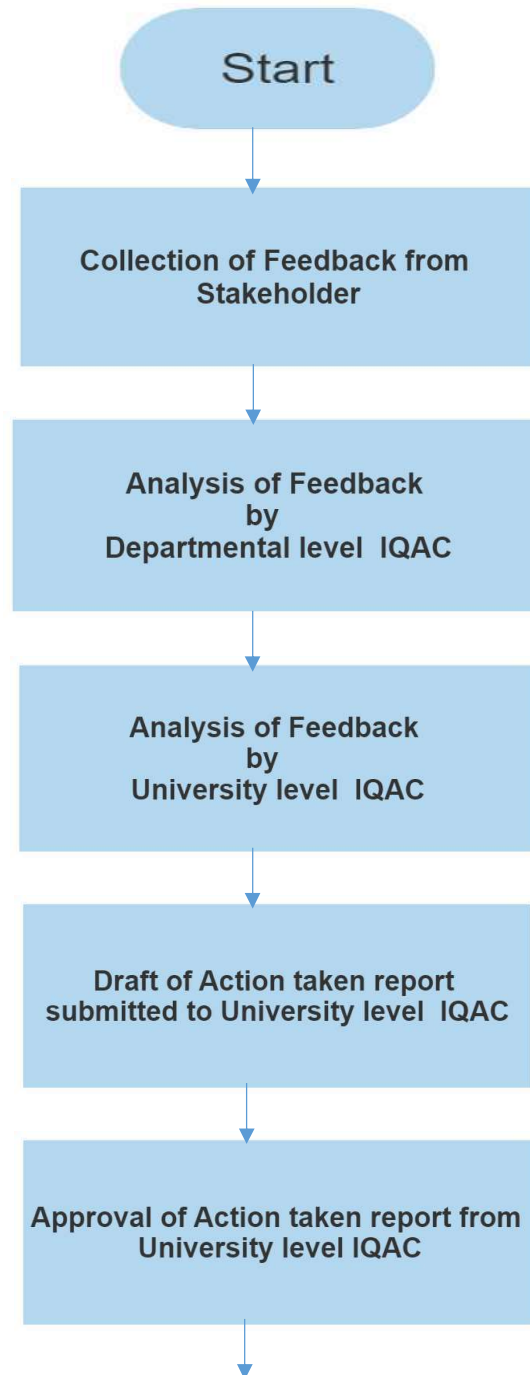
Stakeholders: Definition, Roles & Responsibilities

At SRM University Delhi-NCR (SRMUH), the word stakeholder refers to the following:

1. Student
2. Alumni
3. Faculty
4. Employers
5. Parents

Roles and Responsibilities of the stakeholders:

- Participate in curriculum development

- Evaluate the learning objectives and the proposed learning outcomes

- Ensure that the learning objectives are in accordance with the programme learning objectives and outcomes

- Provide timely feedback on curriculum

- Assess the relevance of programmes offered and courses taught in relation to current market trends and demands

- Evaluate teaching-learning gaps and the strategies to bridge the same

- Envision strategies which would address the challenges in industry-academia collaboration

Feedback Structure

SRMUH must provide liberty to every department to revise the curriculum or to add new courses after every year to meet the needs of the present industry demands and recent technological

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developments. To revise and modify the curriculum, feedback must be taken from various stakeholders like students, alumni, faculty, employers and parents throughout the semester.

Feedback Process

The Feedback Process may comprise of 3 stages:

Stage I (Collection of Feedback): The filled-in feedback form to be collected by various academic departments.

Stage II (Analysis of feedback): The detailed analysis of filled-up feedback forms to be carried out by the University-level IQAC; afterwards and the necessary recommendations are forwarded to the Board of Management (BoM) for approval; once approved, the same is shared with the concerned departments for appropriate action.

Stage III (Action Taken Report): The action taken report to be prepared based on the recommendation of the University-level IQAC for further improvements.

Methodology to be adopted for Feedback Analysis:

• Feedback from various stakeholders to be received from various departments

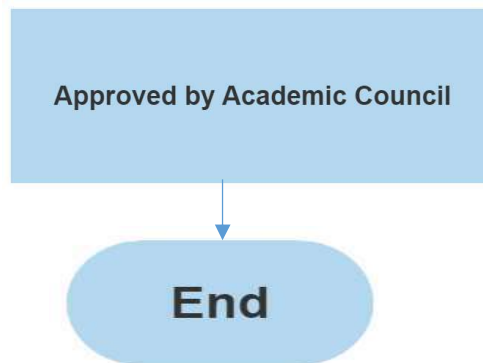• The recommendation of Department-level IQAC to be forwarded to university-level IQAC for further action

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- The University-level IQAC evaluates the feedback report received throughout the year from various stakeholders through various measures.

- The received responses are categorised under three division: 1 Promoters 2: Passive, 3: Detractors

- Promoters: The responses which are mentioned as "strongly agree" and "agree" are grouped under Promoters.

- Passive: The responses which are received as neutral are classified as "passives".

- Detractors: Responses which are received as "disagree" and "strongly disagree" are grouped together as detractors

- The Feedback Score (FS) is calculated for each question. The FS is defined as: (% of strongly agree responses + % of agree responses) – (% of disagree responses + % of strongly disagree responses) = (% of responses under promoters - % of responses under detractors)

- The University-level IQAC decides FS threshold of each feedback analysis report.

- The remedial action taken report is prepared based on the short comings reported from the analysis: if the FS score of any question is less than FS threshold, then appropriate action is initiated.

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• In case, the FS is greater than or equal to FS threshold the existing measures are suggested to be continued.

• The University-level IQAC will recommend suggestive measures as an action taken report to academic council of the University. The approved action taken report is forwarded to Departments for implementation and necessary actions.

Manish Bhalla

Process Flow

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   ┌───────────────────────┐
   │ Collection of Feedback │
   │    from Stakeholder    │
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   ┌───────────────────────┐
   │   Analysis of Feedback │
   │           by           │
   │  Departmental level    │
   │         IQAC           │
   └───────────────────────┘
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   ┌───────────────────────┐
   │   Analysis of Feedback │
   │           by           │
   │   University level     │
   │        IQAC            │
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   │ Draft of Action taken  │
   │  report submitted to   │
   │  University level IQAC │
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   │ Approval of Action     │
   │ taken report from      │
   │ University level IQAC  │
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Manish Bhalla

Approved by Academic Council

End

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GREEN CAMPUS POLICY

CONTENTS

1. Introduction

In an effort to frame a 'Green Campus Policy', the SRM University Delhi-NCR here in after referred to as SRMU recognizes that its use of resources and activities has an impact on the external environment through physical, economic or social interventions. Conservation of natural resources, zero waste zone, carbon footprint, water conservation, renewable energy are key factors when it comes to sustainability of environment. SRMU, through its faculty members, students and staff seeks to make a positive impact on the environment at every campus through significant environmental sustainability initiatives. SRMU plays a leading role in developing a culture of growth and development through sustainable practices.

SRMU as a University plays a crucial role in protecting the environment and keeping campus green. In accordance with this broad vision focusing on developing 'Green Campus', the SRMU `Green Campus Policy' affirms its commitment to recognizing environment and sustainability related issues at campuses and demonstrates its intention to address those issues through continual improvement in developing sound environmental policies and safe operational and sustainable practices in compliance with the national mandates and guidelines framed by the Govt. of India.

2. Aim and Objectives

i.   SRMU aims to develop high standards of 'Green Campus' through utilization of green technologies and best practices with its own distinctive character through the following key aims and objectives:

ii. To generate and instill awareness about environmental issues, resource use and sustainability amongst all stakeholders of the university for an overall perspective of environmental protection.

iii. To demonstrate institutional green initiatives and practices that promote environmental sustainability through continuous education and training.

iv. To create a platform for students, faculty members and staff to gain knowledge about biodiversity, environmental sustainability, case studies of best practices, green waste management systems, conservation of natural resources, renewable energy sources and overall environmental protection through every individual action and initiative through research, relevant curriculum programmes and field visits.

v. To conduct research for development of sustainable practices and actions for clean and healthy surrounding.

vi. To promote and implement collaborative partnerships with relevant stakeholders such as government organizations, industry, civil society organizations, NGOs and academic institutions to improve policy and understanding of Green Campus initiatives to enhance capacity of organization.

vii. To conduct regular environmental audits for improvement and sustainability of all campuses of SRMU.

viii. To organize and participate in national events, workshops, seminars, conferences for promoting environmental sustainability, best practices for a clean and green campus.

ix. Develop an integrated sustainability action plan for SRMU which can be incorporated as a priority area in decision making of the University's mandate.

x. To ensure that all activities at the University meet applicable environmental standards, regulations, and guidelines at National and international levels.

3. Policy Statement

The present policy will seek to develop strategies for a sustainable green campus and promote analysis for environment sustainability which may be relevant to the regional and global scenarios, leading to sustainable and equitable development.

Manish Bhalla

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SRMU will actively pursue a policy of advocating a green Campus culture through environmental sustainability initiatives and best practices across its Constituent institutes. The mission of the policy is to prioritize all aspects of environmental responsibility into policies, programs and practices. The initiative will directly stimulate the development of projects that enhance the sustainability of both the educational and physical landscape.

4.   Activities

The activities pertaining to Green Campus at SRMU will revolve around the following areas of sustainable development through activities on education and capacity building, research, campaigns and awareness, biodiversity documentation and resource use, knowledge resources, development of best practices, etc.

4.1 Education and capacity building

SRMU will develop capabilities in the environmental sustainability areas for building capacity of students and professionals through integrated education programmes as well as niche-oriented certification programmes to suit the needs of all relevant stakeholders.

4.1.1 Curricula

  i.   SRMU intends to increase and improve the environmental content of curricula at its constituent institutes by:

 ii.   Developing curriculum for undergraduate and post graduate students focusing on emerging issues around environmental sustainability.

iii.   Improving awareness amongst students and faculty members around the environmental content of courses.

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iv. Inviting guests and lectures from eminent researchers/industrialists/sustainability experts at campuses.

v. Designing and implementing niche-based programmes to strengthen Academic —Industry interface

4.1.2 Green Initiatives

SRMU intends to extend learning beyond the classroom to inculcate and develop responsible attitude, habits and lasting commitment towards environmental conservation and protection, be it at home, on the campus or in the wider community. The core of the initiative is a strategic plan to be used as a reference for staff, faculty and students. The plan identifies aspects of management where resources are not environmentally and economically utilized.

In such areas community members will work to implement more sustainable alternatives. The campus environmental initiative aims to raise awareness amongst all stakeholders about local and low-impact living and operational practices for building sustainability. The success of the initiative will be evaluated periodically through environmental audits that evaluate its progress in achieving the objectives and commitments.

The policy advocates green initiatives and commitments towards, but not limiting to:

i. Formation of Green-Campus Committee at different levels of university management, staff, students and local community for execution and monitoring of green initiatives and impact monitoring at campus.

ii. Awareness on biodiversity conservation and protection through group meetings, field visits, nature interpretation centers

iii. Conducting events on important environmental days to promote environmental sustainability

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iv.   Improving green cover through afforestation of local habitats using sound ecological methods and practices.

v.   Promote a plastic-free campus through plastic collection drives, reducing disposable plastic use through awareness creation.

vi.   Establish a zero-waste culture on campus by integrating it into education curriculum and other activities on campus, so members of the campus community will leave as Zero Waste leaders.

vii. Providing curricular opportunities for study of campus and local environmental issues.

viii. Improving sanitation and hygiene through enabling access of tools for sustainability

ix.   Initiate waste management through primary action of reducing campus waste generation and management of campus waste by utilizing on-site waste processing green systems such as composting, biogas, biological waste water treatment, systems for pre-processing and recycling of recyclable waste.

x.   Water and other natural resource management through initiatives such as rain waste harvesting, recharge pits, reduction in paper use, utilizing regional and organic food sources, etc.

xi.   Energy conservation through maximization of energy efficiency and using sustainable energy sources, utilizing energy efficient equipment, etc.

xii. Enhancing sustainability in land-use and building planning

xiii. Encouraging low fossil-fuel transport such as use of bicycle, electrically driven vehicles and/or by developing no-vehicle zones on the campus.

xiv. Promoting environmentally and socially responsible development and investment.

xv.   Create environmentally friendly physical infrastructure, institutional practices and personal behaviors that will foster public health and well-being.

xvi. Promoting and executing best practices for green public outreach through community engagement.

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4.2 Research

The policy advocates faculty and student's interaction in green campus sustainability related research across the Institute and University level, and develop links with campus sustainability initiatives in water, energy, waste, biodiversity, land use and transportation. The policy emphasizes and encourages inter-and trans-disciplinary research in the environment sustainability areas by:

i. Encouraging students to conduct environment related research on campus and in local areas (communities) and industry.
ii. Promoting interdisciplinary research amongst faculty members by providing appropriate research infrastructure with relevance to issues around environment, management, and society.
iii. Conducting environmental audits that could highlight possible environmental research issues for efficiency improvement of the green campus program.
iv. Ensuring that research carried out at SRMU is based on sustainable practices and is ethically and environmentally sound.
v. Establishing a set of guidelines for research that could have a possible impact on the environment and society.
vi. Conducting Conferences/Seminars/workshops/Symposia of Regional, National or International level to generate a platform for the faculty, students, researchers and civil society network to share and exchange their thoughts and ideas through their research work.

4.3 Campaigns and Awareness

As a part of promoting Green Campus and Sustainability as a key aspect of SRMU's vision, SRMU will seek to promote and implement environment related campaigns and awareness programs across all its constituent institutes. These include:

i. Involvement of staff, faculties and students in conducting of camps, seminars, workshops, drives, rallies for communicating environmental concerns and issues from classroom to field action.

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ii.   Involvement with local communities and industries through a participatory approach.

iii.   To develop academic—industry focused campaigns on matters of current interest and needs.

4.4. Resource Use

The use of natural resources is a key aspect of understanding how effectively we are using our existing resources. The policy strives to develop periodic assessments of the utilization of various resources at SRMU by measuring its environmental footprint with regard to key natural resources like water, energy, biodiversity, land use and buildings, solid waste etc.

4.4.1 Water

Each campus location draws on the resource of water based on local land use and terrain. Every location may develop a sustainable water management plan which will look at the following activities:

i.   Describe the applicable types of water comprising water systems, including but not limited to potable water, non-potable water, industrial water, sterilized water, reclaimed water, stormwater, and wastewater.

ii.   Develop water conservation and water efficiency strategies taking into account local ecological and regional conditions and regulatory requirements.

iii.   Review and report water usage at each campus location in a systematic manner by way of metered utilization, implementing leak detection program

iv.   Outline location specific strategies for achieving the target for reduced potable water consumption for other activities where reuse of treated water is possible.

v.   Encourage implementation of innovative water-efficient technologies as part of capital projects and renovations (e.g. installation of Water efficient technologies, fixtures and appliances, graywater reuse, rainwater harvesting, and watershed restoration)

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vi. Identify Indirect costs and savings associated with reduced energy consumption due to the energy use embodied in water use,

vii. Address stormwater management from a watershed perspective in a comprehensive way that recognizes stormwater as a resource and aims to protect and restore the integrity of the local watershed

viii. Develop best and innovative practices for preventing stormwater pollution from

ix. activities that have the potential to pollute the watershed (e.g., construction; trenching; storage of outdoor equipment, materials, and waste; landscaping maintenance; outdoor cleaning practices; vehicle parking)

x. Identify opportunities for new and innovative practices with regard to water use and management.

xi. To follow responsible ethics and practices related to minimization of wastewater and water recycling through responsible and planned practices.

xii. To conduct studies related to alternative methods and techniques related to water conservation and recycling

4.4.2 Energy

SRMU will strive and work towards developing a sustainable energy framework by implementing energy conservation and energy efficiency related activities at all campuses. This will include activities aimed at reducing consumption of non-renewable energy through approaches that will include a combination of energy efficiency projects, implementation of local renewable energy for existing and new facilities, renewable energy purchase through the grid, and other energy saving activities which will lead to significant measures and a positive effect on the environment. In doing so, SRMU will follow the following approach in tune with the universities' Energy Policy':

i. Create awareness among students, faculty members, and all relevant stakeholders on the efficient use of energy, electricity consumption on campuses and encourage energy conservation in operational activities.

ii. Promote student driven projects and studies on energy conservation and optimal use of usage of energy utility systems.

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iii. Plan and progress towards conducting energy audits and monitoring of energy use at all campuses.

iv. Create a platform for generating power through appropriate renewable energy at all campus locations to the extent possible.

v. SRMU will make efforts to use energy efficiency as the basis to retrofit appliances and technologies at all its campus locations and infrastructure through a long-term plan to reduce energy consumption keeping in mind growth of the University.

vi. Adopting energy savings and energy conservation measures driven by technology, costs and internal capacity, to determine the appropriate mix of measures to be adopted within the overall infrastructure development.

vii. Formulating a long-term action plan to implement sustainable energy projects through installing renewable energy-based power wherever possible.

viii. Development of a strategic action plan for implementing energy efficiency measures for all campus related infrastructures and establishments.

4.4.3 Waste Management

As part of the Green Campus Policy, Waste Management Policy, Environmental Sustainability Policy and Energy Policy, SRMU will strive to develop a holistic approach to addressing waste and waste related issues at its campus locations in a view to maintain sustainable Green campus. The various aspects of waste considered within the purview of this policy will be all forms of waste discarded from campus locations, residential locations within campuses including wet waste, solid waste, any recyclable waste, bio medical waste, hazardous waste, e-waste, waste water from campuses, etc. SRMU will:

i. Nurture a high level of awareness of waste minimization and advocacy using the principle of reduce, reuse and recycle (3Rs) practice within campuses.

ii. SRMU will develop a strategic policy and action plan to address all sorts of waste generated on the campus and resource use.

iii. Make efficient use of resources to minimize waste production whilst increasing recycling and reuse within campuses.

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iv. Work towards adopting a paperless work culture in the campus to reduce environmental footprint and to improve overall operational efficiency.

v. Development of demonstrative model for on-site waste processing and recycling green technologies/systems and recovery of resources/ useful products from wastes.

vi. Development of innovative technologies and improvement of existing technologies through research for sustainable Green Campus development and development of advocacy programmes with communities and stakeholders.

vii. Formulate an integrated waste management policy and action plan involving all stakeholders of society and communities (students, policy makers, NGOs, Urban local bodies, corporators, Academic institutions, Industry and other agencies) complying the guidelines of the Govt. of India for Swachh Campus', which is an integral part of Green Campus development.

4.4.4 Biodiversity, Land use and Buildings

Being a health promoting University in India, SRMU's responsibilities towards environment and for its society is an ongoing responsibility to enhance and protect the biodiversity landscape at SRMU and its constituent institutes as also develop sustainable infrastructure systems. SRMU shall make every endeavor to create, maintain and strengthen the existing proportion of green space at its campus by addressing:

A. Biodiversity

i. Establishment of a Biodiversity Cell to conduct, monitor and review programs and projects related to various biodiversity related activities

ii. Make a habitat map of the campus or of particular areas within campuses.

iii. Conduct an inventorisation and status survey of flora and faunal diversity of all campuses. Efforts will be made to identify threatened and endangered species of flora and fauna.

iv. Develop a biodiversity action plan aimed to protecting indigenous habitats and key species.

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v. Investigate ground management methodologies, especially the use of herbicides, pesticides, fertilizers, water use for irrigation etc.

vi. Carry out afforestation, plantation and maintenance of appropriate trees, shrubs and other indigenous vegetation through ecologically sound practices.

vii. Investigate risk of invasive species introduction and methods to prevent or manage a potential or existing problem.

viii. Follow environmentally sound practices in maintaining existing landscape and its vegetation.

ix. Conduct awareness campaigns for faculty, students and staff through Nature walks and biodiversity surveys

x. Development of Butterfly Gardens on campus to bring awareness and sensitivity among students and faculty regarding ecology and environment.

xi. Create a Nature Interpretation centre for sensitizing all stakeholders including visitors to SRMU on the importance of ecology and environment. This includes appropriate signages, dioramas, exhibits, books and periodicals on ecology, environment and wildlife conservation.

xii. Implement suitable strategies for domesticated animals including stray dogs.

xiii. Use Citizen science platform through security guards, garden staff and housekeeping staff for regular documentation of biodiversity of campus

xiv. Conduct University Biodiversity Committee meetings to discuss and review implemented actions on all above.

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B. Building Design

i. Infrastructure establishments (campus academic blocks, hostel blocks, residential sites for employees) will be designed, constructed, and commissioned using the latest sustainable building design norms, materials and technologies with a special emphasis on environmental conservation and protection.

ii. SRMU will strive to achieve green building certification for its campuses using the established green building rating systems like USGBC-LEED and GRIHA rating systems, ISO norms for all its establishments wherever possible within the constraints of SRMU needs and standard budget parameters.

iii. SRMU will develop its internal quality management systems with regard to sustainability processes with a long-term vision to attain campus sustainability certification through global campus sustainability standards like AASHE, GASU, GRI or any other relevant standard as applicable.

C. Building Renovation

All refurbishments of campus infrastructure will consider use of appropriate sustainable technologies for fixtures, mechanical, electrical and plumbing systems, and landscaping as per accepted norms of the Indian Green Building Council (IGBC).

4.4.5 Sustainable Transportation and Travel

SRMU will strive to implement a policy on sustainable transportation and travel through a combination of using appropriate fleet usage and commuter travel management through:

i. Create and implement a long-term strategy to reduce energy related GHG emissions from academic travel, and facilitate staff needs in choosing low-carbon travel.

ii. Inventorise campus wise travel-related GHG emissions through appropriate methodologies for car, bus and air travel.

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iii.   Ensure rational use of vehicles (buses, cars, two wheelers etc.) through proper maintenance, use of sustainable fuels, for energy efficient travel.

iv.   The University will develop emission reduction goals for transportation, including identifying categories of fleet, types of commuting, and employee travel, and report annually on progress toward achieving the goals.

v.   The University will implement cost-effective measures including, the use of clean and energy efficient vehicles, bicycles, and wherever possible adopt the use of alternative fuels, and other sustainability measures.

vi.   Utilize Campus travel emissions data to raise awareness amongst students, faculty and staff

vii.   Monitor campus wise -related GHG emissions, and set targets to reduce travel related emissions.

viii.   Seek to prioritize, and organize meetings and other discussions through telephone video conferences over physical travel (air, train bus etc.)

ix.   Encourage and stimulate a culture of low-carbon transportation and to promote conscious travel decisions and to sensitize all relevant stakeholders for implementing sustainability practices.

x.   Each campus location will develop emission reduction goals for transportation, including identifying categories of fleet, types of commuting, and employee travel, and report annually on progress toward achieving the goals.

xi.   All campus locations shall implement cost-effective measures including, the use of clean and energy efficient vehicles, and wherever possible adopt the use of alternative fuels, and other sustainability measures.

xii.   SRMU will facilitate the development of programmes and projects to reduce to reduce the potential environmental impacts from commuting. Accordingly, all campus locations will engage in appropriate and feasible advocacy and awareness campaigns to sensitize students, employees and support staff for improving route usage as well as suitable usage patterns of private vehicles.

xiii.   To the extent practicable, locations will develop a cost benefit analysis for any proposed transport fleet management services.

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5. Green Campus Policy Benefits

Green Campus Policy envisages SRMU to strongly support the implementation of the policy through:

5.1 Institutional benefits:

  i.   Development of a forum for University management, academic/research staff and students to meet and interact on common interest
  ii. Development of balanced campus community
  iii. Empowerment of University fraternity
  iv. Promotes and encourages innovation and change
  v.   Help prevent and reduce negative environmental impacts
  vi. Enhances branding, promotion and publicity as a Sustainable University

5.2 Local Community benefits:

  i.   Sets an example in the locality for adaptability towards the environment.
  ii. Participation of local community, leaders and groups in expansion of outreach activity
  iii. Sharing of experience and best practices
  iv. Enhancement in health, sanitation and waste management in the local community

6. Policy Responsibilities and Steps of Green Campus Program

  i.   SRMU will constitute a Green Campus Committee to regulate the implementation of this policy. It will be a representative of campus community directing the campus involvement in the program.
  ii. The Committee, will conduct a campus review from environmental and Green Campus perspective to identify targets for improvement.
  iii. SRMU will develop an action plan based on Green Campus Committee inputs with achievable targets with completion dates and responsibilities.

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iv.   SRMU will establish proper mechanisms for monitoring and evaluation of Green Campus program to ensure that progress towards targets is checked and amendments made wherever necessary.

v.   SRMU will link the Green Campus activities/program to learning on campus.

vi.   SRMU will communicate its activities involving the wider community through publicity, awareness raising and focused outreach.

vii.   SRMU will develop a guidance document on how to manage 'Green Campus' as a Green Charter.

6.1 Review of Policy

The Policy will be reviewed, once every five years or earlier subject to matter of exigencies, as the case may be. The policy will be reviewed with the sole intent of understanding the efficacy of (i) implementing sustainable 'Green Campus' practices at SRMU and (ii) its facilities for creating an infrastructure for developing and strengthening implementation, provisions and operations including the aspects of resource usage, building infrastructure, transportation, use of services, advent of local, national and international regulations and standards. To this extent SRMU will facilitate the active participation of its stakeholders, particularly students, faculty, administrators and staff as well as external organisations in the implementation of this policy.

6.2 Compliance

All Directors, Campus administrators and others holding responsible positions will implement the policy guidelines as stated above. The Internal Quality Assurance Cell (IQAC) of SRMU may facilitate conduct of annual sustainability audits of campuses to ensure compliance of the policy.

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STUDENTS GRIEVANCE REDRESSAL MECHANISM

The SRM University Delhi-NCR, Sonepat has an effective multi-tier Grievance Redressal Mechanism for students with defined objectives, consisting of several forums and committees, which focuses on careful and sensitive handling of student grievances. The following committees/cells/units are duly constituted for resolution of various types of grievances:

A. Academic and Curricular Issues

a) Matters pertaining to Admissions: **Admission Grievance Committee**
b) Matters pertaining to Teaching-Learning and Internal Assessment: **Teacher-In-Charges of respective Departments / Head of respective Departments**
c) Matters pertaining to Examination: **Examination Grievance Committee**

B. Non-Academic Issues

a) Matters pertaining to general discipline: **University Disciplinary Committee**
b) Matters pertaining to discrimination: **Anti-Discrimination Committee**
c) Matters pertaining to infrastructure: **Director Administration**
d) Matters pertaining to sexual harassment: **Internal Complaints Committee**
e) Matters pertaining to ragging: **Anti-Ragging Committee**

C. Hostel Issues

a) Matters pertaining to Boys Hostel: **Discipline Committee for Hostel (Boys Hostel)**
b) Matters pertaining to Girls Hostel: **Discipline Committee for Hostel (Girls Hostel)**

D. General Grievances

For any other grievances not categorized above: **Students Grievance Redressal Committee**

Students may register their grievances through the following channels

Offline

1. The aggrieved student(s) may directly approach the Convener of appropriate committee with a written application or through email.
2. In case of ragging related grievances, the aggrieved student (s) may directly inform any of the members of the Anti-Ragging Committee of SRM University Delhi-NCR, Sonepat on mobile or with written application/through email. The details

of the Anti-Ragging Committee and Anti Ragging Cell are published on the website.

3. Grievances, on plain paper, may be posted in complaint boxes fixed around the campus at the following places:
   a) Outside Administrative Office
   b) Outside Library Block
4. For matters of teaching-learning and internal assessment, students are advised to first express their grievance to the concerned faculty members. On non-resolution of grievance, the student may approach the Head of respective Department with a written application or through email.
5. Aggrieved student (s) may also submit their grievance in writing or through email to the Head of the concerned department/Dean of the faculty.

Online

The student may register their grievance through the Student portal or email.

Online Grievances in UGC and AICTE Portal

Students can also submit their grievances in the UGC and AICTE Grievance portal at the following links:-

- UGC Grievance Portal Link: https://ugc.ac.in/grievance
- AICTE Grievance Portal Link: https://centralgrievances.aicte-india.org

Students Grievance Redressal Matrix at SRM University Delhi-NCR, Sonepat

Nature of Grievance	Category of Grievance	Whom to contact	Contact Details
Academic	Admissions	Director Admission	doa@srmuniversity.ac.in
	Teaching-Learning and Internal Assessment	Teacher-In-Charges of respective Departments/ Head of respective Departments	
	Examination	Examination Grievance Committee	Through Student portal examcellsrmh@srmuniversity.ac.in
Non-Academic	General discipline in the University	Convenor University Disciplinary Committee	goswamipuneet@srmuniversity.ac.in
	Discrimination on the basis of Caste, Creed, Ethnicity, Disability, Gender, Language,	Anti-Discrimination Committee	sanziou.boro@srmuniversity.ac.in

	Region and Religion		
	Infrastructure	Director Administration	director.admin@srmuniversity.ac.in
	Ragging	Convenor Anti-Ragging Committee	Pawan.k@srmuniversity.ac.in
	Sexual Harassment	Convenor Internal Complaints Committee	neelu.c@srmuniversity.ac.in
Hostel	Residential	Wardens of respective hostels	For Boys Hostel: upendrasingh@srmuniversity.ac.in, warden@srmuniversity.ac.in For Girls Hostel: sanskritisingh@srmuniversity.ac.in
General	For grievances in any other matter other than the above	Nodal Officer Student Grievance Redressal Committee	skmalik@srmuniversity.ac.in

The appellate authority for all matters of student grievance at the University level is the Vice-Chancellor SRM University Delhi-NCR, Sonepat.

STUDENT GRIEVANCE REDRESSAL COMPLAINT FORM

* Denotes Required Field

Student Name*

Registration No.*

Father's Name*

Department &

Programme*

Contact no.*

Email Id*

Address*

Complain Details*

Signature

Date:

REGISTRAR
SRM University, Delhi-NCR Sonepat,
Plot no. 39, R.G.E.C., P.S. Rai,
Sonepat (HR.)- 131029

Flowchart to Resolve Student Complaints and Grievances

This flowchart has been designed to demonstrate the process of resolving complaints & grievances of students

Step 1: Informal and Direct
Complaints can often be sorted out quickly if you raise them directly with the staff member concerned with the respective department. It's best to do this as soon as possible. If you don't feel comfortable speaking directly, you can bring your batch mate/friend with you, speak to another member of respective department or raise your concern by email.

Did this resolve your complaint?

YES Complaint resolved.

NO

Step 2: Put it in writing
Put the complaint in writing to the head of following department:
A. Academic & Curricular issues
B. Non- Academic Issues
C. Hostel Issues
D. General Grievances

Did this resolve your complaint?

YES Complaint resolved.

NO

Step 3: Formal Grievance
Submit a formal grievance using the prescribed form either online or offline in prescribed format

Student will receive an email within 48 hours in case of online complain and within 24 hrs. in case of offline complain working days from the respective department.

Investigation

The outcome of the investigation might be to:

You might be asked for more information, or to attend a meeting.

Respective department will investigate the matter and conduct a meeting of concern members.

Dismiss the grievance. If this happens, you will be notified in writing.

Propose a solution to resolve the grievance. You must accept or decline the solution..

Did you accept the proposed solution?

YES Grievance Resolved.

NO

Step 4: Review by Appellate Authority
If you do not accept the proposed resolution, or want to appeal the decision to dismiss your grievance, you can approach the University Appellate Authority (Vice Chancellor Office) for further investigation

University Appellate Authority conduct an independent enquiry and constitute a committee of senior teachers

University will provide you decision and a proposed solution.

You might be asked for more information, or to attend a meeting.

Did you accept the proposed solution?

YES Grievance Resolved.

NO

Step 5: Review by UGC / AICTE
You can seek an independent review of your grievance with the higher education. **UGC: https://grievance.ugc.ac.in/login_home.aspx**
AICTE: https://www.aicte-india.org/bureaus/grievance-redressal

प्रो. रजनीश जैन
सचिव

Prof. Rajnish Jain
Secretary

F.No. 14-4/2012(CPP-II)   7th December, 2018

PUBLIC NOTICE

ON

UGC (GRIEVANCE REDRESSAL) REGULATIONS, 2018

UGC had notified UGC (Grievance Redressal) Regulations, 2012 in official Gazette of India on **23rd March, 2013.** These regulations were aimed at addressing and effectively resolving grievances of students related to Higher Educational Institutions.

The UGC had received a number of responses on these regulations and hence constituted an Expert Committee to revisit UGC (Grievance Redressal) Regulations, 2012. The draft University Grants Commission (Grievance Redressal of Students) Regulations, 2018 prepared by the Committee is attached herewith for observations and suggestions of stakeholders. The feedback and comments on the above draft may be sent to UGC via email grmhei.2018@gmail.com on or before **31st December, 2018.**

(Prof. Rajnish Jain)

qualification from a university and which, in accordance with the rules and regulations of such university, is recognised as competent to provide for such course of study and present students undergoing such course of study for the examination for the award of such qualification;

(d) "Commission" means the University Grants Commission established under section 4 of the UGC Act, 1956.

(e) "declared admission policy" means such policy for admission to a course or program of study as may be offered by the institution and published in the prospectus referred to in sub-regulation (1) of regulation 3;

(f) "grievances" include the following complaints of the aggrieved students, namely:

    i.   making admission contrary to merit determined in accordance with the declared admission policy of the institution;

    ii.   irregularity in the admission process adopted by the institution;

    iii.   refusing admission in accordance with the declared admission policy of the institution;

    iv.   non publication of prospectus, (either hard copy / online) as specified in these regulations;

    v.   publishing any information in the prospectus, which is false or misleading, and not based on facts;

    vi.   withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a students for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;

    vii.   demand of money in excess of that specified in the declared admission policy to be charged by such institution;

(n) "Ombudsperson" means the Ombudsperson appointed under these regulations;

(o) "University" means a university established or incorporated by or under a Central Act or a State Act and includes an institution deemed to be university declared as such under Section 3 of the Act.

3. MANDATORY PUBLICATION OF PROSPECTUS, ITS CONTENTS AND PRICING:

i. Every higher educational institution, shall publish and/or upload on its website, before expiry of at least sixty days prior to the date of the commencement of the admission to any of its courses or programs of study, a prospectus containing the following for the information of persons intending to seek admission to such institution and the general public, namely:

(a) the list of programs of study and courses offered along with the broad outlines of the syllabus specified by the appropriate statutory authority or by the institution, as the case may be, for every course or program of study, including teaching hours, practical sessions and other assignments;

(b) the number of seats approved by the appropriate statutory authority in respect of each course or program of study for the academic year for which admission is proposed to be made;

(c) the conditions of educational qualifications and eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or program of study, specified by the institution;

(d) the process of selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or program of study and the amount of fee prescribed for the admission test;

publication and distribution and no profit be made out of the publication, distribution or sale of prospectus.

4. GRIEVANCE REDRESSAL COMMITTEES (GRC):

A. Department Grievance Redressal Committee (DGRC)

(i) In case of universities, all complaints relating to a department shall first be addressed to Department Grievance Redressal Committee (DGRC) to be constituted at the level of departments/school/center whose composition shall be as follows:

    a) Head of the Department / School / Center – Chairperson

    b) a Professor from outside the department / school / center to be nominated by the Head of HEI – Member

    c) A faculty member well-versed with grievance redressal mechanism to be nominated by the Head of the Department – Member.

(ii) The Chairperson and members of the committee shall have a term of two years.

(iii) The quorum for the meeting shall be two, including Chairperson.

(iv) The DGRC shall follow the principles of natural justice while deciding the grievances of the students.

(v) The DGRC shall make efforts to resolve the grievance within the stipulated period and shall submit its report to the Head of the Institution within a period of 15 days from the date of receipt of complaint to the DGRC.

(vi) The DGRC shall provide a copy of the report to the aggrieved person(s).

B. Institutional Grievance Redressal Committee (IGRC)

(i)   In case of colleges, all complaints shall first be addressed to College Grievance Redressal Committee (CGRC) whose composition shall be as follows:

a)   Principal of the college -Chairperson
b)   Two senior faculty members nominated by the principal of the College.

(ii)   The tenure of the members shall be two years.

(iii)   The quorum for the meeting shall be two, including Chairperson.

(iv)   The CGRC shall follow the principles of natural justice while considering the grievances of the students.

(v)   The CGRC shall send the report and recommendations to the Vice-Chancellor of the affiliating university within a period of 15 days of receiving the complaint.

D.   **University Grievance Redressal Committee (UGRC)**

(i)   In case of grievances not resolved by CGRC, it shall be referred to University Grievance Redressal Committee (UGRC) for which the Vice-chancellor of the affiliating university shall constitute a University Grievance Redressal Committee (UGRC) consisting of five members for a individual colleges or a group of colleges keeping in view the location of the college(s). The UGRC shall be constituted by the Vice-chancellor of the affiliating university consisting of :

a)   A senior Professor of the university – Chairperson
b)   Dean, Student Welfare or its equivalent - Member
c)   Three Principals drawn from the affiliating colleges, on rotation basis to be nominated by the Vice-Chancellor – Members

(ii)   The Chairperson and members of the committee shall have a term of two years.

(iii)   The quorum for the meeting shall be two, including Chairperson.

(a) Nominee of the Governor of the State or his nominee - Chairperson

(b) Vice-Chancellor of a University of State to be nominated by the State Government – Member

(c) Vice-Chancellor of the concerned State University – Member

(d) Registrar of the concerned State University – Secretary (non-voting)

(vi) The Ombudsperson in a Central University and institution deemed to be university shall be appointed by the Executive Council of the Central University or the equivalent statutory body of the Deemed to be University, as the case may be, on part - time basis from a panel of three member recommended by the search committee consisting of the following members, namely:-

(a) Nominee of University Grants Commission – Chairperson

(b) One Vice Chancellor from Central University to be nominated by UGC (for Central Universities) – Member

OR

One Vice Chancellor from institution deemed to be university to be nominated by the UGC (for Deemed to be Universities) - Member

(c) The Vice Chancellor of the university – Member

(d) The Registrar of the university – Secretary (Non-Voting)

(vii) The Ombudsperson shall be a part time officer appointed for a period of three years from the date he/she assumes the office and may be reappointed for another one term in the same university.

(viii) The Ombudsperson shall be paid the sitting fee per day as per the norms of the university for hearing the cases, in addition to the reimbursement of the conveyance.

(iv)   An aggrieved person may appear either in person or be represented by such person as may be authorized to present his/her case.

(v)   The Grievances not resolved at the appropriate Grievance Redressal Committee(s) shall be referred to the Ombudsperson.

(vi)   The institution shall co-operate with the Ombudsperson or the Grievance Redressal Committee(s), as the case may be, in redressal of grievances and failure to do so may be reported by the Ombudsperson to the Vice Chancellor.

(vii)   On the conclusion of proceedings, the Ombudsperson shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the affected party at issue, after giving due hearing to both the parties.

(viii)   Every order under the signature of the Ombudsperson shall be provided to the aggrieved person and the institution and shall be placed on the website of the institution.

(ix)   The institution shall comply with the recommendations of the Ombudsperson. Any recommendations of the Ombudsperson not complied with by the institution shall be reported by the Ombudsperson to the Commission.

(x)   In case of any false or frivolous complaint, the Ombudsperson may recommend appropriate action against the complainant.

8.   INFORMATION REGARDING OMBUDSPERSON GRIEVANCE REDRESSAL COMMITTEE:

The institution shall provide detailed information regarding provisions of Grievance Redressal Committee(s) and Ombudsperson on their website and in their prospectus prominently.

9.   CONSEQUENCES OF NON-COMPLIANCE:

The Commission shall in respect of any institution which willfully contravenes these regulations or repeatedly fails to comply with the recommendation of the Ombudsperson or the Grievance Redressal

Grievances in Examinations:

Grievance Redressal Mechanism

Objective

Improving accountability and transparency of the assessment & evaluation process at SRMUH

Grievance –

- Discrepancy in result
    - Appeared- Marked absent
    - Result not declared
- Dissatisfaction for grade/ score in a subject
    - Less than expected score/ grade

Redressal Mechanism-

1. Organizational Commitment

Examination Department recognizes and values the importance of GRM (Grievance redressal mechanism) process as a means of improving accountability and transparency, which is correctly monitored.

2. Principles:

- **Legitimacy**

GRM (Grievance redressal mechanism) operates, in accordance with published statutes/ ordinance of the university.

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- **Accessibility**

GRM (Grievance redressal mechanism) is easily accessible to all stakeholders, irrespective of their semester, term or academic year, and can be filed Online or Offline, and the contact address is published on website (Examination)/ Students Portal/ Notice Board- Circular (Exam Result)

- **Responsiveness**

GRM (Grievance redressal mechanism) is highly responsive to the needs of all complainants and offers a clear procedure with time frames for each stage and clarity on the types of results it can (and cannot) deliver.

- **Fairness**

It is ensured, that the grievances are treated in complete confidentiality, assessed impartially, and handled transparently.

- **Transparency/ Standardization of Outcome**

Complete process of redressal is transparent, and the outcomes is consistent and in accordance with ordinance of the university.

3. Staff &Competence

Officers/ Dedicated staff, handling GRM (grievance redressal mechanism) are trained, and have the necessary technical skills, resources, means and powers to investigate grievances.
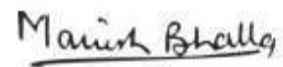
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4. Process

a. Photocopy of Answer-script(s):

A candidate will be permitted to see his/her evaluated/ re-evaluated answer book(s) for identification only, if his/her application along with prescribed fees per answer book reaches the University within date as specified with the declaration of result. A candidate who has appeared in a University examination shall be entitled to apply for photocopy/photocopies of such answer book(s) as may be required by him/her. No photocopy/ copies of the answer book(s) shall be given to the applicant unless all identification marks, such as the name of the Examiner/Evaluator or any other official associated with the examination is properly eclipsed/ defaced beyond recognition.

b. Re-totaling:

On application and remittance of a prescribed fee by the student within specified time period of declaration of result, the University shall permit a recounting or opportunity to recount the marks received for various questions in an answer paper / papers for theory of all subjects for which the student has appeared in the university examination. Any error in addition of the marks awarded if identified shall be suitably rectified.

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- **Channels for application**
  - Application for grievance are accepted through multiple channels (Student/ Parent Portal- Grievances, e mail, What's App, and Hard Copy)
  - Discrepancy can be routed to exam department through respective Head of the Department also.
- **Fee**
  - INR 500/- for Photocopy/Re-Totaling of the answer sheet
  - INR 500/- for Review/ Charge for unchecked answer, if any
  - Time line for reporting any discrepancy/ inquiry – As notified by Exam Department

- **Categorization/ Prioritization**
  - Discrepancy with respect to result (present/ absent) is addressed immediately
- **Acknowledgement**
  - Acknowledgement is done through the same channel selected for submission of application (e mail, What's App, and Hard Copy- Snap shot of received application)
  - Acknowledgement outlines the GRM process, provide contact details and indicates timeline likely to take to resolve the grievance

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- **Timeline**
  - Clear timelines/ circular is published for addressing discrepancy
- **Nature of Investigators**
  - Neutral investigators without any bias and stake in the outcome
- **Action**
  - It is ensured that action is taken on every grievance
- **Tracking**
  - Stakeholders – Exam Cell, Team Exam, Exam Supt, Evaluation coordinator
  - Status report with respect to number of cases/ applications is shared with stakeholders, by exam cell/ ERP team every day after result declaration, for discussion/ progress
- **Timeframe to close a grievance**
  - 3 working days, after the last date of submission of application/ Sharing concern/ Grievance

5. In case of any grievance of the student (if any), a committee consisting of the following shall consider the same and the report of the said committee, shall be considered as final and binding.

- Dean Academic Affairs (Chair)
- Dean of respective Department
- Head of respective Department CoE/ Exam Department – Convener

Manish Bhalla

(Registrar)

Policy

on

Funds Management and Investment

CONTENT

1. **PREAMBLE**
2. **PURPOSE AND OBJECTIVES**
3. **APPLICABILITY**
4. **STANDATD OPERATING PROCESS**
5. **TOLLS/SOFTWARE REQUIRED**
6. **PROCESS FLOW OF FUND MANAGEMENT & INVESTMENT**

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1.1 Preamble

Management of Funds and Investments in case of a self-financed University is of utmost importance. Majority of sources of revenue in case of a self-financed University are, Fees from Students followed by other avenues such as Grants and Sponsorships, Management Development Programmes and consultancies, Registration Fees for conduct of Entrance Examinations, Endowments and contributions from the Alumni etc.

The effective implementation of funds Management policy ensures that the funds do not lie idle in the bank accounts across all the constituents of SRMUH are immediately invested in such a manner to get maximum return on investment. The funds are made available as per the requirements to the respective constituents as and when needed.

1.2 Purpose & Objectives

To streamline the processes of Fund Management & making investment. To ensure that the funds do not lie idle in the bank accounts across all the constituents of SRMUH. To ensure that the funds are optimally invested to earn maximum returns on the investment. To ensure that the funds are made available as per the requirements to the respective constituents as and when needed.

1.3 Definitions

1. Funds: - A sum of money saved or made available for a particular purpose.

2. Investments: - Investment is the dedication of an asset to attain an increase in value over a period of time. In finance, the purpose of investing is to generate a return from the investment.

3. Bank: - A bank is a financial institution that accepts deposits from the public and creates a demand deposit while simultaneously making loans. All the constituents of SRMUH are having Receipt and Payment Bank accounts for their daily operations.

4. Return on Investment: - Return on Investment (ROI) is a popular profitability metric used to evaluate how well an investment has performed.

1.4 Applicability

This Funds Management and Investment policy is the source of the prescribed and detailed policy for all Directors/ Heads and Accountants of Constituent Institutes/Departments of SRM University Delhi-NCR, Sonepat and officials at the Head Office. Hence this policy is applicable for said stakeholders existing across all the Campuses and Constituents of the SRM University Delhi-NCR, Sonepat.
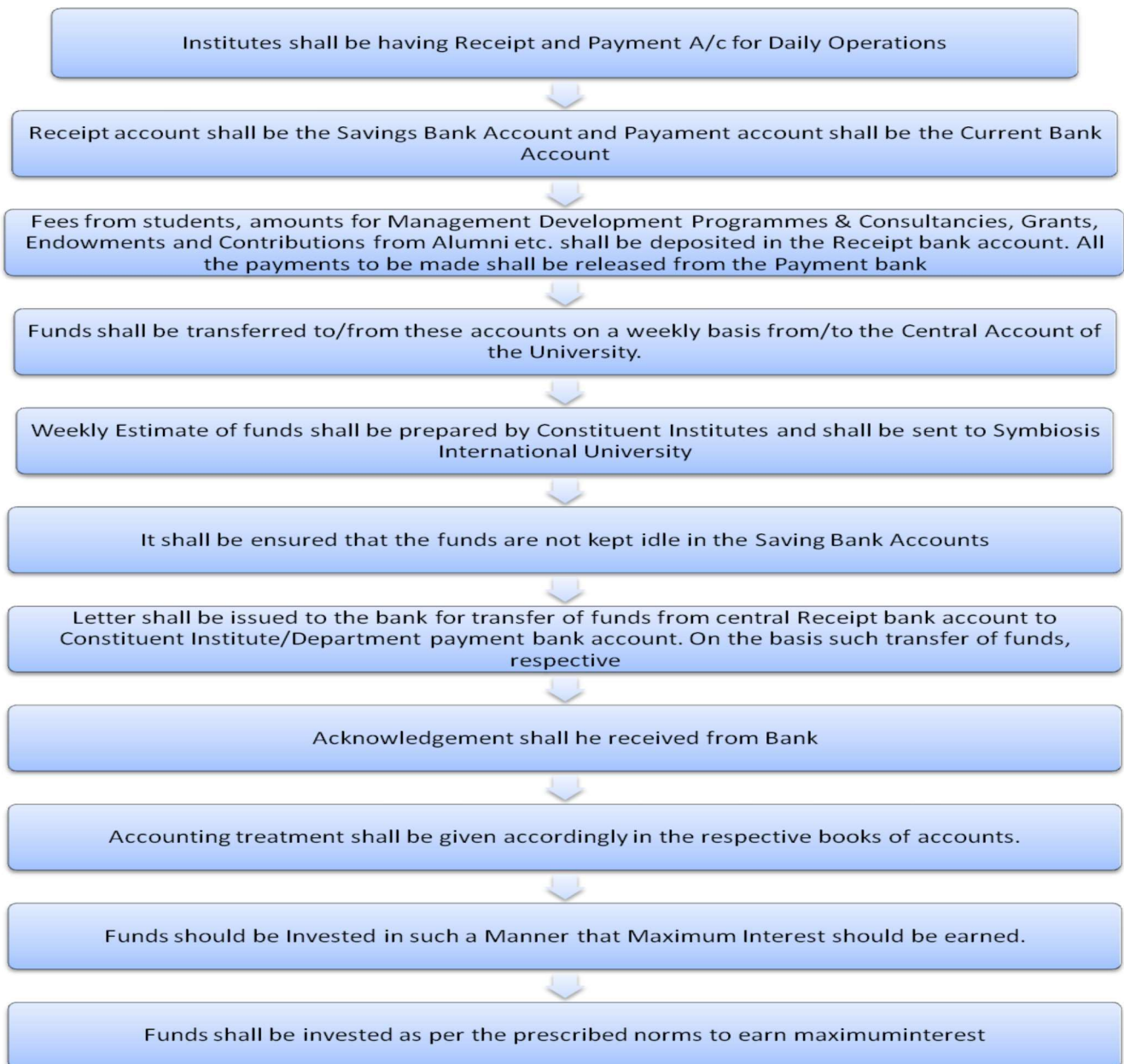
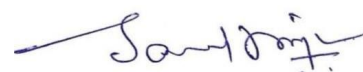*Manish Bhalla*

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1.5 Standard Operating Procedure for Funds Management and Investment:

1. All Constituent Institutes/Departments shall be having separate Receipt and Payment Bank accounts for their daily operations.

2. Receipt account shall be the Savings Bank Account and Payment account shall be the Current Bank Account.

3. Fees from students, amounts for Management Development Programmes & Consultancies, Grants, Endowments and Contributions from Alumni etc. shall be deposited in the Receipt bank account.

4. All the payments to be made shall be released from the Payment bank account. The Funds collected by way receipts in the Savings Account of the Constituent Institutes /Departments shall be strictly monitored and transferred on a weekly basis by every Thursday to a Central Account of the University.

6. Constituent Institutes/Departments shall prepare weekly estimate for the Fund requirement as per the expected payments to be issued and shall be sent to SRM University Delhi-NCR, Sonepat by every Thursday to transfer the funds in the payment account of respective Constituent Institute/Department.

7. The funds transferred to Central account of the University shall be invested as per the prescribed norms to earn maximum interest.

8. Funds received from external agencies for Research projects etc. shall be invested as per

the terms and conditions of the funding agencies.

9. Letter shall be issued to the bank for transfer of funds from central Receipt bank account to Constituent Institute/Department payment bank account. The bank will issue the acknowledgement for the same. On the basis such transfer of funds, respective Institutes shall be informed.

10. Accounting treatment shall be given accordingly in the respective books of accounts.

1.6 Tools/Software required

Tally Software shall be used for Accounting for the Books of Accounts. It shall be ensured that technology by means of Net Banking, Online transfers/payments is used to the best possible extent.

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1.7 Process Flow of Funds Management & Investment

Institutes shall be having Receipt and Payment A/c for Daily Operations

Receipt account shall be the Savings Bank Account and Payament account shall be the Current Bank Account

Fees from students, amounts for Management Development Programmes & Consultancies, Grants, Endowments and Contributions from Alumni etc. shall be deposited in the Receipt bank account. All the payments to be made shall be released from the Payment bank

Funds shall be transferred to/from these accounts on a weekly basis from/to the Central Account of the University.

Weekly Estimate of funds shall be prepared by Constituent Institutes and shall be sent to Symbiosis International University

It shall be ensured that the funds are not kept idle in the Saving Bank Accounts

Letter shall be issued to the bank for transfer of funds from central Receipt bank account to Constituent Institute/Department payment bank account. On the basis such transfer of funds, respective

Acknowledgement shall he received from Bank

Accounting treatment shall be given accordingly in the respective books of accounts.

Funds should be Invested in such a Manner that Maximum Interest should be earned.
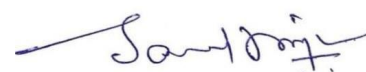
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Mentor-Mentee Policy

The University life of students is changing very fast with pressures to achieve high in academics, secure jobs with respectable earnings, build their careers of their choice, and integrate learning of various skills with curriculum to ensure job security and to cope up with the information available on the social media. At the same time, with the fast advancement in international relations and developments in science and the sudden onset of COVID like pandemic, higher education is becoming more and more complex and challenging. All of this creates a lot of anxiety and uncertainties among University students about their success during and afterwards. It is a well-established fact that the turning point in the career of students is not the curriculum topics but the relationship with the mentors who may be their peers or teachers or professionals. SRM University Delhi-NCR, Sonepat, admits students from all over India with diverse social, cultural and economic backgrounds. Hence, there is a requirement of continuous mentoring of students for academic, social, personal and career guidance. Looking at all these needs of students, the University created a Mentor-Mentee system where a group of students (Mentees) are assigned to a faculty (Mentor) from the same Department. The IQAC will hold sessions every year for faculty members on mentoring. The Following policy has been adopted by the University for its Mentorship Program.

1. Mentor-Mentee Mechanism

1. Faculty members (Mentors) will be assigned a group of 15 to 25 students from the same Department.
2. The mentee once assigned to a mentor will continue with the same mentor till the end of the program of study.
3. Every Year, First Year students will be added to the mentors list in place of graduating students.
4. In case of Divyang students, specific Faculty Mentors will be allotted in addition to their Departmental mentors who will look after of their special needs.
5. Student Mentors will be assigned to slow learners in the format of a buddy system.
6. Peer or student mentors will be felicitated at a suitable platform and the number of hours spent by them will be considered towards completion of NSS program.

2. Responsibilities of Mentor

1. Conduct at least one meeting (online/offline) in a month. In total each mentor will spend at least 8 hours with mentees in a semester.
2. Assess mentee's background, knowledge, skill, motivation, experience, hobbies, etc.
3. Help to improve upon communication skills and shed hesitation.
4. Counsel, guide and advice mentee to accomplish their goal in academic and career development.

5. Help them solve their concerns with appropriate support and referral available.

6. Encourage inquisitiveness and interest in academic, extracurricular and social works.

7. Conduct discussions on socio-cultural aspect of the country to make good citizen.

8. If situation demands contact parent/guardians and provide the information about the achievements of their wards.

9. Update them on various scholarships, fellowships, competitions, internships, research projects, job opportunities, etc.

10. Develop leadership quality, team work among mentee.

11. Develop a long term relationship and keep in contact to see the effects of mentoring and the progression of the mentee.

12. After completion of each session, submit the meeting records and a brief report to IQAC keeping the information and discussions with the mentees confidential.

13. Consult the college psychologist about the needs of any mentee and take necessary action.

14. Listen to the mentees, be flexible, be empathetic, be respectful and invest time and efforts

15. Identify the learning abilities of their mentees and suggest necessary action programs to the IQAC e.g. requirements of any skill development programs, career counselling sessions from professionals, preparation for various entrance examinations, etc.

16. Reaching out to other colleagues to request to conduct special/remedial classes for slow learners in the group.

3. Responsibilities of Mentee
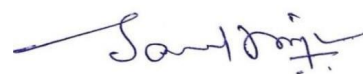
1. Attend meetings regularly
2. Be respectful towards everyone and the mentor
3. Share details of her/his performances in academic, extra-curricular activities, etc with mentors
4. Share his/her career plans and specific needs with mentor.
5. Focus on the guidance or advice provided by the mentor.

4. Expected Outcome of the Mentor-Mentee Mechanism

1. To empower students through imparting skills for self-awareness, self-management, social awareness and relationship management
2. Identification of the learning abilities of the students and requirements of special needs.
3. Identification of slow and advanced learners and take appropriate steps.
4. Proposal for augmenting curriculum as per the requirement of the students.
5. Initiating new courses for career advancement of students based on student requirements.
6. Forwarding Suggestions for changes in the curriculum to University for necessary action.
7. Modifications in the Teaching-learning pedagogies

5. Faculty and college responsibility towards slow learners

Slow learners cannot be defined as poor achievers or suffering from any kind of illness. The slow learning may be because of social background, lesser exposure to society, academic facilities, field, and hesitation to ask questions in the class, medium of instruction, previous knowledge of the subject due to different

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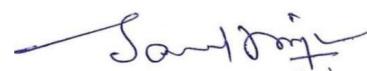
curriculum in state boards, etc. mentors can help mentees to overcome many of their problems. The following strategies of more may be adopted by the faculty to motivate and guide slow learners.

1. Making provisions of easy lecture notes/study materials.
2. Recording their lectures and providing the same to the students so that the students can listen to the class content at their pace.
3. Arranging special classes in the form of remedial classes.
4. Peer education strategies can be used by following buddy system or peer mentors.
5. Provide academic and personal counselling
6. Encourage group learning activities.
7. Encouraging the students to join or participate in Co-Curricular activities
8. Teaching Learning through examples and case studies related to their social background.
9. Encouraging students to be more inquisitive and to join the skill development courses on life communication skills.

6. Faculty and college responsibility towards advanced learners

Advanced learners are those students who have better Intelligence Quotient and faster understanding of the subject. Such students require to be groomed beyond curriculum to explore their full potential.

1. Providing extra facilities and academic input for better career growth.
2. Encouragement to join research projects run by the college to inculcate research orientation.
3. Encouragement to write and publish research/popular/review papers or book chapters under the guidance of faculty members.

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4. Encourage to read research papers and make presentations before the class.

5. Encourage to participate in National/International Conferences, Seminar and workshop so that they can present their works as well as interact with renowned academician.

6. Provide scholarships/Awards to acknowledge their efforts and to enhance their performance.

7. Encourage to join Online Courses offered by Swayam or COURSERA or other platforms for enhancing the knowledge horizon.

8. Offer a range of texts with more difficult books than the peer

9. Offer deeper questions with moving from factual to conceptual thoughts.

10. Honor and support innovative thinking. Help nurture their innovative ideas into products or models.

11. Consider the following general principles of teaching and learning of explore, create, envision, support, improve and exhibit.

SRM UNIVERSITY DELHI-NCR, SONEPAT

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39, Rajiv Gandhi Education City, Delhi-NCR, Sonepat-131029, Haryana (India)
Tel : 0130-2203700-01 | Tollfree : 1800 180 1216 | Website : www.srmuniversity.ac.in

A Policy

on

Facilities & Amenities

for

Differently Abled (DIVYANGJAN)

A Policy on Facilities and Amenities for Divyangjan (Differently Abled)

1. Preamble

With its vision, goal, and values, SRMUH is dedicated to ensuring that all of its students and employees are treated fairly, justly, and impartially. The university's motto, "the earth is a single family," represents the fundamental concept of nurturing and caring, which develops into a finely woven symbiotic system where care is given to all of its constituents and stakeholders. The policy had already been developed by the University under the guidance of "The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995," with its non-discriminatory and inclusive approach toward the differently abled and providing facilities and amenities to them.

Being a self-financed university, SRM University Sonepat Haryana is committed to make a substantial contribution toward the broad goals of the aforementioned act, which include ensuring that the disabled play a significant and essential role in the development of the country.

2. Purpose

· To ensure that disabled students and staff receive equal opportunity and the necessary facilities without discrimination based on their kind of disability, age, gender, physical ability, or any other socioeconomic or demographic factors.

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· To maintain a climate free of any unwelcome harassment of disabled people and to guarantee a welcoming and barrier-free environment for their studies and works.

3. Policy Statement

We are dedicated to giving people with disabilities access to inclusive education in a supportive and inspiring atmosphere, giving them equal opportunity to realize their potential, and eradicating all forms of stigma so that they can become responsible adults.

The institute will create a disabled-friendly environment, paying particular attention to some of the common issues with independent functioning and mobility faced by the differently abled, and will provide the adequate amenities to differently abled students, staff members, and visitors to the campus.

Manish Bhalla

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SRM University Delhi-NCR

Policy for the Management and Disposal of Hazardous Chemicals

Contents

- Introduction
- Policy Objectives
- Definitions
- Stakeholders
- Policy Contents
- Appendices

Introduction

SRM University Delhi-NCR, Sonepat, Haryana (SRM Education and Research Institute) has been established under Haryana Private University Act, 2006 as amended by Act No. 8 of 2013. SRM University Delhi-NCR, Sonepat, Haryana aims to emerge as a leading world-class university that creates and disseminates knowledge upholding the highest standards of instruction in Engineering & Technology, Science, Management, Law, Science & Humanities. Along with academic excellence and skills, university curriculum imparts integrity and social sensitivity to mould university graduates who may be best suited to serve the nation and the world.

SRM University realizes sustainable and holistic management and disposal of hazardous chemical essential in reducing its environmental footprint and providing a safe and healthy work environment for teaching and non-teaching employees, students, and visitors. The University has a duty to ensure that all the hazardous chemicals from concerned laboratories in the university are disposed of responsibly by using proper mechanism at the source and if possible, converting it into value added environment friendly product.

Policy Objectives

✓ To ensure the safe handling, storage and disposal of hazardous chemicals from concerned laboratories of University.

✓ To provide appropriate training for teacher, resident, staff, students and other stakeholders on waste management issues.

3. Organization and Management

The responsibilities and organizational arrangements for this hazardous chemical Management and disposal Policy lie with variety of personnel within the University.

- ▪ **Advisory Board**

  a. Vice-Chancellor- Chairman

  b. Dean Academic Affairs

  c. Dean (S & H)

  d. Project Manager

  e. One outside experts (to be nominated by the Vice-Chancellor):
     Prof. R. K. Sharma, Dept. of Chemistry, University of Delhi

  f. Head of the concerned Departments

- ### Function of Advisory Board

  ❖ Monitoring the concerned laboratories regarding management and disposal of hazardous chemicals.

  ❖ Provision of appropriate training for all personnel who have responsibilities for management and disposal of hazardous chemicals.

Definitions

Acid - any of various typically water-soluble and sour compounds that in solution are capable of reacting with an alkali to form a salt, redden litmus, and have a pH less than 7.

Alkali - a chemical compound that neutralizes or effervesces with acids and turns litmus blue; typically, a caustic or corrosive substance of this kind such as lime or soda.

Air reactive - liquids and solids spontaneously ignite within 5 minutes after coming into contact with air.

Authorized individual – person within a department or other administrative unit who had received necessary training and is authorized to review and approve chemical and hazardous material requests.

Carcinogen – refers to any substance that is an agent directly involved in the development of cancer or increases the potential of developing cancer over a period of time (acute or chronic exposures).

Combustible - chemicals able to catch fire and burn easily.

EHS&RM – Environmental Health, Safety and Risk Management Department

EPCRA - Emergency Planning and Community Right-To-Know Act

Flammable - ability of a substance to burn or ignite, causing fire or combustion. The degree of difficulty required to cause the combustion of a substance is quantified through fire testing. Internationally, a variety of test protocols exist to quantify flammability.

Mixtures - a combination of two or more pure substances in which each pure substance retains its.

Organic - relating to, being, or dealt with by a branch of chemistry concerned with the carbon compounds of living beings and most other carbon compounds

OSHA (Occupation Safety and Health Administration) - This agency develops, issues and enforces employee safety regulation.

Oxidizers - chemicals that transfer electronegative atoms, usually oxygen, to a substrate.

Reagents - substances used in detecting or measuring a component, in preparing a product, or in developing photographs because of its chemical or biological activity

RQ – (Reportable Quantity) Amount of chemical that if released to the environment, requires notification to emergency response agencies.

SDS – (Safety Data Sheets) (formerly referred to as MSDS – Material Safety Data Sheets). Product safety and handling information supplied by the product manufacturer.

Water reactive – chemicals which become spontaneously flammable or emit flammable gases in potentially dangerous quantities upon contact with water, steam or moisture.

Solution - solid, liquid, or gaseous substances homogeneously mixed with a liquid or sometimes a gas or solid

TPQ – (Threshold Planning Quantity) is the amount of chemical that if possessed by University requires the development and implementation of a chemical specific risk analysis and risk management plan.

Stakeholders

Personnel procuring, handling, storing, using and disposal of chemicals on the SRMUH campus for cleaning, educational instruction and laboratory research procedures.

Policy contents

- **Purchase –** Chemicals used on the SRMUH campus must be purchased through the Purchase Department. SDS for samples, gifts or chemicals from outside sources must first be approved by authorized personnel prior to being brought on campus. The University has an obligation to make SDS for all chemicals on-campus available. EHS&RM cannot provide data sheets for chemicals that appear surreptitiously. SDS must be obtained for chemicals purchased "over-the counter".

- **Training**

    Authorized individuals will be provided with Hazard Communication, Laboratory Safety, and/or Hazardous Waste training as required by their job function. Training will cover relevant safety and environmental issues that must be considered when reviewing a request for chemicals.

- **Responsibilities**

  ➢ Material Requestor – Responsible for ensuring all provisions of this policy are followed when requesting and procuring chemicals.
  ➢ Authorized Individuals: Responsible for reviewing all chemical requisitions to ensure applicable compliance issues are addressed prior to purchase. If an authorized individual has concerns about a request, the concern must be resolved with the requestor as soon as possible. The Authorized individual will indicate in the text field on the requisition if an SDS is required from the material supplier.
  ➢ Faculty and Staff: Responsible for ensuring policy is followed by staff, graduate and under graduate students.
  ➢ Procurement Services: Monitors chemical requisitions and ensures the approval of authorized individuals is obtained prior to purchase.

- **Preventing the generation of Hazardous Waste**

  ➢ Hazardous waste reduction begins at the source of generation. Purchases should be reviewed by authorized individuals to determine if it is possible to alter the process or materials used in order to reduce the quantity or hazard of the waste generated. Determine if a less hazardous material (or recyclable or reusable) can be substituted for the same job. Suppliers often have suggestions for safer or more environmentally friendly products.
  ➢ Purchase only the required/necessary quantity of material for the job at hand. Excess materials that age past shelf life become hazardous waste.
  ➢ Conduct chemical inventories periodically to ensure materials are used prior to expiration.

- **Chemical Storage**

  Appropriate cabinets or rooms for storage of corrosive, flammable, reactive or toxic materials must be obtained prior to materials purchase. Cabinets or rooms must be labeled to indicate the type of materials stored within. Typical storage considerations may include temperature, ignition control, ventilation, segregation and identification.

- **Requirements for Safe Chemical Storage**

  ➢ Ensure all containers of hazardous chemicals are properly labeled with the identity of the hazardous chemical(s) and appropriate hazard warnings.

➢ All chemicals should be labeled and dated upon receipt in the lab and on opening. This is especially important for peroxide-forming chemicals such as ethers, dioxane, isopropanol, and tetrahydrofuran.

➢ Segregate all incompatible chemicals for proper storage by hazard class. In other words, store like chemicals together and away from other groups of chemicals that might cause reactions if mixed. Refer to **Appendix B** for examples of incompatible chemicals.

➢ Do not store chemicals alphabetically except within a grouping of compatible chemicals. Refer to **Appendix C** for Basic Chemical Segregation

➢ Flammable materials should be stored in an approved, dedicated flammable materials storage cabinets or storage rooms if the volume exceeds ten gallons.

➢ Keep cabinet doors closed except when transferring chemicals to smaller containers for use in experiments and research. All chemicals should be labeled and dated upon receipt and on opening. This is especially important for peroxide forming chemicals such as ethers, dioxane, isopropanol and tetrahydrofuran etc.

➢ Do not store chemicals on the floor (even temporarily) or extending into traffic aisles.

➢ Liquids should be stored in unbreakable or double-contained packaging, or the storage cabinet should have the capacity to hold the contents if the container breaks.

➢ Store acids in a dedicated acid cabinet. Nitric acid may be stored there, but only if it is kept isolated from all other acids.

➢ Store highly toxic or controlled materials in a locked, dedicated poison cabinet. Volatile or highly odorous chemicals block proper air flow in hoods and reduce available work space.

➢ Solutions should be labeled and dated. Chemicals shall be stored in ventilated cabinets. Chemical fume hoods shall not be used for storage.

Look for unusual conditions in chemical storage areas, such as:

✓ Improper storage of chemicals
✓ Leaking or deteriorating containers
✓ Spilled chemicals
✓ Temperature extremes (too hot or cold in storage area)
✓ Lack of or low lighting levels
✓ Blocked exits or aisles
✓ Lack of security
✓ Trash accumulation
✓ Open lights or matches
✓ Fire equipment blocked, broken or missing
✓ Lack of information or warning signs ("Flammable liquids", "Acids", "Corrosives", "Poisons", etc.)

➢ First aid supplies, emergency phone numbers, eyewash and emergency shower equipment, fire extinguishers, spill cleanup supplies, and personal protective equipment should be readily available and personnel trained in their use.

➢ Chemicals stored in explosion-proof refrigerators or cold rooms shall be sealed and labeled with the name of the person who stored the material in addition to all other required hazard warnings.

➢ Only compressed gas cylinders that are in use and secured in place shall be kept in the laboratory. All others, including empties, shall be sent to the compressed gas cylinder storage area for the particular facility.

➢ Keep all stored chemicals, especially flammable liquids, away from heat and direct sunlight.

➢ Proper storage information can usually be obtained from the Safety Data Sheet (SDS), label, or other chemical reference material.

Disposal

➢ Hazardous Chemicals (waste) (liquid, solid) should be accumulated in drums or containers separately.

➢ Waste storage areas should be checked weekly for leaks or spills.

➢ Waste containers should be labeled with contents, hazards (flammable, combustible, acid, non-halogenate, halogenated etc.), and accumulation dates.

➢ Before disposal, pH must be checked, if acidic, before disposal it should be neutralized.

➢ Solvent should be recycled with the help of fractional distillation process.

APPENDIX A

Storage Time Limits for Common Peroxidizable Compounds

Under proper conditions, these chemicals will form explosive peroxides which can be detonated by shock or heat.

MOST DANGEROUS: Discard after _3 months_. Peroxide formation hazard during storage.	
Diisopropyl ether	Potassium metal
Divinyl acetylene	Sodium amide
Isopropyl ether	Vinylidene chloride

DANGEROUS: Discard after <u>one year</u>. Peroxide formation hazard during storage and on concentration (i.e., distillation) of compound.		
Acetal	Dicyclopentadiene	Methyl cyclopentane
Acetaldehyde	Diethyl ether	Methyl isobutyl ketone
Cumene	1,4-Dioxane	Tetrahydrofuran
Cyclohexene	Ethylene glycol dimethyl ether	Tetrahydronaphthalene
Diacetylene	Methyl acetylene	Vinyl ethers

Peroxide formation causes initiation of hazardous polymerization.		
Acrylic acid	Chloroprene	Tetrafluoroethylene
Acrylonitrile	Chlorotrifluoroethylene	Vinyl acetate
1,3-Butadiene	Methyl methacrylate	Vinyl acetylene
2-Butanol	2-Propanol	Vinyl chloride
	Styrene	Vinyl pyridine

Manish Bhalla

APPENDIX B

Examples of Incompatible Chemicals

The following list is not a complete listing of incompatible materials. It contains some of the most common incompatible materials. Before starting your work always research materials you work with order to work safely in the lab. Contact the Environmental Health Safety and Risk Management Office (EHS&RM) with any questions.

Chemicals listed in Column A should not be stored with or used near items in Column B.

Column A	Column B
Acetic acid	Chromic acid, nitric acid, hydroxyl compounds, ethylene glycol, perchloric acid, peroxides, permanganates
Acetic anhydride	Hydroxyl-containing compounds such as ethylene glycol, perchloric acid
Acetone	Concentrated nitric and sulfuric acid mixtures, hydrogen peroxide
Acetylene	Chlorine, bromine, copper, fluorine, silver, mercury
Alkali and alkaline earth metals such as powdered magnesium, sodium, potassium	Water, carbon tetrachloride or other chlorinated hydrocarbons, carbon dioxide, halogens
Ammonia (anhydrous)	Mercury, halogens, calcium hypochlorite, hydrofluoric acid
Ammonium nitrate	Acids, metal powders, flammable liquids, chlorates, nitrites, sulfur, finely divided organic or combustible materials
Aniline	Nitric acid, hydrogen peroxide
Arsenical materials	Any reducing agent
Azides	Acids, heavy metals and their salts, oxidizing agents
Calcium oxide	Water
Carbon, activated	All oxidizing agents, calcium hypochlorite
Carbon tetrachloride	Sodium
Chlorates	Ammonium salts, acids, metal powders, sulfur, finely divided organic or combustible material
Chlorine dioxide	Ammonia, methane, phosphine, hydrogen sulfide

Chromic acid and chromium trioxide	Acetic acid, alcohol, camphor, glycerol, naphthalene, flammable liquids in general
Copper	Acetylene, hydrogen peroxide
Cumene hydroperoxide	Acids (organic or inorganic)
Cyanides	Acids
Flammable liquids	Ammonium nitrate, chromic acid, hydrogen peroxide, nitric acid, sodium peroxide, halogens, other oxidizing agents
Fluorine	All other chemicals
Hydrides	Water
Hydrocarbons (e.g., butane, propane, benzene)	Fluorine, chlorine, bromine, chromic acid, peroxides
Hydrocyanic acid	Nitric acid, alkalis
Hydrofluoric acid (anhydrous)	Ammonia (aqueous or anhydrous)
Hydrogen peroxide	Copper, chromium, iron, most metals or their salts, any flammable liquid (i.e., alcohols, acetone), combustible materials, aniline, nitromethane
Hydrogen sulfide	Fuming nitric acid, oxidizing gases
Hypochlorites	Acids, activated carbon
Iodine	Acetylene, ammonia (aqueous or anhydrous), hydrogen
Mercury	Acetylene, fulminic acid, ammonia
Metal hydrides	Acids, water
Nitrates	Acids
Nitric acid (concentrated)	Acetic acid, acetone, alcohol, aniline, chromic acid, hydrocyanic acid, hydrogen sulfide, flammable liquids, flammable gases, copper, brass, any heavy metals
Nitrites	Acids
Nitroparaffins	Inorganic bases, amines
Oxalic acid	Mercury and silver and their salts
Oxygen	Oils, grease, hydrogen; flammable liquids, solids, or gases
Perchloric acid	Acetic anhydride, alcohol, bismuth, paper, wood, grease, oils
Permanganates	Concentrated sulfuric acid, glycerol, ethylene glycol, benzaldehyde
Peroxides, organic	Acids (organic or mineral), avoid friction, store cold

Phosphorus, white	Air, oxygen, alkalis, reducing agents
Potassium	Carbon tetrachloride, carbon dioxide, water
Potassium chlorate	Sulfuric and other acids, ammonium salts, metal powders, sulfur, finely divided organics, combustibles
Potassium perchlorate (see also chlorates)	Sulfuric and other acids
Potassium permanganate	Glycerol, ethylene glycol, benzaldehyde, sulfuric acid
Silver and silver salts	Acetylene, oxalic acid, tartaric acid, ammonium compounds, fulminic acid
Sodium	Carbon tetrachloride, carbon dioxide, other chlorinated hydrocarbons, water
Sodium nitrate	Ammonium nitrate and other ammonium salts
Sodium peroxide	Ethyl or methyl alcohol, glacial acetic acid, acetic anhydride, benzaldehyde, carbon disulfide glycerin, ethylene glycol, ethyl acetate, methyl acetate, furfural
Sulfides	Acids
Sulfuric acid	Chlorates, perchlorates, permanganates

APPENDIX C

Basic Chemical Segregation

Hazard Class of Chemical	Recommended Storage Method	Examples	Incompatibilities
Compressed gases - Flammable	Store in a cool, dry area, away from oxidizing gases. Securely strap or chain cylinders to a wall or bench.	Methane Hydrogen Acetylene Propane	Oxidizing and toxic compressed gases, oxidizing solids.
Compressed gases - Oxidizing	Store in a cool, dry area, away from flammable gases and liquids. Securely strap or chain cylinders to a wall or bench.	Oxygen Chlorine Bromine	Flammable gases
Compressed gases - Poisonous	Store in a cool, dry area, away from flammable gases and liquids. Securely strap or chain cylinders to a wall or bench.	Carbon monoxide Hydrogen sulfide Nitrogen dioxide	Flammable and/or oxidizing gases.
Corrosives - Acids	Store separately in acid storage cabinet. Segregate oxidizing acids (i.e., Chromic, nitric, sulfuric, and perchloric acids) from organic acids	Acetic acid Phenol Sulfuric acid Chromerge Nitric acid Perchloric acid Chromic acid Hydrochloric acid	Flammable liquids, flammable solids, bases, oxidizers
Corrosives - Bases	Store in separate corrosive storage cabinet. Store solutions of inorganic hydroxides in labeled polyethylene containers.	Ammonium hydroxide Sodium hydroxide Calcium hydroxide	Flammable liquids, oxidizers, poisons, and acids
Flammable Liquids	Store in flammable storage cabinet and away from sources of ignition. Store highly volatile	Acetone Benzene Diethyl ether Methanol	Acids, bases, oxidizers, and poisons

	flammable liquids in an explosion-proof refrigerator.	Ethanol Toluene Glacial acetic acid	
Flammable Solids	Store in a separate dry, cool area away from oxidizers, corrosives, flammable liquids	Phosphorus, yellow Calcium carbide Picric acid Benzoyl peroxide	Acids, bases, oxidizers, and poisons
General Chemicals - Non-reactive	Store on general laboratory benches or shelving preferably behind glass doors and below eye level.	Agar Sodium chloride Sodium bicarbonate Most non-reactive salts	See specific SDS.
Oxidizers	Store in a spill tray inside a chemical storage cabinet. Separate from flammable and combustible materials.	Ammonium persulfate Ferric chloride Iodine Sodium hypochlorite Benzoyl peroxide Potassium permanganate Potassium dichromate The following are generally considered oxidizing substances: Peroxides, perchlorates, chlorates, nitrates, bromates, and superoxides.	Separate from reducing agents, flammables, and combustibles.
Poisons/Toxic Compounds	Store separately in vented, cool, dry area, in unbreakable chemically-resistant secondary containers and in accordance with the hazardous	Aniline Carbon tetrachloride Chloroform	Flammable liquids, acids, bases, and oxidizers.

	nature of the chemical.	Cyanides Heavy metals compounds, i.e., cadmium, mercury, osmium Oxalic acid Phenol Formic acid	See specific SDS.
Water-Reactive Chemicals	Store in dry, cool location, protect from water fire sprinkler.	Sodium metal Potassium metal Lithium metal Lithium aluminum hydride	Separate from all aqueous solutions and oxidizers.
Carcinogens	Label all containers as "Cancer Suspect Agents". Store according to the hazardous nature of the chemical, using appropriate security when necessary.	Benzidine Beta-naphthylamine Benzene Methylene chloride Beta-propiolactone	See specific SDS.
Teratogens	Label all containers as "Suspect Reproductive Hazard". Store according to the hazardous nature of the chemical, using appropriate security when necessary.	Lead and mercury compounds Benzene Aniline	See specific SDS.
Peroxide-Forming Chemicals	Store in air-tight containers in a dark, cool, dry area. See Table 3 for recommended storage time limits.	Diethyl ether Acetaldehyde Acrylonitrile	See specific SDS.
Strong Reducing Agents	Store in cool, dry, well-ventilated location. Water reactive. Segregate	Acetyl chloride Thionyl chloride	See specific SDS.

| | from all other chemicals. | Maleic anhydride | |
| | | Ferrous sulfide | |

<u>**Standard Operating Procedure (SOP) of Admission / Counseling / Refund / Cancellation / Withdrawal/ Mid Semester Course Withdrawals based on UGC Guidelines**</u>

<u>**SRM University Delhi-NCR, Sonepat**</u>

In conform to University Grant Commission notification vide D.O.No:- 1-3/2007 (CPB-II) dated 6th December - 2016, regulation and ordinance of SRM University Delhi-NCR, Sonepat, a SOP of complete Admission process has been framed on student centric issues viz admission process, counseling procedures, production and verification of original certificates and testimonials at the time of admissions, remittance of fees and refund thereof in case of cancellation withdrawal of students to smoothen the process and also minimize the student grievances The below mentioned procedure shall be applicable to all existing UG,PG and Ph.D programmes of SRMUH and shall be effective with immediate effect and also have regularly force on extant as well as future grievances over issues.

1. **Admission process:-**

Step - I:-

It is mandatory to all aspiring students to appear in the All India Level Entrance Examination conducted by SRM University Delhi-NCR, Sonepat for UG/PG and Ph.D programmes.

Step - II:-

The result will be declared by SRMUH and will be available on University official website www.srmuniversity.ac.in on date as made specified by University for the respective year.

Step - III:-

The students will be called for counseling at the University campus on date and time as specified by University through counseling letter which can download through University official website www.srmuniversity.ac.in by putting ID & password issued by University.

2. **Counseling Process:-**

Step - I:-

Qualified students shall be charged a non-refundable amount of ₹ 10,000/-(Ten Thousand only) at the time of counseling. After the allotment of seat during the counseling if a student takes admission in the University, the said fee ₹ 10,000/-(Ten Thousand only) will be adjusted in tuition fee. In case, a student fails to take admission with in stipulated time frame as per provisional allotment letter by University, the amount of ₹ 10,000/-(Ten Thousand only) shall be forfeited and he/she have no claim to it.

Step - II:-

Verification and Non-retention of students Academic and Personal testimonials:-

      a. A student to submit the original academic and personal certificates and testimonials like mark-sheets, school leaving certificates and other such documents at the time of submitting Admission form.

      b. Self-attestation of documents such as mark-sheets, birth certificate etc. by

the applicant where there is a system of verification of the original certificates and testimonials at any stage before the finalization of the process of admission.

c. University shall physically verify the originals at the time of admission of the student in his/her presence and return them immediately after satisfying themselves about their authenticity and veracity, keeping the attested copies for their record.

d. The self-attested testimonials of students shall be held valid and authentic by SRM University Delhi-NCR, Sonepat for all purposes and administrative requirements and should there be a need for physical verification at any time during the course of program of study, such verification shall be undertaken in the presence of the student and certificates and testimonials thus verified shall be returned immediately to the student.

e. In case of any suspicion over the authenticity or genuineness of the testimonials, the reference may be made to the university or the Board which issued certificates to the student and the admission be subjected to the authentication, but original certificates shall not be retained under any circumstances.

f. School leaving /Transfer Certificate are mandatory submission at University at the time of counseling. Once the student admits to the University and enrolled, there is no provision of return of the Original Transport Certificates and School Leaving Certificates. In the absence Original Transport Certificates and School Leaving Certificates at the time of counseling , the admission to this University shall not be considered and student will have no right to claim for admission even if he/she clear the Entrance Examination conducted by University

3. **Refund:-**

All requests for cancellation/withdrawal of admission must be made in writing along with the original fee receipt quoting the branch in which admission was granted on the basis of Entrance Test & Rank. Requests made verbally or by fax/email or without the original fee receipt shall not be entertained. The details guidelines are as below:-

a. If a student chooses to withdraw from the program of study in which he/she is enrolled, the institution concerned shall follow the following four-tier system for the refund of fees remitted by the student.

Sr. No	Percentage of Refund of Aggregate fees*	Point of time when notice of withdrawal of admission is served to SRM University Delhi-NCR, Sonepat
1	100%	15 days before the formally-notified last date of admission
2	80%	Not more than 15 days after the formally-notified last date of admission

3	50%	More than 15 days but less than 30 days after formally-notified last date of admission
4	00%	More than 30 days after formally notified last date of admission
*(Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit)		

In case of (1) in the table above, the University shall deduct an amount not more than 10% of the aggregate fees as processing charges exclusive of counseling charge from the refundable amount.
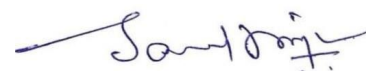
b.   Fees shall be refunded by all University to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.

4.   Cancellation /Withdrawal / Mid Semester Course Withdrawals of Admission:-

No students will allowed to withdraw his/ her candidature from their respective courses during ongoing semesters. However in case any cancellation, no tuition fee except security fee will be refunded from University to the concern students. In case of migrated from SRM University to another University after the successful completion /stay of one year in their respective courses/ programme, only the transfer /migration certificate will be issued after getting no dues certificates from the account section.

Reservation Policy adopted for Admitting Reserved Category Students

1. SRM University Sonepat (Haryana) was established under section 3 of the University Grants commission Act 1956 vide MHRD notification no. F. 9 – 12/2001 – U.3 dated 6th May 2002. SRM University Sonepat (Haryana) is a self-financed University.

2. The functioning of the University is regulated by University Grants Commission (UGC) regulations notified by UGC from time to time.

3. The Ministry of Law and Justice, Government of India vide The Central Educational Institutions (Reservation in Admission) Act, 2006 No. 5 of 2007 dated 3rd January 2007 provides reservation in admissions of the students belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Classes of citizens to the Central Educational Institutions established and maintained or aided by the Central Government, and for matters connected therewith or incidental thereto.

4. SRM University Delhi-NCR, Sonepat is a State private university established under the Haryana Private Universities Act, 2006 as amended by Act No. 8 of 2013.

5. SRM University Delhi-NCR, Sonepat (Haryana) has adopted an inclusive approach and as an affirmative action provides reservation in admissions to students from Scheduled Caste as stated under clause 35(3) of Haryana State Private Universities Act, 2006.

6. The admission to all programs shall be made only through an entrance test SRMHCAT.

7. A minimum of 25% seats for admission in the university shall be reserved for students of the State of Haryana, out of which 10% seats shall be reserved for students belonging to Scheduled Castes of the State of Haryana as stated under clause 35(3) of Haryana State Private Universities Act, 2006.
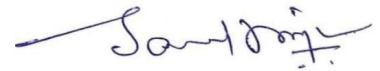
Registrar

Extract of Notification of SRMUH Admission Policy

Subject: Admissions) Policy

It is hereby notified for information of all concerned that, as per the decision taken by the University authorities the Admission Policy of the University is attached as Appendix 'A'.

This Admission Policy will be effective from the date of publication of this notification.

Authority: Resolution No. 6 of 2nd meeting of Board of Management dated 18.11.2013

(Registrar)

SRM UNIVERSITY DELHI-NCR, SONEPAT

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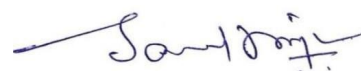
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E-GOVERNANCE POLICY

Scope:

The scope of this policy allows the University to use ERP system that extends to the following areas:

- ✓ Administration
- ✓ Academics
- ✓ Admissions
- ✓ Accounts
- ✓ Alumni Association
- ✓ Asset
- ✓ Consultant Workforce
- ✓ Employee Profile
- ✓ Examination
- ✓ Faculty Feedback
- ✓ Faculty Grievance
- ✓ Hostel
- ✓ Leave Management
- ✓ Library
- ✓ Manager
- ✓ Placements
- ✓ Purchase
- ✓ Self-Appraisal
- ✓ Student Grievance
- ✓ Support Service
- ✓ Tax Declaration
- ✓ Transport

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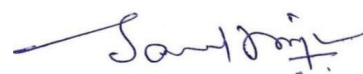
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- ✓ Workforce
- ✓ E-waste Management

Objectives:

- ✓ Implementation of e-governance in all functioning of the University in order to provide simpler and efficient system of governance within the University.
- ✓ To promote transparency and accountability in all the functions of the University.
- ✓ To achieve and create a paperless environment in the University.
- ✓ To provide easy and quick access to information.
- ✓ To make campus Wi-Fi enabled.
- ✓ To make our Classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.
- ✓ To establish a fully automated Library.
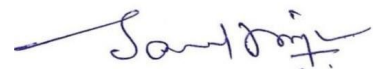
Policy:

The University will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc.

The policy is designed and framed to make each and every function transparent and accountable.

The University decides to make the following policies and procedure:

Website: The website will act as an information center which will reflect about the University, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer will be appointed by the University. Training will be given to the administrative and teaching staff to make important updates on the website. A Website Committee to be formed for the administration of the University website. The Committee will look after the process of updating, maintaining and working of the website on

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a regular basis. The Committee will also look for other changes that are required on the website. The University strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released.

Student Admission: An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the University. The University brings out its Brochure which is displayed on the website that has guidelines for the admission process. An Admission Portal to be used to manage the admissions in the University. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal only. Students are required to submit a separate Online Application Form for taking admission to the University and for this purpose an online software to be used by the Admission Co-ordinator.

Accounts: The office continues to maintain its account on Tally. Latest versions of the software to be purchased and used by the University. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done regularly. The University also uses multiple software like Public Financial Management System (PFMS) which is used to manage the funds received from the Government, Payroll Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

Library: The University continues to maintain its academic excellence through maintaining a well-stocked library. The University will add more and more e-learning resources for the

benefit of the teachers and the students. The University should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

- ✓ The Library to install fully automated ILMS software which should have an easy to use-Graphical User Interface, unicode support with Multilingual Search and export facility for most reports.
- ✓ The use of Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval.
- ✓ The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
- ✓ The Database Maintenance module should cover all operations of database creation and maintenance.
- ✓ To encourage original writing among students and teachers, the Library should provide access to a fully automated software for plagiarism check.

Administration:

- ✓ Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance.
- ✓ Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database.
- ✓ To provide a hassle free, convenient and smooth process, administration of the University to be made paperless.
- ✓ Students must be able to obtain maximum services in online mode.
- ✓ The University will look into opportunities to automate some of its functions related to administration.

✓ Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

Examination: The University has adopted an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any. The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.
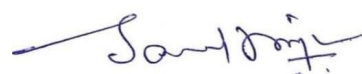
Alumni: In order to strengthen our alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the University, feedback and many other aspects. Alumni association to be consulted for regular updates and database management.

E-Waste Management: SRM University Delhi-NCR, Sonepat, Haryana ensures that its usage of technology and generation of e-waste does not impact the environment.

ICT TOOLS

Hardware Infrastructure

✓ The University to ensure that it has adequate number of desktops and laptops for students and staff.

✓ Computers and printers to be made available in the administrative block.

✓ Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.

✓ The infrastructure to be complemented by Resograph, computer networking devices, scanners and interactive teaching board/smart board etc.
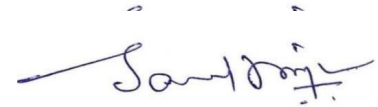
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Software Infrastructure

- ✓ The University to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- ✓ Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.
- ✓ The University to provide access to all standard Econometrics, Statistical, computational and scientific typesetting packages.

(Registrar)

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