

# **Statutory Declaration Under**

**Section 4 (1)(b) of the (RTI) Act, 2005**

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the Authorities.

## 1. Organization and Function:-

Name of the Organization	SRM University, Delhi-NCR, Sonapat, Haryana
Postal Address	39, Rajiv Gandhi Education City, Delhi-NCR, Sonapat, Haryana-131029 (India)
Website	<a href="https://srmuniversity.ac.in/">https://srmuniversity.ac.in/</a>
E mail	registrar@srmuniversity.ac.in
Affiliation	Private State University recognized under section 2(f) of the UGC Act
Name of the Vice-Chancellor	Prof. (Dr.) Paramjit Singh Jaswal
Functions and Duties	Imparting education in approved courses at UG/ PG/PhD level, undertaking related academic, research, consultancy projects or other specific activities in line with the key objectives set under the provisions of the Haryana Private Universities Act, 2006 and undertake other function & duties in accordance with the directives of Ministry of Higher Education, Govt. of Haryana from time to time.

### Courses offered:-

Program	Department	SRA Recognition
B.Tech. – Biomedical Engineering (BME)	Department of Biomedical Engineering	
B.Tech. – Civil Engineering (CE)	Department of Civil Engineering	
B.Tech. – Computer Science and Engineering (CSE)	Department of Computer Science and Engineering	
B.Tech. – CSE with specialization in Cloud Computing & Mobile based application (in association with IBM)	Department of Computer Science and Engineering	
B.Tech. – Computer Science and Engineering with specialization in Big Data Analytics	Department of Computer Science and Engineering	
B.Tech. – Computer Science and Engineering with specialization in Data Science and Artificial Intelligence (in association with IBM)	Department of Computer Science and Engineering	
B.Tech. – Computer Science and Engineering with specialization in Blockchain and IoT (in association with IBM)	Department of Computer Science and Engineering	
B.Tech. – Computer Science and Engineering with specialization in Cloud Engineering and DevOps Automation (in association with Xebia)	Department of Computer Science and Engineering	
B.Tech. – Computer Science with specialization in Business Systems (in association with TCS)	Department of Computer Science and Engineering	
B.Tech. – Computer Science and Engineering with specialization in DevOps (in association with Xebia)	Department of Computer Science and Engineering	

B.Tech – Electronics and Communication Engineering (ECE)	Department of Electronics and Communication Engineering	
B.Tech – Electrical and Electronics Engineering (EEE)	Department of Electrical and Electronics Engineering	
B.Tech – Mechanical Engineering (ME)	Department of Mechanical Engineering	
M.Tech- Civil (Structural Engineering)	Department of Civil Engineering	
M.Tech – Computer Science and Engineering-(CSE)	Department of Computer Science and Engineering	
M.Tech. – Computer Science and Engineering (Big Data Analytics)	Department of Computer Science and Engineering	
M.Tech – Electronics and Communication (Microelectronics)	Department of Electronics and Communication Engineering	
M.Tech –Production Engineering	Department of Mechanical Engineering	
B.Sc. Hotel Management and Catering Technology	Department of Hotel Management	NCHMCT
Bachelor of Business Administration – ( BBA )	Department of Management	
B.B.A. with specialization in Business Analytics (in association with IBM)	Department of Management	
Master of Business Administration - (MBA)	Department of Management	
Integrated MBA (BBA.MBA)	Department of Management	
Bachelors of Commerce- (B.Com) (Hons.)	Department of Commerce	
Masters of Commerce (M.Com)	Department of Commerce	
B.A. LL.B. (Hons.)	Department of Law	BCI
B.B.A. LL.B. (Hons.)	Department of Law	BCI
LL.B. (Hons.)	Department of Law	BCI
LL.M.	Department of Law	
B.Sc. (Hons.) in Physics	Department of Physics	
B.Sc. (Hons.) in Chemistry	Department of Chemistry	
B.Sc. (Hons.) in Mathematics	Department of Mathematics	
B.Sc. (Hons.) in Statistics	Department of Mathematics	
Bachelor of Computer Applications (BCA)	Department of Computer Science	
B.A. - English (Hons.)	Department of English	
B.A.- Psychology (Hons.)	Department of Psychology	
B.A. –Economics (Hons.)	Department of Economics	
B.Sc. (Hons.) in Agriculture Science	Department of Agriculture Science	
B.Sc. (Hons.) in Food Technology	Department of Food Technology	
B.A. -Political Science (Hons.)	Department of Political Science	
M.Sc. – Physics	Department of Physics	
M.Sc. – Chemistry	Department of Chemistry	
M.Sc. – Mathematics	Department of Mathematics	
M.Sc. – Biotechnology	Department of Biotechnology	
M.Sc. – Microbiology	Department of Microbiology	
Master of Computer Application (MCA)	Department of Computer Science	
M.A.-English	Department of English	
M.Sc. - Environmental Sciences	Department of Environmental Sciences	
Doctor of Philosophy in <ul style="list-style-type: none"> <li>Civil Engineering</li> </ul>	Department of <ul style="list-style-type: none"> <li>Civil Engineering</li> </ul>	

<ul style="list-style-type: none"> <li>• Computer Science &amp; Engineering (CSE)</li> <li>• Electronics and Communication Engineering</li> <li>• Law</li> <li>• Business/Management Studies</li> <li>• Commerce</li> <li>• Physics</li> <li>• Chemistry</li> <li>• Mathematics</li> <li>• Microbiology</li> <li>• Biotechnology</li> <li>• Computer Science</li> <li>• English</li> <li>• Environmental Science</li> <li>• Mechanical Engineering</li> <li>• Library and Information Sciences</li> <li>• Hindi</li> <li>• Economics</li> </ul>	<ul style="list-style-type: none"> <li>• Computer Science and Engineering</li> <li>• Electronics and Communication Engineering</li> <li>• Law</li> <li>• Management</li> <li>• Commerce</li> <li>• Physics</li> <li>• Chemistry</li> <li>• Mathematics</li> <li>• Microbiology</li> <li>• Biotechnology</li> <li>• English</li> <li>• Environmental Sciences</li> <li>• Mechanical Engineering</li> <li>• Library and Information Sciences</li> <li>• Hindi</li> <li>• Economics</li> </ul>	
---	---	--

## 2. Powers and duties of its officers and employees:-

Vice-Chancellor	<p>(i) The Vice Chancellor shall be appointed by the Chancellor as per the qualifications and manner prescribed by the University Grants Commission/ State Government, subject to the provisions contained in sub-section (7) section 17 of the Act and shall hold office for a term of three years:  Provided that after expiry of the term of three years, the Vice Chancellor shall be eligible for re-appointment for another term of three years:  Provided further that a Vice Chancellor shall continue to hold the office even after the expiry of his term till new Vice Chancellor joins. However, in any case this period shall not exceed one year.</p> <p>(ii) The Vice Chancellor shall be the Principal Executive and Academic Officer of the University and shall exercise general superintendence and control over the affairs of the University and shall execute the decisions of various authorities of the University.</p> <p>(iii) In the absence of both the Visitor and the Chancellor, the Vice Chancellor shall preside over the convocation of the University.</p> <p>(iv) If, in the opinion of the Vice Chancellor, it is necessary to take immediate action on any matter for which powers are conferred on any other authority by or under the Act, he may take such action as he may deem necessary and shall at the earliest opportunity thereafter report his action to such officer or authority as would have in the ordinary course dealt with the matter:  Provided that if in the opinion of the concerned officer or authority such action should not have been taken by the Vice Chancellor then such case shall be referred to the Chancellor, whose decision thereon shall be final.</p>
-----------------	---

	<p>Provided further that where any such action taken by the Vice Chancellor affects any person in the service of the University, such person shall be entitled to prefer, within three months from the date on which such action is communicated to him, an appeal to the Board of Management and the Board of Management may confirm or modify or reverse the action taken by the Vice-Chancellor;</p> <p>(v) If, in the opinion of the Vice Chancellor, any decision of any authority of the University is beyond the scope of the powers conferred by the Act, Statute, Ordinance, Regulations or Rules or is likely to be prejudicial to the interests of the University, he shall direct the concerned authority to revise its decision within fifteen days from the date of such direction and in case the authority refuses to revise such decision wholly or partly or fails to take any decision within fifteen days, then such matter shall be referred to the Chancellor and his decision thereon shall be final;</p> <p>(vi) The Vice Chancellor shall exercise such powers and perform such duties as may be specified by the Statutes or the Ordinances;</p> <p>(vii) If, at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants and if the continuance of the Vice Chancellor is not in the interests of the University, the Chancellor may, by an order in writing stating the reasons therein, ask the Vice Chancellor to relinquish his office from such date as may be specified in the order: Provided that before taking an action under this sub-section, the Vice- Chancellor shall be given an opportunity of being heard.</p>
Registrar	<p>(i) The appointment of the Registrar shall be made by the Chairperson of the Sponsoring Body as per the manner prescribed by the University Grants Commission / State Government in a transparent manner. The Registrar shall possess the qualifications prescribed by the University Grants Commission/ State Government.</p> <p>(ii) All Contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.</p> <p>(iii) The Registrar shall be the Member-Secretary of the Governing Body, Board of Management and Academic Council but shall not have a right to vote.</p> <p>(iv) The Registrar shall exercise such other powers and perform such other duties as may be specified by the Statutes. (v) All records of the University relating to Academics, Admissions, Results, and Degrees and all other necessary arrangements will be executed/ proceeded with the assistance of Deputy Registrar/ Assistant Registrar.</p>
Controller of Examination	<p>(i) The Controller of Examinations shall be whole time salaried officer of the University and shall be appointed by the Chancellor as per the</p>

	<p>qualifications prescribed by the University Grants Commission/State Government in a transparent manner.</p> <p>(ii) It shall be the duty of the Controller of Examinations</p> <p>(a) to conduct examinations in a disciplined and efficient manner,</p> <p>(b) to arrange for the setting of papers with regard to strict confidentiality.</p> <p>(c) to arrange for the evaluation of answer-sheets in accordance with the planned time schedule for results.</p> <p>(d) to constantly review the system of examinations in order to enhance the level of impartiality and objectivity with a view to make it better instrument for assessing the attainments of students; and</p> <p>(e) to deal with any other matter connected with examinations which may, from time to time, be assigned to him by the Vice Chancellor.</p>
Chief Finance and Accounts Officer	<p>(i) The appointment of the Chief Finance and Accounts Officer shall be made by the Chancellor as per the qualifications prescribed by the University Grants Commission/State Government in a transparent manner;</p> <p>(ii) The Chief Finance and Accounts Officer shall exercise such powers and perform such duties as may be specified by the Statutes.</p>
Dean of Faculties	<p>(i) There shall be a Dean for each Faculty not below the rank of a Professor having the qualifications prescribed by the University Grants Commission / State Government in a transparent manner. The Deans of the concerned Faculties shall be appointed by the Chancellor on the recommendation of the Vice Chancellor.</p> <p>Provided that:</p> <p>(a) The Dean shall be responsible for the observance of the Statutes, the Ordinances and the Regulations relating to the Faculty.</p> <p>(b) The Dean shall be responsible for overall academic supervision and academic control of the organisation and the conduct of teaching and research work in the Schools/Departments.</p> <p>(c) The Dean of the Faculty shall exercise other such powers and perform other such functions and duties as may be assigned by the Governing Body / Chancellor /Vice Chancellor.</p> <p>(d) In case a person from outside the University is appointed the procedure for appointment shall be the same as that for the appointment of a Professor, the emoluments will be as decided by the Board of Management. A person from the faculty being</p>

	<p>appointed as Dean will receive an allowance as decided by the Board of Management.</p> <p>(e) the other terms and conditions shall be as may be laid down by the Statutes from time to time</p>
Director of an Institute	<p>(i) There shall be a Director for each Institute not below the rank of an Associate Professor having the qualifications prescribed by the University Grants Commission / State Government and appointed in a transparent manner. The Director of the concerned Institutes shall be appointed by the Chancellor on the recommendation of the Vice Chancellor.</p> <p>(ii) Provided that:</p> <p>(a) The Director shall be responsible for the observance of the Statutes, the Ordinances and the Regulations relating to the Institute.</p> <p>(b) The Director shall be responsible for overall administration and administrative control of the institute and the conduct of teaching and research work in the Institute.</p> <p>(c) The Director of the Institute shall exercise other such powers and perform other such functions and duties as may be assigned by the Governing Body / Chancellor / Vice-Chancellor.</p> <p>(d) The other terms and conditions shall be as may be laid down by the Statutes from time to time.</p>
Dean Academic Affairs	<p>(i) The Dean Academic Affairs shall be appointed, by a Committee consisting of Vice Chancellor and two members of the Governing Body of the University after approval from the Governing Body, for a term of three years from amongst the Professors or some eminent professor having University Grants Commission Qualifications from outside the system on terms in accordance with the statutes</p> <p>(ii) The Dean Academic Affairs may be reappointed for another term following the same procedure as in clause (i).</p> <p>(iii) The Dean Academic Affairs shall perform the duties and functions as assigned by the Chancellor/ Vice-Chancellor or any other authority from time to time.</p> <p>(iv) The Dean Academic Affairs shall be eligible to receive pay and allowances as decided by the Sponsoring Body/Chancellor/Vice-Chancellor.</p> <p>(v) The Dean Academic Affairs shall be responsible:-</p> <p>(a) To co-ordinate and supervise the procedure of admission of students made by the various University Teaching Faculties through Deans.etc.</p>

	<ul style="list-style-type: none"> <li>(b) To arrange the suitable Academic infrastructure and facility for all University classes including evening classes.</li> <li>(c) To get the Academic Calendars prepared and approved.</li> <li>(d) To co-ordinate with the Deans in respect of inter-faculty Academic matters.</li> <li>(e) To make required system for in part of academic standards of the University.</li> <li>(f) To carry out any other function and duties assigned by The Chancellor/Vice-Chancellor from time-to time.</li> <li>(g) To actively promote research, consultancy/testing etc</li> </ul>
Dean Students' Welfare	<ul style="list-style-type: none"> <li>(i) The Dean Students' Welfare (DSW) not below the rank of a professor having University Grants Commission Qualifications shall be appointed by a Committee consisting of Vice Chancellor and two members of the Governing Body subject to the approval of Governing Body for three years and shall be eligible for reappointment on terms approved by the Governing Body: Notwithstanding the fact that his term of three years has not expired the appointed Committee may, on a report from the Vice Chancellor, terminate the appointment of Dean Students' Welfare if it is satisfied that further continuance of the Dean Students' Welfare will be detrimental to the cause for which he has been appointed or to the interest of the University with the approval of the Governing Body. Draw salary in the pay scale as decided by the Governing Body.</li> <li>(ii) The Dean Students' Welfare, if appointed on full time basis, from amongst the Teachers of the University shall continue to hold his/her lien on his/her substantive post and shall be eligible to all the benefits that would have otherwise accrued to him but for his appointment as Dean Students' Welfare.</li> <li>(iii) The Dean Students' Welfare shall be entitled to leave salary, allowances, provident fund, medical and other benefits as may be prescribed by Board of Management of the University for the Employees of the University.</li> <li>(iv) Subject to the supervision of the Vice Chancellor, the DSW shall <ul style="list-style-type: none"> <li>a. Make arrangements to ensure suitable housing facilities for students;</li> <li>b. Arrange for employment of students in accordance with plans approved by the Vice-Chancellor,</li> <li>c. Communicate with the Parents/guardians of the students concerning the welfare of students;</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>d. Obtain travel facilities for the students from competent authorities,</li> <li>e. Assist the students in obtaining Scholarships, Studentships, etc. by giving them information relating thereto;</li> <li>f. Organise events relating to extra-curricular /co-curricular activities,</li> <li>g. Perform such other duties as may be assigned to him from time by the Vice-Chancellor.</li> <li>h. Arrange to get periodic feedback from students in various areas of University functioning and liaison with Registrar/Vice-Chancellor for action, as necessary.</li> <li>i. Constitute small and appropriate Committees consisting of teachers and/or students to perform specific activities related to his charter of duties of the University.</li> <li>j. Redress grievances of students with the cooperation of other officials as per the Statutes/Ordinances.</li> <li>k. Be overall in-charge of discipline.</li> </ul>
University Librarian	<p>(i) The University Librarian shall be a full time salaried officer of the University and his appointment will be made as per the qualifications prescribed by the University Grants Commission/State Government in a transparent manner.</p> <p>(ii) The functions and responsibilities of the Librarian shall be as specified in the Statutes, Ordinances, Regulations or Rules of the University from time to time. The pay scale will be as per University Grants Commission norms.</p>
Deputy/Assistant Librarians	<ul style="list-style-type: none"> <li>(i) The Deputy / Assistant Librarians shall be recruited following the procedure, qualifications and salary as per University Grants Commission/State Government norms and approved by the Governing Body/ Academic Council of the University. The appointment will be made in the same way as that of the Librarian.</li> <li>(ii) The powers and responsibilities of the Deputy / Assistant Librarian shall be as specified in the Ordinances/Regulations of the University from time to time.</li> <li>(iii) He/she may officiate as University Librarian in the absence of University Librarian if appointed to do so by the Vice-Chancellor. He/she should report to the University Librarian for his/her duties.</li> </ul>
Deputy/Assistant Registrars	<ul style="list-style-type: none"> <li>(i) The Deputy/Assistant Registrars shall be the officials of the University appointed by following the procedure, terms, qualifications and salary as per University Grants Commission / State Government norms and as approved by the Governing Body from time to time.</li> </ul>

	(ii) The Deputy and Assistant Registrar will report to the Registrar for their assignments and duties.
Director Physical Education	(i) The Director Physical Education shall be a full time salaried officer of the University and his appointment shall be made according to the procedure, qualifications and salary as prescribed by the University Grants Commission by the Governing Body in a transparent manner from time to time. (ii) He will take all actions necessary to promote/organise sports facilities to the campus and work for all round development of students. He will report to the Vice-Chancellor for his duties/assignments.

### **3. Procedure followed in the decision making process, including channels of supervision and accountability**

Constitution and powers of Governing Body	<p>(i) The Governing Body of the University shall consist of the following members namely</p> <ol style="list-style-type: none"> <li>a. the Chancellor,</li> <li>b. the Vice-Chancellor,</li> <li>c. the Secretary to Government, Haryana, Education Department, or in his absence, Director, Higher Education, Haryana;</li> <li>d. five persons nominated by the Sponsoring Body out of whom two shall be eminent educationalist</li> <li>e. one expert of management or technology from outside the University, nominated by the Chancellor, and</li> <li>f. One expert of finance, nominated by the Chancellor.</li> </ol> <p>(ii) The Governing Body shall be the supreme authority of the University. All the movable and immovable property of the University shall vest in the Governing Body. The nominated members of the Governing Body shall have tenure of three years. It shall have the following powers, namely:-</p> <ol style="list-style-type: none"> <li>a. to provide general superintendence and directions and to control the functioning of the University by using all such powers as are provided by the Act, Statutes, Ordinances, Regulations or Rules;</li> <li>b. to review the decisions of other authorities of the University in case they are not in conformity with the provisions of the Act, Statutes, Ordinances, Regulations or Rules;</li> <li>c. to approve the budget and annual report of the University;</li> <li>d. to lay down the extensive policies to be followed by the University;</li> <li>e. to recommend to the Sponsoring Body for the dissolution of the University. If a situation arises when</li> </ol>
---	--

	<p>there is no smooth functioning of the University in spite of best efforts; and</p> <p>f. such other powers as may be specified by the Statutes: Provided that the Secretary to Government, Haryana, Education Department or in his absence, Director, Higher Education shall be present in each meeting in which decisions on issues involving Government policies/ instructions are to be taken.</p> <p>(iii) The Governing Body shall meet at least three times in a calendar year.</p> <p>(iv) The quorum for meetings of the Governing Body shall be four,</p> <p>(v) The Registrar shall be the Member Secretary.</p>
<p>Constitution and powers of Board of Management</p>	<p>(i) The Board of Management shall consist of the following members:</p> <ol style="list-style-type: none"> <li>a. The Vice Chancellor,</li> <li>b. the Secretary to Government, Haryana, Education Department, or in his absence, Director, Higher Education, Haryana;</li> <li>c. two members of the Governing Body, nominated by the Sponsoring Body.</li> <li>d. three persons, who are not the members of the Governing Body, nominated by the Sponsoring Body:</li> <li>e. three persons from amongst the teachers, nominated by the Sponsoring Body, and</li> <li>f. two teachers, nominated by the Vice-Chancellor</li> </ol> <p>(ii) The Vice Chancellor shall be the Chairperson of the Board of Management and nominated members will have tenure of three years.</p> <p>(iii) The powers and functions of the Board of Management shall be such as may be specified by the Statutes.</p> <p>(iv) The Board of Management shall meet once in every two months</p> <p>(v) The quorum for the meetings of the Board of Management shall be five:</p> <ol style="list-style-type: none"> <li>a. Provided that the Secretary to Government, Haryana, Education Department, or in his absence, Director, Higher Education, Haryana, shall be present in each meeting in which decisions on issues involving Government policies/instructions are to be taken;</li> </ol> <p>(vi) The Registrar shall be the Member Secretary.</p>
<p>Constitution and functions of Academic Council</p>	<p>(i) The Academic Council shall consist of the Vice Chancellor and such other members as may be specified by the Statutes;</p> <p>(ii)The Vice Chancellor shall be the Chairperson of the Academic Council</p>

	<p>(iii) The Academic Council shall be the principal Academic Body of the University and shall, subject to the provisions of the Act, Statutes, Ordinances, Regulations or Rules, co-ordinate and exercise general supervision over the academic policies of the University</p> <p>(iv) All Deans shall be the Ex-officio members of the Academic Council</p> <p>(v) The quorum for meetings of the Academic Council shall be one fifth of the total existing members including ex officio members</p> <p>(vi) The Registrar shall be the Member Secretary.</p>
Other Authorities	<p>(i) The composition, constitution, powers and functions of other authorities of the University shall be such as may be specified by the Statutes.</p>
Constitution and functions of Finance Committee	<p>(i) The Finance Committee shall consist of the following members;</p> <ul style="list-style-type: none"> <li>(a) Vice-Chancellor (Chairperson);</li> <li>(b) Registrar,</li> <li>(c) One member having expertise in finance nominated by the Chancellor from the Governing Body,</li> <li>(d) One nominee of the Governing Body/Board of Management;</li> <li>(e) Chief Finance and accounts officer as Member Secretary;</li> </ul> <p>(ii) The Finance Committee shall meet at least twice each year and quorum for the meeting will be three.</p> <p>(iii) All members of the Finance Committee other than ex-officio members shall hold office for a term of three years</p> <p>(iv) The Finance Committee shall have the following powers and functions:</p> <ul style="list-style-type: none"> <li>(a) The annual accounts and financial estimates of the University shall be placed before the Finance Committee for its consideration and comments thereon and thereafter submitted to the Governing Body after its consideration by the Board of Management for approval;</li> <li>(b) The Finance Committee shall examine the accounts and scrutinizes the proposals for expenditure and shall submit the annual budget to the Governing Body for approval.</li> <li>(c) No expenditure in the budget shall be incurred by the University in excess of the limits so fixed, without the prior approval of Finance Committee which shall fix limits of the total recurring and the non-recurring expenditure for the year, based on the resources and income of the University.</li> <li>(d) The Finance Committee shall consider the proposal of the Fee Committee as specified in the Statute /Ordinance regarding the fee structure and shall give its</li> </ul>

	<p>recommendations to the Board of Management for consideration and approval.</p> <p>(e) To monitor expenses vis-a-vis approved budget.</p> <p>(f) It shall examine and recommend to the Governing Body the creation of teaching and other posts.</p> <p>(g) Any other power/function prescribed in subsequent Statutes, Ordinances, Regulations or Rules.</p>
Admission Committee	<p>The University shall have an Admission Committee, which shall be constituted as under,</p> <p>(i) Vice -Chancellor (Chairperson)</p> <p>(ii) Dean of Faculties</p> <p>(iii) Director of the Institutes</p> <p>(iv) Chief Finance and Accounts Officer</p> <p>(v) Registrar as Member Secretary</p> <p>The Committee will decide the policy guidelines relating to admission to various courses as per the Act and the Ordinance</p> <p>The powers and functions of the Committee shall be as may be provided in the Statutes, Ordinances, Regulations or Rules approved by the Board of Management.</p>
Fee Committee	<p>The Fee Committee of the University shall prepare the fee structure and review the same periodically in light of the Section 8 of the Act, as amended from time to time, 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.</p>
Selection Committee	<p>1. For non- teaching and Administrative Staff</p> <p>There shall be selection committee constituted by the Chancellor for appointment of the other University officers, non-teaching/ Administrative staff as under:</p> <p>a. Vice Chancellor (Chairperson)</p> <p>b. Registrar as Member Secretary</p> <p>c. Chief finance and Account officer</p> <p>d. Director of the Institute</p> <p>e. Outside expert nomination by the Vice Chancellor</p> <p>The creation of the posts for other University officers, teaching and non-teaching/administrative staff will be sanctioned by the Board of Management on the recommendation of the Board of Management after approval from the Finance Committee. The Selection Committee will constitute interviews boards as and when required for holding the interviews and based on their recommendations, shall take necessary steps for approval from competent authority as per Statutes, in conformity with the provision of the Act.</p> <p><b>II. For Teaching Staff</b></p>

	The teaching staff shall be appointment by a Committee constituted as per the University Grants Commission / State Government Regulations in a transparent manner.
Board of Studies	<p>There shall be a Board of Studies for each Institute comprising:</p> <p>(a) The Director of the Institute as chairperson  (b) The Dean of the Faculty  (c) All professors of the Institute  (d) Two associate professors and two Assistant professors by rotation according to seniority.  (e) One senior teacher to be co-opted by the Board of Studies from other Institute nominated by the Vice Chancellor in consultation with the Director of the Institute;  (f) Two outside subject experts nominated by the Vice Chancellor on the recommendation of the Director of the Institute;</p> <p>The Vice Chancellor may constitute the Board of Studies for the Institute to be started by the University.  Detailed syllabi of different courses of each department shall be prepared by the board of studies and be submitted to the Academic Council for approval and subsequent publication, and its contents shall be revised and updated by the board of studies from time to time and be submitted to the academic council for approval  (iv) The meeting of the Board of Studies shall be arranged at least once in a year.  Such other power and functions may be laid down in the Statute, Ordinance, Regulations or Rules.</p>
Other Committee	The authorities or the University may constitute such Committee with such terms of reference as may be necessary for specific task to be performed by such Committees. The constitution of such Committees and their powers and duties shall be such as may be specified in the subsequent Statute, Ordinance, Regulations or Rules.

#### 4. Norms set by it for the discharge of its functions

Nature of functions/services offered	Imparting education in approved courses at UG/ PG/PhD level, undertaking related academic, research, consultancy projects or other specific activities in line with the key objectives set under the provisions of the Haryana Private Universities Act, 2006 undertake other function and duties in accordance with the directives of Ministry of Higher Education, Govt. of Haryana from time to time.
Norms/ standards for functions/ service delivery	As per the Haryana Private Universities Act, 2006 and the Statues, the Ordinances & the Academic Rule Book.
Process by which these services can be accessed	The Services of the University can be availed during working hours as per the Academic Calendar approved by the Academic Calendar.
Time-limit for achieving the targets	The academic calendar is followed for all academic activities.

Process of redressal of grievances	The University has internal mechanism including equal opportunity cell, anti-caste based discrimination committee and grievance redressal committee etc. for redressal of grievances.
------------------------------------	---

### **5. Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions**

Title and nature of the record/ manual /instruction.	Rules, Regulations, etc. issued by the Haryana Private Universities Act, 2006 are also followed.
Acts/ Rules manuals etc.	<a href="https://srmuniversity.ac.in/">https://srmuniversity.ac.in/</a>

### **6. Categories of document that are held by it or under its control**

Categories of documents	Students Academic Records, Faculty / Staff Personal Files, Accounting Records according to Standard Accounting Practices, Administrative Records pertaining to Stores and Purchase, Library, Hostels, etc.
Custodian of documents/categories	Administrative Records – Registrar Academic Records – Dean Academic Affairs/ Dean of Faculties/ HODs Research and Consultancy Project- Dean (R&D) Hostel - Dean (SW) Library – Librarian

### **7. Boards, Councils, Committees and other Bodies constituted as part of the Public Authority**

Dates from which constituted	03.05.2013
Term/Tenure	The Haryana Private Universities Act, 2006

### **8. Directory of its officers and employees**

Directory of officers and employees	Available at the University Website <a href="https://srmuniversity.ac.in/">https://srmuniversity.ac.in/</a>
-------------------------------------	--

## 9. Name, designation and other particulars of public information officers

Name and designation of the Public information officer (PIO), and Appellate Authority	<p><b>Prof. (Dr.) Paramjit Singh Jaswal</b> Vice-Chancellor and First Appellate Authority SRM University, DELHI-NCR 39, Rajiv Gandhi Education City, Sonapat Haryana-131029. Tel No: 0130-2203717 Email id: <a href="mailto:vcsrcmh@srmuniversity.ac.in">vcsrcmh@srmuniversity.ac.in</a></p> <p><b>Prof. (Dr.)V. Samuel Raj</b> Registrar &amp; Director C4D and Public Information Officer SRM University, DELHI-NCR 39, Rajiv Gandhi Education City, Sonapat Haryana-131029. Tel No: 0130-2203710 Email id: <a href="mailto:registrar@srmuniversity.ac.in">registrar@srmuniversity.ac.in</a></p>
---	--