

HANDBOOK FOR THE INTERNATIONAL STUDENTS

1. WELCOME NOTE
2. INDIA
3. WHY CHENNAI
4. ABOUT SRM UNIVERSITY
5. COURSE ORGANISATION
6. SOCIETIES, SPORTS & CLUBS - Infrastructure
7. CAMPUS FACILITIES - On campus accommodation, cultural progs.& field trips, MEDICAL
8. ACADEMIC PROGRAMMES
9. ACADEMIC REQUIREMENTS
10. ACADEMIC DEADLINE
11. ADMISSION PROCEDURES
12. PRACTICAL MATTERS - OIR, visa, accommodation, tuition fees & appl. process
13. STUDY ABROAD PROGRAMME - Introduction, classes - credit transfer system, application deadlines, how to apply, entry requirements, prog. costs.
14. ENGLISH LANGUAGE SUPPORT FOR INTERNATIONAL STUDENTS
15. CHECK LIST
16. CONTACT AND ADDRESS
17. MAP OF THE CAMPUS



**W**elcome to new and returning students to SRM University.

Whatever the degree you are pursuing, you are doing so at a top university with an excellent reputation for the highest quality of teaching and research. You will be expected to work hard, but if you do you will also be able to enjoy a varied and exciting social life. If you are an undergraduate, then you will experience a new and exciting set of intellectual challenges leading to a degree that is recognized internationally as being of high value. If you are pursuing a postgraduate program, then you are already excited by the challenge of pushing back the frontiers of human knowledge. We have world-class research facilities, an excellent Library, and some of the world's leading scholars and researchers who will guide you through your course of study.

My colleagues and I on the staff of the University are here to help you. We want you always to remember your time in SRM, for an experience which will prepare you for a successful and fulfilling career.

This Student Handbook is meant to provide you with the basic information about the wide range of University facilities available to you. Use it to benefit as fully as possible from your study program. Above all enjoy and benefit from your stay in SRM University. You will have the time of your life.

**Prof. P. Sathyanarayanan**  
**Vice-Chancellor.**

## INCREDIBLE INDIA

- India is the seventh largest country of 3,166,414 sq. km, bounded by the Indian Ocean on the South, the Arabian Sea on the West, and the Bay of Bengal on the East.
- English is the administrative language of India. Hindi is the national language.
- The population of India is 1.12 billion.
- The climate of India comprises a wide range of weather conditions across a large geographic scale and varied topography, making generalizations difficult. Chennai has a tropical climate.
- Indian Standard Time is 5 hours 30 minutes ahead of Greenwich Mean Time.
- The currency of India is Rupees.

## CHENNAI

Chennai is the capital of the state of Tamil Nadu and is India's fourth largest metropolitan city, popularly known as "Gateway to South India." It is well connected internationally and to other parts of India. The weather is general hot and humid during March to August, with May being the hottest. The maximum temperature during May will hover around 41°C. September to December are the rainy days with occasional cyclones. December, January and February will be cold with minimum temperature of 18° C.

The city is home to much of India's automobile industry and is now often referred as "Detroit of India". It is the country's second-largest exporter of information technology (IT) and information-technology-information-enabled services (ITES).

Chennai offers its visitors an extensive range of attractions, museums and art galleries.

For sports and entertainment enthusiasts Chennai offers a wide range of sports and cultural activities.

- ❖ Consumption of Alcoholic drinks (like beer, Liquors etc) is prohibited in public places like roads, public transports, shops etc.
- ❖ Smoking is prohibited in public places.

Chennai is situated in the tropical zone of climate. It is due to this reason that the city experiences a hot and humid weather. The city also experiences all the three major seasons of summers, winters and monsoons. However, there is very slight variation amongst all of them. This is due to its location near equator. As a result, Madras city experiences hot climate throughout the year. During the summer months, which are between March and October, the climate is extremely hot. April and May are the hottest months of the year, with mercury crossing 40o C mark. The scorching heat of the sun is nearly unbearable restricting you to your houses. With a contrast, the places near the sea coast remain warm and humid. The cool breeze during the night time provides respite to the residents from the high temperature. During the monsoons, which means during the months of June to September, Chennai receives ample rainfall.

Monsoon arrives with the advent of the Northeast Monsoon Winds. The rain showers are a delight, as they wash away the heat of the otherwise hot climate. People are seen rejoicing in the rain, with

umbrellas in their hands. Moreover, as the city is located near the sea side; it receives moderate rainfall of about 1,300 mm throughout the year. As a result, it is necessary to keep an umbrella handy, as you never know when you might need it.

The winters are very short lived in Chennai. They occur during the months of November to February. This is the most pleasant time of the year, best suited to visit the city. The average temperature of Madras at this time is around 24o C and never falls below 20o C. Winters also receive moderate rainfall, making the weather pleasurable and comfortable to roam around.

Chennai city is one of the fast moving cities of India, with increasing developmental pace. In case you are wondering what clothes to wear while visiting this metropolitan city; keep in mind that the people in Chennai are very simple and believe in leading a simple life. They are very traditional and particular about their customs and value system. They strictly adhere to the age-old religious and social practices and obey them with utmost sincerity. It's their cultural legacy and they are extremely proud of it.

This is even quite visible from their conventional style of dressing. As the climate in Madras is usually hot, the best preferable fabric to wear there is cotton. The lighter your clothes are, the better it is. Women are respected and given high regard in South Indian families. As a result, most of the women wear saris, with exquisite designs and flowing fabrics, further enhancing their traditional Indian beauty. Men usually wear a dress called veshti (lungi) and shirt.

However, due to the modernization of Chennai, people are seen wearing fancy and western attires at times. Western wear is not very popular except the urbanized areas. There also it is quite limited. Thus, if you are still wondering how to dress up in the city; just remember that your clothes should be comfortable and light, so that you can beat the heat. Besides, they should be decent and not too revealing.

## **About SRM University**

SRM University has a distinctive history and mission that makes the institution unique. SRM was established almost 4 decades ago and is the most preferred universities in India by majority of the students and parents. The National Accreditation and Assessment Council (NAAC) has awarded B+ grade which is the highest for any private universities in India. The university has also been awarded ISO 9001: 2000 quality certification by BVQi.. The motto of SRM University is to prepare the students to **“Learn, Leap and Lead”**.

The University offers programs in Engineering, Management, Architecture, Medicine, Dental, Nursing, Pharmacy, Physiotherapy, Occupational Therapy, Education, Science & Humanities leading to diploma, undergraduate, post graduate and doctoral degrees. SRM University is one of the few universities in the country with an international network of advisors from varsities and industries worldwide. These alliances give the university access to the latest curriculum of global standards. The teaching models too are formulated in such a manner that the students are made to learn through experiments and projects, rather than stick to “Chalk and Talk”. *Learning through discovery* concept is also being actively pursued for imparting fundamental knowledge to the students.

Nearly 22,000 students from within and outside India are studying in undergraduate, post graduate and doctoral programs in different faculties of the University. SRM provides a stimulating campus life and academic environment. The University campus has a 16 storey IT park, a huge administrative building accommodating in it the central Library in nearly 130,000 sq. ft area, hostel blocks for men and women catering to nearly 6,000 students, an International Hostel, a 750 bed Hospital with state-of-art facilities for diagnosis and treatment, staff quarters, sports arena, a sprawling auditorium with a capacity of around 4000 people, a star rated Hotel, restaurants and eat-outs, banks, department stores and other amenities. Well furnished and air-conditioned rooms of the International Hostel cater to the needs of the international students.

To make the campus environment truly international, visiting professors from foreign universities like USA, Germany, New Zealand, Japan, Australia etc have been recruited. This provides ample opportunities for both the students and faculty members to enrich their knowledge and skills to international standards and undertake joint research. SRM sends many students and faculty members to foreign universities for one semester under exchange / twining programs. Recently around 48 students were selected, under **Semester Abroad Program (SAP)**, and sent abroad to study one semester in Massachusetts Institute of Technology, Carnegie Mellon University, University of Wisconsin, Milwaukee, SUNY Buffalo, North Eastern University all from USA, Lille Catholic University in France, Dundee University, Scotland, University of West of England, UK etc. This **Semester Abroad Program** was formally launched by Mr. David T. Hopper, Consul General for South India, US Consulate, on 4<sup>th</sup> January 2008 at our University Auditorium. In his presence, the Chancellor of SRM University, Thiru T.R.

Pachamuthu distributed scholarships to the students who are going abroad, meritorious and deserving. Under this Semester Abroad Program, SRM aims at sending 100 students every year to foreign universities. This program provides a platform to the students

- (1) to have an international exposure in higher education,
- (2) Get an opportunity to work with eminent professors of the universities and upon proving their mettle, stand a good chance of getting direct admission to subsequent higher studies in that University.
- (3) Get an opportunity to work in a cross-cultural, multi-national environment.
- (4) Acquire or improve self-confidence and independency.

Under the **Faculty Abroad Program (FAP)**, SRM aims at sending 50 faculty members to foreign universities for a tenure ranging from 2-3 weeks to one year. The short tenure can be for studying their curricula, teaching methodology, laboratory practices and other academic activities of that university. The experience gained through this study can be shared with SRM to add value to the academic practices at SRM. The longer tenure can be for research activities.

Also SRM will be receiving, under the exchange program, TWO students from University of Tours, France, who will be spending one semester in SRM during January -June 2008 and one Chinese Language teacher from Guangdong Normal Polytechnic University (GPNU), China. Many foreign universities like University of Central Oklahoma, Birmingham City University, UK, Kyushu Institute of Technology, Japan etc, turn to SRM University for joint programs in Nursing.

SRM has been able to attract many students from USA, Canada, China, Ghana, UAE, Sri Lanka, Nepal etc in the faculties of Engineering and Technology, Medicine. Deserving and meritorious students in academics and sports are provided with scholarships to encourage and assist them in their academic pursuit. In 2007-08 scholarships to the tune of Rupees 45 Million were awarded. SRM has the best placement record in India as far as the universities providing technical education are concerned. It has built excellent relationship with over 150 leading companies in software, IT, Automobile, Manufacturing, Telecom, Banks and Financial institutes. SRM provides lot of opportunities to equip themselves to meet the ever growing challenges. Video sessions, mock interviews, quiz programs, improving communication and presentation skills are some of the programs conducted regularly for the students.

SRM is unique in many respects. SRM has nearly 40 senior executives from reputed industries as members of its **Corporate Advisory Board** and around 15 professors and chair-persons from top universities in its **International Advisory Board**. Both the boards guide SRM to formulate programs and strategies to make education at SRM to International standards. SRM has in its employment around 6 visiting professors from foreign universities.

These visiting professors stay on-campus and SRM provides all facilities for pursuing their research. Their contribution will be in the form of enhancing the academic structure and environment, motivating and assisting in research activities and bringing in international flavour to SRM's pursuit of excellence.

## OFFICE OF THE INTERNATIONAL RELATIONS

The Office of the International Relations helps international students adjust to and fully participate in the SRM University campus community. The office provides new student orientation prior to the start of the semester. Throughout the academic year, the office provides

- counseling on personal, academic and financial matters;
- advisement on immigration matters,
- program for social and cultural exchange;
- information about international employment and
- Organizing English classes for the international students.

The Counselors of the Office of the International Relations help international students adjust to life at SRM University. They help new students through orientation and registration and are available year round to assist with problems.

## INTERNATIONAL STUDENTS

**International students will include the following:**

- i. **Foreign students:** Students holding passports issued by foreign countries including people of Indian origin who have acquired the nationality of foreign countries are included as foreign students.
- ii. **Non Resident Indians (NRI):** Only those Non Resident Indian students who have studied and passed the qualifying examinations from schools or colleges in foreign countries will be included as international students. This will include the students studying in the schools or colleges situated in foreign countries even if affiliated to the Boards of Secondary Education or Universities located in India, but will not include students studying in those schools or colleges (situated in India) and affiliated to the Boards of Secondary Education or Universities of the foreign countries. Students passing the qualifying examinations from Boards or Universities located in foreign countries as external students and dependants of NRI studying in India will not be included as international students.

Entry level status of International students on entry to the country will be maintained.

## RECOGNIZED +2 STAGE FOREIGN EXAMINATIONS

The following foreign examination have been recognized by Association of Indian Universities (AIU) as equivalent to +2 stage qualification of an Indian Board giving access to the Bachelor Degree program at Indian Universities, including Professional Courses.

1. 12 years Baccalaureate Certificate of Afghanistan, France, Iraq and Tunisia.
2. 12 years General Secondary Education Certificate of the Ministry of Education – Bahrain, Egypt, Iran, Jordan, Kuwait, Oman, Saudi Arabia, United Arab Emirates and other Gulf countries.
3. GCE/IGCSE/GCSE examinations of the approved British Examining Bodies in UK, Singapore, Hong Kong, and Mauritius with passes in 5 subjects at 'Ordinary Level' and 2 subjects at 'Advanced Level'. For admission to professional courses – medical/engineering Advanced level passes in Physics, Chemistry, Biology/ Mathematics and English are essential besides 5(Five) passes at GCE 'Ordinary Level'.

4. High School Diploma from accredited School of USA.
5. Intermediate/Senior Secondary/Higher Secondary of the approved Boards in Pakistan, Bangladesh and Nepal.
6. 12 years Secondary stage qualification of National Examination Board/Council of the Ministry of Education – Kenya, Nigeria, Ethiopia, Sudan, Uganda and Tanzania.
7. 12-years Secondary Stage Examination conducted by various Provinces in Australia and Canada
8. GCE 'Ordinary and Advanced' level examination of the Department of Examination, Government of Sri Lanka
9. 12-years STPM examination of Malaysia
10. 12-years Secondary Stage qualification of Indonesia, Japan, Korea, Socialist Republic of Vietnam and Yemen Arab Republic,.
11. 'Abitur' of Germany
12. 12-year High School Diploma awarded by the accredited American School/International Schools in other countries following American pattern of education.

**AGE LIMIT :** The candidates should have completed the age of 17 years on or before 31st December 2007.

## **ELIGIBILITY CRITERIA IN QUALIFYING EXAMINATION**

### **Undergraduate Programs**

**Candidates applying for any of the undergraduate courses (professional or non professional) should have completed the 12<sup>th</sup> grade and secured a pass before the start of the academic year.**

### **Engineering and technology**

**B. Tech.:** A pass in 10+2 or its equivalent and (a) For all programs: Minimum 60% aggregate in mathematics, physics & chemistry (b) For bioinformatics, biomedical & instrumentation engineering, bioprocess engineering, biotechnology and genetic engineering: Minimum 60% aggregate in biology, physics and chemistry.

**B.Arch.:** A pass in 10+2 or its equivalent having a minimum total aggregate of 60% with english and mathematics as subjects of study and a minimum NATA score of 80 out of 200. No separate entrance examination will be conducted by SRM University. However, the candidates have to apply in the prescribed application form for admission to B.Arch. program.

**B.Des.:** A pass in 10+2 or its equivalent with a minimum aggregate of 60%.

### **Medicine and allied health sciences**

**MBBS / BDS:** A pass in 10+ 2 examinations under CBSE/ISC/State board or its equivalent with Physics, Chemistry and Biology (Zoology – Botany) in the FIRST APPEARANCE and should have secured minimum 50% marks in the above subjects taken together.



**Paramedical Courses:** A pass in 10+ 2 examinations under CBSE/ISC/State board or its equivalent with Physics, Chemistry and Biology (Zoology – Botany) and should have secured 45% marks in each of the above subjects.

**All applicants must have taken English in addition to the above subjects during their 11<sup>th</sup> and 12<sup>th</sup>.**

**A pass in English is mandatory for all categories.**

**All Postgraduate ( Masters) programs:** Please refer to the prospectus or link to domestic admissions.

Non-Resident Indian students and foreign students are exempted from taking the All India Entrance Examination conducted by SRM University for admission.

### **Additional Information**

- In case of candidates who have furnished the mark sheets of the qualifying examination, only in GRADES, the minimum marks of the grades alone will be taken into consideration while determining the marks in science subjects. Only students from High schools accredited by the respective State or the Country will be eligible for admission and a statement to this effect should be produced.
- It is the responsibility of the candidates to ascertain whether they possess the requisite qualification for admission. Having been called for the written test/ counseling does not necessarily mean acceptance of the eligibility
- The admission offered to a candidate who has been provisionally admitted to a program will stand cancelled if he/ she does not submit the relevant documents in original pertaining to admission (such as Marks Statements, Transfer Certificate, Conduct Certificate etc.) to the Admissions Officer before the date stipulated in the admission offer
- Admissions to various programs will however be subject to verification of facts from the original certificates/ documents of the candidates. In case any discrepancy is noticed, even at a later point of time after admission, the management reserves all right to cancel the candidate's admission and such a decision shall be final and binding on the candidate

### **STEPWISE PROCEDURE FOR ADMISSION OF INTERNATIONAL STUDENTS**

1. The candidates can (a) download the application for admission meant for International Students OR (b) get in person by paying the requisite fee at our Head Office, No.3, Veerasamy Street, West Mambalam, Chennai – 600 033. Please note that the application form for Indian students and International students are different.
2. Carefully fill up the application without missing any detail. If the marks are not known or not available at the time of filling the application, please indicate “Result awaited” in the marks/grade column. The candidate is expected to send the marks to the university as soon as it is available to ascertain the eligibility. It is to be noted that the application will be considered only if the marks are made available to the university within the stipulated date.
3. Attach the following documents.
  - a) Certified copy of the marks/grade sheet of the qualifying examination (if available)
  - b) Certified copy of the grade equivalence to marks
  - c) Copy of the passport (Personal details page)
  - d) One latest passport-size photograph in addition to the photograph affixed on the application.

4. Send the application along with necessary documents to THE PRINCIPAL COORDINATOR, Office of the International Relations, SRM University, SRM Nagar, Kattankulathur, Kancheepuram (Dt) – 603 203, Tamilnadu, India.
5. The university will allot the application number and intimate the candidates by email.
6. As and when the marks are made available to the university and after proper scrutiny, if found eligible for admission to the program applied, the Office of the International Relations will inform the candidates about his/her eligibility status and the requisite tuition and other fees payable.
7. The tuition, hostel/accommodation and other fees are to be paid by electronic transfer within 10days from the date of receipt of the mail. The university is not responsible for non-delivery of the e-mail for any reasons what-so-ever.
8. Fill up the “**Intimation of Electronic Fund Transfer Details**” form, scan and send it immediately to the office of the International Relations by email. The hard copy of the form must also be sent by courier as early as possible.
9. The University will send to the candidates the “Provisional Admission Letter” by email as well as by courier, after the receipt of the prescribed tuition fees.
10. Arranged for visa, air tickets, insurance, finance etc and prepare yourselves for a comfortable stay at SRM University.
11. Report to the International Student Office, SRM University, Kattankulathur on the stipulated reporting date with the following documents in original:
  - i) Degree or Pass certificate of the qualifying examination
  - ii) Grade/mark sheet of the qualifying examination
  - iii) Passport with a valid student visa
  - iv) Passport-size photographs – 5 Nos.

The counselors of the International Student Office will guide the candidate in completing the admission formalities.

12. Within 10 days of joining SRM University, undergo a medical examination in government rules, all international students entering India on student visa have to be tested for HIV and will not be given admission if found positive.
13. Admission of International students will be confirmed only after verification of the original certificates, medical fitness test and payment of all required fees.
14. Within a week of arrival in India, it is mandatory to register your name with the police in the Foreigner Regional Registration Office (FRRO) of the local police. ISO will provide the candidate, assistance and logistics for registering with the local police.

**Academic deadlines:**

|  |                              |
|--|------------------------------|
| Last date for receipt of application                 | : 23 <sup>rd</sup> May, 2009 |
| Deadline date for receipt of tuition and hostel fees | : 23 <sup>rd</sup> June 2009 |
| Latest date of arrival to campus                     | : 16 <sup>th</sup> July 2009 |
| Commencement of first year classes                   | : 23 <sup>rd</sup> July 2009 |

**VISA REQUIREMENTS**

Foreigners entering India on a Student, Employment, Research or Missionary Visa which is valid for more than 180 days, are required to register with the Foreigners Registration Officer under whose jurisdiction they propose to stay. This should be done within 14 days of arrival in India, irrespective of their actual period of stay.

Foreigners visiting India on any other category of long term VISA which is valid for more than 180 days, are not required to register themselves if their actual stay does not exceed 180 days on each visit. If such a foreigner intends to stay in India for more than 180 days during a particular visit, he/she should get registered within 180 days of arrival in India.

Pakistan nationals are required to register within 24 hours of their arrival in India. Afghanistan nationals are required to register within 7 days of their arrival in India.

There is no fee charged for registration. However, US\$ 30 (Rupees equivalent amounting to Rs. 1395/-) is charged for over-stay and/or late registration, if overstay is condoned by the competent authority.

Registration facilities are not provided at the airport. Registration is done in the offices of FRROs/CHIO or the Superintendents of Police/districts.

**Documents Required At The Time Of Registration :**

- Registration form.
- 4 photographs.
- Proof of residential address in India.
- Photocopy of main pages of passport i.e. those containing the photograph, personal particulars, Indian Visa and latest arrival stamp in India.
- Bonafide certificate from School/college by authorized signatory of the institute mentioning the course being undertaken.

**HEALTH REGULATIONS****(A) For entry into India:-**

Any person, Foreigner or Indian, (excluding infants below six months) arriving by air or sea without a vaccination certificate of yellow fever will be kept in quarantine isolation for a period upto 6 days if :

1. He arrives in India within 6 days of departure from an infected area.
2. Has come on a ship which has started from or transited at any port in a yellow fever affected country within 30 days of its arrival in India provided such ship has not been disinfected in accordance with the procedure laid down by **WHO**.

**Countries regarded as yellow fever infected**

The following countries are regarded as yellow fever endemic :

**Africa:**

Angola, Benin, Burkina Faso, Burundi, Cameroon, Central African Republic, Chad, Congo, Democratic Republic of Congo (Zaire), Equatorial Guinea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea Bissau, Ivory Coast (Cote D'Ivoire), Kenya, Liberia, Mali, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Somalia, Sudan (South of 15 ° N), Togo, Uganda, Tanzania, Zambia.

**America:**

Bolivia, Brazil, Colombia, Ecuador, French Guiana, Guyana, Peru, Suriname, Trinidad and Tobago, Venezuela, Panama.

A Yellow fever vaccination certificate is valid only if it conforms with the model. The validity period of international certificate of vaccination or re-vaccination against yellow fever is 10 years, beginning 10 days after vaccination.

Foreign nationals residing or who have passed through the Yellow fever endemic countries during the preceding six days, are granted visas only after the production of vaccination certificate of Yellow Fever. After checking the vaccination certificate an entry read as "**Valid Yellow fever Vaccination Certificate Checked**" is made in the passport of the foreigner.

#### Insurance:

#### FEES:

##### TUITION FEES

|                                       | Year 2008 - 2009              | Tuition Fees                                 |
|---------------------------------------|-------------------------------|--|
| <b>A Engineering and Technology</b>   |                               |  |
| 1.                                    | <b>B.Tech</b><br>ALL BRANCHES | USD 9,000/-                                  |
| <b>B Medicine and Health Sciences</b> |                               |  |
| 1.                                    | M.B.B.S                       | 5 x 15,000/- = USD75,000/- or equivalent INR |
| 2.                                    | B.D.S                         | USD 9,000/-                                  |

|                     | International         |              |                           |              |
|---------------------|-----------------------|--------------|---------------------------|--------------|
|                     | Air Conditioned Rooms |              | Non Air Conditioned Rooms |              |
|                     | Single                | Twin sharing | Single                    | Twin sharing |
| Room rent in USD    | 7000                  | 4000         | 4000                      | 2500         |
| Food charges in USD | 1500                  | 1500         | 1500                      | 1500         |
| Total in USD        | 8500                  | 5500         | 5500                      | 4000         |

##### HOSTEL FEES

|                     | Domestic - Engineering |              |                           |              |
|---------------------|------------------------|--------------|---------------------------|--------------|
|                     | Air Conditioned Rooms  |              | Non Air Conditioned Rooms |              |
|                     | Single                 | Twin sharing | Single                    | Twin sharing |
| Room rent in USD    | 2500                   | 1500         | 1500                      | 1000         |
| Food charges in USD | 750                    | 750          | 750                       | 750          |
| Total in USD        | 3250                   | 2250         | 2250                      | 1750         |

|                     | Domestic - Medical    |              |                           |              |
|---------------------|-----------------------|--------------|---------------------------|--------------|
|                     | Air Conditioned Rooms |              | Non Air Conditioned Rooms |              |
|                     | Single                | Twin sharing | Single                    | Twin sharing |
| Room rent in USD    | 3500                  | 2000         | 2000                      | 1250         |
| Food charges in USD | 1000                  | 1000         | 1000                      | 1000         |
| Total in USD        | 4500                  | 3000         | 3000                      | 2250         |

1 USD = 40.00 INR    In the case of domestic hostel, the charges need to be paid in Indian Rupees.

#### Other fees:

**Book fees:** An amount of Rs. 10,000/- ( Rupees TEN THOUSAND only) is payable towards text books, record books, assignment sheets, drawing instruments etc. The payment is to be paid by bank draft favouring " **SRMIST**" payable in Chennai. The text books and other materials will be provided only for the freshers and seniors class students will have to make their own arrangements. This amount is to be paid at the time of admission at the individual campus where the study will be taken.

**Transport fees:** Some NRI students have their guardian in Chennai and may prefer to stay with their guardian. In such cases they may wish to use the SRM transport to commute daily from home to college and back. The transport fees will vary depending on the distance and will usually be in the range of Rs. 20,000/- The transport fees is to be paid at the individual campus by means of bank draft favouring “**SRMIST Transports**” after the admission formalities are completed. **The book fees and transport fees will be collected in Indian rupees only.**

**Documents to be produced at the time of admission:**

1. High school transcripts or grade sheets in original
2. Certificate or Diploma of High School
3. Photocopies of the first page of passport and Visa page
4. 5 copies of Passport size photographs
5. 2 copies of stamp size photograph

Application form ( Separate file link)

E-Receipt (Separate file link)

**Check list**

**CAMPUS LIFE**

The campus in SRM will be lively and safe. Students from all parts of the India study and at present the students from northern part of India outnumber the southern counterparts. Most of students talk in English and Hindi while the working people talk in Tamil and English. Life starts as early as 4:00 in the morning and most of them go to sleep by 11:00 PM. Nearly 50% of the students stay in-campus in hostels and the remaining outside the campus, mostly in downtown. Indian students are very social and friendly and helping nature among student community is all the more. With in the campus one can see a departmental store, a 24-hour hospital, Gymnasium, Horse riding, Rowing, Sit outs, eateries, restaurant, food courts, Book stall, Banks and ATMs, Post Office, Money Changer, bus shuttles, and security services .A huge auditorium where weekend entertainments are made available. A hobby center was recently started to cater to the creative minds of SRM.

As the campus is well connected with rail and road transport, students prefer to do week end shopping and entertainment at downtown.

SRM initiated measures, in an aggressive manner, to admit foreign / NRI students only from last year. The first year of this initiative saw 40 students from countries like USA, Canada, China, Japan, Ghana, Sri Lanka, Tanzania, Kenya, Dubai, Saudi, Singapore, Nepal etc. This year the Office of the International Relations aims to increase this number by atleast 8 fold. Hence the foreign students who aspire to join SRM may well have a strong International community. Besides admitting foreign students SRM has also ventured into recruiting professors from reputed foreign universities as visiting professors. Last year SRM recruited nearly 6 professors from countries like USA, Germany, Korea, New Zealand etc. All these will help the foreign students overcome their initial difficulties, if at all one has, in settling at SRM.

**Dress Code**

***Inside the campus***

To maintain the good image of the University, you are reminded that you must be properly attired in a manner befitting the status of university students when you are on campus.

Students are advised to strictly adhere to the following dress code while attending the college for Lectures / Practicals / Library / Labs and formal functions of the Departments / Institution.

All students will wear presentable clothing which is neat, clean and preferably pressed.

**Boys:**

Trousers and Collared shirts  
or T-shirts  
Shoes and Socks

**Girls:**

Formal Wear: Chudidhar, Salwar Kameez,  
Sari, Trousers and collared Shirts or T-Shirts  
Formal Foot Wear  
Hair beyond shoulder length to be tied up.

| Prohibited for Boys                        | Prohibited for Girls                                       |
|--|--|
| T-Shirts with round collars                | Tight fitting dirty jeans                                  |
| Tight fitting dirty jeans                  | Sleeveless tops / Shirts / T-Shirts / Revealing deep tops. |
| Chappals                                   | Skirts, shorts, folded pants.                              |
| Shorts / folded pants                      | Torn trousers touching the floor                           |
| Pony tails                                 |  |
| Ear Rings                                  |  |
| Torn trousers touching the floor           |  |
| Trousers with too many (multiple) pockets. |  |

**Prohibited for both Boys and Girls:**

Short shirts / tops and low waist trousers exposing body parts.

Clothing depicting illegal drugs, alcohol, profane language, racial / sexual vulgar suggestions.

In case of violation of the dress code the student concerned will be asked to leave the academic session. Visiting students are also expected to observe the dress code.

***Outside the campus:***

In February, March the climate will be pleasant. It is ideal to wear casuals. One set of formals would be very useful during the party time and industrial visits. For occasional rains, use umbrella.

For both ladies and gents, western style clothing is acceptable in Chennai.

**COURSE ORGANISATION**

The major disciplines in SRM University are Engineering & Technology, Medical & Health Sciences, Science & Humanities, Management and Education.

SRM University operates credit based education system, with a two semester academic calendar. The academic year runs from July to May. The normal semester course-load is 5 papers each carrying three credits and minimum of 15 credits for a semester of study.

The SRM University credit system also accommodates the credit transfer with other universities worldwide.

Letter grades are awarded for overall performance in assessments for each paper. A Ten- Point scale is used to calculate the Grade Point Average (GPA).

## CHANGE OF COURSE

An international student who has been granted admission to a particular course shall not be allowed to change the course or the school / institution. In exceptional cases, for the change of course, the Office of International Relations may permit this – based on the availability of the course and the seat, eligibility rules and the permission of the concerned University authorities.

## REFUND OF FEES:

Generally refund of fees, in the case of International students, is a tedious and time consuming process as it involves foreign currency. Government regulations have to be followed and hence there will be lot of formalities to be fulfilled. Hence the students as well as the parents are advised to consider all aspects of their ward's and the academic programs of the university before finalizing on the admission.

The refund of fees will be done as the norms stated below:

|  | <b>Tuition Fee</b> | <b>Hostel Fee</b> |
|--|--------------------|-------------------|
| 1. Before the commencement of the first year class | : 100%             | 100%              |
| 2. After commencement but before one month         | : 50%              | NIL               |
| 3. One month and beyond                            | : NIL              | ----              |

**Book fees, administrative fees, transport, Library fees, and other miscellaneous fees will not be refunded under any circumstances.**

## DISCIPLINE

In-campus Discipline:

The international students will abide by all the rules of the University and the code of conduct as applicable to Indian Students doing the same course. Any act within the campus that may violate or spoil the academic atmosphere in the University will not be appreciated and the student found guilty of such offence will be dismissed and sent back to their country without any costs to SRM University.

Outside the Campus:

Any complaint or reporting of misbehaviour, violence, anti-social, anti-national, unethical and immoral activities involving International students will be dealt with in accordance with state and central laws that are in force. SRM University will not take any responsibility for any criminal or non-criminal acts done outside the campus but when the students are in the rolls of the University.

## EXAMINATION AND AWARD OF DEGREES

The procedure for examination, issue of passing certificates and award of degrees will be same as for the Indian students doing the same courses.

## HOSTEL ACCOMODATION FOR INTERNATIONAL STUDENTS

The University will provide accommodation in "International Hostel" strictly on "**first come first serve**" basis, to the students seeking admission under the international students/ NRIs category. Since the availability of accommodation in International Hostel is limited, the University can arrange for accommodation in Domestic Hostels of the University and the applicable fees will be collected from the students.

Scholarship:

Medical Insurance:

Sports

Declaration by the parents

Migration and Equivalence certificate:

## ENGLISH LANGUAGE SUPPORT FOR THE INTERNATIONAL STUDENTS

The Department of English & Foreign languages of SRM University offers a 700 hours of **Diploma in English as Second Language**. This program primarily focuses on important language skills like Listening, Speaking, Reading and Writing. To be eligible for admission to DESL Program in SRM University, a student should satisfy all the conditions below:

- i) Completed 12 years of schooling and
  - ii) Studied English as a language for less than 12 years or the medium of instruction is NOT English during the entire period of schooling.
- a range of programs customized to equip international students with the English language requirements for entry to an undergraduate or postgraduate degree program. The programs are also designed to assist students in their adjustment to university life in India.

### Health Precautions

- ❖ SRM group has got its own Medical College and multi-specialty hospital inside the SRM University Campus. It is 500 meters from the SRM Hotel.
- ❖ 24 x 7 emergency service is available at SRM Hospital with Ambulance facility for all the 24 hours
- ❖ Chennai is infested with mosquitoes during rainy and winter days. It is therefore advisable to keep mosquito-repellent cream with you.
- ❖ WHILE GOING OUT IN THE SUN IT IS ADVISED TO APPLY SOME SUN LOTIONS TO AVOID SUN BURNS. PLEASE KEEP EXTRA PACK OF SUN PROTECTION CREAMS / LOTIONS IN HAND.

### Contact details of important officials

| Name, designation and Contact details |   |  | Portfolios  |
|---------------------------------------|---|--|---|
| 1                                     | <b>Dr. T. V. Gopal</b><br><b>Principal Coordinator, International Relations</b><br>SRM University<br>Tel: +91 44 27456701 (D), +91 44 2745 2270 Extn: 7015,<br>Cell: +91 - 9940036038<br>Fax: +91 - 44 - 27456701, 27453254<br>E-Mail: <a href="mailto:gopalTV@drve.srmuniv.ac.in">gopalTV@drve.srmuniv.ac.in</a> ,<br><a href="mailto:pcoordinator@ir.srmuniv.ac.in">pcoordinator@ir.srmuniv.ac.in</a> |  | Overall in charge of International Relations, new initiatives, Collaborations, Exchange Program, Joint program, recruitment of international students and foreign professors. |
| 2                                     | <b>Mr. P. Sitharthan</b><br><b>Coordinator, International Relations &amp;</b><br>Assistant Professor,<br>Department of English and Foreign Languages<br>SRM University<br>Tel: +91 – 44 - 27452270 Extn: 7015<br>E-Mail: <a href="mailto:sitharthan1971@gmail.com">sitharthan1971@gmail.com</a> ,<br><a href="mailto:pcoordinator@ir.srmuniv.ac.in">pcoordinator@ir.srmuniv.ac.in</a>                   |  | Semester Abroad Program, NRI/Foreign Admissions, Student exchanges  |
| 3                                     | <b>Manager, International Relations,</b><br>SRM University<br>Tel: +91 – 44 - 27452270 Extn: 7015   |  | Immigration, Accommodation, Amenities, Accounts, Office administration  |



|          |  |  |   |
|----------|--|--|---|
|          | E-Mail: <a href="mailto:pcoordinator@ir.srmuniv.ac.in">pcoordinator@ir.srmuniv.ac.in</a> |  |   |
|          |  |  |   |
| <b>4</b> | <b>Ms. Sandya</b>  |  |   |
|          | <b>Counselor, International Relations,</b>   |  | NRI/Foreign Admissions, Student fees and student counseling |
|          | SRM University.  |  |   |
|          | Tel: +91 – 44 - 27452270 Extn: 7015  |  |   |
|          | E-Mail: <a href="mailto:pcoordinator@ir.srmuniv.ac.in">pcoordinator@ir.srmuniv.ac.in</a> |  |   |

.....

Registrar : Prof. N. Sethuraman, Ph.D.,  
Tel: 91-44-2745xxxx  
Fax: 91-44-27452343  
[registrar@srmuniv.ac.in](mailto:registrar@srmuniv.ac.in)

Director ( Engineering and Technology):  
Dr. K.A.P Muniswaran, Ph.D.,  
91-44-27452270 extn: 1020

Director ( Medical and Health Sciences):  
Dr. Vinod Kochipillai,  
91-44-274xxxxx  
[director@medical.srmuniv.ac.in](mailto:director@medical.srmuniv.ac.in)

Director ( Science and Humanities):  
Prof. R. Balasubramanian, Ph.D.,  
91-44- 274 xxxx  
[balu@srmuniv.ac.in](mailto:balu@srmuniv.ac.in)

|  |
|--|
| <p>For NRI/Foreign student admission related queries please contact only the<br/> <b>Principal Coordinator, International Relations.</b></p> |
|--|