Welcome Class of 2014

Congratulations and thank you for choosing Shiv Nadar University!

We welcome you to the University and hope that you will have a rewarding and successful academic experience at SNU.

It is your first year at the University that will shape your future and enable you to develop into a multifaceted individual. We encourage you to discover more at SNU, explore community living, connect and apply your learnings inside and outside the lecture theatres and broaden your insights for future endeavors.

We know you have a lot on your mind as you prepare to start your University life. This document will help you come in and settle down smoothly. Be sure to read everything on these pages.

It’s your experience and you need to know what is on these pages and the sections:

1. Registration and Orientation
2. Essentials
3. Anti-Ragging Affidavit
4. Checklist of Documents
5. Recommended Items to Bring
6. Inoculations and Vaccinations
Registration and Orientation

Moving in
As a first year student, you will move in on **Friday, 1st August 2014** between 2 PM to 6 PM.
The registration process will be on **Saturday, 2nd August 2014**. The registration process includes:
- Registering for respective undergraduate programs by submitting documents, offer letter and fee receipt. Kindly refer to the list of required documents in Essentials.
- ID card registrations
- Hostel Registrations
- IT Registrations
- Library Card Registrations @ Library Circulation Counter, E Block.
- Culinary Card Registrations @ SNU Mess

The Dean’s Office along with the Student volunteers would facilitate the entire process and guide for a seamless registration process.

**All the Registration Desks would be set-up in the C & D Wings of the Academic Block.**

Orientation Session
The Orientation Session will be organized on **3rd August and 4th August 2014** at the Shiv Nadar University campus. The goal of the session is to help you get ready for the academic rigor of the University and meet the Senior Shiv Nadar University Administrators.

The schedule for the Orientation Program is given in a separate document in Alerts and Updates section.

Transport
For travelling to the campus for moving in, University will make transport arrangements from various pick up points. If you want to avail the services make a request at the following page [http://snu.edu.in/transport/](http://snu.edu.in/transport/) by 25\textsuperscript{th} July 2014.

Please note that the services are chargeable.
Essentials

Shiv Nadar University is a fully residential University spread over a sprawling campus with one of the best-in-class infrastructure and facilities. As the new members of the SNU community your comfort is of utmost importance for the University Administration.

Apparels & Accessories
Clothes form the most essential part of your daily life at the campus and reflect a lot about your personality. Although the University does not recommend any specific dress code but it is of utmost importance that you are appropriately dressed for your class sessions and laboratory hours (as applicable). You are also advised to have a pair of Formals that may help you for attending seminars/business conferences as participants or volunteers.

At the time of the commencement of the Session, Monsoon would be in full form. Thus, it is very important for you to be equipped with proper rainy gear. We recommend umbrellas, wind cheaters, rain coats etc. form part of your essentials so that the season does not affect your health and other activities.

By the time mid-terms are over, winter would be setting in. Hence, please ensure that you purchase blankets and winter clothes before time to welcome the winters with a healthy body and mind.

Laundry services are mandatory for all the students at the University. We have tied up with TechoWash - a turnkey laundry solutions provider for the laundry needs of the residents. The monthly charges for the laundry are INR 460 for unlimited number of clothes including the bed linen. The charges for dry cleaning of woolens, blankets are not included in the monthly charges; however, the services can be availed with extra charges. Please note that due to hygiene reasons undergarments are not allowed to be washed in the laundry.

The University provides excellent facilities for sports like badminton, football, cricket, volleyball, basketball, table tennis, lawn tennis etc. To avail these facilities to the fullest, students advised to have appropriate sports gear and equipment. The recommended gear list will be provided by the sports department differing across disciplines.
Food
As a fully residential University, the campus has variety of cuisines for the residents available at the mess, café, tuck shops and kiosks.
- The University has tied up with Azure Hospitality Pvt. Ltd. - an industry leader in hospitality and leisure services catering to Food and Beverage needs of the best business houses of Delhi as well as other premier educational Institutions. Besides the main meal comprising of vegetarian and non-vegetarian Indian food, there are kiosks that sell Rolls, Chinese & Italian cuisines.
- The system is administered through a culinary card that you will have to purchase from the vendor of the hospitality services. The card is swipe for any meal you consume and recharged for future use.
- There are no fixed monthly charges, and you would pay per meal. The average spending for all 4 basic meals would be INR 2200 per month.
- Menu is decided by Mess committee comprising students as well. The committee ensures the availability of all types of cuisines that caters to both North and South Indian taste-buds.
- There is also a Café at the Central Library building, Tuck Shop in the Academic Block, and a kiosk at the hostel block that sells snacks and daily utility items on a cash and carry basis.
- All the hostel buildings have pantry services. The pantry is equipped with Microwave, Tea/ Coffee dispensers and the services can be availed round the clock. For safe drinking water, the water coolers in the campus are fitted with RO and water purifiers. However, you are advised to bring your own water bottles for storing water.

Hostels
In the interest of creating an egalitarian institution, the hostel configuration is pre-decided and cannot be changed.
- 1st year and 2nd year: 4 students in a room
- 3rd year: 2 students in a room
- 4th year: Single occupancy

The hostels are allocated to members on first come first basis once they have submitted the fees. Shiv Nadar University hostels are furnished with Bed, Foam Mattress, Almirah with lock, Study Table, and Chair. In addition, every room also has tube lights, fans, curtains etc.
Academics

- **Books** for your academic programs are recommended by the faculty members. You can purchase the recommended books from market or buy them from the book stalls set-up by the vendors at the Campus facilitated by the Central Library.

- You will need a college backpack or bag for carrying laptop and books as well as stationery items like long sized note books (5 ruled & 5 unruled), pens, pencils, erasers, etc. The stationery items are also available in the Mini Mart and tuck shop on the campus.

- **Technology** ensures that you have access to the resources needed to successfully complete SNU’s program of study. You can access resources like Lab Machines, Blackboard, Course Registration, Results application etc. as well as the internet and intranet through the SNU NetID generated by the IT department.

The SNU NetID and password will be sent to your personal email IDs after you register as a student of the University. **Please check your personal email ID regularly.**

Laptop

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

- **Hardware Requirements**
  - Processor – i3 or higher
  - Ram – 4 GB or higher
  - Operating Systems – Genuine version of Windows 7, Windows 8, Windows 8.1
  - WiFi – Dual band Intel WiFi (must support 801.x authentication)

- **Software Requirements**
  - Virus Protection with up-to-date subscription, example McAfee, Symantec, Kaspersky, Avast, AVG
  - Genuine version of MS Office

The IT Department also facilitates the procurement of Laptops at discounted price. For special offer to SNU students, refer to Annexure at the end of the document.

**Laboratory essentials** will be recommended by the respective Departments and information for procuring will be provided as the session commences.

**Scientific calculators** based on course requirement can also be brought.
Anti-Ragging Affidavit

Shiv Nadar University gives paramount importance to the safety and security of every student, in and off campus. 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 07, 2001, **RAGGING IS A COGNIZABLE AND PUNISHABLE OFFENCE.**

As per the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (Please see the attached UGC Notification):

It is mandatory for every student and his/her parents/guardians to fill up and sign an affidavit available at [http://snu.edu.in/pdf/Anti-Ragging-Affidavit.pdf](http://snu.edu.in/pdf/Anti-Ragging-Affidavit.pdf), respectively at the end of the notification. The students are required to bring along these duly filled up and signed affidavits on non-judicial stamps of denomination Rs. 10/- (Rs. Ten Only).

**OR**

The student should fill the anti-ragging affidavit online at [https://www.antiragging.in/Site/Affidavits_registration_form.aspx](https://www.antiragging.in/Site/Affidavits_registration_form.aspx) and print both the Affidavits viz. Student’s and Parent’s, received through the mail. Please sign them yourself, request your parents to read the details and request them to sign their affidavit and then present both at the time of registration.

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

While signing this, both the student and parents are expected to be aware of the prohibition of ragging and the punishments prescribed and also affirm that they shall not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, s/he shall be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion from the University.

**Please note that these affidavits are compulsory for registration for the academic year 2014-15.**
Checklist of Documents

Please carry the following for registration when you come to the University:

1. School Leaving Certificate – 10\textsuperscript{th} STANDARD
2. Marksheet – 10\textsuperscript{th} STANDARD
3. Secondary School Leaving Certificate – 12\textsuperscript{th} STANDARD
4. Marksheet – 12\textsuperscript{th} STANDARD
5. Transfer Certificate/ Migration Certificate, if issued by the board
6. Anti-Ragging Affidavits (two separately signed by student and parent)
7. Five (5) passport size photographs
8. Any proof of identity, if you require mobile connection. (While SNU will provide Identity Cards, this may be helpful in certain cases.)
9. Proof of Inoculations and Vaccinations duly attested by a Registered Medical Practioner/ Family Doctor on the letter head. \textit{For the list of inoculations and vaccinations refer Section Health and Safety.}
Recommended Items to Bring

Here is a quick list of recommended items for you. You can bring the following as per your requirements:

☐ Bedspreads / bed sheets
☐ Pillow and pillow covers
☐ Plastic 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 / All Out mosquito repellants
☐ Plastic water bottles
☐ College backpack or bag for carrying laptop and books
☐ Stationery – long size note books (5 ruled & 5 unruled), pens, pencils, erasers, etc.
☐ 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 woolen clothing for winters (can also be purchased after a couple of months)
☐ A pair of bathroom slippers and sneakers

The University campus houses a Mini Mart where you can purchase these items and other supplies for daily needs. There is a Salon too at the campus for your personal grooming.
Inoculations and Vaccinations

We intend to keep Shiv Nadar University campus healthy and disease free. To mitigate the possibility of infectious illnesses, every student coming to the campus has to report with the following inoculations and vaccinations done with a proof of such treatment.

- Hepatitis B - Three doses
- Typhoid – Every 3 years
- Tetanus – Every 5 years
- Chicken pox
- Hepatitis A (optional)

Proof of Inoculations and Vaccinations should be duly attested by a Registered Medical Practitioner/Family Doctor on the letter head. If you do not have the proof, you can also get a declaration from your Family Doctor for the treatment taken.