



# Haryana Government Gazette

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## PART—I

### Notifications, Orders and Declarations by Haryana Government

#### HARYANA GOVERNMENT

#### HIGHER EDUCATION DEPARTMENT

#### Notification

The 27th June, 2016

**No. KW20/29-2011 UNP(5).**— In exercise of the powers conferred by Sub-section (4) of Section 32 of Haryana Private Universities Act, 2006 and all other powers enabling him in this behalf, the Governor of Haryana hereby allows SRM University, Sonapat to frame its First Ordinance.

VIJAI VARDHAN,  
Additional Chief Secretary to Government Haryana,  
Higher Education Department, Chandigarh.

# First Ordinance

SRM Univeristy, Haryana



## SRM University Delhi-NCR, Sonapat

Plot no-39, Rajiv Gandhi Education City, Post office-P.S Rai, Delhi-NCR, Sonapat-131029, Haryana

Phone: 0130-2203700-08, 2121214/15, Toll free: 1800-180-1216, Website: [www.srmuniversity.ac.in](http://www.srmuniversity.ac.in)

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## Chapter 1

### Short Title, Scope and Commencement

- 1.1. The "Ordinance" means the First Ordinance of SRM University Delhi - NCR Sonapat, Haryana framed under section 32 of the Haryana Private Universities Act 2006 as amended by Act 8 of 2013 as amended up to date.
- 1.2. The Ordinance shall come into force with effect from the date of their approval by the State Government and/or their notification in the State Gazette as per Section 32 (3) & (4) of the Act, whichever is earlier.
- 1.3. The Ordinance is subject to the provisions of the Haryana Private Universities Act, 2006, as amended from time to time.
- 1.4. Subject to the provisions of the Haryana Private Universities Act, 2006, as amended, nothing in this Ordinance shall debar the University from amending the Ordinance in part or whole.

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SRM University, Haryana

**Chapter 2****Definitions**

- 2.1. "University" means SRM University Delhi - NCR Sonapat, Haryana established under Haryana Private Universities Act No 32 of 2006 as amended by Act 8 of 2013 and Gazette Notification Number : (VSK.13, 1935 SAKA).
- 2.2. "Sponsoring Body" in relation to the SRM University Delhi - NCR Sonapat, Haryana established by SRMIST, a trust registered under the Tamil Nadu Societies Registration Act, 1975.
- 2.3. "Authority" means competent authority as per Act including Governing Body, Board of Management, Academic Council and / or any other authority duly constituted by Governing Body.
- 2.4. "Seal" means the common seal of the University.
- 2.5. "Admission Policy" means Admission Policy & Selection Procedure as notified in ordinances/ statute of the University.
- 2.6. "Act" means the "Haryana Private Universities Act, 32 of 2006" as amended time to time.
- 2.7. "Statutes", "Ordinances", "Regulations" and "Rules" mean respectively, the Statutes, Ordinances, Regulations and Rules of the SRM University Delhi - NCR Sonapat, Haryana made under the Act.
- 2.8. "Government" means the Government of the State of Haryana;
- 2.9. "Academic Year" means a period of nearly twelve months devoted to complete the requirements specified in the scheme and curriculum of the concerned course(s) and apportioned into trimesters or semesters or annual term as applicable stipulated in the Ordinances.
- 2.10. "Programme(s)" means prescribed area(s) or course(s) of study or programme(s) and / or any other component(s) leading to the conferment or award of degree, diploma, certificate or any other academic distinction or title of the University.
- 2.11. "Apply" means submission of the application for admission (Online and Offline) by an applicant on a prescribed form along with all the required documents and processing fee.
- 2.12. "Subject" means the basic unit(s) of course of instruction, teaching, training, research etc., by whatever name it may be called, as prescribed under the scheme and curriculum.
- 2.13. "Decided by the University/ University may decide/ Decision of the University" means as decided by the Vice-Chancellor with the approval of the Chancellor.
- 2.14. "Approved" by University means approved by prescribed authority of University as per Act.
- 2.15. "Rules" means the Rules made by the University under the Haryana Private Universities Act 2006 as amended by Act 8 of 2013;
- 2.16. "Fee" means collection made by the University from the students by whatever name it may be called, which is not refundable;
- 2.17. "Admission Committee" means Admission committee duly constituted by Chancellor/Vice-Chancellor of the University for conducting admission process and as provided in Admission Policy.
- 2.18. "Student", "applicant", "candidate" means the applicant seeking admission to the University.
- 2.19. "Hostel" means a place of residence for the students of the University.
- 2.20. "Prescribed" means prescribed by rules made under the Act; or as in Admission Policy.
- 2.21. "Chancellor" means Chancellor of SRM University Delhi - NCR Sonapat, Haryana.
- 2.22. "Governing Body" means Governing Body of the University constituted as per the Act.
- 2.23. "Academic Council" means Academic Council of the University constituted as per the Act.
- 2.24. "Board of Management" means Board of Management of the University constituted as per the Act.
- 2.25. "Annual Term"- a programme which encompasses full academic year is applicable.
- 2.26. "Semester System" - a programme wherein each academic year is apportioned into two semesters as applicable.
- 2.27. "Trimester System" - a programme wherein each academic year is apportioned into three terms as applicable.
- 2.28. "Course" - means a component of the academic programme, carrying a distinctive code no. and specific credits/marks assigned to it.

- 2.29.** “Schedule of Examination” - means a table giving details about the time, day and date of the commencement of each paper which is a part of a scheme of examinations and shall also include the details about the practical examinations.
- 2.30.** “Director” means the Head of the Institute /Programme/ coordinating wing.
- 2.31.** “Faculty” means a group of academic institutes of similar disciplines.
- 2.32.** “Dean” means the Dean of a Faculty.
- 2.33.** “Proctor” means Head of the Student Disciplinary committee of the University.
- 2.34.** “Head of Department” means the Head of Department of a Discipline (Subject); or Head of a Department of a constituent unit, and/or any such post that may be designated as such by the Academic Council for the purposes of this Ordinance.
- 2.35.** The terms which are not defined here will have the same meaning as given in the Act or the Statutes of the University.

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SRM Univeristy, Haryana

## Chapter 3

### Admission and Enrollment of Students

#### 3.1. Introduction

SRM University Delhi - NCR Sonapat, Haryana has been established by the Haryana State Private Universities Act 2006 as amended by Act 8 of 2013. SRM University Delhi - NCR Sonapat, Haryana is a Private Universities recognized by UGC. SRM University Delhi - NCR Sonapat, Haryana has been included by UGC in their select list of approved Universities. This list of recognized Universities can be obtained from the UGC website <http://www.ugc.ac.in/privateUniversitylist.aspx?id=8&Unitype=3>.

The said Ordinance has been prepared as per the Haryana Private Universities Act No 32 of 2006 to ensure that admissions are made strictly in accordance with merit in a fair and transparent manner in the interest of all concerned. This Ordinance gives the ADMISSION POLICY & SELECTION PROCEDURE for the University and has been approved by the prescribed authority of the University. In tune with emerging requirements, programmes may be added as per the Act from time to time. Based on this Ordinance a **Policy and Procedure for Admission and Selection** containing detailed admission rules, procedures and guidelines for selection will be issued by the University on year to year basis before commencement of the academic year for admission and enrollment of students for Programmes of the University.

#### 3.2. Admission Committee

All admissions to the University shall be made by the admission committees comprising of the faculty and administrative staff of the University to be nominated by the Vice Chancellor from year to year basis. The Vice Chancellor shall have the power to co-opt external expert/s as member/s of any Course Admission Committee as he/she may deem fit. The Committees will be headed by the Registrar or the senior Faculty Member who is not less than the rank of a Professor. The University shall have a Central Admission Committee constituted under Clause 25 of the First Statute of the University, which shall be chaired by as follows:

- a. Vice Chancellor (Chairperson)
- b. Deans of faculties
- c. Director of the institutes
- d. Chief Finance and Accounts officer
- e. Registrar as member secretary

The Committees shall scrutinize the Application Forms for admission of the candidates in accordance with the conditions of admission prescribed in the Admission Policy and Selection Procedure and the relevant Ordinances of the University, and do take all such steps or actions so as to ascertain that the qualifications of a candidate are in accordance with the eligibility conditions prescribed for admissions as stated in the prospectus /admission information brochure / Website information as per the relevant requirements/ Rules/ Regulations/ Ordinances and Statute of the University and the Regulatory Authorities, as applicable.

The decision of the Central Admission Committee on any matter concerning the admission policy and selection procedure and on any specific case of admission / denial of admission shall be final and binding on all concerned, subject to review as provided in the Ordinance with intimation to Vice Chancellor/ Registrar for information and record. Constitution of the Central Admission Committee shall be strictly in accordance to the statute.

#### 3.3. Admission Notice

A copy of the admission notice (individual or common) for various programmes along with the Application form for the year of admission, based on the Ordinance, shall be uploaded on the official website of the University "<http://www.srmuniversity.ac.in>" for the information of all concerned and published in the national dailies and / or their education supplements. An adequate time frame for publication of the admission notice shall be given to the prospective candidates to submit their applications and processing fees with the University in time.

If not provided in the admission notice, the notice shall clearly provide the Uniform Resource Locator (URL), or address, of the Official Website of the University from where the following information can be obtained:

- a. Course offered by the University.
- b. Minimum eligibility conditions for various courses.
- c. Tuition fees.
- d. Schedule of entrance or qualifying test/examination, whenever applicable.
- e. The date, time and venue for the display of admission list or physical counseling, as the case may be.
- f. Any other relevant issue of interest: Landlines/Contact Nos (Toll free).

Admissions shall be made strictly on merit only from amongst the candidates who have applied within the stipulated time limit prescribed in the admission notice / prospectus published by the University on the Official

Website and / or Newspapers and has deposited the processing fee in time and whose application has not been invalidated /rejected.

### 3.4 Minimum Eligibility Criteria

To be eligible for admission to the first year of any of the courses offered by the University, a candidate must fulfill the minimum eligibility criteria for the particular course as given in Chapter 4 to the Ordinance as per respective regulatory body.

Any change in the said minimum eligibility criteria for admission to any course shall be notified by the University in advance. The minimum eligibility criteria for admissions to various courses will be notified on the official website of the University well in advance before the start of the admission process. In addition, for convenience of the prospective students, it will also be publicized through various Mass Media.

### 3.5 Merit Criteria for Admission

Admissions to the various courses of the University shall be made as per the following guidelines prescribed by and under Section 35 of the Haryana Private Universities Act, 2006, as amended.

- a. Admission in the University shall be made strictly on the basis of merit.
- b. Through an All India level entrance test conducted/approved by the University for Professional Programmes and for non-professional programmes, it will be on the basis of All India level entrance tests and or on the basis of the marks obtained in the qualifying examination.

### 3.6 General Conditions

- a. No candidate shall be admitted to any course offered at & allowed to sit in any of the examination of the University unless he/she satisfies the eligibility conditions laid down in the Ordinance(s) for the relevant course(s). The admissions of the applicants to the course will be purely provisional subject to verification of their eligibility by the University as per rules and regulations in force. In case, a student is found ineligible at a later stage, the provisional admission granted to him/her by the University shall stand cancelled, and he/she will have no right for admission to the course or refund of fee paid by him/her.
- b. No student shall be admitted to any class, course, programme, or any examination of the University unless he/she has been enrolled /registered as a student of the University. This condition may be waived off for the students and the scholars studying/falling under Students Exchange Programme in association with any other University, Deemed University or Autonomous Institutions.
- c. Students/ Parents are cautioned not to use any intermediary or broker for securing admission. Besides being illegal, such an action could render the candidate ineligible to participate in the admission process.
- d. A candidate who wishes to be admitted after a gap period of one year and/ or, more (after passing the qualifying examination) shall submit his application along with an affidavit duly Notarized, justifying the reasons of gap period and certifying that he/ she had not taken admission in any college and had not been rusticated or had not been sentenced to Jail for a criminal offence. He/she will necessarily have to comply with the minimum eligibility criteria applicable in the year of admission.
- e. Mere possession of the prescribed academic qualifications does not entitle a candidate for admission. Candidates shall have to fulfill all other conditions as spelt out in the Admission Policy & Selection Procedure as notified in the Admission Notice.
- f. The Registrar, SRM University Delhi - NCR Sonapat, Haryana, shall maintain a register in the prescribed format and keep a record of all students (Undergraduate and Postgraduate) enrolled and pursuing their studies in the University.
- g. A file in respect of each student, called "Student File" containing the name in full shall be maintained , in respect of each student, the name of Father & Mother, date of birth, permanent address, Branch / Subject admitted to, year of admission, particulars of the last examination passed, details of University examination appeared and their results with roll number, details of degrees obtained, University scholarship/ medal/ prize awarded, if any and any serious penalty awarded to him/her by the faculty or authority of the University shall be maintained.
- h. Every student shall attend his/her classes regularly as per the criteria laid down by the University and/or regulatory body. If a student remains absent, without leave of absence, from his/her classes for a continuous period of seven working days without any valid reason, his/her name shall be struck off from the rolls of the University / Faculty / Department concerned irrespective of the fact that he/she has paid his/her dues in part or full. However, the student may be re-admitted subject to acceptance of an undertaking furnished by him and satisfaction of the Dean of the Faculty through concerned on payment of such fee as prescribed for the purpose from time to time in addition to arrears of fee, if any, provided that the head of the Department/ Director/ Dean of the concerned Faculty is satisfied that if re-admitted, the student will not fall short of requisite percentage of attendance/lectures etc.



- i. A candidate from any other University or an education board (other than the Board of School Education Haryana) shall be eligible for admission to the University only on the production of a Migration Certificate showing that the University or the Board has no objection to his/her joining this University, and payment of a prescribed Migration fee provided candidate has no backlogs in institution last studied. Provided that the condition of production of Migration Certificate will not apply in case of students passing the equivalent examination from a Foreign University or Board, as the case may be, recognized by the concerned regulating bodies i.e. Medical Council of India, Dental Council of India, Indian Nursing Council, Indian Association of Physiotherapists, All India Council for Technical Education, National Council For Teacher Education , Bar Council of India and University Grants Commission etc. with the equivalency certificate at the time of admission from AIU (Association of Indian University). Provided that in case of a real hardship, a student may be admitted provisionally, at his/her own risk and responsibility, subject to his furnishing an undertaking that he/she shall submit his/her migration certificate to' the University office within a prescribed period & a prescribed late fee failing which his/her admission shall stand cancelled.
- j. In case, the Admission Committee of the University is not satisfied with the character or antecedents of an applicant(s), in the overall interest of maintaining the academic standards and discipline in the University, the University retains the exclusive right not to admit him/her to the University.
- k. If a student fails to submit the migration certificate within prescribed period, he/she will not be allowed to appear in the Semester Examination. However, on a valid difficulty case, the Vice-Chancellor may allow a candidate to appear in the examination provisionally on payment of a prescribed late fee and on submission of an affidavit signed by the applicant and attested by a first class magistrate to the effect that he/she is not appearing from any other University/ Board simultaneously. If such a candidate fails to submit his/her migration certificate before the declaration of result, his/her result shall be with-held and will not be declared.
- l. Students registered under this Ordinance shall be called "students of the University". A student who is not registered shall not be admitted to any University examination.
- m. On registration, the student shall be provided with a Registration Number / Card through his/her head of department/director in case of regular students, indicating the number under which his/her name has been entered in the register and that registration number shall be quoted in all correspondence with the University. A duplicate copy of the registration card may be issued to the student upon receipt of an application to this effect along with the prescribed fee.
- n. Application for correction in the particulars of a student/candidate shall be entertained by the University within 30 days from the date of issue of registration card without any fee. Applications received after this period shall be entertained only on payment of prescribed fee.
- o. Applications for admission to University examination shall be scrutinized with reference to the University register. The Registrar/Controller of Examinations may refuse to accept the application of a student who has not submitted complete documents/particulars or has given incorrect statement and requires him/her to forward a complete statement of the particulars together with an additional fee prescribed for the purpose. Such documents/particulars shall, in the case of a student on the rolls of a department, be forwarded through the Head of Faculty/Director concerned.
- p. The registered student is entitled to get a certified copy of the entries under his/her name on prescribed payment, subject to such entries being not confidential or secret.
- q. A student, who furnishes the particulars, and if these are found to be false, or suppresses the material information, he/she shall not be considered for admission and if he/ she has already been admitted on the basis of such information, besides legal action at his/ her cost, his/ her admission shall stand automatically cancelled and the entire fee of any description whatsoever paid by him/ her shall stand fully forfeited.
- r. The candidates appearing for compartment examination(s) may also apply for admission. However, it is made clear that they must comply with the minimum eligibility criteria one day prior to the date of display of the first admission list, failing which they shall not be considered for admission. Proof of clearing the compartment examination(s) shall be submitted by the student(s).

### 3.7 Total Intake of Students

The number of seats available in each course will be notified in the admission brochure for the year of admission, and the same shall be as per prescription / approval of the respective regulatory body wherever applicable. The reservation of seats in all undergraduate and postgraduate courses will be as per section 35 (3) of the Haryana Private Universities Act, 2006, as amended from time to time.

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

Intake is subject to change by the University. In case, there is any new programme/ discipline offered and / or increase or decrease in intake in existing disciplines, the ratio of reservation will be the same. Introduction of a new discipline(s) and / or increase / decrease in intake, if any, shall be notified by the University on its official website before commencement of the start of admission of academic session.

### 3.8 Eligibility under various categories

- a. **All India Category (Other than Haryana Domicile):** A candidate applying from any part of the country (including Haryana), who complies with the minimum eligibility criteria.
- b. **General:** A candidate, who is a domicile of Haryana or has passed his qualifying or equivalent examination from a recognized school/ University in Haryana and complies with the minimum eligibility criteria. Unfilled seats, if any, under this category will be transferred to the All India (including Haryana) category.
- c. **Scheduled Caste (Haryana):** The candidate must be a domicile of Haryana and from a Schedule caste of Haryana, as notified by the State Govt. and should comply with the minimum eligibility criteria. Scheduled Caste Haryana candidates before being considered in their own category will first be considered under Haryana General Category, if they do not get a seat under All India Category. Unfilled seats, if any, under this category will be transferred to the Haryana General category and if they are still unfilled, they will be transferred to the All India Category (*Other than Haryana Domicile*).
- d. **Child / ward of NRI (Non-Resident Indian):** To be eligible for admission under this category, the applicant must be the child / ward of a Non Resident Indian as defined under the Income Tax Act and must comply with the minimum eligibility criteria.
- e. **Unfilled Seats:** The unfilled seat(s), if any, under Haryana General and/or NRI category will be transferred to the All India general category. A candidate, who applies under a reserved category, will first be considered under the All India Category. Only in case, he/she does not get a seat, he/she will be considered under the reserved category subject to the availability of a seat and as per his/her merit.

### 3.9 Processing Fee

A processing fee as decided and approved by the University from time to time must be submitted with the duly completed application form. The University reserves its right to assess or fix different processing fees in respect of Resident Indian students; children/wards of Non-Resident Indians; and Foreign Students. The processing fee shall not be refunded under any circumstances whatsoever.

### 3.10 Securing Admission

Students whose names appear in the first or second merit cum admission list displayed by the University must deposit their first semester fee in full on or before the last date specified for the purpose to secure their admission. Semester fee will not be accepted in part or in installments. In the event a student fails to deposit his/her fee on or before the date specified, the offer of admission will stand automatically withdrawn and the student will have no claim whatsoever on the seat.

### 3.11 Schedule of Fee & Fee Concession

Schedule of fee will be as per Ordinance and will be specified in the Admission Brochure. Fee concession for students shall as per the Ordinance.

### 3.12 Documents Required For Admission

A list of documents required at the time of admission for verification/ submission will be given in Application form. The Original Transfer and Migration Certificates submitted by students at the time of admission becomes the property of the University and therefore will not be returned.

Admitted students will be issued a new Transfer Certificate and Migration Certificate under the seal of the University on completion of the degree or if/when they withdraw their admission.

### 3.13 Grievance Redressal

Grievance/complaints, if any, against any action/decision of the Admission Committee can be made in writing to the Vice Chancellor within the time as specified in Admission Brochure, and the office of Vice Chancellor of the University shall address the same within prescribed time.

In case, there is any ambiguity whatsoever with respect to the Admission Notices, Prospectus, Admission Brochure, Admission Notification, Website information, Rules and Regulations, Ordinance, or any other matter relating to admissions, Vice Chancellor's a written interpretation/ clarification/ decision from the office of Vice Chancellor shall be final and binding on all concerned.

**3.14 Cancellation of Admission/ Refund of Admission Fee**

All requests for cancellation/withdrawal of admission must be made in writing well in time before the last date of withdrawal of admission along-with the original fee receipt quoting the course in which admission was granted, Admission Roll Number/ Provisional Registration Number/ Entrance Test/ Joint Entrance Examination /All India Engineering Entrance Examination roll number & rank. Requests made verbally or by FAX/e-Mail or without the original fee receipt shall not be entertained.

In case a student withdraws his / her admission before the last date of withdrawal of admission, the fee deposited by him / her shall be refunded after deducting the processing fee, etc. The refund shall be made in the name of the student by Crossed Account Payee Cheque only and shall be mailed by Registered Post to the student within one month from the last date of admission or earlier. Students intend to withdraw should withdraw before the last date of admission to facilitate the admission of the students in the position of next rank.

**3.15 Last Date of Withdrawal/ Cancellation of Admission**

As per the apex court / competent authority, no seat(s) can be filled after the last date of admission. Under the circumstances, if unfilled seat(s) are not filled before the last date of admission, such seat(s) will remain vacant for the next four years since no lateral entry admissions directly to the IInd year will be made by the University. Therefore, to give the University enough time to find suitable students/ replacements for their vacant / dropout seats, the last date for cancellation / withdrawal of admission will be kept well before the last date of admission and indicated prominently in the website.

Accordingly, students desirous of canceling their admission must not confuse the last date of withdrawal of admission to be the last date for cancellation / withdrawal of admission.

**3.16 Help Desk - Assistance to the candidates seeking admission**

The process of admission will be kept transparent. In order to provide information regarding all aspects of admission process during admission, the University may nominate an executive/create help desks occupied by counselors for the assistance of the candidates desirous of seeking admission in the University and to answer their telephonic/e-mail queries.

**3.17 Limited liability**

All admissions made by the admission committee are provisional and subject to confirmation by the Vice Chancellor of the University. If the admission of any candidate(s) is not confirmed by the Vice- Chancellor of the University, for any reason whatsoever, the liability of the University will be limited only to the refund of full fees Paid by the candidate(s) and that there shall be no further consequent liability on the University and / or any of its employee(s).

**3.18 Jurisdiction**

Disputes, if any, arising out of any admission policies & selection procedures of the University shall be the subject matter of Sonapat jurisdiction only.

**3.19 Zero Tolerance Policy**

- a. Ragging, its abetment, eve-teasing and / or any kind of mental or physical harassment, either directly or indirectly, of any student(s) by whatsoever name called which may hurt the sensibilities or self esteem of a student(s), inside or outside the University and/or its hostel(s) / mess, cafeteria is strictly prohibited by law and as held by the Hon'ble Supreme Court of India vide its order dated 08/05/2009 in the case titled " University of Kerala Vs Council, Principal's College Kerala & others" bearing CA No. 887/2009.
- b. Disorderly conduct whether by words spoken or written or by an act, which has the effect of teasing, treating or handling with rudeness any other student(s), indulging in rowdy or indisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or junior student(s) or asking the student(s) to do any act or perform something, which such student(s) will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student shall constitute an act of ragging.
- c. Association, active or passive, with any unlawful organization including holding and/or participating in demonstrations, inciting violence, displaying notices or circulating handbills in the University and/or its hostel (s)/mess strictly prohibited.
- d. Smoking, consumption of alcohol, drugs or any other intoxicant by whatsoever name called within the University premises and/or its hostel (s)/mess is strictly prohibited by law.
- e. Any student carrying a fire arm or any dangerous weapon in and around the University premises and/or its hostels shall be suspended forthwith and expelled from the University.

- f. Use of cellular/satellite telephones and/or pagers within the University premises is strictly prohibited.
- g. Besides police/legal action, a student found indulging in any such activity(s) shall be expelled from the University. In case of expulsion from the University, under such circumstances, the student's tuition, development and /or any other fee paid by him/her shall be forfeited.

**3.20 Amendments to admission policies & selection procedures**

The Ordinance and the Admission Policy & Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the prescribed authority.

SRM Univeristy, Haryana

## Chapter 4

### Details of courses of study

The University has following programmes:

#### 4.1. Faculty of Engineering and Technology

##### a. Department of Computer Science & Engineering

- B.Tech (Computer Science Engineering)
- M.Tech (Computer Science Engineering)
- Ph.D

##### b. Department of Mechanical Engineering

- B.Tech (Mechanical Engineering)
- M.Tech (Mechanical Engineering- Production Engineering)
- Ph.D

##### c. Department of Electronics & Communication Engineering

- B.Tech (Electronics & Communication Engineering)
- M.Tech (Electronics & Communication Engineering & MicroElectronics)
- Ph.D

##### d. Department of Electrical and Electronics Engineering

- B.Tech (Electrical and Electronics Engineering)

##### e. Department of Information Technology

- B.Tech (Information Technology)

##### f. Department of Bioinformatics & Biotechnology

- B.Tech (Bioinformatics)
- M.Tech (Biotechnology – Pharmaceuticals/ Industrial)
- Ph.D

##### g. Department of Civil Engineering

- B.Tech (Civil Engineering)
- M.Tech (Civil Engineering- Structural Engineering)

#### 4.2. Faculty of Management Studies, Tourism, Hotel Management & Catering Technology

- MBA Programme(Two year)
- Integrated MBA (Five year)
- BBA (Three year)
- Ph.D
- Diploma Programme in Hotel Management and Catering Technology (Three year)
- Certificate Programme in Travel and Tourism Management (Eighteen Month)

#### 4.3. Faculty of Commerce and Finance

- M.Com (Two year)
- B.Com Hons. (Three year)
- Ph.D

#### 4.4. Faculty of Law

- LLM (One year)
- LLB (Hons.) (Three year)
- BA.LLB (Hons.) (Five year)
- BBA.LLB (Hons.) (Five year)
- B.Com.LL.B (Hons.) (Five year)
- Ph.D

**4.5. Faculty of Science**

- M.Sc. (Physics, Chemistry, Maths, Biochemistry, Microbiology, Biotechnology, Environmental Science) in the respective departments.
- Ph.D (Physics, Chemistry, Maths, Biochemistry, Microbiology, Biotechnology, Environmental Science) in the respective departments.

**4.6. Faculty of Humanities****h. Department of English**

- M.A. (English)
- Ph.D

**i. Department of Economics & Business Studies**

- M.A. (Economics)
- Ph.D

**j. Department of Hindi**

- Ph.D

**4.7. Faculty of Library and Information Sciences**

- Bachelor of Library Information Science (BLIS) (Three year)
- Master of Library Information Science (MLIS) (One year)
- Ph.D

**4.8. Faculty of Medicine (Proposed)**

- MBBS

**Chapter 5****Award of Degrees, Diplomas, Certificates and other Academic Distinctions – Qualifications and grant of Degree**

- 5.1.** The procedure for award of degrees, diplomas, certificates and other academic distinctions by the University shall be as follows:
- 5.2.** The students who have been enrolled in various certificate, diploma or degree courses at the University, on their successful completion and passing of prescribed examinations, shall become entitled to receive the award of the corresponding certificate, diploma or degree for that course, as the case may be, as provided in the relevant Ordinance for respective certificate, diploma and degree courses.
- 5.3.** The information regarding curriculum and scheme of examination shall be as given in the respective syllabi of certificate, diploma and degree courses. Student shall be deemed to have successfully completed the course and eligible to appear in the examination provided he /she, has:
- Achieved minimum of the 75% attendance in theory & practical/seminars etc. as provided in the scheme of studies for the course and as approved by the Academic Council from time to time in consonance with the norms prescribed by the regulatory body if any.
  - Has completed all the requirements within the stipulated time prescribed for the course.
  - No fee/ or any other arrears are pending against him/her.
  - No disciplinary action pending against him/her.
- 5.4.** Where the number of chances for passing a particular examination is limited, a candidate who fails to pass the examination within the limited chances even after exhausting all the chances, may be considered for an additional chance by the Vice-Chancellor on his/her written prayer on genuine reasons/medical grounds and on payment of such fee as prescribed from time to time. The successful candidates shall be classified in division, as under:
- |                                   |  |
|-----------------------------------|--|
| • First Division with distinction | Those who have obtained 75% or more Marks/Equivalent Grade/Higher Grade.           |
| • First Division                  | Those who have obtained 60% or more marks but less than 75% marks/Equivalent Grade |
| • Second Division                 | Those who have obtained 50% or more marks but less than 60% marks                  |
| • Passed                          | not less than 50%  |
- 5.5.** No certificates/diplomas/degrees shall be issued by the Controller of Examinations under his signature. Controller of Exams can issue only mark sheets. However, the degrees shall bear the signatures of Chancellor/Vice Chancellor/Registrar/Controller of Examinations.
- 5.6.** The provisional certificate, to be issued in lieu of original degree on payment of such fee as prescribed by the University, shall be issued by the Registrar with signature of Controller of Examinations.
- 5.7.** The certificates/diplomas/degrees will be awarded to the students on University convocation as decided by the University from time to time. However, a student may be awarded his/her certificate/diploma/degree in absentia due to valid reasons explained by the student in his/her application for the purpose accompanied by a fee as prescribed by the University from time to time with the approval of Vice Chancellor / Registrar.
- 5.8.** The University convocation shall ordinarily be held every academic year and the dates for the convocation shall be notified by the Registrar well in advance to all the students at two weeks intimation and the invitees with concurrence of the Visitor/Chancellor.
- 5.9.** The University may hold a special convocation at any time as approved by the Academic Council.

## Chapter 6

### Fee Concession, Fellowships, Medals and Prizes

As provided in the Act and for encouraging academic excellence as well as helping the economically & socially weaker students, the University shall have various schemes for fee concession and Merit/Cum/Means Scholarships.

#### 6.1 The Student Awards and Scholarships Committee

The fee concessions/scholarships/fellowships/medals/prizes/honorary degree shall be awarded on the recommendation of a Standing Committee known as Student Awards and Scholarships Committee. The recommendations of the committee will be considered by Academic Council and Board of Management for approval. The Student Awards and Scholarships Committee shall consist of the following members:

- |   |   |                  |
|---|---|------------------|
| (a) Vice Chancellor   | — | Chairman         |
| (b) One member of Sponsoring Body                               | — | Member           |
| (c) Director/ Joint Director of Admission and Outreach          | — | Member           |
| (d) One member of each Faculty (Not less than the rank of Prof) | — | Member           |
| (e) One student member nominated by Vice Chancellor             | — | Member           |
| (f) The Registrar   | — | Member Secretary |

#### 6.2 Eligibility for fee concessions/ scholarships

- a. As per provisions of the Haryana Private Universities Act 2006, the University will grant scholarships / fee concessions to students of the University on Merit/ Cum/ Means basis through All India Level Entrance Examination conducted by university.
- b. The fee concessions to the students of University, which will be awarded on the basis of merit-cum-means through selection in All India Level Entrance Examination conducted by the University to 25% of students who are domicile of Haryana in accordance with Haryana Private University Act, 2006, and shall be known as SRM University Scholarships.
- c. The SRM University in form of fee concessions, for the 25% of total intake of students who are domiciles of Haryana, shall be based on merit-cum-means as follows:
  - i 5% shall be granted full tuition fee exemption.
  - ii 10% shall be granted 50% tuition fee concession.
  - iii 10% shall be granted 25% fee concession.
- d. Chancellors Scholarship is available to deserving meritorious students economically weaker sections up to 25% of the tuition fee and linked to percentage of marks secured in the qualifying examinations.
- e. The actual expenses on account of the SRM University Scholarships in the form of fee concessions for all the courses running under University would be provided for, after completion of the admission process each year, based on actual number of enrolments, after deducting withdrawals, if any.
- f. Notwithstanding the award of SRM University Scholarships in form of fee concessions and award of other scholarships, all candidates selected for admission will have to deposit their admission fee in full to secure their admission. On grant of SRM University scholarship by the Student Awards and Scholarships Committee, the scholarship amount will be either paid / refunded directly to the admitted students or will be applied/adjusted towards their subsequent yearly fee, at the sole discretion of the University.
- g. Fee concessions will be granted to admit students at the time of admission in the first year on the basis of performance in the entrance examination/qualifying examination and other academic and extra-curricular accomplishments on merit-cum-means basis and in the later years on the basis of their satisfactory academic performance during the course of study.
- h. Students already getting fee concessions from any other Government / Government Organizations/ Institutions shall not be eligible for the fee concession.
- i. However, meritorious students may receive more than one scholarship/ research funding/ research grants, and the fact that they are receiving such merit scholarships shall not bar them from being eligible for fee concessions.
- j. Any income from merit scholarships/ research funding / research grants shall not be taken into account while assessing students merit-cum-means for grant of fee concession.



### 6.3 Application for fee concession

Interested & eligible candidates shall submit their application in the prescribed form along with the required documentary proofs, as applicable, on or before the last date to be notified each year by the University on the commencement of the academic session.

Candidates along with their parents may be called for interaction with the Committee to help in assessment of their financial position to evaluate their application keeping in views the merit- cum-means criteria. Failure of the candidate to appear before the committee, if required, may invalidate the application and/or delay the reimbursement.

### 6.4 Applicability & continuity of fee concession

- (a) Must have obtained at least 60% marks in aggregate in the lower examination.
- (b) Must meet the attendance criteria of University.
- (c) Should not have been charged with including acts of indiscipline.
- (d) Should have cleared all the main examinations in first attempt.
- (e) Should have participated in appropriate co-curricular activities, as applicable fee concession may be withdrawn if candidate fails to fulfill the above criteria any time subsequently.
- (f) No case of ragging against the student.

In case the student fails to meet the criteria under clause 6.4 (a) above on completion of the first year, the Standing Committee for Fee Concessions and Scholarships, or a sub-committee thereof, at its sole discretion, after counselling the student, may allow continuation of the fee concession for one more year in case of extenuating circumstances.

### 6.5 Induction of Scholarships, medals and prizes

- a. The University shall facilitate/encourage an organization, or an individual, intending to sponsor scholarship, medal and/or prize etc. in the name of organization or individual. The University may enter into Memorandum of Understanding (MOU) with them to facilitate the process of grant of scholarship/medal to the meritorious students.
- b. The University may also provide for award of scholarships, medals and prizes from its own funds. The number and value of scholarships, medals and prizes to be awarded shall be determined by the Board of Management of the University, either on its own initiative or on the recommendation of Standing Committee for Fee Concessions/Scholarships.
- c. Scholarships, medals and prizes will be awarded on the basis of academic and for other achievements as decided by the Board of Management/ Standing Committee for Fee Concessions/Scholarships subject to the availability of adequate funds in the relevant head.
- d. The Board of Management retains the rights to deviate from , or suspend, any part of these Guidelines for good reason and in the interest of the academic standards and / or fairness to students.
- e. The above rules are subject to review and change from time to time as per prescribed procedure of the University.

## Chapter 7

### Conduct of Examinations

This Ordinance governs the Examination system of SRM University Delhi - NCR Sonapat, Haryana and shall take effect from date of approval of the First Ordinance. Based on this Ordinance the "Examination Conduct Rules" shall be prepared by the University. This Ordinance shall be applicable for all examinations conducted at SRM University Delhi - NCR Sonapat, Haryana Free, fair, transparent, timely and effective conduct of examination is the cornerstone for quality & academic excellence at the University. This Ordinance lays down the procedures & guidelines for achieving these objectives.

#### 7.1 Examinations

Explanation – "Schedule of Examination" means a table giving details about the time, day and date of the commencement of each paper which is a part of a scheme of examinations and shall also include the details about the practical examination.

#### 7.2 Declaration of Result

"(1) The University shall strive to declare the results of every examination conducted by it within a period of thirty days from the last date of the examination for that particular course and shall in any case declare the results latest within a period of forty-five days from such date :"

"Provided that if, for any reason whatsoever, the University is unable to finally declare the results of any examination within the aforesaid period of forty-five days, it shall submit a report incorporating the detailed reasons for such delay to the Government. The Government may, on considering the report shall issue such directions to the University as it may deem fit."

#### 7.3 Objectives:

- a. To conduct the examinations on time and efficiently, under strict supervision, without allowing any malpractice to occur at any stage.
- b. To declare the results of the examinations on time and with complete accuracy.
- c. To offer the best services to the students and faculty with the overall aim of improving the quality of education provided.

#### 7.4 Controller of Examinations (COE)

- a. The Controller of Examinations shall be the overall In-charge for planning, conduct and administering of the Examination system. He shall be responsible for the timely conduct of examinations in a disciplined, efficient and transparent manner. He will issue and maintain all notifications, circulars and instructions related to the examinations.
- b. The COE shall be responsible for all arrangements connected with the conduct of examinations, including examination rooms, seating, answer books, question papers, display & record of results.
- c. The COE will be responsible for the declaration of the results.
- d. The COE will submit a 'Report on Examination' after each Test to include (but not limited to) attendance, Unfair means cases, Invigilation and overall conduct of the examination, highlighting any noteworthy occurrence.

#### 7.5 Appointment of Superintendents (Examination Centre) and Assistant Superintendents (Examination Centre)

- a. The Center Superintendent/Deputy Superintendent/Assistant Superintendent/ Invigilators shall be appointed by the Controller of Examinations as per the need of the examinations as laid in Rules and Regulations.
- b. The Superintendent of each examination in the cadre of Professor of centre shall be appointed by the Controller of Examinations.
- c. For observing the proper and smooth functioning of the centre, the flying squads headed by a convener shall be appointed by the Controller of Examinations. The convener of the flying squads shall not ordinarily be below the rank of Associate Professor/Principal of the constituent college or a Lecturer/Assistant Professor with at least 10 years experience. The Convener may be paid fixed honorarium, if required.
- d. The Controller of Examinations may appoint one or more members of the flying squads / observers who should not be below the rank of an Assistant Professor/Lecturer of the University teaching department or constituent college having at least two years teaching experience.

### 7.6 Admissions in to examinations

Applications for admission to an examination shall be made on the prescribed form accompanied by the requisite fee so as to reach the University by the date fixed for the purpose. If a candidate, before issue of Roll Number or before appearance in an examination, is found to be ineligible to take the examination, his/her candidature shall be cancelled by Controller of Examinations/ Deputy Registrar Examinations.

If a candidate, subsequent to the issue of Roll Number or subsequent to appearance in an examination, is found to be ineligible to take the examination, his/her candidature shall be cancelled by the Controller of Examinations.

### 7.7 Submission of Examination Forms and Fee

Extension of last date/s:

- (a) The Vice-Chancellor may, when he/she considers it appropriate in any exceptional case:
  - a. Extend the date for submission of the examination Admission forms and fees by the University Department, keeping in view the circumstances; and
  - b. Accept the Examination Admission form and fee after the expiry of the last date with late fee as prescribed by the University from time to time.
- (b) If the result of any particular candidate(s) is declared late or is revised due to re-totalling of answer book(s) before the last date fixed for the submission of admission forms without late fee, the candidate may submit the examination admission form along with fee by the following dates :-
  - a. Without late fee: Within 15 days of the declaration of the result.
  - b. With prescribed late fee: Within 30 days of the date of the declaration of result.
- (c) With usual late fee as prescribed for the relevant period, before the commencement of examination and after the expiry of date as mentioned in (i & ii) above.
- (d) The Vice-Chancellor may condone the late fee in case a Department has failed to deposit the Examination fees in full, within the prescribed period/last date, due to a clerical mistake, viz. totaling of the amount payable, rate of Examination fees payable, etc.

For the purpose of calculating late fee, the date of remittance of money by the candidate from the Bank shall be taken as the date of receipt thereof by the University.

A candidate who-

- a. Fails to present himself/herself for an examination; or
- b. Has appeared in an examination provisionally and is subsequently declared ineligible by the Controller of Examinations or an Officer authorized by him/her, according to the Ordinances, shall not be entitled for refund of the fee or to have it kept in deposit for a subsequent examination.

A candidate shall not be entitled for refund of examination fee paid by him/her-

- a. if permission accorded to him/her to take an examination is subsequently cancelled, as a result of misstatement of facts or suppression of important fact or want of relevant information in his/her examination admission form.
- b. if he/she tried to obtain admission to an examination by making a false statement of facts in his/her Admission form.
- c. Refund of examination fee shall not be allowed.
- d. When a candidate's name is withdrawn for non-payment of college/Departmental dues.
- e. When a candidate's name is withdrawn on account of his/her rustication or expulsion from the Department or withdrawal of character certificate for misconduct.

### 7.8 Detention/cancellation of candidature for appearing in the Examination

- a. The candidature of a student for appearing in the examination in particular subject (s) in which he/she falls short of attendance and the same has neither been made up nor condoned in accordance with the Ordinance may be withheld in that particular subject(s) / paper(s) wherever prescribed in the relevant Ordinance.
- b. The candidature of a student for appearing in the examination shall stand withheld /cancelled, if his/her name is removed from the rolls of the University, teaching department provided such action is taken before the commencement of the examination.

- c. The candidature of a student shall stand withheld /cancelled if he/she is rusticated or expelled from the University Department his/her character certificate is withdrawn for misconduct before the commencement of examination.
- d. When the candidature of a candidate is to be cancelled before his/her sitting in the examination on grounds of his/her being ineligible, the Deputy Registrar (Exams.) concerned is authorized to pass orders.
- e. The Controller of Examinations shall have authority to cancel the candidature of a candidate for any University Examination on grounds of his/her ineligibility after he/she had actually appeared in the exam (s) and to file/withhold (Not to publish) his/her result.

#### **7.9 General Provision regarding conduct of examinations**

Conduct of Examinations: Subject to the Ordinances and directions issued by the Academic Council, the Controller of Examinations shall be responsible for all arrangements in connection with the conduct of examinations and all matters connected therewith.

All Faculties/ Departments to assist Conduct of Examinations Every Faculty /University teaching department shall, for supervision of the University examinations, recommend the names of such number of teachers as are required by the Controller of Examinations. In making these recommendations, the guidelines, if any, issued by the Controller of Examinations shall be kept in consideration.

If a teacher, who is assigned the examination duty, fails to perform the same, he / she shall be treated as absent from his/her department/college for the relevant period besides rendering him/her liable to such other disciplinary action, including debarring him/her from any University Examination, as the Vice-Chancellor deems appropriate.

#### **7.10 Missing / Lost Answer Books**

- a. The candidate whose answer-book (s) is/are lost after having been received by the Centre Superintendent of Examinations and who, but for the lost answer - books, would have either passed the examination or is likely to be placed in compartment/re-appear shall, unless he/she opts for re-examination on a date to be fixed by the Registrar / Controller of Examinations, be deemed to have obtained in that paper marks equal to the marks obtained by him/ her in the other theory papers of the same subjects and if there is no theory paper in that subject or if there are more than two theory papers in that subject, marks equal to the average of the marks obtained by him/her in other theory papers. Only half the prescribed examination fee will be charged from the candidate for the examination if he/she opts for re-examination.
- b. In case of a dispute as to whether the candidates answer-books was duly received or not, the finding of the Controller of Examinations, subject to approval of the Vice-Chancellor, shall be final.

#### **7.11 Type of Examinations**

Where not otherwise provided in any ordinance of the course, there will be Five types of examinations, at University:-

- a. Internal Examination I
- b. Internal Examination II
- c. Quiz
- d. Seminar/ Assignment
- e. Semester Examination

#### **7.12 Practical Examinations**

Practical examination/s shall be held as provided in the respective curriculum ordinance for the courses.

#### **7.13 Academic year**

The academic year runs for a period of approximately twelve months and comprises of two semesters as per the 'Details of courses of study under various courses'.

#### **7.14 Date of Examination**

The dates of all the examinations shall be as per the University Academic Calendar.

#### **7.15 Printing of question papers**

The Controller of Examinations of University will maintain complete secrecy in' printing, copying and distribution of question papers.

**7.16 Evaluation of answer books**

The answer books shall ordinarily be evaluated centrally in the University premises by the internal/external examiners, as the case may be:

- a. Internal Examination I
- b. Internal Examination II
- c. Quiz
- d. Seminar/ Assignment
- e. Semester Examination

**7.17 Submission & Display of Grades (Wherever Applicable/Prescribed)**

The marks obtained / grades of a course will be forwarded by the Course Coordinator in a consolidated form to the Controller of Examinations. The Grades shall be calculated at the level of Controller of Examinations. Any moderation of grades as per procedure mentioned in "Course Credit Regulations & Grading System" and compilation of results including due check of all its aspects will be done at the level of Controller of Examinations.

Head of the Department will forward the marks/ grades of minor (Internal) tests to the Controller of Examinations, who will carry out data check, marks & grades equivalence and bring out discrepancies, if any, to the immediate notice of HOD concerned. After rectifications are ensured, the Controller of Examinations shall display the final result.

**7.18 Instructions to the candidates for examination**

- (1) The examination hall shall be opened each day at least 15 minutes before the scheduled time of commencement of examination. All the candidates must be in the examination hall by that time. No candidate who is late by more than half an hour shall be admitted to the examination hall (except for reasons/circumstances beyond his/her control).
- (2) When a candidate leaves the examination hall, he/she shall, before doing so, hand over his/her answer-books to the Assistant Superintendent/ Invigilator concerned. After having left the hall as such, he/she will not be readmitted and no extra time shall be allowed to a candidate who arrives late in the examination hall. (Except for reasons/circumstances beyond his /her control).
- (3) No candidate shall be permitted to leave before an hour after the distribution of question paper. A candidate leaving the examination hall after half the time is over will not be allowed to take the question papers with him/her. He/she will only be allowed to take the question paper with him/her after the exam is over. Each candidate shall occupy the seat allotted to him/her by marking his/her roll number on the same.
- (4) Each candidate shall write on the front page of his/her answer book his/her roll number before he/she starts answering the question paper. He/she shall also write down his/her roll number on the question paper meant for / given to him/her.
- (5) All candidates are required to bring their own pens and no one is allowed to tear of any leaf from his/her answer-books.
- (6) No candidate shall write answers or rough work on the question paper and his/her name /roll number on any page of the answer-book except the title page on which only roll number is desired/allowed to be written in the relevant column.
- (7) Every candidate shall show his/her valid identity card / admit card on demand and put his / her signature against his/her name in the attendance sheet when directed to do so by the Invigilator/Centre Superintendent, failing which he/she may not be admitted to the examination or if already so admitted he/she will be required to leave the examination centre forthwith.
- (8) If any student have not brought the Hall ticket, he/ she can approach the Chief Superintendent for getting the duplicate hall ticket after the payment of prescribed fees.
- (9) If the Hall Ticket is lost, students shall approach the office of the COE immediately, for obtaining duplicate hall ticket.
- (10) Identify the seat number from the seating arrangement notice displayed outside the examination hall.
- (11) Deposit your bags in the BAG DEPOSIT ROOM in the respective venue of Examination. DO NOT KEEP VALUABLE THINGS in the bag.
- (12) Identify the correct Hall Number from the display board before going to the examination hall. If your number is not displayed, contact the chief superintendent immediately.

- (13) Before entering into the hall, check yourself to ensure you do not possess mobile phones, programmable calculators, electronic gadgets, any material notes pertaining to the examination etc.
- (14) Show your HALL TICKET and IDENTITY CARD to the hall invigilator before entering into the hall
- (15) Do not TALK / GESTURE inside the examination hall.
- (16) Collect your answer booklet and write the registration number, subject code, subject title and date of the examination along with session in the BAR CODING SHEET attached in the answer booklet properly. Shade the appropriate boxes / circles by using BALL POINT PEN. IMPROPER SHADING will lead to rejection of your answer script.
- (17) DO NOT WRITE YOUR REGISTER NUMBER OR NAME INSIDE THE ANSWER BOOK / ADDITIONAL BOOK / DRAWING SHEET/ GRAPH SHEET.
- (18) **MOBILE PHONES / PROGRAMMABLE CALCULATORS OR ANY OTHER ELECTRONIC GADGETS ARE STRICTLY PROHIBITED INSIDE THE EXAMINATION HALL.**
- (19) Check whether you have collected the correct question paper, also see that all pages are printed or not. If not, intimate to the Hall invigilator immediately.
- (20) DO NOT WRITE ANYTHING ON THE QUESTION PAPER OTHER THAN YOUR REGISTRATION NUMBER. WRITING ANY HINT OR NOTE IN THE QUESTION PAPER IS ALSO A KIND OF MALPRACTICE.
- (21) Put your signature and write the Answer Booklet Serial Number in the attendance sheet.
- (22) If you are in the need of any data book, ask for the same to the invigilator at the commencement of the examination. Do not write anything in the special materials issued. Data books/IS codes/Tables brought by the students properly attested by the concerned HOD with seal and should not contain any written material or additional sheets in them.
- (23) Do not tear any pages out of the answer book. Rough working may be done in the last page of the answer book. Clearly cross out rough working before handing over your answer book.
- (24) Bring pen, pencil, scale, calculator, eraser etc that are required for the examination. **DO NOT BORROW ANY ARTICLES INSIDE THE EXAMINATION HALL.**
- (25) Normally students will not be permitted to go outside the examination hall before handing over answer booklet. In rare situations, students will be permitted to go outside the examination hall for toilets, accompanied by a teacher / attendant.
- (26) Do not leave the hall during the examination and sit for the whole duration.
- (27) If you require any assistance, please raise your hand.
- (28) Stop writing when you are instructed to do so at the end of the examination and **REMAIN SEATED UNTIL ALL ANSWER SHEETS HAVE BEEN COLLECTED** and you are told that you may leave the hall.
- (29) Severe penalties apply for misconduct, cheating, possession of unauthorized materials, improper use of materials, unauthorized removal of materials from examination rooms or ignoring the instructions given by supervisors. **STUDENTS ARE REMINDED THAT CHEATING IS REGARDED AS AN ACT OF GRAVE MISCONDUCT FOR WHICH THERE ARE HEAVY PENALTIES APPLIED, INCLUDING A FAIL IN THE SUBJECT/ CANCELLATION OF ALL SUBJECTS WRITTEN IN THE SEMESTER / DEBARRING FROM THE EXAMINATION AND POSSIBLE EXPULSION FROM THE UNIVERSITY.**

#### 7.19 Creation of Examination Centre

The examinations shall ordinarily be held at such centers as may be created in the premises of the University.

For all India entrance tests, the centers at places other than the premises of University / Faculties/ Departments may be created by the University as per provisions of regulations governing conduct of Entrance Tests.

Special arrangements for Amanuensis (Writer for Answers): A candidate may be allowed help of an amanuensis (writer) if:-

- (a) he/she is blind;  
OR
- (b) he/she is permanently disabled to write with his/her own hand;  
OR

- (c) he/she is temporarily disabled to write, such as fracture of the right or left, arm, fore-arm or dislocation of a shoulder, elbow or wrist, etc. The candidate shall produce a certificate from a Professor of the specialty concerned of a Medical College/Institution, and where there is no Medical College/Institution, from the Civil Surgeon of the District concerned, to the effect that the candidate is unable to write his/her answer books because of the temporary disablement.

#### 7.20 Use of Unfair Means

- a. If a candidate is found to be or suspected to be guilty of Using Unfair Means in the Examination Hall, the Superintendent of the Examination shall take away his/her answer - book and permit him /her, if he/she so desires to answer the remaining part of the question - paper on a new answer-book which shall be supplied to him/her subject to his furnish a undertaking for desisting from use of unfair means. The candidate may also appear in the rest of the Examination in subsequent papers at his/her own risk and subject to the decision in his/her case for Use of Unfair Means. The Superintendent shall also obtain an explanation/statement of the candidate in writing then and there.
- b. The Superintendent of the Examination shall report to the Controller of Examinations without delay, and on day of occurrence if possible, each case where Use of Unfair Means in the Examination had been detected. When adoption of any Unfair Means is detected and the candidate is caught red-handed the Superintendent will give a hearing to the Candidate and records his/her statement. He/she may allow. The candidate will be questioned in the presence of the detector and the questions and answer will also be recorded. If the candidate refuses to make any statement, this fact will be recorded by the Superintendent.
- c. In case the candidate refuses to part with his/her answer-book, no new answer book should be given to him/her and he/she should be asked to leave the Examination Hall.
- d. If he/she accepts a new answer book, he/she will not be allowed extra time to cover the time spent in the inquiry.

The Standing Committee on unfair means shall deal all cases of use of unfair means in the examinations. It shall consist of the following:-

- Head of the concerned Department Professor - Chairman
- Two teachers (One women) - Members (Nominated by the Vice-Chancellor)
- Controller of Examinations - Member secretary

Note-The Deputy Controller of Examinations shall only present the cases and shall not involve in the decision making process.

The Committee shall consider the report of the person detecting the unfair means during the examination and shall provide opportunity to the candidate for due explanation and shall also consider the other Circumstantial and/or oral evidences for arriving at a logical conclusion regarding further necessary action by the competent authority.

If any person of the staff of the University or a Faculty / Department maintained by it, who is found to be guilty of connivance at the use of Unfair Means at an examination, by omission or commission, or, when called by the Unfair Means Cases Committee, fails to appear before the committee, his/her case will be reported to the Vice-Chancellor for such action as considered necessary/deemed fit.

If the Unfair Means adopted by a candidate come to the notice of the University after the Examination, his/her case will be decided by the Unfair Means Committee on such evidence as may be available after giving the candidate reasonable opportunity to defend himself/herself.

A candidate found guilty of use of Unfair Means may be awarded punishment as per the decision of the standing Committee.

#### 7.21 Paper -Setting and Evaluation

Each Board of Studies shall recommend, persons for appointment as Paper-Setters & Examiners for various University Examinations, by the dates notified by the Controller of Examinations keeping in view the dates of semester/annual examinations.

- a. An External Examiner shall be one who is not teaching in any department of this University or in a constituent College/Institution. He/she shall be a teacher with a requisite qualification and experience in the subject as laid by the concerned council of the course or. as per the University regulation, working, shall have/worked in other than this University /College /Institution.

- b. An Internal Examiner shall be one who is teaching at this University and is having requisite qualification and experience laid by the respective council or this University as applicable.

External Paper-Setters and External Examiners shall be appointed on year to year basis, but no such person will ordinarily continue to act as such for a period of more than three years continuously in the same paper and shall not be eligible for re-appointment unless there is a gap of at least one year and programme as per the aspects guidelines.

No person shall be appointed as Examiner if he/she does not have five years teaching experience. However, this condition may be relaxed by the Vice-Chancellor in respect of the subject where the qualified teachers are not available.

#### **7.22 Evaluation of Answer books**

The evaluation of answer books shall be done by the Internal/External examiners as per Regulations of the respective Regulating Bodies and as provided in the relevant ordinance of each course. However, the Vice-Chancellor, where deemed necessary, may appoint a moderation committee for each subject for sample checking of evaluation of answer books by the examiner so as to avoid erratic/under-evaluation.

#### **7.23 Declaration and Publication of Result**

The Controller of Examinations will publish the result of various examinations as may be prescribed in the Haryana Private Universities Act- 2006 and /or as directed by the Academic Council of the University.

However, if on scrutiny of the pass percentages it appears that there has been a distinct change of standard in the examination as a whole or in a particular subject, the matter shall be submitted to Vice-Chancellor who may refer the matter to the Academic Council which in turn ask the Examiners concerned for report and / or take such action as he/she may consider necessary.

Simultaneously, the result of the regular students shall be published and communicated to the Heads of the Departments/Directors. After the publication of the results, the result cards of the regular students, showing the subject wise marks/grades obtained will be sent to the Heads of Departments/Directors/Principals of the constituent Colleges concerned.

No examination or the results of an examination shall be held invalid only for the reasons that the University has not followed the schedule as stipulated in section 37 of the Haryana Private Universities Act, 2006, as amended from time to time.

#### **7.24 Rectification of Results**

The Vice-Chancellor shall have power to quash the result of a candidate after it has been declared, if/that:

- a. He/she is disqualified for using unfair means in the examination; or
- b. A mistake has been found in his/her result; or
- c. He/she has been found ineligible to appear in the examination; or
- d. If so directed by a court of law.

#### **7.25 Issuance of Migration Certificates**

A candidate, who has passed the final semester/annual examination or a part of examination, may apply for Migration Certificate from the University on the prescribed application form along with Rs.3000.00. It may be revised to if so desired. The Migration Certificate shall be issued by the University as per the guidelines issued from time to time.

#### **7.26 Re-totaling of Marks**

A candidate shall be entitled to have his/her photocopy of the answer-books for re-totaling, wherever necessary, on payment of a fee per answer book (so as per the guidelines of the University as under) :-

- a. Application for re-totaling may be, is received by the University within 10 days of the date on which the result is declared by the University.
- b. Re-totaling will be done only to see if the marks awarded to answers of various questions have been correctly added and that all the answers have been assessed by the Examiner.
- c. In case of request for re-totaling decision shall be taken as per respective council rules. Wherever re-totaling is applicable, the photocopied answer-books will be provided.

If any mistake is discovered as a result of re-totaling of answer-books or the nature of result changes on account of re-totaling of answer-books, the Controller of Examinations will have power to rectify / revise the result.



The candidate intending to apply for re-totaling of his/her answer-books should ascertain before applying for the same that re-totaling is permissible under the rules and that they are applying within the prescribed time. In case, the application of a student for re-totaling of answer-books is rejected on such grounds, the fee paid by them will not be refunded.

**7.27 Re- Examinations**

Notwithstanding anything contained in any other Ordinance/Regulation, the Academic Council shall have power, in the case of all examinations held by the University, to hold a re- examination in the same year for special reasons to be recorded.

Provided that in no case shall a re-examination be held if the students walk out of the examination Hall.

**7.28 Place of Suing**

All legal disputes relating to examinations/admission of students will be subject to Courts having Jurisdiction in Sonapat.

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## Chapter 8 Fee Structure

### 8.1 Fee Structure

The University shall, from time to time prepare its fee structure and shall send it for information to the Government of Haryana at least 30 days before the commencement of the academic session.

No other fee/fund (except Hostel fee) by whatsoever name called shall be payable by a student, other than prescribed in the year of his/her admission.

While fixing the fee structure, the University will take due care to ensure that it retains its unaided self financed status by recovering its actual revenue and capital costs including the interest payable on loans and the fee exemptions and/or concessions granted as per the Act.

The University may prescribe a different fee structure for each course, for Resident Indian Students and for children/wards of Non Resident Indians or Foreign Students.

Fee Structure applicable in the year of admission shall be subject to a year on year increase by the Admission committee.

The fee structure for the 25% of the students who are domicile of Haryana shall be based on merit/cum/means through All India Entrance Test conducted by the university and be as follows: -

- a. 5% out of the 25% shall be granted full tuition fee exemption.
- b. 10% out of the 25% shall be granted 50% tuition fee concession.
- c. the balance of 10% of the 25% shall be granted 25% tuition fee concession.

### 8.2 Mode of Payment

Fee shall be paid by Cash or Demand Draft/ Cheque (subject to realization)/ Bank Transfer/ Internet Banking or any other method approved by the Board of Management, made in favour of "SRMIST" payable at 'Delhi'.

Student must obtain a receipt for every payment made to the University. Fees shall only be paid at the Accounts Office of the University, or by using the method prescribed by the University for Bank Transfer/ Internet Banking or any other method approved by the Board of Management Fees cannot be paid in part or in installments, unless specified by the University.

Delayed payments will attract late fee charges and/or interest charges as may be prescribed from time to time Cheques returned unpaid for any reason shall attract an administrative fee, and collection fee as may be prescribed from time to time.

### 8.3 Fee Payable

The fee shall be payable under the following heads which are subject to change from time to time as per prevailing rules and regulations as applicable at that time for different courses.

a.	Admission Fee
b.	Tuition Fee
c.	Medical Fee
d.	Internal Examination Charges
e.	Socio-cultural Fee/CME/Seminar
f.	Internet/Computer Fee
g.	Sports/Gymnasium Charges
h.	Registration Fee/Processing/Software Charges
i.	Continuation Fee/ Charges
j.	Library Charges
k.	Research & Consumable Charges
l.	Practical Charges
m.	Refundable Security

n.	Hostel Charges
o.	Thesis Charges
p.	Enrolment Fee
q.	Examination Fee
r.	Other Charges
s.	Student Welfare fund
t.	Protection of Environment fund
u.	Alumni Association fund (as applicable)
v.	University Development fund
w.	National Disaster/Calamity fund (as applicable)
x.	Social Welfare fund
y.	Education tourism fund (National Level Excursion)
z.	Career Development fee

Refundable Security shall be refunded in full, without interest, on production of security deposit receipt and 'No Dues Certificate' from concerned departments/offices, when such a refund becomes due. However, costs for any damage or loss caused by the student, or any outstanding dues or fines that remain unpaid, are liable to be deducted from the refundable security deposit before refund.

#### **8.4 Fee Structure Notifications and Revisions**

Fee Structure shall be notified as part of the Admission Notice/Admission Brochure for a particular year before start of admission. The fee and fee structure may be revised, as necessary, for every new batch on year to year basis.

The Fee Committee of the University shall prepare the fee structure and review the same periodically in light of the Section 8 of the Haryana Private Universities Act, 2006, as amended, which mandates that the University shall be self-financed and shall not be entitled to receive any grant or financial assistance from the Government or any Board or Corporation owned or controlled by the Government. The recommendation of the fee committee will be considered by the Finance Committee and submitted to the Board of Management for approval. Fee structure so approved shall be notified.

#### **8.5 Revisions**

The fee may be revised, as necessary, in accordance with the Section 1 of the Ordinance for every new batch on year to year basis and shall be notified as part of the Admission Notice/Admission Brochure for a particular year, before start of admission.

#### **8.6 Hostel Charges**

Hostel charges (where applicable) shall include the cost of boarding & lodging and shall be charged separately from the residents. In addition to the Hostel Fees, the residents shall have to deposit one time interest free refundable security deposit, as prescribed by the University.

#### **8.7 Amendments**

The above rules are subject to review and amendments from time to time as per the prescribed procedure of the University.

## Chapter 9

### Hostel / Student Residences

The University shall make provide convenient & suitable residential accommodation to its students (boys and girls separately) desirous of having hostel accommodation on a shared basis.

#### 9.1. Preamble

- a. Hostel accommodation, on a shared basis, shall be arranged by the University, off campus, separately for boys and girls. The hostel shall provide a comfortable home away from home. It shall have all the facilities that help the students to live and grow in an environment that they can identify as their home.
- b. At the same time, it shall also recognize the uniqueness of each individual and enable its members to synergize in a manner that enriches residential community life. The Hostel be designed to provide every facility for study, leisure and enjoyment, which can add to the experience of University education.

#### 9.2. General

- a. All the hostel rooms shall be furnished with beds, study tables, chairs and cupboards and equipped with ceiling fans and lights. Special facilities for air conditioners as use on extra payment basis shall also be provided. The students who are interested in installing air conditioners will have to apply for the same and then install the air - conditioners and pay the actual electricity cost. Besides, for all its residents, the Hostel shall consist of a common dining hall, a common recreation room with a T.V., incoming call facility, and bath attached fitted with Geysers shall be provided.
- b. Being a fully self financed, unaided University, the hostels shall not be subsidized by the University in any manner. It shall be run as a self financed hostel by recovering all actual costs of running and maintaining the said hostel and mess, including its rent. The actual cost is to be recovered equitably from all students occupying the hostel. The University may outsource the hostel services to an external agency, if required, under the overall management of the University.
- c. If it is found at any point, even after the hostel has been occupied, that all the actual costs of running and maintaining the said hostel are not being recovered, the University reserves the right to recover the actual cost equitably from all the residents.
- d. Hostel accommodation shall be given for the full period from the start of the academic year.
- e. Accommodation in the hostel cannot be claimed as a matter of right by any student. All students enrolled with the University as regular students are entitled to apply and seek for hostel accommodation.

#### 9.3. Procedure for Seeking the Hostel Accommodation

##### a. Admission

A student admitted to the University & desirous of seeking hostel accommodation may apply by filling in the prescribed application form available with the Warden, at the beginning of every academic year. The dates for the same shall be put on the notice board of the hostel. Hostel Warden/ Admission in charge then shall send the filled forms to the Hostel Committee. The decision of the Hostel Committee is final and binding. Once the decision is taken, the list of selected students shall be displayed on the Notice Board. On deposit of the hostel fees with the Accounts Section, a list of names with receipt of payment shall be sent to the Warden.

##### b. Orientation

On the first day, an orientation programme will be held and students will be made aware of the arrangements for their board and lodging, as well as the rules and regulations.

##### c. Mode of Selection

All applications submitted for hostel accommodation by the last date prescribed shall be scrutinized by the Hostel Committee constituted by the Board of Management of the University. The hostel committee shall consist of the following persons.

- a. Nominee of Vice-Chancellor who shall in any case not be below the rank of Head of Department;
- b. One Professor/Assoc. Professor / Asst. Professor to be nominated by the Governing Body of the University.
- c. Warden / Matron of the hostel.

**9.4. The following parameters shall be considered for granting admission to the hostel:**

- a. Preference shall be given to any student who is suffering from any physical disability (but is self dependant) and for whom, commuting to the University on a daily basis, shall be a problem.
- b. Where no physical disability exists, academic performance in the class XII examination or University exam, whichever is later, shall be considered. A student with higher marks shall be given preference.
- c. Candidates coming from longer distances will be given preference.
- d. Preference shall also be given to students who have not availed themselves of hostel accommodation earlier.
- e. Any student who has been expelled from the hostel and / or University in the past or whose conduct has been unsatisfactory and whose presence is likely to disturb the peace and dignity of the hostel and its other residents shall not be considered for hostel admission.
- f. Local candidates in special cases can also avail themselves of hostel facilities by seeking permission from the authority.
- g. Any damage to the T.V. set, furniture or fixtures will have to be replaced or to be compensated for by the concerned students.
- h. T.V. will be allowed to be viewed till 10:30 P.M. Weekends till 11:30 P.M.

**9.5. Hostel Charges**

Fees shall be determined by the Hostel Committee on an annual basis. Once the fee has been determined, it shall be applicable for the academic year.

For the purpose of determining fees, the Hostel Committee shall consider all actual costs in the running and maintenance of the hostel and its mess, including its rent, which shall be run in a cost effective manner.

Fees shall be payable in advance for academic year and not later than the last date specified from time to time.

In case a student admitted to the hostel fails to pay the fees in time, his/her hostel admission shall stand automatically cancelled, without any further obligation on the University / Hostel Committee to issue notice of such cancellation. In such a situation the Hostel Committee can allot the seat to another student, at its discretion. Hostel fees once paid is not refundable under any circumstances, even in case a candidate withdraws or is expelled during mid course i.e. while the semester is underway. Lastly, fees are to be paid in whole and not in parts.

**9.6. Limited Liability**

It must be expressly understood that the University or its employees shall not be held responsible in any manner whatsoever in case of any injury and / or loss of life or belongings of any hostel residents due to theft, burglary, fire, riot or any natural calamity or any other circumstances whatsoever.

**9.7. Attendance, Leave and Conduct**

- a. All the residents are expected to be in their rooms by the time fixed by the Warden. Those who are not turned in after the fixed time will be marked absent. Hostel residents shall show their Identity Card if so required by any officer of the University at any time.
- b. Hostel residents are required to take permission/leave for leaving the hostel. On working days, no leave from the hostel will be granted unless the student has obtained written permission from the Head of Department (H.O.D.)/ Dean or Warden/Deputy Warden.
- c. All applications must bear the details of the student, i.e. student's name/Parents/Local Guardian, Roll number, Hostel Block, Room/Dormitory Number/ Mobile Number.
- d. Coming late from an outing or absenting for the night will be considered a Serious Offence & on repeating the offence three times, the prescribed fine shall be levied.
- e. All students returning after leave should be back to the hostel by 08:00 P.M.
- f. In case of any emergency e.g. sudden illness, death in the family or serious accident, etc. permission will be granted immediately by Warden/Deputy Warden.
- g. In case a room-mate is absent after 10:00 P.M. without leave of absence, and without message, the matter shall be reported immediately by the other room-mate to the Warden or a Senior Staff member on the campus. If any student is found missing from the room during a spot check at night, the warden will hold the room-mate responsible for not reporting the absence.
- h. Students involved in any brawl/fight will attract serious disciplinary action. Such cases are to be brought to the notice of the authorities immediately. In case of any brawl/ fight or any attempt to assault, the offender will be handed over to police and expelled from the hostel immediately.

- i. Hostel residents need advance permission for any celebrations (of birthday etc.) which would be normally permitted only up to 9:00 P.M.
- j. Students are allowed to play music in their rooms only till 10 P.M. Playing loud music is not permitted at any time.
- k. Students are not permitted to change their rooms without permission of the hostel warden.
- l. If lights, fans and air conditioners are not switched off when no one is in the room, a fine will be assessed and all the occupants will be liable for the fine.
- m. Students are not expected to shout, scream or make any noise that may disturb other students.
- n. Cooking and Eating in the room is not permitted. Use of electrical appliances like heater, heating rods etc. is not permitted. In case of default, offender's appliances may be confiscated and a fine may be imposed.
- o. All Students must inform the Warden/Deputy Warden when going to home on home leave, and leave a contact telephone number and address.

#### **9.8. Visitors**

No visitors will be allowed to visit the students other than visitor's authorized by parent. No non-resident/outsider is allowed to stay overnight in- the hostel/s except in official guest house, which shall be only by permission of the Warden/Deputy Warden.

Parents & Guardians are allowed to visit their wards in the Visitors Room only. The prescribed visiting hours on week days and On Sundays & Holidays visiting hours will be displayed from time to time.

No female visitor will be allowed entry into the boy's hostel. Similarly no male visitor shall be allowed to enter girl's hostel. Only such visitor(s) will be allowed to meet a resident if his/her name has been submitted by the resident's parents /guardian as an approved visitor.

Guests are not permitted to stay overnight in the campus. Residents are expected to treat the hostel as their home and keep it clean at all times.

#### **9.9. Collective Responsibilities**

- a. Damage to the hostel property by student residents will be the collective responsibility of all the residents and they will be required to make good such damage, if the students who caused the damage could not be identified.
- b. Residents should not indulge in practices / activities, which may endanger their own personal safety as well as others.
- c. Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable. Students should not throw litter indiscriminately.
- d. The residents of the hostel are responsible for the safe keeping of their personal belongings. They are advised to keep them under lock (preferably a branded one) all valuable items such as Laptop, Mobile Phone, etc. and lock the room even when they are out for a short period.
- e. Any case of theft should be reported promptly to the Hostel Warden.
- f. Student shall be liable to pay the prescribed cost for making good the loss / damage or replace the Furniture, Fixtures and Appliances equipment (s) damaged as per the rates prescribed under hostel rules and regulations. In case of willful damage, a fine, up to rupees five thousand, may be imposed on the student in addition to the recovery of costs.
- g. The jurisdiction of SRM University Delhi - NCR Sonapat, Haryana is confined to the campus/hostel premises. If students create law and order problems outside the campus/hostel premises, they are answerable to the police/civil authority.

#### **9.10. Medical and Emergency Aid**

The Hostel has First Aid and primary health kit for its residents. However, in case of any medical emergency that may require hospitalization, the student will be moved to the nearest hospital and the local guardian / parent shall be informed accordingly. In such a situation, all medical and other expenses of the treatment/well being of the student shall be payable by the respective parent. Authority for consent in immediate/ emergency operation shall be given by the parents (in advance) in the name of the Warden/Deputy Warden at the time of admission to the hostel.

#### **9.11. Emergency Aid**

In the event of an emergency, like fire, theft, housebreak, electricity / water failure, etc., the resident

Warden/Matron has all the necessary telephone numbers available for contacting the right agencies / offices.

**9.12. Discipline**

Any breach of Hostel rules shall invite an enquiry and if the student is found guilty, then the Hostel Committee shall take disciplinary action as deemed fit, depending on the case, including expulsion from the hostel.

**9.13. Meals**

- a. All Students are expected to take their meals in the Mess. Strict timings are to be observed. The timings may be notified by Mess Committee from time to time.
- b. Taking food/crockery/cutlery/utensils/containers etc. out of the mess is not permitted. However, in case of illness, meals can be served in the room on the recommendation of the Medical Officer / Doctor in-charge of the case, by the permission of Warden.
- c. All students must be dressed properly at all times. Students are not allowed in the shorts or similar informal attire in the mess. Silence should be observed in the mess.
- d. Since food is served in buffet style, wastage in any form must be avoided.

The Hostels Rules are subject to change from time to time with the approval of the prescribed Authority.

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## Chapter 10

### Conduct & Discipline Rules for Students

The University is known for maintaining high standard of discipline in the campus and hostels and shall continue this tradition to ensure free and congenial environment for all its students to pursue their studies without any distraction. The University shall provide the healthiest environment for learning, particularly to its female students, without infringing the academic freedom and rights of any of its students. All disciplinary action cases shall be dealt with in a fair and transparent manner.

Every student in the University shall at all times display good behaviour, show diligence in studies, maintain decorum and dignity, take due interest in co-curricular activities, observe a code of conduct both within and outside the campus in a manner befitting to the student of an University of national stature and observe all the rules of discipline of the University.

Each student shall show due respect and courtesy to the teachers, administrators, and other employees in and outside the University and good neighborly behavior towards the fellow students including residents in surrounding areas or around the hostel.

Any violation of the code of conduct or breach of any rule or regulation of the University by a student shall constitute an act of indiscipline and shall make him/her liable for disciplinary action which will be taken by the duly constituted Disciplinary Committee.

Title of the Rules: These Rules shall be called "SRM University Students Conduct and Discipline Rules, 2013."

Date of Commencement: These Rules shall come into force with immediate effect.

Applications of Rules: These Rules shall apply to all the students of the University, whether admitted before the date of enforcement of these Rules or afterwards.

At the time of admission all the students of the University shall be obliged to furnish an undertaking on a prescribed form to the effect that he/she will abide by the "SRM University Students Conduct and Discipline Rules 2013".

#### 10.1. Acts of Indiscipline and Misconduct

Any act of misconduct committed by a student inside or outside the campus shall be an act of violation of discipline of the University. Without prejudice to the generality of the foregoing provision, violations of the discipline among other things shall include:

1. Disruption of teaching, student examination, research or administrative work, curricular or extra-curricular activity or residential life of the members of the University, including any attempt to prevent any member of the University or its staff from carrying on his or her work; and any act reasonably likely to cause such disruption.
2. Damaging or defacing University property or the property of members of the University or any other property inside or outside the University campus.
3. Engaging in any attempt at wrongful confinement of teachers, officers, employees and students of the University or camping inside or creating nuisance inside the boundaries of houses of teachers, officers and other members of the University.
4. Use of abusive and derogatory slogans or intimidatory language or incitement of hatred and violence or any act calculated to further the same.
5. Ragging in any form
  - a. "The word 'ragging' means the action of teasing, playing a practical joke upon someone or holding comic parades and other activities during certain period of a College term to raise money for charity". Ragging includes Display of noisy, disorderly conduct, teasing excitement by rough or rude treatment or handling, including rowdy indisciplined activities which causes or likely to cause annoyance, undue hardship, physical or psychological harm or raise apprehension or fear in a fresher or asking the students to do any act or perform something which cause him/her shame or embarrassment or danger to his/her life. Forms of ragging to address senior or 'Sir' perform mass drills; copy class notes for the seniors; sever various errands; do menial jobs for the seniors; asks/answer vulgar questions; force to look at pornographic pictures to fresher's out of their innocence; force to drink alcohol, scalding tea, etc. to do acts which can lead to physical injury, mental torture or death; strip kiss or do other obscenities.
  - b. Eve teasing or disrespectful behavior to women or girls students;
6. An assault upon, or intimidation of, or insulting behaviour towards a teacher, officer, employee or student or any other person.



7. Causing or colluding in the unauthorized entry of any person into the campus or in the unauthorized occupation of any portion of University premises, including hostels or halls of residence, by any person.
8. Getting enrolled in more than one course of study simultaneously in violation of the University rules.
9. Committing forgery, tampering with or misuse of the University documents or records, identification cards, etc.
10. Furnishing false certificate or false information to, any office under the control and jurisdiction of the University.
11. Consuming or possessing alcoholic drinks, dangerous drugs, tobacco or other intoxicants in the University premises.
12. Indulging in act's of gambling in the University premises, loitering.
13. Possessing or using any weapons such as knives, Lathis, iron chains, iron rods, sticks, explosives and fire arms in the University premises.
14. Arousing communal, caste or regional feelings or creating disharmony among students.
15. Not disclosing one's identity, or not showing University identity card, when asked to do so by an employee or officer of the University who is authorized to do so.
16. Tearing of pages, defacing, burning and destroying of books of any library or seminar.
17. Unauthorized occupation of hostel rooms or unauthorized acquisition or use of University furniture in one's hostel room or elsewhere.
18. Accommodating guests or other persons in hostels without permission of the Provost or Warden.
19. Improper rendering of accounts for money drawn from or through any office under the control and jurisdiction of the University.
20. Coercing the Medical Staff to render Medical Assistance to persons not entitled to the same or any other disorderly behavior.
21. Any act of moral turpitude.
22. Any offence under law.
23. Committing any of the offences specified in the examination (Control of Unfair Means and Disorderly Conduct) Regulations of the University.
24. Violation of the Traffic Rules as notified by the Proctor.
25. Improper behavior while on tour or excursion.
26. Pasting of posters or distributing pamphlets, handbills etc. of an objectionable nature or writing on walls and disfiguring buildings.
27. Disobeying and defying the teachers and displaying misdemeanor within and outside the University premises, and/or not wearing prescribed uniform/aprons/laboratory coats/safety glasses etc.
28. Indulging in vandalism/violence and damaging University and / or Public property or property of any other person.
29. Demonstrations, inciting protests, distributing hand bills etc.
30. Unauthorized use of mobile/satellite phone within the Campus.
31. Any type of harassment whether physical, verbal, mental, sexual or electronic quarrelling, fighting and passing derogatory remarks in the University premises against fellow students / teachers / employees / canteen and mess workers etc; and
32. Any other act which may be considered by the Vice-Chancellor or the Discipline Committee to be an act of violation of discipline.

#### **10.2. Composition of Disciplinary Committee**

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

**10.3. Procedure for Punishment:**

When a student is found indulging in any breach of discipline, misconduct, unruly behavior, provocation, instigation, harassment, idleness, any faculty or staff or student can report the matter in writing to Disciplinary Committee of the University for Appropriate Action. **The various steps for disciplinary action shall be as under:**

**10.4. Complaint Received:**

All disciplinary cases requiring redressal need to be initiated or reported by any complainant (Faculty/Staff/Students) to the Chairman Disciplinary Committee (CDC) in writing. Depending on the gravity of the offence, if the CDC is convinced that prime facie evidence exists against the defaulter, the CDC can suspend the student pending investigation.

**10.5. Investigation:**

Should the case not merit further action, a Warning will be issued to the defaulter and the written apology shall be filed in the student record held with Controller of Records (COR). CDC may close a case with a written apology by the defaulter and his/her parents. If any investigation is required, CDC may ask one or more members of the Disciplinary Committee for any further inquiry into the matter. CDC will issue a Show Cause Notice, based on the facts of the case within 24 hours of the complaint/inquiry.

**10.6. Show Cause Notice:**

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

**10.7. Imposition of Penalties**

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

**10.8. Nature of Penalties**

- a. The following penalties may, for act of indiscipline or misconduct or for sufficient reasons, be imposed on a student, namely:
- b. Written warning and information to the guardian, recording in dossier of student.
- c. Fine of Rs. 500/- which may extend upto Rs. 5,000/-
- d. Suspension from the Class/Department/College for 3/5/7/10 days or more, with effect on attendance; suspension from Hostel/Mess/Library and/or withdrawal of any academic or other University activity, privilege, benefit, right or facility.
- e. Suspension or cancellation of Scholarships, fellowship or any financial assistance from any source or recommendation to that effect to the sanctioning agency.
- f. Recovery of pecuniary loss caused to University Property.
- g. Debarring from participation in Sports/NCC/NSS and other such activities.
- h. Disqualifying from holding any representative position in the Class/College/Hostel /Mess/Sports/Clubs and in similar other bodies.
- i. Hostel shift and Hall shift.
- j. Sent down, Deduction from General Proficiency Marks; debar from all or certain number of Campus Placements.
- k. Expulsion from the Department/Faculty/Hostel/Mess/Library/ Club for a specified period.
- l. Debarring from an examination; rustication for one semester.
- m. Issue of Migration Certificate and reflect the act of indiscipline in the Character Certificate.
- n. Expulsion from the University for a specified period or permanently.
- o. Disqualifying from further studies, or prohibition of further admission or re-admission.

**10.9. Suspension Pending Enquiry**

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

**10.10. Police Cases**

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

**10.11. Appeals**

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

**10.12. Amendments and Repeal**

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

SRM University, Haryana

## Chapter-11

### Cooperation and Collaboration with other Universities / Institutions

#### 11.1 Cooperation and Collaboration

The University may seek cooperation and collaboration with other Universities and Institutions/Organizations of Higher Education in India and abroad and may execute a Memorandum of Understanding (MOU) and/or Transfer and Articulation Agreements wherever necessary, detailing the extent and areas of cooperation, as mutually agreed upon.

The University may enter into cooperation and collaboration agreements with international institutions of high academic standards in the areas of mutual interest. Such cooperation may include:

- a. Student exchange programmes
- b. Faculty exchange programmes
- c. Credit transfer programmes
- d. Joint Research Programmes
- e. Exchange of data, documentation and research material and any other cooperation in the field of mutual interests with the condition that the regulations of the respective countries in all such matters shall be adhered.

The area of cooperation and collaboration may also include curriculum design, industrial training, project work, research, consultancy and dissemination of knowledge, summer internships, placements, conferences/seminars and workshops etc.

The University may enter into cooperation and collaboration agreements with organizations, research institutions and industries, both Government and Private, in the areas of research, teaching, training, internship, summer placements, employment for the students; and for training teachers of various faculties / departments, Scientific Publications with joint authorship, IPR matters and patent filing & benefit sharing and to organize conferences/seminars and workshops in collaboration with them.

The scope of co-operation may be reviewed from time to time and may be amended as required with the approval of the competent authority.

#### 11.2 Transfer and Articulation Committee

The University shall form a Transfer and Articulation Committee under the Chairmanship of the Vice Chancellor who will look after the student transfer, course equivalency, articulation and related issues. The transfer and articulation committee shall consist of four members from Directors/Deans or Professors of the University by rotation. Registrar shall be its Member Secretary. All the members of the Committee shall hold office for a term of one year. The committee members shall be nominated, removed or replaced by the Vice Chancellor. The committee shall have the following powers and functions:

To consider proposals for transfer and articulation agreements with other Indian and Foreign Universities as may be required from time to time, and recommend the same, if found fit.

To consider proposals, and to recommend students or Faculty Exchange Programmes with other Indian and Foreign Universities.

To ascertain, fix and award credits to students who have completed courses and programmes from other Indian and Foreign Universities where no equivalency of courses/programmes has not yet been fixed, and with whom no transfer and articulation agreement has been signed.

To research and maintain information on accreditation status of foreign universities and the valuation and equivalence of degrees and diplomas awarded by the accredited universities abroad.

The Committee shall send its recommendations to the Vice Chancellor who shall be the accepting authority for its recommendations.

The Committee shall endeavour to ensure that all policies and procedures relating to transfer and articulation are easily understood, readily available, and widely distributed among students, faculty, and staff, and that the transfer process is efficient, predictable, and sensitive to student needs and treats both native and transfer students equitably.

The University will adopt and maintain a clear and concise Credit Transfer Policy in consultation with the Committee, and its Departments / Faculties.

The scope of co-operation may be reviewed from time to time and may be amended as required with the approval of the competent authority.

## Chapter 12

### Creation, Composition and Functions of Any other Body for Improvement in Academic Affairs

As per vision of the founders, achieving Academic Excellence at SRM University Delhi - NCR Sonapat, Haryana is a continuous process and all faculty & staff shall endeavor to promote continuous improvement in academic standards and also sensitivity towards society. To provide guidance & direction to these initiatives the SRM University Delhi - NCR Sonapat, Haryana shall have the following bodies for the improvement of the Academic Life of the University.

- a. SRM University Delhi - NCR Sonapat, Haryana University Advisory Council
- b. Research Council

#### 12.1. University Advisory Council

##### a. Terms of Reference

- a. The Advisory Council is expected to consider a broad over-view of the working of the University and suggest a long-term perspective of its activities. All issues for Improvement in quality of life of the University can be considered for advice. The issues may be Academic or Administrative – including benefits to society at large and advice regarding the direction in which the University should grow for functioning as a vehicle for growth.
- b. Means for achieving excellence in academic and professional activities have to be considered for advice. A holistic and multi-disciplinary approach with ethical and moral values has to be given emphasis.
- c. The Council may also advise on the continuing educational programmes, R & D and consultation activities. Some other issues for deliberations and advice can be: the issue of funds raising with linkages with outside agencies and a mechanism of operation of endowment funds etc.

##### b. Membership

- a. The Committee will consist of the following:
- b. Chairman Governing Body – Chancellor
- c. Vice Chancellor- Convener
- d. Members (upto 25) including personalities from Science, Arts, Engineering, Technology, Entrepreneurship, Management, Law, Education, Sociology, Industry , Alumni (from India and Abroad) and other members of society who have created a niche for themselves in professional life.
- e. Membership may also include upto 5 Members from SRM University Delhi - NCR Sonapat, Haryana. Special invitees may be included by the Chairman if necessary.
- f. Registrar – Member Secretary

##### c. Frequency of meetings:

The Advisory Council will meet at least once a year.

#### 12.2. Research Council

##### a. Terms of Reference

To give advice on choice of futuristic and emerging academic areas which may be offered at the SRM University Delhi - NCR Sonapat, Haryana and other functions referred to it by the SRM University for advice. This may also include current and future needs of the industry about any discipline or interdisciplinary areas. To give advice on creation of centers of excellence for giving thrust to academic and sponsored research, technology development and consultancy work.

##### b. Vice Chancellor (Chairman)

- a. Eminent Educationists / Leading Experts from Industry or R & D Establishment.
- b. Registrar, Directors and Deans of the SRM University Delhi - NCR Sonapat, Haryana University as Members.
- c. Upto 10 additional members (with at least 5 Members from Industry).
- d. Director of Research & Industrial & International Collaboration (Member Secretary).

##### c. Frequency of Meetings

- a. The Research Council may meet at least thrice a year.

The University may setup additional bodies or choose from structure of existing bodies, invite national & international renowned consultants and experts from time to time to provide contemporary inputs for inspiring overall academic life at the University.

## Chapter 13

### Course Credit Regulation & Grading System

The evaluation scheme at the University shall be based on the internationally prevalent Credit System and Continuous Evaluation methods.

#### 13.1. Introduction to Credit System

Instructional work for all programmes at the University shall be carried out using credit system of study in semester based system. The salient features of the credit system are:

- a. Flexibility for students to progress at suitable pace depending on individual interest and ability.
- b. Continuous evaluation of students' progress.
- c. Award of grades in a course depending on overall performance of a student.
- d. Performance measurement by number of earned credits (E.C.), semester grade point average (SGPA) and cumulative grade point average (CGPA). The use of grades helps in achieving a reasonable spread of total marks for a grade and in reducing variations due to evaluation by different teachers.
- e. Award of degree to a student on the basis of total E. C.s and value of C.G.P.A.

There would be two regular semesters for instructional and evaluation work in addition to summer semester in each academic year. The odd numbered semesters (I, III, V, VII) would start in July on a specified date and end in November on a date as per the yearly academic calendar. The even numbered semesters (II, IV, VI, VIII) would start in January on a specified date and end in May on a date as per the yearly academic calendar. The summer semester would cover practical training in industry / holding of regular classes in some courses where possible as per rules and / or holding of major test / end term practical exam for failed students. In such courses, all regulations for various requirements remain the same as for those in a regular semester. The credit systems including grading award system are now followed at leading institutes in India and abroad. Flexibility in course offering and responsibility in grade evaluation are the hall marks of the systems. The regulations have to be viewed in that context. *In case of any clarification on any point mentioned in this document, the interpretation of the Dean (Academic) will be treated as FINAL.*

The "Credit" of the course is computed from the weight (L-T-P) of the course and thus Credit of a course gets indicated in the scheme of the programme. The credits for courses can be computed from its components as below:

*Lectures and Tutorials:* One lecture or tutorial period per week is assigned one credit.

*Practical/Laboratory:* One laboratory period per week is assigned **half** credit.

The courses which are without any credit are referred to as Non-Credit (NC) courses. The **Credit** of a course thus depends on its L-T-P structure.

#### 13.2. Earned Credits

At the end of Term End Examination, a letter grade is awarded to a student in each course for which he/she had registered. On obtaining any pass grade in this course, the student owns the course-credits as his/her 'earned credits' corresponding to this course applicable for his/her count while computing SGPA and CGPA. A student's performance is measured by the number of 'earned credits' by him/her, then by the "Points earned" from each amount of "earned credit" and finally by the measure "grade point average". A student has the option of auditing some courses. Grades obtained in the audit courses are not counted for computation of grade point average.

#### 13.3. Course Content Description

Course content description consists of course code, title of the course, credit and L-T-P, pre-requisite and description of the content.

#### 13.4. Programme Coordinator

Programme coordinator is a senior faculty member of the programme offering department who will coordinate each and every activities related to that programme with all the concerned persons/ departments/ schools/ sections/offices of the University.

#### 13.5. Course Coordinator

Every course is usually coordinated by a faculty member of the course offering Department. He/she has the full responsibility for proper conduction of the classes of that course, coordinating the academic work with other faculty members involved in teaching of that course, moderation of grades and submitting all the required information of that course to the programme coordinator in time. In case of any difficulty faced by

any student related to a course, the student is expected to approach the respective course coordinator for advice and clarification.

### **13.6. Registration and Attendance Rules**

#### **a. Registration Purpose**

The purpose of registration is to include the name of a student in the roll lists of the courses that the student wishes to study. Registration is a mandatory procedure to be completed personally by the student for each semester on the specified date as given in the Academic Calendar. If due to serious medical reasons, a student is unable to come personally on the date of registration, he/she may make a written request to the Dean Academic along with a medical certificate and authorize in writing a close relation (parents/brother/sister) to register for the chosen courses. On the permission of Dean (Academics), registration may be done as per rules.

#### **b. Late Registration**

No late registration will be possible under any circumstances.

#### **c. Course Advice**

Before the registration, each student must meet the programme coordinator/adviser appointed by the concerned HOD to choose the appropriate courses keeping in view the past performance, his/her interest in a course, backlog of courses etc.

#### **d. Credit Course**

Credit courses are the courses having weightage / credits and the points earned in these courses are used in computation of TGPA & CGPA.

#### **e. Flexible Credit System:**

The University will promote and permit pursuit of optional subjects his/her choice for securing minimum credits as well as extra credits.

#### **f. Practical Training**

Before going on Practical training, a student must register for practical training course with the approval of Department Training Coordinator (DTC). A report in the specified format must be submitted within 14 days of the regular Semester immediately following the training period. A regular grade will be awarded after evaluation process which includes presentation of the report before the department committee convened by the DTC.

#### **g. Value Added Course**

These courses are special topic courses which are non credit courses meant to enhance knowledge of students in courses other than the courses meant for degree courses e.g. Personality Development, Software based courses, knowledge courses etc. The performance will be indicated by satisfactory grade (S) or non satisfactory grade (NS).

#### **h. Minimum Number of Student in a Course**

No elective course will run if the number of students registered for a course is less than one third of the strength of a class This may also depend on the availability of a suitable faculty member in the area of the elective. If on the day of registration, the number of those registered is less than the above, the course will be dropped and registration of the students in the concerned course will be cancelled. They may however opt for the available courses on the next working day following the date of registration.

#### **i. Attendance rules**

A student is expected to attend all lectures, tutorials and practical classes.

#### **j. Requirements**

In order to account for illness and contingencies of a serious and unavoidable nature, the attendance requirement will be a minimum of 70 % in a course in a semester calculated till the last teaching day. . This requirement will not be relaxed under any circumstances what so ever.

#### **k. Attendance Calculation Norms**

For the purpose of calculating attendance in each course, the attendance in the number of scheduled lecture class, tutorial class and practical class/field work (regardless of contact hours in the scheduled classes) will be added.

**l. Detained student**

The ineligible student will be placed in ' Detained 'category for the course and the registration for that particular course will be cancelled and ' Detained 'will be mentioned in the grade sheet . The student has to again register for the same course in subsequent regular Semester/year as per the rules of registration for detained students.

**m. Midterm Warning for Short attendance**

There will be a provision for issuing a written warning to the students if in any course, his/her attendance falls below 70 % in any course till the completion of approximately half the number of teaching days in a Semester as mentioned in the Calendar for the Semester concerned.

**13.7. Grading System****Introduction**

The grading system reflects a student's proficiency in the course. The grade awarded to a student in a course will be based on the performance of the student in minor tests, assignment, field work, seminar, workshop presentations, group discussions, quiz, etc.

Whichever is applicable as per scheme and in the major test, at the end of the Semester (or at the end of summer semester).

**a. Grades and Grade Points**

Corresponding to each course registered, a student obtains a letter grade at the end of the Semester (i.e. at the end of the Semester, irrespective of his presence/absence in the examination). There are Nine (09) types of grades awarded in SRM University Delhi - NCR Sonapat, Haryana to the students as mentioned in the following table:

**b. Range of Marks for Grade/Points**

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

**c. Calculation of GPA and CGPA**

$\text{GPA} = \frac{\sum (C_i \times GP_i)}{\sum C_i}$	$\text{CGPA} = \frac{\sum (C_i \times GP_i)}{\sum C_i}$
--	---

Where, C = Credit of the Subject  
 GP = Grade Points obtained for the course  
 $\sum$  = Sum of all subject appeared in the semester concerned for GPA  
 Sum of all subject appeared during all the semesters for CGPA



## Chapter 14

### Doctor of Philosophy Ph.D. Programmes

Research plays a vital role in enhancing the quality of higher education and achieving academic excellence. As outlined in its objectives, the University shall encourage quality in research by introducing Ph. D programmes in all area of engineering, management, sciences, law and Humanities commensurate with the academic resources available. The rules and regulation framed shall comply with the guidelines of the regulating bodies and ensure that the standard of Ph. D. studies at SRM University Delhi - NCR Sonapat, Haryana shall be comparable to the best in the country.

#### 14.1. Applicability

This Ordinance shall cover all admissions into Ph.D. programmes of SRM University Delhi - NCR Sonapat, Haryana.

#### 14.2. Categories

There shall be three categories of Ph.D. candidates.

- a. Full Time candidates: All candidates who pursue full time research in this University shall belong to this category.
- b. Part Time (Internal) candidates: All candidates employed in SRM University who pursue part time research in this University shall belong to this category.

#### 14.3. Research outside the University

During the course of the Ph.D. Programme, for reasons approved by the Doctoral Committee, a Candidate may be permitted by the University to spend upto one year in an Institution or on a Project approved for the purpose, outside the University for carrying out research in the areas Related to the subject of investigation.

#### 14.4. Eligibility

Minimum academic qualification required for admission is that the candidate should possess at least 55% in PG Degree/ PG Diploma recognized by the respective statutory bodies for pursuing research.

#### 14.5. Admission Procedure

- a. The number of available seats in the various specializations under different disciplines will be determined well in advance and will be notified in the University website/ advertisement.
- b. The candidates desirous of pursuing Ph.D. degree shall submit the application in the prescribed Form through proper channel wherever applicable, before 30thMay/30th Nov. each year to the Director (Research). The application form and the necessary details are available in the SRM University website.
- c. The applications received will be sent to the respective Faculty Directors who will forward the same to the Chairpersons of the Department Research Coordination Committee (DRCC) of the departments. The DRCC will consist of all the recognized supervisors in the department and a recognized guide from another department of the University nominated by the respective faculty Directors. If the Head of the department is a recognized supervisor he/she will be the Chairperson. If not, he/she will nominate one of the recognized guides of the department as the Chairperson of DRCC. The DRCC shall screen the applications and conduct written and oral examinations. The DRCC will select the candidates based on their performance in the written and oral examinations. The DRCC will also fix the supervisors for each candidate taking into account the preference of the available supervisors and the candidates if any.
- d. The respective DRCC will forward the list of selected candidates along with the applications of all the candidates to the Director (Research) through the Directors of the respective faculties.
- e. The Director (Research) will seek the approval of the Vice-Chancellor for the provisional registration of the selected candidates.
- f. The Candidates whose registration has been approved by the Vice Chancellor shall be provisionally admitted to the Ph.D. Programme by the Director (Research) with intimation to the concerned Faculty Dean, HOD, supervisor, the candidate, and the sponsoring institution, if any.
- g. On receipt of the Provisional registration of the candidates, the guides of the students shall recommend a panel of six names for forming the Doctoral Committee for their respective students and send the same to the respective Faculty Dean through the respective Heads of the Departments. The Faculty Dean shall form the Doctoral Committee, get the approval of the Vice-Chancellor and then communicate the same to the Director (Research) for record and to the respective supervisors through the respective Heads of the departments for further action.

- h. The date of provisional registration shall be of 1st of July or 2nd of January of each year.

#### 14.6. Supervisors

(All Ph.D. candidates are required to work under the guidance of a recognized supervisor from the University).

When a Supervisor of a candidate happens to be away from the University, for more than 6 months, he/she may continue to guide the candidate, but a guide belonging to the same faculty of SRM University shall be officially nominated as a co-guide by the DRCC of the department and forwarded through proper channel to the Vice Chancellor for approval.

If the Supervisor leaves the University, he/she may be permitted to continue as a guide for his/her students depending upon the availability of the individual, subject to the approval of the Vice Chancellor. Otherwise a new guide belonging to the same faculty of SRM University, officially nominated by the Research Coordination Committee of the department will be appointed as the guide after obtaining necessary approval from the Vice Chancellor.

#### 14.7. Recognition of Supervisors

Recognition of Guide for guiding research work will be accorded by the Vice Chancellor, on application to the Director (Research) through proper channel in the prescribed format with the recommendation of a subject expert identified by the Director of the concerned faculty. Candidates seeking for the recognition of the guide ship should possess:

- a. A Ph.D. Degree in the relevant or allied areas of research in which he/she proposes to guide the candidate.
- b. A minimum of two research papers published in the relevant or allied areas of research in refereed journals within a period of three years proceeding to his/her date of application for recognition.
- c. A minimum of two years of research or teaching experience after acquiring Ph.D. degree. However, exemptions shall be considered by the Vice-Chancellor on merit.
- d. A research guide possessing a Ph.D. degree in Medical Sciences should have not less than three years of teaching/research experience with a minimum of two publications in the relevant or allied areas of research in the refereed journals.
- e. A research guide without Ph.D. qualification in Medical Sciences should have not less than 15 years of teaching and research experience after obtaining his/her Post Graduate qualification and shall also have not less than 10 years of Post Graduate teaching experience as a faculty member with a minimum of two publications in the relevant or allied areas of research in the refereed journals.
- f. A research guide in the Allied Health Sciences should possess a Ph.D. degree with not less than three years of Post Doctoral experience under the specialty of Pharmacy/ Physiotherapy/
- g. Occupational Therapy/ Nursing / Allied disciplines and with at least two research publications in refereed journals.

#### 14.8. Recognition of Research Centers

Various National and Regional Laboratories/Institutions/Organizations/Industrial Establishments/ Industries recognized by DSIR / Departments are eligible to admit candidates for Ph.D. under this University provided they possess recognition from the University. Other Institutions desirous of getting recognition must apply to the University for securing recognition as Centers of Research. The University will get these institutions assessed through a committee before awarding the recognition, wherever necessary.

#### 14.9 Number of Candidates per Supervisor

A Guide shall guide not more than eight doctoral candidates at any time. However a guide may guide three more candidates as a Co-guide.

#### 14.10 Doctoral Committee

The following members shall constitute the Doctoral Committee as approved by the Vice-Chancellor.

- a. The Guide (Convener)
- b. Two External experts selected by the Director of the respective faculty from a panel of six experts recommended by the Guide from the academia/Industries / R&D organizations.
- c. The Co-guide, if any.
- d. In case of Part time external candidates, the Co-guide/ Research coordinator from the organization where he/she is employed.
- e. An expert in the allied areas of research from the University, if required.
- f. Chairperson of DRCC of the concerned department.

#### 14.11 Duration of the Programme

The duration of the programme and the time for submission of thesis are counted from the date of provisional registration.

**a. Full Time**

The minimum duration for all candidates belonging to Engineering and Technology / Architecture, Science and Humanities/Management and Medical and Health Sciences shall be Two/Three years and the maximum duration shall be Five years. However, minimum duration may be reduced by one year if the Ph.D. field can be considered as continuation of the M.Phil. Degree.

**b. Part Time (Internal/External)**

For all the candidates belonging to Engineering and Technology/Architecture, Science and Humanities /Management and Medical and Health Sciences, the minimum duration shall be Four years and the maximum duration shall be six years. However, minimum duration may be reduced by one year if the Ph.D. field can be considered as continuation of the M.Phil. Degree.

Extension of maximum duration may be granted not exceeding 2 years by the Vice Chancellor, after the completion of the maximum duration, on the recommendation of the Doctoral Committee, Director of concerned Faculty and Director (Research).

#### 14.12 Course Work

**a. For Engineering and Technology**

The research scholars with PG Degree should successfully complete a minimum of four Courses (minimum of 12 credits) prescribed by the Doctoral Committee out of which two will be core courses at the PG level. The other two courses may be special courses decided by the Doctoral Committee relating to the area of research and approved by the concerned Board of Studies. One of these courses shall be on Research Methodology. The course work shall be completed within a period of the first two semesters.

**b. For Science and Humanities**

All candidates shall complete three courses prescribed by the Doctoral Committee and approved by the concerned Boards of Studies.

The courses shall be

- a) Research methodology for the subject.
- b) A background subject related to his/her Ph.D. research.
- c) An advanced subject in the area of research.

In the case of candidates with M.Phil. degree in the respective area, the course work on Research Methodology may be exempted.

**c. For Medical and Health Sciences**

All candidates shall complete three courses prescribed by the Doctoral Committee. These courses may be chosen from among those offered as regular P.G. programmes in the University or may be special courses specially designed for the candidates by the Doctoral Committee and approved by the concerned Board of studies. One of the courses shall be Research Methodology. In the case of candidates with full time M.Phil. Degree, the course work on Research Methodology may be exempted.

#### 14.13 Comprehensive Examination

A research scholar shall take a comprehensive examination after the completion of two semesters of his/her research programme but before the completion of four semesters. The comprehensive examination is mandatory.

The comprehensive examination shall be in the form of written and/or oral as recommended by the Doctoral Committee. Comprehensive examination shall be conducted by a panel of examiners which consists of the members of the Doctoral Committee along with one external examiner as recommended by the Guide and forwarded through proper channel and approved by the Vice Chancellor.

The Guide shall intimate the research scholar sufficiently in advance, the scope of the examination and other relevant details. If the performance of the research scholar in the comprehensive examination is satisfactory, his/her provisional registration shall be confirmed. If the performance is unsatisfactory, he/she shall be given one more opportunity to appear for the examination within six months of the first examination. In case, the

research scholar fails to successfully complete the comprehensive examination within the prescribed time limit, his/her provisional registration shall be cancelled by the University.

#### **14.14 Semester Registration**

All Research scholars whose registration for research degree is in force, are required to report in person to the guide each semester on the stipulated date till their submission of thesis, in the prescribed registration form and the same shall be forwarded to the Director (Research) through the Head of the department and the Director of the respective Faculty.

#### **14.15 Monitoring the Progress of Candidates**

- a. Every six months commencing from the date of provisional registration, the candidate shall submit progress report in the prescribed format to the Guide who shall forward it to the faculty Director for information and documentation.
- b. The Doctoral committee must meet at least once in a year for each scholar until the scholar submits the synopsis of his/her thesis and the report of the Doctoral Committee shall be sent to the Director (Research) through the respective Heads of the departments and the Directors of the concerned Faculty.

#### **14.16 Cancellation of Registration**

- a. The registration of a research scholar whose progress is not satisfactory or who has not reported in person to the guide for any one semester is liable to be cancelled by the University.
- b. The registration of a research scholar who has not submitted his/her thesis by the end of the prescribed /extended period as provided in the Regulations will be cancelled by the University.

#### **14.17 Submission of Synopsis**

- a. Upon satisfactory completion of the research and publication of at least one research paper in a refereed journal, the research scholar is permitted to submit the synopsis of the Ph.D. work to the Doctoral Committee through the Guide along with the production of evidence for the original research in the form of acceptance letter or the reprint of the research paper published and present the same before the Doctoral Committee.
- b. Prior to submission of the synopsis, the student shall make a pre-Ph.D. presentation in the Department that may be open to all faculty members and research students, for getting feedback and comments, which may be suitably incorporated into the synopsis and thesis under the advice of the supervisor.
- c. After the approval of the research work reported in the synopsis by the Doctoral Committee, the Guide shall forward 6 hard copies of the synopsis of the proposed thesis, with a soft copy on CD to the Controller of Examinations along with a panel of at least six names (three from India, outside the State of the University campus and three from abroad) as examiners for adjudication of the Ph.D. thesis and a panel of three Indian examiners for the viva voce examination.

#### **14.18 Submission of Thesis**

The research scholar shall, within six months of submission of the synopsis, prepare thesis in accordance with the format and specification prescribed. The thesis shall report, in an organized and scholarly fashion, highlighting the original contribution made in the research work of the candidate.

He/ She shall submit 6 hard copies of the thesis along with a soft copy on CD to the Controller of Examinations through proper channel under the intimation to the Director(Research). Under no circumstances, the submission of thesis shall be delayed except under special circumstances, where an extension of three months may be granted with the recommendation of the Doctoral Committee by the Vice-Chancellor.

#### **14.19 Thesis Adjudication**

- a. The Thesis shall be referred to two examiners (one from India and one from abroad) nominated by the Vice Chancellor from among the panel of examiners recommended by the Guide. The Vice Chancellor, if he / She deems it necessary, may also nominate examiners from outside the panel.
- b. The Controller of Examination shall take such steps as deemed necessary to enable the reports of the examiners to be received as quickly as possible.
- c. In the case of undue delay in receiving the report from the examiner, the Controller of Examinations shall refer the thesis to the second examiner selected by the Vice Chancellor, after waiting for three months and ensuring that the first examiner is not going to respond within a reasonable period of time.
- d. The examiner shall include in his report an overall assessment placing the thesis in one of the following categories:

- (a) Recommended for the award of the degree of Doctor of Philosophy: Commended / highly commended.
- (b) Recommended that the candidate revises the thesis as suggested in the report and the revised thesis be referred to the guide for verification.
- (c) Recommended that the candidate revises the thesis as suggested in the report and the revised thesis be sent to the examiner for reevaluation.
- (d) Not recommended.

The examiner shall enclose a report of 200 to 300 words, indicating the standard attained in Case (a), the nature of revision in case (b) or (c) and the reasons for rejection in case (d)

- e. On receipt of the reports from the examiners, the following procedure shall be adopted:
  - (a) If both the examiners recommend the award of the degree, the thesis shall be provisionally accepted. Any minor revision, modification, etc., suggested by the examiners shall be carried out before the oral examination.
  - (b) If any examiner recommends revision of the thesis, the candidate shall be permitted to revise and resubmit the thesis within 6 months. The revised thesis shall be referred to the same examiner, if the examiner has insisted the University to send the thesis back to him/her after revision for offering his/her final recommendation on the thesis. In such a case the examiner should offer his/her comments for the second time either as recommended for the award or rejection. In case, the examiner did not insist on sending the thesis back to him, then the University may refer the revised thesis to the Guide for verification.
  - (c) If one examiner recommends the award of the degree while the other recommends rejection, then the thesis shall be referred to a third examiner to be nominated by the Vice Chancellor. If the third examiner recommends the award, the thesis shall be provisionally accepted. Otherwise, the thesis shall be rejected and the registration of the candidate cancelled. If both examiners recommend rejection, the thesis shall be rejected and the registration of the candidate be cancelled.

When the commendation of the examiner on the revised thesis is not as above or in the case of any dispute, the Vice Chancellor, if he deems it necessary, shall refer the thesis and the comments to a committee constituted by the Vice Chancellor for this purpose. Individual cases not covered by the above regulations shall be referred to the Vice Chancellor for his final decision.

#### 14.20 Oral Examination

After the thesis is recommended for the award of the degree by the examiners, Viva Voce shall be conducted by an Examiner approved by the Vice Chancellor.

The Oral examination board shall include:

- a. An examiner from the panel of oral examiners already approved.
- b. Guide of the candidate.

The convener of the Doctoral committee will be the Convener of Oral examination board and the oral examination shall be conducted as "Open defence type" examination.

If the performance of the candidate in the Oral examination as reported by the Oral examination board to be NOT SATISFACTORY, the candidate may opt to reappear for the Oral examination at a later date (not later than six months from the date of the first Oral Examination). On the second occasion, the Oral examination board shall include one more examiner nominated by the Vice Chancellor.

If the performance of the candidate in the oral examination on the second occasion also is reported to be NOT SATISFACTORY, the Vice Chancellor, if he deems it necessary, shall refer the remarks of the Oral examination board, along with the thesis and comments of the examiners, to a committee constituted by the Vice Chancellor for this purpose and decide. The decision of the Vice Chancellor shall be final.

#### 14.21 Award of Ph.D. Degree

If the performance of the research scholar in the Oral examination is satisfactory, he/she will be awarded Ph.D. degree on the recommendation of the Academic council and with the approval of the Board of Management of the University.

**14.22 Publication of Thesis**

After the viva voce examination the candidate shall submit a copy of the thesis in CD ROM duly certified by the guide that all the corrections have been duly carried out as suggested by the examiners, if any, for UNIVERSITY ARCHIVES.

Papers arising out of the thesis may be published by the candidate. However, the thesis as a whole shall not be published by the candidate without the specific approval of the University.

**14.23 The Act of Plagiarism**

In the case of research scholars who have copied, as confirmed by a committee, a research work/dissertation/thesis of M.Phil. / Ph.D. degrees, his/her thesis shall be rejected and his/her research registration shall be terminated and also he/she shall be debarred from registering for any other programme in this University.

**14.24 Change of Regulations**

The Academic Council of SRM University may revise, amend or change the regulations from time to time.

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**Chapter 15****Amendment and Repeal****15.1. Amendment and Repeal of Ordinance.**

Notwithstanding all that has been stated above, the prescribed authority has the right to modify, amend and/or repeal the above Ordinance, or any part thereof, from time to time.

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