

# Shri Ram Murti Smarak International Business School Lucknow

(Established & run by SRMS Trust)



# SRMS

## **RAGGING IS PUNISHABLE OFFENCE UNDER LAW**

As per the orders of Hon'ble Supreme Court & State Government ragging is illegal and is completely prohibited and banned both inside and outside the college campus. Any student found guilty of ragging inside or outside the campus will be liable for several disciplinary action. The act of ragging is a punishable offence under Government Law. Under this law the student is liable to be dismissed from the college without any notice and the case may be reported to the Police, if necessary.

# PGDM

# STUDENT MANUAL

w.e.f. 15.07.2019



कांक्षन्तः कर्मणां सिद्धिम् यजन्त अिह देवताः।  
क्षिप्रं हि मानुषे लोके सिद्धिर्भवति कर्मजा॥

## *Vision*

- To help build India as a world leader in Technical Education
- To establish and develop world class Institutions for overall growth in an era of globalization
- To facilitate easy access to technical education to all sections of society
- To develop and provide a professionally qualified technical workforce for augmenting the nation's human resources.

## *Mission*

- To impart academic excellence in Technical Education
- To inculcate high Moral, Ethical and Professional standards among our students and to improve overall personality
- To evolve the Institution to the status of a Deemed University
- To strive incessantly to achieve the goals of the institution.

Our assets - our students

Our means - our college staff

## Introduction:

SRMS Trust, Lucknow is a charitable registered trust. The primary objective of the trust is to provide and promote education and research in the fields of engineering and technology, science, medicine, humanities, management and computer application. SRMS IBS was established in 2011 by 'Shri Dev Murti Ji' Managing Trustee, SRMS Trust. The college is co-educational, self-funded & managed by SRMS trust through its managing trustees.

## Location:

The college is situated on a sprawling pollution free lush green residential campus of 17 acres of land, with its building spread over 1 lakh. sq. m. covered area. It is located at 34km on NH-25 (Lucknow-Kanpur Highway), distt.-Unnao, which is a fast developing area for educational sector.

The college campus offers a pleasant environment for study, healthy living and leisure, away from the noise and congestion of the city.

## Academic Profile:

Shri Ram Murti Smarak International Business School, (SRMS IBS) is a knowledge center for industry and academia. Our faculty is well known subject matter experts with years of continuous interaction with global & Indian industry. Their experience is reflected in their research papers, books, consulting projects and editorials in leading newspapers, journals & magazines.

## POST GRADUATE DIPLOMA IN MANAGEMENT (PGDM)

- Two year full-time, 100% residential program, approved by AICTE, Ministry of HRD, Government of India.
- Specialization offered in Marketing, Finance, International Business & Human Resource Management.

### ACADEMIC CALENDAR I<sup>st</sup> Year\*

Trimester – I June 18 – September 21

Trimester – II September 22 – December 30

Trimester – III January 7 – April 16

\*Tentative: Subject to change by college management.

### ACADEMIC CALENDAR II<sup>nd</sup> Year\*

Trimester – IV June 15 – September 21

Trimester – V September 22 – December 30

Trimester – VI January 7 – April 16





## **1. GENERAL INFORMATION:**

- 1.1. The college rules are meant for internal circulation only. These rules provide all the necessary guidelines to students and will be helpful throughout their stay in the college. Students are advised to go through this manual carefully and abide by the rules and regulations mentioned therein religiously.
- 1.2. Every student and his/her parent/guardian have to give an undertaking at the time of admission that they have read and understood these rules and the same will be binding on them.
- 1.3. The PGDM Programme consists of two years full time course, spread over six trimesters.

## **2. REGISTRATION:**

- 2.1. Students will be registered to PGDM Trimester I/IV as per the notification from the college.
- 2.2. Students have to get themselves re-registered at the starting of each year, the last date of which will be notified by the college.
- 2.3. In case of late registration or late payment of fee a fine of Rs. 100/- pay and Rs. 1000/- week will be imposed. The students will not be allowed to attend classes or write examinations or stay in the hostel till all college dues are not paid as per the college guidelines.
- 2.4. If a student does not get himself/herself re-registered within 15 days of the expiry of the due date his admission stands cancelled.
- 2.5. If a student does not turn up after depositing fee within fifteen days after the registration and does not communicate in writing a genuine reason of his/her absence, his/her name will be automatically struck off from the rolls of the college.
- 2.6. In the above case (2.5) no refund of the fee will be made and the student will have no claim on the seat for the coming years.
- 2.7. A student will have to deposit the original documents and testimonials of examinations passed. These will remain with the college till the end of the 1st year. The students are required to collect their original testimonial in 2nd Year.
- 2.8. A student can get his documents back only on taking withdrawal from the college.
- 2.9. A student, who has been registered in a Trimester of any Part, shall pursue the regular courses of lectures, tutorial, sessionals, practicals, etc., as mentioned in the scheme of teaching, and after satisfying such other conditions laid down in the AICTE Ordinances, he/she shall be eligible to appear in Tests/Examination on such dates as may be fixed by the Institute.

## **3. PAYMENT OF FEE:**

- 3.1. Fee for full academic year in the shape of Bank draft as per the installment plan of the collage.
- 3.2. The college will charge the fee as per the directions given by S.R.M.S. Trust and as per the Hon'ble Court decision.
- 3.3. If the candidate pay fees in cash, amounting to more than ₹ 10,000/- he has to pay a cash fine of ₹ 5000/-.

## **4. REFUND:**

- 4.1. Security deposit is refundable only after the completion of the programme and no adjustment is allowed in this sum.
- 4.2. In the case of withdrawal after admission no fee is refundable including security deposit.



## 5. **SRMS TRUST SCHOLARSHIP:**

The trust recognizes all the meritorious students every year on the basis of their annual result of the PGDM examination. For this the Trust has earmarked ₹ Two Crore to be distributed to the meritorious students of the Trust Institutions every year.

The college has laid down the following criteria for the Scholarship:

- a) Students securing 86% or more marks in PGDM Examination ₹ Equivalent to the % of marks secured (Minimum ₹ 86,000/-)
- b) Students securing 85% marks but below 86% in PGDM Examination - ₹ 35,000/-
- c) Students securing 80% but below 85% in PGDM Examination- ₹ 25,000/-
- d) Students securing more than 75% but below 80% in PGDM Examination - ₹ 20,000/-
- e) A cash prize of ₹ 21,000/- is awarded to the students securing first position in the passing out batch of PGDM, subject to the condition that the students has secured more than 75% Marks.

## 6. **CURRICULUM:**

- 6.1. The curriculum is divided into six trimesters. It includes lectures, tutorials, practical value addition subjects like verbal ability, quantitative techniques and logical reasoning. The curriculum also covers group discussions, personal interviews, industrial visits, guest lecturees and other co-curricular activities.
- 6.2. It will also include co-curricular and extra-curricular activities as prescribed from time to time by the college.
- 6.3. The last date to select your specialization is February 28 of the first year. No changes will be permitted after that day.

## 7. **ATTENDANCE:**

- 7.1. Every student is required to attend lectures, tutorials, practical, appear in all trimester examinations and other prescribed curricular and co-curricular activities. To appear in the Mid term/End term Examination, 80% attendance is mandatory.
- 7.2. Leaves other than vacation will not be encouraged. Parents and guardians are requested not to encourage their wards to take leave from the college. However relaxation of 20% can be sanctioned on the basis of genuine medical grounds should be maintained by each student in each subject which will be calculated before each Mid term Examination. If any student fails to maintain his/her attendance, he she will not be allowed to appear in the Mid term/End term examination of the particular subject/subjects. In case of leaves especially after long breaks a fine @ Rs. 100/week will be imposed to the student fails to report on the scheduled date.
- 7.3. For medical leave, student has to submit Medical certificate by an MBBS Doctor and also duly approved by the college doctor.
- 7.4. Students absenting themselves without valid grounds from the classes without application/permission shall be fined on per day basis. The amount of fine will be fixed by the director.
- 7.5. Students, remaining absent from the classes for longer duration are liable to be expelled from the college.



- 7.6. Every student should report to the college in perfect dress/Uniform before 08.30 a.m. every day.
- 7.7. In case a student remains absent for more than 10 days from the college his name will be struck off from the roll of the college.

## **8. EXAMINATION:**

- 8.1. Student's performance will be evaluated through continuous assessments in the form of class tests, assignments, quizzes, viva voce/practical etc. There shall also be an exam at the end of each trimester in theory subjects, practical & projects.
- 8.2. The distribution of marks for the class test, quiz test, assignments, and trimester theory/practical and other examinations shall be as per the prescribed scheme of examinations as notified by office of the Director.
- 8.3. The maximum marks for the theory subjects shall consist of marks allotted for end trimester examination and sessional work as per institute rules.
- 8.4. Pass/Fail in any subject shall be declared on the basis of total marks obtained in theory/practical examination and the sessionals award for theory/practical subjects as per institute rules.
- 8.5. A student of PGDM is required to complete the program in a maximum of four years. If a student fails continuously twice in one year he/she will not be allowed to continue his/her studies further.

## **9. EXAMINATIONS RESULT PROCESSING AND ELIGIBILITY FOR PASSING:**

- 9.1. The examinations will be conducted on trimester basis and result will be compiled yearly for promotion in the next year. Hence it will be trimester based system for examination.
- 9.2. A student will be declared pass in a subject of trimester if he/she secured 40% marks in that subject in aggregate (including internal & external) as well as 40% marks in external end trimester examination. Failing any of the above conditions students will get back paper in that subject. Internal marks can't be revised in all the circumstances i.e. back papers facility shall not be available in internal examination.



- 9.3. The minimum total marks for passing the trimester will be 50% (Fifty Percent) in aggregate.
- 9.4. A student who has secured minimum marks to pass in each paper as mentioned above but has not secured the minimum marks to pass in aggregate for the trimester concerned shall be eligible to reappear in two papers in which he/she secured minimum marks or subject of his/her choice in that trimester so as to improve the aggregate marks in the concerned trimester for passing.
- 9.5. First year Back paper examination will be held with the next year regular examinations. All students shall be admitted to second year of the course even though they got back in all the papers. Back papers for the 4<sup>th</sup> and 5<sup>th</sup> trimester shall be held at the end of the 6<sup>th</sup> trimester.
- 9.6. The ex-students shall be exempted from paying tuition fees. However they have to pay operational and processing fee (as decided by the Institute) if they appear in examination as Ex-Student. They are also exempted from attending the classes.
- 9.7. A student who failed and wants to appear in regular classes has to take re-admission. For which he has to deposit complete fee.
- 9.8. If a student fails to clear the PGDM course during the span period of four years from the date of admission then he or she shall not be eligible to be readmitted in the PGDM course from SRMS IBS.
- 9.9. The promotion to the subsequent trimesters shall also be subject to the condition that at the end of the previous trimester a student would be promoted provisionally to the subsequent trimester provided that he/she has appeared in the previous trimester examination and his/her continuation in the concerned subsequent trimester shall be subject to the condition that on declaration of the result of the previous trimester examination.
- 9.10. There will be a system of scrutiny of answer books. Students can apply for scrutiny of the answer books after depositing the prescribed fee of Rs. 1000/- per paper per trimester. Scrutiny consists of followings only :
- 1) Checking whether all desired questions attempted by the candidate have been evaluated
  - 2) Checking the total of marks awarded.

**10. MARKS DISTRIBUTION:\***

Internal evaluation 70 marks

External evaluation 80 marks

**Internal marks division:**

Mid Trimester Exam 30 marks

Class participation 20 marks (including Quizzes, Assignments, Presentations, Roll-plays Group and Team activities)

Class Test 20 marks

*\* Can vary for each Course Title.*

**11. RESULT: -** Result at the end of each trimester.



## 12. AWARD OF DIVISIONS:

- 12.1. If a candidate pass all examinations in a single attempt and secures 75% or more marks in aggregate he/she will be placed in First Division with Honours.
- 12.2. If a candidate passes all examinations and secures aggregate marks of 60% or more but less that 75% he/she shall be placed in First Division.
- 12.3. If a candidates passes all examinations and secures aggregate marks of 50% or more, but less than 60% he/she shall be placed in Second Division.

## 13. GRACE MARKS:

A candidate may be awarded grace marks upto a maximum of total 10 marks, in maximum four subjects but not more than three marks in any subject including theory papers, practical, project, seminar, industrial training and/ or aggregate marks in each academic year provided he/she can be declared to have passed the academic year by the award of these marks.

## 14. UNFAIR MEANS IN EXAMINATION:

Students caught using unfair means in college examinations will be dealt in accordance with the law in force at that time. In addition such students will not be given admission in next higher trimester till their cases are decided by the college.

## 15. EXAMINATION ORDINANCES:

- 15.1. In case of Mid & End Term Examination and Back Paper Examination, students will not be allowed to leave the Examination room before the completion of examination. Students should reach the examination room 15 minutes before the examination time.
- 15.2. The fee for back paper examination shall be charged @ ₹ 800/- per paper per trimester.
- 15.3. The fee for improvement examination shall be charged @ ₹ 1000/- per paper per trimester.
- 15.4. In case any student fails to appear in the Mid-Term Examination for any reasons, no compensatory Mid Term Examination will be conducted.
- 15.5. In case the student fails to submit back paper fee or Compensatory Mid-Term Paper fee by the scheduled date, a fine @ ₹ 10/- per paper per day will be charged.
- 15.6. There is also provision of re-checking.
- 15.7. In case of loss, theft or pilferage a duplicate mark sheet can be issued at the payment of ₹ 1000/-.





## 16. **CAMPUS AMENITIES:**

**16.1. TRANSPORT FACILITY:** The College provides transport services in week-ends between college campus and city. However, the students can avail this facility twice a month exceeding this would be charged @ ₹ 10/ km.

**16.2 MEDICAL FACILITIES:** - The college maintains a primary health centre where primary medical services are made available to the students in the college campus itself. It is mandatory for every student to have medical insurance for full the PGDM tenure

## 17. **GUEST HOUSE FACILITIES:**

- The college provides the facility of Guest House with AC rooms for parents/visitors on payment of ₹ 1000/- per day for single/double occupancy.

## 18. **LIBRARY:**

Shri Ram Murti Smarak Trust maintains a well quipped air-conditioned library in the campus. It has excellent collection of books on Management & selected literature books as well as reputed newspapers.

### **Library Rules & Regulations**

The Library is primarily meant for bonafide students, faculty & members of the staff of SRMS IBS.

### 18.1 **LIBRARY TIMINGS:**

Monday – Saturday - 9.00 am to 11.00 pm

Sundays & Holidays - 9.00 am to 4.00 pm

**Library will remain CLOSED on:** - National Holidays

Circulation Timings (Issue/Return) - 9.00 am to 8.00 pm (Monday - Saturday)

(Reference) - 9.00 am to 11.00 pm (Monday - Saturday)

The timings and days of operation shall undergo changes as per college management.

### 18.2 **MEMBERSHIP:**

18.2.1 Every student has to apply for the membership of the library.

18.2.2 A student has to submit two recent passport size photographs along with the prescribed membership form duly filled in.

18.2.3 Entry of members without Library Card is not permitted.

18.2.4 Library Members should maintain perfect silence and cleanliness in the Library.

18.2.5 Members are requested to be properly dressed while coming to the Library.

### 18.3 **DAMAGE:**

18.3.1 If any book is lost/damaged/misused, the person responsible will have to pay double the cost of the book.

18.3.2 If anyone is found tearing, stealing or defacing books/magazines, his/her membership will be immediately



terminated and a fine of triple the cost of the book will be imposed on him/her.

18.3.3 Suggestions pertaining to the library can be put in the suggestion box and request regarding books can be made through a Request Form.

#### **18.4 ISSUING BOOKS:**

18.4.1 Books can be issued for Seven days. If the book is not returned in time, a fine of ₹ 5/- per day will be imposed.

18.4.2 Books would not be issued on the same day of return. The book can be issued after a gap of minimum 24 hours.

18.4.3 A Request Form along with the Accession Number of the book should be deposited to get a book issued.

#### **18.5 REFERENCE SECTION:**

18.5.1 Members can take with them, only loose sheets in the Library.

18.5.2 A member can get issued a maximum of four books at a time by making an entry in the Register and submitting the Library Card.

18.5.3 Reference Books cannot be carried out of the Reference Section under any circumstances.

#### **18.6 PHOTOSTAT FACILITY:**

Photostat timings will be from 9:00 am to 8:00 pm.



- **PHOTOCOPY CHARGES (B/W)**

A4 SIZE : ₹ 1 per Copy

A3 SIZE : ₹ 2 per Copy

- **PRINTOUT CHARGES (B/W)**

Printout (B/W) : ₹ 2 per Copy A4 size

Printout (B/W) : ₹ 4 per Copy A3 size

- **PHOTOCOPY/PRINTOUT CHARGES (COLOURED)**

A4 SIZE TEXT : ₹ 15 per Copy      A4 SIZE DIAGRAM : ₹ 20 per Copy

A3 SIZE TEXT : ₹ 30 per Copy      A3 SIZE DIAGRAM : ₹ 40 per Copy

- **BINDING CHARGES:**      SPIRAL BINDING : ₹ 30 per Set (small)

### 18.7 RULES FOR THE DIGITAL SECTION OF LIBRARY:

- Any social sites (facebook, twitter, orkut, etc.) are not allowed to access in digital section. If anyone found doing so disciplinary action will be taken.
- After using E-Journals students should properly sign out from the site.
- Digital material like DVD, CD are issued against reader ticket for seven days, rest rules are same as books. In the event of damage of any kind, the last reader will be liable to compensate for damage.

### 18.8 LIBRARY RULES:

#### **Entry without identity card is not permitted.**

- Users should maintain perfect silence and discipline inside the Library. Taking any type of food and beverages are not permitted inside the library.
- Using of mobile phone, I-pad, Camera & other type of electronic items are prohibited inside the library.
- Users may not allow taking any non-library books, briefcase & other such packages inside the Library. Such items should be deposited at the property counter.
- For reading personal books, newspapers and other personal documents users should use personal reading rooms.



### 18.9 CIRCULATION OF BOOKS:

- Books will be issued to bonafide members only. Without I-Card neither anybody can enter in Library nor can be issued any document. At the issuing time the card holder should be present at the issuing counter. No one can issue the books in others card. Duplicate cards can be issued from the counter, after a week of submission of request regarding card lost.
- Reference Books, Journals and Newspapers will not be issued under any circumstances to the student member for outside the Library. Reference books may be issued to teaching faculty members for same day only in requisition slip



available in reference section of Library.

- In case of any difficulties about using Library, users can meet to library in- charge.
- Library membership card is not transferable.
- The borrower is fully responsible for the books borrowed in his/her membership card.
- Absence and illness are not acceptable excuses for exemption from paying an overdue charge.
- The Librarian may recall a book at any time before its due date.
- If the borrower has not returned the books within a reasonable time of its due date as indicated in the recall notice, or in the book card, as the case may be, the borrower is liable to pay the cost of the book plus the prescribed overdue charge.
- If a book belonging to a set is lost, the borrowers will replace the entire set at their own cost and take the remaining books of the set in the library with them.
- Mutilations, markings or removal of pages will be considered as “damage”. Such documents, as also the lost ones, will have to be replaced or paid for at the current price. In case of rare and out-of-print books, price assessment made by the Librarian will be final binding.

#### **18.10 ADMISSION TO LIBRARY:**

All members are required to deposit their personal belonging at the property counter at their own risk. The library is not responsible for any loss or damage to the same. Taking a briefcase or bag inside the library is strictly forbidden. Users should let the security, check their personal belonging like books, files, etc. before they leave the library premises.

#### **18.11 CARE TO LIBRARY MATERIALS:**

Library resources such as books, journals, and electronic materials, etc. are costly and are often rare. They are for the benefit of not only the present but also for the future members of the library materials. Tracing or copying of any is prohibited by copying policy and users shall be solely responsible for any violations. Before leaving the issue counter, member should satisfy themselves as to whether the library material lent to them is in sound condition. If not, they should immediately bring the matter to the knowledge of the library staff at the issue counter. Otherwise, they are liable to be held responsible for replacing the materials or paying such compensation as fixed by the librarian.

#### **18.12 CLEARANCE CERTIFICATE:**

Borrower's membership card being the library property must be returned to the library at the end of the period of issue. All those who leave the institute must surrender their membership card to the library, and obtain a “clearance” certificate from the librarian, in order to ensure that they owe no dues to the library.

#### **18.13 GENERAL INSTRUCTIONS:**

- Use of mobile phones inside the library is strictly prohibited.
- No refreshment or foodstuff of any kind shall be consumed anywhere inside the library.
- Keeping in mind that the library is a place of individual study and research, members should maintain an atmosphere of dignity, peace and silence within the library premises.





- Suggestions for purchasing books and other materials and improving the library services are welcome.
- Members should keep the library informed of any change of address and contact details during the period of their membership.
- The librarian has the power to cancel the library card and refuse admission to anyone who violates the rules and regulations of library or indulges in any other type of misconduct.
- Members should return all materials borrowed from the library before proceeding on any kind of long leave. Any member going out of the campus for more than a fortnight will ensure that the library has access to the books loaned to him/her. Members on deputation or study leave going out of Unnao should return all borrowed materials.
- Members should not sub lend the materials borrowed from the library.
- Materials that are issued should be produced for the security to check.
- Library materials should be handled with utmost care. Nobody should write damage and make any mark on any kind of library materials.

#### **18.14 BOOK BANK SCHEME:**

- A book bank has been established to facilitate a long-term book lending scheme for one complete trimester on a nominal charges. The students are advised to avail this facility and make a habit of consulting books frequently instead of depending only on class notes and study materials. The rules for lending of books are given below:
- Books will be loaned for one trimester.
- Student must give their requirement 10 days in advance.
- Book once issued will be retained by the students for the full trimester. If a book is returned earlier, no relaxation in loan charges will be made.
- Students must keep the books intact while in their possession. In case any damage is detected, he has to pay the double the cost of the book.

##### **Damage includes:**

- (i) The tearing of pages (ii) Tearing of the front and back covers (iii) Underlining the text either in pencil or in ink.
- Books worth up to a maximum of ₹ 3000/- will only be issued in a trimester.
- If a book is not returned on due date a late return fine of ₹ 10/- per day per book would be charged till the date the book is returned.
- If a book is not returned on due date double, the total cost of the book will be recovered.
- Students are advised not to reloan the book.
- The books will be issued for the subjects being taught in the concerning trimester.
- ₹ 750/- will be charged per trimester for availing the book bank facility.
- ₹ 3000/- will be charged at the commencement of the program as a security deposit.



## 19. DRESS CODE

**Note:** Students should arrange the following Dress Code prior to joining the College

### BOYS

#### SUMMERS:

S.No.	Clothing Item	Allowed Colors	Comments
1	Formal trousers	Black	<ul style="list-style-type: none"><li>• Full length</li></ul>
2	Formal shirts	White/Light blue/Cream/Off white/Light pink/Light green	<ul style="list-style-type: none"><li>• All buttons to be closed except the top button</li><li>• No rolled up sleeves allowed</li><li>• No check shirts allowed</li><li>• Only full sleeve shirts allowed</li></ul>
3	Formal shoes	Black	<ul style="list-style-type: none"><li>• With laces and polished at all times</li></ul>
4	Belt	Black	
5	Socks	Black	<ul style="list-style-type: none"><li>• Matching with trousers</li></ul>
6	Business suit (optional in summers) (mandatory for formal functions)	Black	<ul style="list-style-type: none"><li>• SRMS tie given at the time of joining</li></ul>

#### WINTERS (DEC-FEB):

S.No.	Clothing Item	Allowed Colors	Comments
1	Business suit (mandatory)	Black	<ul style="list-style-type: none"><li>• Suit should be 2-button</li><li>• Use plain buttons</li><li>• SRMS tie given at the time of joining</li></ul>
2	Formal shirts	White/Light blue/Cream/Off white/Light pink/Light green	<ul style="list-style-type: none"><li>• All buttons to be closed except the top button</li><li>• No rolled up sleeves allowed</li><li>• No check shirts allowed</li><li>• Only full sleeve shirts allowed</li></ul>
3	Formal shoes	Black	<ul style="list-style-type: none"><li>• With laces and polished at all times</li></ul>
4	Belt	Black	
5	Socks	Black	<ul style="list-style-type: none"><li>• Matching with trousers</li></ul>
6	Cardigans	Black	<ul style="list-style-type: none"><li>• To be worn under the Blazer</li></ul>

In addition to the above, students should note the following points:

- You should sport a well groomed look that includes short and neatly combed hair and properly clipped nails
- For any special events/guest lectures /industry interactions/placement activity, **a black business suit with black trousers and the SRMS tie** is mandatory
- If students are not in the formal dress code described above, then they will not be permitted in any academic/non academic activity on or off campus

### **SAMPLE SUITS for boys:**

All boys are expected to bring along with them at least one **2-button BLACK suit**. This suit will help you in future after college also. A sample photograph is attached for your reference.

Brand Recommendation: Van Heusen / Blackberry





## GIRLS

### SUMMERS:

S. No.	Clothing Item	Acceptable Colors	Comments
1	Formal trousers	Black	<ul style="list-style-type: none"><li>• Full length</li></ul>
2	Belt	Black	<ul style="list-style-type: none"><li>• Ladies belt</li></ul>
3	Formal shirts	White/Light blue/Cream/Off white/Light pink	<ul style="list-style-type: none"><li>• All buttons to be closed except the top button</li><li>• No rolled up sleeves allowed</li><li>• No check shirts allowed</li><li>• Only full sleeve shirts are allowed</li></ul>
4	Black Blazer (optional)	Black	<ul style="list-style-type: none"><li>• Black blazer to be worn over the shirt with black trousers.</li></ul>

### WINTERS (DEC-FEB):

S. No.	Clothing Item	Acceptable Colors	Comments
1	Formal trousers	Black	<ul style="list-style-type: none"><li>• Full length</li></ul>
2	Belt	Black	<ul style="list-style-type: none"><li>• Ladies belt</li></ul>
3	Formal shirts	White/Light blue/Cream/Off white/Light pink	<ul style="list-style-type: none"><li>• All buttons to be closed except the top button</li><li>• No rolled up sleeves allowed</li><li>• No check shirts allowed</li><li>• Only full sleeve shirts are allowed</li></ul>
4	Black Blazer (mandatory)	Black	<ul style="list-style-type: none"><li>• Black blazer to be worn over the shirt with black trousers.</li></ul>
5	Cardigans		<ul style="list-style-type: none"><li>• To be worn under the Blazer</li></ul>



### SAMPLE SUITS for GIRLS:

All girls students can (optional) wear a **BLACK** business suit for placement activities. A **2-button black business suit**. This suit will help you in future after college also. A sample photograph is attached for your reference.

*Brand Recommendation: Van Heusen / Vero Moda*

**Design for pants (front and back).**



**Design for suit (choose any style):**





### 1) **JEWELRY/ACCESSORIES :**

- Use of excessive jewellery is prohibited.
- No fancy bangles and dazzling earrings will be allowed.

### 2) **COSMETICS :**

- Keep the makeup conservative and natural looking.
- Nails should be clean and well groomed.
- Avoid extremes of nail length and polish color.
- Hairs should be clean and neat. Well tied up. Open hair will not be allowed.

### 3) **PURSE / BAGS:**

- No fashionable / flashy bags will be allowed.

### 4) **SHOES / SANDALS:**

- No sports shoes will be allowed.
- Leather shoes of Black / Brown color.
- Thin strapped sandals and high heels are not allowed.
- Flat sandals / Sandals which covers the toes and of medium heels are allowed.

#### **NOTE:**

- For any *Special Events / Guest Lectures / Industry Interactions*, a sober sari with decent blouse (sleeveless blouses not allowed) is mandatory and hair should be clutched properly (open hair not allowed).
- For *placement activity* business suit or a sober sari with decent blouse (sleeveless blouses not allowed) is mandatory.
- If students are not in the formal code described above then they will not be permitted in any academic / non academic activity on or off the campus.

**The institute reserves the right to change the above rules, as and when required.**

20. **ACADEMIC DISCIPLINE:** The college attaches utmost importance to strict integrity and honesty in academic work by the students. The students must maintain strict discipline in classrooms, examinations, test, quizzes, take-home assignments, and all other segments of academic work. Resorting to copying or helping to copy in any form in examinations or quizzes or home assignments or other elements of evaluation, and/or reproducing passages from written work of others without necessary acknowledgment, and/or passing on or receiving papers in connection with any academic work to be evaluated, and/or canvassing for grades is strictly prohibited. Unless otherwise specified by the concerned faculty the students must not collaborate in any way in so far as their writing effort is concerned in connection with home assignments. In other words, the answers as presented to the concerned faculty should be independent work of each student. They are advised that they should not, in their own interest, communicate their



written analysis or answers of home assignments to any other students. Notwithstanding anything contained in these rules no discussion of any sort will be permitted in the examination halls. Faculty member(s) may not allow or restrict discussion or consultation about the home assignments and home examination they may adopt any other measure to prevent the use of unfair means in any segment of evaluation. Plagiarism in assessments is considered as an offence.

- 20.1 **BUNKING:** Mass bunking from the classes will be viewed seriously and a general fine in the form of deduction of 10 marks will be imposed for each of such abstention from the class.
- 20.2 A student who fails to satisfy the academic requirements such as attendance, mid trimester and certification of discipline and behavior will not be allowed to appear in the mid-trimester examination/end trimester examination.
21. **COLLEGE TIMING:** College timings are from (8:30 am to 4:30 pm).
22. **COLLEGE RULES:** All the students must comply with the rules and regulations of the college.
- 22.1 Students are not allowed to paste notices within the college without prior permission from the office of the director and are also forbidden to communicate with any outside authority directly. All such communications must be through the Principal, who will forward these, if considered desirable. Any student infringing these rules may be suspended.
- 22.2 The college does not hold itself responsible for debts incurred by the students.
- 22.3 Students are not allowed to roam near Director's office/corridors and lawns around the college.
- 22.4 Followings are STRICTLY FORBIDDEN within the premises of the college:-
- No student will bring mobile phone in the Academic Block of the college. In case a mobile phone is recovered from the possession of student, he/she will be fined Rs. 20,000/- & Mobile phone will be ceased. In case, it is repeated, he/she will be rusticated from the college as per Fair Use Policy (FUP) of the trust. No Student is required to bring Multimedia phone if it is recovered, he/she will be fined double the amount mentioned above.
  - Smoking/spitting is strictly prohibited in the campus.
  - The possession or use of alcoholic beverages is strictly prohibited in the campus.
  - The possession or use of addictive or hallucinogenic drugs is strictly prohibited in the campus.
  - Gambling is strictly prohibited in the campus.
  - If me students extends his leave form the stated given time period, he/she will be gated for the time period as per the committee's discretion.
  - The possession or use of fire-arms or any lethal weapons is strictly prohibited in the campus.
  - Loitering around, especially under the influence of alcohol is strictly prohibited in the campus.
  - Playing colour/gulal/mud individually and/or in group in the college campus in the name of Holi celebration is strictly prohibited in the campus.
  - The boys are not allowed to come with French beard and any kind of fashionable/stylish haircuts. Both boys and girls should not bleach their hair.



- Any student caught seeing and showing pornography in the campus, material will be seized, and deserving punishment will be awarded.
- When a group of students cause damage to college property, the cost of such damage will be borne by all students equally.
- Ragging of students is forbidden and is punishable, either by fine or rustication from the college or as per the direction from State Govt. /Hon'ble Court.
- Ragging is defined as willful injury or threat of injury, (Physical or mental) to any fellow student.
- Major illnesses must be reported to the warden/Dean student welfare immediately.
- All irregularities, neglect of duties, breach of rules and indiscipline are to be brought to the notice of the Principal. The Principal, in consultation with senior staff members shall deal with any serious offence.
- The use of private means of transport like motorized two wheelers or cars is not permitted.
- For medical treatment students should inform the college doctor. College will provide free professional services for sickness, however the cost of medicine, investigations etc. shall be borne by the student.
- Parties & Socials: - For all parties (inside and outside campus) involving members from both hostels, (boys/girls) permission should be obtained from the Principal/Administrator through the wardens. A senior member of the staff should be present in all such parties.
- All students will generally occupy fixed seats in class as specified in the seating plan which will be put up at the beginning of the term.
- A student who leaves or is asked to leave the college/hostel must immediately vacate his/her accommodation and clear all his/her dues from all departments/section/clusters of the college, using the no-dues form available in the office.
- Please take care about the correctness of information while making declaration at any point of time in the college. A wrong declaration may lead to one's rustication from the programme.
- If a student is found violating any of the above rules he/she will be liable to disciplinary action and no appeal for condonation will be entertained by the Principal/Administrator.
- In case of any grievance an appeal can be made to the Chairman B.O.G. of college, whose decision shall be final and binding to all concerned.
- Each student will be provided with an identification badge with his/her photo and name as well as other details on it. The students have to compulsorily wear ID badge inside the campus and in college buses. Without ID badges they are not allowed to enter the academic block. ID badges have to be worn by the students during visits to other colleges/universities for participating in sports, cultural other academic activities & placement.
- All requisition letters like industrial visit permission, leave letters permission, medical certificates permission should be





addressed to the administrator.

- All requisition applications for bonafide certificates, Scholarship form should be addressed to the Principal. The trust scholarship form should be addressed to the Managing Trustee.
- Keeping and using **cellular phones is strictly prohibited** inside the campus and in hostels. Failing to do so the cell phone will be seized and fines will be imposed.
- Parents are requested **to keep a close watch on the attendance and progress of their wards**. They are welcome to meet the Director between 12:00 Noon to 3:00 pm.
- Holidays of the college are followed as per the college calendar.
- Any student who is found causing physical injury to a fellow student or a threat to cause injury will invite serious disciplinary action.
- At the time of admission, the student and parents/guardian will be required to sign a declaration that their children/wards will abide by the rules and regulations of the college.

## **23. PLACEMENT:**

### **23.1 Summer Internship rules:**

**The objectives of the Summer Internship Program are:-**

- To expose students to real life work.
- To provide an opportunity for the Student Interns to apply the concepts learnt in real-life situations.
- To help them assess their own abilities visa-vis demands of the corporate world.
- To provide Student Interns a platform to take up on-the-job Training and develop a network which will be useful in enhancing their career prospects.
- To do a study on any one aspect of the company to enhance their research and report writing skills.

### **23.2 Summer Internship Policy**

- The Summer Internship is an integral and essential part of the two-year full-time PGDM Program Curriculum of SRMS IBS.
- The duration of Summer Internship Program is 6-8 weeks beginning from first fortnight of April to first fortnight of June of corresponding year.
- The students are expected to fulfill the requirements of the Summer Internship Program (like submission of updated resumes and profiles in template issued by placement department).
- The students are obligated to behave in a certain manner that maintains and enhances the prestige of SRMS IBS while following the rules and regulations of organization where they are undergoing the internship.



## 23.3 Interns – In the organization:

### 23.3.1 Attendance Policy:

- Absolute attendance (100%) is a symbol of dedication and commitment of an Intern. Unless there is dire need for availing leave, the Intern should not be granted any leave.
- 100 per cent attendance is mandatory. If an Intern is not in a position to attend on any day during Summer Internship, he/she shall obtain prior approval of leave from Company Mentor and Faculty Mentor.
- For all the leaves availed, there will be a penalty in terms of marks. Absence without prior approval of leave will be viewed seriously and may lead to termination of Summer Internship.

### 23.4 Conduct of Interns:

The Interns must bear in mind that they are the ambassadors of SRMS IBS and conduct themselves in the manner befitting the SRMS IBS standards. SRMS IBS expects the Interns to maintain high professional and social standards. SRMS IBS expects that the Interns will at all times during Summer Internship conform to the rules and regulations of




his/her place of work. It is particularly important to be regular, punctual, obedient, honest and sincere at work. Unprofessional behavior, dishonesty, misconduct, indiscipline, irregularity at work and unsatisfactory performance will lead to cancellation of internship of the student. Disciplinary action will be taken at college and company level.

### 23.5 **Do's and Don'ts for Students during Summer Internship:**

#### 23.5.1 **Do's: Interns should:**

- Get an overview of the Company/Industry in which they are placed. This includes understanding the core business of the company, organizational chart, key personnel in the company, manufacturing units, marketing channels, financial policies, etc. Make an analysis of the company vis-à-vis the industry and prepare SWOT analysis.
- Always maintain formal dress code.
- Always be polite in dealings and maintain cordial relationship with the company Executives.
- Always be positive and open to suggestions.
- Maintain strict confidentiality of company information.
- Consult Faculty Mentor or refer textbooks to reinforce relevant concepts.
- Always submit bills in time when reimbursement is to be claimed. Get conversant with company policies/rules before incurring expenditure.
- Always be present whenever the Faculty Mentor and/or Placement Head visit the company.
- Focus on assignment and complete the individual tasks allotted on schedule.

#### 23.5.2 **Don'ts: Interns should not:**

- Criticize the company policies and/or Company Executives.
- Criticize or make adverse comments about SRMS IBS and/or Faculty Mentor.
- Misuse the facilities offered by the company.
- Go to meetings and presentations unprepared or ill-prepared.
- Be late.
- Leave the office without prior permission from the Company Mentor.
- Be impolite or rude to Company Executives.
- Exceed the work given by the Company Mentor and collect information that is confidential in nature.
- Hold back any material/equipment/accessories provided by the company on a returnable basis.
- Interfere in third party assignments.
- Encourage friends visiting workplace during office hours and cause inconvenience to others.

#### 23.6 **Summer Internship evaluation:**

- Summer Internship carries a weightage of 2 credits and therefore the evaluation of summer Internship is critical to the Interns' overall performance. The evaluation will be based on the performance of the Intern.
- The various stages of evaluation and weightage will be shared with the students before the commencement of summer internship program.



## **24. FINAL PLACEMENT RULES:**

24.1 Placement process will begin in the Month of November of the Second Year.

However if the company would like to conduct the process early, students will be informed accordingly.

### **24.2 Eligibility:**

- All graduating students shall be eligible to receive placement assistance unless otherwise debarred from receiving such assistance on account of:
- Secured less than the minimum passing marks in their program.
- Non completion of Summer Training/other academic requirements.
- Breach of discipline not adhering to the instructions/guidelines of placement department and general misconduct.
- Non-payment of fees or any other dues.
- Having attendance less than 80 %

### **24.3 Important Instructions:**

#### **24.3.1 Before the Placement Process:**

The students will:

- Ensure that any training requirements, course requisites, essential criteria or milestones by which eligibility to undertake placement is determined are completed prior to undertaking placements, for example, successful completion of preparatory courses, workshops or tutorials.
- Complete all required documentation, for example, updated resumes in template issued by Placement Department, submission of relevant information in accordance with the placement department with in the given time line.
- Formally disclose any disability which may affect the placement and for which they are seeking additional support during the placement.
- All students must support members of students Placement Committee to ensure a hassle free recruitment process.
- Make contact with the Placement department team once officially advised to do so.

#### **24.3.2 During the Placement Process:**

The students will:

- Carry their College student ID at all times and wear identification and/or Uniforms as directed.
- Adhere to all by-laws, rules, regulations, policies and procedures of the placement department including any dress codes.
- Maintain a level of conduct appropriate to a student in a professional setting and in accordance with the College's **Code of Conduct**.
- Maintain an appropriate level of confidentiality regarding any placement Information if advised by placement cell.
- The student should inform placement department if they have earlier applied for the same company on their own.
- If a company has approached the placement department or is in the process of approaching, no student shall approach any of these companies on their own, except through placement department.
- Students should submit a soft copy of their CV in prescribde formate to the placement department before the start of

placements within given timeline.

- Students are advised to keep sufficient copies of resume, passport size photos, etc ready so as to submit it as per the requirement of company. No requests for taking the printouts of resumes from the placement department will be entertained.

#### 24.4 **Short listing:**

Companies may do short listing of students themselves on the basis of information supplied by the students in their profile or CVs/ Resumes.

Students are not entitled to ask the placement department regarding shortlisting process as there are many cases where companies do shortlisting on random basis/do not disclose it.

#### 24.5 **Interview Procedure:**

Interview schedules as decided by the placement department shall be given to the visiting executives. Thereafter no modifications shall be entertained, except under very unusual circumstances.

Students shall -

- Keep record of organizations and positions for which they apply.
- Keep notes on the job details announced. These are useful at the time of interview.
- Prepare completely for attending the various Written Tests, Group Discussions and Interviews, particularly in respect of the specific company for which they are appearing.
- Students shall not at the time of interview negotiate with the employer about salary and terms different from what is announced earlier, unless the announcement specifies that the salary is negotiable.
- While attending interviews, students must be punctual and come in formal dress only.

The things you should carry for an interview are-

- A portfolio notebook that includes a notepad, penholder, file pocket and 4 passport size photograph.







- A good pen and pencil.
- At least two copy of your resume and list of your references.
- The students must observe and adhere to all codes of conduct rules specified by placement department.

While answering questions in the interview, students should observe decorum. They should abstain from making any kind of derogatory remarks about others. The impact of the behavior exhibited by the interviewees has at times reduced the opportunities available to future batches of Students. Irresponsible behavior, such, derogatory remarks about other candidates or the college, negotiations other than those purported under the due process, will be seriously viewed. Such students will be denied further Placement Assistance.

- Keeping the company's convenience in view, selection processes may take place in any city/town in the states. The students may be required to travel and attend the same. The Placement department shall pass on the information received from the organization to the concerned students. The students are expected to make their own travel and other arrangements.
- It is compulsory for every student who has applied for a particular company, to attend the Pre Placement Talk (PPT) of that company. If a student does not attend two consecutive PPTs, he/she will not be entertained for further placement assistance through college.

#### 24.6 **Withdrawal Procedure:**

- If the profile/package communicated to them by the placement department is not the same, the students can withdraw from the selection process.
- Once the selection procedure has started, students cannot withdraw at any stage. It is presumed that students would apply for a position after careful consideration of all the relevant aspects.
- The students should not negotiate about the package/salary from the company unless specified in the Job Post. All the negotiations regarding the package and profile are done by the Placement Department.

#### 24.7 **Job Offers:**

- Students are permitted to receive a maximum of one job offer only.
- A student shall be allowed to go through the selection processes, based on specified criteria, till he/she secures a job offer.
- Students shall not request any organization to keep an offer pending or make them join early. Any such request shall be considered as a serious breach of the placement norms.
- They shall also not request their future employers to allow extension of deadline for communication of their decision regarding offers made by an organization. Such a job offer shall be treated as a final offer and the student shall not be eligible for placement assistance, thereafter.
- All offers of a particular company shall be announced at the end of the selection process of that company. All offers shall be routed through the T&P only.

- 24.8 Post recruitment process, In case company extends the offer letter directly to student, he/she is supposed to send a copy of same to placement dept. within 3 days of receiving it, failing which student will not be granted NOC to join the



organization or no dues certificate if the joining post final trimester exams.

## 24.9 Summary:

- These guidelines are framed to ensure equality and fairness of opportunity to all the students.
- All students who opt for placement through the placement department shall abide by the guidelines prescribed herein above.
- Any breach of rules specified above by any student, shall be taken up seriously by the placement department who in turn will view the matter and take action against the student, as it may deem fit.
- Students shall not try to gain unauthorized access to communications regarding placements from any other department / person other than placement department. If, in the judgment of the placement department, a student has behaved in this manner, placement department would be free to impose a suitable penalty to the extent of withdrawing further placement assistance to the concerned student and taking other action as necessary.
- The placement department reserves the right of modifying any or all of the above norms and/or stipulating additional norms for placement which, in its judgment and discretion, are likely to benefit the students, immediately or in the future.
- Final authority in case of any dispute would be the Director/Head - Industry Engagement and Placements and his decision will be final.

**25. SRMS HOSTEL & RULES THEREOF (Fully Residential):**

Shri Ram Murti Smarak Trust provides boarding and lodging facilities to the students of Shri Ram Murti Smarak International Business School, Asha Khera, Unnao (UP) in its hostel situated in the campus. The main object is to enable them to utilize their time and energy more usefully in the pursuit of their career objectives. The hostel facility is available in separate hostels for boys and girls as below:

Boys Hostel

Single seated rooms (A/C & Non- A/C)

Girls Hostel

Single seated rooms (A/C & Non- A/C)

25.1 **REGISTRATION:** Hostel is mandatory for all students. The request for hostel accommodation has to be made directly to the trust which finally makes the approval. The hostel is well furnished and provides peaceful and pollution free environment with facility to make the members not only good students but better citizens.

## 25.2 FACILITIES:

- 24 hours generator facility to meet the power cuts and to help in smooth studies of the residents.
- Hot Water and Cold Water Supply is available according to the seasons.
- Regular transport facility between the hostel and the city is available on prescribed days.
- Common room with facilities of indoor games like Table Tennis, Chess, Carom etc. and with Cable connection.
- Facility for out-door games like Volleyball, Basketball, Cricket, Hockey, Football, Handball, Squash Court, Badminton Court, Lawn Tennis and a running track is provided.
- The campus has a fully equipped and modern gymnasium.
- Library facility since 8:00 am to 11:00 pm.
- The hostel rooms are fully furnished with bed, mattress and pillow study table, chairs and fans etc.



- The entire campus is quite safe and secure.
- Dispensary: - A modest health center with medical services is available in the campus.

### 25.3 **HOSTEL RULES :**

The residents of the hostel are required to follow rules strictly as given below-

- Without the approval of Director in written, no office bearer or any student is allowed to take meeting among and within the batch. If found doing so, strict action will be taken by the college authority.
- Office Bearers are reminded that if found with misuse of their title, a strict action will be taken by the college authority.
- Any student with any problem has the fundamental right to approach the college authority.
- Rooms are allotted on the basis of the criteria/procedure laid down by the authorities from time to time. No change will be affected during the continuity of the session.
- The students at the time of admission to the hostel, must show the receipt(s) of the hostel fee to the warden to his/her satisfaction and unless and until it is done, the occupation of any accommodation within the hostel will not be allowed.
- Residents will be held fully responsible for any loss or damage to the electrical fittings, furniture etc. in their room(s).



- For any loss or damage in the common areas like corridor/toilet, the residents of the respective floors shall be held responsible. On the same lines, if any damage occurs in the mess or to the staircases, all the residents will be held responsible as these are commonly used by all of them

Students/Residents are not allowed to use electrical heater or any other electrical apparatus run by power in their respective rooms or elsewhere. If found doing so, then the apparatus would be immediately confiscated and a fine @ ₹ 5000/- per item would be imposed.

- No student shall permit any day scholar/stranger/ friends/relation/unauthorized persons to live in his room and if found so, the student shall be himself liable for serious action against him including expulsion from the hostel.
- No female shall be allowed to enter the hostel/rooms except the guest room in Boys Hostel & vice versa with any excuse including festival & celebration etc.
- All lights and fans must be switched off before leaving, failing which a fine of ₹ 100/- per Day will be imposed for each item found to be on when the room is locked.
- Residents are required to write their name and address on the register maintained for the purpose with warden before leaving for outstation on the week-ends/holidays etc.
- No student shall be rough to the mess/canteen/hostel employees. Any complaint against employee must be brought to the notice of the warden.
- All the resident students are supposed to take their meals in mess and not in their rooms.

- All dues must be cleared in time.
- None of the residents should create disturbance or nuisance for the fellow residents by rushing about in the stair-cases/corridors and playing radios/VCRs/Stereos at late hours during the night (i.e. after 11:00) which is strictly prohibited. It is always expected from the residents that they maintain a disciplined & dignified behavior in general and conduct themselves in a manner that does not offer or causes inconvenience to fellow residents.
- Any student found in possession of/ or having taken alcoholic drinks or any kind of narcotic during will be expelled from the hostel. Smoking & chewing of Pan/Pan Masala is strictly prohibited in the hostel.
- The Hosteller should adhere to the timing of the Hostel as notified by the Chief Warden.
- A Hosteller who is found absenting from the classes without any genuine reason, he/she will be asked to vacate the hostel or fined.

**Discovery of any lethal weapons or firearms in possession of a student shall invite expulsion from the college.**

- No student of the hostel will be absent from the hostel without the written permission of the warden. A resident wishing to visit friends or relatives allowed by the parents, even on holidays shall obtain the written permission of the warden. If the rules are not followed by the hostlers then consequences and responsibilities will be borne by them in term of disciplinary action or expulsion from the hostel.
- For overnight stay the students should take the permission from the director. The application for such should be counter signed by parents/local guardians.
- The hostel after closing time of gate (8:00 pm in summer and 7:30 pm in winter) except on duty, shall obtain a permission from the warden stating where they will be going to the warden any time before 3:00pm.
- Illness must be reported to the warden by the student concerned at once.
- Hostel students will not come out of their rooms in Banyan, Lungi & undergarments. They should be dressed up in proper civil dress.
- Students will be allowed to dry their undergarments/clothes at the place allotted.
- Students should come in proper dress in the hostel/mess.





- Students should not keep any extra furniture and mess utensils in their rooms. If any such harm is found, they will have to pay a fine of ₹ 100/- per item per student of that room.
- The Hostellers should not remain in their rooms during college hours. If they are found in the Hostel during college hours without any prior written permission for more than three times, they will be expelled from the hostel.
- Students should be available in their rooms for attendance after 9:00pm.
- Parents/Guardians are requested to sit or wait for their wards in the waiting room only and they are not allowed to enter the Hostel area except the visitor's room. Parents must provide the full address of the relatives whom the hosteler can visit during short holidays.
- Visitors are allowed to meet their wards only after 4:30 pm to 7:30 pm on working days and on holidays from 10:00 am to 7:30 pm.
- All the students will have to deposit their probable visitor's photographs along with their parents consent. Only such persons can take the student outside the campus. The warden will have the sole right to allow only visitor. Parents must provide the full address of the relatives whom the hostler can visit during short holidays.
- A student cannot abstain from the classes without any genuine reason. The reason has to be communicated in form of application to the Academic Co-ordinator.
- Two overnight leaves are allowed in a month.
- A student can be allowed only one short leave in a week.
- Anybody found violating any of the above rules shall be liable for disciplinary action. Any matter not covered by the above rules shall be decided by the Trust.
- Smoking/spitting is strictly prohibited in the hostel area.
- Running in pairs (Girls & Boys) in the campus is on strictly prohibited.
- Gambling of any kind is not allowed.
- Loitering around, especially under the influence of alcohol is punishable.
- Hostellers are not allowed to see and display any type of movie on computers.
- Any students caught seeing and showing pornography in the hostel, material will be seized and deserving punishment will be awarded.
- Sharing of hostel rooms is strictly prohibited. Resulting in a change of ₹ 1000 per night and immediate expulsion.
- Hostellers are not allowed to play color/gulal in the name of holi celebration.

**Ragging is strictly prohibited as per the orders of the Supreme Court of India in writ petition No. © 656 1998 and State Govt.**

**25.4. MESS:**

- The Hostel has a mess for girls and boys managed by the student committee. The mess provides nourishing and quality food for residents as follows: Breakfast, Lunch, Evening Tea, and Dinner. The menu is decided by the student committee.
- The college provides infrastructural requirements for the mess facilities to the students. The management of the mess facilities is being done by the elected member(s) of the student's community.

**MESS TIMING:**

- Only vegetarian food will be served in hostel mess and canteen. Non-vegetarian food is prohibited in the college



campus.

- For guest, mess facilities are available on payment.
- Mess timings are subjected to change as per management.
- Sick Diet- Sick diet is provided for a day to students who are sick, if a written request is made in the sick diet Performa available in the mess.
- If sick diet is to be continued, advice of college doctor/hostel supervisor is necessary. Sick diet will normally be served in the rooms only for those students who are not in position to move out of bed because of sickness, on the recommendation of resident hostel warden. The utensils used for serving sick diet should be returned to the mess next day through waiter.
- An advance notice of minimum three hours before meal commences is necessary to enable the mess to cater to such requests.
- Check in time: Whenever any resident (Hosteler) goes out of the campus, he/she should be back by :  
For Boys : 8:00 PM.  
For Girls : 8:00 PM.



26. **FEE STRUCTURE:** The college will charge hostel fee as per the direction given by S.R.M.S. Trust.
27. **ALUMNI:** All the students passing out from the college will become member of the Alumni association as per decision taken by it. They will be entitled for certain benefits after they pass out.
28. **CHANGE OF RULES:** The college reserves the right to change any or all of the information, rules, regulations and procedures in this Manual without prior notice, whenever it deemed necessary to do so.
29. **CLUB ACTIVITIES:**
  - Several clubs are formed to encourage and organize extracurricular activities amongst students.
  - Each club will have a name, basic objectives and list of proposed activities.
  - All the students will have to opt for membership of at least two clubs at the time of registration.

S.No.		ON WEEK DAY* (INCLUDING HOLIDAY)	ON SUNDAY*
a.	<b>Breakfast</b>	7:30am to 8:15am	9:30am to 11:00am (Brunch)
b.	<b>Lunch</b>	12:35pm to 1:25pm	.....
c.	<b>Evening Tea</b>	5:00pm to 6:00pm	5:00pm to 6:00pm
d.	<b>Dinner</b>	8:00pm to 9:00pm	8:00pm to 9:00pm

\*Tentative: subject to change by college management



- Students should mention four preferences for club membership. In case there are several students for the first two options, the students will be allotted club membership according to their subsequent choices.
- Students will not be allowed to change their membership options during the year.
- A nominal fee towards club membership will be charged from the students, at the time of registration.
- Attendance will be mandatory for club meetings and activities. An attendance register will be maintained for this purpose.
- The club must be managed by the students, under the guidance of two faculty members.
- Each club will have a student secretary and two joint secretaries, who will report to the faculty coordinators.
- All the clubs will hold regular meetings to discuss and plan their activities. Attendance will be noted and minutes of such meetings will be prepared and filed.
- Each club will organize competitive activities, at intra and inter college levels on a weekly basis. Clubs can invite participants from other clubs or colleges.
- Rules for individual activities being organized by the clubs will be decided by the coordinators and respective faculty in charges.
- The clubs will also organize community development programs, trekking and field trips etc.
- Competition between the clubs should be healthy and clubs should not attempt to disrupt the activities of other clubs.
- At the end of each academic year, the activities of all the clubs will be evaluated and a prize will be given to the club, whose activities are adjudged the best.
- **The following clubs have been functioning:**
  - i) The HR Club: PULSE
  - ii) The Marketing Club: MARKO MANIA
  - iii) The Finance Club: DRAVYA
  - iv) The Sports Club: PROTON
  - v) The Cultural Club: MANIA
  - vi) The Social Media Club: Live Wire
  - vii) The I Volunteer Club Akshat

### 30 NEWSLETTER:

- The Institute publishes a biannual newsletter.

**The Chairman of the college can relax any of the above rules under special circumstances if he so deems it necessary.**

Any dispute leading to legal action will be subject to the jurisdiction of Unnao District only.



# संस्थान गीत

श्री राममूर्ति संस्थान..... श्री राममूर्ति संस्थान..... श्री राममूर्ति संस्थान, नमन हो तुमको बारम्बार  
इसके कण-कण में बसता है ज्ञान और चिकित्सा विज्ञान श्री राममूर्ति संस्थान.....

1. पूज्य पिता की याद को लेकर  
आपने की है इसकी रचना  
यही प्रयत्न हम सबका भी है  
आपका हो सपना साकार  
श्री राममूर्ति संस्थान.....
2. इसकी पावन भूमि में है 2.....  
हर शिक्षक भगवान 2.....  
जिसे पढ़ते हैं सब मिलकर  
चिकित्सा मानव सेवा और रोग निदान  
श्री राममूर्ति संस्थान.....
3. यहां ज्ञान के साथ-साथ है पूजा का स्थान  
जहां विराजमान है देखो  
श्री कृष्ण भगवान 2.....  
हर मानव नतमस्तक होकर करता ईश्वर का ध्यान  
श्री राममूर्ति संस्थान.....
4. इसके आंगन में है रहकर 2.....  
मिले प्रबंधक उपाधि और सम्मान  
ज्ञान की डोर और बढ़ाना  
यही है इसका काम  
श्री राममूर्ति संस्थान.....2

Rules & Regulations are necessary in every field.

Follow them and be a winner.

## **OTHER INSTITUTIONS BEING MANAGED BY SRMS TRUST**

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**BAREILLY**

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(G.N.M)

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B.Tech : CS, EC, ME, EE, EN

**BAREILLY**

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**UNNAO**

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(B.Sc. in Paramedical Science)

**BAREILLY**



## **Shri Ram Murti Smarak International Business School**

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