

Professional Ethics and Code of Conduct

S.No.	Details of Code of Conduct	Supporting Documents
1.	Faculty	Professional Ethics and Code of Conduct_ Faculty_Teachers
2.	Non-Teaching	Professional Ethics and Code of Conduct_Non-Teaching
3.	Student	HandBook-SRM Student
4.	Examination - Theory & Practical	Professional Ethics and Code of conduct_ Examination
5.	Library	Code of conduct for Library Users
6.	Transport Users	Code of Conduct for Transport Users
7.	Hostel	Code of Conduct for Hostel Users
8.	Leave Rules	Leave Rules

CODE OF PROFESSIONAL ETHICS

I. Teachers and their Responsibilities:

Source (https://www.ugc.ac.in/pdfnews/5323630_New_Draft_UGCRegulation-2018)

Whoever adopts teaching as a profession assumes the obligation to conduct him/her in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his/her precepts and practice. The National ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient, and communicative by temperament and amiable in disposition.

Every faculty member should work within the university policies and practices to satisfy the vision and mission of the University. Code of Conduct for teaching is mainly governed by the SRM University, Statutes, Ordinances and UGC Regulation-2018.

1. Teachers should:

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
5. Maintain active membership of professional organizations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of the University and college examinations, including supervision, invigilation and evaluation; and
8. Participate in extension, co-curricular and extra-curricular activities including community service.

II: Teachers and the Students

Teachers should:

1. Respect the right and dignity of the student in expressing his/her opinion;
2. Deal fairly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
5. Inculcate among student's scientific outlook and respect for physical labor and ideals of democracy, patriotism, and peace,
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
7. Pay attention to only the attainment of the student in the assessment of merit;
8. Make available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop and understanding of our national heritage and national goals; and
10. Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race, or sex in their professional Endeavour.

Manish Bhatia

SRM UNIVERSITY DELHI-NCR, SONEPAT

Established under Haryana Private Universities Act 2006 as amended by Act no.8 of 2013 and recognized by
UGC u/s 2(f) of UGC Act, 1956

39, Rajiv Gandhi Education City, Delhi-NCR, Sonapat-131029, Haryana (India)
Tel : 0130-2203700-01 | Tollfree : 1800 180 1216 | Website : www.srmuniversity.ac.in

IV. Teachers and Authorities:

Teachers should:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
6. Should adhere to the conditions of contract;
7. Give and expect due notice before a change of position is made
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. Teaching and Non-Teaching Staff:

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution
2. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

Manish Bhatia

VI. Teachers and Guardians

Teachers should:

1. Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. Teachers and Society

Teachers should:

1. Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life;
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

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Code of Conduct for Non-Teaching/Administrative Staff

1. Code of Conduct for non-teaching staff is mainly governed by the SRM University Statutes, Ordinances.
2. All Staff members should display the highest possible standards of professional behavior.
3. They should be punctual and disciplined towards their work.
4. Every Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
5. All Staff members must refrain from any form of unlawful discrimination relating to gender/sexuality/age/marital status in their behavior towards their colleagues, teaching staff and students.
6. All members of the staff shall refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other department staff, and visitors at the college. The college has a zero-tolerance policy towards sexual harassment.
7. Respect the right and dignity of the student for assisting them any kind of help/guidance etc.
8. Speak respectfully and behave with politeness with every employee of the university. (The principal, teachers, students, visitors, parents etc.)
9. Staff should maintain the positive relationship with all colleagues & teaching staff and the students of the college.

Manish Bhatia

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STUDENT HANDBOOK 2019-20

SRM UNIVERSITY DELHI-NCR, SONEPAT

(Established under Haryana Private Universities Act, 2006
as amended by Act No. 8 of 2013
and recognized by UGC u/s 2(f) of UGC Act, 1956)



SRM
UNIVERSITY
DELHI-NCR, SONEPAT

www.srmuniversity.ac.in

Personal Information:-

Name :- _____

Course:- _____

Registration No:- _____

Date of Birth:- _____

Blood Group :- _____

Place of stay / Hostel / Home / others :- _____

Telephone No. :- _____ Email id _____

Parent's / Guardian's Name:- _____

Residential Address :- _____

Telephone No.:- _____ Email id _____

Height: _____ cms. Weight : _____ kgs. Vehicle No _____

Contact, Name, Address _____

Phone No. (In case of Emergency) _____

Important Telephone Numbers (Administration)

a. Phone numbers and e-mail of Chancellor

- Name: Mr. Ravi Pachamoothoo
- Phone Number: 0130-2121214/15
- Email Id: chancellor@srmuniversity.ac.in

b. Phone numbers and e-mail of Vice-Chancellor

- Name: Dr. P. Prakash
- Phone Number: 0130-2203717
- Email Id: vcsrmh@srmuniversity.ac.in

c. Phone numbers and e-mail of Registrar

- Name: Dr. Manish Bhalla
- Phone Number: 0130-2203710
- Mobile Number: 8816033308
- Email Id: registrar@srmuniversity.ac.in

d. Phone numbers and e-mail of Director of Admission and Director Administration

- Name: Mr. Senthil Kumar
- Phone Number: 0130-2203704
- Mobile Number: 8527593785
- Email Id: doa@srmuniversity.ac.in

e. Phone numbers and e-mail of Dy. Director Admissions and International Relations

- Name: Manoj Madhavan Kutty
- Phone Number: 0130-2203719
- Mobile Number: 7865040002
- Email Id: admissions.ir@srmuniversity.ac.in

f. Phone number and e-mail of Controller of Examination (COE)

- Name: Mr. Vikram Brara
- Phone Number: 0130-2203743
- Email Id: coe@srmuniversity.ac.in

g. Phone numbers and e-mail of Hostel Warden (In-charge)

- Name: Mr. A.R. Srinivasn
- Mobile Number: 9697200097
- Email Id: hostelwarden@srmuniversity.ac.in

h. Phone number and e-mail of Finance Manager

- Name: Mr. K.Venkatesan
- Mobile Number: 8816033311
- Email Id: venkat.mf@srmuniversity.ac.in

i. Phone number and e-mail of Transport Manager

- Name: Mr. Shakti Rana
- Mobile Number: 8569991556
- Email Id: transport@srmuniversity.ac.in

j. Phone number of PRIMSR Hospital

- Phone Number: 0130-2203730-732

Important Telephone Numbers (Academics)**a. Phone numbers and e-mail of Dean Academic Affairs**

- Name: Prof. (Dr.) V.Samuel Raj
- Phone Number: 0130-2203756
- Email Id: deanacademic@srmuniversity.ac.in

b. Phone numbers and e-mail of Dean (Law)

- Name: Prof.(Dr.) Ashok K. Kantroo
- Mobile Number: 9468170743
- Email Id: deanlaw@srmuniversity.ac.in

c. Phone numbers and e-mail of HOD (CSE)

- Name: Dr. Ajay Sharma
- Mobile Number: 9729998023
- Email Id: hod.cse@srmuniversity.ac.in

d. Phone numbers and e-mail of HOD (EEE)

- Name: Mr. Ram Murat Singh
- Mobile Number: 7027673355
- Email Id: hod.eee@srmuniversity.ac.in

e. Phone numbers and e-mail of HOD (ECE)

- Name: Dr. Pawan Kumar Singh
- Mobile Number: 7206602007
- Email Id: hod.ece@srmuniversity.ac.in

f. Phone numbers and e-mail of HOD (BI & BME)

- Name: Dr. Arpana Vibhuti
- Mobile Number: 8569991554
- Email Id: hod.bioinformatics@srmuniversity.ac.in, hod.biomedical@srmuniversity.ac.in

g. Phone numbers and e-mail of HOD (ME)

- Name: Mr. N.K. Sharma
- Mobile Number: 9811294125
- Email Id: hod.me@srmuniversity.ac.in

h. Phone numbers and e-mail of Co-ordinator (CE)

- Name: Mr. Nitin Dahiya
- Mobile Number: 9991542543
- Email Id: hod.ce@srmuniversity.ac.in

i. Phone numbers and e-mail of HOD (Commerce)

- Name: Dr. Kamal Agarwal
- Mobile Number: 9837519670
- Email Id: hod.commerce@srmuniversity.ac.in

j. Phone numbers and e-mail of Co-ordinator (Management)

- Name: Dr. Kavita Dahiya
- Mobile Number: 9050935456
- Email Id: hod.mgmts@srmuniversity.ac.in

- k. Phone numbers and e-mail of HOD (Physics)**
- Name: Dr. Vidhu Shekhar Tiwari
 - Mobile Number: 8221034740
 - Email Id: hod.physics@srmuniversity.ac.in
- l. Phone numbers and e-mail of HOD (Chemistry)**
- Name: Dr. Ajit Kumar
 - Mobile Number: 8930914476
 - Email Id: hod.chemistry@srmuniversity.ac.in
- m. Phone numbers and e-mail of HOD (Mathematics)**
- Name: Dr. Neeraj Kumar
 - Mobile Number: 9760581502
 - Email Id: hod.mathematics@srmuniversity.ac.in
- n. Phone numbers and e-mail of HOD (English)**
- Name: Dr. Sushil Kumar Mishra
 - Mobile Number: 9999927727
 - Email Id: hod.english@srmuniversity.ac.in
- o. Phone numbers and e-mail of HOD (Law)**
- Name: Ms. Deepshikha
 - Mobile Number: 9971514542
 - Email Id: hod.law@srmuniversity.ac.in
- p. Phone numbers and e-mail of HOD (Env. Science)**
- Name: Dr. Raghavendra. G. Rao
 - Mobile Number: 9992041275
 - Email Id: hod.envsci@srmuniversity.ac.in
- q. Phone numbers and e-mail of HOD (Sports)**
- Name: Ms. Sonia Bathla
 - Phone Number: 0130-2203738
 - Email Id: sports@srmuniversity.ac.in

r. Phone numbers and e-mail of HOD (Hotel Management)

- Name: Mr. Deepak Kumar
- Mobile Number: 9837771887
- Email Id: deepak.kumar@srmuniversity.ac.in



International Advisory Board



Prof. Sir Tom Blundell
Director of Research,
University of Cambridge, UK



Prof. Simon Croft
Professor of Parasitology
London School of Hygiene and
Tropical Medicine, London, UK



Prof. Alan P. Kozikowski
Professor, Department of Medicinal
Chemistry and Pharmacognosy
University of Illinois at Chicago



Prof. Vicky Avery
Principal Research Leader
Griffith University, Australia



Prof. Kazuei Igarashi
Chiba University, Japan



Prof. Akira Kaji
University of Pennsylvania,
Philadelphia, USA

Industry & International Collaboration



ACADEMIC AFFILIATE



The Institution of Engineering and Technology

PROFESSIONAL ACADEMIC MEMBERSHIP



The Institution of Engineers of India



India Concrete Institute



Indian Society for Technical Education

INNOVATION CELL



MHRD Innovation Cell
(Government of India)

Regulatory Approvals & Recognitions



**Approved by Department of
Higher Education (Govt. of Haryana)**



UGC Recognized



AIU Recognized



AICTE



Approval by BCI



Department of Scientific and Industrial Research (DSIR)

Approval by DSIR



Approval by NCHMCT

**The Association
of Commonwealth
Universities**

**Member Institution of
"Association of Common Wealth
Universities (ACU)"**

Our Recruiters

& many more...

Faculty of Engineering

Department of Computer Science & Engineering (CSE) :-

- The department of Computer Science & Engineering has highly qualified & competent faculty who prepare students to be industry ready to cater to diverse needs of industry.
- It has state-of-the-art infrastructure including domain-specific labs.
- It provides exposure to the latest technology through workshops and visits to reputed companies / Institutions.
- It has a good record of organizing seminars, workshops, symposia.

List of Faculty

1. Dr. Puneet Goswami - Professor
2. Dr. K. Ramkumar Kalyan Professor
3. Dr. Ajay Sharma - Associate Professor & Head
4. Dr. Sanjay Kumar Malik - Associate Professor
5. Dr. Surjeet Dalal - Associate Professor
6. Dr. G. Edwin Prem Kumar - Associate Professor
7. Dr. Arvind Kumar - Assistant Professor
8. Dr. M. Mohan - Assistant Professor
9. Dr. Neeraj Dahiya - Assistant Professor
10. Ms. Pallavi Agarwal - Assistant Professor
11. Mr. M. Iyyappan - Assistant Professor
12. Mr. C.M.Chidambaranathan - Assistant Professor
13. Mr. N. Ganeshkumar - Assistant Professor
14. Mr. Vaibhav Sharma - Assistant Professor
15. Ms. Nidhi Chawla - Assistant Professor
16. Ms. Preeti Hooda - Assistant Professor
17. Ms. Sandhya Tarwani - Assistant Professor
18. Ms. Surbhi - Assistant Professor
19. Ms. Bhawna Dhruv - Assistant Professor
20. Ms. Manvi Khatri - Assistant Professor
21. Mr. Amit Malik - Assistant Professor



Department of Electrical and Electronics Engineering (EEE):-

- High quality teaching and training.
- Special focus on the practical orientation of the students.
- Industry exposure through regular industrial visits.
- Well equipped state-of-the-art laboratories like Electrical Machines Lab, Power Electronics Lab, Electric Circuits Lab, Electronics and Instrumentation Lab, Measurements and Control Lab and Project lab.
- Training through workshops and guest lectures.
- Overall Development of the students by various brainstorming sessions leading to innovations.

List of Faculty

1. Dr. R. B. Dubey - Professor
2. Dr. M. Lydia - Associate Professor
3. Mr. Ram Murat Singh - Assistant Professor & Head
4. Dr. Deepika Yadav - Assistant Professor
5. Mr. S. Murali - Assistant Professor



Department of Electronics and Communication Engineering (ECE):-

- Excellent teaching and research environment through competent faculty members.
- Expertise in advance technologies like VLSI Design, RF & Microwave Engineering, Wireless Communication and Reconfigurable System.
- Well Equipped state-of-the-art laboratories like Electronics Devices lab, Processor and Controller lab, Digital Systems lab, Communication System lab, etc.
- Industrial visits on regular basis in reputed industries like TV tower, New Delhi, Timarpur-Okhla Waste Management, New Delhi etc., along with the other collaborations for teaching, training and placement.
- One-day workshop organised on “Induction motor health monitoring system” with collaboration of CSIO (a CSIR lab) Chennai.

List of Faculty

1. Dr. P.C. Kishore Raja - Professor
2. Dr. Pawan Kumar Singh - Assistant Professor & Head
3. Dr. Tejbir Singh - Assistant Professor
4. Mr. Arun P. Kumar - Assistant Professor
5. Mr. P. Harish Kumar - Assistant Professor
6. Mr. Satyendra Kumar Srivastav - Assistant Professor



Department of Mechanical Engineering (ME):-

- The department runs programmes on B.Tech in Mechanical Engineering, Mechatronics Engineering and Robotics and Automation Engineering. It offers Masters programme with specialisation in design, Industrial Engineering, Production Engineering, Thermal Engineering and Power Engineering and also offers Ph.D.
- It has infrastructure facilities for conducting research in design, thermal, production engineering and robotics / mechatronics.
- It has laboratories in areas of design, manufacturing engineering, workshop and fluid machinery / strength of material etc.
- It has initiated special programmes in interdisciplinary areas like alternative energy resources, convergent technology, mechatronic and autonomous system development.

List of Faculty

1. Mr. N.K. Sharma - Assistant Professor & Head
2. Dr. Ashok Kumar Mishra - Assistant Professor
3. Mr. Bhuvnesh Kumar Sharma - Assistant Professor
4. Mr. Suresh Kumar - Assistant Professor
5. Ms. Taran Sehrawat - Assistant Professor
6. Mr. Ankit Mani Tripathi - Assistant Professor
7. Mr. Mandeep - Assistant Professor
8. Mr. Rajeev Ranjan - Assistant Professor
9. Ms. Savita Sharma - Assistant Professor



Department of Civil Engineering (CE):-

- Well qualified and experienced faculties from various reputed institutions from India and abroad.
- State-of-the-art labs developed according to curriculum as well as for value addition.
- Survey camp, various Industrial training to impart practical knowledge to the students.
- Extension lectures and interaction by national and international scientists of eminence to bridge the gap between Academia and Industry.
- Post-graduate program with a specialization in Structural Engineering.
- Doctoral research program in the various specialized areas e.g. concrete, structural systems etc.
- International Students from Asian and African countries.

List of Faculty

1. Mr. Nitin Dahiya - (Assistant Professor & Department Co-ordinator)
2. Dr. Vineet Bajaj - Associate Professor and Coordinator (Industrial Relations)
3. Ms. Anjali Pahal - Assistant Professor
4. Mr. Ravi Malik - Assistant Professor
5. Ms. Geeta Devi - Assistant Professor
6. Mr. R. Praveen Kumar - Assistant Professor



Department of Biomedical Engineering (BME):-

- Course designed to produce Biomedical engineers with in depth understanding of living systems and technology
- Amalgamation of understanding of living system and technology for designing electrical circuits, software, artificial body parts etc. to be used in health care.
- Continuous exposure of students to various research institutes, hospitals and industry of repute to hone their skills.
- Guest lectures by eminent scientists, academicians is a regular feature
- Availability of state of art equipment such as RT-PCR, Gel Doc, Inverted Microscope, Bio-safety Cabinets, CO2 incubator, Centrifuge to name a few to perform experiments.

List of Faculty

1. Prof. Dr. V. Samuel Raj - Professor & Dean Academics
2. Dr. Arpana Vibhuti - Associate Professor & HOD
3. Dr. Archana Gupta - Assistant Professor
4. Dr. Anjali Priyadarshini - Assistant Professor
5. Dr. Manoj K. Yadav - Assistant Professor
6. Dr. Ramendra Pati Pandey - Assistant Professor
7. Mr. Suresh Kumar - Assistant Professor
8. Ms Nidhi Kaushik - Assistant Professor



Faculty of Management

Department of Management:-

Why to choose Faculty of Management Studies at SRM University?

State of the art Infrastructure

- Well stocked Library
- Modern Classrooms
- Well equipped Computer Labs
- Research lab
- Language Lab

What are the supporting facilities ?

- All time Wi-fi availability
- Online journals access point
- Sports zone
- Cafeteria
- In-House Medical & ATM facility

Total Personality Development of Students at SRM

- Psychometric testing on students to better interpret their personalities
- Stress free classroom study environment
- Multi-lingual classes including exposure to French & German

How teaching is imparted?

- Interactive Industry Oriented Teaching pedagogy
- Case Study based Teaching
- Use of digital technology and modern aids
- Regular Group Discussion Analytical Orientation
- Inter Class and Intra Institution Competitions

Faculty of SRM – FMS

- Rich Industry experienced Faculty
- Usage of Research Based Pedagogy
- Ethical and Value based Teaching
- Strong Skill Oriented teaching approach

Program Highlights

BBA

- Three years extensive course
- Clubbed with industrial training
- Ever evolving curriculum
- Multidimensional subjective knowledge

BBA with specialization in Business Analytics (in Academic Partnership with KPMG in India)

- Three years specialised course
- Combined with industrial training
- Industry based curriculum
- Practical and theoretical knowledge



MBA

- Emphasis on Live Projects
- Teaching with case studies and live examples
- Knowledge enhancement through corporate talks and brief seminars
- Top executive open interface with students

Ph.D.

- Strong Analytical Emphasis
- Teaching with live Case studies and Projects
- Knowledge enhancement through Corporate talks ,Participation in Research Conferences and Seminars
- Top executive and Industry open interface with students for facilitating their research

List of Faculty

1. Dr. Kavita Singh - Associate Professor & HOD
2. Mr. Ashwani Kumar Sood- Associate Professor
3. Mr. Abhinav Gupta - Assistant Professor
4. Ms. Ankita - Assistant Professor
5. Mr. Jayant - Assistant Professor
6. Ms. Sakshi - Assistant Professor
7. Ms. Deepshikha - Assistant Professor

Faculty of Commerce

Department of Commerce:-

- The Department runs programs on B.Com. (H)M.Com. and Ph.D.
- Post Graduate Program with a variety of Specialisation.
- Excellent teaching environment through competent faculty members.
- Industrial Visits on regular basis in reputed industries like Mother Dairy, Minda Industry, Denso India, and National Stock exchange, Parle -G etc.
- Two Workshop by Industry Expert in each Semester for career development.
- Stress free Classroom study environment.
- Inter Class and intra Institution competition.
- Extension lectures and interaction by members of professional bodies to bridge the gap of academia and industry.

List of Faculty

1. Dr. Kamal Agarwal - Associate Professor & HOD
2. Dr. Upendra Singh - Assistant Professor
3. Dr. Radha Rani - Assistant Professor
4. Ms. Poonam Gahlot - Assistant Professor
5. Ms. Deepshikha - Assistant Professor



FACULTY OF LAW

Department of Law:-

Centre for Legal Education (UG)

(Approved under Section 2 (IV) (a) of BCI Rules Part IV, 2008)

- Highly qualified faculty with interdisciplinary / multidisciplinary approach.
- State-of-the-art Moot Court facilities to impart clinical programme for grooming lawyers, judges and legal professionals.
- Legal aid centre established as tie-up project with Haryana State legal service authorities to impart clinical exposure to the students for justice outreach programme on the lines of National and state policies.
- Court visits, internships and other outreach programmes and projects to impart various skill sets to the budding legal professionals.
- Special programme for various guest lectures by the legal professionals of national / international repute.
- Well equipped library with legal reading material, books, journals, online database & journals.
- Wi-Fi connectivity in the law faculty academic block.
- Research platform extended to undergraduate level.



Centre for Postgraduates Legal Studies (PG)

(Recognised under UGC: D.O. No. 5-1/99(CPP-II January 18, 2013)

- Centre created under mandatory UGC guidelines specially to impart specialised post-graduate legal education
- Programme for one-year LL.M organised on trimester system to ensure intensive learning atmosphere
- Programmes are being introduced for preparing prospective researchers, faculty and various other legal professionals for industry as well as programmes of legal entrepreneurship
- Programmes have been designed with specialised thrust on curriculum design and planning, pedagogy, admission system and academic management
- The teaching methods include tutorials, seminars, fieldworks, clinics and other outreach activities
- Students are put under the guidance of qualified, well experienced faculty to accomplish their tasks in legal academics.

List of Faculty

1. Prof. (Dr.) Ashok K.Kantroo - Professor & Dean
2. Dr. Sanil Malikappurath - Assistant Professor
3. Ms. Deepshikha - Assistant Professor & HOD
4. Mr. Navneet Sangwan - Assistant Professor
5. Ms. Ritika - Assistant Professor
6. Mr. Ardhendu Thakur - Assistant Professor
7. Ms. Rashi Malik- Assistant Professor
8. Ms. Preeti - Assistant Professor
9. Ms. Aakarshita - Assistant Professor



FACULTY OF SCIENCE & HUMANITIES

Department of Biotechnology:-

- Highly qualified and well experienced faculty with international exposure & Industry experience.
- Offers M.Sc and M.Tech programmes with specialisation in pharmaceutical and industrial biotechnology.
- Offers Ph.D. programmes in all major areas of biotechnology and drug discovery.
- International student exchange programmes and research collaborations.
- Training opportunities in pharmaceutical industries and international universities.
- International visiting faculty.
- International conferences, seminars, and workshops to facilitate the interaction with leading experts and international scientists.
- Opportunities for excellent placements.

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2. Dr. Arpana Vibhuti - Associate Professor & HOD
3. Dr. Anjali Priyadarshini - Assistant Professor
4. Dr. Archana Gupta - Assistant Professor
5. Dr. Ramendra Pati Pandey - Assistant Professor
6. Dr Manoj Yadav - Assistant Professor
7. Mr. Suresh Kumar - Assistant Professor



Department of Microbiology:-

- Highly professional & skilled faculty drawn from industry and academia.
- World renowned international visiting faculty.
- Offers master's and Ph.D. programmes in all major areas of Microbiology.
- Focused on pharmaceutical & Industrial Microbiology.
- Drug discovery programme against bacterial, viral and parasitic diseases.
- International collaboration with many international universities.
- Pharma Industry collaboration.
- International exchange programme.
- Excellent placement opportunities.

List of Faculty

1. Prof. (Dr.) V. Samuel Raj - Professor & Dean Academics
2. Dr. Arpana Vibhuti - Associate Professor & HOD
3. Dr. Anjali Priyadarshini - Assistant Professor
4. Dr. Archana Gupta - Assistant Professor
5. Ms. Nidhi Kaushik - Assistant Professor



Department of Chemistry:-

- Well experienced faculty with international exposure.
- Fully equipped laboratory.
- State-of-the-art research facilities for interdisciplinary research programme.
- Thrust areas of research: Synthetic Organic Chemistry.
- Medicinal Chemistry (design and development of new chemical entities for microbial diseases, SAR study, analogs synthesis of natural product).

List of Faculty:-

1. Dr. Ajit Kumar - Associate Professor & HOD
2. Dr. Radhakrishnan Srinivasan - Associate Professor
3. Dr. Vijay Bahadur - Assistant Professor
4. Dr. Ritika Nagpal - Assistant Professor
5. Dr. Prashant Kumar - Assistant Professor
6. Mr. Sandeep Sharma - Assistant Professor



Department of Physics:-

- The course content has components of engineering including applied optics, devices and material science.
- Hands-on training given to B.Tech students for enthusing technical skills and scientific temperament.
- Excellent faculty members of global repute.
- Projected 'Photonics lab' to be power-house of scientific innovations & solutions.
- A platform to conduct interdisciplinary research.
- Collaboration with industries/R&D at national and international level.
- Fostering 'Team-building' spirit and 'out of box' thinking among students.

List of Faculty:-

1. Dr. Vidhu Shekhar Tiwari - Associate Professor & HOD
2. Dr. Mahamad Ahamad Mohiddon - Associate Professor
3. Dr. Anu Rana - Assistant Professor
4. Dr. Dileep Kumar Mishra - Assistant Professor



Department of Mathematics:-

- Offers B.Sc. (H) Mathematics and M.Sc. Mathematics programmes.
- Ph.D. program in the various specialized areas as Operations Research, Functional Analysis, Statistics.
- Quality and interdisciplinary research.
- Excellent mixture of young and committed faculty members of high calibre and qualification.
- Advanced teaching and learning methods.
- Excellent math lab equipped with state-of-the-art technology.
- Competitive comprehensive syllabus.
- Advanced research through mathematical software like MATLAB.
- Regular assessment of the students to develop mathematical skills.
- Departmental level activities include mathematical quiz, seminars and conferences.
- Availability of e-journals..

List of Faculty:-

1. Dr. Neeraj Kumar - Assistant Professor & HOD
2. Dr. Asha Rani - Assistant Professor
3. Dr. Sachin Malik - Assistant Professor
4. Dr. Preeti Tyagi - Assistant Professor
5. Dr. Sanjey Kumar - Assistant Professor
6. Ms. Manoranjitham Ranjitham - Assistant Professor



Department of English:-

- Communication skills development programme.
- Well qualified and experienced faculties.
- International platform for researchers.
- Personality development cell.
- Focus on teacher-taught relationship.
- Seminars and conferences on current issues of language and literature.
- Well equipped language lab.
- Rich collection of English books.
- Availability of research journals and magazines.
- Cell for the development of literary understanding among the students.

List of Faculty:-

1. Dr. Sushil Kumar Mishra - Associate Professor & HOD
2. Dr. Sam Raj Nesamony- Assistant Professor
3. Dr. M.K. Senthil Babu - Assistant Professor
4. Dr. Debosmita Biswas - Assistant Professor
5. Dr. Sanziou Boro - Assistant Professor
6. Mr. Sandeep - Assistant Professor



Department of Environmental Science:-

- Excellent field research on permaculture and vermiculture.
- On-campus facility for environmental monitoring.
- Demonstration of environmental-friendly agricultural practices.
- Interdisciplinary research and teaching.
- Industry and field visits.
- International exposure on current topics.
- Consulting and monitoring on environmental projects.
- Collaboration and co-operation with other science departments of the university and its other institutions.
- Cutting-edge research in climate change and sustainable development dimensions.
- Faculty with international qualifications and exposure.

List of Faculty:-

1. Dr. Raghavendra G. Rao - Professor & HOD

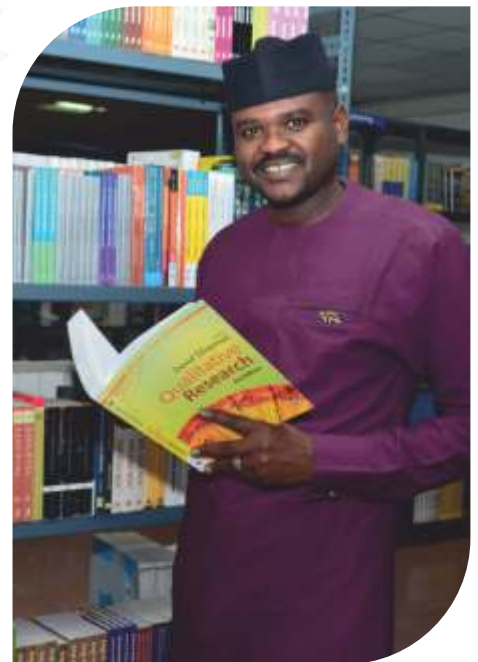


Faculty of Library & Information Sciences:-

- Library and Information Science (LIS) is an interdisciplinary, professional, job-oriented programme.
- Job-oriented with placement in university libraries, information centres, archives, museums, mass media, government and non-government organisations.
- The object of the programme is to promote information service-providing experts.
- Highly competent information professionals are the key elements to promote information/knowledge society.
- The course curriculum has been developed with modern ICTs.

List of Faculty:-

1. Dr. S. Kannan - Professor & HOD



Department of Physical Education:-

- SRM University's sports and games are comprehensive programmes that incorporate many activities during an academic year.
- Activities available to students encompass indoor and outdoor sports such as Basketball, Badminton, Chess, Cricket, Carom, Table Tennis, Volleyball, Football, Yoga and many other worthwhile recreational choices.
- SRM University Haryana Badminton (M&W), Basketball (M), Boxing (M), Chess (M&W), Cricket (M), Football (M), Judo (M), Table Tennis (M&W), Tae-ko-wondo (M) etc. teams participated in North zone and All India Inter University competitions affiliated by Associations of India University.
- We encourage our students to become fully involved in the Sports Programme in order to take advantage of the opportunities being offer
- The eclectic mix of activities gives SRM University a vibrant atmosphere and gives the students the opportunity to become risk takers, make lasting friendships and develop skills and passions beyond the academic timetable.

List of Faculty:-

1. Ms. Sonia Bathla - Assistant Director
2. Mr. Lokesh Rathee- Basketball Coach
3. Mr. Ankur- Cricket Coach
4. Mr. Rahul- Football Coach
5. Mr. Sandeep- Volleyball Coach



SRM Institute of Hotel Management:-

- Excellent teaching and Hospitality environment through competent faculty members of various specializations, like Food & Beverage Production, Front Office etc.
- SRM University also runs hotels under the banner of “SRM Hotels”.
- All the classrooms are equipped with overhead projectors ensuring the delivery of lectures interest's students.
- The teaching pedagogy is case based and adequate practical exposure is provided to the students.
- Industry exposure is given to students through various industrial visits.
- World class IT infrastructure with a very high computer to student ratio.

List of Faculty:-

1. Mr. Deepak Kumar - : Deputy Director
2. Mr. Prakash Chandra Pandey - Assistant Professor
3. Mr. Rohit Kumar - Assistant Professor
4. Ms. Sanskriti Singh - Assistant Professor



CHAPTER 1 ACADEMIC INSTRUCTIONS

1.1 Rules for Academic Discipline

1. It is mandatory for students to attend all lectures, tutorials and practicals. While strongly suggesting 100% attendance, the University requires minimum 75% attendance for students to be eligible to appear in the 1st & 2nd Internal Sessional Examination and the End-Semester Examination and the Practical Examinations.
2. Any student who is absent for two consecutive lectures/tutorials/practical sessions in any one or more subjects will be automatically debarred from attending the third and subsequent lectures/tutorials/practical or any other academic or co-curricular activity. To be entitled to attend these, a student, accompanied by his/her parents/guardians, has to meet and get permission from the Dean.
3. Any student remaining absent for more than 15 days without prior written permission of the Dean, may be suspended or his/her admission may be cancelled from the university and his/her name shall be struck off the rolls.
4. Every student must compulsorily appear in all the tests, complete all assignments, including tutorials and project work, etc. assigned by the teachers within the time period specified. Internal assessment marks strongly influence the final grades earned by the student and are based on their performance in assignments, quizzes and attendance and Internal Sessional Examination. Further, they improve the preparation of the student to perform well in the Semester End Examination.
5. Evaluation of performance in tests, tutorials, assignments and project work as well as attendance record shall be made by the faculty for the purpose of award of internal assessment marks. Such marks awarded by the faculty would be final and binding and no complaint in this regard shall be entertained.
6. The total internal marks including Internal Sessional Examination-1, Internal Sessional Examination -2 and Quizzes, Assignments or any other will be displayed by faculty one week prior to the Semester End Exam.
7. Late entry into and early departures from classrooms, laboratory, etc. are strictly prohibited.
8. All students must be inside the lecture halls/laboratories during lecture hours and lab sessions. Roaming in the corridors, the cafeteria or any other part of the campus during lectures/tutorials/practical is a serious violation of the academic code of conduct. Any student found doing so will be subjected to disciplinary proceedings of the Disciplinary committee/Board.

9. Students are not allowed to engage in sports/games or any other activity during lectures/tutorials/practical.
10. Students are required to carry with them their i-cards at all times.
11. Mobile phones or any other personal electronic gadgets must be switched off during any kind of classroom laboratory, curricular, co-curricular activities.
12. Eatables, tea, coffee, soft drinks or any such items cannot be consumed during academic engagements and in academic spaces, including classrooms, labs, library, corridors, staircases etc.

GENERAL BEHAVIOUR | GUIDELINES

1. Be courteous and polite in dealing with all staff and employees.
2. Observe silence and/or speak in a soft voice in and around the classrooms, library, laboratories, and offices of the Deans, Dean / HOD's, senior officials, faculty rooms and corridors of academic buildings. It must be noted that shouting, talking in loud voice or in chorus, using indecent, abusive and discourteous language anywhere within the institution premises are considered serious acts of indiscipline and shall be punished as per the recommendation of proctorial board.
3. Be considerate and helpful to fellow students and other employees.
4. Do not issue any public or press statement, send letters to editors, government, public servants or notaries without prior permission and approval of the Registrar in writing.
5. Keep the status, dignity, prestige and reputation of the University, high and do not engage in anything that might directly or indirectly undermine the standing of the institution.
6. Students must adhere to a prescribed/ decent dress code befitting the dignity of a technical/ professional student at all times within the campus.
7. Students must not be involved in quarrelling or fighting or any indecent verbal or physical activity among themselves, or with staff and faculty or visitors. Direct or indirect involvement in any such activity will be considered as serious breach of discipline and strict disciplinary action will be taken against the students those who engage in such activities.
8. Students are not allowed to sit on the boundary walls on the higher floors (first floor and up) of any building, or engage in gossiping, making noise or any other such activity. Disruption of teaching, student

examination, research or administrative work, curricular or extra-curricular activity or residential life of the members of the University, including any attempt to prevent any member of the University or its staff from carrying on his or her work; and any act reasonably likely to cause such disruption.

9. Damaging or defacing University property or the property of members of the University or any other property inside or outside the University campus.
10. Engaging in any attempt at wrongful confinement of teachers, officers, employees and students of the University or camping inside or creating nuisance inside the boundaries of houses of teachers, officers and other members of the University.
11. Use of abusive and derogatory slogans or intimidatory language or incitement of hatred and violence or any act calculated to further the same is strictly prohibited.
12. Ragging of fresher or any other fellow students is a serious act of indiscipline and has been totally banned by the Hon'ble Supreme Court of India. A student found involved in any form of ragging, verbal or physical, inside or outside the institutional campus, hostels, or buses shall be treated as per the anti-ragging rules of the University.
13. Ragging in any form
 - a. "The word 'ragging' means the action of teasing, playing a practical joke upon someone or holding comic parades and other activities during certain period of a College term to raise money for charity". Ragging includes Display of noisy, disorderly conduct, teasing excitement by rough or rude treatment or handling, including rowdy indisciplined activities which causes or likely to cause annoyance, undue hardship, physical or psychological harm or raise apprehension or fear in a fresher or asking the students to do any act or perform something which cause him/her shame or embarrassment or danger to his/her life. Forms of ragging to address senior or 'Sir' perform mass drills; copy class notes for the seniors; sever various errands; do menial jobs for the seniors; asks/answer vulgar questions; force to look at pornographic pictures to fresher's out of their innocence; force to drink alcohol, scalding tea, etc. to do acts which can lead to physical injury, mental torture or death; strip kiss or do other obscenities.
 - b. Eve teasing or disrespectful behavior to women or girls students. □
14. An assault upon, or intimidation of, or insulting behavior towards a teacher, officer, employee or student or any other person.
15. Causing or colluding in the unauthorized entry of any person into the campus or in the unauthorized occupation of any portion of University premises, including hostels or halls of residence, by any person.

16. Getting enrolled in more than one course of study simultaneously in violation of the University rules.
17. Committing forgery, tampering with or misuse of the University documents or records, identification cards, etc..
18. Furnishing false certificate or false information to, any office under the control and jurisdiction of the University.
19. Consuming or possessing alcoholic drinks, dangerous drugs, tobacco or other intoxicants in the University premises.
20. Indulging in act's of gambling in the University premises, loitering.
21. Possessing or using any weapons such as knives, Lathis, iron chains, iron rods, sticks, explosives and fire arms in the University premises.
22. Arousing communal, caste or regional feelings or creating disharmony among students.
23. Not disclosing one's identity, or not showing University identity card, when asked to do so by an employee or officer of the University who is authorized to do so.
24. Tearing of pages, defacing, burning and destroying of books of any library or seminar.
25. Unauthorized occupation of hostel rooms or unauthorized acquisition or use of University furniture in one's hostel room or elsewhere.
26. Accommodating guests or other persons in hostels without permission of the Provost or Warden.
27. Improper rendering of accounts for money drawn from or through any office under the control and jurisdiction of the University.
28. Coercing the Medical Staff to render Medical Assistance to persons not entitled to the same or any other disorderly behavior.
29. Any act of moral turpitude.
30. Any offence under law.
31. Committing any of the offences specified in the examination (Control of Unfair Means and Disorderly Conduct) Regulations of the University.
32. Violation of the Traffic Rules as notified by the Proctor.
33. Improper behavior while on tour or excursion.
34. Pasting of posters or distributing pamphlets, handbills etc. of an objectionable nature or writing on walls and disfiguring buildings.

35. Disobeying and defying the teachers and displaying misdemeanor within and outside the University premises, and/or not wearing prescribed uniform/aprons/laboratory coats/safety glasses etc.
36. Indulging in vandalism/violence and damaging University and / or Public property or property of any other person.
37. Demonstrations, inciting protests, distributing hand bills etc.
38. Unauthorized use of mobile/satellite phone within the Campus.
39. Any type of harassment whether physical, verbal, mental, sexual or electronic quarrelling, fighting and passing derogatory remarks in the University premises against fellow students / teachers / employees / canteen and mess workers etc. and Any other act which may be considered by the Vice-Chancellor or the Discipline Committee to be an act of violation of discipline.

1.3 UNIVERSITY WORKING HOURS

The classes commence at 9:00 a.m. Students are expected to be in their seats in the class room 08:45 a.m. The lunch hour is from 12:30 p.m. to 01:30 p.m for first year students and 1:00 pm to 2:30 pm for 2nd year students. The last class ends at 5:00 p.m. working hours for staff of the university are from 09:00 a.m. to 05:00 p.m.

1.4 LECTURE CLASS ENVIRONMENT

The University is a community of learners. Students, as well as faculty, have a responsibility for creating and maintaining an environment that supports effective learning. In order for faculty members to provide and for students to receive effective instructions in classrooms, laboratories, the University expects students to conduct themselves in an orderly and cooperative manner by following instructions given by the instructors.

1.5 LABORATORY ENVIRONMENT

1. A conducive learning environment in the laboratory is essential and the students are advised to follow the following guidelines:
2. Listen carefully to the faculty at all times, as the students may be working with dangerous materials or equipments. Accidents resulting in injuries can occur if directions are not strictly followed.

3. Eating, drinking or chewing gum while experiments are underway is strictly forbidden.
4. No loose clothing should be worn in the laboratory as this will be difficult to manage and may come into contact with flames or chemicals. Roll up sleeves and keep hair tied back. Lab coats must be worn.
5. Students should familiarise themselves with the location of any and all safety equipment which may be available, including the fire extinguisher and the eyewash station.
6. Follow evacuation procedures quickly and quietly if needed.
7. Students conduct themselves in a responsible and cautious manner at all times. At no time should anyone in the lab engage in behaviour such as pushing, running, jumping or other risky behaviour.
8. All books and belongings may be left at the desk, away from the lab station. Only the materials required to complete and record the experiment instructions, (e.g. pencils or graph paper, etc.) should be brought into the laboratory.
9. Handle all equipment carefully to prevent breakage or damage.
10. Clean your lab station before departing.
11. Report any accident, no matter how small or big, to the faculty without delay.
12. Any wilful damage caused to equipment in the Laboratory will result in disciplinary action against the students at fault.

1.6 COURSE REGISTRATION

It is mandatory for all students to register every semester for the courses they have been advised to enrol by the competent authority, all HOD's /Dean through a Course Registration process. The Course Registration days will be announced in advance by the university to enable easy and systemic registration. The advisors will be available during those periods to provide advice and counselling opportunities to the students. Students having any outstanding dues to the University or any other dues shall not be permitted to register for classes. Late registration after a maximum of 10 calendar days from the commencement of the semester may be permitted for extenuating circumstances only with the recommendation of the HOD's and approval of the Dean and only after clearing all the dues and paying the late Registration fee. If a student fails to register for any course(s) during any semester, his/her admission to the university will be subject to cancellation. In order to restore the active admission status, the student will then have to take necessary approval from the HOD's / Dean who will recommend the same to the Dean of the faculty who will be the deciding authority.

CHAPTER:-2 ACADEMIC PROGRESS - EXAMINATION / GRADING / TRANSCRIPT / CREDIT TRANSFER

2.1 ATTENDANCE RULES:-

- a. A student is expected to attend all lectures, tutorials and practical classes, with minimum of 75% attendance.
- b. In order to account for illness and contingencies of a serious and unavoidable nature, the attendance requirement will be a minimum of 70 % in a subject in a semester calculated till the last teaching day.
- c. The ineligible student will be placed in 'Detained/Debarred' category for the subject and the registration for that particular subject will be cancelled.

2.2 ELIGIBILITY FOR EXAMINATION (END TERM)

- a. 75% attendance (Individual subject; Theory / Practical)
- b. 50% score in internal/ formative assessment (Individual subject, Theory / Practical)

2.3 EXAM REGISTRATION PROCESS/ FEE PAYMENT

- a. Each Term/ Semester
- b. As per schedule- Exam Dept. (Notified on website)
- c. Student portal (Online)
- d. NOC (Respective Department-Online)
- e. University/ Exam Dept. timelines/ schedule
- f. Penalty for missing time lines/ schedule
- g. No refund if a candidate
 - i. Fails to appear for an examination
 - ii. Has appeared in an examination provisionally and is subsequently declared ineligible by exam dept.
 - iii. Has been declared ineligible by exam dept. / respective dept.

2.4 ADMIT CARD

- a. Mandatory for appearing for end term (Theory / Practical/ Viva etc.)
- b. Download from student portal (Date notified)
- c. Penalty for not carrying during examination

2.5 INSTRUCTIONS FOR STUDENTS APPEARING FOR END TERM EXAM/ UFM/ MISCONDUCT/ INDISCIPLINE

- a. Examination Department/ ERP will automatically decline assessment/ evaluation/ result, for those subjects/ students falling short of eligibility, even after release of Admit Card/ appearance in exam.
- b. The candidate shall write his/her Admit card/ registration number, subject code, subject title and date of the examination on the front page of his/her answer book before he/she starts answering the question paper. He/she shall also write down his/her registration number, on the question paper meant for / given to him/her.
- c. The examination hall shall be opened each day at least 15 minutes before the scheduled time of commencement of examination. All the candidates must be in the examination hall by that time. No candidate, who is late by more than half an hour, shall be admitted to the examination hall (except for reasons/ circumstances beyond his/her control- Contact Exam Superintendent)
- d. When a candidate leaves the examination hall, he/she shall, before doing so, hand over his/her answer book to the Assistant Superintendent/ Invigilator concerned. After having left the hall as such, he/she will not be readmitted and no extra time shall be allowed to a candidate who arrives late in the examination hall.
- e. The candidate shall not be permitted to leave before an hour after the distribution of question paper. He/she will only be allowed to take the question paper with him/her after the exam is over.
- f. The candidate is required to bring his/her own pens (BLACK/ BLUE ONLY) and is never allowed to tear of any leaf from his/her answer-books.
- g. No candidate shall write answers or rough work on the question paper and his/her name / registration number on any page of the answer-book except the title page on which only Admit Card/ registration number is desired/ allowed to be written in the relevant column.
- h. The candidate shall show his/her valid identity card / admit card on demand and put his / her signature against his/her name in the attendance sheet when directed to do so by the Invigilator/ Centre Superintendent, failing which he/she may not be admitted to the examination or if already so admitted he/she will be required to leave the examination centre forthwith.
- i. If the candidate has not brought the Admit Card, he/ she can approach the Chief -Superintendent for getting the duplicate Admit Card after the payment of prescribed fees.
- j. Candidate shall approach the office of the COE/ Exam Dept., immediately for obtaining duplicate Admit Card.

- k. The candidate is required to identify the seat number from the seating arrangement notice displayed outside the examination hall: identify the correct Hall Number from the display board before going to the examination hall. If the number is not displayed, contact the Chief-Superintendent immediately.
- l. The candidate is requested to deposit his/ her bags in the BAG DEPOSIT ROOM in the respective venue of Examination. DO NOT KEEP VALUABLE THINGS in the bag (University is not responsible)
- m. Before entering into the hall, the candidate is expected to ensure himself/herself that, he/she does not possess mobile phones, programmable calculators, electronic gadgets, any material notes pertaining to the examination etc. as MOBILE PHONES / PROGRAMMABLE CALCULATORS OR ANY OTHER ELECTRONIC GADGETS ARE STRICTLY PROHIBITED INSIDE THE EXAMINATION HALL.
- n. The candidate has to show his/her ADMIT CARD and IDENTITY CARD to the hall invigilator before entering into the hall
- o. The candidate is forbidden to TALK / GESTURE inside the examination hall.
- p. If the candidate is in the need of any data book, he/she has to ask for the same to the invigilator at the commencement of the examination. Do not write anything in the special materials issued.
- q. The candidate is required to check whether he/she has collected the correct question paper with proper printing. If not so, the Hall invigilator must be intimated immediately.
- r. DO NOT WRITE ANYTHING ON THE QUESTION PAPER OTHER THAN YOUR REGISTRATION NUMBER. WRITING ANY HINT OR NOTE IN THE QUESTION PAPER IS ALSO A KIND OF MALPRACTICE.
- s. Do not tear any pages out of the answer book. Rough work may be done in the last page of the answer book. Clearly cross out rough working before handing over your answer book.
- t. Stop writing when you are instructed to do so at the end of the examination and REMAIN SEATED UNTIL ALL ANSWER SHEETS HAVE BEEN COLLECTED and you are told that you may leave the hall.
- u. Severe penalties apply (INCLUDING A FAIL IN THE SUBJECT/ CANCELLATION OF ALL SUBJECTS WRITTEN IN THE SEMESTER / DEBARRING FROM THE EXAMINATION AND POSSIBLE EXPULSION FROM THE UNIVERSITY), for misconduct, Unfair Means, cheating, possession of unauthorized materials, improper use of materials, and unauthorized removal of materials from examination rooms or ignoring the instructions given by supervisors/ invigilator.

2.6 RESULT DECLARATION/PUBLICATION OF RESULT

- a. Student portal
- b. University web site

2.7 RE TOTALLING OF MARKS/XEROX

- a. A candidate shall be entitled to have photocopy/Xerox, of his/her answer-books for re-totalling, wherever necessary, on payment of prescribed fee
- b. Application for re-totalling may be, is received as notified by the University
- c. Re-totalling will be done only to see if the marks awarded to answers of various questions have been correctly added and that all the answers have been assessed by the Examiner.
- d. In case of request for re-totalling, decision shall be taken as per respective rules.
- e. If any mistake is discovered as a result of re-totalling of answer-books or the nature of result changes on account of re-totalling of answer-books, the result will be revised.
- f. The candidate intending to apply for re-totalling of his/her answer-books should ascertain before applying for the same that re-totalling is permissible under the rules and that they are applying within the prescribed time. In case, the application of a student for re-totalling of answer-books is rejected on such grounds, the fee paid by them will not be refunded.

2.8 GRADING SYSTEM

- a. The grading system reflects a student's proficiency in the course. The grade awarded to a student in a course will be based on the performance of the student in minor/ sessional tests, assignment, field work, seminar, workshop presentations, group discussions, quiz, etc. Whichever is applicable as per scheme and in the major test, at the end of the Semester
- b. **Grades and Grade Points**
 - i. Corresponding to each course registered, a student obtains a letter grade at the end of the Semester (i.e. at the end of the Semester, irrespective of his/her presence/absence in the examination). Grades as mentioned in the following table:

Range	90-100	80-89	70-79	60-69	50-59	40-49	0-39
Grade	S	A	B	C	D	E	F
Points	10	9	8	7	6	5	0

ii. Calculation of GPA and CGPA

$\text{GPA} = \frac{\sum (C_i \times GP_i)}{\sum C_i}$	$\text{CGPA} = \frac{\sum (C_i \times GP_i)}{\sum C_i}$
<p>Where, C = Credit of the Subject GP = Grade Points obtained for the course Σ = Sum of all subject appeared in the semester concerned for GPA; Sum of all subject appeared during all the semesters for CGPA</p>	

2.9 COLLECTION OF STATEMENT OF GRADE/REPORT CARD

- From respective department, as notified by exam dept.
- Late fee will be imposed if not collected before notified time

2.10 ACADEMIC PROGRESS/PROMOTION:

Student will have to earn 75% credits of the respective programme, to be promoted to next semester, as follows:

- At the end of 6th semester, for a 5 year programme, to be promoted to 7th semester (Eg. Integrated courses)
- At the end of 4th semester, for a 4 year programme, to be promoted to 5th semester (Eg. B.Tech)
- At the end of 4th semester, for a 3 year programme, to be promoted to 5th semester (Eg. BBA, B.Com, LLB)
- At the end of 2nd semester, for a 2 year programme, to be promoted to 3rd semester (Eg. MBA, M.Tech)

2.11 APPLICATION FOR TRANSCRIPT/PROVISIONAL CERTIFICATE/LOST STATEMENT OF GRADES

- Download application form- University Web site
- Deposit fee (Accounts Department)
- NOC
- Collect respective document from Exam Dept./Office of the Registrar

2.12 RE EXAMINATION :

- a. University reserves the right for re- examination, in the same/ or any other year
- b. In no case shall a re-examination be held if the students walk out of the examination Hall.

2.13 IMPROVEMENT EXAMINATION (THEORY- END SEMESTER) FOR GRADUATES ONLY

- a. Only for improvement in CGPA- Degree/ Division, if difference is $\leq .5$ CGPA for next division
- b. Within one year of graduating term

2.14 IMPROVEMENT OF RESULT/GRADE (SUBJECT) - BOTH (INTERNAL & EXTERNAL) FOR GRADUATES

- a. Only for improvement in CGPA- Degree/ Division, if difference is $\leq .5$ CGPA for next division
- b. Within one year of graduating term
- c. With semester(even/odd), where course is offered/ Special classes to complete number of hours for prescribed credits
- d. Full Tuition fee for semester (even/odd)
- e. University decision would be final and binding

2.15 LATERAL ENTRY/MIGRATION/CREDIT TRANSFER/CHANGE OF BRANCH

- a. SRMUH student can migrate (one branch to another branch within the University) only in the beginning of 3rd semester, if he/ she has passed in all subjects of 1st year respective programme.
- b. Migration from SRMUH to any other University shall not be allowed

2.16 University reserves the right to change/amend/alter, rules/regulations, for, academic reasons/ benefit of students, with/without prior notice.**2.17 Decision of university would be final and binding**

CHAPTER:- 3 ACT OF INDISCIPLINE-RAGGING :-**3.1. STATEMENT OF RAGGING:-**

“Ragging is a reprehensible act which does no good to anyone and no act of ragging shall be tolerated and any act of ragging shall not go unnoticed and unpunished.” As per the Hon’ble Supreme Court of India’s ruling on Writ Petition Civil No. 656 of 1998, ragging in any form is strictly prohibited. Taking into account the above facts and practice prevailing in different institutions, the Disciplinary Committee has adopted the most stringent measures against any student involved in ragging. The immediate disciplinary action to be taken against a student involved in ragging are:

1. Expulsion from the university
2. Rustication
3. Financial penalty to be decided by the Disciplinary Committee
4. Cancellation of the result of the guilty student forcing him/her to repeat the whole year. In case of failure in identification of any particular student involved in ragging, the entire group present on the spot is liable to be punished severely as mentioned above.

3.2. GUIDELINES TO NEW STUDENTS REGARDING RAGGING:-

All new students are advised to follow the following guidelines in case of any incident of ragging:

1. To always keep the phone numbers of the members of the anti-ragging cell of the University.
2. To immediately report the incident verbally and in writing to the Dean/Proctor Office.
3. New students are informed that forcing someone to sing and dance is also considered as an act of ragging.

CHAPTER:-4 HOSTEL, LIBRARY & LEAVE RULES:-**4.1. HOSTEL RULES AND REGULATIONS:-**

The Boys & Girls Hostels have the Warden and Dy. Warden to manage the affairs of the hostels. The Warden is assisted by a team of Wardens and a Superintendent and all of them are normally residents of the hostels. Maintenance of hostels and mess facilities is managed by the Facility Manager with the help of supervisory staff. Experiences in hostels always provide fond memories and as such all efforts are made to make the living in hostels most memorable.

1. The right to admission to university hostels is reserved and admission to the university hostel will be at the discretion of the Dy. Warden.
2. The allotment of rooms to the applicants will be made by the Warden/Dy. Warden. The hostellers are not permitted to change their rooms once occupied without the consent/approval from the Warden.

3. Students with chronic medical problems will not be admitted to the Hostel. If any student with chronic medical problem is brought to the notice of Warden/Dy. Warden, he/she will be asked to vacate the room immediately so as to enable the student to have proper medical care by the parent/guardian.
4. If a student is expelled from the University for any reason he/she should immediately vacate the hostel on the day of expulsion. His/her continuance in the hostel will be treated as unauthorized occupation.
5. Overnight guests are not permitted in any of the hostels.
6. General records regarding in-out movements, mess timings, security guard, hostel discipline, cleanliness, acts leading to damage & rough handling of furniture and fixtures, weekend activities and holidays will be maintained in the hostel by the Warden.

4.2. LIBRARY RULES:-

The library is well equipped with a large number of books, print journals, national journals, international journals and CDs/DVDs on various fields of Engineering, Management, Communication and all disciplines. Borrowers must satisfy themselves about the condition of the books before borrowing them, as they shall be responsible for any damage or mutilation noticed at the time of return.

1. Books borrowed may be kept for 7 days at a time.
2. No book shall be renewed/re-issued.
3. No book will be issued on the day of return for technical reasons.
4. Latest edition of the book will only be accepted in replacement of lost/ damaged book along with the fine decided by the Library Committee.
5. Any infringement of library rules will render the individual liable to the cancellation of membership of the library, besides any other punitive action the Librarian deems it.

4.3. LIBRARY RULES AND REGULATIONS:-

1. All the students/scholars entering the Library shall deposit their bags and other belongings at the entrance and sign in the Register at the checkpoint. Only notebooks and the Library books to be returned will be allowed inside. The students should not leave any valuables at the Check Point. The Library is not responsible for any loss of personal belongings. All files, books and notebooks must be presented to the guard at the checkpoint for inspection while leaving the Library.
2. Identity Card is compulsory for getting access to the library.

3. The books will be issued to the students for two weeks and for a month to the research scholars and faculty members.
4. Library reserves the right to call back any issued book/ item at any time.
5. Books removed from the shelves by students, if not required for reference, should be kept on the table nearest to them. Students should not try to shelve them the books themselves. Please remember that a book misplaced is a book lost.
6. Readers should not deface, mark, cut, mutilate or damage library resources in any way. If anyone is found doing so, he/she will be charged the full replacement cost of the resource. Books borrowed should be protected from rain, dust, insects, etc.
7. The students who want to return the books issued on their names are advised to wait until the books are shown as cancelled against their names.
8. In case of a book lost, the users/students will be required either to replace the book by the latest edition or to deposit double the cost of the book along with the fine for the delayed return.
9. There will be a fine per book per day for the delayed return which shall be notified by Librarian.
10. Students are advised not to get books issued to others against their names.
11. Conversation and discussion disturbs the library ambience. Therefore, all are requested to maintain dignified silence.
12. All users are requested to keep their mobiles switched off or in silent mode in the Library.
13. Beverages and eatables are not allowed inside the library.
14. No visitor or guest is permitted to use the Library without the prior permission of the competent authority.

4.4. LEAVE PROCEDURES:-

A student must apply for grant of leave in proper procedure. The leave form must be filled for leave approval. Each leave form must be first approved by the HOD and then it is to be signed and approved by the Dean.

CHAPTER:- 5 FACILITIES & OPPORTUNITIES:-

5.1. GENERAL FACILITIES:-

- **CAFETERIA:-**

For the convenience of the students, the university offers cafeteria facilities. The cafeteria offers refreshments and meals at nominal rates fixed by the university authorities. It is open during university hours and it provides a variety of eatables to the students. Non-vegetarian food will not be served.

- **MEDICAL FACILITY:-**

A medical facility with necessary medicine is available PRIMSR Hospital. The Hospital ambulance van is available for use in medical emergencies.

- **PARKING:-**

All vehicles are required to be parked in the parking lot designated for students. However, the students shall be personally responsible for the safety of their vehicles and gadgets.

5.2. SUPPORT FOR STUDENT'S CLUB ACTIVITY:-

1. SRM University Delhi-NCR, Sonapat has student-clubs to encourage extra-curricular aspects. With over a dozen different clubs, the students will in a group to it their interest and ideas.
2. Currently the various clubs running the show are dance, music, dramatics, literary, sports, editorial, event management, photography, arts and technical. And if the students do not finding anything that meets their passions they are welcome to come and create their own. At every point SRM University Delhi-NCR, Sonapat Team is there to help, suggest and guide students!!
3. The SRM University Delhi-NCR, Sonapat Club's mission is to inform, inspire and connect students on a platform where they can exchange knowledge, build awareness, generate interest and receive recognition.
4. The Administrative Committee is the main governing body for all student clubs at SRM University, Haryana.
5. The purpose of the Administrative Committee is to register student clubs, assist clubs with events and activities, and promote student interaction and involvement and also to allot funds to the registered clubs.

5.3. EXTRA CLASSES IF REQUIRED BY STUDENTS:-

Some students may need additional assistance in understanding some contents in the class. If such students are regular in the class and still need extra assistance which cannot be attended during open hours they can request teacher to take extra lectures on some topics.

5.4. COMPOSITION OF DISCIPLINARY COMMITTEE:-

The Chairman of the Disciplinary Committee will be appointed by the Vice – Chancellor. The members of the Disciplinary Committee will be appointed by the Chairman in consultation with the Vice-Chancellor generally by taking one faculty member from each department. The tenure of the Chairman/ Members Disciplinary Committee shall be one year. The University may, when required appoint a Proctor who shall perform the functions of a nodal authority on matters of student discipline.

5.5. PROCEDURE FOR PUNISHMENT:-

When a student is found indulging in any breach of discipline, misconduct, unruly behavior, provocation, instigation, harassment, idleness, any faculty or staff or student can report the matter in writing to Disciplinary Committee of the University for appropriate action.

5.6. THE VARIOUS STEPS FOR DISCIPLINARY ACTION SHALL BE AS UNDER:-

Complaint Received: All disciplinary cases requiring redressal need to be initiated or reported by any complainant (Faculty/Staff/Students) to the Chairman Disciplinary Committee (CDC) in writing. Depending

on the gravity of the offence, if the CDC is convinced that prime facie evidence exists against the defaulter, the CDC can suspend the student, pending investigation.

5.7. **INVESTIGATION:-**

Should the case not merit further action, a Warning will be issued to the defaulter and the written apology shall be filed in the student record held with Controller of Records (COR). CDC may close a case with a written apology by the defaulter and his/her parents.

If any investigation is required, CDC may ask one or more members of the Disciplinary Committee for any further inquiry into the matter. CDC will issue a Show Cause Notice, based on the facts of the case within 24 hours of the complaint/inquiry.

5.8. **SHOW CAUSE NOTICE:-**

The Show Cause Notice will be issued to the defaulter, giving brief details of the incident. The reply by the defaulter will be submitted to the CDC by hand within 24 hours. If CDC is not satisfied with the reply, he will issue a letter to the defaulter, to appear before the Disciplinary Committee, (if necessary, along with his/her parents) on a specified date/time. A copy of this letter will be sent to all the members of Disciplinary Committee for their attending the meeting.

5.9. **IMPOSITION OF PENALTIES:-**

Any penalty enumerated in next point may be imposed by the Vice-Chancellor upon the recommendation of the Academic Council/Executive Council/Disciplinary Committee constituted under Ordinance.

5.10. **NATURE OF PENALTIES:-**

The following penalties may, for act of indiscipline or misconduct or for sufficient reasons, be imposed on a student, namely:-

1. Written warning and information to the guardian, recording in dossier of student.
2. Fine of Rs. 500/- which may extend up to Rs. 5,000/-.
3. Suspension from the Class/Department/College for 3/5/7/10 days or more, with effect on attendance; suspension from Hostel/Mess/Library and/or withdrawal of any academic or other University activity, privilege, benefit, right or facility.
4. Suspension or cancellation of Scholarships, fellowship or any financial assistance from any source or recommendation to that effect to the sanctioning agency.
5. Recovery of pecuniary loss caused to University Property.
6. Debarring from participation in Sports/NCC/NSS and other such activities.
7. Disqualifying from holding any representative position in the Class/College/Hostel /Mess/Sports/Clubs and in similar other bodies.
8. Hostel shift and Hall shift.

9. Sent down, Deduction from General Proficiency Marks; debar from all or certain number of Campus Placements.
10. Expulsion from the Department/Faculty/Hostel/Mess/Library/ Club for a specified period.
11. Debarring from an examination; rustication for one semester.
12. Issue of Migration Certificate and reflect the act of indiscipline in the Character Certificate.
13. Expulsion from the University for a specified period or permanently.
14. Disqualifying from further studies, or prohibition of further admission or re-admission.

5.11. SUSPENSION PENDING ENQUIRY:-

Any student against whom a charge of misconduct has been made may be suspended from the rolls of the University by the Vice-Chancellor, pending enquiry or pending trial of a cognizable offence by a court of law.

5.12. POLICE CASES:-

In cases where an offence involves action by Police, the matter will be referred to the Registrar who will ensure that a Police case is filed and a copy of FIR filed. Such cases will be fully dealt by Police and the individual will remain suspended till completion of investigation of the case but without benefit of attendance. Police cases will include ragging of any kind.

5.13. APPEALS:-

Appeals, if any shall lie with the Vice-Chancellor whose decision in the matter shall be final. Only those cases will merit review by the Vice-Chancellor where any new information or evidence is produced by the defaulter, other than what has already been considered by the Disciplinary Committee.

5.14. AMENDMENTS AND REPEAL:-

The SRM University Students Conduct and Discipline Rules, 2013 may be amended or repealed with the approval of the Academic Council.

CHAPTER:- 6 FACULTY/DEPARTMENT/ ORGANISATIONAL STRUCTURE:-

6.1. DEPARTMENT ORGANISATION:-

Organisation of a department comprises three levels of hierarchy:-

1. Dean
2. HOD's -Controller of a program
3. Faculty Coordinator

6.2. DEAN:-

The head of the faculty is called as Dean. A Dean manages plans and leads all tasks towards the objectives of the department. He/she works towards maintaining discipline and academic and research growth in the department. When the problems or any other difficulties are not solved by coordinators, and HOD's, a student can access Dean for solution or help.

6.3. HOD's/COORDINATORS:-

A HOD/Coordinator is a faculty in-charge for executing a particular departments task. A committee may be formed by the Dean to execute a departmental task such as Internal Sessional Examination, students' project, research activity in a department, etc. A HOD/Coordinator is usually the head of the committee. A student may also approach concerned HOD/Coordinator for updated information regarding a particular event, for eg. he/she can approach the Server HOD/Coordinator for a website-related query or a student can approach the Time Table HOD/Coordinator for information related to the time table. Student must know the names of the different HOD/Coordinator in their department, so that they may receive appropriate guidance.

time table. Student must know the names of the different HOD/Coordinator in their department, so that they may receive appropriate guidance.

6.4. MODIFICATION IN REGULATIONS:-

Notwithstanding anything mentioned herein, the Academic Council headed by the Vice Chancellor of the university has the right to add, delete or modify these regulations from time to time. In case of any dispute arising out of interpretation of these rules, the interpretation by the Academic Council will be considered final and binding.

CHAPTER 7: OFFICE OF INTERNATIONAL RELATIONS

- The Office of the International relations serves as the first point of contact for any NRI/ Foreign students studying either for a short duration or entire full-time programme.
- The dedicated office of the International relations is open for students willing to explore possible student mobility options like semester exchange, year abroad, dual-degree programme, etc.
- The Office of the international relations also helps the students to identify and apply to its partner institutions for their further education either at Graduate or research level.

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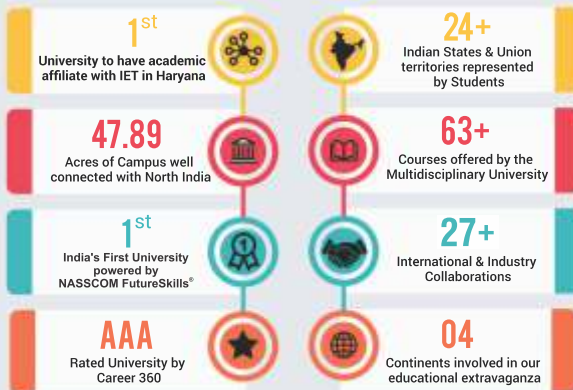
ADMISSION HELPLINE
9541779883



SRM UNIVERSITY
DELHI-NCR, SONEPAT



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OUR RECRUITERS



& many more...

FACULTY OF ENGINEERING AND TECHNOLOGY

B.Tech.

CSE | CE | BME | EEE | ECE | ME |
Mechatronics | Robotics and Automation

M.Tech.

CSE | CE | ECE | ME |
Biotechnology (Pharmaceutical /Industrial)

FACULTY OF LAW

B.A. LL.B (Hons.) • B.B.A. LL.B (Hons.) • LL.B (Hons.) • LL.M (1 year)

FACULTY OF MANAGEMENT

BBA • MBA

FACULTY OF COMMERCE & FINANCE

B.Com (Hons.) • M.Com.

FACULTY OF SCIENCE AND HUMANITIES

BA - English (Hons.) | BA - Economics (Hons.) |
BA - Political Science (Hons.) | BA - Psychology (Hons.) • BCA •
B.Sc. - Computer Science (Hons.) | B.Sc. - Chemistry (Hons.) |
B.Sc. - Physics (Hons.) | B.Sc. - Mathematics (Hons.) |
B.Sc. - *HHA | B.Sc. - **HMCT • MA - English | MA - Economics •
M.Sc. - Physics | M.Sc. - Biotechnology | M.Sc. - Mathematics |
M.Sc. - Chemistry |
M.Sc. - Microbiology (Applied / Pharmaceutical)

*HHA = Hospitality and Hotel Administration

**HMCT = Hotel Management and Catering Technology

INDUSTRY INTEGRATED COURSES

COURSES IN ASSOCIATION WITH IBM

B.Tech - CSE with specialization in
- Cloud and Mobile based Application
- Data Science & Artificial Intelligence
- Blockchain and IoT

COURSE IN ASSOCIATION WITH XEBIA

B.Tech - CSE with specialization in
- DevOps

COURSE IN ASSOCIATION WITH TCS

B.Tech - Computer Science and
Business System

IN ACADEMIC PARTNERSHIP WITH KPMG IN INDIA

BBA with specialization in
- Business Analytics

Ph.D. in all programs

INDUSTRY & INTERNATIONAL COLLABORATION



PROFESSIONAL ACADEMIC MEMBERSHIP



ACADEMIC AFFILIATE



INNOVATION CELL



UNIVERSITY 4.0

Plot No.39, Rajiv Gandhi Education City P.S. Rai, Delhi-NCR, Sonapat - 131029.

Mobile: +91-8816033301/02/03/04/05/06 | Tel: 0130-2203703-09

Email: admissions@srmuniversity.ac.in | Website: www.srmuniversity.ac.in

Whatsapp
8816033306



LEARN
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LEAD

Code of Conduct for Students (Examination)

A. Code of conduct for Theory Examination

1. **Examination Department/ ERP will automatically decline assessment/ evaluation/ result, for those subjects/ students falling short of eligibility, even after release of Admit Card/ appearance in exam.**
2. The candidate shall write his/her Admit card/ registration number, subject code, subject title and date of the examination on the front page of his/her answer book before he/she starts answering the question paper. He/she shall also write down his/her registration number, on the question paper meant for / given to him/her.
3. The examination hall shall be opened each day at least 15 minutes before the scheduled time of commencement of examination. All the candidates must be in the examination hall by that time. No candidate, who is late by more than half an hour, shall be admitted to the examination hall (except for reasons/circumstances beyond his/her control- Contact Exam Superintendent)
4. When a candidate leaves the examination hall, he/she shall, before doing so, hand over his/her answer book to the Superintendent/ Invigilator concerned. After having left the hall as such, he/she will not be readmitted and no extra time shall be allowed to a candidate who arrives late in the examination hall.
5. The candidate shall not be permitted to leave before an hour after the distribution of question paper. **He/she will only be allowed to take the question paper with him/her after the exam is over.**
6. The candidate is required to bring his/her own pens (BLACK/BLUE ONLY) and is never allowed to tear of any leaf from his/her answer-books.
7. No candidate shall write answers or rough work on the question paper and his/her name / registration number on any page of the answer-book except the title page on which only Admit Card/ registration number is desired/allowed to be written in the relevant column.
8. The candidate shall show his/her valid identity card / admit card on demand and put his / her signature against his/her name in the attendance sheet when directed to do so by the Invigilator/Centre Superintendent, failing which he/she may not be admitted to the examination or if already so admitted he/she will be required to leave the examination centre forthwith.
9. If the candidate has not brought the Admit Card, he/ she can approach the Chief -Superintendent for getting the duplicate Admit Card after the payment of prescribed fees.
10. Candidate shall approach the office of the COE/Exam Dept., immediately for obtaining duplicate Admit Card.
11. The candidate is required to identify the seat number from the seating arrangement notice displayed outside the examination hall: identify the correct Hall Number from the display board before going to the examination hall. If the number is not displayed, contact the Chief-Superintendent immediately.

12. The candidate is requested to deposit his/her bags in the BAG DEPOSIT ROOM in the respective venue of Examination. DO NOT KEEP VALUABLE THINGS in the bag (University is not responsible)
13. Before entering into the hall, the candidate is expected to ensure himself/herself that, he/she does not possess mobile phones, programmable calculators, electronic gadgets, any material notes pertaining to the examination etc. as MOBILE PHONES / PROGRAMMABLE CALCULATORS OR ANY OTHER ELECTRONIC GADGETS ARE STRICTLY PROHIBITED INSIDE THE EXAMINATION HALL.
14. The candidate has to show his/her ADMIT CARD and IDENTITY CARD to the hall invigilator before entering into the hall
15. The candidate is forbidden to TALK / GESTURE inside the examination hall.
16. If the candidate is in the need of any data book, he/she has to ask for the same to the invigilator at the commencement of the examination. Do not write anything in the special materials issued.
17. The candidate is required to check whether he/she has collected the correct question paper with proper printing. If not so, the Hall invigilator must be intimated immediately.
18. DO NOT WRITE ANYTHING ON THE QUESTION PAPER OTHER THAN YOUR REGISTRATION NUMBER. WRITING ANY HINT OR NOTE IN THE QUESTION PAPER IS ALSO A KIND OF MALPRACTICE.
19. Do not tear any pages out of the answer book. Rough work may be done in the last page of the answer book. Clearly cross out rough working before handing over your answer book.
20. Stop writing when you are instructed to do so at the end of the examination and REMAIN SEATED UNTIL ALL ANSWER SHEETS HAVE BEEN COLLECTED and you are told that you may leave the hall.

Severe penalties apply (INCLUDING A FAIL IN THE SUBJECT/ CANCELLATION OF ALL SUBJECTS WRITTEN IN THE SEMESTER / DEBARRING FROM THE EXAMINATION AND POSSIBLE EXPULSION FROM THE UNIVERSITY), for misconduct, Unfair Means, cheating, possession of unauthorized materials, improper use of materials, and unauthorized removal of materials from examination rooms or ignoring the instructions given by supervisors/ invigilator.

B. Code of conduct for Practical Examination

The instructions given above under ‘theory examinations’, should be followed for practical examinations also, wherever they are relevant. Some additional instructions are given under:

1. Bring your own calculators, scale, pencil, rubber etc. on the day of exam.
2. Report 15 mins prior to the commencement time of the practical exam.
3. Students involved in ‘Unfair means’ including cheating, tempering with equipment, chatting will be asked to leave the laboratory and their practical examination will be CANCELLED.

SRM UNIVERSITY DELHI-NCR, SONEPAT

Established under Haryana Private Universities Act 2006 as amended by Act no.8 of 2013 and recognized by UGC u/s 2(f) of UGC Act, 1956

39, Rajiv Gandhi Education City, Delhi-NCR, Sonapat-131029, Haryana (India)
Tel : 0130-2203700-01 | Tollfree : 1800 180 1216 | Website : www.srmuniversity.ac.in

4. All the students have to come in a formal dress on the day of practical/Clinical examination.
5. An external examiner will be conducting Viva hence it is student responsibility to come prepared for the Viva-Voce.
6. All the students must bring complete Lab file/Project report on the day of practical/project examination.

Manish Bhatia

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Code of Conduct of University Library for the students/Staff.

1. Every staff / student of the college is eligible for membership of the library.
2. Silence must be observed in the library.
3. Personal belongings are not allowed inside the library.
4. The library can be utilized by the students and staff from 10 A.M. to 5.P.M. on workingdays.
5. Misbehavior in the library/in study room will lead to cancellation of admission/Membership and serious disciplinary action will be taken against the concerning student/s.
6. All students/staff should sign the entry register of the library, before entering.
7. Students must handle the book/s very carefully.
8. All students should note that, Library Cards are not transferable. If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay the same cost of the book as fine.
9. Every student must satisfy themselves as to whether the books which they intend to borrow are in good condition or not, before leaving the issue counter, otherwise the student will be responsible for any loss or non return of books issued him/her.
10. Members/students are not permitted to underline, write in, folding / tearing of pages or defaced books in any way whatsoever.

Manish Bhatia

Code of conduct for Transport Users

The University maintains transport vehicles to support the travel needs of employees and students.

- 1) Students should come to the boarding point at least 5-10 minutes before the scheduled time.
- 2) Parents/guardians are advised to educate their wards about the transportation laws/safety and security and ensure that their wards follow them while using the university transport.
- 3) Students should report to the authorities regarding any offense or offense on the driver's part.
- 4) The student must maintain cleanliness while using the University vehicle.
- 5) The transport Officer shall inform the Committee about the behavior and conduct of vehicle drivers and passengers if any issue is reported.

Manish Bhatia



**SRM University Delhi-NCR, Sonapat, 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 own a house within 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 acts, 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 unauthorized 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)



SRM University Delhi-NCR, Sonapat
LEAVE RULES-2022



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 joins his/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.

Handwritten signatures and initials:
OR
K. Andhaya
D-V-S-TH

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 casual 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 a calendar 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 Medical Board to test his/her physical fitness for the efficient discharge of the duties of his/her post, whenever it has reason to believe that University employee is not physically fit to carry out his/her duties satisfactorily. The University employee concerned shall, however, have a right of appeal to an appellate Medical 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.

OR
K. Andilaya
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