



INTER OFFICE NOTE

From: HR Office

To: All

SRMCEM/H.R./ION/2025-26/36

14th February 2026

ANNUAL FEST ABHIVYAKTI – 2K26

1. The college is organizing the Annual Function “**ABHIVYAKTI - 2K26**” from **16th February 2026 to 21st February 2026**.
2. In view of the above, the following instructions may be followed during the said period: -
 - (a) The college dress code will remain relaxed for all employees and students during the above-mentioned period. However, all faculty/staff members and students must wear their **College I-Card** mandatorily.
 - (b) **All employees** are required to report **as per normal college timings** from **16th to 19th February 2026**.
 - (c) The **reporting timings** of **branch representatives** (Annexure – ‘A’ attached) on **18th & 19th February 2026** will be **from 02:00 PM to till end of programme**.
 - (d) The college timing on **20th February 2026** will be from **03:00 PM to till completion of programme**. Short leave and half-day leave will not be allowed on the said date.
 - (e) Any employee who remaining absent on the said dates are required to apply for leave on UNIF ERP Portal.
 - (f) The **Star Night** program will be organized on **21st February 2026** at **SRMU**. Hence, the employees of SRMCEM & SRMCM will be **report directly at SRMU** and the **reporting time** will be **04:30 PM**.

Prof. (Dr.) Bhavesh Kumar Chauhan
Director



14/02/26