

*Learn. Leap. Lead*



*Committed to Global Excellence in  
Knowledge Creation and Dissemination*

## **STUDENTS' HANDBOOK**

**2023-2024**

**SETTING TRENDS | INVENTING THE FUTURE**

**SHRI RAMASAMY MEMORIAL UNIVERSITY SIKKIM**  
**ENACTED BY GOVERNMENT OF SIKKIM**  
**LEGISLATIVE ACT vide**  
**SHRI RAMASAMY MEMORIAL UNIVERSITY, SIKKIM**  
**Act No. 13 of 2013**

## PERSONAL MEMORANDA

Name			
Registration No.			
Department			
Course			
Year/Semester		Batch	
Official E-Mail			
Nationality			
Residential Address			
Contact No			
Blood Group			
Father's/Guardian's Name			
Father's/Guardian's Contact No			
Father's Occupation			
Permanent Address			
Any Other Information:			

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### **VISION**

- To emerge as a world class hub of knowledge acquisition and skill development by providing vast majority of population in India with a unique learner – centric model of education and making people of Sikkim living in remote areas get the benefit of higher education.

### **MISSION**

- To achieve the status of Centre of Excellence.
- To make learners accomplish a high degree of academic achievement and cherish their association with the SRM University forever.
- To develop a knowledge repository of international standard and to be relevant globally.
- To be in the forefront in building human resources by fostering freedom, empowerment, creativity and innovations.
- To create employment avenues to the people of North Eastern Region and Sikkim in particular, through several skill based learning modules.

**SRM UNIVERSITY  
APEX MANAGEMENT**

Founder Chancellor : Dr. T. R. Paarivendhar

Chancellor : Dr. P. Sathyanarayanan

## SRM HERITAGE

- 1969 - Inception of Florence Nightingale Primary School.
- 1981 - Upgrading the Primary School to the status of Matriculation Higher Secondary School
- 1984 - Launch of Valliammai Polytechnic Institute.
- 1985 - Launch of SRM Engineering College in Kattankulathur, near Chennai.
- 1992 - 93 - Launch of SRM College of Nursing and SRM College of Pharmacy
- 1993 - 94 - Launch of SRM School of Nursing and SRM College of Physiotherapy
- 1993 - Launch of SRM Institute of Hotel Management in Chennai and Trichy
- 1993 - 94 - Launch of SRM Arts & Science affiliated to the University of Madras
- 1995 - 96 - Launch of SRM Dental College
- 1996 - Launch of SRM Polytechnic Institute
- 1996 - 97 - Launch of Easwari Engineering College affiliated to the Anna University
- 1996 - 97 - Launch of SRM College of Occupational Therapy
- 1997 - 98 - Launch of SRM Institute of Management & Technology, Delhi
- 1999 - Launch of Valliammai Engineering College affiliated to the Anna University
- 2002 - UGC has declared the SRM Institute of Science and Technology, Chennai comprising SRM Dental College, Ramapuram as deemed to be University under Sec. 3 of the UGC Act 1956
- 2003 - SRM Engineering, Kattankulathur, Chennai was brought under the ambit of
- SRMIST, Chennai a deemed to be University
- 2005 - 06 - SRM Medical College Hospital and Research Centre, Chennai, was started in the SRMIST, the deemed to be University. And School of Education, Faculty of Science and Humanities, Kattankulathur
- 2005 - SRM College of Pharmacy, Nursing, Physiotherapy, Occupational Therapy, in Chennai and SRM Institute of Management and Technology, Modinagar, Delhi was brought under the ambit of SRM University
- 2006 - The UGC in September 2006 permitted the Deemed to be Universities to be called as Universities under Sec. 3 of the UGC Act 1956. Since then SRMIST deemed to be
- University is called as SRM University
- 2007 - SRM Kattankuthur Dental College was started under the ambit of SRM University
- 2007 - Launch of SRM Community Radio
- 2009 - 10 - Launch of Chennai Medical College, Trichy
- 2010 - Inter Disciplinary School of Indian System of Medicine
- 2010 - 2011 - TRP Engineering College, Trichy, Affiliated to the Anna University
- 2011 - Launch of Faculty of Science and Humanities, Ramapuram Part - II Vadapalani, SRM University
- 2013 - Launch of SRM University, Haryana
- **2014 - Launch of SRM University Sikkim as per Sikkim State Legislation**
- 2016 - Launch of SRM Public School
- 2017 – Launch of SRM University AP as per Andhra Pradesh State Legislation

## SRM TRUST

No.3, Veerasami Street  
West Mambalam, Chennai – 600033  
Tel: [044 - 24747234](tel:044-24747234),  
Fax: 044 - 24748925

## SRM EDUCATIONAL INSTITUTIONS

### 1. Sikkim Campus

#### **SRM University, Main Block**

5<sup>th</sup> Mile, Tadong,  
East Sikkim – 737102  
Tel: +91 3592- 231666, 232666

#### **SRM University, Science Block**

Beside Sharsh Ford, Tadong,  
East Sikkim – 737102  
Tel: +91 3592- 231666, 232666

#### **SRM University, Social Science Block**

Norbu Khangsar Building, Opp. To Kidzee School  
Tadong, East Sikkim – 737102  
Tel: +91 3592- 231666, 232666

### 2. SRM Institute of Science and Technology

#### **Kattankulathur Campus**

SRM University  
SRM Nagar, Kattankulathur  
Kanchipuram District  
Tel: 044 – 27417000/  
27417777/27452270

#### **Ramapuram Campus**

SRM University  
Bharathi Salai, Ramapuram,  
Chennai – 600089.

#### **Vadapalani Campus**

SRM University  
No.1, Jawaharlal Nehru Road  
(100ft Rd) Vadapalani,  
Chennai – 600026  
Tel: 044 – 43969956

#### **Modi Nagar Campus**

SRM University  
Meerut Road,  
Sikrikalan Modi Nagar  
Gazhiabad, Uttar Pradesh – 201204  
Tel: 01232 – 234301/ 02 / 05 / 07

### 3. Haryana Campus

SRM University  
Plot No. 39,  
Rajiv Gandhi Education City,  
Delhi – NCR, Sonapat  
Kundli Urban Complex  
Post Office P.S Rai, Sonipat, Haryana –  
131029

### 4. Amaravati Campus

SRM University, AP  
Neerukonda, Amaravati  
Tel: + 91 7904142026



## **INSTITUTION LEADERSHIP**

### **Vice Chancellor**

Prof. Ch. Satish Kumar

### **Deans**

Dr.S.Sundar Rajan, Associate Dean, Faculty of Information  
Technology & Management

Dr.Govind Pratap Singh, Associate Dean, Faculty of Sciences

Ms.Manisha Thakuri, Associate Dean, Faculty of Social Sciences

### **Head of the Departments**

Dr. Shubadeep Chakraborty, Department of Management

Ms.Sreejana Saha, Department of Commerce

Dr. Om Prakash Sharma, School of Information Technology

Dr. Abinash Kumar Jha, School of Hospitality and Tourism Studies

Dr. Toms K Thomas, School of Public Health

Dr. Partha Bag, Department of Chemistry

Dr.Samjetsabam Bharati Devi, Department of Botany

Dr. Nishal Rai, Department of Physics

Dr.Sudharsana Nandi , Department of Zoology

Mrs. Rachna Sharma, School of Skill Building

Dr. Balaji Shelke, Department of English

Dr. Praveen Rizal, Department of Social Sciences

Ms. Sonam Sultana Shah, Department of Journalism & Mass Communication

## BOARD OF GOVERNORS

### Chair Person

Dr. Sathyanarayanan  
Chancellor  
SRM University Sikkim

### UGC Nominee

Dr. L.K. Maheswari  
Former Vice Chancellor  
BITS, Pilani

### Sponsor Nominees

Padma Shri Prof. Pramod Tandon  
Former Vice Chancellor, NEHU  
Honorary Scientist  
National Academy of Sciences, India

Dr. C. Muthamilchelvan  
Vice Chancellor  
SRM Institute of Science & Tech., Chennai

Shri Jaya Kumar Karuppusamy, IAS  
Director  
Jakaru Technologies (OPC Pvt.), Shillong

Shri C.S. Rao, IFS  
Principal Secretary  
Dept. of Tourism and Aviation  
Govt. of Sikkim

### Visitor Nominee sponsored by Honourable Governor, Sikkim

### State Government Nominees

Shri Ravindra Telang, IAS  
Additional Chief Secretary  
Dept. of Education, Govt. of Sikkim

Shri Bhim Thatal  
Director of Higher Education  
Dept. of Education, Govt. of Sikkim

### Chancellor Nominees

Prof. Krishnan Baskar  
Director  
IIT, Manipur

Mr. S. Manivannan  
Managing Director  
SRM Technologies  
Chennai

### Member Secretary

Prof. Ch. Satish Kumar  
Vice Chancellor  
SRM University Sikkim

## BOARD OF MANAGEMENT

### Chair Person

Prof. Ch. Satish Kumar  
Vice Chancellor  
SRM University Sikkim

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National Academy of Sciences, India

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Shri Bhim Thatal  
Director of Higher Education  
Dept. of Education, Govt. of Sikkim

### Chancellor Nominees

Prof. Krishnan Baskar  
Director  
IIT, Manipur

Mr. S. Manivannan  
Managing Director  
SRM Technologies  
Chennai

### Member Secretary

Registrar  
SRM University Sikkim

## ACADEMIC COUNCIL

### **Chairperson**

Prof. Ch. Satish Kumar  
Vice Chancellor  
SRM University Sikkim

HOD, Department of Management  
SRM University Sikkim

### **State Government Nominee**

Dr. Rabin Chhetri  
Director, SCERT, Govt. of Sikkim

HOD, Department of Commerce,  
SRM University Sikkim

### **External Members**

Prof. K.R. Rama Mohan  
Professor  
Dept. of Anthropology  
Sikkim University

HOD, School of Information  
Technology  
SRM University Sikkim

Prof. Chelli Janardhana  
Professor (Honours)  
Department of Chemistry  
Shri Satya Sai Institute of Higher Learning

HOD, School of Hospitality & Tourism  
Studies,  
SRM University Sikkim

Dr. Rajesh Joshi  
Scientist E, Research & Development  
G B Pant National Institute of Himalayan  
Environment and Sustainable Development  
Sikkim Regional Center

HOD, Department of Botany  
SRM University Sikkim

HOD, Department of Zoology  
SRM University Sikkim

### **Internal Members**

Dr.S.Sundar Rajan  
Associate Dean,  
Faculty of IT & Management,  
SRM University Sikkim

HOD, Department of Physics,  
SRM University Sikkim

HOD, Department of Chemistry,  
SRM University Sikkim

Dr. Govind Pratap Singh  
Associate Dean,  
Faculty of Sciences,  
SRM University Sikkim

HoD, School of Skill Building  
SRM University Sikkim

Controller of Examinations  
SRM University Sikkim

HOD, School of Languages  
SRM University Sikkim

HOD, School of Public Health,  
SRM University Sikkim

HOD, Department of Journalism &  
Mass Communication,  
SRM University Sikkim

HOD, Department of Social Sciences  
SRM University Sikkim

### **Member Secretary**

Registrar,  
SRM University Sikkim

## **FINANCE COMMITTEE**

### **Chair Person**

Prof. Ch. Satish Kumar  
Vice Chancellor  
SRM University Sikkim

### **State Government Nominee**

Shri. Mahendra Pradhan  
Director  
Finance Department (FDC/FRBM)  
Government of Sikkim

### **Internal Members**

Mr. C. A. Chander Krishnamoorthy  
Chief Finance Officer  
SRM Group

Mr. Khendup Lepcha  
Executive Accountant  
SRM University Sikkim

### **Member Secretary**

Registrar  
SRM University Sikkim

## LIST OF HOLIDAYS AY 2023-24

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Date	Day	Holiday
Aug 08, 2023	Tuesday	Tendong Lho Rum Faat
Aug 15, 2023	Tuesday	Independence Day
Aug 31, 2023	Thursday	Pang Lhabsol
Sep 07, 2023	Thursday	Janmashtami
Sep 18, 2023	Monday	Teej (Hartalika)
Sep 28, 2023	Thursday	Indra Jatra
Oct 02, 2023	Monday	Gandhi Jayanti
Oct 05, 2023	Thursday	Birthday Of Late
Oct 23, 2023	Monday	Durga Puja (Dasain)
Oct 24, 2023	Tuesday	Durga Puja (Dasain)
Oct 25, 2023	Wednesday	Durga Puja (Dasain)
Oct 26, 2023	Thursday	Durga Puja (Dasain)
Oct 27, 2023	Friday	Durga Puja (Dasain)
Nov 04, 2023	Saturday	Lhabab Duchon
Nov 13, 2023	Monday	Laxmi Puja (Deepawali)
Nov 14, 2023	Tuesday	Laxmi Puja (Deepawali)
Nov 15, 2023	Wednesday	Laxmi Puja (Deepawali)
Nov 19, 2023	Sunday	Chhat Puja
Dec 11, 2023	Monday	Kagyed Dance

Dec 13, 2023	Wednesday	Lossong or Namsoong
Dec 14, 2023	Thursday	Lossong or Namsoong
Dec 15, 2023	Friday	Lossong or Namsoong
Dec 16, 2023	Saturday	Lossong or Namsoong
Dec 17, 2023	Sunday	Lossong or Namsoong
Dec 18, 2023	Monday	Nyempa Guzom
Dec 19, 2023	Tuesday	Nyempa Guzom
Dec 25, 2023	Monday	Christmas Day
Dec 26, 2023	Tuesday	Teyongsi Sirijunga Sawan Tongnam
Dec 28, 2023	Thursday	Sakewa
Dec 30, 2023	Saturday	Tamu Losar
01-Jan-2024	Mon	New Year's Day
15-Jan-2024	Mon	Maghe Sankranti
26-Apr-2024	Fri	Republic Day
10-Feb-2024	Sat	Sonam Lochhar
10-Feb-2024	Sat	Losar
24-Feb-2024	Sat	Bhumchu
26-Mar-2024	Tue	Holi
29-Mar-2024	Fri	Good Friday
10-Apr-2024	Wed	Id Ul Fitr
14-Apr-2024	Sun	Dr. B.R. Ambedkar Jayanti

17-Apr-2024	Wed	Ramanavami (Chaite Dasain)
16-May-2024	Thu	State Day
23-May-2024	Thu	Shyadar Pidar
23-May-2024	Thu	Saga Dawa
09-Jul-2024	Tue	Drukpa Tshe-zi
13-Jul-2024	Sat	Bhanu Jayanti
16-Jul-2024	Tue	Guru Rimpoche's Thungkar Tshechu
08-Aug-2024	Thu	Tendong Lho Rum Faai
15-Aug-2024	Thu	Independence Day
20-Aug-20024	Tue	Nepali Bhasa Manyata Diwas
26-Aug-2024	Mon	Janmasthami
06-Sep-2024	Fri	Teej (Haritalika)
17-Sep-2024	Tue	Indrajatra
18-Sep-2024	Wed	Pang-Lhabsol

**The dates in this table are an estimate. It will be updated once the official public holiday dates for the year 2024 are released by the Sikkim Govt.**



## **FEE PAYMENT SCHEDULE 2023-24**

**Digital modes of payment (viz online IMPS/BHIM/Debit Cards/AEPS) under the National Digital Payments Mission (NDPM) of MHRD.**

### **Types of fees-**

1. Tuition Fee. 2. Hostel Fee (If applicable) 3. Examination Fee.

### **Schedule of Payment (tentative) –**

#### **Odd Semester 2023-24**

Fee Heads	Fee Payment for Academic Year 2023-2024	
	Starting Date	Ending Date
Semester Fee & Hostel Fee (III & V SEM UG)	05/09/2023	25/09/2023
Semester Fee & Hostel Fee (I SEM UG & III SEM PG)	25/09/2023	15/10/2023
Examinations Fees (I, III & V SEM UG & PG)	01/01/2024	20/01/2024

#### **Even Semester 2023-24**

Fee Heads	Fee Payment for Academic Year 2023-2024	
	Starting Date	Ending Date
Semester Fee & Hostel Fee (IV & VI SEM UG)	11/03/2024	20/03/2024
Semester Fee & Hostel Fee (II SEM UG & IV SEM PG)	29/03/2024	19/04/2024
Examinations Fees (II, IV & VI SEM UG & PG)	01/04/2024	20/04/2024

### **Modes of Payment –**

1. Online Payment gate way powered by PayU, Paytm, Gpay and phonePe,
2. Demand Draft in favour of **SRM UNIVERSITY SIKKIM** payable at **Gangtok**.
3. NEFT/RTGS can be done in the following account  
Bank Account Name : SRM University Sikkim  
Bank Account : 50100210193921  
IFSC : HDFC0004483  
Branch Name : Ranipool, East Sikkim-737135

### **Fee payable amount by student**

Tuition, Hostel and Examination Fee payable by a particular student will be available in Student Portal ERP online gateway. One can enter the user name & password to view the fee payable by him/her.

**Online Payment link**

Online payment gateway “Pay U/PAYTM” are link with university portal “Student Portal”  
“website: <http://www.srmus.ac.in>”

The student can also use the link <https://erp.srmus.ac.in/srmusonline> & follow the following steps.

1. Select the menu Fee due details.
2. Select the Fees category.
3. Click on Pay Online Button
4. And by using debit card/credit card & net banking student can pay fees.

**Issuance of Fee/s paid receipt**

E-Money Receipt will be issued to the registered email Id or Student can avail receipt copy in student portal only after every successful transaction.

**Email ID for queries**

For Query related to finance feel free to contact us in [accounts@srmus.edu.in](mailto:accounts@srmus.edu.in)

Contact No- 9733210005/03592-231666/232666-Ext No-103/ 110

## EXAMINATION DETAILS

### Schedule for Internal Assessments and End Semester Examinations ODD SEMSESTER

Particulars	For II and III Years III SEM / V SEM UG/PG		For I Year I SEM UG/PG	
	From	To	From	To
Cycle Test / CIA	11-10-2023	20-10-2023	UG: CIA-I , CIA-II , CIA-III, CIA-IV, CIA-V After Completion of Each Unit	
			27-11-2022	08-12-2022
Model Theory Examinations	08-02-2024	23-02-2024	26-02-2024	08-03-2024
Model Practical Examinations	01-02-2024	06-02-2024	19-02-2024	23-02-2024
End Semester Practical Examinations	26-02-2024	28-02-2024	26-02-2024	28-02-2024
End Semester Theory Examinations	08-03-2024	18-03-2024	UG: 08-04- 2024 PG: 04-03- 2024	UG: 12-04- 2024 PG: 26-03- 2024

# **EVEN SEMESTER**

Particulars	For II and III Years IV SEM / VI SEM UG/PG		For II Year II SEM UG /PG	
	From	To	From	To
Cycle Test / CIA	13-05-2024	22-05-2024	UG : CIA-I ,CIA-II , CIA-III, CIA-IV, CIA-V After Completion of Each Unit	
			26-06-2024	05-07-2024
Model Theory Examinations	22-07-2024	26-07-2024	12-08-2024	27-08-2024
Model Practical Examinations	29-07-2024	31-07-2024	28-08-2024	30-08-2024
End Semester Practical Examinations	02-08-2024	06-08-2024	02-09-2024	05-09-2024
End Semester Theory Examinations	12-08-2024	27-08-2024	UG: 02-09- 2024 PG: 11-09- 2024	UG: 13-09- 2024 PG: 25-09- 2024

**Online Registration for End Semester Examinations:**

PARTICULARS	ODD SEMESTER		EVEN SEMESTER	
	From	To	From	To
Online Registration for End Semester Examination through ERP				

**Examination Fee Payment Details:**

PARTICULARS	ODD SEMESTER		EVEN SEMESTER	
	From	To	From	To
Online Payment of Examination Fees without Fine				
Online Payment of Examination Fees with Fine				

**Examination Fees Details**

Particulars	Amount in INR
UG ( Per Subject )	125
PG ( Per Subject )	150
Semester Mark sheet	100

**Note:** Paying of Examination Fees does not mean that he/she is eligible to appear for examination without prescribed and required attendance.

## CLASS TIMING

University will function on all working days from 9:00 AM to 5:00 PM.

The Classes will start at 09:30 AM and ends at 03:40 PM from Monday to Friday.

Hour	Timing (From)	Timing (To)	Duration (in Minutes)
I	09:30 AM	10:20 AM	50
II	10:20 AM	11:10 AM	50
<b>Short Break</b>	<b>11:10 AM</b>	<b>11:20 AM</b>	<b>10</b>
III	11:20 AM	12:10 PM	50
IV	12:10 PM	01:00 PM	50
<b>Lunch</b>	<b>01:00 PM</b>	<b>02:00PM</b>	<b>60</b>
V	02:00 PM	02:50 PM	50
VI	02:50 PM	03:40 PM	50

**Library Timing:** The Students can use the library facility from 9.00 AM till 5.00 PM.

**Internet:** The Students can use Internet Facility at any point of time excluding Class hours.

**Extra-Curricular Activities:** These Activities includes NSS, Cultural, Sports Etc., - The Activity Such as Blood Donation Camp, Tree Plantation, In-house Programme will be carried out only on Saturday without disturbing Working Days.

## LIST OF SCHOOLS & PROGRAMS

Schools	Programs Offered
School of Information Technology	BCA
	MCA
	Ph.D.
School of Hospitality and Tourism Studies	B.Sc. (Hospitality & Tourism Management)
	M.Sc. (Hospitality & Tourism Management)
	Ph.D.
School of Management and Commerce	BBA
	B.Com.
	MBA
	M.Com.
	Ph.D.
School of Languages	B.A (English)
	M.A. (English)
	Ph.D.
School of Skill Building	B.Voc.(Pharmaceutical Manufacturing)
School of Social Sciences	B.A. (Sociology)
	B.A. (Political Science)
	B.A. (Economics)
	B.A. (History)
	B.A. (Journalism & Mass Communication)
	Ph.D.
School of Basic Sciences	B.Sc. (Physics)
	B.Sc. (Chemistry)
	B.Sc. (Botany)
	B.Sc. (Zoology)
	M.Sc. (Botany)
	M.Sc. (Zoology)
	M.Sc. (Physics)
	M.Sc. (Chemistry)
	Ph.D
School of Public Health	Master of Public Health
	Ph.D

## LIST OF FACULTY MEMBERS

### 1. FACULTY OF BASIC SCIENCES

#### Department of Botany

S.NO	FACULTY NAME	QUALIFICATION	DESIGNATION
1	Dr. Samjetsabam Bharati Devi	M.Sc., UGC- NET, Ph.D.	HOD
2	Dr. Aveenash Kumar	M.Sc., Ph.D, M.Phil., M.Com., UGC- NET, SLET	Associate Professor
3	Dr. Biswajit Bose	M.Sc., Ph.D.	Asst. Prof.
4	Dr. Aditya Pradhan	M.Sc., Ph.D.	Asst. Prof.
5	Dr. Oindrila Biswas	M.Sc., Ph.D.	Asst. Prof.
6	Dr. Krishnendu Pramanik	M.Sc., Ph.D. Post Doct	Asst. Prof.

#### Department of Chemistry

S.NO	FACULTY NAME	QUALIFICATION	DESIGNATION
1	Dr. Partha Pratim Bag	M.Sc., Ph.D., Post Doct.	HOD
2	Dr. Govind Pratap Singh	M.Sc., M.Phil., Ph.D., Post Doct	Professor
3	Dr. Anup Gurung	M.Sc., Ph.D	Asst. Prof.
4	Dr. Chandan Kumar Dey	M.Sc., Ph.D.	Asst. Prof.
5	Dr. Arnab Maity	M.Sc. Ph.D., Post Doct.	Asst. Prof.
6	Dr. Muthuchamy Murugavel	M.Sc., Ph.D., CSIR-NET, DTE, GATE, Post Doct.	Asst. Prof.

#### Department of Physics

S.NO	FACULTY NAME	QUALIFICATION	DESIGNATION
1	Dr. Nishal Rai	M.Sc, Ph.D, Post Doct	Asst. Prof.
2	Dr. Shubhrangshu Ghosh	M.Sc., Ph.D., Post Doct	HOD
3	Dr. Ambika Pradhan	M.Sc., B.Ed., M.Phil., Ph.D	Asst. Prof.
4	Dr. Rajesh Rawat	M.Sc. Ph.D.	Asst. Prof.
5	Mr. Bikash Thakuri	M.Sc., SLET, (Ph.D.)	Asst. Prof.
6	Mr. Visakh A.C	M.Sc. (Ph.D)	Asst. Prof.
7	Mr. Subhadeep Rakshit	M.sc. (Ph.D)	Lecturer

#### Department of Zoology

S.NO	FACULTY NAME	QUALIFICATION	DESIGNATION
1	Dr. Sudarshana Nandi	M.Sc., Ph.D.	Asst. Prof.
2	Dr. Mandar Sengupta	M.Sc., Ph.D.	Asst. Prof.



3	Dr. Bijoy Chhetri	M.Sc., SLET, Ph.D.	Asst. Prof.
4	Dr. Priyanka Rai	M.Sc., Ph.D.	Asst. Prof.
5	Dr. S. Thangapandiyan	M.Sc., Ph.D., NPDP	Asst. Prof.
6	Dr. Harish	M.Sc. Ph.D., CSIR-UGC-NET	

#### **SCHOOL OF PUBLIC HEALTH**

<b>S.NO</b>	<b>FACULTY NAME</b>	<b>QUALIFICATION</b>	<b>DESIGNATION</b>
1	Dr. Toms K Thomas	M.A. (Economics), Ph.D	HoD
2	Dr. Ch. Satish Kumar	M.Sc., Ph.D	Professor
3	Mr. Kinkar Mandal	M.Sc. Anthropology, MPS, (Ph.D)	Asst. Prof.
4	Ms. Menuka Sharma	MPH	Lecturer

#### **SCHOOL OF SKILL BUILDING**

<b>S.NO</b>	<b>FACULTY NAME</b>	<b>QUALIFICATION</b>	<b>DESIGNATION</b>
1	Mrs. Rachana Sharma	M.Pharma.	HoD
2	Mrs. Archana Sharma	M.Pharma.	Lecturer

### **2. FACULTY OF INFORMATION TECHNOLOGY AND MANAGEMENT**

#### **SCHOOL OF MANAGEMENT AND COMMERCE**

##### **Department of Management**

<b>S.NO</b>	<b>FACULTY NAME</b>	<b>QUALIFICATION</b>	<b>DESIGNATION</b>
1	Dr. Shubhadeep Chakraborty	MFC, Ph.D.	HOD
2	Dr. Wangchuk Chungyalpa	MBA, Ph.D.	Associate Prof.
3	Dr. Moumita Dey	MBA, Ph.D	Asst. Prof.
4	Dr. Happyson Gachuiwo	MBA, Ph.D.	Asst. Prof.
5	Mr. Vipin Misra	M.Com., MBA, UGC-NET	Asst. Prof.
6	Ms. Binny Upadhaya	MBA, (Ph.D)	Asst. Prof.
7	Mr. Bijay Thakur	MBA, M.Com., (Ph.D)	Lecturer
8	Ms. Denchokey Lachungpa	MBA, (Ph.D)	Lecturer

##### **Department of Commerce**

<b>S.NO</b>	<b>FACULTY NAME</b>	<b>QUALIFICATION</b>	<b>DESIGNATION</b>
1	Ms. Sreejana Saha	B.Tech, MBA, (Ph.D)	HoD
3	Mr. Amit Kumar Dutta	M.Com., PGDIBO, MBA, (Ph.D.)	Asst. Prof. (Sr.G)

4	Dr. Ghana Shyam Kafley	M.Com, Ph.D.	Asst. Prof.
5	Dr. Partakson Romun Chiru	M.Com., M.Phil., Ph.D, Post Doct. NET, SLET	Asst. Prof.
6	Ms. Prashanti Tamang	M.Com., (Ph.D), UGC – NET, SLET	Asst. Prof.

### **SCHOOL OF INFORMATION TECHNOLOGY**

<b>SI.NO</b>	<b>FACULTY NAME</b>	<b>QUALIFICATION</b>	<b>DESIGNATION</b>
1	Dr. Om Prakash Sharma	M.Tech., Ph.D.	HOD
2	Dr. S.Sundar Rajan	M.E., Ph.D.	Professor
3	Mr. Tamilselvan T	M.E., (Ph.D.)	Asst. Prof (Sr.G)
4	Ms. Ojaswani Dubey	M.Tech. (Ph.D.)	Asst. Prof (Sr.G)
5	Ms. Sabna Sharma	M.Tech., (Ph.D.)	Asst. Prof (Sr.G)
6	Ms. Hemamalini S	M.Tech., (Ph.D.)	Asst. Prof. (Sr.G)
7	Mr. Sivaramkumar Ponnarangan	M.S. (Information System Management) (Ph.D.)	Asst. Prof.
8	Mr. Abimanyu Sharma	M.Tech,	Asst. Prof.
9	Mr. Sancha Bir Gurung	M.Tech.	Asst. Prof.
10	Ms. Om Radhe	MCA	Lecturer

### **SCHOOL OF HOSPITALITY AND TOURISM STUDIES**

<b>S.NO</b>	<b>FACULTY NAME</b>	<b>QUALIFICATION</b>	<b>DESIGNATION</b>
1	Mr. Sanjiv Kumar Sharma	B.Com., DHMCT, MBA, (Ph.D.)	HOD
2	Dr. Suresh N	Ph.D. (Arts, History & Tourism)	Asso. Professor
3	Dr. Abinash Kumar Jha	M.A., Ph.D.	Asst. Prof.
4	Mr. Mahendra Gurung	M.A., (Ph.D.)	Asst. Prof.
5	Ms. Arati Sharma (Mishra)	MBA (Ph.D.)	Asst. Prof.
6	Mr. Samiran Manna	M.A. (Ph.D)	Asst. Prof.

## **3. FACULTY OF SOCIAL SCIENCES**

### **SCHOOL OF LANGUAGES**

#### **Department of English**

<b>S.NO</b>	<b>FACULTY NAME</b>	<b>QUALIFICATION</b>	<b>DESIGNATION</b>
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1	Dr. Balaji B. Shelke	M.A., Ph.D.	HOD
2	Dr. Anchal Arul	M.A., B.Ed., M.Phil., SLET, Ph.D.	Associate Professor
3	Ms. Manisha Thakuri	M.A., B.Ed., M.Phil., (Ph.D.)	Asst. Prof. (Sr.G)
4	Mr. Dharendra Kumar Shah	M.A., UGC-NET	Asst. Prof.
5	Dr. Tanushree Sarkar	MA, B.Ed, M.ED, Ph.D, (MA.Edu)	Asst. Prof.
6	Ms. Sumnima Parajuli	M.A, UGC-NET	Asst. Prof.
7	Dr. Manisha Rai	M.A., Ph.D	Asst. Prof.
8	Ms. Debasmita Sarkar	M.A., M.Phil., (Ph.D)	Asst. Prof.

#### Department of Social Sciences

S.NO	FACULTY NAME	QUALIFICATION	DESIGNATION
1	Dr. Praveen Rizal	M.A., Ph.D.	HoD
2	Dr. Tilotama Pradhan	M.A., M.Sc., Ph.D.	Asst. Prof.
3	Dr. Rajashree Rai	M.A. Ph.D	Asst. Prof.
4	Dr. Niranjana Debnath	M.Sc., Ph.D., UGC - NET	Asst. Prof.
5	Ms. Jasi Maya Gurung	M.Phil, UGC- NET	Asst. Prof.
6	Mrs. Chikiley K.K. Priya	M.A., (Ph.D), UGC - NET	Asst. Prof.

#### Department of Journalism & Mass Communication

S.NO	FACULTY NAME	QUALIFICATION	DESIGNATION
1	Dr. Arkaprava Chattopadhyaya	M.A., Ph.D., UGC-NET	HoD
2	Ms. Sonam Sultana Shah	MA-MJC, MPhil, (Ph.D.)	Asst. Prof.
3	Mr. Binod Chhetri	M.A., (Ph.D)	Asst. Prof.

## **ACADEMIC CALENDAR 2023-2024**

**SEPTEMBER 2023**

Date	Day	SEM 3 & 5 (UG)	SEM 3 PG & SEM 1 UG	Activity
01-09-2023	Friday			
02-09-2023	Saturday			
03-09-2023	Sunday			
04-09-2023	Monday	1		Odd Semester classes begins for Sem 3 & 5 UG
05-09-2023	Tuesday	2		
06-09-2023	Wednesday	3		
07-09-2023	Thursday			Janmashtami
08-09-2023	Friday	4		
09-09-2023	Saturday			
10-09-2023	Sunday			
11-09-2023	Monday	5		
12-09-2023	Tuesday	6		
13-09-2023	Wednesday	7		
14-09-2023	Thursday	8		
15-09-2023	Friday	9		
16-09-2023	Saturday			
17-09-2023	Sunday			
18-09-2023	Monday	10		Teej (Hartalika)
19-09-2023	Tuesday	11		
20-09-2023	Wednesday	12		
21-09-2023	Thursday	13		
22-09-2023	Friday	14		
23-09-2023	Saturday			
24-09-2023	Sunday			
25-09-2023	Monday	15	1	Odd Semester classes begins for Sem 1 UG and Sem 3 PG
26-09-2023	Tuesday	16	2	
27-09-2023	Wednesday	17	3	
28-09-2023	Thursday	18	4	
29-09-2023	Friday			Indra Jatra
30-09-2023	Saturday			

**OCTOBER 2023**

<b>Date</b>	<b>Day</b>	<b>SEM 3 &amp; 5 UG</b>	<b>SEM 3 PG &amp; SEM 1 UG</b>	<b>SEM 1 PG</b>	<b>Activity</b>
01-10-2023	Sunday				
02-10-2023	Monday				Gandhi Jayanti
03-10-2023	Tuesday	19	5		
04-10-2023	Wednesday	20	6		
05-10-2023	Thursday	21	7		Birthday of Late Nar Bahadur Bhandari
06-10-2023	Friday	22	8		
07-10-2023	Saturday				
08-10-2023	Sunday				
09-10-2023	Monday	23	9		
10-10-2023	Tuesday	24	10		
11-10-2023	Wednesday	25	11		
12-10-2023	Thursday	26	12		
13-10-2023	Friday	27	13		
14-10-2023	Saturday				
15-10-2023	Sunday				
16-10-2023	Monday	28	14		
17-10-2023	Tuesday	29	15		
18-10-2023	Wednesday	30	16		
19-10-2023	Thursday	31	17		
20-10-2023	Friday	32	18		
21-10-2023	Saturday				
22-10-2023	Sunday				
23-10-2023	Monday				Durga Puja (Dasain)
24-10-2023	Tuesday				Durga Puja (Dasain)
25-10-2023	Wednesday				Durga Puja (Dasain)
26-10-2023	Thursday				Durga Puja (Dasain)
27-10-2023	Friday				Durga Puja (Dasain)
28-10-2023	Saturday				
29-10-2023	Sunday				
30-10-2023	Monday	33	19	1	<b>Odd Semester classes begins for Sem 1 PG</b>
31-10-2023	Tuesday	34	20	2	

**NOVEMBER 2023**

<b>Date</b>	<b>Day</b>	<b>SEM 3 &amp; 5 UG</b>	<b>SEM 3 PG &amp; SEM 1 UG</b>	<b>SEM 1 PG</b>	<b>Activity</b>
01-11-2023	Wednesday	35	21	3	
02-11-2023	Thursday	36	22	4	
03-11-2023	Friday	37	23	5	
04-11-2023	Saturday				Lhabab Duechen
05-11-2023	Sunday				
06-11-2023	Monday	38	24	6	
07-11-2023	Tuesday	39	25	7	
08-11-2023	Wednesday	40	26	8	
09-11-2023	Thursday	41	27	9	
10-11-2023	Friday	42	28	10	
11-11-2023	Saturday				
12-11-2023	Sunday				
13-11-2023	Monday				Laxmi Pooja
14-11-2023	Tuesday				Laxmi Pooja
15-11-2023	Wednesday				Laxmi Pooja
16-11-2023	Thursday	43	29	11	
17-11-2023	Friday	44	30	12	
18-11-2023	Saturday				
19-11-2023	Sunday				
20-11-2023	Monday	45	31	13	
21-11-2023	Tuesday	46	32	14	
22-11-2023	Wednesday	47	33	15	
23-11-2023	Thursday	48	34	16	
24-11-2023	Friday	49	35	17	
25-11-2023	Saturday				
26-11-2023	Sunday				
27-11-2023	Monday	50	36	18	Teyongal Sirijunga Sawan Tongnam
28-11-2023	Tuesday	51	37	19	
29-11-2023	Wednesday	52	38	20	
30-11-2023	Thursday	53	39	21	

**DECEMBER 2023**

<b>Date</b>	<b>Day</b>	<b>SEM 3 &amp; 5 UG</b>	<b>SEM 3 PG &amp; SEM 1 UG</b>	<b>SEM 1 PG</b>	<b>Activity</b>
01-12-2023	Friday	54	40	22	
02-12-2023	Saturday				
03-12-2023	Sunday				
04-12-2023	Monday	55	41	23	
05-12-2023	Tuesday	56	42	24	
06-12-2023	Wednesday	57	43	25	
07-12-2023	Thursday	58	44	26	
08-12-2023	Friday	59	45	27	
09-12-2023	Saturday				
10-12-2023	Sunday				
11-12-2023	Monday	60	46	28	Kagyed Dance
12-12-2023	Tuesday	61	47	29	Faculty Meeting @ 2 PM
13-12-2023	Wednesday	<b>Winter Vacation Starts / Loosoong/Namsoong</b>			
14-12-2023	Thursday				Loosoong/Namsoong
15-12-2023	Friday				Loosoong/Namsoong
16-12-2023	Saturday				Loosoong/Namsoong
17-12-2023	Sunday				Loosoong/Namsoong
18-12-2023	Monday				Nyempa Guzom
19-12-2023	Tuesday				Nyempa Guzom
20-12-2023	Wednesday				
21-12-2023	Thursday				
22-12-2023	Friday				
23-12-2023	Saturday				
24-12-2023	Sunday				
25-12-2023	Monday				Christmas
26-12-2023	Tuesday				Puhgal Parim / Sakewa
27-12-2023	Wednesday				
28-12-2023	Thursday				
29-12-2023	Friday				
30-12-2023	Saturday				Tamu Lochar
31-12-2023	Sunday				Barahimizong



**JANUARY 2024**

<b>Date</b>	<b>Day</b>	<b>SEM 3 &amp; 5 (UG)</b>	<b>SEM 3 PG &amp; SEM 1 UG</b>	<b>SEM 1 PG</b>	<b>Activity</b>
01-01-2024	Monday				New Year
02-01-2024	Tuesday				
03-01-2024	Wednesday				
04-01-2024	Thursday				
05-01-2024	Friday				
06-01-2024	Saturday				
07-01-2024	Sunday				
08-01-2024	Monday				
09-01-2024	Tuesday				
10-01-2024	Wednesday				
11-01-2024	Thursday				
12-01-2024	Friday				
13-01-2024	Saturday				
14-01-2024	Sunday				
15-01-2024	Monday				Maghe Sankranti
16-01-2024	Tuesday				
17-01-2024	Wednesday				
18-01-2024	Thursday				
19-01-2024	Friday				
20-01-2024	Saturday				
21-01-2024	Sunday				
22-01-2024	Monday				
23-01-2024	Tuesday				
24-01-2024	Wednesday				
25-01-2024	Thursday				
26-01-2024	Friday				Republic Day
27-01-2024	Saturday				
28-01-2024	Sunday	<b>Winter Vacation Ends (47 Days)</b>			
29-01-2024	Monday	62	48	30	University Reopens
30-01-2024	Tuesday	63	49	31	
31-01-2024	Wednesday	64	50	32	

**FEBRUARY 2024**

<b>Date</b>	<b>Day</b>	<b>SEM 3 &amp; 5 (UG)</b>	<b>SEM 3 PG &amp; SEM 1 UG</b>	<b>SEM 1 PG</b>	<b>Activity</b>
01-02-2024	Thursday	65	51	33	
02-02-2024	Friday	66	52	34	
03-02-2024	Saturday				
04-02-2024	Sunday				
05-02-2024	Monday	67	53	35	
06-02-2024	Tuesday	68	54	36	
07-02-2024	Wednesday	69	55	37	
08-02-2024	Thursday	70	56	38	
09-02-2024	Friday	71	57	39	
10-02-2024	Saturday				Sonam Lochhar / Losar
11-02-2024	Sunday				
12-02-2024	Monday	72	58	40	
13-02-2024	Tuesday	73	59	41	
14-02-2024	Wednesday	74	60	42	
15-02-2024	Thursday	75	61	43	
16-02-2024	Friday	76	62	44	
17-02-2024	Saturday				
18-02-2024	Sunday				
19-02-2024	Monday	77	63	45	
20-02-2024	Tuesday	78	64	46	
21-02-2024	Wednesday	79	65	47	
22-02-2024	Thursday	80	66	48	
23-02-2024	Friday	81	67	49	
24-02-2024	Saturday				Bhumchu
25-02-2024	Sunday				
26-02-2024	Monday	82	68	50	
27-02-2024	Tuesday	83	69	51	
28-02-2024	Wednesday	84	70	52	
29-02-2024	Thursday	85	71	53	

**MARCH 2024**

<b>Date</b>	<b>Day</b>	<b>SEM 4 &amp; 6 (UG)</b>	<b>SEM 3 PG &amp; SEM 1 UG</b>	<b>SEM 1 PG</b>	<b>Activity</b>
01-03-2024	Friday	86	72	54	
02-03-2024	Saturday				
03-03-2024	Sunday				
04-03-2024	Monday	87	73	55	
05-03-2024	Tuesday	88	74	56	
06-03-2024	Wednesday	89	75	57	
07-03-2024	Thursday	90	76	58	
08-03-2024	Friday	91	77	59	
09-03-2024	Saturday				
10-03-2024	Sunday				
11-03-2024	Monday	92	78	60	
12-03-2024	Tuesday	93	79	61	
13-03-2024	Wednesday	94	80	62	
14-03-2024	Thursday	95	81	63	
15-03-2024	Friday	96	82	64	
16-03-2024	Saturday				
17-03-2024	Sunday				
18-03-2024	Monday	97	83	65	
19-03-2024	Tuesday	98	84	66	
20-03-2024	Wednesday	99	85	67	
21-03-2024	Thursday	100	86	68	
22-03-2024	Friday	101	87	69	
23-03-2024	Saturday				
24-03-2024	Sunday				
25-03-2024	Monday				Holi
26-03-2024	Tuesday		88	70	
27-03-2024	Wednesday		89	71	
28-03-2024	Thursday		90	72	
29-03-2024	Friday				Good Friday
30-03-2024	Saturday				
31-03-2024	Sunday				

**APRIL 2024**

<b>Date</b>	<b>Day</b>	<b>SEM 4 &amp; 6 UG and SEM 4 PG</b>	<b>SEM 1 UG / SEM 2 UG</b>	<b>SEM 1 PG</b>	<b>Activity</b>
01-04-2024	Monday	1	91	73	<b>Even Semester Classes Begins for UG SEM 4 &amp; 6 and PG SEM 4</b>
02-04-2024	Tuesday	2	92	74	
03-04-2024	Wednesday	3	93	75	
04-04-2024	Thursday	4	94	76	
05-04-2024	Friday	5	95	77	
06-04-2024	Saturday				
07-04-2024	Sunday				
08-04-2024	Monday	6	96	78	
09-04-2024	Tuesday	7	97	79	
10-04-2024	Wednesday	8	98	80	
11-04-2024	Thursday				<b>Id UI Fitr</b>
12-04-2024	Friday	9	100	81	
13-04-2024	Saturday				
14-04-2024	Sunday				<b>Dr. B.R. Ambedkar Jayanti</b>
15-04-2024	Monday	10		82	
16-04-2024	Tuesday	11		83	
17-04-2024	Wednesday				<b>Ramanavami</b>
18-04-2024	Thursday	12		84	
19-04-2024	Friday	13		85	
20-04-2024	Saturday				
21-04-2024	Sunday				
22-04-2024	Monday	14	1	86	<b>Even Semester Classes Begins for UG SEM 2</b>
23-04-2024	Tuesday	15	2	87	
24-04-2024	Wednesday	16	3	88	
25-04-2024	Thursday	17	4	89	
26-04-2024	Friday	18	5	90	
27-04-2024	Saturday				
28-04-2024	Sunday				
29-04-2024	Monday	19	6		
30-04-2024	Tuesday	20	7		

**MAY 2024**

Date	Day	SEM 4 & 6 UG and SEM 4 PG	SEM 2 UG	SEM 2 PG	Activity
01-05-2024	Wednesday	21	8	1	<b>Even Semester Classes Begins for PG SEM 2</b>
02-05-2024	Thursday	22	9	2	
03-05-2024	Friday	23	10	3	
04-05-2024	Saturday				
05-05-2024	Sunday				
06-05-2024	Monday	24	11	4	
07-05-2024	Tuesday	25	12	5	
08-05-2024	Wednesday	26	13	6	
09-05-2024	Thursday	27	14	7	
10-05-2024	Friday	28	15	8	
11-05-2024	Saturday				
12-05-2024	Sunday				
13-05-2024	Monday	29	16	9	
14-05-2024	Tuesday	30	17	10	
15-05-2024	Wednesday	31	18	11	
16-05-2024	Thursday	32	19	12	State Day
17-05-2024	Friday	33	20	13	
18-05-2024	Saturday				
19-05-2024	Sunday				
20-05-2024	Monday	34	21	14	
21-05-2024	Tuesday	35	22	15	
22-05-2024	Wednesday	36	23	16	
23-05-2024	Thursday				Shyadar Pidar / Saga Dawa
24-05-2024	Friday	37	24	17	
25-05-2024	Saturday				
26-05-2024	Sunday				
27-05-2024	Monday	38	25	18	
28-05-2024	Tuesday	39	26	19	
29-05-2024	Wednesday	40	27	20	
30-05-2024	Thursday	41	28	21	
31-05-2024	Friday	42	29	22	

### JUNE 2024

Date	Day	SEM 4 & 6 UG and SEM 4 PG	SEM 2 UG	SEM 2 PG	Activity
01-06-2024	Saturday				
02-06-2024	Sunday				
03-06-2024	Monday	43	30	23	
04-06-2024	Tuesday	44	31	24	
05-06-2024	Wednesday	45	32	25	
06-06-2024	Thursday	46	33	26	
07-06-2024	Friday	47	34	27	Faculty Meeting @ 2 PM
08-06-2024	Saturday	<b>Summer Vacation Starts</b>			
09-06-2024	Sunday				
10-06-2024	Monday				
11-06-2024	Tuesday				
12-06-2024	Wednesday				
13-06-2024	Thursday				
14-06-2024	Friday				
15-06-2024	Saturday				
16-06-2024	Sunday				
17-06-2024	Monday				
18-06-2024	Tuesday				
19-06-2024	Wednesday				
20-06-2024	Thursday				
21-06-2024	Friday				
22-06-2024	Saturday				
23-06-2024	Sunday	<b>Summer Vacation Ends</b>			
24-06-2024	Monday	48	35	28	<b>Universirty Ropens</b>
25-06-2024	Tuesday	49	36	29	
26-06-2024	Wednesday	50	37	30	
27-06-2024	Thursday	51	38	31	
28-06-2024	Friday	52	39	32	
29-06-2024	Saturday				
30-06-2024	Sunday				

**JULY 2024**

Date	Day	SEM 4 & 6 UG and SEM 4 PG	SEM 2 UG	SEM 2 PG	Activity
01-07-2024	Monday	53	40	33	
02-07-2024	Tuesday	54	41	34	
03-07-2024	Wednesday	55	42	35	
04-07-2024	Thursday	56	43	36	
05-07-2024	Friday	57	44	37	
06-07-2024	Saturday				
07-07-2024	Sunday				
08-07-2024	Monday	58	45	38	
09-07-2024	Tuesday				Drukpa Tshe-zi
10-07-2024	Wednesday	59	46	39	
11-07-2024	Thursday	60	47	40	
12-07-2024	Friday	61	48	41	
13-07-2024	Saturday				Bhanu Jayanti
14-07-2024	Sunday				
15-07-2024	Monday	62	49	42	
16-07-2024	Tuesday	63	50	43	Guru Rinpoche's Thungkar Tscheu
17-07-2024	Wednesday	64	51	44	
18-07-2024	Thursday	65	52	45	
19-07-2024	Friday	66	53	46	
20-07-2024	Saturday				
21-07-2024	Sunday				
22-07-2024	Monday	67	54	47	
23-07-2024	Tuesday	68	55	48	
24-07-2024	Wednesday	69	56	49	
25-07-2024	Thursday	70	57	50	
26-07-2024	Friday	71	58	51	
27-07-2024	Saturday				
28-07-2024	Sunday				
29-07-2024	Monday	72	59	52	
30-07-2024	Tuesday	73	60	53	
31-07-2024	Wednesday	74	61	54	

**AUGUST 2024**

Date	Day	SEM 4 & 6 UG and SEM 4 PG	SEM 2 UG	SEM 2 PG	Activity
01-08-2024	Thursday	75	62	55	
02-08-2024	Friday	76	63	56	
03-08-2024	Saturday				
04-08-2024	Sunday				
05-08-2024	Monday	77	64	57	
06-08-2024	Tuesday	78	65	58	
07-08-2024	Wednesday	79	66	59	
08-08-2024	Thursday	80	67	60	Tendong Lho Rum Faat
09-08-2024	Friday	81	68	61	
10-08-2024	Saturday				
11-08-2024	Sunday				
12-08-2024	Monday	82	69	62	
13-08-2024	Tuesday	83	70	63	
14-08-2024	Wednesday	84	71	64	
15-08-2024	Thursday				Independence Day
16-08-2024	Friday	85	72	65	
17-08-2024	Saturday				
18-08-2024	Sunday				
19-08-2024	Monday	86	73	66	
20-08-2024	Tuesday	87	74	67	Nepali Bhasa Manyata Diwas
21-08-2024	Wednesday	88	75	68	
22-08-2024	Thursday	89	76	69	
23-08-2024	Friday	90	77	70	
24-08-2024	Saturday				
25-08-2024	Sunday				
26-08-2024	Monday				Janmashthami
27-08-2024	Tuesday		78	71	
28-08-2024	Wednesday		79	72	
29-08-2024	Thursday		80	73	
30-08-2024	Friday		81	74	
31-08-2024	Saturday				



**SEPTEMBER 2024**

Date	Day	SEM 2 UG	SEM 2 PG	Activity
01-09-2024	Sunday			
02-09-2024	Monday	82	75	
03-09-2024	Tuesday	83	76	
04-09-2024	Wednesday	84	77	
05-09-2024	Thursday	85	78	
06-09-2024	Friday			Teej (Haritalika)
07-09-2024	Saturday			
08-09-2024	Sunday			
09-09-2024	Monday	86	79	
10-09-2024	Tuesday	87	80	
11-09-2024	Wednesday	88	81	
12-09-2024	Thursday	89	82	
13-09-2024	Friday	90	83	
14-09-2024	Saturday			
15-09-2024	Sunday			
16-09-2024	Monday		84	
17-09-2024	Tuesday			Indrajatra
18-09-2024	Wednesday		85	Pang-Lhabsol
19-09-2024	Thursday		86	
20-09-2024	Friday		87	
21-09-2024	Saturday			
22-09-2024	Sunday			
23-09-2024	Monday		88	
24-09-2024	Tuesday		89	
25-09-2024	Wednesday		90	
26-09-2024	Thursday			
27-09-2024	Friday			
28-09-2024	Saturday			
29-09-2024	Sunday			
30-09-2024	Monday			

## **ANTI RAGGING COMMITTEE MEMBERS**

**Chairperson:** Vice Chancellor

**Members:** Associate Dean, Faculty of Social Sciences  
Associate Dean, Faculty of IT & Management  
Associate Dean, Faculty of Sciences  
HoD, School of Information Technology  
HoD, Department of Management  
HoD, Department of Commerce  
HoD, School of Hospitality and Tourism Studies  
HoD, Department of English  
HoD, Department of Social Sciences  
HoD, Department of Journalism & Mass Communication  
HoD, School of Public Health  
HoD, Department of Physics  
HoD, Department of Botany  
HoD, Department of Zoology  
HoD, Department of Chemistry  
HoD, School of Skill Building  
Advocate

## **ANTI-RAGGING COMMITTEE**

College/ University campus is a place to find valuable friendship and to cherish unforgettable moments. We, here at SRM strongly condemn any kind of ragging practices. We do not believe in violence or unhealthy practices. Our faculty members impart good values with education and that is what sets SRM apart.

### **What constitutes Ragging?**

Ragging constitutes one or more of any of the following acts:

- Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- Asking any student to do any such act which he/she would not do in the ordinary course and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

## **Actions Suggested by UGC / AICTE against students indulging and abetting in Ragging**

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents. The students who are found to be indulged in ragging should be debarred from taking admission in any technical institution in India.
2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
3. Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following.
  - Cancellation of admission
  - Suspension from attending classes
  - Withholding/withdrawing scholarship/fellowship and other benefits
  - Debarring from appearing in any test/examination or other evaluation process
  - Withholding results
  - Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
  - Suspension/expulsion from the hostel
  - Rustication from the institution for period ranging from 1 to 4 semesters
  - Expulsion from the institution and consequent debarring from admission to any other institution.
  - Fine of Rupees 25,000/-
  - Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.
4. The institutional authority shall intimate the incidents of ragging occurred in their premises along with actions taken to the Council immediately after occurrence of such incident and inform the status of the case from time to time.
5. Courts should make an effort to ensure that cases involving ragging are taken up on priority basis to send the correct message that ragging is not only to be discouraged but also to be dealt with sternness.

***Do not be a victim or witness!!  
Say No to Ragging!!***

### **EMERGENCY CONTACT PERSONS**

Prof. Ch. Satish Kumar,  
Vice Chancellor, SRMUS  
Ph. No.: +91 7797009999

Ms. Manisha Thakuri,  
Associate Dean, Faculty of Social Sciences, SRMUS  
Ph. No.: +91 7719358393

Dr. Govind Pratap Singh,  
Associate Dean, Faculty of Sciences, SRMUS  
Ph. No.: +91 8145911752

Dr. S.Sundar Rajan,  
Associate Dean, Faculty of IT & Management, SRMUS  
Ph. No.: +91 8838191305

Mr. Tamilselvan T.,  
Asst. Prof. (Sr. G), School of Information Technology, SRMUS  
Ph. No.: +91 9344325184

Ms. Ojaswani Dubey,  
Asst. Prof. (Sr. G), School of Information Technology, SRMUS  
Ph. No.: +91 7797818985



## **UNIVERSITY GRIEVANCE REDRESSAL COMMITTEE**

Grievance Redressal Committee is formulated by the institute to address various issues, dissatisfaction and grievances that the students have while they are in the University. This committee ensures the confidentiality of the matters discussed and provides necessary support to the students.

A Suggestion Box is placed in certain locations of the college building, where students can drop their valuable inputs and suggestions as well as some matters that needs to be resolved. The HOI, who is also the chairperson of the Grievance Redressal Committee, will address the matter.

### **GRIEVANCE READRESSAL COMMITTEE MEMBERS**

#### **CHAIRPERSON**

Registrar  
SRM University Sikkim  
Ph No.: +91 7797009999

#### **MEMBERS**

Associate Dean, Faculty of Sciences  
Dr. Govind Pratap Singh  
SRM University Sikkim  
Ph No.: +91 8145911752

Associate Dean, Faculty of IT & Management  
Dr. S. Sundar Rajan  
SRM University Sikkim  
Ph No.: +91 8838191305

Associate Dean, Faculty of Social Sciences  
Ms. Manisha Thakuri  
SRM University Sikkim  
Ph No.: +91 7719358393

## **WOMEN'S GRIEVANCE REDRESSAL CELL**

The women's grievance Redressal Cell is constituted as required by the "Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act 2013". The Women Cell is constituted to enable a harmonious, safe and dignified working space for the employees and students. The Cell monitors the healthy functioning of employee in the institution. It is committed to maintaining a professional learning and working environment for its students, employees and guests. The cell takes initiatives to prevent gender discrimination and inappropriate sexual conduct.

As per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013, the following are to be considered as "Sexual harassment":

- Any unwelcome act or Behaviour, namely,
- Physical conduct and advances
- A demand or request for sexual favours
- Making or displaying of pornography material
- Any other unwelcome physical, verbal or non- verbal conduct sexual nature.

If any of the students or employees' senses of faces such harassment, complaint can be lodged to the women's cell through the Head of the Institution through an application. The committee shall conduct the investigation and address the issue.

## **WOMEN'S GRIEVANCE REDRESSAL COMMITTEE MEMBERS**

HOI	Prof. Ch. Satish Kumar, Vice Chancellor (i/c) cum Registrar Email: <a href="mailto:registrar@srmus.edu.in">registrar@srmus.edu.in</a>
Chairperson	Ms. Manisha Thakuri, Associate Dean, Faculty of Social Science Email: <a href="mailto:manisha.t@srmus.edu.in">manisha.t@srmus.edu.in</a> , Ph.No: 7719358393

## ATTENDANCE POLICY

- A minimum of **75% attendance** is required for students to be able to take the end semester examination. Without the minimum attendance of 75%, students become ineligible to write the end semester examination. His / Her registration for that course will be treated as cancelled, and he/she shall be awarded 'W' grade (W stands for registration cancelled for want of minimum attendance) in that course. This grade shall appear in the grade card until the course is successfully completed.
- Attendance between **70% and 75%** will be considered on case basis.
- All applications for attendance put up by students must be presented at the end of the semester if required. This means students must keep a copy of all applications with them.
- Leave taken during external examination will be considered as absent and students will have to rewrite their examination in their next semester.
- Mass bunking is a grave offence and exhibits an utter disregard for University rules and norms. Strict disciplinary action will be taken against mass bunking by the Departmental Disciplinary Committee. If more than 90% of the students are missing from the class, it will constitute mass bunking.
- All ODs certified by the concerned faculty will be considered as fully present.
- It is the RESPONSIBILITY of the student to constantly check their attendance averages with the respective subject teachers.

### Condonation Policy

- If the students have attendance between 65% and 75%, a condonation fees of Rs. 200 per subject will be charged.

### Medical Leave Policy

- Attendance equal to and above 60% to 69% will be considered only on valid medical grounds supported by medical certificates or case sheets for hospitalizations. All medical papers must be submitted by students immediately upon joining (maximum 3 days delay after joining class) and **NOT** at the end of the semester.
- All medical reasons will not be entertained. This is subject to approval by the Departmental Leave Approval committee.
- Medical rests prescribed by the doctor should be put up for review by students PRIOR to taking medical rest. If applications are put up POST medical rest all absences will be considered as absent from the class.



## **DISCIPLINARY COMMITTEE**

### **Members of the Disciplinary Committee:**

**Chairperson:** Associate Dean, Faculty of Social Sciences

**Members:** Associate Dean, Faculty of IT & Management

Associate Dean, Faculty of Sciences

HoD, School of Information Technology

HoD, Department of Management

HoD, Department of Commerce

HoD, School of Hospitality and Tourism Studies

HoD, Department of English

HoD, Department of Social Sciences

HoD, Department of Journalism & Mass Communication

HoD, School of Public Health

HoD, Department of Physics

HoD, Department of Botany

HoD, Department of Zoology

HoD, Department of Chemistry

Student Representative(s)

The objectives of the committee are:

1. To protect the rights of the students
2. To maintain discipline and a peaceful atmosphere in the campus
3. To assure fairness to complainants and to students accused of any breach of Code of student Conduct.

## **STUDENTS' RESPONSIBILITIES**

Any student's behaviour that substantially interferes with the orderly operation of the University is prohibited and may subject the student to disciplinary action.

Students are required to:

- attend university regularly
- treat faculty, other students and non-teaching staff with respect
- treat university property and the property of others with respect
- respect the privacy of others
- have in their possession only those items allowed by law and/or University rules or policies
- listen courteously to others' opinions and viewpoints
- be prepared to learn
- come to class with all necessary materials
- report hazardous or dangerous situations or behaviour to the concerned authority;
- report threats that cause harm to the concerned authority
- submit original work, and not take part in gambling or any other antisocial activities within the campus

### **Acts coming under Misconduct**

1. Smoking in the Campus
  2. Littering of plastic and waste
  3. Violating of dress code of the institution
  4. Lack of grooming
  5. Playing any games at inappropriate places like corridors, rooms etc.
  6. Playing loud music, talking loudly to disturb others etc.
  7. Verbal abuse
  8. Wastage of water and electricity
  9. Usage of vulgar language, actions, signs, gestures etc.
  10. Ragging
  11. Physical Assault
  12. Sexual Harassment
  13. Possession (and) consumption of Alcohol
  14. Possession (and) consumption of substances of abuse
  15. Damage to the property/ furniture in any form
  16. Copying / malpractice in the Examinations
  17. Theft
  18. Antisocial activities against the institution/ State
  19. Breach of security and abusing Security personnel
  20. Disrespect to any Executives / Teachers/ employees
  21. Possession /use and viewing materials of pornographic nature (Books, CDs, Internet etc.)
  22. Publishing /distributing documents/ materials which will damage / tarnish the image of the institution
  23. Gambling in any form
  24. Disfiguring University property
  25. Indulging in any form of criminal activities
  26. Affiliation and active involvement in the political activities within the campus
  27. Misappropriation of funds and accounts
  28. Formation of fundamentalist groups based on religion, state, language, culture etc.
- Any repeated offence more than twice, however mild, will be considered severe.

## **RULES AND REGULATIONS OF THE UNIVERSITY**

1. The university gives utmost priority for discipline and every one, student or staff, is bound to follow the rules and regulations of the university and maintain strict discipline.
2. Under disciplinary action, the HOI is empowered to fine, suspend or even expel a student from the university in the interests of the institution.
3. BROWSING IS NOT ALLOWED DURING LAB HOURS. Students are not allowed to misuse the internet facilities.
4. Every Student shall conduct himself / herself in such a way to cause no disturbance to the working of the classes or to fellow students.
5. RAGGING, CONSUMING ALCOHOL AND SMOKING ARE STRICTLY PROHIBITED IN THE UNIVERSITY CAMPUS.
6. No function shall be arranged by the students in the university campus without prior permission from the HOI.
7. Writing on walls, pillars, bath rooms and furniture or black boards is strictly prohibited.
8. The cost of any damage, if caused to university property will be charged to the accounts of the students responsible for the damage in addition to disciplinary action.
9. Students are advised to switch off fans and lights when they leave the class rooms.
10. Furniture in the class rooms should not be moved or displaced.
11. Students are expected to be appropriately dressed to attend classes or any university function.
12. No students shall remain in the hostel during class – hours unless he / she is sick and is permitted to be on leave.
13. Wearing of University ID card is compulsory within the campus and on all the occasions.
14. Students have to compulsorily wear the university uniform on the specified days (Monday, Wednesday and Friday) and whenever they are representing the university or attending university functions.

Any complaint lodged against indiscipline or any indiscipline noticed within the campus or outside will be addressed by the Discipline Committee and necessary action will be taken.

## EQUAL OPPORTUNITY CELL

Equal Opportunity Cell shall address the issues related to the students belonging to SC, ST, OBC minorities and the persons with disabilities.

The cell shall enable to maintain non-discriminative environment and also empower them to participate fully in the Academic, Intellectual, Social and Cultural life of University with equality.

### Members of the Equal Opportunity Cell

<b>Prof. Ch. Satish Kumar</b>	-	Chairperson
Registrar		

<b>Mr. Tamilselvan T</b>	-	Advisor
Asst. Controller of Examinations		

<b>Dr. Dev Kumar Thapa</b>	-	Member
Asst. Prof. & HoD, Dept. of Chemistry		

<b>Mr. Ananta Swarup Bijendra De Gurung-</b>	Member
Asst. Prof., & HoD, Dept. of Social Sciences	

## PLACEMENT & TRAINING CELL

Placement & Training Cell is proficiently working for building Industry - Institution interaction and corporate relationship, to bring forth numerous avenues for the students' work life. The Placement & Training Cell is not only facilitating placement to students but also providing them career guidance based on up-to-date placement statistics and an envisioned view of future educational and industrial trends. The skill building classes that have been included in the curriculum of every discipline caters to the students' personality development, personal grooming and aptitude building thereby making the students industry-ready.

### PLACEMENT TEAM

**Chief Placement Officer**

**Dr. S.Sundar Rajan**

Professor | School of IT

**Assistant Placement Officers**

**Mr. Chittaranjan Sharma**

**Mr. Rakesh Rawat**

**Placement Co-ordinators**

**Mr. Deepkant Gajmer**

Asst. Prof. | Department of Management

**Dr. Bijoy Chhetri**

Asst. Prof. | Department of Zoology

**Mr. Nawang Lama**

Asst. Prof. | School of IT

**Dr. Balaji B. Shelke**

Asso. Prof. | Department of English

**Ms. Rinchen Doma Bhutia**

Asst. Prof. | Department of Commerce

**Mr. Ananta Swarup**

Asst. Prof. | Dept. of Social Sciences

**Mr. Samiran Manna**

Asst. Prof. | School of Hospitality & Tourism Studies

**Ms. Rachna Sharma**

Asst. Prof. | School of Skill Building

**Dr. Partha Pratim Bag**

Asst. Prof. | Department of Chemistry

**Mr. Niranjan M**

Asst. Prof. | School of Public Health

**Dr. Puja Sen**

Asst. Prof | Department of JAM

### Contact Details

Tel: 03592 231666 / 2326666- Ext 700

Mobile: +91 7719358391; E-Mail: placement@srmus.edu.in

## PROMINENT RECRUITERS

- Adzealous Media Pvt. Ltd
- AIM India Pvt. Ltd.
- Akamai Technologies
- Alembic Pharma
- Alkem Pharma
- Asian Paints
- Atos | Syntel
- Bajaj Allianz Life Insurance
- Bid Ocean
- Big Bazar
- BYJU's
- CampK12
- Capgemini
- CeaseFire
- Ceat Tyres
- Cipla
- Coffee Day Beverages
- Concentrix
- Diageo
- DXC Technology
- Edelweiss
- EduKyu
- eigoPaathshala
- Essaindia Pvt. Ltd.
- Genpact
- Godrej
- Grant Thornton
- HCL Technologies
- HDFC Bank Ltd.
- HFFC
- HiveMinds
- Impetus Technologies (India) Pvt. Ltd.
- India Hikes
- Indigo Airlines
- IndusInd Bank
- Intellipaat
- JK Tyres
- Kotak Mahindra Bank
- KPMG
- Leisure Hotels
- Lemon Tree Hotel
- Micro Labs Ltd.
- Moengage
- Nagarro
- NCR Corporation
- NielsenIQ
- North East Small Finance Bank
- Pantaloons
- PayTM
- Pindexx Enterprises Pvt. Ltd.
- PwC
- Qess Corp
- Radisson
- Ramada Plaza
- Religare Securities Pvt. Ltd.
- Rivigo Logistics
- Royal Bank of Scotland
- SAVIC Technologies
- SBI Life Insurance
- Sibin Group
- Skill Vertex
- Sopra Banking Software
- Subex Ltd.
- Sun Pharma
- TCS
- TechEra
- Thomson Digital
- Torrent Pharma
- Uniqlo
- UpGrad
- V-Comply Technologies
- Vedantu
- Vernalis
- Vivanta (Taj Hotels)
- Wipro
- Zolostays Property
- Zomato

## ADMISSION CELL

A full-fledged Admission Cell functions in the University to facilitate the aspiring learners to choose their career options and decide the streams of their interest. The team assists the candidates with entire admission procedure. The expert team also visits various Government and Private schools, tuition centres and coaching centres for the career counselling programs. The admission team has expanded its outreach to the East and North East regions of India and also neighbouring countries like Bhutan and Nepal. Aligning to the vision of the University, the Admission team also works towards making SRM a global campus with cross-cultural learning environment.

<b>Chief Admission Officer</b>	<b>: Ms Manisha Thakuri</b> Ph : +91 7719358393
<b>Assistant Admission Officers</b>	<b>: Mr Bijay Thakur</b> <b>Mr. Suman Adhikari</b>
<b>Student Counsellors</b>	<b>: Ms. Ongmu Bhutia</b> <b>Ms. Sushmita Tamang</b> <b>Mr. Namsang Limboo</b>
<b>International Admission Coordinator</b>	<b>: Ms Tshering Lhamu Lepcha</b> Ph: +91 7797008888
<b>Contact us:</b>	
Email	: <a href="mailto:admissions@srmus.edu.in">admissions@srmus.edu.in</a>
Facebook	: SRM University Sikkim
Twitter	: @SRMUnivSikkim
Youtube	: SRM University Sikkim



## WEBSITE COMMITTEE

In today's digital age online presence has become a necessity. Website is a valuable marketing and management support tool. Hence it is paramount to ensure that the SRM University, Sikkim website is attractive, aesthetically well designed, fully functional and operational and completely up-to-date. With these concerns in mind, the SRM University, Sikkim website committee was formed on Feb 10, 2017.

### Role of the Website Committee

Advise and provide recommendations to the University authorities on any matters relating to the website, including but not limited to construction/maintenance, content, layout and web master/mistress assignment.

### Members of the Website Committee

<b>Dr. Archana Arul</b> Asso. Prof., Dept. of English	— <b>Chairperson</b>
<b>Dr. Govind Pratap Singh</b> Associate Dean Faculty of Sciences	— <b>Member</b>
<b>Dr. S.Sundar Rajan</b> Associate Dean Faculty of IT & Management	— <b>Member</b>
<b>Ms. Manisha Thakuri</b> Associate Dean Faculty of Social Sciences	— <b>Member</b>
<b>Ms. Om Radhe</b> Lab Assistant, ITKM	— <b>Member</b>
<b>Ms. Shreya Shaji</b> Communications Executive	— <b>Member Secretary</b>

## **INSTITUTION'S INNOVATION COUNCIL**

SRM University Sikkim established Institute Innovation Council (IIC) in the year 2020 to nurture Innovations and Entrepreneurship among students and faculty members of the University. The council consists of more than a hundred students and twenty faculty members across various disciplines of the University. The IIC works with an annual plan, where the students enrolled are guided step by step to be an entrepreneur. The IIC initially carries out regular training programs, which include motivational talks, and panel discussions from innovators/entrepreneurs/alumni across the country. Thereafter workshops are held to train the students in product development, making a business plan, applying for loans, etc...The final step involves holding Hackathon competitions where the students present their innovative/entrepreneurial ideas. The promising projects are further handled on an individual basis to make it a working model.

Institute Innovation Council is an initiative of Ministry of Human Resource Development (MHRD), Govt. of India. It is aimed at systematically fostering the culture of Innovation among all Higher Education Institutions (HEIs) by encouraging, inspiring and nurturing young students by supporting them to work with new ideas and transforming them into prototypes while they are informative years.

### **Functions**

- To conduct various Innovation, IPR and entrepreneurship-related activities prescribed by Central MIC in time bound fashion.
- Identify and reward innovations and share success stories.
- Organize periodic workshops/ seminars/ interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators.
- Network with peers and national entrepreneurship development organizations.
- Create an Institution's Innovation portal to highlight innovative projects carried out by institution's faculty and students.
- Organize Hackathons, idea competition, mini-challenges etc. with the involvement of industries.

## **Committee Members**

**Dr. Govind Pratap Singh**

Associate Dean

**Mr. Sanjiv Sharma**

HoD & Asst. Prof.

**Dr. Anand Sharma**

Asst. Prof.

**Ms. Ojaswani Dubey**

Asst. Prof.

**Dr. Rakesh Rawat**

Asst. Prof.

**Ms. Shreya Shaji**

Communication Executive

**Dr. Mitrabaran Ghosh**

HoD & Asst. Prof.

**Dr. S. Sundar Rajan**

Associate Dean

**-President**

**-Vice President**

**-Convener**

**-Innovation Activity Coordinator**

**-Start-up Coordinator**

**-Internship Coordinator**

**-IPR Activity Coordinator**

**-Social Media Coordinator**

**-ARIIA Coordinator**

**-NIRF Coordinator**

## **ERP CELL**

**ERP** (Enterprise Resource Planning) is a software system to integrate various processes and data within a single unified system. ERP is a single database system that makes information and communication easy across various departments of an organization. The e-varsity (ERP) System is specifically designed and intended to cover the in-depth functionality of educational institutions that helps this institute to automate several tasks minimizing manpower. Apart from functionalities, we have also kept user roles in mind, which includes students, teachers, technical staff, non-technical staff, managerial staff, parents, alumni, etc. ERP increases the strength of our education with the integration of other ERP packages like HR, Payroll, Accounts, Inventory, hostel, Admission, Placement and Library etc.

### **Benefits of e-varsity Software for Students and Parents**

#### **1. Students:**

- ERP software acts like a virtual platform for students.
- Students can get all the information regarding university activities and exams right through the software.
- They can check their timetable, attendance, test records, fee dues, online payment etc.
- They can also register the facilities such as transport, placement, hostel and EDC.
- This software can also be used to access digital library and notifications.

#### **2. Parents:**

- It has never been easier to handle the regular activities of their children. With the help of ERP software, they can be in touch of the teachers, anywhere, anytime on the internet.
- It plays a vital role in strengthen the relationship among them.
- They can look out for exams report, daily schedule, holidays, meetings, fee status etc.
- They would get informed about every activity via SMS or Email.

### Ultimately aims to

- Improves access to information
- Complete automated operations
- Increase productivity and efficiency in organization
- Systematic workflow management across organization
- accuracy in financial records such as salary, fees, and expenses of institute
- Reduced dependency or person in institutions
- Centralized Data Management
- Simplify Admission Process
- Quicker Management Process
- Easy interaction with parents and teachers
- Easy information sharing with parents
- Faculty leave management
- Online Fee Payments gateways
- Student Enrolment
- Attendance Management
- Online Admission Management
- Certificates Generation (migration, Degree, Hall Ticket and mark lists)

### Modules of e-varsity System

- |                     |                      |                    |
|---------------------|----------------------|--------------------|
| 1. User manager     | 9. Hostel            | 17. Ph. D.         |
| 2. Administration   | 10. Purchase         | 18. Research       |
| 3. Admission        | 11. Workforce        | 19. Alumni Module  |
| 4. Accounts         | 12. Library          | 20. Student Module |
| 5. Online Admission | 13. Employee Profile | 21. Parent Module  |
| 6. Academic         | 14. Leave Management | 22. Assessment     |
| 7. Examination      | 15. Placement        |                    |
| 8. Transport        | 16. Asset            |                    |

### ERP System Support Team

**ERP Coordinator** : Dr. S.Sundar Rajan +91 8838191305  
**ERP Technical Support** : Mr. Vijayakumar +91 7904054093

### Helpdesk Support

E-mail : [erpsupport@srmus.edu.in](mailto:erpsupport@srmus.edu.in)  
Portal : <https://srmus.ac.in/>  
1. Faculty 2. Student 3. Parents portal

## UNIVERSITY HOSTEL

It takes a lot of love to make a house a home, especially when you are away from home. The University offers separate hostels for boys and girls with the provision of well furnished rooms, Wi-Fi facility, Entertainment and recreation. The hostel ensures comfortably stay, with a ragging – free environment, proper safety and hygienic food, giving no cause for worries to any parent.

Hostel Management Committee meets in the beginning of every month to discuss the grievances and innovations.

### **SRM Boys' Hostel**

Tadong, Gangtok, East Sikkim – 737102

### **SRM Girls' Hostel**

Convoy Ground, Tadong, Daragoan, Gangtok, East Sikkim – 737102

## HOSTEL MANAGEMENT COMMITTEE

<b>Mr. Tamilselvan T</b>	Warden Boys' Hostel Block-I	(+91) 9344325184
<b>Ms. Ojaswani Dubey</b>	Warden Girls' Hostel Block-II	(+91) 7797818985
<b>Student Representative (Male)</b>	Boys' Hostel	
<b>Student Representative (Female)</b>	Girls' Hostel	



## NATIONAL SERVICE SCHEME

“Not Me But You”

- The **National Service Scheme (NSS)** is an Indian Government sponsored public service program conducted by the Ministry of Youth Affairs and Sports of the Government of India. Popularly known as NSS, the scheme was launched in Gandhiji's Centenary year, 1969. Aimed at developing student's personality through community service, NSS is a voluntary association of young people in Colleges, Universities and at +2 level working for a campus-community linkage.
- There are two types of activities: Regular Activities (120 hours) and Annual Special Camp (120 hours). All the NSS Volunteers who have served NSS for at list 2 years and have performed 240 hours of work under NSS are entitled to a certificate from the university under the signature of the Vice-Chancellor and the Programme Coordinator. The Annual camps are known as Special Camps. Camps are held annually, funded by the government of India, and are usually located in a rural village or a city suburb. Volunteers may be involved in such activities as:
  - Cleaning
  - Afforestation
- There are no predefined or pre assigned tasks; it is left up to the volunteers to provide service in any way that is feasible. Camps typically last between a week and 10 days, although camps for shorter periods are also conducted by NSS.
- To recognize the voluntary service rendered by NSS volunteers, Programme Officers (POs), NSS Units and the University NSS Cells, it has been proposed to provide suitable incentives/ awards under the scheme.
- The SRM University of Sikkim has its own registered NSS Cell. In total, it has two NSS Units comprising of 100 students each
- The NSS Cell of SRM University, Sikkim has been conducting many programs on themes related to social service, motivational seminar, blood donation, rallies, cultural program, etc.

### Program Coordinators

Ms. Ojaswani Dubey - 7797818985

Mr. Deepkant Gajmer - 7797488072

Mr. Bishnu Kumar Portel - 8348675415

Dr. Aditya Pradhan - 8388849199

Rotaract Club of SRM University Sikkim was installed on 23rd of August 2016 under the sponsorship of Rotary club of Gangtok R.I District 3240. Rotaract club of SRM University Sikkim is the only Institution-based Rotaract club in Sikkim. It has already bagged the title of Best Upcoming Rotaract club of R.I district 3240.

The main aim of the Rotaract Club is to bring in professional growth and leadership quality in the students. It empowers the students to be confident and face the challenges of life. Through various community based activities, intellectual seminars and club exchange programs, the students get to show case the talent, leadership skills, team spirit and managerial skills. Along with the individual growth the students also learn to be society centric and in the long run contribute the development of the society, nation and world at large.

Every year, around 40 new members are inducted to this club. The registration fee charged to be the member is Rs. 80/- and monthly contribution of Rs. 50/- is to be given every month.

To join us to experience this growth, contact us in the details given below:

Rtr. Pritam Sharma  
President, 2022-23

Rtr. Pradeep Kumar Prasad  
Secretary, 2022-23

**Faculty In-charges:** Ms Manisha Thakuri, +91 7719358393  
Mr Deepkant Gajmer +91 7797488072

You can also visit us on our facebook page at  
*Rotaract club of SRM University Sikkim*

**"I AM A ROTARACTOR AND MY RELIGION IS HUMANISM"**



## **ATHLON - ANNUAL SPORTS FEST**

The Athlon is the annual sports event which is organized by SRM University, Sikkim. This event is held over a period of three days in springtime during the even semesters each year and is one of the most eagerly awaited and popular events of SRM University Sikkim. Since its inception in 2018 the participation in this event has grown rapidly. There are five student teams that compete for the coveted title of Athlon Champion the names of these teams are as follows Dazzlers, Nucleus, Falcons, Ravens and Blue Bits. We have a variety of track and field events along with Football, Volleyball, Table Tennis, Cricket and Tug of War tournaments and there are also some faculty teams that participate in these tournaments.

Our University firmly believes in providing all round development to the students and sports is a major component of a complete education. We want our students to learn the essential values of teamwork, fairness, sportsmanship, fitness, competitiveness, integrity and ability to deal with loss as well and having humility in victory. Every year we are adding more events to our roster and due to increased participation from our students the overall quality of the competition has improved immensely. This event is organized in collaboration with the students and well as all the faculty members.

### **COMMITTEE MEMBERS**

1. Mr. Deepkant Gajmer  
Asst. Professor,  
School of Management and Commerce
2. Mr. Mahendra Gurung,  
Asst. Professor,  
School of Hospitality and Tourism Studies

## **CULTURAL COMMITTEE**

SRM strongly believes in the holistic development of students, wherein, while education is important, culture plays a pivotal role. The Cultural Committee aims at encouraging and enriching their creative persona through various cultural activities, such as music, dance, painting, sketching, poetry recitation, drama, photography, short films, etc.

We have a music club and a dance club to enliven the campus. It could be the annual fest (MERAKI), inter-departmental or intra-university competitions or programs, the students actively and enthusiastically participate in them all.

### **Committee members:**

1. Dr. Archana Arul  
Associate Professor  
Department of English
2. Ms. Sabna Sharma  
Assistant Professor,  
School of Information Technology
3. Dr. Sudarshana Nandi  
Assistant Professor,  
Department of Zoology

## **UNIVERSITY TRANSPORT FACILITY**

The need for safe passage of each student to college and back home is of paramount importance to us. To ensure safe travel the college has its own fleet of outsourced college buses designed as per standards and manned by trained drivers and personnel sensitized to the needs of student. The Transport Service (optional) is operated by the college and a separate transport fee is charged for the same. For supervision and monitoring a transport attendant is on board throughout the journey. Divisions and batches are allotted as per the transport requisitions put forth by the students as transport service is not available for a few batches. If there is any query related to transportation, kindly contact transport Coordinator in 9641590009 before finalizing with the admission process.

### **Rules Governing Transport Facility**

- Transport service is an optional service facilitated and outsourced by the College for the convenience of its students.
- The College bus facility available to the student cannot be expected or demanded as a matter of right. The Transport Department at their own discretion has the right to disallow any student from availing the bus facility.
- Students availing the bus facility will be provided with a bus ID card. Generally, the bus timings will operate within 10 to 15 minutes of the pickup and alighting time. Parents are requested to accommodate the same.
- Any change in the bus timings will be notified to the parent by the Transport Department.
- Students will have to board and alight the school bus at the respective stops allotted to them only. The Transport Department reserves the rights to allot the stops.

- Students while traveling on the school bus must maintain discipline. Any student guilty of misconduct will not be allowed to avail the bus facility.
- A student shall be refused the bus facility if involved in damage to the bus property. Besides, the damage done will have to be compensated by the student.
- Discontinuation of bus facility will only be allowed term wise. Bus facility cannot be discontinued for any particular month.
- No transport facility shall be available for other activities / events that school may plan on holidays / vacations.
- Students/ parents will not have any transactions / altercation / physical fight with the bus staff. Bus employees are not authorized to change/add bus stops.
- The school has taken utmost care for the safety and convenience of the students.
- Any suggestion/ complaint regarding the transport service is to be made in writing strictly to the Transport Department and the same shall be entertained by the Transport Department only.
- It is important that any change to the usual pick-up/ drop routine is intimated to the transport in charge a day in advance.

Transport Coordinator – **Mr Deepkant Gajmer**

+91 7797488072

03592-231666 EXT No-114

## **COVID-19 STANDARD OPERATING PROCEDURES**

### **Standard Operating Procedure for the students to adhere inside the University Campus and Hostel:**

#### **Consent form:**

- It is mandatory to get consent for attending the classes through offline mode (on – campus) by the students from their parents or guardian and submit it to the respective class teachers.
- It's important to report any travel history by the students prior to joining the university for the offline class.
- It is understood that the student must be free of any symptoms like fever, cold, cough, etc.
- It is discouraged that no student from any containment zone or any family member tested positive for COVID to attend the offline classes.

#### **Preparation:**

1. It is mandatory to wear a mask during travelling and the entire time the students are present at the university.
2. It is mandatory to have a personal hand sanitizer for the students to sanitize their hands often.
3. Clean drinking water facility will be available in the campus, however, students are advised to carry a water bottle to avoid unnecessary sharing of water.
4. It is advised to carry their own packed food (snacks/lunch) from home and going to nearby restaurants is strongly discouraged.
5. Sneezing, coughing should be done with covered mouth with a help of flexed elbow.
6. It is advised to have tissue papers for easy disposal after sneezing, coughing.
7. It is advised to download "Aarogya Setu" application on the student's smartphones for self-assessment often.

#### **At the Entrance:**

1. Students should be aware that a separate entry and exit doors will be functional at the university premise and they are instructed to follow the same.
2. Before entering into the university, it is mandatory to follow a queue with 6 feet of physical distancing.
3. It is mandatory to check the body temperature using a handheld thermal-gun, as a screening measure in the guard post before entering into the university.

4. The hand sanitizer will be sprayed on the student's hands and it should be rubbed completely on the hands.
5. After entering into the university building students should get into their respective classrooms immediately.
6. Crowding of walkway path, passages or veranda of the university is strongly discouraged.
7. Any symptoms development should be immediately conveyed to the class teacher.

#### **In the Classrooms:**

1. Students should sit in their designated seats only.
2. Sitting beside or in close distance will not be allowed at any circumstances.
3. Physical contact during class – activities is strongly discouraged.
4. There won't be any exchange of learning materials between teachers and the students and also between the students. The learning materials, if needed, will be given in prior to the students. Respective copy should be brought for the class.
5. There won't be any exchange between the students like laptops, face masks, hand gloves, etc.
6. Used tissue papers must be disposed off in the designated carton box/bins and should not be thrown into the common dustbins.
7. Crowding near the restrooms is prohibited.
8. In the event of using restrooms, students have to follow queue and at any given time only 3 students will be allowed to enter the restroom.
9. It is mandatory to wash hands using a liquid soap/handwash after using the restroom not less than 30 seconds.
10. Once the student enters the University, he/she shall be allowed outside the university only after completion of all the classes.

#### **In the Laboratories:**

1. The designated batch for practical sessions will be intimated by the class in-charge to the students.
2. Entering into the labs will be in an orderly manner with 6 feet of physical distance.
3. Before entering the lab, it is mandatory to wear hand gloves before starting the experiment/typing.
4. Students should sit/occupy the designated seats/area only. In any circumstances crowding or sitting beside each other will not be allowed.
5. After the practical session, the used hand gloves should be removed and disposed in the designated carton box/bins only. It should not be disposed in common dustbins.
6. While exiting from the labs students near to the entrance should leave first with 6 feet of physical distancing followed by the next nearer subsequently.

7. After each practical session it is advised to wash your hands using the hand wash or soap for not less than 30 seconds.

#### **Exit from the University:**

1. Every department will leave the students to go out at different timings to avoid crowding of the exit path.
2. Its student's responsibility to know their respective department's exit time from the class teachers.
3. It is compulsory for the students to leave the classrooms in an orderly manner with 6 feet of physical distancing between them.
4. Once the students got out there should not be crowding or gatherings.
5. Students should maintain physical distancing till they exit the University campus and thereafter.

#### **Students Hostel:**

Preparation – It is mandatory for the hostel students to undergo a 14 days of quarantine even if you have been tested negative in the recent COVID test.

#### **At Hostel - Entrance:**

1. Before entering into the hostel, it is mandatory to follow a queue with 6 feet of physical distancing.
2. It is mandatory to check the body temperature using a handheld thermal-gun, as a screening measure at the entrance of the hostel.
3. After checking for body temperature, the hand sanitizer will be sprayed on the student's hands and it should be rubbed completely on the hands for at least 20 seconds continuously.
4. It is advised to wear masks at all the time inside the hostel facility.
5. After entering into the hostel, students should get into their respective rooms.
6. Crowding of walkway path, passages or veranda of the hostel is strongly discouraged.
7. Any symptom development is present the student should be conveyed to the hostel warden immediately.

#### **At Hostel – Common Utility Areas:**

1. Students will be called in a phase manner for taking their food.
2. It is advised to have separate plates and glasses for usage and wash it thoroughly with dish wash liquid after taking the food.
3. Taking of food to students' rooms will be encouraged.

4. Usage of washing area (wash basin, getting potable water, etc.) will be in queue with 6 feet of physical distancing only.
5. It is mandatory for the students to maintain hygiene inside the rooms by adequately using the housekeeping facilities.

**At Hostel – Exit:**

1. Students should exit the hostel for attending the classes at the university should be in an orderly manner with 6 feet of physical distancing.
2. Wearing of mask is mandatory during the time of travelling/walking to the University.
3. It is strongly discouraged to touch anything unwantedly during the travelling/walking time, if in the event of touching, it is mandatory to use hand sanitizer immediately.



## IMPORTANT CONTACTS

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*Learn. Leap. Lead*

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