

### 6.2.2

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

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### INDICATIVE LIST OF POLICIES

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## 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)  
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**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.

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**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 1<sup>st</sup> 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.

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

Central ITKM Services

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SRM University: Acceptable IT Use policy v1.1, 2022

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## DISCLAIMER

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

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

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

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

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## Acceptable IT Use

### 1 Computing Resources

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

#### 1.1 Applicability

- i. This policy applies to all users of University computing resources, whether affiliated with the University, and for use of those resources, whether on campus or other remote locations.
- ii. "Users" are defined as anyone who uses University systems or networks including employees, students, parents, vendors, contractors, support personnel etc.

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

#### 1.2 Rights & Responsibilities

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

#### 1.3 General Guidelines

- i. Users of University computing resources shall comply with applicable national laws, applicable State Laws, University rules and policies, and the terms of applicable contracts including software licenses while using University computing resources. Examples of applicable laws, rules and policies include the laws of privacy, copyright, trademark, obscenity and child pornography; the **IT Act 2000**, which prohibits "hacking," "cracking" and similar activities.
- ii. Users who engage in electronic communications with persons in other states or countries or on other systems or networks may also be subject to the laws of those jurisdictions and the rules and policies of those other systems and networks. For further clarifications, users should contact the Head ITKM (CIO) or Registrar or the Vice Chancellor, SRM University for more information.
- iii. Users will be required to obtain necessary authorizations before using University computing resources. Any hardware/physical asset issued to a user must not be tampered with or given

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- for repair/replacement outside of University authorized vendors. If emergency off-campus repairs are warranted, prior approval should be taken from the IT Manager at the users base location. Users will also be responsible for any activity originating from their accounts which they are reasonably expected to control.
- iv. For any loss/damage of issued assets, the University will bear losses up to Rs. 5,000/- (rupees five thousand only) for the duration of the users service. A record will be kept of such losses and if the above limit is exceeded, appropriate disciplinary enforcement shall apply. Any insurance claim amounts that are received will offset the negative balance to the extent of Rs. 5,000/- (rupees five thousand only).
  - v. Accounts and passwords should not, under any circumstances, be used by persons other than those to whom they have been assigned by the systems administrator. In cases when unauthorized use of accounts or resources is detected or suspected, the account owner should change the password and report the incident to the appropriate systems administrator, and/or Dean, Director, or Department Head.
  - vi. While no set bandwidth, disk space, CPU time, or other limit are applicable to uses of University computing resources, the users are required to limit or refrain from specific uses if, in the opinion of the Head ITKM (CIO), such use interferes with the efficient operations of the system.
  - vii. Users should not state or imply that they speak on behalf of the University or use University trademarks and logos without authorization to do so. Authorization to use University trademarks and logos on University computing resources may be granted only by the Office of Corporate Relations. The use of appropriate disclaimers is encouraged.
  - viii. Users shall not use computing resources to gain unauthorized access to remote computers or to impair or damage the operations of SRM computers or networks, terminals or peripherals. This includes blocking communication lines, intercepting or sniffing communications, and running, installing or sharing virus programs.
  - ix. Users should not bring personal mass storage devices into the University network and should not use such devices to store official data for backup purposes. Designated backup locations and procedures should be used for this purpose (Drive X: provided to all campus users). Deliberate attempts to circumvent data protection or other security measures will be dealt with seriously. All data that is deemed important / critical from an organization perspective should be copied on the users X: Drive at the end of each working day. This includes but is not limited to informational lists, emails, presentations, documents, internal memos, and external communication. Following this procedure ensures that there is a retrievable copy of the data should any unforeseen eventuality occur on the users machine. Data on Drive X: is regularly backed up on central systems.

#### 1.4 Security & Privacy

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

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- ii. Users should also be aware that their uses of University computing resources are not completely private. While the University does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the University's computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns and other such activities that are necessary for the provision of service. The University may also specifically monitor the activity and accounts of individual users of University computing resources, including individual login sessions and the content of individual communications, without notice, when:
- The user has voluntarily made them accessible to the public, as by posting to a newsgroup or a Web page;
  - It reasonably appears necessary to do so to protect the integrity, security, or functionality of University or other computing resources or to protect the University from liability;
  - There is reasonable cause to believe that the user has violated or is violating this policy;
  - An account appears to be engaged in unusual or unusually excessive activity; or it is otherwise required or permitted by law.
- iii. Any such monitoring of communications, other than what is made accessible by the user, required by law, or necessary to respond to perceived emergency situations, shall be authorized in advance by the appropriate Dean / Director or the Head ITKM. The University, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate University authorities or law enforcement agencies and may use those results in appropriate University disciplinary proceedings. Communications made through University computing resources will also be generally subject to the **Indian IT Act, 2000** to the same extent as they would be if made on paper.
- iv. Visitors to SRM Web sites who are not currently SRM students, faculty or staff should refer to the University's Disclaimer and Terms of Use for privacy information.

### 1.5 Supported Software

- i. Unless otherwise specified, the following is a list of software approved by the University and supported by central IT. These applications will be installed and maintained for all security patches and updates on computers owned by the University:
- a. Base Operating System (Microsoft Windows)
  - b. Office Automation Suite (Microsoft Office)
  - c. Acrobat Reader and generator (if required)
  - d. File compression utility
  - e. Email client
  - f. Web Browser (Microsoft Internet Explorer / Mozilla Firefox or Google Chrome)
  - g. Antivirus software (Kaspersky)
  - h. Licensed Domain specific software on lab computers
  - i. Rich media players (VLC or Quicktime)



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

## 1.6 Prohibited downloads

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

Central ITKM:

- i. *Any peer to peer file sharing application:* Such applications may be used to utilize bandwidth inappropriately. Further, these applications contain third-party applications – called adware or spyware, that collect information about a user's Web surfing habits, change system settings, or place unwanted advertising on the local computer.
- ii. *Any third party personal antivirus or firewall:* Since adequate security has already been provided for on all machines via pre-defined firewall rules, third party firewalls may interfere with these rules thus endangering the network.
- iii. *Any third-party screen saver or wallpaper:* This is to prevent images that might be deemed offensive by some users from being displayed on monitors. Users should use the default screen savers available on their local machines.
- iv. Firewall, Content Filter, Vulnerability assessment, End Point protection are provided by the university and are deployed to ensure compliance to the security of the entire IT infrastructure.
- v. *Hacking tools of any sort:* The use of any such tools on University machines is strictly prohibited.
- vi. *Games & Movie trailers or previews:* These provide no productive academic benefit and have a tendency to affect productivity, and hence are not allowed on University machines. Users who use their own local machines / University provided portables on which to work are exempt from this policy. For this purpose, games could be in any form – executables or flash based games downloaded from the Internet.

## 1.7 Enforcement

- i. Users found violating this policy may be denied access to University computing resources and may be subject to other penalties and disciplinary action, including possible expulsion or dismissal.
- ii. Alleged violations will be handled through the University disciplinary procedures applicable to the user.
- iii. The University may suspend, block or restrict access to an account, independent of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of University or other computing resources or to protect the University from liability.
- iv. The University may also refer suspected violations of applicable law to appropriate law enforcement agencies.

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

## 2 E-Mail policy

### 2.1 OBJECTIVE

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

Examples of Inappropriate Uses of E-mail:

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

### 2.2 Email Policy for Faculty and Staff

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





### 2.3 Policy for E-mail to Students

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

#### 2.3.1 General Guidelines

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

#### 2.3.2 Assignment of student accounts

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

#### 2.3.3 Use of student accounts

- i. It is the responsibility of students to access and maintain these accounts in accordance with other University electronic communication policies including, but not limited to, the Acceptable Use Policy.
- ii. Students are expected to check their email on a frequent and consistent basis. Students must make sure that there is sufficient space in their accounts to allow for e-mail to be delivered and have the responsibility to recognize that certain e-mails may be time sensitive. Students will not be held responsible for an interruption in their ability to access a message because of system problems that prevent timely delivery of, or access to, messages. These include scheduled and unscheduled outages of the system.

#### 2.3.4 Forwarding of E-mail

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

### 2.4 E-mail address creation, disposal and retention policy

#### 2.4.1 Purpose

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





- ii. The information covered in these guidelines includes, but is not limited to, information that is either stored or shared via electronic mail or instant messaging technologies.
- iii. All Faculty, Staff, and Students should familiarize themselves with this eMail policy.
- iv. Questions about the proper retention of a specific piece of information should be addressed to the users administrative reporting officer.
- v. Questions about these guidelines should be addressed to the eMail Administrator or HOD ITKM.

#### 2.4.2 Employee & Student Accounts

- i. Faculty/Staff accounts are created when new employees are entered into the HR system. Their accounts will be available for use the day after they are entered into HR. An individual can contact the IT Services helpdesk to obtain their user name.
- ii. Deactivation - Faculty/Staff accounts will be deactivated when they are changed to an "inactive" status in HR and have no other role in ERP (e.g. also not a student).
- iii. Student accounts will be deactivated from the system when their status in ERP changes to inactive – either by reason of graduation or withdrawal from the University.

#### 2.4.3 Encrypted Communications

- i. SRM encrypted communications should be stored in the following manner:
  - a. The encryption standard used should be 128 bit encryption.
  - b. Bitlocker is used in all critical machines for encryption.
- ii. In general, information should be stored in a decrypted format – unless deemed sensitive by the University.

### 2.5 E-mail list policy

#### 2.5.1 Overview

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

#### 2.5.2 Purpose

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

#### 2.5.3 Scope

The scope of this policy includes all IT Services personnel.

#### 2.5.4 Policy

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



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

### 3 Commercial Use Policy

- i. Computing resources are not to be used for personal commercial purposes or for personal financial or other gain.
- ii. Occasional personal use of University computing resources for other purposes may be permitted provided it does not lead to excessive use of those resources, does not interfere with the performance of the user's job or other University responsibilities, and is otherwise in compliance with this policy.
- iii. Further limits may be imposed upon personal use in accordance with normal supervisory procedures concerning the use of University equipment.

### 4 Web Pages Policy

- i. Official University pages (including colleges, departments, bureaus, centers, institutes, etc.) represent the University and are intended for the official business functions of the University.
- ii. Each official home page must use an address that ends in ".SRMUniversity.ac.in" and be registered with the University's Web administrator who will then include it as a link from the SRM Website or intranet.
- iii. The following information must be readily accessible on the main page:
  - a. The name of the unit or group represented by the page;
  - b. Contact details of the person(s) responsible for maintaining the page content;
  - c. Date of last revision;
  - d. The unit logo (if separate from the University logo); and
  - e. An active link to the SRM home page.
- iv. Faculty and staff who wish to publish substantial personal information not related to their University functions should use an Internet service provider rather than using University Web resources.
- v. User posting on official University forums / Social media accounts must be done in a personal capacity and must not contain / disclose any confidential/proprietary information. They should not be derogatory, inflammatory, or insulting to any member of the University community or to any other user, or based on fallacious facts. It should be noted that such postings are the user's personal opinion and do not represent the University's views in any way. It is the University's prerogative to suitably amend/remove posts that do not conform to the above as

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## 5 Commercial Pages Policy

- i. Using SRM Web pages for personal gain is forbidden. Any private commercial use of SRM Web pages must be pre-approved pursuant to existing University policies and procedures regarding outside employment activities.
- ii. All SRM units that accept payment electronically via the Internet are required to process all such transactions through the approved payment gateway.

## 6 External Links Policy

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

## 7 Excessive or Disruptive Use Policy

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

## 8 Network Infrastructure/Routing Policy

- i. Users must not attempt to implement their own network infrastructure including, but is not limited to basic network devices such as hubs, switches, routers, network firewalls, and wireless access points. Users must not offer alternate methods of access to SRM IT resources such as modems and virtual private networks (VPNs).
- ii. Users must not offer network infrastructure services such as DHCP and DNS. Exceptions to this policy must be coordinated with the local network administrator with prior approval from the Manager-IT.

## 9 Wireless Policy

- i. For the purposes of this document, we refer only to wireless transmission using radio frequency (RF). As wireless is a shared media and easily intercepted by a third party, wireless users are encouraged to use some type of encryption. Use of the **WPA2-AES or WPA2-TKIP encryption** protocols is suggested to encrypt wireless communication.
- ii. Improperly configured wireless access points (WAPs) might cause denial of service to legitimate wireless users and can also be used to subvert security. Wireless access points must be authorized by the Systems Administrator.

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## 10 Virtual Private Network (VPN) Policy

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

## 11 Encryption policy

### 11.1 Definitions

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

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

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

### 11.2 Purpose

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

### 11.3 Scope

This policy applies to all SRM users and affiliates.

### 11.4 Policy

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

### 11.5 Enforcement

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

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## 12 Network traffic priorities

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

The university network priorities are as listed below:

- a) Academic infrastructure and applications.
- b) Enterprise applications.
- c) Collaboration applications.

## 13 Notebook/Laptop security

### 13.1 Purpose

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

### 13.2 Safety and Security Guidelines

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

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

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

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

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

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

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

## 14 Password Policy

### 14.1 Definitions

#### *Application Administration Account*

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

### 14.2 Overview

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

### 14.3 Purpose

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

### 14.4 Scope

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

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## 14.5 Policy

### 14.5.1 General

- i. All system-level passwords (e.g., root, enable, NT admin, application administration accounts, etc.) must be changed on at least a semi-annual basis.
- ii. All production system-level passwords must be part of the IT Services administered global password management database.
- iii. All user-level passwords (e.g., email, web, desktop computer, etc.) must have
  - a. Maximum password age of 180 days
  - b. Minimum password age of 2 days
  - c. Exhibit complexity by
    - i. Not containing all or part of the user's account name
    - ii. Contain characters from three of the following four categories:
      1. Uppercase characters (A through Z)
      2. Lowercase characters (a through z)
      3. Base 10 digits (0 through 9)
      4. Non-alphabetic characters (for example, !, \$, #, %)
  - d. Maintain a password history of 3 passwords and not allow reuse
  - e. Must be a minimum of 8 characters
  - f. Be locked out if more than 5 unsuccessful attempted logons
- iv. Applications will automatically log-offs after a predetermined period of inactivity; username and password will be required for re-authentication.
- v. User accounts that have system-level privileges granted through group memberships or programs such as "sudo" must have a unique password from all other accounts held by that user.
- vi. Username and password combinations must not be inserted into email messages or other forms of electronic communication unless the message is encrypted.
- vii. Where SNMP is used, the community strings must be defined as something other than the standard defaults of "public," "private" and "system" and must be different from the passwords used to log in interactively. A keyed hash must be used where available (e.g., SNMPv2).
- viii. All temporary passwords must be changed at first login.
- ix. If an account or password is suspected to have been compromised, report the incident to IT Services and immediately change all of the associated passwords.
- x. Automated password guessing may be performed on a periodic or random basis by IT Services Management or its delegates. If a password is guessed during one of these scans, the user will be required to change it.

### 14.5.2 Application Development Standards

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

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



- ii. Should not store passwords in clear text or in any easily reversible form.
- iii. Should provide for some sort of role management, such that one user can take over the functions of another without having to know the other's password.
- iv. Should support TACACS+ , RADIUS and/or X.509 with LDAP security retrieval, wherever possible.

#### 14.5.3 Use of Passwords and Passphrases for Remote Access Users

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

#### 14.6 Enforcement

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

### 15 Guidelines for International students

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

- i. The student ids will be given a broader degree of access to the Internet. Specifically, this access would include access to all websites (except pornographic in nature) without any debarring of any kind of sites, and access to Voice/video over IP facilities such as Skype.
- ii. Access and support on mobile devices such as smartphones, tablets etc.
- iii. Should the student have any application or device that is not covered by (a) and (b) above, the student should approach the IT Operations in-charge at their respective campus and provide specifics about the application / device. All reasonable efforts would be made to enable access for the same within the framework of the rules.

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

- i. Ensure your operating system (OS) (Windows or otherwise) is legal  
If you are using an "illegal" (unpaid, borrowed, or otherwise unlicensed) copy of Windows or other OS, your network login will not be successful and you will not be able to use SRMNET until that issue is resolved. If you have a PC with Microsoft Windows, you should bring legal Windows software CDs with you to the University, or you may have trouble connecting to the network.  
If you do not already have legal Windows CDs, please purchase Windows before you leave your home country (and bring your Windows CDs with you)  
OR  
be prepared to purchase an English-language version of Windows when you arrive.
- ii. Make sure you are running the current Windows service pack  
Once you do have a "legal" version of Windows, you should turn on Automatic Updates and allow any updates that you're prompted to do.
- iii. Remove viruses and spyware

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

## 16 Using SRM\_NET

### 16.1 Use DHCP to obtain an IP address automatically

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

### 16.2 Using wireless

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

## 17 Responsibilities of University ITKM Wing

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

### 17.1 Maintenance of Computer Hardware & Peripherals

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

#### 17.1.1 Scope of Service

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

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

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

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

### 17.2 Maintenance of Network

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

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- ii. This unit operates the campus network backbone such that service levels are maintained as required by the University, departments, and divisions served by the campus network backbone within the constraints of operational best practices.
- iii. This cell will be responsible only for solving the network related problems or services related to the network.
- iv. Physical connectivity of campus buildings already connected to the campus network backbone is the responsibility of this unit.
- v. Major network expansion is also the responsibility of ITKM. Every 3 to 5 years, reviews the existing networking facilities, and need for possible expansion. Network expansion will be carried out by ITKM's Network unit when the university makes the necessary funds available.
- vi. Electronic logs that are created as a result of the monitoring of network traffic need only be retained until the administrative need for them ends, at which time they should be destroyed.
- vii. This unit is responsible to provide a consistent forum for the allocation of campus network services such as IP addressing and domain name services. ITKM monitors the network to ensure that such services are used properly.
- viii. This unit is responsible for the operation of a centralized Network Operation Control Center. The campus network and Internet facilities are available 24 hours a day, 7 days a week. All network failures and excess utilization are reported to the ITKM technical staff for problem resolution.
- ix. It is authorized to take whatever reasonable steps are necessary to ensure compliance with this, and other network related policies that are designed to protect the integrity and security of the campus network backbone.

### 17.3 Maintenance of Server

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

### 17.4 Responsibility for ITKM Helpdesk

- i. ITKM Helpdesk management ensures standardized methods and procedures are used for efficient, prompt and authorized handling of all Helpdesks in the ITKM Infrastructure.
- ii. Any change or addition of an ITKM Helpdesk has to be identified and registered with the Helpdesk register through the Helpdesk management process and the procedures.
- iii. It is responsible for any Helpdesk collection, installation, addition, movement, change need to be properly documented.

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- iv. To provide support for users in the use of a range of specialist digital design software packages.
- v. To provide support for users in the operation of a range of hardware including printers, scanners and other external peripherals'.
- vi. To ensure that resources within the IT suites are supported through the development of printed and online instructional material to reduce call rates and enable users to become more self-sufficient.
- vii. To deliver where required inductions and basic training in the use of IT facilities and services provided by ITKM.
- viii. To accurately record, update and document requests using the IT service desk system.

## 18 Responsibilities of the Administrative Units

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

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

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

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

## 19 Video Surveillance Policy

### 19.1 The system

- i. The system comprises: Fixed position cameras; Pan Tilt and Zoom cameras; Monitors: Multiplexers; digital recorders; SAN/NAS Storage; Public information signs.
- ii. Cameras will be located at strategic points on the campus, principally at the entrance and exit point of sites and buildings. No camera will be hidden from view and all will be prevented from focusing on the frontages or rear areas of private accommodation.
- iii. Signs will be prominently placed at strategic points and at entrance and exit points of the campus to inform staff, students, visitors and members of the public that a CCTV/IP Camera installation is in use.
- iv. Although every effort has been made to ensure maximum effectiveness of the system it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

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## 19.2 Purpose of the system

- i. The system has been installed by university with the primary purpose of reducing the threat of crime generally, protecting universities premises and helping to ensure the safety of all staff, students and visitors consistent with respect for the individuals' privacy. These purposes will be achieved by monitoring the system to:
  - Deter those having criminal intent
  - Assist in the prevention and detection of crime
  - Facilitate the identification, apprehension and prosecution of offenders in relation to crime and public order.
  - Facilitate the identification of any activities/event which might warrant disciplinary proceedings being taken against staff or students and assist in providing evidence to managers and/or to a member of staff or student against whom disciplinary or other action is, or is threatened to be taken.
  - In the case of security staff to provide management information relating to employee compliance with contracts of employment
- ii. The system will not be used:
  - To provide recorded images for the world-wide-web.
  - To record sound other than in accordance with the policy on covert recording.
  - For any automated decision taking
- iii. Covert recording
  - a. Covert cameras may be used under the following circumstances on the written authorization or request of the senior officer, Registrar and where it has been assessed by the Head of Security and Facilities Services and the Data Protection Officer.
  - b. Any such covert processing will only be carried out for a limited and reasonable period of time consistent with the objectives of making the recording and will only relate to the specific suspected unauthorized activity.
  - c. The decision to adopt covert recording will be fully documented and will set out how the decision to use covert recording was reached and by whom.
- iv. The Security Control Room
  - a. Images captured by the system will be monitored and recorded in the Security Control Room, "the control room", twenty-four hours a day throughout the whole year. Monitors are not visible from outside the control room.
  - b. No unauthorized access to the Control Room will be permitted at any time. Access will be strictly limited to the duty controllers, authorized members of senior management, police officers and any other person with statutory powers of entry.
  - c. Staff, students and visitors may be granted access to the Control Room on a case-by-case basis and only then on written authorization from the Registrar. In an emergency and where it is not reasonably practicable to secure prior authorization, access may be granted to persons with a legitimate reason to enter the Control Room.
  - d. Before allowing access to the Control Room, staff will satisfy themselves of the identity of any visitor and that the visitor has appropriate authorization. All visitors will be required to complete and sign the visitors' log, which shall include details of their name, their department or organization they represent, the person who granted authorization and the times of entry to and exit from the centre. A similar log will be



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

v. Security Control Room Administration and Procedures

- a. Details of the administrative procedures which apply to the Control Room will be set out in a Procedures Manual, a copy of which is available for inspection by prior arrangement, stating the reasons for the request.
- b. Images of identifiable living individuals are subject to the provisions of the Prevailing Data Protection Act; the Control Room Supervisor is responsible for ensuring day to day compliance with the Act. All recordings will be handled in strict accordance with this policy and the procedures set out in the Procedures Manual.

vi. Staff

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

vii. Recording

- a. Digital recordings are made using digital video recorders operating in time lapse mode. Incidents may be recorded in real time.
- b. Images will normally be retained for fifteen days from the date of recording, and then automatically over written and the Log updated accordingly. Once a hard drive has reached the end of its use it will be erased prior to disposal and the Log will be updated accordingly.
- c. All hard drives and recorders shall remain the property of university until disposal and destruction.

viii. Access to images

- a. All access to images will be recorded in the Access Log as specified in the Procedures Manual
- b. Access to images will be restricted to those staff need to have access in accordance with the purposes of the system.

ix. Access to images by third parties

- a. Disclosure of recorded material will only be made to third parties in strict accordance with the purposes of the system and is limited to the following authorities:
  - i. Law enforcement agencies where images recorded would assist in a criminal enquiry and/or the prevention of terrorism and disorder
  - ii. Prosecution agencies
  - iii. Relevant legal representatives
  - iv. The media where the assistance of the general public is required in the identification of a victim of crime or the identification of a perpetrator of a crime
  - v. People whose images have been recorded and retained unless disclosure to the individual would prejudice criminal enquiries or criminal proceedings.
  - vi. Emergency services in connection with the investigation of an accident.

x. Request to prevent processing

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

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

xi. Complaints

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

## 20 Procurement & Management Policy

### 20.1 Procurement Policy

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

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

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

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

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

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

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

**Systems Audit:** There must exist a system of cross checks and physical verifications of IT Assets to ensure that all assets exist, they are functioning as expected, are technically fit and not obsolete. Such audit help in determining in advance the items that need replacements over a period of time and so, can be well planned. This activity will prevent any degradation of efficiency in the ITKM Services.

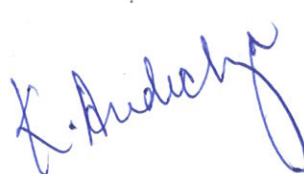
**Information Security:** There are different aspects of Information Security. They are broadly classified as Digital and Physical. Security related to Digital Devices is related with Passwords, Access Rights, Backups, Anti-Virus Measures, use of external media and so on. Physical Security involves securing parts of physical location to regulate its access, to restrict only authorized personnel, to provide for smoke detectors and fire alarms, to enable monitoring through CCTV Cameras and so on. On the other hand, Physical Security covers classification, storage and upkeep of documents, regulating access to classified documents and arranging for their safe custody, sharing of confidential information, inadvertent leakage of classified information and so on.

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

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

## 20.2 Maintenance/Upgradation Policy

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



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

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

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

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

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

### 20.3 Policy for Writing-Off ITKM Equipment

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

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

## 21 Ownership

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

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## ITKM Hardware Asset Management Policy

### 1 Purpose

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

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

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

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

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

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

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

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

### 2 The Policy

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





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

## 2.2 General Responsibilities of Schools and Departments

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

- Proper coding to be used for ITKM asset procurements within the purchase order process.
- ITKM Assets not to be purchased on credit cards, petty cash or from unapproved suppliers without prior consultation with the ITKM Department.
- Data bearing portable computing devices must be purchased from the University ITKM catalogue. Any requirement to deviate from that to be approved by the ITKM Department in advance.
- All qualifying (by value or being data bearing portable computing device) assets to be recorded in the asset database.
- ITKM assets must be marked with an approved asset sticker upon delivery.
- No data bearing portable computing device to be issued without consideration of its secure configuration (encryption) and allocation to a named user.
- Any change of location or custodianship of an ITKM Asset to be recorded in the asset database.
- Recovery and reallocation of ITKM assets from leavers.

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

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

## 2.3 Responsibilities of the Users of ITKM Equipment

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

- ITKM assets always remain the property of the University. They cannot be given away, thrown away, sold or kept when leaving.
- ITKM assets must never be used by any third party (friends, family, children etc).
- Any transfer of ownership must be recorded in the asset database by the transferee.
- Should any ITKM equipment become lost or stolen it must be immediately reported to the ITKM Department. The ITKM Department may be able to remotely erase certain classes of device to prevent data leakage.

## 2.4 Responsibilities of the ITKM Department

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

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

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

2.4.4 To ensure that ITKM devices are, where possible:

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

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

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





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

### 3 Ownership

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



## Computer Lab Policy

- ❖ Students must have ID card to use the computer lab.
- ❖ Students must have permission from respective faculty or LAB staff to use the computer lab.
- ❖ Students must have a signed internet agreement on file to access the internet.
- ❖ Users must comply with the terms of the internet agreement. Do not visit inappropriate sites!
- ❖ Do not change default settings.
- ❖ No food or drinks (except water) are allowed in the computer lab.
- ❖ Students belongings (Bags and laptops) are not allowed in lab
- ❖ Software may be installed by Computer Labs staff only. Do not install any software on your own. Files not put on by Computer Labs staff will be routinely removed.
- ❖ Always log off/shutdown the computer when you are finished.
- ❖ Lab users should maintain professional and courteous communication. Electronic devices should be used on a professional level. No obnoxious or belligerent behavior will be tolerated.
- ❖ Students are expected to be on their best behavior in the computer lab. Follow all
  - school rules and treat everyone and everything with respect!
- ❖ Activities in the lab(s) that are considered by the lab aides to be abusive to the software, hardware, and/or personnel may result in expulsion from the lab(s) and denial of future use of the lab(s).
- ❖ Breaking rules may result in students losing computer lab privileges.
- ❖ Teachers must closely monitor all students and enforce computer lab rules.
- ❖ Teachers are responsible for maintaining an orderly educational environment,
  - protecting equipment and keeping the computer lab neat.
- ❖ Users should report any issues immediately to laboratory/IT staff.

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

### A. Entitlements:

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

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

### B. Useful life of various Items and replacement

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

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





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

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

- i. **Category-I: Use and throw products:** These products have no fixed life and can be used till these are consumed or are under replacement warranty (like SMF batteries are covered under 1 year replacement warranty from the manufacturer). However, the user departments must maintain proper inventory of purchase, issue, and disposal thereof to ensure prudent official use of these items.
- ii. **Low life products:** The general useful/ productive life in the case of products/ items in this category would be two years in the case of a Mobile Phone Instrument and three years in the case of laptops and other items mentioned therein for replacement purposes. However, one may use the same for longer period so long as the item/ equipment serves the purpose.
- iii. **Medium life products:** The useful/ productive life of products in this category is fixed at 5 years even though the products can be continued to

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

- iv. **Long life products:** It has been observed that these products can be used for more than 5 years due to comparative stability in specifications/ services. Accordingly, the replacement life of these products is fixed as 7 years. However, one can use the same for longer periods so long as these products serve the user requirements.
- v. **Software:** Purchase of software can be booked as a one-time office expenditure. The old software can be upgraded into latest version by taking the benefit of old purchase in case scheme is available from the developer/ principal Company. In the alternative, latest software can be purchased, and, in that case, the residual value of the old software can be treated as NIL.

## C. Rates of Depreciation and the Residual Value:

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

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

## D. Category-II Items

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

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





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

- The ITKM policy permits the entitled class of users to purchase the equipment in the above categories at prices higher than the permissible limits subject to the reimbursement restricted to the prescribed limits. While calculating the residual value of the equipment, only the number of permissible limits shall be considered, and the amount spent by a user in excess thereof at the time of purchase shall not be considered.
- The entitled users can seek the replacement of a Mobile Phone on completion of four years period from the date of purchase of the equipment and on completion of five years period after the date of purchase in the case of a laptop/ notebook.
- Whenever an entitled user seeks to replace his item in this category on completion of the prescribed period, he has the option to either return the used/ old equipment to the ITKM Department or retain the same for his personal use at the residual value calculated in accordance with the above matrix. This option would also be available in the case of retiring officers/ entitled users.
- In case a **laptop is used for 5 years/ mobile phone is used for 4 years** by an entitled user without seeking a replacement with a **new laptop/ new mobile phone**, there would be no need to return/ deposit the same in the store and it would be written off from the books as the value of the said item would be negligible. However, in case the **laptop/ mobile phone** is replaced with a new **laptop/mobile phone after 5/4 years** but before completion of **6/5 years**, the residual value of the **old laptop/ old mobile phone** will be calculated as per the depreciation rates given in the matrix D1.

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

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

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## SRM University Delhi-NCR, Sonapat, Haryana Transport Policy- 2022

1. Introduction
2. University Vehicle-Instructions
3. Transport Committee
4. Transport Management
5. Transport Charges
6. Duties
  - 6.1 Transport Officer
  - 6.2 Staff in-charge
7. Responsibilities
  - 7.1 Responsibilities of Bus Driver
  - 7.2 Responsibilities of Students and Parents/Guardians
8. Availing University Transport for Official purposes

### 1. Introduction

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

### 2. University Vehicle-Instructions

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

### 3. Transport Committee

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

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

### 4. Transport Management

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

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

## 5. Transport Charges

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

## 6. Duties

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

### 6.1. Duties of Transport Officer

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

### 6.2. Duties of the Staff In-Charges

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

## 7. Responsibilities

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

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### 7.1. Responsibilities of the Bus Driver

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

### 7.2. Responsibilities of Students and Parents/Guardians

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

### 8. Availing University Transport for Official Purposes

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

### AMENDMENTS OF TRANSPORT RULES & REGULATIONS

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

*L. Anandh*  
*D. V. S. Ith*  
*NR*



**SRM University Delhi-NCR, Sonapat, Haryana**  
**Recruitment Policy-2022**

1. Introduction
2. Core Principles
3. Recruitment & Selection Procedure
4. System & Procedure for Regular Appointment
  - 4.1 Shortlisting
  - 4.2 Selection Procedure
  - 4.3 Making the Appointment
5. System & Procedure for Ad-hoc Recruitment
6. System & Procedure of Confirmation of Regular Selected Employees
7. Induction

**1. Introduction**

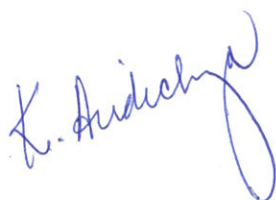
- This policy aims to provide a fair and transparent recruitment process which is cost effective and in a timely manner.
- This document is about the system and process of all the activities that form part of the recruitment process.
- The process refers to all the steps and routine taken into consideration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

**2. Core Principles**

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

**3. Recruitment & Selection Procedure**

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



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

#### 4. Selection & Procedure for Regular Recruitment

##### 4.1 Shortlisting

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

##### 4.2 Selection Procedure

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

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

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

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

##### 4.3 Making the appointment

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

#### 5. System & Procedure for Ad-hoc Recruitment:

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

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

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

*L. Andichya* *MR* *P.V. Singh*

- HoD of the concerned department, having requirement for Ad-hoc appointment, should make fair assessment for the workload of the existing faculty/staff. If the HoD is satisfied that there is an urgent requirement for appointment of additional Faculty/Staff, a written request with eligibility for the post is to be forwarded to HR Department by the HoD through the respective domain Dean/Associate Dean/Administrative Head of the concerned department.
- The HR Department shall take the approval for all the ad-hoc appointments from the Hon'ble VC (in case of teaching staff) and Registrar (in case of non-teaching staff).
- Based on the approval, the posts shall be advertised widely through the University website/social media.
- A Committee shall be constituted by the Hon'ble VC to define the eligibility and shortlisting criteria for shortlisting the candidates.
- The committee shall shortlist the candidates based on the criteria (laid down in the previous step) in the ratio 1:4 or 1:5.
- The shortlisted candidates shall be invited for the interview (by giving reasonable notice to the candidates).
- The Selection Committee shall be constituted by the Hon'ble VC consisting of the following members:

**Faculty selection:**

- Dean Academic Affairs –Chairman
- Concerned Dean- Member
- Hon'ble VC's nominee- Member
- Concerned Department HoD –Convener

**Staff selection:**

- Registrar –Chairman
- Director Administration- Member
- Hon'ble VC's nominee- Member
- Concerned Department HoD-Convener (in case of Lab Staff)
- Administrative Officer- Convener (in case of Administrative Staff)
- The recommendation of the Selection Committee shall be signed by all the members of the Selection Committee, and it is to be placed before the Hon'ble VC through the Registrar for approval.
- The selection of Ad-hoc employees to be appointed shall be for a short duration depending upon the requirement of the concerned Department. In normal circumstances, it may be for one semester or till the regular appointment is made, whichever is earlier.
- Ad-hoc appointed employee shall be upgraded (to Regular position) unless he/she faces the duly constituted selection committee of the University and get the recommendation from it.

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

Once an employee completes the probation period, he/she may be confirmed after screening by the duly constituted committee consisting of the following members:

- Vice Chancellor – Chairman
- Dean Academic Affairs –Member
- Concerned Dean- Member
- Governing Body Member- Nominee

*K. Audichya* *NR* *P.V.S.H*



- Registrar-Member
- HR -Convener

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

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

#### 7. Induction

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

*K. Audichya*

*AB*  
*D-c-sih*

## 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 owns a house with 10 km of University peripheral.
- Services that fall under the essential services category shall have priority over others for the University accommodation.

### 3. Code of Conduct

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

- All the occupants must treat other occupants with respect, dignity, and courtesy.
- Each occupant must respect the privacy of other occupants.
- Fighting, Violence, Sexual harassment, verbal abuse, insults, threats, etc. are treated as indiscipline act, and occupants may be expelled.
- The use/possession of alcohol/drugs is strictly prohibited within the campus, and punitive action shall be taken, including suspension from the job/program.
- The occupants can't keep any kind of weapons.
- The occupants must not play music/TV/ other instruments at a high volume.
- The occupants are not allowed to celebrate Birthday parties or organize parties unless written permission is taken from the competent authority.
- The occupants can't keep PETs. Any exceptions may be made with written permission from the competent authority.
- Occupants shall not allow 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.

*D. V. Singh*  
*AL*

*K. Anandhyan*

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

#### 4. University Accommodation

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

##### 4.1 Faculty/Staff Accommodation

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

##### 4.2 Boy's Hostel

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

##### 4.3 Girl's Hostel

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

NOTE: Hostel rules are available separately.

##### 4.4 Guest House

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

##### 4.5 Warden's Accommodation

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

#### 5. The Allotment Committee

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

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

#### 6. Mess Committee

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

*D.V. Singh*

*DR*

*K. Audishya*



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

#### **AMENDMENTS OF ACCOMODATION RULES & REGULATIONS**

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

D-V-SH M K. Andichya

## Domestic Travel Policy

### 1. Short Title, Applicability and Commencement

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

### 2. Objectives:

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

### 3. Guiding principles:

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

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

#### 4. Classification of Claimants

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

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

#### 5. Travel Eligibility by Air/Train/Bus.

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

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

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

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



## 7. Boarding & Lodging entitlement

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

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

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

### Classification of Cities

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

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

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D. S. M.

K. Anduaga

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

## 8. Other Expenses during the business trips:

- Miscellaneous expenses such as expenses for transporting and storage of baggage, fares, postage, airport charges and parking charges can also be claimed on submission of receipts
- Excess baggage costs that result from carrying university's equipment, papers and files are reimbursable

## 9. Day and Date of Journey:

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

## 10. Combined Business trips with Private trips

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

## 11. Joint Business trips

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

## 12. Cancellation

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



## 13. Loss of Travel booking

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

## 14. Advance Payment

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

### a) Procedure for claiming advance:

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

### b) Processing Time

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

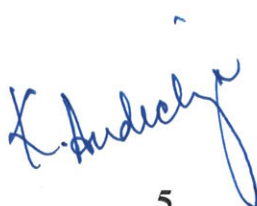
### c) Settlement of Advances

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

### d) Recovery of Advances

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

(Registrar)







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

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

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

**1. Vision:**

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

**2. Mission:**

- To create conducive environment for better access to research and development through mobilization of resources and funding.
- To encourage multidisciplinary and interdisciplinary research through collaborative approach with Industry, Academia, Government and Community based Organization at the local, National and International levels.

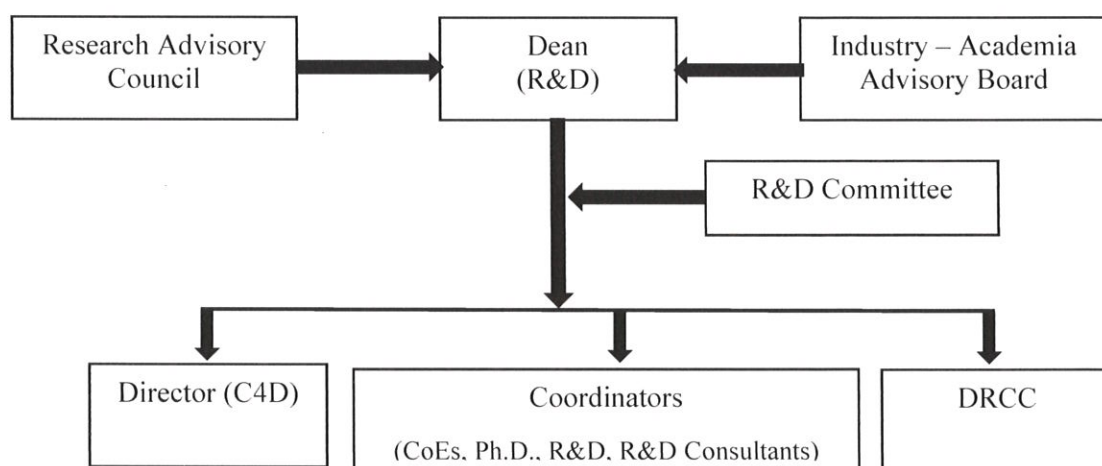
**3. Objectives:**

- a. To promote dynamic research with focus on basic, applied research and developmental research and publication of research papers in the referred and high H-index journal.
- b. To integrate the four elements of research & development i.e. people, ideas, funds and culture in order to have quality research and development activities.



- c. To identify the core areas of research involving interdisciplinary, multidisciplinary and collaborative approach in industry and academia at the National and International level and develop interdisciplinary and multidisciplinary research clusters.
- d. To strengthen the existing Centers of Excellence: C4D, SRM-Siemens Center of Excellence & SRM-BOSCH Center of Excellence, etc.
- e. To establish advance research centers at least one in each faculty and one advance center more socially relevant to the area particularly in the state of Haryana.
- f. To publish University journal, and further to create opportunities for publication of quality research papers from interdisciplinary & multidisciplinary areas.
- g. To introduce “Best Research Paper Award”, “Best Research Faculty Award” and “Best Research Project Award”.
- h. To create conducive environment and culture for research and development and to encourage academia-industry to undertake more quality research publications, projects, patents, MDP and consultancy.

#### 4. Governance Structure:



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

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

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

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

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

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

#### **6. R & D Plans and Incentive Schemes:**

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

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

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

## 5. R & D Status:

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



### 6.1. Research Publications:

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

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

The incentive scheme adopted is:

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

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

\* Only One award per year for all disciplines will be given.

Here “Year” refers to the period from January to December.

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

### 6.3. Seminars, Conferences, Workshops & Membership in Professional Bodies::

**Presentation of research paper / Chairing the session in the National / International**

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

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



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

#### 6.4. Patents:

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

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

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

#### 6.5. Training & Consultancy:

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

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

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

#### 6.6. Research Projects:

- (a) Sponsored Projects
- (b) Non-sponsored Projects

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



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

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

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

### **6.7. Strengthening Ph.D. Programme:**

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

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

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

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

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

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

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



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

### **I. Strengthening and Establishment of CoE:**

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

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

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

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

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

### **7. Performance Monitoring and Evaluation Mechanism:**

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





**SRM University Delhi-NCR, Sonapat, Haryana**  
**Appraisal Policy-2022**

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

**1. Purpose**

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

**2. Scope**

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

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

**3. Procedure of Appraisal**

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

**3.1 Frequency of Meeting**

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

**3.2 Probationary Employee**

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

**3.3 Appraisal Meetings**

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

*MR*

*K. Andichand*

*P.V.S. in*

- Discuss, review and rate the performance (as per the job description) for a period of one academic year.
- Identify any Faculty/Staff Development Activities required to assist the person to meet their job description and formulating an action plan for developing the employee's skills.

### 3.4 Appraisal Ratings

The appraisal rating shall be as under:

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

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

### 3.5 Appraisal Forms

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

### AMENDMENTS OF APRAISAL POLICY

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

OR

K. Andichya

D-V-S-h

**SRM UNIVERSITY DELHI-NCR, SONEPAT, HARYANA**  
**FACULTY APPRAISAL FORM**

Appraisal period: 1<sup>st</sup> July ..... to 30<sup>th</sup> June .....

**GUIDELINES:**

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

**SECTION -A: PERSONAL INFORMATION**

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

D.V.S-1h

NR

K. Andulga



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

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

### **B-Assessment & Evaluation (15)**

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

D. Smith  
R  
K. Andrich

### C-Academic Results (Learning Outcome) (5)

C-Academic Results (Learning Outcome) (3)							
Sl. No.	Courses	Credits	Continuous Evaluation Marks	Over all Pass %	Self-Appraisal Rating	Appraisal Committee Rating	Final Rating
Average							

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

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

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

(NOTE: Each point 1.25 marks)

### E- Student's Feedback (5)

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

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

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

### F- Publications (15/18)

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

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

Dr. V. S. M. OK L. Andriyev



**G- Projects/Consultancy (5/7)**

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

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

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

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

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

**CATEGORY-III: ACADEMIC-ADMINISTRATIVE ACTIVITIES (20)****I-Academic Administration Responsibility (20)**

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

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

*D. V. S. Th*  
*NR*  
*K. Andeep*

**CATEGORY-IV: PROFESSIONAL DEVELOPMENT ACTIVITY (3)****J. Workshop/FDPs/Conference/Training Attended as participant or Resource person (3)**

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

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

**CATEGORY-V: PROFESSIONAL MEMBERSHIP (2)**

Sl. No.	Organization	Joining date

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

**Enclosures:**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

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

Date:

(Name & Signature of Faculty)

[FOR OFFICIAL USE ONLY]

HR Section

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

Date:

(HR Department)

SUMMARY SHEET

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

Recommendation of Appraisal Committee

Date:

(Signature)

(Vice Chancellor)

T.V. Singh  
02

K. Andukeya





**SRM**  
UNIVERSITY  
DELHI-NCR, SONEPAT

**SRM UNIVERSITY DELHI-NCR, SONEPAT, HARYANA  
NON-TEACHING APPRAISAL FORM**

**Appraisal period: 1<sup>st</sup> July ..... to 30<sup>th</sup> June .....**

**GUIDELINES:**

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

**SECTION -A: PERSONAL INFORMATION**

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

**SECTION B: ASSESSMENT/SELF APPRAISAL**

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

- Work done:
- Achievements:
- Initiative take-up:

- Use extra sheet, if required.

Date:

(Name & Signature of the Staff)

*D. V. Singh*

*OR*

*K. Andharya*

**GENERAL INSRUCTIONS:**

- (i) The Officer writing/reviewing the report is expected to be honest in expressing opinion.
- (ii) The reporting officer should mention specifically if , during the year under the report, that he/she had on any occasion counselled or admonished the official concerned for any lapse committed by him/her in the performance of his official duties.

**SECTION C: ASSESSMENT (100)**

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

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

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

**[FOR OFFICIAL USE ONLY]**

**HR Section:**

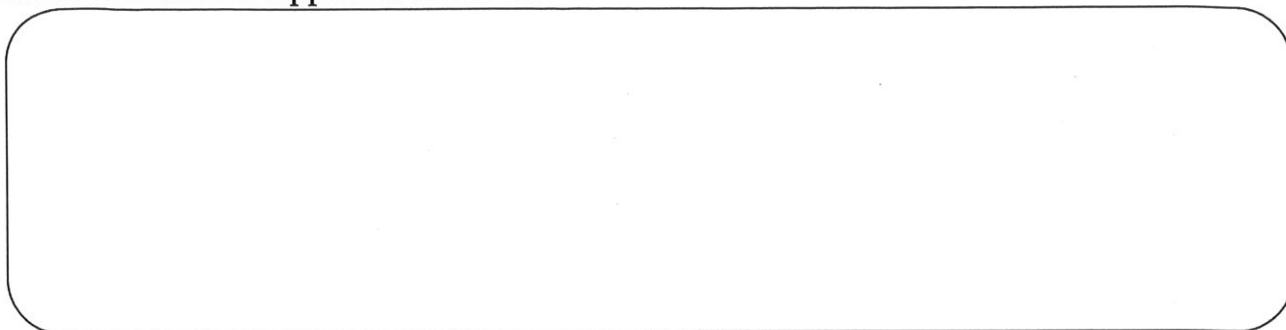
Date:

(HR Department)

*D.V.S. in*

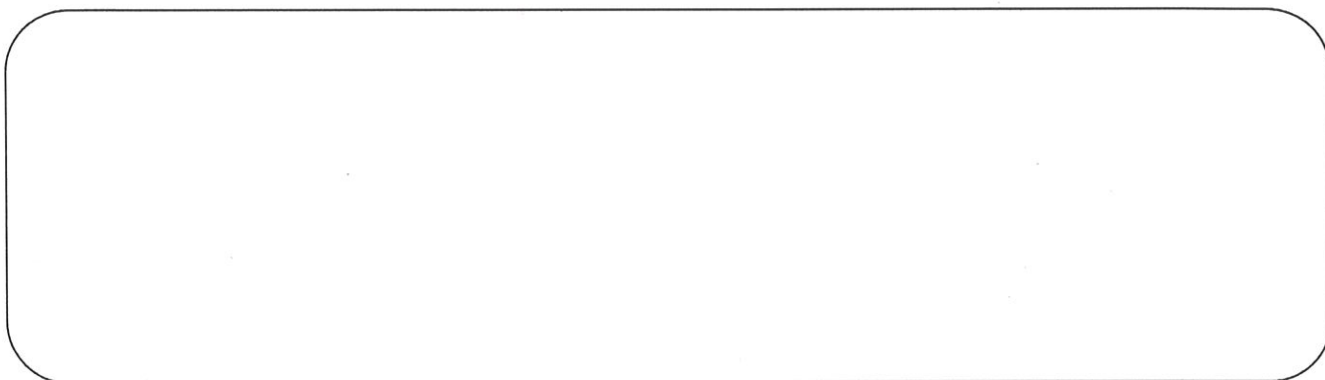
*Mr. K. Andulaz*  
2

**Recommendation of Appraisal Committee**



Date:

(Signature)



**(Vice Chancellor)**

Dr. V. S. Singh

K. K. K. K.



## **Preamble**

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

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

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



## **University Vision and Mission**

### **University Vision**

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

### **University Mission**

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

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

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

### 1. ADMISSION PROCESS

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

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

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

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

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

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

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

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

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

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

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

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

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

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



## 2. ELIGIBILITY CRITERIA

### Faculty of Engineering and Technology

#### Undergraduate Courses

Candidates with valid score in SRMJEEE, SRMHCBAT, JEE MAINS, NEET, [SAT](#) and IPU CET Examinations considered for admission.

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



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

### Postgraduate Courses

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

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



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

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

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

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



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

### Undergraduate Courses

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

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

### Postgraduate Courses

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

### UG/PG(Integrated) Courses

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





## Doctorate

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

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

## Faculty of Management

Candidates with valid score in SRMHCAAT

### Undergraduate Courses

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

### Postgraduate Courses

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

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





### Doctorate

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

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

### Faculty of Commerce

Candidates with valid score in SRMHCAAT

#### Undergraduate Courses

Candidates with valid score in [SAT](#) Examination will also be considered for admission

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

#### Postgraduate Courses

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



## Doctorate

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

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



## Faculty of Science and Humanities

Candidates with valid score in SRMHCAAT

### Undergraduate Courses

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



## Postgraduate Courses

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

## Doctorate

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

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

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

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



### 3. DETAILS OF SCHOLARSHIP:

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

#### Category of Scholarships:

##### Chancellor's Scholarship

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

1. Students with  $\geq 95$  % in XII examination are eligible for 100% scholarship in tuition fees.
2. Students with 92-94.9 % in XII examination are eligible for 75% scholarship in tuition fees.
3. Students with 89-91.9% in XII examination are eligible for 50% scholarship in tuition fees.
4. Students with 80-88.9 % in XII examination are eligible for 25% scholarship in tuition fees.
5. Students with 75-79.9% in XII examination are eligible for 10% scholarship in tuition fees.

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

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

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



## Haryana Domicile Scholarship

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

For Haryana Domicile Students, the Scholarship is given under-

- 5% shall be granted full tuition fees exemption (i.e. 100% tuition fee exemption).
- 10% shall be granted 50% tuition fee exemption.
- 10% shall be granted 25% tuition fee exemption.

The criteria for availing the scholarship are:

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

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

## 4. DETAILS OF CONTINUATION OF SCHOLARSHIP

### (Haryana Domicile & Chancellor Scholarship)

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

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

The above statement remains valid until further order.

Following is the eligibility criteria for continuation of Scholarship:



## **SCOPE OF THE DOCUMENT**

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

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

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

## **AUTHORITIES OF THE ADMISSIONS**

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

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

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

Vice Chancellor is the Appellate Authority.

\*\*\*\*\*





- (I) As per the policy adopted by the University for the continuation of Haryana Domicile Scholarship for the second & subsequent years, the following conditions must be fulfilled:
1. Student should have cleared all the subjects of their respective semesters.
  2. For 100% scholarship – Cumulative Grade Point Average (CGPA) shall be 8.00 and above.
  3. For 50% scholarship – Cumulative Grade Point Average (CGPA) shall be 7.00 and above.
  4. For 25% scholarship – Cumulative Grade Point Average (CGPA) shall be 6.00 and above.
- (II) For continuation of Hon'ble Chancellor's Scholarship for the second & subsequent years will be subject to securing a minimum CGPA as mentioned below:
1. Student should have cleared all the subjects of their respective semesters.
  2. For 100% scholarship – Cumulative Grade Point Average (CGPA) shall be 9.00 and above.
  3. For 50% scholarship – Cumulative Grade Point Average (CGPA) shall be 8.00 and above.
  4. For 25% scholarship – Cumulative Grade Point Average (CGPA) shall be 7.00 and above.



# **Chancellor Sports Scholarship Norms for Sports Quota Admission in SRMUH**

## **To appreciate the Sports Talent, SRMUH offer Chancellor Sports Scholarships**

### **Eligibility Criteria for Sports Quota Candidates**

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

Under SRMUH Sports quota, candidates can secure admission in two ways:

- Direct Admission without Sports Trials
- Admission with Sports Trials

#### **Criteria 1: Direct Admission without Sports Trials**

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

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

#### **Criteria 2: Admission with Sports Trials**

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

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

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

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

C	Position in State Competition/ State Sports Festival for Women/ Inter Zonal/ Inter District/ CBSE National/ KVS National Competition*	State Sports Association, State /District Directorate of Education/ concerned School Boards	24	23	22	Not Eligible	Atleast 50%	10%-50%
<p>Note</p> <p>*To apply under this category the student must secured at least 2 medals to be eligible for the scholarship.</p> <p>1. Sports Certificate of Invitational / Memorial / Open / Prize Money League / Ranking competitions will not be considered.</p> <p>2. Only the highest Sports Certificate will be considered for Marking.</p> <p>3. Sports Certificate of only preceding three years will be considered.</p> <p>4. Applicant should upload Self-Attested copy of Sports Certificate.</p>								

### Performance Monitoring

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

### Continuation of Scholarship

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



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

**Marks Distribution Criteria for Sports Quota Candidates: -**

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



## Student Scholarships Policy & Guidelines

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

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

### 1. SRMH CAT Scholarship based on rank:

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

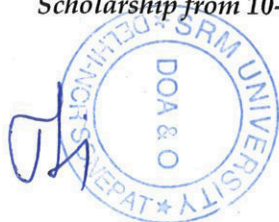
*The scholarship is subjected to terms and conditions*

### 2. Chancellor's Scholarship

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

1. Students with  $\geq 95$  % in XII examination are eligible for 100% scholarship in tuition fees.
2. Students with 92-94.9 % in XII examination are eligible for 75% scholarship in tuition fees.
3. Students with 89-91.9% in XII examination are eligible for 50% scholarship in tuition fees.
4. Students with 80-88.9 % in XII examination are eligible for 25% scholarship in tuition fees.
5. Students with 75-79.9% in XII examination are eligible for 10% scholarship in tuition fees.

*Scholarship from 10-100% is subject to the valid score of SRMH CAT.*



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

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

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

1. For 100% & 75 % scholarship – Cumulative Grade Point Average (CGPA) shall be 9.00 and above.
2. For 50% scholarship – Cumulative Grade Point Average (CGPA) shall be 8.00 and above.
3. For 25% scholarship – Cumulative Grade Point Average (CGPA) shall be 7.00 and above.
4. For 10% scholarship – Cumulative Grade Point Average (CGPA) shall be 6.00 and above

#### 4. Chancellor Sports Scholarship

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

##### How to avail the "Chancellor's Sports Scholarships"

- **Step-1** – To fill the application form available on website or link.
- **Step-2** – In consultation of the Directorate of Physical Education & Sports, a date will be fixed for the Sports Trial and the same will be communicated to you.
- **Step-3** – The documents of the student will be given for verification. Afterwards, student will also have to attend the "Physical & Skill Test". The date for the same will be communicated to the students.
- **Step-4** – On the basis of the credential and fitness test, a list of selected candidates will be announced by the University.

##### Student Scholarship for SRMJEEE Aspirants

SRMJEEE Scholarship	Percentage of Scholarship	Phase 1 Rank Range	Phase 2 Rank Range
Founder's Sch	100%	01 - 15	01 - 15
Merit Sch	100%*	16 - 45	16 - 45
Rank Based	100%**	46 to 100	46 to 100





Rank Based	75%*	101 to 500	101 to 500
Rank Based	50%*	501 to 1000	501 to 1000
Rank Based	25%*	1001 to 3000	1001 to 5000
Rank Based	10%*	3001 to 5000	5001 to 10000

\* All scholarships are valid only on academic tuition fee except Founder's Sch. Transport/ Hostel/ Other charges are payable.

\*\* Not applicable for industry partnered programs.

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

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

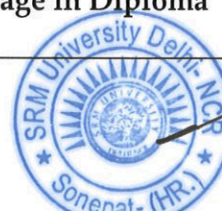
### Student Scholarship on the basis of CLAT Ranking

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

### Scholarship for Diploma holders (Lateral entry) only

Scholarship Policy for Lateral Entry Admission in B. Tech

Percentage of Scholarship	Percentage in Diploma
---------------------------	-----------------------



25 % of Second Year Tuition Fee	60 % or more in 3 year Diploma
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For continuation of Scholarship for the Third & subsequent years will be subject to securing a minimum CGPA of 7 and above. In case of CGPA less than 7, the scholarship will be discontinued.

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

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

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

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

### Merit Based Scholarship\* For PG Programs

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

\*SRMHCAAT is mandatory for all scholarships.



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

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

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

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

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





- **Financial aid to dependents of recipients of various awards and Ex-Servicemen/ Retired Defense**

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

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



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

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

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

### 3. Haryana Domicile Scholarship

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

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

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

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

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

1. Student should have cleared all the subjects of their respective semesters.
2. To continue the scholarship – Cumulative Grade Point Average (CGPA) shall be 7.5 and above.



*Sam*





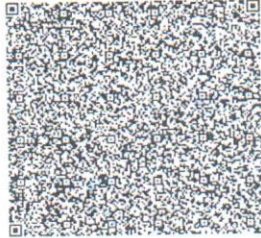
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## INDIA NON JUDICIAL

### Government of National Capital Territory of Delhi

#### e-Stamp

Certificate No.	: IN-DL254650722906680
Certificate Issued Date	: 02-Dec-2016 12:50 PM
Account Reference	: IMPACC (IV)/ dl872303/ DELHI/ DL-DLH
Unique Doc. Reference	: SUBIN-DL872303512509329484880
Purchased by	: IBM INDIA PVT LTD
Description of Document	: Article 5 General Agreement
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Consideration Price (Rs.)	: 0 (Zero)
First Party	: IBM INDIA PVT LTD
Second Party	: SRM UNIVERSITY
Stamp Duty Paid By	: IBM INDIA PVT LTD
Stamp Duty Amount(Rs.)	: 100 (One Hundred only)



Please write or type below this line.....

#### Memorandum of Understanding

between

**SRM University Delhi-NCR, Sonapat (Haryana)**

And

**IBM India Pvt. Ltd**

This Memorandum of Understanding ("MOU") is entered into at effective as of 19<sup>th</sup> Dec. 2016  
("Effective Date"), by and between:

#### Statutory Alert:

1. The authenticity of this Stamp Certificate should be verified at "www.shcilestamp.com". Any discrepancy in the details on this Certificate and as available on the website renders it invalid.
2. The onus of checking the legitimacy is on the users of the certificate.
3. In case of any discrepancy please inform the Competent Authority.







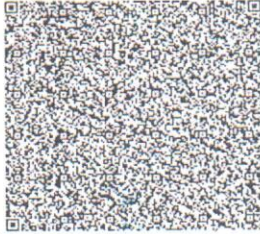
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## INDIA NON JUDICIAL

### Government of National Capital Territory of Delhi

#### e-Stamp

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Unique Doc. Reference	: SUBIN-DL872303512519334507040
Purchased by	: IBM INDIA PVT LTD
Description of Document	: Article 5 General Agreement
Property Description	: Not Applicable
Consideration Price (Rs.)	: 0 (Zero)
First Party	: IBM INDIA PVT LTD
Second Party	: SRM UNIVERSITY
Stamp Duty Paid By	: IBM INDIA PVT LTD
Stamp Duty Amount(Rs.)	: 100 (One Hundred only)



.....Please write or type below this line.....

IBM India Private Ltd., a company incorporated under the provisions of the Companies Act, 1956 and having its registered office at Subramanya Arcade, Bannerghatta Road Bangalore 560076 and hereinafter unless the context otherwise requires be referred to as "IBM".

And

SRM University Delhi-NCR, Sonapat (Haryana) having its registered office and campus, SRM University Delhi-NCR, Sonapat (Haryana), Plot No. 39, Rajiv Gandhi Education City, Sonapat, Haryana 131029, India, hereinafter unless the context otherwise requires be referred to as "SRM".

#### Statutory Alert:

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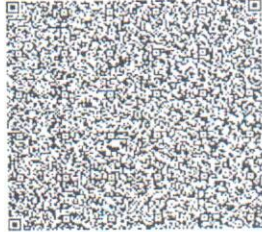
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## INDIA NON JUDICIAL

### Government of National Capital Territory of Delhi

#### e-Stamp

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Account Reference	: IMPACC (IV)/ dl872303/ DELHI/ DL-DLH
Unique Doc. Reference	: SUBIN-DL872303512531302999500
Purchased by	: IBM INDIA PVT LTD
Description of Document	: Article 5 General Agreement
Property Description	: Not Applicable
Consideration Price (Rs.)	: 0 (Zero)
First Party	: IBM INDIA PVT LTD
Second Party	: SRM UNIVERSITY
Stamp Duty Paid By	: IBM INDIA PVT LTD
Stamp Duty Amount(Rs.)	: 100 (One Hundred only)



.....Please write or type below this line.....

WHEREAS SRM with a view to provide best in class skills to students and faculty members in higher education and to disseminate knowledge through novel techniques and methodologies for the benefit of large sections of society, offering a wide range of programs.

WHEREAS SRM and IBM having felt the need to provide the learners with the trainings which may lead to enhanced skills, IBM and SRM agree to collaborate through the IBM Career Education program.

#### Statutory Alert:

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2. The onus of checking the legitimacy is on the users of the certificate.
3. In case of any discrepancy please inform the Competent Authority.

*[Handwritten signature]*

*[Circular stamp: GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI]*





WHEREAS SRM and IBM agree that all discussions between SRM and IBM are non-binding unless and until the parties enter into written, definitive agreement signed by their duly authorized representative and neither party shall be obligated to enter into such an agreement.

WHEREAS IBM anticipates that SRM will elect to engage IBM as the primary and preferred technology provider and for software training services.

Now therefore this MOU witnesses:

## I - DEFINITIONS

**SRM**, shall include, unless repugnant to the context otherwise require, its associates-

**"Faculty"** hereby refers to Training Staff of SRM,

**"Students"** hereby refers to all the students of SRM,

**"Program(s)"** hereby refers collectively to Career Education program of IBM that includes initiatives like SEED, CEBT etc. for Engineering, IT or Business Schools in colleges and Universities. For more information please refer to <http://ibm.com/in/careereducation>

**"SEED"** hereby refers to the faculty development training program initiative as Software Engineering for Educational Development

**"CEBT"** hereby refers to the program as Career Education for Business Transformation, a training program to provide multi-disciplinary skills to students and faculty members

**Career Education Courses:** courses as agreed with SRM for which SRM students or faculty members will receive training

**"Business Partner"** means organizations certified by IBM to commercially sell its Program and also conduct training under the programs.

**"Software"** or **"Product"** means the IBM computer software packages identified for introduction in the Program

**"Courseware"** hereby refers to books or education material given in any form like printed books, CDs, PDFs etc.

## II. Foreseen benefits of the collaboration

### a) SRM

- Opportunity to emerge as one of the competent entities in the academic circles in various areas of Information technology;
- Opportunity to be recognized by the Industry and academic circles as one of the preferred location/institution for acquiring training and skills in latest technology and software;
- Opportunity to students and faculty members to increase their knowledge and acquire skills on best-in-class IBM Software
- Opportunity to design innovative curriculum and on various industry specialization using relevant IBM Software
- Opportunity to learn from the practitioners in the industry from IBM or business partners
- Opportunity for students and faculty members to avail professional and global certification on IBM Software
- Opportunity to setup a joint and co-branded Lab on the campus with IBM, focused on various specialty areas like Cloud, Big Data, Analytics, Mobility, Security, SW Engg. etc.
- Opportunity to conduct independent non-commercial research by faculty members as per guidelines from IBM time to time

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- Opportunity to receive Courseware from IBM designed by professionals in IBM Software Labs
- Opportunity to conduct various seminar and workshops with IBM in the institution
- Opportunity to co-market with IBM to promote Programs

**b) IBM**

- Availability of skilled resource pool armed with IBM Software skills that various organizations may want to evaluate for recruitment
- Propagation of IBM Software and technology knowledge & skill to various students and faculty members

**III – TERMS AND CONDITIONS**

**a) Courseware and Training**

IBM, through its own personnel or authorized business partners, will provide Courseware and/or perform the Training activities for Career Education courses as per the details given below in Annexures. The MoU shall only govern the provision of products and services provided by IBM Career Education, a division of IBM India Private Ltd to SRM.

SRM will pay for the courseware and/or trainings in advance to IBM.

Under this MOU, SRM also assures IBM that it will enroll its students and/or faculty members taking IBM Career Education courses every year from the effective date of the signing this MoU. It will also be the endeavor of the SRM management to initiate the process of IBM Career Education courses to be included in their curriculum in case it has not been included so far.

**b) Software**

IBM will provide all relevant IBM Software required for the training programs through the WW Academic Initiative program. This software should be used strictly for training & enablement purposes for students & faculty members of SRM. No commercial usage is allowed. Software is available under applicable IBM International Program License Agreements (IPLA) and terms and the provisions of this MOU only.

**IV - BREACH OF MOU**

In the event of any breach of the terms of this MOU, which is capable of rectification, by either party hereto, such other party shall be entitled to call upon the party to rectify such breach within fifteen days from the date of the notice, failing which the breach shall be deemed to be a material breach, and shall entitle such other party to rescind this MOU for material breach.

**V – TERM AND TERMINATION**

The MOU shall be effective from the effective date, and shall be valid for a term of Five (5) years, unless terminated earlier by either party, or extended mutually by both parties hereto, on the same terms and conditions as herein.

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This MOU will terminate upon written notice by either party. The notice of termination should be issued at least 30 days before the intended date of termination unless extended or terminated earlier. If at any time any party wishes to withdraw from further evaluations and discussions in connection with the subject matter of this MOU and terminate this MOU, it may do so with or without cause and without liability by providing the other party with written notice of its intention to withdraw from further evaluations and discussions. (in case IBM is providing training then IBM to complete the batch in session and or registered irrespective of termination period / date, subject to all the payments and other obligations having been met by SRM in a timely manner).

In the event of termination of this MOU for any reason whatsoever, including termination due to breach by IBM, any software or courseware licenses granted to SRM by virtue of this MOU, shall also stand automatically terminated without any further act of parties. SRM will also return or destroy at IBM's discretion, all material provided by IBM including courseware slides, soft copy courseware provided by IBM towards trainings.

The following obligations will survive termination of this MOU for any reason:

Use and nondisclosure of confidential information,

Indemnification and Liability,

Obligations to make payments of amounts by SRM that become due by virtue of this MOU, prior to termination.

#### VI – LIMITATION OF LIABILITY

Neither party shall be liable for any indirect, punitive, special, incidental or consequential damages arising out of or in connection with this MOU, whether for breach of this MOU or in torts, including loss of business, data, revenue, profits, or for any third party claims against the other (except as specifically admitted by paragraph 2 below) whatsoever.

Except for IBM's obligation to indemnify SRM in the event of breach of third Party Intellectual Property rights (as set out in under the applicable definitive agreement) and except in the event of breach by SRM of any of IBM's Intellectual Property rights or IBM confidential information rights, the Parties agree that either Party's liability for any loss or damage to the other, its customers, or any third party, as a result of or in connection with this MOU, shall not exceed in the aggregate the amounts received by IBM, from SRM under this MOU.

#### VII – ARBITRATION

Any and all disputes, controversy or claims related to or arising in connection with this MOU shall first be referred to Vice Chancellor, SRM or his representative and Country Manager, Career Education program of IBM for an informal resolution.

If this informal resolution does not resolve the dispute, then the matter will be referred to and settled by binding arbitration in accordance with the Arbitration and Conciliation Act, 1996. The seat of any such arbitration shall be New Delhi. The award of the arbitration may be enforceable in any court of competent jurisdiction. Each party shall bear its own costs and fees in connection with the arbitration.

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Unless agreed otherwise, the number of arbitrators shall be three, with each side to the dispute being entitled to appoint one arbitrator. The two arbitrators appointed by the parties shall appoint a third arbitrator who shall act as chairman of the proceedings. Vacancies in the post of chairman shall be filled by the president of the Bar Council of India. Other vacancies shall be filled by the respective nominating party. Proceedings shall continue from the stage they were at when the vacancy occurred. If one of the parties refuses or otherwise fails to appoint an arbitrator within 30 days of the date the other party appoints, the first appointed arbitrator shall be the sole arbitrator, provided that the arbitrator was validly and properly appointed. All proceedings shall be conducted, including all documents presented in such proceedings, in the English language. The English language version of this Agreement prevails over any other language version.

## VIII – GENERAL

This MOU shall not be construed to be an agency or a partnership or joint venture or an employment relationship. Neither party shall be entitled to bind the other party with any third party by its actions, unless it has specifically obtained the prior written consent of such other party to do so.

Each party is an independent contractor, and nothing under this MOU shall be construed to create an employment relationship, whether for tax or for any other purpose, nor any partnership or joint venture between the parties. No provision of this MOU grants either party any express or implied right of authority to assume or create any obligations or responsibility on behalf of or in the name of the other party, or bind the other party in any manner or thing whatsoever. Neither party nor its personnel shall be considered employees of the other.

Neither party shall assign or transfer this MOU or any benefits or rights or obligations accruing to it under this MOU, without the prior written consent of the other party.

IBM shall during the term of this MOU be entitled to audit the courseware & the software license usage records of licenses hosted on SRM premises as well as training attendance records maintained by SRM. This audit can be conducted only during reasonable business hours and two weeks notice for audit. Cost of the audit is to be borne by IBM.

The existence and substance of this MOU and the rights and obligations of the parties herein will be kept confidential by SRM and will not be disclosed to any third party without the prior written consent of IBM. Notwithstanding the foregoing, SRM may make such disclosure to the extent required by law, court or statutory authority, in which case SRM will promptly inform IBM to allow IBM a reasonable opportunity to obtain a protective order. IBM and SRM agree not to use the trademark, trade names, services or any other proprietary marks of the other party in any advertisement, press releases, publicity matters or other promotional materials without prior written approval of the other party. Any press release, publicity or media interaction pertaining to this MoU signing or IBM activities on campus need to have prior written consent from IBM. The use of IBM Logo shall be subject to prior written permission by IBM and under the terms of the applicable agreement such as Trade Mark License Agreement executed between and IBM or IBM's parent or affiliates. Any violation of this paragraph will amount to material breach and will lead to the termination of this MoU.

SRM University Delhi-NCR, Sonapat (Haryana)

IBM Career Education Program

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This MOU supersedes all prior oral or written communication, discussions and representations communicated between the parties hereto in respect of the subject matter of this MOU. Any modification to this MOU shall only be made by way of a written document duly executed by representatives of both parties hereto.

If any provision of this MOU is held to be unenforceable or illegal under certain circumstances for any reason, such decision shall not affect the validity or enforceability of such provisions under other circumstances or the remaining provisions hereof and such provisions shall be reformed only to the extent necessary to make them enforceable under such circumstances.

Any notice under this MOU will be in writing and delivered by hand or by registered mail, return receipt requested, to the other party at the registered office or as may be substituted by the notice. If any notice is sent by mail, notice will be effective on the date of receipt.

SRM shall maintain at all times, a one-point contact for the IBM trainings being conducted at the institution. Any change in the contacts below will be promptly notified to IBM.

IN WITNESS WHEREOF, the parties hereto have executed this MOU on the date, month and year, hereinabove written.

Signed:

For SRM University Delhi-NCR, Sonapat (Haryana)

For IBM India Private Ltd.

Name:

Name:

Designation:

Designation:

Signature:

Signature: \_\_\_\_\_

Name:

Designation:

Signature:

**DR. I. K. SHARMA**  
DEAN  
SRM UNIVERSITY, HARYANA  
PLOT No. 39, RAJIV GANDHI EDUCATION CITY  
P.S. RAI (P.O.), SONEPAT, HARYANA-131029

SRM University Delhi-NCR, Sonapat (Haryana)

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## Annexure I to IBM Career Education MoU

- a) IBM and SRM, acknowledge the need for IBM Software skills, in the IT education and training sector. The objective is to have a number of graduating professionals skilled on IBM Software. Both IBM and SRM are keen to cooperate in a way that shall benefit SRM students pursuing a career in the industry.
- b) SRM shall rollout Under / Post-graduate / Certificate / value added programs with specialization aligned with relevant IBM Software delivering all or any of such programs to enrolled students and faculty members. IBM shall provide reasonable support as set-forth below to have SRM commence and conduct this initiative. Such support may include assistance in the form of providing free IBM software products, identified courseware and academic support through Subject Matter Experts. The provision of software, IBM materials and services shall be under a relevant IBM agreement executed by the parties. Such agreement shall govern the use of software, IBM materials by SRM. IBM's responsibilities under this Agreement are subject to SRM fulfilling its responsibilities under the MoU.
- c) The curriculum may be provided by IBM or jointly developed by IBM and SRM designated subject matter experts. There may be additional specialized offerings and curriculum may be reviewed and updated by IBM and SRM from time to time with mutual agreement.
- d) Joint Co-ordination Committee - To guide the execution of the activities agreed under this MoU, SRM and IBM Career Education team may constitute a Joint Co-ordination Committee (hereinafter referred to as "Committee") as follows:
  - Vice-Chancellor / Head of SRM or his nominee as the Chairperson;
  - One representative from each party as members
  - A Project Coordinator from SRM who shall also be the Convener of the Committee.

Chairperson of the committee may recommend changes in the member's from time to time in consultation with the nominating parties and have the same approved by the Head, SRM.

The Committee shall recommend on course curriculum, course content, delivery, determination of fee. The Committee shall monitor and review the activities under this MoU and recommend such decisions with respect to any aspect regarding this MoU for the purpose of removing any impediment, promoting the programs arising from this MoU, approving the content and recommending changes therein, the program prospectus and fee structure.

SRM University Delhi-NCR, Sonapat (Haryana)

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Following are the proposed roles and responsibilities:

**e) IBM**

- Appoint member to the committee
- To co-develop and supply courseware for the students as required
- Provide orientation workshops for the faculty nominated by SRM for the program
- Deploy SMEs for covering deliver Courses (including practical/Lab hours) agreed as per the curriculum, for students as mutually agreed as per the curriculum
- Provide the participation certificates for all the students who have successfully completed the course

**f) SRM**

- Appoint members and Program Convener to the Joint coordination Committee
- To help IBM to co-develop the curriculum of the program as required
- Promote the program through various channels, develop collateral and market
- Conduct the admissions, deliver Courses agreed as per the curriculum, conduct evaluations/assessments and issue degree accordingly
- Provide detailed session plan
- Share the student data with IBM who apply and enroll to the program as per prescribed format from IBM
- Nominate faculty members for the orientation program by IBM
- Provide the required infrastructure and other support for running the courses as per IBM's specification to IBM or IBM designated Business Partner resources
- In case of a co-branded Lab setup, provide a minimum 30 computer lab that can be designated with appropriate signboards creative as provided by IBM, in the campus.
- Confirm and process the payments to IBM in advance on agreed schedule.



**Course Details:**

Enablement Programs under IBM Software Lab for Emerging Technologies

S. No.	Description	No. of Participants required	Price (INR)
	<b>Enablement Program for 2016</b> Emerging Areas of Technology CAMS (2 days), Essentials of Software Engineering (OOAD & SW Lifecycle) (4 Days)	Max of 20 Faculty members	8,50,000/-
	<b>Enablement Program for 2017</b> Data Base Management System (3 Days), Essentials of Hadoop (4 Days)	Max of 20 Faculty members	7,00,000/-
	<b>Enablement Program for 2018 – Even Semester</b> Advanced RDBMS (4 Days), Foundation Course in Application & Cloud Security (4 Days)	Max of 20 Faculty members	8,50,000/-
	<b>Enablement Program for 2018 – Odd Semester</b> Big Data Programming (4 Days)	Max of 20 Faculty members	5,00,000/-

**Payment Milestones for the Enablement Sessions**Enablement Program for 2016 – Due on or before 19<sup>th</sup> Dec 2016Enablement Program for 2017 - Due on or before 15<sup>th</sup> Apr 2017Enablement Program for 2018 – Even Semester - Due on or before 15<sup>th</sup> Jan 2018Enablement Program for 2018 – Odd Semester - Due on or before 15<sup>th</sup> Jul 2018

SRM University Delhi-NCR, Sonapat (Haryana)

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## Details of Enablement Programs

### Base Faculty Development Program - 1st Year - 2016

Topic as per curriculum (By IBM SME)	No. of Days Trg by IBM	Equivalent Training Hours	No. of Faculty Members	Tentative Delivery Schedule	Comments
Emerging Areas of Technology CAMS	2	16	20	Dec 2016 - Feb 2017	All coursew are , Instructor Guides will be provided by IBM
Essentials of Software Engineering (OOAD & Software Development Life Cycle)	4	32	20	Dec 2016 - Feb 2017	All coursew are , Instructor Guides will be provided by IBM

### Base Faculty Development Program - 2nd Year - 2017

Topic as per curriculum (By IBM SME)	No. of Days Trg by IBM	Equivalent Training Hours	No. of Faculty Members	Tentative Delivery Schedule	Comments
Data Base Management System	3	24	20	May 2017 - Jul 2017	All coursew are , Instructor Guides will be provided by IBM
Foundation Course in Hadoop	4	32	20	May 2017 - Jul 2017	All coursew are , Instructor Guides will be provided by IBM

### Faculty Development Program - 3rd Year - 2018 (Even Semester)

Topic as per curriculum (By IBM SME)	No. of Days Trg by IBM	Equivalent Training Hours	No. of Faculty Members	Tentative Delivery Schedule	Comments
Advanced RDBMS	4	32	20	Jan 2018- April 2018	All coursew are , Instructor Guides will be provided by IBM
Foundation Course in Application & Cloud Security	4	32	20	Jan 2018- April 2018	All coursew are , Instructor Guides will be provided by IBM

### Faculty Development Program - 3rd Year - 2018 (Odd Semester)

Topic as per curriculum (By IBM SME)	No. of Days Trg by IBM	Equivalent Training Hours	No. of Faculty Members	Tentative Delivery Schedule	Comments
Big Data Programming	4	32	20	Jul 2018 - Nov 2018	All coursew are , Instructor Guides will be provided by IBM

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## Joint Programs Schema



The suggested Course Scheme for the Joint programs in each of the capabilities is illustrated below.

### B. Tech (CSE) with Specialization in Cloud and Mobile Based Application Development (in association with IBM)

SRM University, Sonapat - Proposed Course Scheme of BTech (CSE) in Cloud & Mobile Based Application Development in association with IBM								
1st Sem	English	Mathematics - I	Physics	Software Foundation and Emerging Areas of Technology	Chemistry	Basic Engineering - I	Lata	
2nd Sem	Biology for Engineers	Mathematics II	English-I	Programming with Java	Material Science	Basic Engineering - II	Digital Computer Fundamentals	Lata
3rd Sem	German Language Phase -I / French Language Phase - I	Mathematics -III	Data Base Management System	Data Structures using C++	Discrete Structure	Industry Session on Emerging Technologies - Cloud Computing	Computer Organization & Architecture	Lata
4th Sem	German Language Phase -II / French Language Phase -II	Theory of Computation	Microprocessor & Interfacing	Operating Systems	Essentials of Software Engineering (OOAD & SW Lifecycle)	Analysis and Design of Algorithms	Foundation Course in Enterprise Application Development using IBM Rational Tools	Lata
5th Sem	Compiler Design	Data Communication Networks	Logic for Computer Science	Computer Graphics	Fundamental Course in Application Development & Deployment on Cloud	Principles of Programming Languages	Foundation Course in Hadoop	Appitude Building I
6th Sem	Artificial Intelligence & Expert Systems	Advanced DBMS	Distributed Operating System	Industry Session - Business Imperative of Cloud Based Applications in mainstream Industry	Multimedia & Web Technologies	Enterprise Mobile Application Development	Lata	
7th Sem	System Programming and System Administration	Data Warehousing & Data Mining	Cryptography & Network Security	Data Warehousing & Mining	Developing Applications for the IoT platforms	Foundation Course in Application & Cloud Security	Industry Session - Business Imperative of IoT Based Applications in mainstream Industry	Lata
8th Sem	As per University curriculum							

	General Engineering Topics
	Core Specialization Topics. Training to be conducted by IBM Subject Matter Experts, in Face to Face sessions. Courseware to be provided by <b>IBM</b>
	Core Specialization Topics. Training to be conducted by University Faculty Members and IBM to conduct Faculty Development Programs. Courseware to be provided by IBM.
	Industry Session : Topics to be conducted by IBM Industry Consultants

Student Development program - B Tech in CSE with specialization in Cloud & Mobile Based Application Development					
Semester	Course Name	Training to be conducted by IBM SME	Training to be conducted by SRM Faculty Members	Duration (Hours)	Courseware To be provided by
1	Software Foundation and Emerging Areas of Technology	IBM SME		32	IBM
2	Programming with Java	IBM SME		32	IBM

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3	Data Base Management System		Institute Faculty	32	IBM
3	Industry Session on Emerging Technologies : Cloud Computing	IBM SME		16	IBM
4	Essentials of Software Engineering (OOAD & SW Lifecycle)		Institute Faculty	32	IBM
4	Foundation Course in Enterprise Application Development using IBM Rational Tools	IBM SME		32	IBM
5	Fundamental Course in Application Development & Deployment on Cloud	IBM SME		32	IBM
5	Essentials of Hadoop		Institute Faculty	32	IBM
6	Advanced RDBMS		Institute Faculty	32	IBM
6	Enterprise Mobile Application Development	IBM SME		32	IBM
6	Industry Session : Business Imperative of Cloud Based Applications in mainstream Industry	IBM SME		16	IBM
7	Developing Applications for the IoT platforms	IBM SME		32	IBM
7	Foundation Course in Application & Cloud Security		Institute Faculty	32	IBM
7	Industry Session : Business Imperative of IoT Based Applications in mainstream Industry	IBM SME		16	IBM

SRM University Delhi-NCR, Sonapat (Haryana)

IBM Career Education Program

Memorandum of Understanding

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## B. Tech (CSE) with Specialization in Big Data & Analytics (in association with IBM)

SRM University, Sonapat - Proposed Course Scheme of BTech (CSE) in Big Data & Analytics in association with IBM							
1st Sem	English	Mathematics - I	Physics	Software Foundation and Emerging Areas of Technology	Chemistry	Basic Engineering - I	Labs
2nd Sem	Biology for Engineers	Mathematics - II	English-II	Programming with Java	Material Science	Basic Engineering - II	Digital Computer Fundamentals
3rd Sem	German Language Phase - II / French Language Phase - I	Mathematics - III	Data Base Management System	Data Structures using C++	Discrete Structure	Industry Session on Emerging Technologies - Introduction to Business Analytics using IBM Cognos Insight	Computer Organization & Architecture
4th Sem	German Language Phase - III / French Language Phase - II	Theory of Computation	Microprocessor & Interfacing	Operating Systems	Essentials of Software Engineering (SDAD & SW Lifecycle)	Analysis and Design of Algorithms	Foundation Course in Enterprise Application Development using IBM Rational Tools
5th Sem	Compiler Design	Data Communication Networks	Logic for Computer Science	Computer Graphics	Fundamental Course in Business Intelligence	Principles of Programming Languages	Essentials of Hadoop
6th Sem	Artificial Intelligence & Expert Systems	Advanced RDBMS	Distributed Operating System	Big Data Analytics	Multimedia & Web Technologies	Industry Session on Business Analytics & its Implications on Modern Enterprises	Elective
7th Sem	System Programming and System Administration	Data Warehousing & Data Mining	Cryptography & Network Security	Data Warehousing & Mining	Foundation Course in Cognitive Analytics	Big Data Programming	Industry Session - Business Implications of Big Data Technologies in mainstream Industry
8th Sem	As per University curriculum						

	General Engineering Topics
	Core Specialization Topics. Training to be conducted by IBM Subject Matter Experts, in Face to Face sessions . Courseware to be provided by <b>IBM</b>
	Core Specialization Topics . Training to be conducted by University Faculty Members and IBM to conduct Faculty Development Programs . Courseware to be provided by IBM.
	Industry Session : Topics to be conducted by IBM Industry Consultants

Student Development program - B Tech in CSE with specialization in Big Data & Analytics					
Semester	Course Name	Training to be conducted by IBM SME	Training to be conducted by SRM Faculty Members	Duration (Hours)	Courseware To be provided by
1	Software Foundation and Emerging Areas of Technology	IBM SME		32	IBM
2	Programming with Java	IBM SME		32	IBM
3	Data Base Management System		Institute Faculty	32	IBM

SRM University Delhi-NCR, Sonapat (Haryana)

IBM Career Education Program

Memorandum of Understanding

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3	Industry Session on Emerging Technologies : Introduction to Business Analytics using IBM Cognos Insight	IBM SME		32	IBM
4	Essentials of Software Engineering (OOAD & SW Lifecycle)		Institute Faculty	32	IBM
4	Foundation Course in Enterprise Application Development using IBM Rational Tools	IBM SME		32	IBM
5	Fundamental Course in Business Intelligence	IBM SME		32	IBM
5	Essentials of Hadoop		Institute Faculty	32	IBM
6	Advanced RDBMS		Institute Faculty	32	IBM
6	Big Data Analytics	IBM SME		32	IBM
6	Industry Session on Business Analytics & its imperative on Modern Enterprises	IBM SME		16	IBM
7	Foundation Course in Cognitive Analytics	IBM SME		32	IBM
7	Big Data Programming		Institute Faculty	32	IBM
7	Industry Session : Business Imperative of Big Data Technologies in mainstream Industry	IBM SME		16	IBM

SRM University Delhi-NCR, Sonapat (Haryana)

IBM Career Education Program

Memorandum of Understanding

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**- Per Student Fee to IBM**

S. No.	Description	No. of Participants required	Price (INR)
	<b>B. Tech (CSE) with Specialization in Big Data &amp; Analytics (in association with IBM)</b> – Per Student Fee (for admissions in 2017 and onwards)	Min 50 in all semesters for each program	
	Semester 1		20500/-
	Semester 2		20500/-
	Semester 3		11000/-
	Semester 4		25000/-
	Semester 5		25500/-
	Semester 6		27000/-
	Semester 7		27500/-
	(For Odd Semesters - Due on or before May 23 <sup>rd</sup> of that year, other than for 1 <sup>st</sup> semester. Due date for Semester 1 students – 23 <sup>rd</sup> Jul) (For Even Semesters - Due on or before December 15 <sup>th</sup> , of previous year)		
	<b>B. Tech (CSE) with Specialization in Cloud and Mobile Computing (in association with IBM)</b> – Per Student Fee (for admissions in 2017 and onwards)	Min 50 in all semesters for each program	
	Semester 1		20500/-
	Semester 2		20500/-
	Semester 3		11000/-
	Semester 4		25000/-
	Semester 5		25500/-
	Semester 6		27000/-
	Semester 7		27500/-
	(For Odd Semesters - Due on or before May 23 <sup>rd</sup> of that year, other than for 1 <sup>st</sup> semester. Due date for Semester 1 students – 23 <sup>rd</sup> Jul)		



(For Even Semesters - Due on or before December 15 <sup>th</sup> , of previous year)	
<b>Any change in Taxes/ Duties applicable shall be charged at the time of actual Invoicing.</b>	

- For Odd Semesters (other than Semester 1), IBM fee is due in advance on or before May 23<sup>rd</sup>, every year, for First Semester, IBM Fee is due in advance on or before 23<sup>rd</sup> Jul, every year
- For even Semester, IBM fee is due in advance on or before December 15<sup>th</sup>, of the previous year, every year
- Taxes or duties as applicable will be extra
- SRM needs to place an order of a minimum number of students, in the above specialization program as mentioned in the aforementioned table, even in case the actual number of admission stands lesser than the minimum required number.
- Please note that commercials for IBM SPSS or any other Licenses and any cloud setup/access either on-premise or virtual are excluded
- For any additional Faculty Development Programs, please refer to the following commercials.

Suggested FDP Duration (days)	FDP Price (INR)
5	6,00,000
4	5,10,000

The obligation herein is subject to the relevant Statement of Work (SoW) being shared and signed between the parties

SRM University Delhi-NCR, Sonapat (Haryana)

IBM Career Education Program

Memorandum of Understanding

Annexure 1 - Page 10 of 10

#### **4. Limitation of Liability**

The parties agree that (i) the activities intended by this MOU may not be successfully completed; (ii) the results achieved may not be as anticipated; and (iii) these activities may not lead to any announced or generally available or limited offering. Any decision by any party to forego, or engage any other business opportunity, to alter or supplement any business plan of direction, or to make any investment in anticipation of the consummation of any transaction contemplated hereunder, is at the sole discretion of the party electing to do so, and will not create any actual or potential liability or any obligation for the other party, even if that party is aware of, or has been informed of, or has indicated approval of, any such action, decision, or election.

Except for a breach of Articles 3 or 5, for any claim in any way related to the subject matter of this MOU, the damaged party shall not be entitled to recover any actual and direct damages unless and until a definitive agreement has been signed. This will apply regardless of the form of action, whether in contract or in tort, including negligence. This limitation will not apply to claims for bodily injury or damage to real property or tangible personal property for which a party is legally liable. In no event will either party be liable for any lost profits, lost savings, incidental damages, or other economic consequential damages, even if advised of the possibility of such damages. In addition, neither party will be liable for any damages claimed by the other party based on any third party claim.

#### **5. Publicity**

IBM and SRM University each agrees not to use the trademarks, trade names, services marks or other proprietary marks of the other party to this MOU in any advertising, press releases, publicity matters, or other promotional materials without prior written approval of the other party. In addition each party agrees not to initiate or distribute any press releases, publicity matters or other promotional materials related to or referencing the subject matter of this MOU without prior written approval of the other party.

#### **6. Governing Law**

This Memorandum of Understanding shall be governed by and construed in accordance with the laws of India, without regard to its conflict of laws provision.

#### **7. General**

Nothing contained in this MOU will be deemed to grant any ownership in, or license to, any patents, inventions, copyrights or trademarks of either party, whether made under this MOU or not. Each party will own any intellectual property created by it during the period of the MOU. In case a party wants to use the other party's intellectual property as created above for internal purposes, it would have to acquire appropriate licenses and rights from the other party, under a separate agreement. Each party will continue to own any pre-existing material contributed by it.

It is understood that this MOU does not purport to cover all aspects of this business relationship.

e-Signed by Prof. V. Samuel Raj  
on 2022-04-06 17:02:25 IST

e-Signed by Jagadish K G  
on 2022-04-05 18:01:05 IST



SRM University (Haryana) and IBM agree that all discussions between the parties regarding a potential business arrangement are nonbinding unless and until the parties enter into a written, definitive agreement signed by their duly authorized representative, and neither party shall be obligated to enter into such an agreement.

## **MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding ("MOU") is intended to outline a proposed business relationship between IBM India Private Limited ("IBM") with Registered offices at 12, Subramanya Arcade, Bannerghatta Road, BANGALORE - 560 029 and SRM University, Plot No. 39, Rajiv Gandhi Education City, Sonapat, Haryana 131029, India

**WHEREAS**, SRM University and IBM have entered into discussions concerning IBM's provision of technology products and services for Customer;

**WHEREAS**, the parties anticipate that Customer will elect to engage IBM as the primary and preferred technology provider for IT hosting, hardware, software and services.

**NOW, THEREFORE**, in order to ensure that the discussions and evaluations between parties regarding the potential business relationship that is sought does not create any confusion or misunderstandings, the following items represent points that require the parties' agreement and will facilitate these evaluations and discussions.

### **1. Roles and Responsibilities**

The proposed roles and responsibilities of the parties in connection with this proposed business relationship are described in Attachment 1.

### **2. Termination**

This MOU will terminate on **5 years from the date of signing** unless extended or terminated earlier. If at any time any party wishes to withdraw from further evaluations and discussions in connection with the subject matter of this MOU and terminate this MOU, it may do so with or without cause and without liability by providing the other party with written notice of its intention to withdraw from further evaluation and discussions. All discussions, proposals, term sheets, draft agreements and other similar materials will be null and void if evaluations and discussions are terminated. This MOU can be extended upon written agreement of the parties.

### **3. Confidentiality**

The existence and substance of this MOU and the provision of services contemplated hereby will be kept confidential and will not be disclosed to any party hereto to any third party without the prior written consent of the other party hereto. Notwithstanding the foregoing, any party may make such public disclosure as it believes, on the advice of counsel, is required by law or by applicable stock exchange regulations, in which case such party will consult with the other party and gain such party's written approval prior to making such disclosure.

The parties acknowledge that the exchange of confidential information by SRM University and IBM in connection with this MOU will be governed by the terms and conditions of that certain Agreement for Exchange of Confidential Information, attached hereto as Attachment 2.

e-Signed by Prof. V. Samuel Raj  
on 2022-04-06 17:02:22 IST

e-Signed by Jagadish K G  
on 2022-04-05 18:00:10 IST

This MOU supersedes all prior proposals and discussions on this subject and is the complete and exclusive statement of the agreement between the parties. This MOU cannot be modified except by a written agreement signed by the authorized representative of each of the SRM University and IBM companies. Any reproduction of this MOU by reliable means will be considered an original of this document.

Each party will be responsible for its own expenses in connection with these discussions. Except as set forth herein, there are no restrictions on either party as a result of these discussions and either party is free to pursue a similar business relationship with others at any time.

**This Memorandum of Understanding sets forth the understanding of the parties as of**

**05-04-2022**

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**IBM India Private Limited**

e-Signed by Jagadish K G  
on 2022-04-05 18:01:07 IST  
By: \_\_\_\_\_

Name: Jagadish K G

Title: Business Program Manager

**SRM University**

e-Signed by Prof. V. Samuel Raj  
on 2022-04-06 17:02:50 IST  
By: \_\_\_\_\_

Name: Prof. V. Samuel Raj

Title: Registrar

# Attachment 1 - Roles and Responsibilities

## Foreseen benefits of the collaboration

### a) SRM UNIVERSITY

- Opportunity to emerge as one of the competent entities in the academic circles in various areas of Information technology;
- Opportunity to be recognized by the Industry and academic circles as one of the preferred location / institution for acquiring training and skills in latest technology and software;
- Opportunity to students and faculty members to increase their knowledge and acquire skills on best-in-class IBM Software
- Opportunity to design innovative curriculum and on various industry specialization using relevant IBM Software
- Opportunity to learn from the practitioners in the industry from IBM or business partners
- Opportunity for students and faculty members to avail professional and global certification on IBM Software
- Opportunity to conduct independent non-commercial research by faculty members as per guidelines from IBM time to time
- Opportunity to receive Courseware from IBM designed by professionals in IBM Software Labs
- Opportunity to conduct various seminar and workshops with IBM in the institution

### b) IBM

- Availability of skilled resource pool armed with IBM Software skills that various organizations may want to evaluate for recruitment
- Propagation of IBM Software and technology knowledge & skill to various students and faculty members

IBM and SRM University, acknowledge the need for IBM Software skills, in the IT education and training sector. The objective is to have a number of graduating professionals skilled on IBM Software. Both IBM and SRM University are keen to cooperate in a way that shall benefit SRM University students pursuing a career in the industry.

SRM University shall rollout **Post-graduate / Under-graduate/ Certificate / Value added programs** with specialization aligned with relevant IBM Software delivering all or any of such programs to enrolled students and faculty members. IBM shall provide reasonable support as set-forth below to have SRM University commence and conduct this initiative. Such support may include assistance in the form of providing free IBM software products, identified courseware and academic support through Subject Matter Experts. The provision of software, IBM materials and services shall be under a relevant IBM agreement executed by the parties. Such agreement shall govern the use of software, IBM materials by SRM University. IBM's responsibilities under this Agreement are subject to SRM University fulfilling its responsibilities under the MoU.

The curriculum may be provided by IBM or jointly developed by IBM and/or SRM University designated subject matter experts. There may be additional specialized offerings and curriculum may be reviewed and updated by IBM and SRM University from time to time with mutual agreement.

Joint Co-ordination Committee - To guide the execution of the activities agreed under this MoU, SRM University and IBM Career Education team may constitute a Joint Co-ordination Committee (hereinafter referred to as "Committee") as follows:

- Vice-Chancellor / Head of SRM University or his nominee as the Chairperson;
- One representative from each party as members
- A Project Coordinator from SRM University who shall also be the Convener of the Committee.

e-Signed by Prof. V. Samuel Raj  
on 2022-04-06 17:03:13 IST

e-Signed by Jagadish K G  
on 2022-04-05 18:01:10 IST



Chairperson of the committee may recommend changes in the member's from time to time in consultation with the nominating parties and have the same approved by the Head, SRM University.

The Committee shall recommend on course curriculum, course content, delivery. The Committee shall monitor and review the activities under this MoU and recommend such decisions with respect to any aspect regarding this MoU for the purpose of removing any impediment, promoting the programs arising from this MoU, approving the content and recommending changes therein, and the program prospectus.

Following are the proposed roles and responsibilities:

**a) IBM**

- Appoint member to the committee
- To supply courseware for the students as required
- To help SRM University to develop curriculum for various programs which SRM University wants to roll out with IBM
- To nominate IBM SME to Board of Studies
- Provide the participation certificates for all the students who have successfully completed the course
- IBM will provide all relevant IBM Software required for the training programs through the WW Academic Initiative program. This software should be used strictly for training & enablement purposes for students & faculty members. No commercial usage is allowed. Software is available under applicable IBM International Program License Agreements (IPLA) and terms and the provisions of this MOU only.

**b) SRM University**

- Appoint members and Program Convener to the Joint coordination Committee
- To help IBM to co-develop the curriculum of the program as required
- Promote the program through various channels, develop collateral and market
- Conduct the admissions, deliver Courses agreed as per the curriculum, conduct evaluations/assessments and issue degree accordingly
- Provide detailed session plan
- Share the student data with IBM who apply and enroll to the program as per prescribed format from IBM
- Nominate faculty members for the orientation program by IBM
- Provide the required infrastructure and other support for running the courses as per IBM's specification to IBM or IBM designated Business Partner resources
- Confirm and process the payments to IBM in advance on agreed schedule.

e-Signed by Prof. V. Samuel Raj  
on 2022-04-06 17:03:17 IST

e-Signed by Jagadish K G  
on 2022-04-05 18:01:11 IST

**SRM University has admitted students in 2018 under the following programs:**

1. **B. Tech (CSE) with Specialization in Data Science and AI (in association with IBM)**
2. **B. Tech (CSE) with Specialization in Cloud and Mobile Application Development (in association with IBM)**
3. **B. Tech (CSE) with Specialization in Big Data Analytics (in association with IBM)**

**SRM University has admitted students in 2019 under the following programs:**

1. **B. Tech (CSE) with Specialization in Data Science and AI (in association with IBM)**
2. **B. Tech (CSE) with Specialization in Cloud and Blockchain Application Development (in association with IBM)**

**SRM University has admitted students in 2020 under the following programs:**

1. **B. Tech (CSE) with Specialization in Data Science and AI (in association with IBM)**
2. **B. Tech (CSE) with Specialization in Cloud and Mobile Application Development (in association with IBM)**
3. **B. Tech (CSE) with Specialization in Blockchain and IoT Application Development (in association with IBM)**

**SRM University has admitted students in 2021 under the following programs:**

1. **B. Tech (CSE) with Specialization in Data Science and AI (in association with IBM)**
2. **B. Tech (CSE) with Specialization in Cloud and Mobile Application Development (in association with IBM)**
3. **B. Tech (CSE) with Specialization in Blockchain and IoT Application Development (in association with IBM)**
4. **MBA with Specialization in Big Data Analytics (in association with IBM)**
5. **BBA in Business Analytics (in association with IBM)**

**SRM University would admit students in 2022 under the following programs:**

1. **B. Tech (CSE) with Specialization in Data Science and AI (in association with IBM)**
2. **B. Tech (CSE) with Specialization in Blockchain and IoT (in association with IBM)**
3. **MBA with Specialization in Big Data Analytics (in association with IBM)**
4. **BBA in Business Analytics (in association with IBM)**

IBM shall provide reasonable support as set forth below to have SRMU commence and conduct this initiative. Such support may include assistance in the form of providing free IBM software products for education purposes, identified courseware and academic support through Subject Matter Experts ("SME").

The provision of software, IBM materials and services shall be under and subject to a relevant IBM agreement executed by the parties. Such agreement shall govern the use of software, IBM materials and services by SRMU.

IBM's responsibilities under this MoU are subject to SRMU fulfilling its responsibilities under the MoU and the relevant agreement signed with IBM.

The curriculum of the aforementioned Courses shall be jointly developed by IBM and SRMU designated SMEs. There may be additional specialized offerings and curriculum, which may be reviewed and updated by IBM and SRMU from time to time with mutual agreement.

IBM and SRMU shall jointly monitor and review the activities under this MoU and recommend such decisions with respect to any aspect regarding this MoU for the purpose of removing any impediment with respect to promoting the program, approving the content and recommending changes therein, the program prospectus and fee structure.

IBM under Career Education Program shall provide the following:

- relevant IBM course material through the provisioned Private Instance of IBM Developer Skills Network
- training services for the chosen modules through IBM personnel or designated IBM business partners (in the programs commissioned with training services)
- support for curriculum development of courses

e-Signed by Prof. V. Samuel Raj  
on 2022-04-06 17:03:21 IST

e-Signed by Jagadish K G  
on 2022-04-05 18:01:12 IST

- make the IBM ecosystem of Independent Software Vendors and business partners and other relevant teams in IBM aware about this program through its communication channels like newsletters, and Electronic Direct Mailers
- certificate of training completion to students who have successfully completed the course

SRMU will appoint faculty members and program convener and other required resources to:

- co-develop the curriculum of the program
- promote the program through various channels, develop collateral and market the program
- conduct the admissions, deliver courses agreed as per the curriculum, conduct evaluations/assessments and issue certificate accordingly
- provide detailed session plan
- share student data of students who apply and enroll to the program with IBM
- provide the required infrastructure for running the courses as per IBM's specifications
- confirm and process the payments to IBM in advance on agreed schedule as set out in the signed agreement with IBM

The **program teach out** for **admission years 2018, 2019, 2020, 2021 and 2022** shall follow the course schematic and associated program commercials as detailed below:

For Admission Year -- 2018										
Student Development program - B Tech in CSE - MoQ* - 127										
Semester	Course Name	Duration (Hours)	Courseware To be provided by	Data Science & AI - 86		Cloud & Mobile - 21		Big Data & Analytics - 20		Unit Price (in INR) Exclusive of any applicable taxes
				IBM SME	University Faculty	IBM SME	University Faculty	IBM SME	University Faculty	
6	Artificial Intelligence	32	IBM	Yes		Yes		Yes		7600
6	No SQL and Mongo DB		IBM		Yes		Yes		Yes	
6	ARDBMS		IBM				Yes			
6	Deep Learning	32	IBM	Yes						
6	Microservices architecture and Implementation	32	IBM			Yes				
6	Data Visualizatio n& Machine Learning (Based on Data Science Course)	32	IBM					Yes		
7	Quantum Computing	32	IBM	Yes						7600
7	DevOps		IBM				yes			
7	Industry Session: IoT Based Application	16	IBM			Yes				
7	Industry Session: Deep Learning	16	IBM	Yes				Yes		
7	Blockchain	32	IBM		Yes	Yes		Yes		
7	Data Science (Predictive Analytics)		IBM						Yes	
7	Foundation Course in Application and Cloud Security		IBM				Yes			

For Admission Year -- 2019									
Student Development program - B Tech in CSE									
Semester	Course Name	Duration (Hours)	Courseware To be provided by	Data Science & AI - MoQ* - 103		Cloud & Blockchain - MoQ* - 38		Unit Price (in INR) Exclusive of any applicable taxes	
				IBM SME	University Faculty	IBM SME	University Faculty		
4	Essentials of SE (OOD and SW Life Cycle) - Agile Development Methodologies		IBM		Yes		Yes	17500	
4	FCEAD using IBM rational Tool / Cloud Application Developer	32	IBM	Yes		Yes			
5	Machine Learning using R	32	IBM	Yes				17500	
5	IoT Application Development		IBM				Yes		
5	Essentials of Hadoop		IBM		Yes		Yes		
6	Artificial Intelligence	32	IBM	Yes		Yes		24000	
6	Project Phase-1		IBM		Yes		yes		
6	Industry Session	8	IBM	Yes		Yes			
6	ARDBMS		IBM		Yes		Yes		
7	Project Work Phase-1		IBM					24000	
7	Industry Session	8	IBM	Yes		Yes			
7	Blockchain	32	IBM	Yes		Yes			
7	Data Science (Predictive Analytics)		IBM		Yes				
7	DevOps		IBM						
7	Foundation Course in Application and Cloud Security		IBM				Yes		

e-Signed by Prof. V. Samuel Raj  
on 2022-04-06 17:04:02 IST

e-Signed by Jagadish K G  
on 2022-04-05 18:01:14 IST



For Admission Year - 2020										
Student Development program - B Tech in CSE - MoQ* - 84										
Semester	Course Name	Duration (Hours)	Courseware To be provided by	Data Science & AI - 76		Cloud & Mobile - 5		Blockchain & IoT - 3		Unit Price (in INR) Exclusive of any applicable taxes
				IBM SME	University Faculty	IBM SME	University Faculty	IBM SME	University Faculty	
4	Industry Session	8	IBM	Yes		Yes		Yes		24000
4	Essentials of SE (OODAD and SW Life Cycle) - Agile Development Methodologies		IBM		Yes		Yes		Yes	
4	FCEAD using IBM rational Tool / Cloud Application Developer	32	IBM	Yes		Yes		Yes		
5	Machine Learning	32	IBM	Yes		Yes		Yes		17500
5	IoT Application Development		IBM						yes	
5	Essentials of Hadoop		IBM		Yes		Yes		Yes	
6	Artificial Intelligence	32	IBM	Yes		Yes		Yes		34000
6	Project Phase-1		IBM		yes		yes		yes	
6	ARDBMS		IBM		Yes		Yes		yes	
6	Microservices architecture and Implementation	32	IBM	Yes		Yes		yes		24000
7	Project Work Phase-2		IBM		yes		yes		yes	
7	DevOps		IBM		yes		yes		yes	
7	Industry Session	8	IBM	Yes		Yes		yes		
7	Blockchain	32	IBM	Yes		Yes		Yes		
7	Data Science (Predictive Analytics)		IBM		Yes					
7	Foundation Course in Application and Cloud Security		IBM				Yes		yes	

For Admission Year - 2021										
Student Development program - B Tech in CSE - MoQ* - 100										
Semester	Course Name	Duration (Hours)	Courseware To be provided by	Data Science & AI - 94		Cloud & Mobile - 4		Blockchain & IoT - 2		Unit Price (in INR) Exclusive of any applicable taxes
				IBM SME	University Faculty	IBM SME	University Faculty	IBM SME	University Faculty	
4	Industry Session	8	IBM	Yes		yes		yes		24000
4	Agile Development Methodologies		IBM		Yes		Yes		Yes	
4	Cloud Application Development	32	IBM	Yes		Yes		Yes		
5	Machine Learning	32	IBM	Yes		Yes		Yes		17500
5	Microservices architecture and Implementation		IBM				yes			
5	Essentials of Hadoop		IBM		Yes		Yes		yes	
5	Dockers & Kubernetes		IBM						Yes	24000
6	NO SQL and Mongo DB		IBM		Yes		Yes		Yes	
6	Artificial Intelligence	32	IBM	Yes		Yes		Yes		
6	IoT Base Application Development		IBM						Yes	24000
6	Cloud Native Application Development / Deployment of Private Cloud		IBM				Yes			
6	Mobile Application Development using IoT / Open Shift		IBM				Yes		Yes	
6	Industry Session	8	IBM	Yes		Yes		Yes		24000
6	Identity and Access Management		IBM						Yes	
7	Industry Session	8	IBM	Yes		Yes		Yes		
7	Blockchain	32	IBM						Yes	
7	Data Science (Predictive Analytics)		IBM		Yes					
7	Foundation Course in Application and Cloud Security		IBM				Yes			
7	Web Services		IBM				Yes			
7	Big Data Security		IBM	Yes						

For Admission Year - 2021 onwards							
Student Development program - BBA in Business Analytics - MoQ* - 25							
Semester	Course Name	Duration (Hours)	Courseware To be provided by	Business Analytics			Unit Price (in INR) Exclusive of any applicable taxes
				IBM SME	Minimum MoQ		
2	Data Analytics Fundamentals (Theory)	24	IBM	Yes	25		25000
3	Data Engineering for Analytics (Theory & practical)	32	IBM	Yes	25		33000
4	Dashboard Analytics and Reporting with BI (Theory & Practical)	32	IBM	Yes	25		33000
5	Statistics Fundamentals for analytics (Theory & Practical)	32	IBM	Yes	25		33000
6	Analytics with R (Theory & Practical)	24	IBM	Yes	25		25000

e-Signed by Prof. V. Samuel Raj  
on 2022-04-06 17:04:06 IST

e-Signed by Jagadish K G  
on 2022-04-05 18:01:32 IST

For Admission Year - 2021						
Student Development program - MBA in Big Data Analytics - MoQ* - 25						
Semester	Course Name	Duration (Hours)	Courseware To be provided by	Big Data Analytics		Unit Price (in INR) Exclusive of any applicable taxes
				IBM SME	University Faculty	
2	Programming using Python (Theory & Lab)		IBM		Yes	33000
2	Design Thinking (Theory)	32	IBM	Yes		
3	Predictive analysis (Theory & Lab)	32	IBM	Yes		33000
3	Enterprise Resource Planning (Theory & Lab)		IBM		Yes	
4	Cognitive Decision System for managers (theory and lab)	32	IBM	Yes		33000
4	Block chain for business		IBM		Yes	

For Admission Year - 2022								
Student Development program - B Tech in CSE - MoQ* - 100								
Semester	Course Name	Duration (Hours)	Courseware To be provided by	Data Science & AI		Blockchain & IoT		Unit Price (in INR) Exclusive of any applicable taxes
				IBM SME	University Faculty	IBM SME	University Faculty	
1	Industry Session	16		Yes		Yes		11000
2	Industry Session	16		Yes		Yes		11000
3	Python Programming	32	IBM	Yes		Yes		17500
4	Agile Development Methodologies		IBM		Yes		Yes	17500
4	Cloud Application Development	32	IBM	Yes		Yes		
5	Machine Learning	32	IBM	Yes		Yes		17500
5	Application and Cloud Security		IBM				Yes	
5	Essentials of Hadoop		IBM		Yes		Yes	
5	Dockers & Kubernetes		IBM				Yes	
6	NO SQL and Mongo DB		IBM		Yes		Yes	24000
6	Artificial Intelligence	32	IBM	Yes		Yes		
6	IoT Based Application Development		IBM				Yes	
6	Mobile Application Development using IoT / Open Shift		IBM				Yes	
6	Industry Session	8	IBM	Yes		Yes		24000
6	Identity and Access Management		IBM				Yes	
7	Industry Session	8	IBM	Yes		Yes		
7	Blockchain	32	IBM					
7	Data Science (Predictive Analytics)		IBM		Yes			24000
7	Big Data Security		IBM	Yes		Yes		

For Admission Year - 2022						
Student Development program - MBA in Big Data Analytics - MoQ* - 25						
Semester	Course Name	Duration (Hours)	Courseware To be provided by	Big Data Analytics		Unit Price (in INR) Exclusive of any applicable taxes
				IBM SME	University Faculty	
1	Sectoral Analytics (Theory & Lab)	32	IBM	Yes		33000
1	Changing Business with Data Insights (Theory & Lab)		IBM		Yes	
2	Programming using Python (Theory & Lab)		IBM		Yes	33000
2	Design Thinking (Theory)	32	IBM	Yes		
3	Predictive analysis (Theory & Lab)	32	IBM	Yes		33000
3	Enterprise Resource Planning (Theory & Lab)		IBM		Yes	
4	Cognitive Decision System for managers (theory and lab)	32	IBM	Yes		33000
4	Block chain for business		IBM		Yes	

\* - MoQ for each admission year is mentioned in the respective table above.

For admission year 2022 onwards, the fee applicable shall be from the first year admissions for all four years.

**Any change in Taxes/ Duties applicable shall be charged at the time of actual Invoicing.**

e-Signed by Prof. V. Samuel Raj  
on 2022-04-06 17:04:09 IST

e-Signed by Jagadish K G  
on 2022-04-05 18:01:34 IST

- Please provision 4 weeks from date of order for setup of Private Instance of IBM Developer Skills Network
- Please factor 4 weeks to start delivery from date of order loading with advance payment on IBM
- The above fees is applicable only for 2018, 2019, 2020, 2021 & 2022 admission batches
- The unit price mentioned above in the table are in INR & exclusive of any applicable taxes
- SRM University needs to place an order for a minimum number of students based on the MoQ agreed in each semester for all the specializations even in case the actual number of admissions stands lesser than the minimum required number
- The fees per semester needs to be paid in advance prior to the semester commencement.
  - For odd semester, the fees must be paid before 15th June of that year
  - For even semester, the fees must be paid before 15th January of that year
  - For 2018 admissions (semesters 6 and 7), 2019 admissions (semesters 4, 5 and 6), all fees need to be paid by 15<sup>th</sup> April 2022
  - For 2020 admissions, the Semester 4 fee needs to be paid by 15<sup>th</sup> April 2022
  - For 2021 admissions:
    - B. Tech Semester 4 fee needs to be paid by 15<sup>th</sup> January 2023
    - BBA and MBA Sem 2 fee needs to be paid by 15<sup>th</sup> April 2022
  - For 2022 admissions, the Semester 1 fee for all tracks need to be paid by 20th Aug 2022

Please note that commercials for IBM SPSS either on-premise or virtual are excluded

The obligation herein is subject to the relevant Statement of Work (SoW) being shared and signed between the parties

e-Signed by Prof. V. Samuel Raj  
on 2022-04-06 17:04:12 IST

e-Signed by Jagadish K G  
on 2022-04-05 18:01:35 IST



## Attachment 2

### Agreement for Exchange of Confidential Information

Our mutual objective under this Agreement is to provide protection for confidential information (Information) while maintaining our ability to conduct our respective business activities. Each of us agrees that the following terms apply when one of us (Discloser) discloses Information to the other (Recipient).

#### 1. Disclosure

Information will be disclosed either:

- 1) in writing;
- 2) by delivery of items;
- 3) by initiation of access to Information, such as may be in a data base; or
- 4) by oral or visual presentation.

Information should be marked with a restrictive legend of the Discloser. If Information is not marked with such legend or is disclosed orally, the Information will be identified as confidential at the time of disclosure.

#### 2. Obligations

The Recipient agrees to:

- 1) use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and
- 2) use the Discloser's Information for the purpose for which it was disclosed or otherwise for the benefit of the Discloser.

The Recipient may disclose Information to:

- 1) its employees who have a need to know, and employees of any legal entity that it controls, controls it, or with which it is under common control, who have a need to know. Control means to own or control, directly or indirectly, over 50% of voting shares; and
- 2) any other party with the Discloser's prior written consent.

Before disclosure to any of the above parties, the Recipient will have a written agreement with the party sufficient to require that party to treat Information in accordance with this Agreement.

The Recipient may disclose Information to the extent required by law. However, the Recipient will give the Discloser prompt notice to allow the Discloser a reasonable opportunity to obtain a protective order.

#### 3. Confidentiality Period

Information disclosed under this Agreement will be subject to this Agreement for two years following the initial date of disclosure.

e-Signed by Prof. V. Samuel Raj  
on 2022-04-06 17:04:15 IST

e-Signed by Jagadish K G  
on 2022-04-05 18:01:38 IST

#### **4. Exceptions to Obligations**

The Recipient may disclose, publish, disseminate, and use Information that is:

- 1) already in its possession without obligation of confidentiality;
- 2) developed independently;
- 3) obtained from a source other than the Discloser without obligation of confidentiality;
- 4) publicly available when received, or subsequently becomes publicly available through no fault of the Recipient; or
- 5) disclosed by the Discloser to another without obligation of confidentiality.

The Recipient may use in its business activities the ideas, concepts and know-how contained in the Discloser's Information which are retained in the memories of Recipient's employees who have had access to the Information under this Agreement.

#### **5. Disclaimers**

**THE DISCLOSER PROVIDES INFORMATION WITHOUT WARRANTIES OF ANY KIND.**

The Discloser will not be liable for any damages arising out of the use of Information disclosed under this Agreement.

Neither this Agreement nor any disclosure of Information made under it grants the Recipient any right or license under any trademark, copyright or patent now or subsequently owned or controlled by the Discloser.

#### **6. General**

This Agreement does not require either of us to disclose or to receive Information.

Neither of us may assign, or otherwise transfer, its rights or delegate its duties or obligations under this Agreement without prior written consent. Any attempt to do so is void.

The receipt of Information under this Agreement will not in any way limit the Recipient from:

- 1) providing to others products or services which may be competitive with products or services of the Discloser;
- 2) providing products or services to others who compete with the Discloser; or
- 3) assigning its employees in any way it may choose.

The Recipient will 1) comply with all applicable export and import laws and regulations, including associated embargo and sanction regulations, and 2) unless authorized by applicable governmental license or regulation, not directly or indirectly export or re-export any technical information or software subject to this Agreement (including direct products of such technical information or software) to any prohibited destination or country (including release to nationals, wherever they may be located, of any prohibited country) as specified in such applicable export regulations. This paragraph will survive the termination or expiration of this Agreement and the confidentiality period above and will remain in effect until fulfilled.

Only a written agreement signed by both of us can modify this Agreement.

e-Signed by Prof. V. Samuel Raj  
on 2022-04-06 17:04:18 IST

e-Signed by Jagadish K G  
on 2022-04-05 18:01:39 IST

Either of us may terminate this Agreement by providing one month's written notice to the other. Any terms of this Agreement which by their nature extend beyond its termination remain in effect until fulfilled and apply to respective successors and assignees.

Both of us consent to the application of the laws of India to govern, interpret, and enforce all of your and our rights, duties, and obligations arising from, or relating in any manner to, the subject matter of this Agreement, without regard to conflict of law principles.

This Agreement is the complete and exclusive agreement regarding our disclosures of Information and replaces any prior oral or written communications between us regarding these disclosures. By signing below for our respective enterprises, each of us agrees to the terms of this Agreement. Once signed, any reproduction of this Agreement made by reliable means (for example, photocopy or facsimile) is considered an original.

Agreed to:

**SRM University**

By: e-Signed by Prof. V. Samuel Raj  
on 2022-04-06 17:04:21 IST

Authorized Signature:

Name (type or print): Prof. V. Samuel Raj

Date: 2022-04-06 17:04:21 IST

Identification number:

**Address:**

Plot No. 39, Rajiv Gandhi Education City,  
Sonapat, Haryana 131029, India

Agreed to:

**IBM India Private Limited**

By: e-Signed by Jagadish K G  
on 2022-04-05 18:01:41 IST

Authorized Signature:

Name (type or print): Jagadish K G

Date: 2022-04-05 18:01:41 IST

Agreement number:

**IBM Address:**

No. 12, Subramanya Arcade,  
Bannerghatta Road,  
Bangalore 560029, Karnataka, India.



Bond



# Indian-Non Judicial Stamp Haryana Government



Date : 18/03/2019

Certificate No. G0R2019C1649



GRN No. 45193079



Stamp Duty Paid : ₹ 101  
(Rs. Only)

Penalty : ₹ 0  
(Rs. Zero Only)

## Deponent

Name: Xebia It architects India pvt ltd

H.No/Floor : Na

Sector/Ward : 59

Landmark : Na

City/Village : Gurugram

District : Gurugram

State : Haryana

Phone : 0



Purpose : AGREEMENT to be submitted at Concerned office

## AGREEMENT

This Agreement is executed on this day of \_\_\_\_\_ March '2019 ("Effective Date"),

By and Between;

**M/s Xebia IT Architects India Private Limited** a company incorporated under the provision of Companies Act, 1956 having its registered office at 411, 4<sup>th</sup> Floor, Surya Kiran Building, 19, Kasturba Gandhi Marg, Connaught Place, New Delhi -110001 (hereinafter referred to as "**Xebia**" which expression unless it be repugnant to the context or meaning thereof, be deemed to include its successors, representatives, nominees and assigns) through its CEO Mr. Anand Sahay, authorized to sign such agreements on behalf of M/s Xebia IT Architects India Private Limited of the FIRST PART

## AND

SRM University, Delhi-NCR, Sonapat (hereinafter referred to as "**SRMUH**" which expression unless it be repugnant to the context or meaning thereof, be deemed to include its successors, representatives, nominees and assigns) is a private university located in Sonipat in the state of Haryana, India, having its main campus at Plot no: 39, Rajiv Gandhi, Education City, Sonapat – 131029, Haryana assigns, through its Registrar; Dr. Manish Bhalla: of the SECOND PART.

"**Parties**" shall collectively mean SRMUH and Xebia and "**Party**" means each of SRMUH and Xebia individually.

**WHEREAS**, SRMUH and Xebia have agreed to launch certain new specializations in Computer Science and Engineering (CSE) programs wherein Xebia will act as industry academic partner for SRMUH to redesign the curriculum for such CSE programs besides providing specific engagement in faculty training and student learning/development;

**WHEREAS**, SRMUH shall engage with Xebia as an Industry Academic Partner and Provider for curriculum support services as stated in this Agreement.

**NOW, THEREFORE**, in order to ensure that the Agreement between parties regarding the Industry Academic Relationship that is sought does not create any confusion or misunderstanding, the following items represent points agreed to by the parties through this Agreement.

### 1. Basis of the Agreement

1.1 Xebia and SRMUH acknowledge the need for incorporation of emerging technologies and specializations in the Computer Science Engineering programs in order to provide relevant education

*Manish Bhalla*  
Registrar  
SRM University Haryana  
Plot No. 39, R.G.E.C. Rai  
131 029 (HR)



and knowledge to students pursuing career in computer science engineering. SRMUH and Xebia have identified certain new specializations to be incorporated in the B.Tech Computer Science Engineering programs offered by SRMUH.

1.2 The objective of this Agreement is to establish a roadmap for the successful execution and rollout of such new specializations under computer science engineering programs. Both SRMUH and Xebia are keen to collaborate in such a way that it shall benefit the students pursuing these new computer science engineering programs at SRMUH.

1.3 SRMUH shall rollout the following full time B Tech in Computer Science Engineering (CSE) programs in collaboration with Xebia.

- **B. Tech. (CSE) with Specialization in DevOps in academic collaboration with Xebia**

1.4 Initially any one or two of these programs could be launched within the framework of this Agreement. However, in case both the parties intend to launch additional programs, including but not limited to Short term or online courses, the same need to be mutually approved and executed in writing vide an addendum to this Agreement which shall form the part and parcel of this Agreement binding on both the parties.

1.5 The above two programs are intended to be launched in Academic year 2019-20.

## **2. Roles and Responsibilities**

The roles and responsibilities of the parties in connection with this Agreement are described below: -

### **2.1 Xebia's Responsibilities**

2.1.1 The curriculum and courseware for specific course modules of the above-mentioned programs shall be developed by Xebia through designated subject matter experts and made available to SRMUH.

2.1.2 Xebia to deploy the selected faculty in SRMUH to deliver the above course.

2.1.3 The faculty for the course would be finalized and decided upon mutually and will be deployed by Xebia at SRMUH Campus starting Aug 1, 2019.

2.1.4 Every student will be provided with a soft copy for courseware in media friendly e-book format for the students who have enrolled for the program. SRMUH will be responsible for protecting the Xebia copyright for the content made available as a part of this agreement by way of extracting, printing or re-printing without permission (either part of whole) or copying anything from the Xebia-provided curriculum. Printed copies of the courseware can be made available to SRMUH faculty and students upon specific request and additional commercials.

2.1.5 Both the parties shall designate one Program Manager/Nodal Officer each, as the single point of contact from Xebia and SRMUH under this agreement.

2.1.6 Xebia to promote these programs within the Xebia client and partner network for placement opportunities for SRMUH students pursuing these courses.

2.1.7 Xebia to assist internship for students in each cohort/group who are eligible for internship within Xebia or its client and partner network.



- 2.1.8 Both the parties permit each other to use its brand logo for promotional and other activities incidental to these programs.
- 2.1.9 Xebia's support, obligations and discounted commercials are based on a minimum of 30 students in each program. If by any chance, students enrolled for a program is less than 30 students then Xebia will charge for a minimum of 30 students.
- 2.1.10 Industry projects and Internship support: Onsite internship/ Remote internship with Xebia or partner companies.
- 2.1.11 Participate in admission counselling and other marketing activities to assist SRMUH in the promotion of Xebia programs.
- 2.1.12 Hackathon Support for Xebia Programs
- 2.1.13 Industry Visit support and knowledge exchange programs for the students.
- 2.1.14 Professional Slack Networking tool from Xebia for ready-access to Xebia experts
- 2.1.15 Technical Webinars for students with Xebia experts including various access to Xebia content
- 2.1.16 Tech-Talks and Seminars by International experts
- 2.1.17 Placement assistance (within Xebia & Outside) to students enrolled into Xebia programs
- 2.1.18 Final assessment and Xebia certification on successful clearing the program. Additional weightage while looking for Job within Xebia or its partner companies.
- 2.1.19 Digital Badges for certified students.

### 3.1 SRMUH's Responsibilities

- 3.1.1 SRMUH will be responsible for determining the fees for the programs, number of students to be enrolled under these programs, award of degrees on successful completion of the program besides taking all regulatory and other approvals for launch of these programs at SRMUH.
- 3.1.2 SRMUH to guarantee a minimum billing of 30 students per program per academic year.
- 3.1.3 SRMUH to provide the detailed academic session plans to Xebia at least 8 weeks prior to start of the academic session.
- 3.1.4 SRMUH to promote & develop marketing collaterals and enroll the students under the programs.
- 3.1.5 SRMUH to share the student enrollment along with their email IDs data with Xebia within 30 days of the start of semester.
- 3.1.6 SRMUH to award degrees to students upon successful completion of the program. The transcripts to carry the following line "This B.Tech Computer Science Program is being offered by SRMUH in collaboration with Xebia".
- 3.1.7 SRMUH to nominate Designated Project Coordinator.

*Maishally*  
SRM University Haryana  
Plot No. 39, R.G.E.C. Rd  
Sonapat-131 029 (HR)



- 3.1.8 SRMUH to provide regular feedback to Xebia on curriculum improvement based on feedback from faculty and students.
- 3.1.9 SRMUH to publish approved curriculum as part of SRMUH programs to be launched in industry academic collaboration with Xebia.
- 3.1.10 SRMUH will take care of all boarding, lodging and transfers to & from the Airport for any of the visiting Xebia team, faculty and industry SMEs at SRMUH campus. The stay should be in a comfortable, decently furnished guest house or hotel near SRM campus. All local transport of the Xebia faculty and SMEs will be borne by SRMUH.

#### **4. Program Administration Process**

- 4.1 **Joint Coordination Committee:** To coordinate the execution of the activities agreed under this Agreement, SRMUH and Xebia shall constitute a Joint Co-ordination Committee (hereinafter referred to as "JCC") whose members and roles will be as listed under Clause 4.2.
- 4.2 The Vice-Chancellor of SRMUH or his nominee as the Chairperson; two representatives from each party as members, a Project Coordinator from SRMUH who shall also be the Convener of the Committee. Convener of the committee may recommend changes in the membership from time to time in consultation with the nominating parties and the same shall be approved by the Vice Chancellor, SRMUH.
- 4.3 The JCC meeting shall have due representation from both SRMUH and Xebia to take decisions related to this Agreement.
- 4.3 The JCC shall make recommendations on program curriculum, content and its delivery, for approval by the Vice Chancellor, SRMUH through the Academic Council of the University.
- 4.4 The JCC shall monitor and review the activities under this Agreement and recommend such actions or decisions with respect to any aspect regarding this Agreement for the purpose of removing any impediment, promoting the programs arising from this Agreement, approving the content and recommending changes therein.

#### **5. Deployment of Human Resources**

- 5.1 SRMUH shall provide considerable academic support and sales/marketing resources to market and administer the programs offered under this Agreement.
- 5.2 Xebia shall provide adequate number of Xebia's internal and industry subject matter experts for curriculum development/update and interaction with students/faculty, program support and administration besides marketing resources to propagate the new programs.

#### **6. Commercial terms**

- 6.1 SRMUH shall pay to Xebia fees as per the agreed commercials attached in the Annexure-1.
- 6.2 The commercials offered in Annexure-1 are only for the 2019-20 intake and applicable for the entire 4-year term of the program. All subsequent batches will be charged as per 6.3 below.

*M. S. Bhalg*  
Registrar  
SRM University Haryana  
Plot No. 39, R.G.E.C. Rd.  
Gurgaon-131 028 (HR)



- 6.3 The Xebia fees will be increased on mutually agreed basis from new academic intake. However, the fee shall be payable for net enrollments in a semester (after withdrawals and subject to a minimum payment of 30 students per course) and will be paid within 45 days of start of each semester (i.e. 15<sup>th</sup> Aug and 15<sup>th</sup> Jan). In case of nonpayment of dues, Xebia has the right to terminate the agreement without any notice period.
- 6.4 Per student per semester fees doesn't include any applicable taxes such as GST etc. If any authority imposes under this Agreement a duty, tax, levy, or fee, excluding those based on Xebia's net income, then SRM agrees to pay that amount as specified in an invoice, unless SRM supplies exemption documentation.
- 6.5 SRM shall deduct applicable taxes under the provisions of the Income Tax Act, 1961 ("the Act") in respect of the payments due to Xebia and remit such Taxes Deducted at Source ("TDS") to the credit of the Government Account, file quarterly TDS returns under the provisions of the Act or such other law in force, furnish TDS certificates and comply with any other requirement connected thereto as required under the provisions of the Act. Further, SRM shall ensure that the Permanent Account Number ("PAN") of Xebia is quoted correctly in such quarterly TDS returns or any other document where the PAN of Xebia is required to be mentioned.

Time and Material rates –Consulting services provided with the prior approval of SRM will be charged at the additional time and material hourly rates that will be agreed separately with SRM. These rates apply to any services that are not described in this MOU, such as SME access for any custom course development, training programs for faculty & students, additional manpower for student-parent counselling, marketing and promotional events and conferences, etc.

## **7. Term and Termination**

- 7.1 This Agreement shall be initially valid for period of 10 academic year intakes ending on 30<sup>th</sup> June 2029 and terms for renewal of this agreement post 30<sup>th</sup> June 2029 shall be mutually discussed & agreed upon by 30<sup>th</sup> Jan 2029. In case the agreement is not renewed, students admitted till expiry of the agreement will be taught out till conclusion of their programs at prevailing rates per student per semester.
- 7.2 If at any time any party wishes to withdraw from this Agreement, it may do so with or without any cause by providing the other party with a one-year notice after minimum of 2 years of the first intake. This intention to terminate this agreement must be provided in writing. Notwithstanding such termination, all students admitted to these programs prior to such termination shall be taught out by both parties wherein each party would be bound to provide its services as enumerated in this Agreement. Xebia will continue to be paid for the services rendered to such students even after the notice of termination is provided.
- 7.3 In case of non-payment, Xebia has the right to terminate the agreement without any notice.

## **8. Confidentiality**

- 8.1 The existence and substance of this Agreement and the provision of services contemplated hereby shall be kept confidential and shall not be disclosed to any party hereto to any third party without the prior written consent of the other party hereto unless such disclosure is necessitated by due process of law. In all cases where disclosures are necessitated by law, the other party shall be kept duly informed of the same.

*Manjusha*  
Registrar  
SRM University Haryana  
Plot No. 39, R.G.E.C. Road  
Sonapat-131 028 (HR)



- 8.2 Our mutual objective under this Agreement is to provide protection for confidential information (Information) while maintaining our ability to conduct our respective business activities. Each of us agrees that the following terms apply when one of us (Discloser) discloses Information to the other (Recipient).

**8.2.1 Disclosure**

Information shall be disclosed either:

- a) In writing;
- b) By delivery of items;
- c) By initiation of access to Information, such as may be in a data base; or
- d) By oral or visual presentation.

- 8.2.2 Information should be marked with a restrictive legend of the Discloser. If Information is not marked with such legend or is disclosed orally, the Information shall be identified as confidential at the time of disclosure.

**8.3 Obligations**

The Recipient agrees to:

- 8.3.1 Use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and

- 8.3.2 Use the Discloser's Information for the purpose for which it was disclosed or otherwise for the benefit of the Discloser.

- 8.3.3 The Recipient may disclose Information to:

Its employees who have a need to know, and employees of any legal entity that it controls, controls it, or with which it is under common control, who have a need to know. Control means to own or control, directly or indirectly, over 50% of voting shares; and

Any other party with the Discloser's prior written consent.

Before disclosure to any of the above parties, the Recipient shall have a written agreement with the party sufficient to require that party to treat Information in accordance with this Agreement.

The Recipient may disclose Information to the extent required by law. However, the Recipient shall give the Discloser prompt notice to allow the Discloser a reasonable opportunity to obtain a protective order.

**8.4 Confidentiality Period**

- 8.4.1 Information under this Agreement cannot be disclosed by either party during the tenure of this agreement and 1 year after the termination of this Agreement.

**8.5 Exceptions to Obligations:**

The Recipient may disclose, publish, disseminate, and use Information that is:



- 8.5.1 Already in its possession without obligation of confidentiality;
- 8.5.2 Developed independently;
- 8.5.3 Obtained from a source other than the Discloser without obligation of confidentiality;
- 8.5.4 Publicly available when received, or subsequently becomes publicly available through no fault of the Recipient; or
- 8.5.5 Disclosed by the Discloser to another without obligation of confidentiality.
- 8.5.6 The Recipient may use in its business activities the ideas, concepts and know-how contained in the Discloser's Information which are retained in the memories of Recipient's employees who have had access to the Information under this Agreement.
- 8.5.7 The Discloser shall not be liable for any damages arising out of the use of Information disclosed under this Agreement. Neither this Agreement nor any disclosure of Information made under it grants the Recipient any right or license under any trademark, copyright or patent now or subsequently owned or controlled by the Discloser.
- 8.5.8 The receipt of Information under this Agreement shall not in any way limit the Recipient from:
  - a. Providing to other products or services which may be competitive with products or services of the Discloser;
  - b. Providing products or services to others who compete with the Discloser; or
  - c. Assigning its employees in any way it may choose.

8.5.9 The Recipient shall:

- a. Comply with all applicable export and import laws and regulations, including associated embargo and sanction regulations, and
- b. Unless authorized by applicable governmental license or regulation, not directly or indirectly export or re-export any technical information or software subject to this Agreement (including direct products of such technical information or software) to any prohibited destination or country (including release to nationals, wherever they may be located, of any prohibited country) as specified in such applicable export regulations. This paragraph shall survive the termination or expiration of this Agreement and the confidentiality period above and shall remain in effect for one year after the termination of agreement.

## 9. Limitation of Liability

- 9.1 In the event of any breach of the terms of this Agreement, which is capable of rectification, by either party hereto, such other party shall be entitled to call upon the party to rectify such breach within Thirty days from the date of the notice, failing which the breach shall be deemed to be a material breach, and shall entitle such other party to terminate this Agreement for material breach.

  
SRM University Haryana  
Plot No. 39, R.G.E.C. Rd  
Sonapat-131 029 (Haryana)



9.2 A breach of any of the provisions contained in this Agreement may result in irreparable and continuing damage to SRMUH for which there may be no adequate remedy at law, and thus SRMUH shall be entitled to equitable or injunctive relief and/or a decree for specific performance (in addition to all other remedies which may be available to it at law), and such other relief as a court may deem just and proper.

9.3 A breach of any of the provisions contained in this Agreement may result in irreparable and continuing damage to Xebia for which there may be no adequate remedy at law, and thus Xebia shall be entitled to equitable or injunctive relief and/or a decree for specific performance (in addition to all other remedies which may be available to it at law), and such other relief as a court may deem just and proper.

## 10. Indemnification

10.1 Both parties have agreed to bear the responsibility for any third party claims, demands, proceedings, prosecutions, or actions against the defaulting party, arising out of and as a result of any callous, negligent, deficient action or omission by the defaulting party and has undertaken to keep the aggrieved party indemnified against all losses and damages including expenses incurred by the aggrieved party while defending the claim (inclusive of legal expenses) in any court as a result of any such claim, demands, proceedings, prosecutions or actions. Besides this, Xebia warrants as:

10.1.1 Xebia is the sole developer and owner of the content supplied under this Agreement and it has rights in the use of the said content in any manner.

10.1.2 Xebia shall ensure the final material developed is adequately plagiarism free.

## 11. Publicity

11.1 Xebia agrees allowing SRMUH to use its trademarks, trade names, services marks or other proprietary marks under this Agreement with due permission (electronic or printed) for any advertising, press releases, publicity or marketing collaterals without any prior consent of Xebia during the tenure of this Agreement.

11.2 SRMUH agrees allowing Xebia to use its trademarks, trade names, services marks or other proprietary marks under this Agreement with due permission (electronic or printed) for any advertising, press releases, publicity or marketing collaterals without any prior consent of SRMUH during the tenure of this Agreement.

## 12. Governing Law

12.1 This Agreement shall be governed by and construed in accordance with the laws of India, without regard to its conflict of laws provision.

## 13. Arbitration

13.1 Except for seeking injunction from the court of competent jurisdiction, every dispute, difference, or question which may at any time arise between the parties hereto or any person claiming under them, touching or arising out of or in respect of this agreement or the subject matter thereof shall be referred to a sole arbitrator to be appointed by a mutual agreement between the parties and if failing to agree to appoint such mutually acceptable arbitrator, to two arbitrators one to be appointed by each party to the difference and in case of difference of opinion between them to an umpire appointed by the said two arbitrators before entering

*M. R. Bhalga*  
Registrar  
SRMUH University Haryana  
No. 39, R.G.E. Tal  
Dist-131025  
Page 8 of 12



on the reference and the decision of the arbitrator (or such arbitrators, or umpire as the case may be) shall be final and binding on the parties. The seat of arbitration shall be New Delhi.

#### 14. General

14.1 This Agreement supersedes all prior proposals and discussions on this subject and is the complete and exclusive statement of the agreement between the parties. This Agreement cannot be modified except by a written agreement signed by the authorized representative of each of the SRMUH and Xebia IT Architects India Pvt. Ltd. Any reproduction of this Agreement by reliable means shall be considered an original of this document.

14.2 Each party shall be responsible for its own expenses in connection with these discussions.

14.3 Each Party shall act as an independent contractor. No agency, partnership, joint venture or other joint relationship is created by this Agreement. Neither Party may make any commitments binding on the other, nor may either Party make any representation that they are acting for, or on behalf of, the other.

14.4 Neither of the parties may assign, or otherwise transfer, its rights or delegate its duties or obligations under this Agreement without prior written consent of the other party. Any attempt to do so is void.

#### 15. Notice

15.1 Any notice herein may be given if sent by hand delivery and written acknowledgement obtained thereof or by Registered A.D. to the afore-mentioned Program Manager/Nodal Officer of parties at their respective addresses / E-Mail Ids mentioned herein below and shall if so sent be deemed to be duly delivered. The parties agree to notify in writing any change of address in which case the notice under this clause shall be sent at the changed address;

**Program Manager/Nodal Officer For SRMUH:**

Name: Dr Manish Bhalla

Designation: Registrar

Address: Plot No 39, Rajiv Gandhi Educational City, P. S Rai, Delhi-NCR, Sonapat Haryana-131029

Email: [registrar@srmuniversity.ac.in](mailto:registrar@srmuniversity.ac.in)

Name: Mr. Manoj Madhavan Kutty

Designation- Deputy Director (Admissions) & Coordinator (International Relations)

Address: Plot No 39, Rajiv Gandhi Educational City, P. S Rai, Delhi-NCR, Sonapat Haryana-131029

**Program Manager/Nodal Officer For Xebia:**

Name: Brijesh Kohli

Designation: Director of Xebia Academy

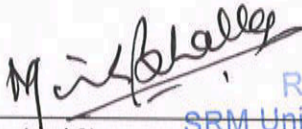


Address: Capital Cyberscape, 4th Floor, Sector-59, Golf Course Extension Road Gurugram, Haryana 122005

Email: [Brijesh.kohli@xebia.com](mailto:Brijesh.kohli@xebia.com)

*Manish Bhalla*  
SRM University Haryana  
Plot No. 39, R.G.E.C. Rai  
Sonapat-131 029 (Haryana)



17. **Non-Solicitation of Employees:** During the term of this Agreement and for a period of one year after the termination of this Agreement, Both Parties shall not, without the prior written consent of the other Party, either directly or indirectly solicit or attempt to solicit, divert or hire away any person employed by the other Party.

<p>Agreed to: <b>SRM University, Delhi-NCR, Sonapat</b></p> <p> Authorized Signatory</p> <p>Registrar SRM University Haryana Plot No. 39, R.G.E.C. Rai Sonapat-131 029 (HR)</p> <p>Name: Dr. Manish Bhalla Designation: Registrar</p>	<p>Agreed to: <b>Xebia IT Architect India Private Limited (Xebia)</b></p> <p> Authorized Signatory</p> <p></p> <p>Name: Anand Sahay Designation: CEO</p>
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# ANNEXURE – I

Commercials for SRMUH			
Item	Number of learners	Price (in INR)	Inclusions
Courseware charges payable per learner per semester	0 – 30	INR 22,000 + Taxes	A minimum of 30 new students fee each year will be payable per student per semester for the program irrespective of the actual enrolments. In the event actual enrolment is lesser than 30 then minimum pay-out of 30 students will be billed.
Courseware charges payable per learner per semester	30 & above	INR 20,000 + Taxes	For more than 30 new students each year. This pricing tier will be applicable.
Printed copy of Student Course material (if requested)	1	Included in the student fee mentioned above	Student handbook and Lab guide included as standard.
<b>Important notes:</b>			
Standard Courseware for each semester includes the following -			
<ul style="list-style-type: none"> <li>✓ Student Course e-book(s)</li> <li>✓ Student Lab Guide(s),</li> <li>✓ Instructor slide deck,</li> <li>✓ Instructor handbook</li> <li>✓ Mock Test MCQs</li> <li>✓ Printed copy of student handbook to all students</li> </ul>			
2	Student course material will be available in e-book & printed format to all students. If specifically required, printed copies can be ordered from Xebia. Any unauthorized copies printed or reprinted beyond the student enrollment will constitute breach of IP ownership rights of Xebia.		
3	LMS-ready format of material will be provided. Any technical integration & development is not included scope. If requested by SRM, such support with specific commercials will be provided and payable by the University.		
4	Instructor slide deck is provided as a standard tool. Faculty members are free to use their own material in addition to the standard decks & reference material.		
5	All costs pertaining to local accommodation, food, airfare and airport transfers pertaining to courses delivery by Xebia trainers or other staff involved in supporting the delivery, Guest speakers for Tech Talks and other on-campus programs will be borne by Xebia.		
6	All registered students - <ul style="list-style-type: none"> <li>✓ Get access to professional Slack networking tool from Xebia for ready-access to Xebia experts.</li> <li>✓ Get access to technical talks and webinars by Xebia experts from around the world.</li> <li>✓ Get opportunities to participate in Hackathons organized by Xebia.</li> <li>✓ Are eligible to participate in remote / onsite internship opportunities with Xebia or its partner companies. This is subject to evaluation by Xebia/partners and not a guaranteed opportunity.</li> <li>✓ Optional: Students can pay and choose to certify on an industry-recognized 'Xebia certification' that would require demonstration of mastery based on theory and practical</li> </ul>		

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SRM University Haryana  
Plot No. 39, R.G.E.C. Rd  
Gurgaon - 131 029 (HR)



	learnt and applied during the curriculum. It is NOT mandatory but carries additional weightage while looking for a job with Xebia or its partner organizations.
<u>7</u>	Any taxes or levies chargeable on the above commercial offer will be extra and borne by the University. An 18% GST is applicable on all services offered by Xebia.
<u>8</u>	The IP for all Course material is solely owned by Xebia and any reprint or further circulation will require prior approval and commercial understanding between the University and Xebia.
<u>9</u>	Mock tests for students can be conducted off-line (paper based) or online. Nominal extra charges are applicable if Xebia online assessment platform is used for conduct of these mock tests.

  
 Registrar  
 SRM University Haryana  
 Plot No. 39, R.G.E.C. Rai  
 Sonapat-131 029 (Haryana)



# SRM University Delhi-NCR, Sonapat

(Established under Haryana Private Universities Act 2006 as amended by Act no.8 of 2013)  
Plot no-39, Rajiv Gandhi Education City, Post office-P.S Rai, Delhi-NCR, Sonapat-131029, Haryana  
Ph-0130-2203700-08, 2121214/15, Toll free: 1800-180-1216, Website [www.srmuniversity.ac.in](http://www.srmuniversity.ac.in)



**Ref No: SRMUH/RO/IMO/666**

**Date: - Tuesday, July 4, 2017**

## Office order

From: Registrar	To: All Concerned Members
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While exercising the powers under clause 35 & 36 of Haryana State Private Universities Act 2006, Hon'ble Vice Chancellor is pleased to grant approval to the following names for consulting University Scholarship Committee for academic year 2017-18 with respect to Haryana Domicile and Chancellor Scholarship :-

**The Scholarship Committee of the University consist the following members:-**

- i. Vice Chancellor- Chairperson
- ii. Registrar - Member Secretary cum Convener
- iii. Finance Controller - Member
- iv. Dean Academic Affairs - Member
- v. Dean Law - Member
- vi. Dean Management - Member
- vii. Director of Admission & Outreach - Member

The Scholarship Committee will decide the policy guidelines relating to Scholarship to various courses as per the Act and the Ordinance and monitoring of Scholarship process for academic year 2017-18.

*Manish Bhalla*  
4/7/17  
**Prof. (Dr.) Manish Bhalla**  
**Registrar**

Copy to:-

All Concerned Members

# SRM University Delhi-NCR, Sonapat

(Established under Haryana Private Universities Act 2006 as amended by Act no.8 of 2013)  
Plot no-39, Rajiv Gandhi Education City, Post office-P.S Rai, Delhi-NCR, Sonapat-131029, Haryana  
Ph-0130-2203700-08, 2121214/15, Toll free: 1800-180-1216, Website [www.srmuniversity.ac.in](http://www.srmuniversity.ac.in)



Ref No: SRMUH/RO/IMO/792

Date: - Thursday, July 5, 2018

## Office order

From: Registrar	To: All Concerned Members
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Subject: Scholarship Committee for academic year 2018-19.

Reference to the subject cited above, Hon'ble Vice Chancellor, SRM University Delhi-NCR, Sonapat has constituted **Scholarship Committee** consist of following members:-

- i. Vice Chancellor- Chairperson
- ii. Registrar – Member Secretary cum Convener
- iii. Finance Controller – Member
- iv. Dean Academic Affairs – Member
- v. Dean Law – Member
- vi. Dean Engineering – Member
- vii. Director of Admission & Administration - Member

The Scholarship Committee will decide the policy guidelines relating to Scholarship to various courses as per the Act and the Ordinance and monitoring of Scholarship process for academic year 2018-19.

*Manish Bhalla*  
5/7/18  
**Prof. (Dr.) Manish Bhalla**  
**Registrar**

Copy to:-

All Concerned Members

# SRM University Delhi-NCR, Sonapat

(Established under Haryana Private Universities Act 2006 as amended by Act no.8 of 2013)

39, Rajiv Gandhi Education City, P.S Rai, Sonapat, Haryana-131029.

Ph-0130-2203700-08, Toll free: 1800-180-1216, Website [www.srmuniversity.ac.in](http://www.srmuniversity.ac.in).



**Ref No: SRMUH/RO/IMO/1154**

**Date: - Friday, October 8, 2021**

## Office order

From: Registrar	To: All Concerned Members
--------------------	------------------------------

**Subject: Scholarship Committee for the Academic year 2021-22.**


Refer to the subject, Hon'ble Vice-Chancellor, SRM University Delhi-NCR, Sonapat has constituted a **Scholarship Committee** (for new & continuation) consisting of the following members:-

- i. Dean, Academic Affairs - Chairman.
- ii. Dean, Basic Science, Humanities and Social Sciences - Member
- iii. Controller of Examinations - Member
- iv. Associate Dean, Management Studies and Finance & Commerce - Member
- v. Head of the Department, Law - Member
- vi. Director, Admission, IR and Administration - Convener

The term of reference for the Committee:-

The Scholarship Committee shall decide and adopt the laid down guidelines for scholarships to be offered under Haryana Domicile (HD) and meritorious Chancellor's Scholarships (different categories) as per the Act and the Ordinance for the academic year 2021-22.

**This is being issued with the approval of the Competent Authority.**

  
8/10/2021  
**Prof. Manish Bhalla**  
**Registrar**

Copy for information:-

1. Office of the Hon'ble Vice-Chancellor,
2. All Concerned Members.



## E-GOVERNANCE POLICY

### Scope:

The scope of this policy allows the University to use ERP system that extends to the following areas:

- ✓ Administration
- ✓ Academics
- ✓ Admissions
- ✓ Accounts
- ✓ Alumni Association
- ✓ Asset
- ✓ Consultant Workforce
- ✓ Employee Profile
- ✓ Examination
- ✓ Faculty Feedback
- ✓ Faculty Grievance
- ✓ Hostel
- ✓ Leave Management
- ✓ Library
- ✓ Manager
- ✓ Placements
- ✓ Purchase
- ✓ Self-Appraisal
- ✓ Student Grievance
- ✓ Support Service
- ✓ Tax Declaration
- ✓ Transport
- ✓ Workforce
- ✓ E-waste Management

**Objectives:**

- ✓ Implementation of e-governance in all functioning of the University in order to provide simpler and efficient system of governance within the University.
- ✓ To promote transparency and accountability in all the functions of the University.
- ✓ To achieve and create a paperless environment in the University.
- ✓ To provide easy and quick access to information.
- ✓ To make campus Wi-Fi enabled.
- ✓ To make our Classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.
- ✓ To establish a fully automated Library.

**Policy:**

The University will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc.

The policy is designed and framed to make each and every function transparent and accountable.

The University decides to make the following policies and procedure:

**Website:** The website will act as an information center which will reflect about the University, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer will be appointed by the University. Training will be given to the administrative and teaching staff to make important updates on the website. A Website Committee to be formed for the administration of the University website. The Committee will look after the process of updating, maintaining and working of the website on a regular basis. The Committee will also look for other changes that are required on the website. The University strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released.

**Student Admission:** An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the



University. The University brings out its Brochure which is displayed on the website that has guidelines for the admission process. An Admission Portal to be used to manage the admissions in the University. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal only. Students are required to submit a separate Online Application Form for taking admission to the University and for this purpose an online software to be used by the Admission Co-ordinator.

**Accounts:** The office continues to maintain its account on Tally. Latest versions of the software to be purchased and used by the University. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done regularly. The University also uses multiple software like Public Financial Management System (PFMS) which is used to manage the funds received from the Government, Payroll Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

**Library:** The University continues to maintain its academic excellence through maintaining a well-stocked library. The University will add more and more e-learning resources for the benefit of the teachers and the students. The University should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

- ✓ The Library to install fully automated ILMS software which should have an easy to use- Graphical User Interface, unicode support with Multilingual Search and export facility for most reports.
- ✓ The use of Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval.



- ✓ The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
- ✓ The Database Maintenance module should cover all operations of database creation and maintenance.
- ✓ To encourage original writing among students and teachers, the Library should provide access to a fully automated software for plagiarism check.

**Administration:**

- ✓ Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance.
- ✓ Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database.
- ✓ To provide a hassle free, convenient and smooth process, administration of the University to be made paperless.
- ✓ Students must be able to obtain maximum services in online mode.
- ✓ The University will look into opportunities to automate some of its functions related to administration.
- ✓ Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

**Examination:** The University has adopted an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any. The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

**Alumni:** In order to strengthen our alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the University, feedback and many other aspects. Alumni association to be consulted for regular updates and database management.

**E-Waste Management:** SRM University Delhi-NCR, Sonapat, Haryana ensures that its usage of technology and generation of e-waste does not impact the environment.

## **ICT TOOLS**

### **Hardware Infrastructure**

- ✓ The University to ensure that it has adequate number of desktops and laptops for students and staff.
- ✓ Computers and printers to be made available in the administrative block.
- ✓ Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.
- ✓ The infrastructure to be complemented by Resograph, computer networking devices, scanners and interactive teaching board/smart board etc.

### **Software Infrastructure**

- ✓ The University to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- ✓ Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.
- ✓ The University to provide access to all standard Econometrics, Statistical, computational and scientific typesetting packages.