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Dear students,

Congratulations and welcome to the Class of 2016!

Your transition from school into University life, will bring to you fresh zeal, confidence, learnings and responsibility. To make the most of this opportunity, we encourage you to go all out in experiencing the SNU life - Explore cross cultural community living, Apply your learnings beyond the lecture halls, Discover your full potential and Make it a truly value creating experience. We are certain that SNU will give you the crucial springboard to develop into a multifaceted, well-rounded individual.

While you take your first step into the adult world with a myriad questions, the University will facilitate you in making this a smooth and encouraging transition. The following pages will give you information on how to prepare for University life as well as the responsibility expected of you as you start your journey with us.

With Best Wishes,

Shiv Nadar University

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Section 1: Things to do Before Arriving at the University

1. Read this document carefully

- 2. Be aware of Key Policies including Policy against Sexual Harassment, Anti- Ragging Policy, and Policy for Safety and Security of University property. Please refer to snulinks.snu.edu.in and go to Student Policies folder (Fourth icon in first row).**
- 3. Carry the following documents**

- 10th Standard Passing Certificate - Original AND one self-attested copy
- School Leaving/ Migration/ Transfer Certificate – Original AND one self-attested copy
- 10th Standard Mark sheet – Original AND one self-attested copy
- 12th Standard Mark sheet – Original AND one self-attested copy
- JEE (Main) 2016 score sheet if appeared for – one self-attested copy of the internet print of your result
- Anti – Ragging Affidavits, in Original signed by Parent/Guardian
- Anti – Ragging Affidavits, in Original signed by Student
- Two Passport size photographs
- Proof of Inoculations duly attested by a Registered Medical Practitioner/ a declaration from the family doctor for the same. (Please refer to list of Mandatory Inoculations as noted in the section on [Health facilities on Campus](#))

In the absence of Original Documents, Self-attested copy may be acceptable subject to the original documents being verified by the University on or before October 31, 2016 failing which the provisional admission to the university shall be cancelled. The University will not retain any original documents and same will be returned to the candidate after physical verification.

Section 2: Registration & Orientation

2.1 Move-In

Freshmen are required to **Move-In on,**

Program	Date and Time
B.Tech. (All streams)	Wednesday, 20 July 2016 (Between 2 PM – 5 PM)
B.Sc. (Research) - Economics, Physics, Chemistry, Mathematics, Biotechnology	
B.A. (Research)- English, History, Sociology	Wednesday, 27 July 2016 (Between 2 PM – 5 PM)
Bachelor of Management Studies	

The students can collect their room keys from the respective Hostel Receptions and check-in to their allotted hostel rooms as per above timings. For those who have registered for transport through pre – registration application, it will be available as per fixed schedule on the same dates as above.

Please note: Parents and guardians will not be allowed inside the hostel buildings under any circumstances. We request you to take note of this and plan your visit accordingly.

2.2 Registration

Registration desks will be set-up as per the schedule below at the Welcome Center at Indoor Sports Complex for

- Verifying your Academic Documents
- Issuing Temporary ID card
 - Please wear dark colored shirt/top for the ID card photograph
- Setting up access to SNU's IT systems

Program	Date and Time
B.Tech. (All streams) and B.Sc. (Research) – Economics, Physics, Chemistry, Mathematics, Biotechnology	Wednesday, 20 July 2016 (Between 2 PM – 5 PM) Thursday, 21 July 2016 (Between 10 AM – 2 PM)
B. A. (Research) – English, History, Sociology and Bachelor of Management Studies	Wednesday, 27 July 2016 (Between 2 PM – 5 PM) Thursday, 28 July 2016 (Between 10 AM – 12 noon)

Please Note: Only students shall be allowed in the registration area. Parents and guardians are requested to let their young adults manage registration requirements on their own.

2.3 Orientation for Parents

Parents will have the opportunity to interact with senior leadership and faculty members from the University as per schedule below. The venue details will be shared at the Welcome Desk when you arrive. **This session is not mandatory.**

Program	Date and Time
B.Tech. (All streams) and B.Sc. (Research) – Economics, Physics, Chemistry, Mathematics, Biotechnology	Wednesday, 20 July 2016 (4 PM – 6 PM)
B. A. (Research) – English, History, Sociology and Bachelor of Management Studies	Wednesday, 27 July 2016 (4 PM – 6 PM)

2.4 Induction Program for Students

The Induction Program for students is scheduled from Friday, 22 July 2016 to Sunday, 24 July 2016 at the Shiv Nadar University campus. The 3 days long session is to ensure that you begin your journey with a comprehensive introduction to SNU life and get ready for the academic rigor.

For B.A. (Research) and BMS students, this session is scheduled from Friday, 29 July 2016 to Sunday, 31 July 2016.

This program is only for Students and is Mandatory.

Section 3: Basics to Get Ready for the Academics

3.1 Academics

To understand the detailed curricular structure and academic requirements, the student must carefully read the **Undergraduate Handbook**, <http://snu.edu.in/pdf/Undergraduate-Student-Handbook-2016.pdf>

Section 4: Essentials to Get Set for your Campus Life

4.1 Apparels and Accessories

The University does not recommend any specific dress code but it is expected that you are appropriately dressed for your class sessions and laboratory hours (as applicable). You are also advised to pack a few pair of formals in case you need to attend seminars/ business conferences as participants or volunteers.

For monsoon and winter seasons it is important that you are equipped with proper rain/winter gear. For the list of recommended items, please refer to Section 7 on pp.8.

4.2 Food

SNU has two large Dining Halls (DH 1 & 2) that are hygienic, well-furnished, well-equipped areas, uniquely blending living and learning. The DHs provide food for staff and students, and remain open on all days, offering an assortment of Indian and International cuisines. These dining areas provide a full spectrum of gastronomic delights and are well serviced by fully functional HACCP (Hazard Analysis and Critical Control Points) governed catering service providers. These are also supplemented by a food court in the main academic block. The quality of food served on campus is closely monitored by the student-elected mess committee and the University administration.

Section 5: Health Facilities on Campus

Shiv Nadar University has a basic Healthcare Centre run by Max Hospitals for students and faculty living on campus. The centre has permanent paramedic staff round the clock supported by 24x7 ambulance stationed on campus. Doctors visit the facility every day from Monday to Saturday. The medical room on campus can cater to basic ailments and the students are referred to the empanelled hospital through SNU provided ambulance whenever it is medically advised.

Mandatory Inoculations

To keep the campus disease free and mitigate the possibility of contagious illnesses, every student coming to the campus has to report with the following inoculations,

- Hepatitis A and B
- Typhoid – within last 3 years
- Tetanus – within last 5 years
- Chicken pox

Note: You are required to bring with you the Proof of Inoculations duly attested by a Registered Medical Practitioner OR a declaration from the family doctor.

Section 6: Logistics and Accommodation

6.1 Housing

At SNU we acknowledge the need for creating a microcosm on campus to adequately represent the diversity that characterizes India. Hostels at SNU are fully residential, state-of-the-art and gender segregated units, designed to create personal space while incorporating shared living. Your individual space comes with a bed, mattress, almirah with lock and key, chair, study table and Wi-Fi facility. All common areas in hostels are Wi-Fi enabled.

Besides, each hostel is provided with a pantry on the ground floor, equipped with microwave ovens and drinking water facilities (water coolers fitted with water purifiers). The rooms and washrooms are well-fitted and the ladies washrooms are built with feminine hygiene in mind.

The hostel has the latest equipment to make sure that the students' have an efficient in situ laundry system. Laundry operates at a fixed cost **for every semester** and is mandatory for students to avail the service. Hostels are also equipped with solar water heaters, adequately backed by electricity for overcast days. The entire facility is maintained by professional housekeeping and maintenance agencies.

Please note that, in the interest of creating an egalitarian institution, the hostel configuration is pre-decided and cannot be changed.

Occupancy in Hostel, In the first year, students are allocated quad occupancy Second and third year students are allocated double occupancy Fourth year students are allocated single occupancy
Duration of Different Programs, Undergraduate Program (B.Tech., B.Sc., B.A.), eight full semesters Masters Programs (M.Tech., M.Sc., M.A.), four full semesters Ph.D. Program, six full semesters (or as per the residency requirements of the particular programme)
Any student who needs to stay beyond his/her programs' duration shall have to seek permission from the Dean of Students Welfare for extension, which will be considered subject to availability of rooms. All students have to deposit the required hostel fees as directed; and covers two days before the beginning and after the end of the semester.
Hostel accommodation is provided with the understanding that the resident students will strictly abide by the hostel rules and code of conduct. Every student must be acquainted with the rules and regulations of the Hostel and s/he must comply with them in letter and spirit. Ignorance of rules will not be considered as an excuse for violation.
The University Administration may refuse accommodation to any student, known to have grossly violated the Hostel Rules or whose presence is likely to disturb the peace and decorum of hostels. Violation of hostel rules will make the student liable to disciplinary action including permanent expulsion from the hostels

6.2 Banking

The Campus has a fully functional HDFC bank with ATM facility. It is recommended that the students get a bank account with HDFC with a debit card facility for their convenience.

Section 7: List of Recommended Items

Here is a quick list of recommended items for you. You may bring the following as per your requirements,
For your day to day needs

- Bedspreads / bed sheets
- Pillow and pillow covers
- Bucket, mug, soap case
- Toiletries for personal use (soap, shampoo, toothpaste, shaving razor/cream, etc.)
- Cloth hangers
- Umbrella
- Table Lamp
- Door lock with **4 (four)** keys
- Mosquito coil/ repellants
- Water bottles
- A suitcase (with a lock) for keeping personal effects in the hostel room
- 1 extra pair of spectacles (if applicable)
- Torch
- Personal medicines
- Blanket and woollen clothing for winters (can also be purchased after a couple of months)
- A pair of bathroom slippers and sneakers

Academics

- College backpack or bag for carrying laptop and books
- Stationery – long size note books (5 ruled & 5 un-ruled), pens, pencils, erasers, etc.
- Scientific calculator and/or laboratory essentials as per the course requirement

For the convenience of students there is a Mini Mart and Tuck Shop located on campus from where you can buy basic stationery and related stuff.

Laptop

If you already own a device, or choose to select another model, please make sure that it meets the University recommended configuration.

- Hardware Requirements
 - Processor – Intel i3 or higher
 - RAM – 4 GB or higher
 - Operating Systems – Genuine version of Windows 7 or higher
 - Wi-Fi – Dual band Intel Wi-Fi (must support 802.1x authentication)
- Software Requirements
 - Virus Protection with up-to-date subscription, example McAfee, Symantec, Kaspersky, Avast, AVG

Section 8: Safety and Security on Campus

SNU campus is growing both in number of residents and infrastructure, thus, safety and security on campus is given utmost importance. The 286 acre campus has boundary walls with security guards deployed all along the campus for guarding and controlling ingress and egress. The security is deployed round the clock, throughout the year making it intense yet non-obtrusive and are well connected through a portable wireless system. Additionally, areas including the main gate, inner gate (operational area surrounded by green fencing) and hostel common areas are monitored by CCTV.

The Administration Department operates Campus Security and Safety including HSE (Health, Safety and Environment) and provides succour and relief in unplanned incidents even outside the campus radius. In addition to campus patrols, the University has many safety programs in place including HSE committee, a campus wide notification system for all concerned, for updates and whistle alert program besides walky-talkies and CCTV.

The campus has a three layer protection, namely—the Main Gate, Inner gate, and Hostel Entrances. All students must remain within the campus area at all times and carry a GATE PASS approved by the hostel warden whenever they need to leave campus premises.

Anti- Ragging Affidavit

The University gives paramount importance to safety and security of every student and follows a zero tolerance policy against Ragging. Any student found indulging in ragging or any related activity will be dealt with strictly. Please read the following carefully,

As per the directives issued by the Hon'ble Supreme Court of India and the University Grants Commission vide letter D.O. No. F.8-1/97 (CCP-II) dated July 7, 2001, **RAGGING IS A COGNIZABLE AND PUNISHABLE OFFENCE.**

The University Grants Commission established Strict Regulation to curb the Menace of Ragging in Higher Educational Institutions in 2009. For details please see <http://snu.edu.in/pdf/Anti-Ragging-Affidavit.pdf>.

It is mandatory for every student AND his/her parent/guardian to fill up and sign an affidavit (at the end of the UGC notification), available at <http://snu.edu.in/pdf/Anti-Ragging-Affidavit.pdf>. The students have to bring along the duly filled and signed affidavits on non- judicial stamps of denomination ₹ 10/- (Rupees Ten Only) or higher.

OR

The student can also access the affidavit online at

https://www.antiragging.in/Site/Affidavits_registration_form.aspx. 'After filling the form successfully, you will receive the Student's Anti Ragging Undertaking and the Parents Anti Ragging Undertaking in your Email.

Please print both the Undertaking, sign them yourself, request your parents to read the details and sign their Undertaking. You need to present both these at the time of registration.

Please note,

- The affidavits have to be made separately for parents and students.
- The affidavits have to be typed on non- judicial stamps of denomination ₹ 10/-. If you do not find ₹ 10/- non-judicial stamp paper, a higher denomination is also fine.
- Both the affidavits have to be signed in the presence of the **Oath Commissioner or Notary** (available at every local court) and duly attested by them. You can find them in the complex of your local court.
- You are required to submit both the affidavits at the time of registration.

While signing, the student and parent/ guardian must be aware of the strict rules and punishment prescribed in case one indulges in Ragging and/or related activity actively or passively, in the act or abet the act of ragging. If found guilty of ragging and/or abetting ragging, he/she shall be proceeded against under these regulations or under any other penal law and such action would include but not limited to debarment or expulsion from the University.

Please note that these affidavits are compulsory for all the students at Shiv Nadar University for the academic year 2016-17.

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