

SHIV NADAR

INSTITUTION OF EMINENCE DEEMED TO BE

— UNIVERSITY —

DELHI NCR

WELCOME!
HOME

Student Handbook 2025



Contents

Message from The Vice-Chancellor	03
Message from The Dean of Students	04
Department of Student Affairs	10
Sports	16
Student Support System	18
Complaints Committee (UNIVERSITY LEVEL)	21
Important Email Address	26
Other Services	27
Code of Conduct	31
Hostel Rules	34
Communication within Hostels	40
Information Technology & Online/SNU Links Resources	41
Undergraduate Degree Requirements	45
Opportunities for Undergraduate Research (Our)	49
Student Mobility and Exchange Program	50
Library Online Public Access Catalogue	52
Alumni Relations Office	53
Offices and Services	55
Annexure A	59
Annexure B	59
Annexure C	60
Frequently Asked Question	66
Academic Calendar Monsoon 2025	71
Emergency Services	71

Message from the Vice-Chancellor

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Congratulations on your admission to the Shiv Nadar Institution of Eminence (Shiv Nadar IoE). At Shiv Nadar IoE, we strive to empower you and realize your full potential.

We have achieved much over a relatively short period, and I am confident that the coming years will elevate the university to the global stage with many more significant achievements.

Our students are at the very heart of our mission. I strongly encourage you to actively participate and follow your passion and aim for excellence in whatever you do.

You will find great mentors amongst our faculty and staff, and through our vibrant campus' social and cultural life, you will also be making connections and friendships that will last a lifetime.

The future is yours to build. We will all be facilitators in your learning and aspirations. Congratulations again and welcome.

Professor Ananya Mukherjee
Vice-Chancellor



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Message from Dean of Students



Dear Students,

As you return after a long summer break, we remain committed to supporting your continuing journey of growth and evolution on campus. A warm welcome to the Batch of 2029, who join us this year. I wish you a happy and enriching time at Shiv Nadar Institution of Eminence.

Renovation of your hostels, classrooms and dining halls has been undertaken while you have been away. We are also in the process of renovating some of the existing sports facilities, besides improving your access to fitness and recreational sport. You will find an expanded gym in response to popular demand, and new facilities for five-a-side futsal as well as box cricket and Teqball, a new sport we hope many of you will enjoy playing!

The facilities and opportunities available to you at Shiv Nadar IoE are truly world class. I hope you make use of them. While your academic performance is of paramount importance, all work, and no play does you no good at all. An active lifestyle, coupled with a healthy diet and enough sleep go a long way to ensuring that you are better able to overcome daily challenges and build your capacity to thrive.

A word of guidance for Freshers, as you start a new exciting journey. Freed from the exacting school routine you have grown up with, some of you will struggle to regulate your day and activities in a University environment. Here it is important for you to ensure that you maintain a good routine and keep up with your classes and assignments.

Your student mentors, the Family Heads, and Peer Guides are responsible and caring seniors, who have walked in your shoes, and will now help you find your feet at SNU. Do reach out to them for assistance and support, or just to take advice on anything you are grappling with.

Ours is an inclusive and enabling University that

respects diversity and encourages innovation. We have no place for any form of discrimination, disrespect, or bullying in any form, and zero tolerance for ragging. Be thoughtful and kind in all you say and do, support each other on this journey, so that everyone feels included and enabled in every sense. Be particularly careful to use social media responsibly, and refrain from any form of hate speech or hurtful content. You could just as well be at the receiving end of it, and it certainly does you no credit to generate, or spread, hurtful content.

Do familiarise yourselves with the Student Code of Conduct and the University Rules and do not indulge in activities that could lead to unwanted consequences for yourselves and others.

The Department of Student Affairs will continue to work for your well-being, as we remain committed to keeping the campus a safe, enabling and enjoyable place to live, work and play for all of you.

Have a good year ahead.



Brigadier Steve Ismail (Retd)
Dean of Students



University

Vision and Mission

To become a globally recognized research university committed to excellence in teaching, discovery and innovation, scholarship, and service so as to expand the scope of human understanding and contributing to the betterment of the world.

To develop and educate the path-shapers of tomorrow, capable of responsible and ethical leadership.

To support research, scholarly, and creative endeavors that contribute to the creation of new knowledge at the frontiers of specialized areas, as well as at the interface of diverse disciplines.

To establish research and teaching programs to address the most pressing problems of India and the global community.



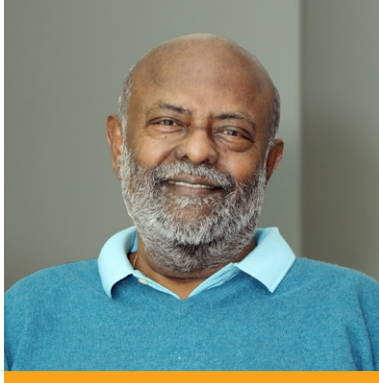
Shiv Nadar University

Shiv Nadar Institution of Eminence, Delhi-NCR, is a student-centric, multidisciplinary, and research-focused University offering a wide range of academic programmes at the undergraduate, masters' and doctoral levels. The university was set up in 2011 by the Shiv Nadar Foundation, a philanthropic foundation established by Mr. Shiv Nadar, founder of HCL. The University aims to become a globally acclaimed centre for learning and innovation in the fields of engineering, natural sciences, humanities & social sciences, and management. University curriculum is delivered by a select, world-class faculty with doctoral and postdoctoral experience from ranked universities all over the world.

Shiv Nadar IoE has been recognized as an 'Institution of Eminence' by the Government of India in 2022.



Leadership



Mr. Shiv Nadar
Founder



Mr. Shikhar Malhotra
Chancellor



Dr. Ananya Mukherjee
Vice-Chancellor



Dr. Rajat Kathuria
Dean, School of Humanities &
Social Sciences



Dr. Sanjeev Galande
Dean,
School of Natural Sciences



Dr. Suneet Tuli
Dean,
School of Engineering



Dr. Rajeev Kumar Singh
Dean,
International Programs



Dr. Rajesh Chakrabarti
Dean,
School of Management
and Entrepreneurship



Brigadier Steve Ismail (Retd)
Dean of Students



Mr. Sudhir Naudiyal
Registrar



The aim of the Student Handbook is to provide you with information about various aspects of studying at Shiv Nadar Institution of Eminence, assisting you in comprehending and navigating the various components of your journey here.

This handbook contains important university rules and policies. Additionally, it offers contact information and website links. In addition to this handbook, please also consult the UG handbook and other Policies available on the snulinks page for further information.



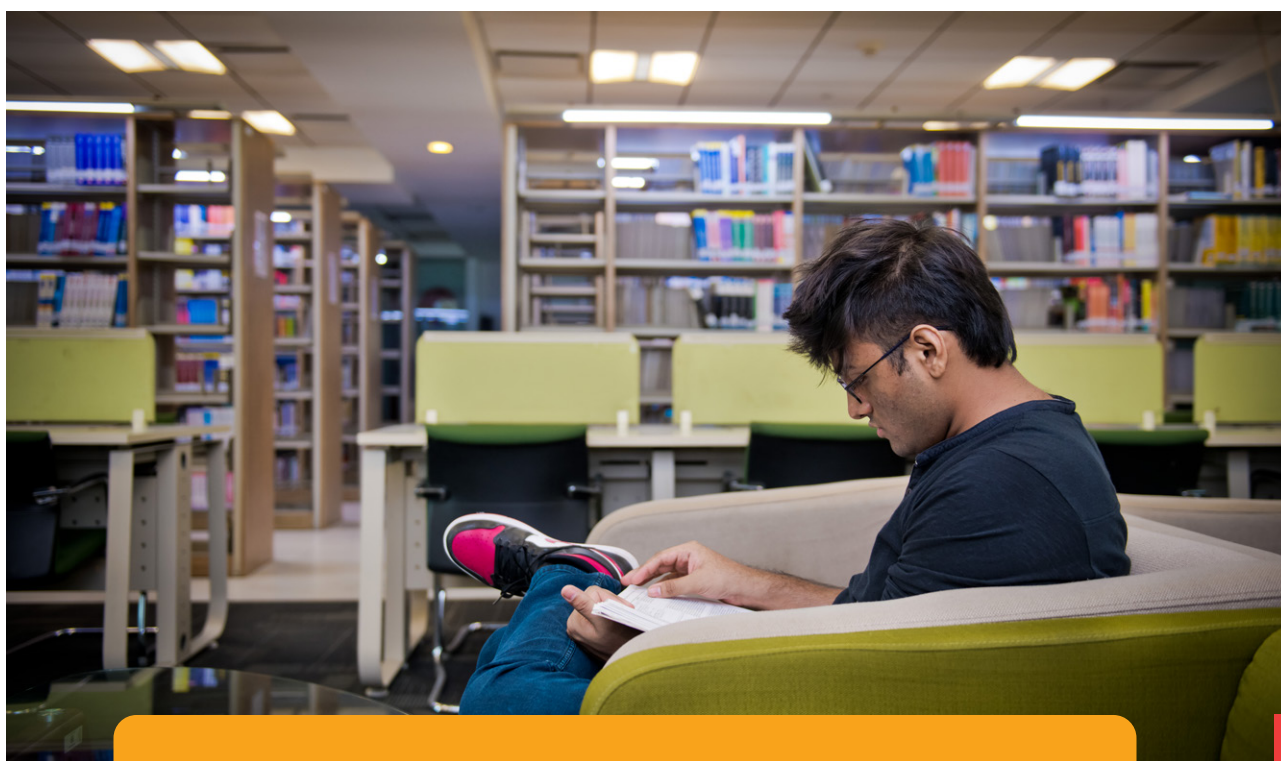
This Student Handbook is available on the University website 'In life at Shiv Nadar' section. the link is: <https://snu.edu.in/student-life/>

This edition of the handbook pertains to the Academic Year 2025-2026 and supersedes any earlier edition. This Student Handbook is available on the University website and on the intranet,

SNU Links: <https://snulinks.snu.edu.in/>

Shiv Nadar IoE, Delhi-NCR, trusts students to act responsibly and do what is best for them and for the University and believes in giving them the freedom and information to support their decisions.

In turn, the University expects students to demonstrate responsibility and self-discipline. The intent is to create a sense of ownership that fosters responsible behaviour. This extends to responsible use of the resources available to you and the respect for others' rights to freedom and expression. Students come from diverse backgrounds, beliefs, regions, religions, cultures, perspectives, gender, and experiences. Inclusivity plays an extremely important role in the success of the Shiv Nadar IoE community. The university expects everyone to understand and appreciate diversity. The goal is to foster an environment that helps everyone thrive and create a positive impact.



1. DEPARTMENT OF STUDENT AFFAIRS

Shiv Nadar IoE being a fully residential campus offers more than just academics. Life beyond the classroom is an integral part of your educational journey and student experience at the University.

DSA is responsible for enhancing your university experience by:

1. Overseeing residential life, food, healthcare, life on campus and cultural and sports activities.
2. Providing support for any campus-related challenges.
3. Ensuring inclusivity for specially abled students and those from minority or economically marginalised communities.
4. Formulating and implementing the general Code of Conduct for all students at the University.
5. Facilitating extra and co-curricular activities, and events as well as overseeing the functioning of student governance.

1.1 Student Clubs & Societies

- At Shiv Nadar IoE, Clubs and Societies play a crucial role in personal growth, building connections, and exploring passions.
- Students can connect with other like-minded students through over fifty clubs, leadership organizations, and technical societies.
- Clubs and Societies provide dynamic hubs for pursuing common interests, developing skills, expanding networks and are an outlet for creative expression.
- Activities include workshops, seminars, competitions, performances, and social gatherings.
- Members gain valuable experiences, enhance leadership abilities, and cultivate qualities like teamwork and time management.
- Clubs and societies contribute to holistic development and provide diverse learning experiences within the Institution.
- Students are encouraged to explore these diverse opportunities for personal and professional growth.

Instagram Profiles for all the Cultural & Technical clubs are mentioned in Annexure C.



1.2 Igniting Students Entrepreneurship

At the core of Shiv Nadar University's innovation ecosystem is **Shiv Nadar AIC (Atal Incubation Centre)**—a not-for-profit incubator driving entrepreneurial excellence on campus. Supported by national innovation bodies including the **Atal Innovation Mission (NITI Aayog)**, **Startup India Seed Fund Scheme (SISFS)**, **Department of Science and Technology (DST)**, and the **Ministry of Electronics and IT (MeitY)**, the Centre empowers the next generation of changemakers.

With a strong focus on student-led innovation, Shiv Nadar AIC provides comprehensive support—including expert mentoring, prototyping facilities, market access, and funding opportunities—through various government and institutional schemes. It runs multiple flagship initiatives such as Startup Cradle, an annual capacity-building program for Shiv Nadar University students; Venture Challenge, a structured incubation platform for accelerating, and growing ventures across various geographies; and InvestoPitch, an investor connect forum for high-potential ventures. The incubator has also facilitated ₹1.5 crore+ in seed and pre-seed funding support under schemes like SISFS and MeitY's GENESIS.

To date, Shiv Nadar AIC has supported over 150 startups across diverse sectors including DeepTech, HealthTech, EdTech, Cleantech, and Mobility. More than 20 student ventures have been nurtured and funded through Startup Cradle, reflecting the growing spirit of innovation among the university's student community.

One recent example is TRACER, a student-led startup developing an AI-powered road condition monitoring solution. Out of 3 student-led ventures that applied for funding under the GENESIS Entrepreneurship-in-Residence (EIR) program, TRACER was selected and funded—exemplifying the university's deep-tech potential being applied to real-world infrastructure challenges.

Beyond structured programs, Shiv Nadar AIC plays a central role in nurturing the entrepreneurship ecosystem within the university. In collaboration with student-led clubs and academic departments, AIC supports a range of innovation-focused initiatives—hackathons, demo days, ideation challenges, and speaker series with startup founders and industry leaders.

With a network of 40+ expert mentors and 30+ strategic partners, Shiv Nadar AIC continues to embed entrepreneurship into the academic fabric of the university—equipping students not just with ideas, but the tools to turn them into impactful ventures to shape India's innovation future.



1.3 Breeze

Breeze is the University's annual techno-cultural fest, bringing together students from across the country to participate in and enjoy a variety of performances and events. The event provides students from our University and other institutions a platform to showcase their creativity and enjoy a wide array of activities and performances. It has grown from its 2012 launch into a signature campus event celebrating artistic excellence and student creativity.

For more insights, please visit the Instagram page.

<https://instagram.com/breeze.snu?igshid=2hpbeosp2eaj>



1.4 Housing and Accommodation

The student hostels are state-of-the-art, and gender segregated. They are designed to cater to individual requirements of personal space, while also incorporating a culture of shared living. Each room is designed as a comfortable independent unit with basic in-built utilities.

The hostel facilities are spread over 18 buildings across the campus. Wardens are assigned to ensure smooth functioning of various facets of hygiene, safety, security and miscellaneous needs of the student community.

Each hostel has certain common facilities as below:

Study Rooms:

Each hostel has designated study rooms, where students can study, do their academic projects etc. These rooms are air conditioned, are under CCTV surveillance and have access control. All study rooms have LAN ports on the desk that offer data at high speed to be utilized on a shared basis by all residents. These 24x7 study rooms are meant for academic work and the users are strongly advised to maintain the decorum of the place.

Recreation Rooms:

Common rooms offer recreational facilities such as TV, table tennis and yoga/other activities. Students can use these facilities in their leisure time.

Laundry Services:

The hostels have an efficient laundry system. While an authorized vendor provides on-campus laundry services, there are domestic washing machines in hostels for use by students for their personal needs, restricted to only small / sensitive clothes that cannot be given to laundry. Washing of blankets, shoes, jackets, foot mats etc. in the washing machines is not allowed. The washing machines may only be used from 0600 hours to 2300 hours all seven days of the week.

Room Configuration and Facilities:

The rooms in various buildings are of different configuration - single accommodation with attached or common washrooms, twin accommodation with common washrooms and studio type accommodation. Rooms are allotted to students as per university policy. The rooms and washrooms are well-fitted and are designed to maintain essential hygiene standards. The common areas in all the hostels are Wi-Fi enabled. The common areas of hostels are cleaned daily, while the individual hostel rooms are cleaned twice a week by the house keeping staff as per the schedule placed close to the lift in every hostel.

Pantries:

Each hostel is provided with a pantry on the ground floor, equipped with microwave oven, egg boilers, induction cook tops, toaster and instant geysers for hot drinking water. Purified water is available on all floors at all hours for the convenience of the students. The pantries may be used only for preparation of light snacks and are not meant to be an alternative to the dining halls. Cooking is not permitted in the hostels. Residents are to ensure that the pantries are used and maintained in a neat and hygienic manner. Misuse of pantry facilities may result in debarment of further access.



1.5 Health & Wellness

The campus is equipped with a Health & Wellness Centre that offers comprehensive primary medical and mental health support. This includes a primary care facility and an Outpatient Department (OPD), providing round-the-clock care for medical emergencies and pre-hospital treatment.

The Centre features observation and emergency rooms, fully equipped and staffed by qualified paramedics. A General Physician (GP), nursing staff, and ambulance services are available 24/7. In case of emergencies requiring advanced care, both an Advanced Life Support (ALS) ambulance and a Patient Transport Ambulance (PTA) are on standby to transfer patients to tertiary care facilities.

Students can book OPD appointments online via <https://www.healthyhcl.in/snioe/#book> **Habit Health App (available on playstore/Appstore)** or visit the clinic directly for walk-in consultations. Pathology sample collection is also available at the Centre on a paid basis.

A 24/7 pharmacy is located on campus to meet all OPD and general medical needs. It stocks over-the-counter medicines, prescription medications (available on order), and a range of health and hygiene products.

Adjusting to life away from home can be challenging. The Centre provides mental health support to help students manage stress, anxiety, depression, and other emotional concerns. Two clinical psychologists reside on campus and are available for counselling. Additionally, a psychiatrist visits the Centre once a week for consultations.

Specialist services include weekly visits from a gynecologist, and fortnightly consultations with an orthopedist a dermatologist and a psychiatrist. Physiotherapists are available every weekday to assist with pain management and rehabilitation.

Dental services are also offered. Dentists provide free consultations every weekday, and dental procedures can be availed at a nominal cost.

Students are referred to the following super specialty hospitals in case of need:-

1. Kailash Hospital, Greater Noida
2. Yatharth Hospital, Greater Noida
3. Fortis Hospital, Greater Noida



Medical Insurance

We are committed to the overall health and wellbeing of our students. In addition to the health center on- campus, students are provided medical insurance by The Aditya Birla Insurance Company Limited. This covers medical issues that require hospitalization beyond the on-campus services. This is a seamless policy which covers cashless hospital admission and treatment up to ₹ 2.5 lakh. All UG, PG, and PHD students are covered under this policy. The enrolment and policy details are available with the hostel administration and in case of any query. The salient features of the health insurance are communicated to the students during orientation as a part of their registration process when they join Shiv Nadar IoE.

Salient features of the Policy are:

- Valid for 12 months, till such time they are enrolled with the university, including while on leave.
- 4000+ hospitals are covered across the country.
- No room capping.
- No waiting periods.
- Ambulance charges up to ₹2000/- per hospitalization.
- Pre-Hospitalization and Post Hospitalization for 30 days & 60 days respectively are covered.



2. SPORTS

Shiv Nadar Institution of Eminence has a vibrant Sports department headed by the Deputy Director, Sports with qualified coaches, that encourages all students to not only excel in academics but also to learn, train, and play sports regularly.

The SNIOE Sports Program is designed to promote physical fitness, teamwork, discipline, and sportsmanship among all students. Participation in sports activities is an integral part of student life and supports the holistic development of every individual. In addition to daily training, learning and in-house competitions, students are encouraged to participate in external tournaments hosted by other Universities, AIU competitions, and in National / International tournaments.

Through sports, students discover that true success lies beyond trophies and titles— it's found in teamwork, shared purpose, and the lasting impact we have on those around us.

2.1 Facilities

Shiv Nadar IOE has a state-of-the-art Indoor Sports Complex (ISC) with 1,20,000 sq. ft of area and a centrally air-conditioned central hall, which won the NDTV 2017 award for design architecture.

The ISC houses two large Gymnasium halls, four Squash courts, four Taraflex badminton courts, two indoor maple-floored basketball courts, six Table-tennis tables, a chess hall, an Indoor running track, an artificial climbing wall, and a recreation room with facilities for 8-ball pool, carrom and foosball.

Outdoor sports facilities are operational from 6 am in the morning until 9 pm at night under the supervision of highly skilled and experienced coaches. These include three synthetic Basketball courts, three synthetic Tennis courts, two football fields, two volleyball courts, two outdoor badminton courts, one Cricket field with four practice nets, a 9-hole Golf course, an outdoor artificial climbing wall, and Equestrian training facilities.



2.2 Surge

Surge is the annual Inter-University Sports festival of Shiv Nadar Institution of Eminence. The festival was first held in 2021 and has since grown to become one of the largest inter-collegiate sports events in the country.

In addition to competitive sports, Surge also serves as a platform for promoting physical fitness, sportsmanship, and event management among the student community.

Surge features over 2300+ athletes from 70+ institutions across the country, competing in a wide range of sports including athletics, basketball, badminton, cricket, football, futsal, lawn tennis, table tennis, volleyball and esports. The three-day sports extravaganza encourages students to participate in sports activities in a competitive and educational environment, complete with cultural and entertainment performances.

2.3 SNUSL (Shiv Nadar IoE Sports League)

Shiv Nadar IoE Sports League (SNUSL) is a student Sports Council led initiative, which has helped the university to build stronger Varsity teams and provides an opportunity for spotting sports talent among the students. Over the years, participation in SNUSL has increased among the student community of Shiv Nadar IoE. The students are divided into four clubs, namely Bulls, Falcons, Panthers, and Phoenix, which compete against each other in various sports competitions throughout the calendar year.

SPORTS GUIDELINES:

- All students are granted equal access to sporting facilities and activities.
- Students are required to disclose any medical conditions to the Sports Department before participating in any sporting activities.
- All students are required to bring their own personal sports equipment, such as racquets for racquet sports etc. Cricketers and footballers must have their personal kits, including footwear, towels, caps, water bottles, and other necessary items.
- Students must wear the designated sports apparel during training sessions and official matches.
- All new and existing students must use sport-specific footwear. This includes running shoes (with extra pairs), football studs, non-marking shoes for indoor sports, basketball shoes, tennis shoes, and cricket shoes, as appropriate. Proper footwear is mandatory to ensure both performance and injury prevention as well as preservation of the facilities.
- Adherence to game rules and sportsmanship is mandatory.
- Students who require the use of lockers at the ISC may be allotted one upon request, subject to availability. Athletes are solely responsible for the security and maintenance of the contents stored in their assigned lockers. Loss or misplacement of locker keys will result in a fine.
- Students are expected to handle all sports equipment and facilities responsibly. Damages caused by negligence will be chargeable to the student responsible.
- Students must demonstrate respect towards teammates, opponents, coaches, and officials at all times.
- Students are strictly prohibited from playing Cricket or any other sport on the outdoor synthetic courts (basketball and tennis) other than the sport the court is designated for. Violators will be fined.
- Walking through the Cricket field of play is prohibited and violators will be fined. The proper use and upkeep of our sporting facilities is of paramount importance.

3. STUDENT SUPPORT SYSTEM

3.1 Family Groups

All first-year undergraduates are assigned to a Family Group, guided by a Family Head selected from the senior batches, to aid in a seamless and friendly transition during the initial phases of settling in. The Family Head guides, supports, and facilitates the student's access to any necessary information, and serves as a friendly and accessible mentor for Freshers on campus. The Family Heads and their activities are guided by the Associate Director and Head of Student Life.

3.2 Department of Student Affairs Helpdesk (ODS Helpdesk)

ODS Helpdesk acts as the primary level of support for the students to reach out to on non-academic matters. It is manned by a responsible senior student, and functions for extended hours. The ODS help desk collates queries or reports received from students over email and forwards them to the relevant authority for processing and resolution.



Mailing ID: odshelpdesk@snu.edu.in

3.3 Gender Champions

Gender Champions are responsible students who facilitate an enabling environment within the Shiv Nadar Institution of Eminence, where every gender is treated with dignity and respect. They strengthen the understanding and potential of the young students to advocate for gender equality and strive for progress towards gender justice.

3.4 Peer Support Guides

In the bustling world of university life, where academic challenges intertwine with personal growth, we have in place a vital support system known as Peer Support Guides (PSGs). These dedicated volunteers are not merely students; they are the nurturing guardians associated with family heads, entrusted with the task of fostering a sense of belonging and well-being within their designated family groups. At the heart of their mission lies a profound commitment to safeguarding the mental and emotional welfare of every student associated with them. Peer Support Guides report to the Associate Director and Head of Student Life and carry out various engagement activities in consultation with her.

3.5 YourDost Online Counselling Services

Shiv Nadar Institution of Eminence has associated with **YourDOST**, to provide our students with round the clock access, online and via a dedicated helpline, to qualified providers of emotional and wellness support. Consultations may be on any matter that a member of the student community is facing and are entirely private and confidential. Students have benefitted by accessing YourDost on issues related to stress, career, academics, relationships, self-confidence, and many other personal matters.

3.6 Campus Buddy (for International Students)

Every international student is assigned a student volunteer as a Campus Buddy. The Campus Buddy assists the international student in settling down and in navigating various aspects of campus life. Campus buddies play a crucial role in fostering a welcoming and inclusive campus environment, and enhancing the overall student experience for international students.

3.7 On-Campus Jobs (OCJ)

Undergraduate students who meet laid down performance criteria are provided opportunities, from the second year onwards, to work with different departments on campus. OCJs assist in the functioning of the department they are assigned to and gain experiential and applied learning, which helps them develop workplace ethics, leadership qualities, and service attributes.

Possible jobs under this policy may include (but are not limited to) extending assistance in laboratory and library management, monitoring projects, conducting surveys and analysing feedback, managing help desks, aiding departments in enabling functions of the University like Admissions, Career Development Centre, Department of Student Affairs, Administration, Hostels, Sports, and allied activities, etc.

Students doing OCJs are paid a stipend for their work, which helps them to imbibe a sense of accountability and responsibility. Students will be paid 100 rupees per hour for OCJs during the academic sessions, with a maximum limit of 20 hours per week. During vacations, the payment will be 75 rupees per hour, with a maximum limit of 40 hours per week. For students engaged in OCJ during summer vacations, the hostel fee for that period should be borne by the sponsoring department. For details, please visit

SNU Links: <https://ocj.webapps.snu.edu.in/>

For queries related to OCJ,

please contact: Department of Student Affairs in D010.

Eligibility:

- OCJs are open to all undergraduate students except first year and certain masters' degree programs (without any Teaching Assistantship and only for jobs specific to post-graduate programs) of Shiv Nadar IoE.
- Students must maintain satisfactory academic progress (CGPA above 6.0) , have a good disciplinary record and adhere to the policies and guidelines set by the Institute to retain an OCJ position.

Circulars and Application Process:

The OCJ process is exactly like a formal 'recruitment' process in any well-managed company. The positions are formally advertised to the student community. Circulars for OCJs are posted via email from the DSA office, along with an application form and job description. Interested students should submit the application form to apply for the jobs. Candidates are interviewed by the respective departments and are made an offer upon selection.

3.8 Campus Affairs – Hostel Committee

The Student Led Hostel Committee looks after the Hostel Affairs. The Student Council selects a Secretary of Campus Affairs and assigns Senators to be the Heads of the Hostel Committee. These four Senators along with the Secretary of Campus Affairs conduct interviews and select members for the Hostel Committee. The Hostel Committee consists of members, with at least one person from each hostel block having the status of a student and residing in the respective blocks.

Duties of the Hostel Committee

- The heads of the hostel committee report to the Secretary of Campus Affairs regarding the effective discharge of duties by the hostel committee.
- They interface with their respective wardens at least once a fortnight and discuss with them the issues in their respective hostels.
- They represent the general welfare of the students residing in the hostel and assist the council and wardens in maintaining the living standards.
- The committee, in coordination with the maintenance, ensures proper maintenance of the hostel rooms, common room, toilets, and premises.
- They report any unauthorized use or misuse of hostel rooms and bring to notice any untoward incident occurring in the hostel premises to the warden.
- The hostel committee requires to meet at least once a month. These meetings are presided over by the Secretary of Campus Affairs. Once in two months the committee along with Campus Affairs Secretary meets the Head Hostel Administration.
- Town halls to address to hostel concerns are conducted periodically, to be organized by the Campus Affairs Secretary along with the hostel committee and attended by member of the Hostel Administration.

3.9 Canine welfare on Campus

- SNU is home to a rich and diverse biodiversity, and among its most visible and beloved members are the campus dogs. These dogs play an integral role in the campus ecosystem, bringing warmth and familiarity to the university environment.
- Dedicated efforts have ensured the well-being of both the dogs and people on campus led by FETCH, SNUoE's official canine welfare club. For any queries or further information, please reach out via the contact email provided (fetch.fg@snu.edu.in).
- All female and male dogs within the campus and a one kilometer radius have been sterilized.
- Every dog has received anti-rabies vaccinations, creating a safe and healthy environment for students and animals alike.
- These ongoing care and control initiatives promote responsible canine care. For members of the campus community who may feel uneasy around dogs, support and guidance is available to help maintain a safe and inclusive space for everyone.

4. COMPLAINTS COMMITTEE (UNIVERSITY LEVEL)

4.1 Anti-Ragging Cell

Ragging: Ragging includes, but is not limited to, actions such as: display of noisy, disorderly conduct, or performing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame, or embarrassment to a student in any academic institution.

This includes teasing, abusing, playing practical jokes, or causing hurt to students, or asking a student to do any act, or perform something, which a student would not in the ordinary course be willing to do.

UGC Regulations on curbing the menace of ragging in higher educational institutions cover any act of physical or mental abuse (including bullying and exclusion) targeted at another student (Fresher or otherwise) on grounds of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background. For more details, please refer to Clause 3 of Anti Ragging Regulation of UGC in the link given below:



www.antiragging.in/assets/pdf/information/english/what_constitues_ragging.pdf

The University gives paramount importance to safety and security of every student and follows a zero-tolerance policy towards ragging.

As per the directives of the Hon'ble Supreme Court of India and the University Grants Commission, ragging is a cognizable and punishable offence and is prohibited on or off campus. The University shall act in accordance with the UGC regulations on curbing the menace of ragging in higher educational institutions, 2009, against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

All students, enrolled in any UG, Masters or PhD programme are mandatorily required to file an anti-ragging affidavit on the website www.antiragging.in by 30 June every year, in order to be eligible for enrollment and residence on campus.

Details on measures aimed at curbing the menace of ragging in higher educational institutions 2009, are given at:



<https://snu.edu.in/pdf/Anti-Ragging-Affidavit.pdf>

Process for Filing Anti-Ragging Undertaking/Affidavit

- Students may visit the link: <https://antiragging.in/> or https://antiragging.in/affidavit_registration_disclaimer.html or https://antiragging.in/affidavit_university_form.php to complete the online anti-ragging affidavit to be filled in by the student/ parent/ guardian.
- After filling this form online, students will receive a confirmation email on their registered email address with a reference number confirming their submission of the affidavit.
- The confirmation email should be forwarded to antiragging@snu.edu.in and a screenshot/ PDF of the confirmation email should also be uploaded at the document upload section on the pre-registration portal.
- Students are subsequently required to upload the confirmation number, or a screenshot of their successful filing of the affidavit, in order to be eligible to apply for accommodation in the hostels.
- Freshers and other students and members of faculty and staff must promptly bring any instance of ragging to the notice of the authorities of the University.

4.2 Anti Ragging Squad

In accordance with regulations, Shiv Nadar IoE has constituted an Anti-Ragging Squad. The composition and responsibilities of this squad has representation from various segments of the campus community to maintain vigilance, oversight, and patrolling functions. The squad remains mobile, alert, and active at all times. It does not include any outside representation.

Terms of Reference for ARS:

- The ARS shall take all measures which are necessary to prohibit and prevent ragging in Shiv Nadar IOE and will perform duties as set out in the UGC Regulations.
- Primary role of ARS will be to maintain vigil, oversight, patrolling, and conduct surprise checks in the hostels and other places vulnerable to incidents of ragging.



4.3 Disciplinary Committee

A Student Disciplinary Committee (SDC) has been constituted at Shiv Nadar IoE, which functions under the Department of Student Affairs. The SDC is responsible for handling minor offences and serves as a first-level mechanism to deal with student-related disciplinary cases. Apart from University authorities, the SDC also has one member nominated from the Student Council, usually the Vice President.

Appeal Against a SDC Decision

A student awarded a punishment by the Student Disciplinary Committee shall have the right to file an appeal before the Proctorial Board, in writing, within 10 days from receipt of the order of punishment by the SDC. The appeal may be handwritten or printed but must be signed by the student themselves. The physical copy as well as a copy by email should reach the Proctor (email ID: proctor@snu.edu.in) within the stipulated period.

The Proctor, being the Chairperson of the Proctorial Board (PB), along with two other members of the PB will consider the Appeal after calling for the records from the Student Disciplinary Committee. It will be at the discretion of the Proctor, whether or not to hear the appellant student in person. The Proctor should ideally decide the matter within 15 days from the date of receipt of the Appeal. In case an extension is required, the Proctor should promulgate a speaking order, stipulating the number of additional days required to come to a decision on the Appeal. This should be an exception, and in any case, all endeavour should be made to come to a reasoned decision within no more than 30 days.

- *The PB, while considering the appeal may entertain fresh evidence, provided it was not presented before the SDC, when the matter was first heard.*
- *The PB may uphold the decision of the SDC, moderate the penalty or grant more severe punishment.*
- *The outcome of the Appeal is conveyed as a report to the Dean of Students and also to the Vice-Chancellor.*
- *Once decided, the decision of the PB on the Appeal shall be binding and there shall be no further appeal against the decision.*

4.4 Proctorial Board

The Proctor of Shiv Nadar IoE Deemed to be University shall be the Chairperson of the Proctorial Board (PB) and will be responsible for handling major infractions and acts of indiscipline on campus. The PB will serve as the second-level mechanism to deal with student-related disciplinary cases.

Appeal Against a PB decision

A student awarded a punishment by the Proctorial Board shall have the right to file an appeal before the Vice-Chancellor in writing within 10 days from receipt of the order of punishment. The hard copy of the appeal in writing, signed by the student should be submitted to the office of the Vice-Chancellor and a soft copy of the appeal should also be mailed to the office of the Vice-Chancellor on email ID vc@snu.edu. in within the stipulated period.

The Vice-Chancellor will consider the appeal after calling for the records from the Proctorial Board. It will be at the discretion of the Vice-Chancellor to accord a hearing to the appellant student. The Vice-Chancellor should normally decide the appeal within 15 days from the date of receipt of appeal. If an extension is required to decide the appeal, a speaking order for such extension of time should be passed. However, all endeavours shall be made to decide the Appeal within no more than 30 days.

- *The Vice-Chancellor, while considering the appeal may entertain fresh evidence, provided it was not presented before the PB, when the matter was first heard.*
- *The Vice-Chancellor may uphold the decision of the PB, moderate the penalty or direct more severe punishment. The outcome of the Appeal will be conveyed to the PB and to the Dean of Students, who shall thereafter convey it to the appellant student.*
- *There shall be no further appeal to the decision of the Vice-Chancellor. The decision of the Vice-Chancellor shall be final.*

4.5 Procedure of Complaint/ Enquiry and Punishment

- Chief sources of complaints include-Hostel, Security, Health Centre, Food and Amenities vendors, Faculty, Staff, Parents and Students.
- The Hostel/ Security/ Faculty/ Staff/ Parents, and Students shall report to Member Secretary of the Disciplinary Committee in writing through e-mail followed by Incident Report within 24 hours and without losing any time from the time of the occurrence/ Information received.

4.6 Appeal for Suspension of Disciplinary Award on Special Consideration

Any student awarded punishment, other than Termination or Suspension from the University, may appeal for having the punishment suspended for up to seven days for special family occasions. This is a privilege that is allowed only once in an academic year.

- a) Punishment by Student Disciplinary Committee: Appeal addressed to chair.dc@snu.edu.in
- b) Punishment by Proctorial Board: Appeal addressed to proctor@snu.edu.in



4.7 Internal Complaints Committee

The Internal Complaints Committee (ICC) also called the 'Gender Committee', at Shiv Nadar IoE, has a policy for the Prevention of Sexual Harassment (PoSH) on campus.

Shiv Nadar IoE is committed to providing a place of work and study, free of gender bias and sexual harassment, intimidation or exploitation. It is expected that all students, faculty and staff will treat one another and visitors with dignity and respect. All members of the Shiv Nadar IoE community, including those who are in temporary or short-term positions and employed with third party vendors, are expected to contribute towards ensuring that the workplace is free of gender and sexual harassment.

The responsibility of promoting gender sensitivity and taking action in cases of sexual harassment has been vested with ICC. Reports of sexual harassment are taken seriously and dealt with promptly by the ICC in accordance with the provisions of the University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of women employees and students in higher educational institutions) Regulations, 2015. The University has recently re-constituted the ICC w.e.f. 14 July 2025, as per the above mentioned UGC Regulations, and the Government of India notification no. 14 of 2013, regarding 'The sexual harassment of women at workplace (Prevention, Prohibition and Redressal) Act 2013'. The regulatory framework of ICC is guided by UGC requirements as well as Shiv Nadar IoE's Gender Policy.

All students are required to attend a mandatory sensitization session conducted by the ICC at Shiv Nadar IoE. Club functionaries and members of student Council have to take these sessions before they assume elected positions. The orientation seeks to educate participants regarding sexual consent, promote understanding of an environment of cooperation and dialogue among members of the University, while also making students aware of their rights and duties. The ICC and the University strongly believe in the importance of fostering gender equity, and maintaining a campus free of sexual harassment to ensure that our students have the best possible environment to pursue their goals.

Any aggrieved person (employees, students, third party vendors) may file a formal written complaint against any incident of sexual harassment by email, to the Chairperson of the ICC at: gendercommittee@snu.edu.in



Shiv Nadar IoE Gender Policy:
<https://snu.edu.in/home/mandatory-disclosure/gender-policy/>



ICC Members list : https://snu.edu.in/site/assets/files/16490/notification__internal_complaints_committee_14_july_2025.pdf?v=2

4.8 Students Grievance Redressal Cell (SGRC)

In consonance with the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023, the Shiv Nadar IoE has constituted the SGRC. The objective is to provide opportunities for redressal of certain grievances of students already enrolled in Shiv Nadar IoE, as well as those seeking admission to Shiv Nadar IoE, and a mechanism thereto. The email ID for the grievances redressal is sgrc@snu.edu.in. The students may register their concerns related to grievances to the mentioned email ID. The same will be examined and addressed in the SGRC.

IMPORTANT EMAIL ID'S

Anti-Ragging Committee – antiragging@snu.edu.in

Dean of Students – dean.students@snu.edu.in

Deputy Dean of Student - deputydean.students@snu.edu.in

DSA Helpdesk – odshelpdesk@snu.edu.in

IT helpdesk – ithelpdesk@snu.edu.in

Disability Support Cell – disability.support@snu.edu.in

Disciplinary Committee – disciplinary.committee@snu.edu.in

Internal Complaint Committee (ICC) -gendercommittee@snu.edu.in

Proctorial Board – proctor@snu.edu.in

Students Grievances Redressal Committee – sgrc@snu.edu.in

Maintenance work in hostels – callbob@snu.edu.in

Matters related to academics– office.deanacademics@snu.edu.in

Dog related Issues- fetch@snu.edu.in with CC to Dean of Students and Anoop Kumar.

HCL Health Issues. @Anshu Narendra Paliwal with CC to @Dean of Students .
You may also scan the QR at the Health Centre to provide feedback directly to HCL Healthcare, giving all relevant details.

Hostel Issues.-Your warden first, and in case you feel you are not getting a resolution, you should write to deputydean.students@snu.edu.in with CC to @Dean of Students

Mess Issues - @Secretary of Food Affairs with CC to @Dean of Students

Campus Issues - @Campus Affairs Secretary with CC to @Dean of Students

VH Booking for Parents- @ODS Helpdesk giving all the details that they require, CC to @Karthika

Lost & Found - @ODS Helpdesk giving details as per the format.

Bullying or Harassment - First approach your Warden. CC @Dean of Students

Any Grievance of a personal nature that you feel cannot be addressed to the above, write to @Students Grievances Redressal Committee

For Guidance and help in any matter you can also approach
@President Student Council .

5. OTHER SERVICES

Student ID card is an accountable document that earns rights and privileges, besides establishing identity. Loss of identity card is a serious offence as it may lead to a student's identity being misused. Shiv Nadar IoE has an online process for applying for a duplicate identity card. The tab for applying is active on SNU Links. Students must submit their physical ID cards to Admin office at the time of graduating/finally leaving the University in order to obtain clearance.

5.1 Student ID Card

Process for applying Duplicate ID Card

1. Student can log into the ID card management system application with their NetID and submit a request for a Duplicate ID Card.
2. Request will come to DSA for Approval.
3. Once DSA approves, the request will be routed to Finance Department. The student needs to pay Rs 500/- for duplicate ID card to the finance team who will update the paid status in the application. The approval by DSA is not automatic and repeat offenders may face the disciplinary action.
4. The request will reach the administration team who will prepare the new ID card after payment is confirmed by finance. When the card is ready for issue, admin will update status on the app and the student will get an email notification for collecting ID card from admin department.

Note: In case of an emergency, if a student needs a temporary ID card, the same can be requested via SNU links 'ID Card Management' application. A temporary card will be automatically sent to student email which would have a validity of 48hrs only. The student can take print out of that, paste a passport sized photo and get it attested by their warden or DSA and use it for purposes of examination/entry and exit to campus only. Only one temporary ID card will be issued in the entire tenure of a student.

5.2 Food on Campus

Dining Halls

The University campus is home to students from 28 States & UTs, and the cuisine available on the campus reflects this diversity. Catering to the cultural and food preferences of students, the three large dining Halls (DH 1, 2 & 3) provide healthy and varied fare. The dining areas adhere to the highest standards of hygiene consciousness and are well furnished and fully equipped.

The students' food committee under Secretary of Food Affairs participates in finalizing menu with vendors and conducts audit of all food operations on the campus.

The dining halls provide vegetarian and non-vegetarian breakfast, lunch, evening snacks, and dinner as per the published menu, as well as certain a-la-carte options. We accommodate requests for specific diets, such as Jain and Vegan, as well as cater to individuals with specific allergies. A midnight meal is served till 2:00 AM every day for those who burn the midnight oil in various academic and extracurricular pursuits.

5.3 Courier Desk

Students can collect their online ordered package from the courier desk/racks in D Block.

5.4 Transport

University-chartered buses are available for students on the weekends on paid basis. The bus shuttles between Noida GIP (Great India Place) and the University. The Student Transport Committee manages the service, and the trips are planned on the recommendation of the committee.

For safe and secure personal cab bookings, students should book through the following University authorized service providers.

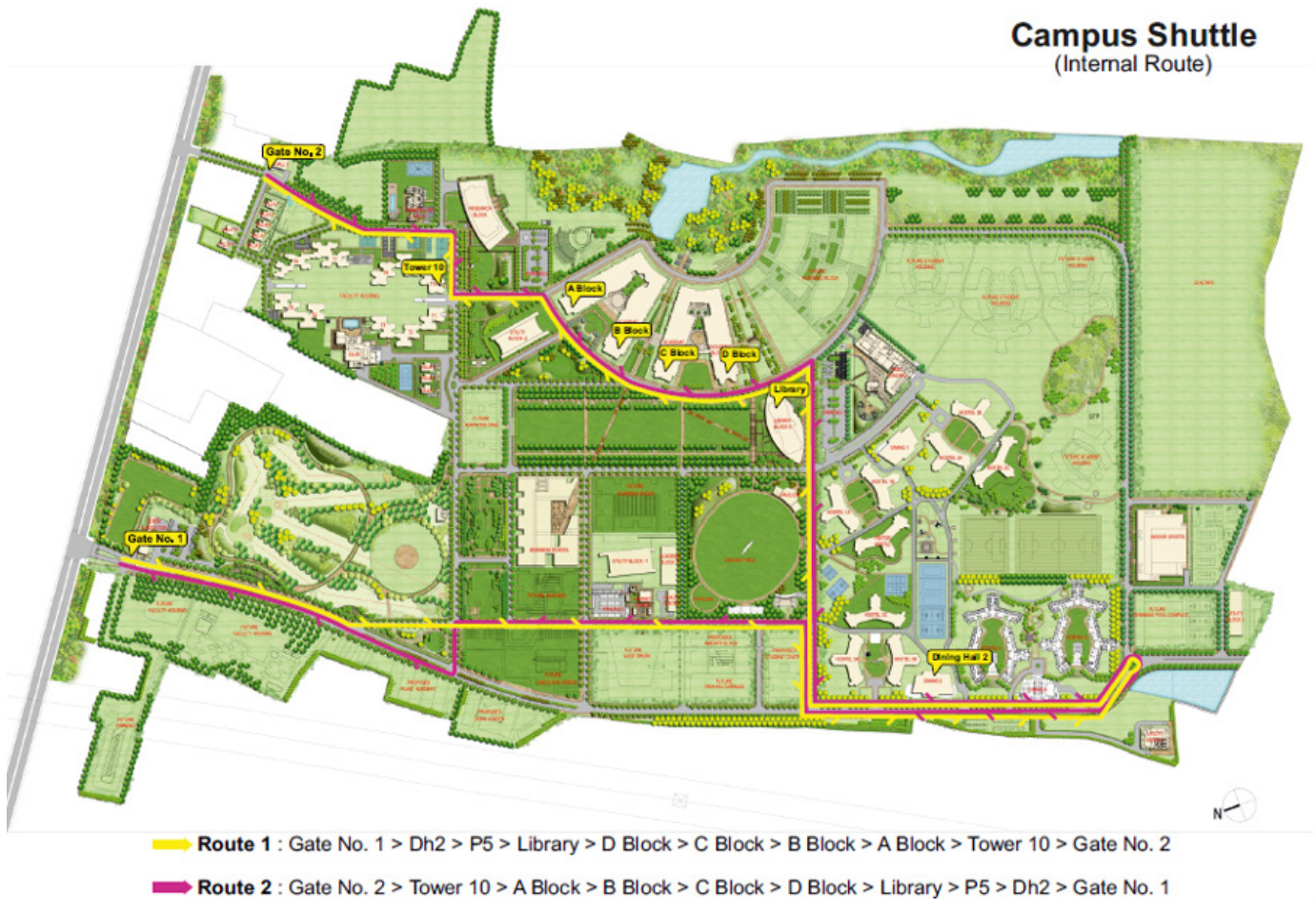
- Mr. Mukesh - +919560435666 (HBBS)
- Mr. Pankaj +91-99998 02256 (Giriraj)
- Mr. Vikas + 91-9818600097 (Noida cabs)

Shiv Nadar IOE Internal Shuttle

A regular campus shuttle service runs every 20 minutes along routes as shown.

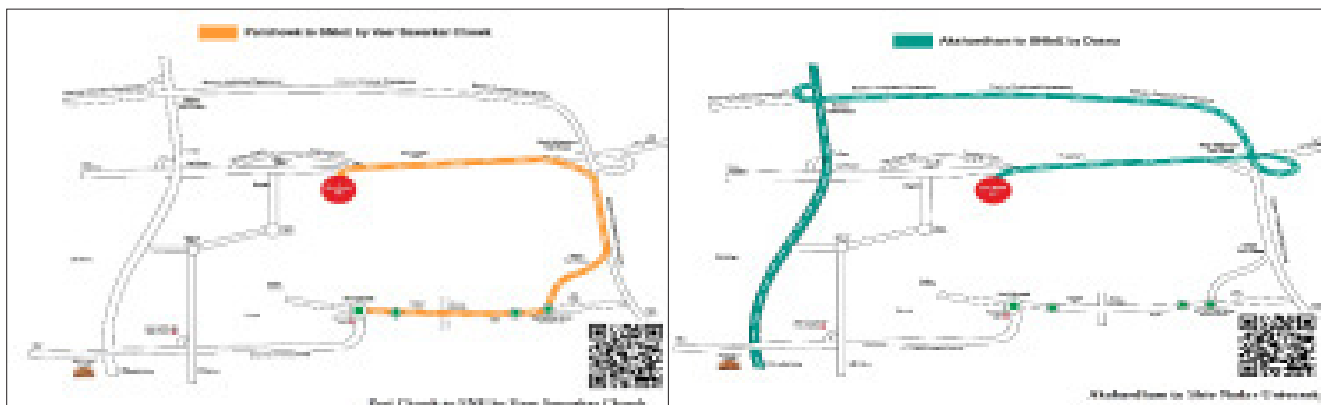


Campus Shuttle (Internal Route)



For Students Shuttle

From	To	Time	Back	Schedule	Type Of Transport	Pickup location
		SN IoE				
Shiv Nadar IoE	Noida (Sec 18)	09:00	11:00	Sat - Sun	Tempo Traveler (20 Seater/ demand based)	Near Foot Over Bridge near Indian Oil Petrol Pump
Shiv Nadar IoE	Noida (Sec 18)	18:45	19:45	Sat - Sun		
Shiv Nadar IoE	Pari chowk	12:00	14:00	Sat - Sun	Tempo Traveler (20 Seater)	Bikanerwala near Pari Chowk (aqua line metro)
Shiv Nadar IoE	Pari chowk	18:00	Sat - Sun			



Pari Chowk to Shiv Nadar University by Veer Sawarkar Chowk

Akshardham to Shiv Nadar University

5.5 Stay at Visitor's Hostel for Parents of Shiv Nadar IOE students

Visitors Hostel is available for stay of parents of students, subject to availability and booking as per laid down process, given below.

- The student must send a mail to odshelpdesk@snu.edu.in for booking VH in the specific name of person(s), indicating relationship to sponsor student. Emails by guests themselves or those from a non-Shiv Nadar IOE ID will not be entertained. The request for VH booking will be considered only for parents of the students and accompanying close relatives.

The email should have following details for a VH room booking:

1. Name of Student
2. Roll Number of Student
3. Relationship of visitors with student
4. Number of visitors, names and attachment of government ID proof of each of the visitors
5. Reason for visiting
6. Dates on which the room is required (date of arrival and departure)

- Rates for rooms may be ascertained from the ODS help desk. Meals are available on a chargeable basis and the payment should be made by guests at VH office.
- The admin department will confirm bookings via email as per availability. The confirmation email should be shown to the authorities at VH office as and when requested. The same will be checked at visitor's hostel by the staff on duty. It is advisable that the students inform D Block security about arrival details of the parents to make the process smoother. The security can facilitate pickup from Gate No.1 if required.
- Visitors Hostel booking should be made at least three working days prior to requirement. (Mon-Fri).
- Driver (if any) accompanying the visitors, can also be accommodated on a paid basis.
- Students are NOT allowed to enter Visitor's Hostel and parents will not be permitted inside student hostels. VH Reception Desk provides them with Guest Wi-Fi access.
- Parents would need to make their own travel arrangements to reach Shiv Nadar IOE. Self- driven cars need to be parked at Parking 1.
- In case of any emergency, contact the D-Block Security Desk or dean.students@snu.edu.in.

6. CODE OF CONDUCT

In any organization or community, maintaining a respectful and inclusive environment is crucial for fostering positive interactions and achieving shared goals. One key aspect of upholding such standards is the implementation of a comprehensive policy for dealing with violations of the code of conduct. We believe in reformative actions, as our endeavour is to encourage our students to become responsible citizens. This policy serves as a guiding framework that outlines the expectations for behaviour and establishes clear consequences for any breaches. By establishing a policy that addresses violations in a fair and consistent manner, the institution can ensure accountability, protect its members, and promote a culture of respect, professionalism, and mutual understanding. In this policy document, we will explore the importance of such a policy and its role in creating a safe and welcoming environment for all individuals involved.

Kindly refer to the “#ST 212 Policy for Dealing with violation of the Student Code of Conduct” in SNU Links.

The Student Code of Conduct applies to any student enrolled in any credit course at Shiv Nadar IoE, including exchange students.

6.1 Freedom with Responsibility

Shiv Nadar IoE, Delhi-NCR, trusts students to do what they think is best for them and for the University, and believes in giving them the freedom and information to support their decisions. In turn, the University expects students to demonstrate responsibility and self-discipline in their conduct.

SNU Links. <https://snulinks.snu.edu.in/snuPolicies/students/>

6.2 Celebrating Diversity

Students come from diverse backgrounds, beliefs, religions, cultures, perspectives, gender, and experiences. Inclusivity plays an extremely important role in the success of our community. Discrimination based on physical appearance, gender, sex, caste, creed, colour, religion, region, or culture is prohibited and if reported will be dealt under the provisions made in University Code of Conduct.

6.3 Respect for Rule of Law and University Policies

- Students should not indulge in any activity that causes any obstruction to teaching, learning, research, administration, and other bonafide activities in the University.
- No student should indulge in any activity, on or offline, that hurts or targets any other students, faculty or staff personally.
- University's rules and policies are to be followed strictly. All these policies are easily accessible on the intranet, SNU Links. <https://snulinks.snu.edu.in/snuPolicies/students/> and \ “#ST 212 Policy for Dealing with violation of the Student Code of Conduct” in SNU Links.
- Any student-organized activity on campus, whether indoors or outdoors, needs permission from the Dean of Students at least three working days in advance. If any activity relating to academics requires use of venues other than labs or classrooms, the admin helpdesk will need to be informed in advance, to make necessary arrangements.

6.4 Zero Tolerance Offences:

Shiv Nadar IoE observes zero tolerance for offences as is detailed below:-

- No person who is a student of a University shall commit ragging, which includes but is not limited to teasing, embarrassing, humiliating, assaulting and/or using criminal force or criminal intimidation, wrongfully restraining, or confining or causing hurt and /or taking introduction. In dealing with the acts of ragging, reference will be made to the definition of ragging as stipulated in Vishwa Jagriti Matter (1999) and the UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2019.
- No persons shall cause sexual harassment at place of work, study place or extended study place and every person is expected not to commit offences as is detailed in the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and University Grants Commission (Prevention, Prohibition, and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulation 2015.
- Procuring and/or Possessing and/or Consumption and/or Aiding and/or Selling of any narcotic drug or psychotropic substances.
- Causing injury to the faculty, staff, administrative members of the University on or off-campus.

Penalties:

Penalties for offences classified under Zero Tolerance would follow the UGC Guidelines/Notifications, including the judgment of the Supreme Court on the subject and violations thereof. These may also lead to suspension and expulsion from University and legal action against the perpetrators, for which the University will file an FIR, if desired. The University may also file a legal complaint if deemed necessary.

6.5 Hostel Expulsion

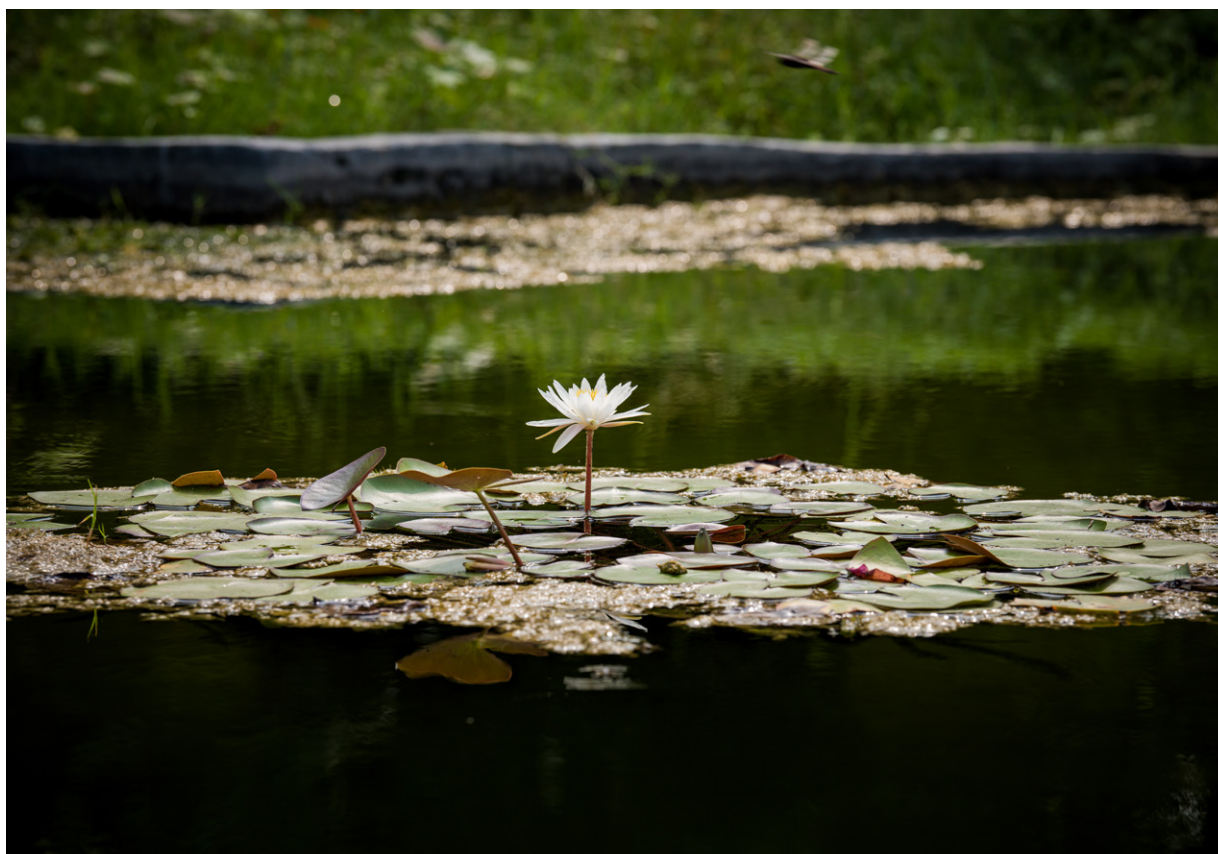
The students awarded the decision of 'Hostel Expulsion' by the internal disciplinary committees will be asked to vacate the hostel with immediate effect and will be considered to be expelled from the hostel, for the entire duration of the mentioned semester. Further, the hostel fees will have to be paid in full by them for the entire mentioned semester; or, if they had paid the hostel fees, the hostel fees would not be refunded by the university. The students who are awarded the decision of Hostel Expulsion, once they re-join and resume the academic session and residential stay in their respective places, will remain under academic and disciplinary probation for the duration of their remaining stay at the university. Any subsequent offence would lead to serious punishment that could include termination from the university.

6.6 Suspension

Any student found guilty of serious or persistent violation of guidelines shall be temporarily barred from attending classes, not allowed to stay inside hostels, barred from giving examinations, or participating in any university activities. This is a form of punishment for violating regulations or engaging in any kind of misconduct/indisciplined behaviour. The length of the suspension can vary based on the gravity of the offence and the rules of the institution. The purpose of suspension is to serve as a deterrent and allow the student to reflect on their actions and make positive changes. Most suspensions are temporary, giving students time to improve their conduct and reintegrate into the university community after the period awarded has passed. For more information, please refer to the Policy for dealing with violation of the Student Code of Conduct.

6.7 Termination

Any student found guilty of persistent violation of guidelines, or of serious offences may be expelled or terminated from the Shiv Nadar IoE. This would constitute permanent severance of the student's relationship with the Shiv Nadar IoE. For more information, please refer to the policy for dealing with violation of the Student Code of Conduct.



7. HOSTEL RULES

These rules apply to ALL residents who are allotted rooms in the student hostels. No student will be allowed to stay in the hostel unless enrolled in courses. The first point of contact for all hostel-related issues is the Hostel Warden. Shiv Nadar IoE is a fully residential campus and all student enrolled at the University except PhD scholars have to stay on the campus for the duration of their respective programs.

Section A

A.1 Occupancy of Hostel Rooms

Twin sharing/ single occupancy rooms are available in the hostels, which shall be allotted to students by the Hostel Administration. Single rooms will not be allotted to UG first year students. Residents are required to carry out the check- in/ check-out formalities personally on the prescribed format available with the warden when occupying or vacating their rooms. Wardens will assist in the process. The process of allocation of hostel accommodation shall be as decided by the University and the type of room allotted will be subject to availability.

A.2 Duration of Different Programs and Stay at the Hostel

- Undergraduate Programs -B.Tech., B.Sc., B.A., minimum of 6 full semesters to maximum of 12 full semesters, ideally completed in 8 full semesters.
- Master's Programs - M.Tech., M.Sc., M.A., four full semesters.
- Ph.D. Program, eight to ten full semesters (as per the residency requirements of the particular program). Accommodation will not be provided after completion of five years of the program.

1. Any student who needs to stay beyond the duration of their program will have to seek permission from the Dean of Students for extension, which shall be considered subject to the availability of rooms.
2. All students have to pay their hostel fees as directed by the Finance Department. The Living Expenses which include Hostel, Mess and Laundry are paid yearly/semester wise depending on the policy. The academic year runs from August to May with a Winter Break during December.
3. There is a Summer Semester during June and July for which charges are over and above the living expenses done for the academic year. There is a process in place for securing a bed during summer semester. Student should apply to the Dean Students office at least two weeks in advance for the same with the approval from the concerned department.
4. Students are permitted to reside in a hostel on the condition that they rigorously adhere to the hostel rules and university code of conduct. Ignorance of rules will not be accepted as an excuse for violation.
5. The university administration may deny accommodation to any resident/student who violates the hostel rules or whose presence is likely to disturb the peace and tranquillity of hostels. Violation of hostel rules will make the student liable to disciplinary action which may include permanent expulsion from the hostel.

Section B

B.1 General Rules and Regulations

1. Students are required to stay in their allotted rooms only. Changing of the allotted rooms is not allowed unless approval is obtained from the Deputy Dean of Students, Head Hostel Administration in writing.
2. Restricted Hostel Hours (RHH) will apply for first-year UG students. Physical/ biometric attendance will be taken at their hostel reception from 11:30 PM to 12:00 AM. They are expected to return to their hostels before 11:30 PM. Any violation will result in disciplinary action.
3. Students are not allowed to leave the campus before 06:00 AM and after 09:00 PM on weekdays. Students who leave campus in the day are required to return to the campus premises before 09:00 PM on all days, unless they have an approved night pass.
4. Students are not allowed to keep speakers in the hostel / University or play loud music on hostel / campus. Speakers of any size or kind found with any student / scholar will be confiscated and not returned. Earphones must be used for music, movies, games, or online classes in rooms or common areas so as not to disturb others.
5. Students are not permitted to visit staff or faculty members residing in campus housing. Wards of the University staff/ faculty will be permitted to visit their homes on campus only on weekends/ festivals with due authorisation from Deputy Dean of Students, Head Hostel Administration.
6. Possession or consumption of alcohol, cigarettes, and substances of abuse is strictly prohibited on campus. Aiding, abetting, consumption, and possession of any such material and activities are liable to attract strict disciplinary action and may lead to suspension / termination from the University.
7. Students must not misuse sports courts or fields, or trespass into unauthorised areas. Defaulters may face disciplinary action.
8. During a regular semester, the university administration can ask any Student / Scholar to change room / hostel under circumstances which are in line with the University functioning and deemed necessary by the authorities.
9. Students are required to always carry their identity card and produce it on demand to any authorized person. Students will not be allowed to move in or out of campus without a physical ID card.
10. Students who are not mapped to any hostel will be required to make an entry in the register at the reception and their ID will be deposited at the reception for the duration of their stay.
11. Tailgating at the turnstile (hostel / main gate) will be viewed seriously and may attract disciplinary action.
12. Students are required to cooperate fully with the authorities to ensure security and shall not argue or misbehave with security personnel.

13. The warden or any authorized member can inspect any student's room at any time, in presence of at least one Shiv Nadar IoE student.

14. Students are not allowed to put up notices or posters in the hostel without the warden's permission.

15. Students are expected to ensure cleanliness of their rooms and to help maintain the general upkeep of the hostel premises.

16. Electrical Appliance Usage Policy in Hostel Rooms

The electrical wiring and fittings in hostel rooms are not designed to support heavy electrical loads. Use of unauthorized electrical appliances poses a risk of fire and endangers the safety of the campus community. Therefore, to ensure safety and prevent any hazards, the use of the following electrical appliances is strictly prohibited:

- Refrigerator
- Air Cooler
- Induction Cooktop
- Appliances with heating elements (e.g., Room Heaters, Electric Blankets, Heating Pads)
- Pedestal Fans
- Immersion Rods

Permitted Appliances (Below 500 Watts Only):

- Table fan 12inches or less
- Hair Dryer
- Trimmer
- Electric Iron
- Electric Kettle (strictly for medical use only)

Note: The electric kettle is allowed only for medical purposes. If it is found being used for cooking or any other purpose, it will be confiscated immediately.

Policy on Unauthorized Appliances:

- Any electrical equipment not provided by the hostel or not listed above, if required for medical or special needs, must have prior written approval from the Head of Hostel Administration.
- Unauthorized items found in the rooms will be confiscated and not returned.
- Repeat violations may result in additional penalties as deemed appropriate by the Hostel Administration.

This policy is in place to ensure the safety and wellbeing of all residents, and your cooperation is expected.

17. The items confiscated at the hostel, gate or anywhere on the campus will not be returned.
18. Mess utensils are not supposed to be taken out of the dining halls.
19. Any celebrations such as birthday celebrations/any parties are not allowed in hostel premises. Please use any location outside the hostel premises for the same and be mindful to clear up any litter.
20. Cooking is not allowed inside the hostel rooms / premises, except in the hostel pantries. Possession of cookware other than a pan is not permitted.
21. Pets are not allowed inside the hostel. Students are not permitted to feed any animals on campus, including dogs. Students found feeding dogs or encouraging their entry into hostels/ dining halls/food court/academic spaces will be liable for a fine and disciplinary action.
22. Students are responsible for their belongings. They have been provided with dedicated lockable rooms and storage spaces in the room. They are required to always keep their belongings under lock and key. The University is not responsible for the theft of any personal belongings. The university authority will not be responsible for any unattended belongings in or outside the hostel premises or common areas. Avoid bringing expensive items / jewellery / cash to the campus.
23. All hostel rules apply uniformly to all residents. Ph.D. scholars, as senior residents, are expected to be role models. For room allocation, Ph.D. scholars must use their University Student Roll numbers when registering on HMS, even if they have dual/employee IDs. Hostel rules are outlined in detail in the Policy Document.

B.2 Action against Latecomers

Undergraduate students must adhere to the rules for campus entry and exit. Students who leave campus must return before 9:00 PM on all days, except in cases where permission has been taken for late entry. Students coming late will have their details recorded at the University gate by Security, which will be shared the next day with the Department of Student Affairs. Late comers will receive a warning in the first instance. Repeat offenders may have their gate pass suspended and their parents will be intimated, in addition to facing further disciplinary action/fine.

B.3 Exiting the Campus

1. UG students cannot leave campus without permission, which is to be applied for online using the Digii campus app. The app has separate modules for day out and night out. Day out does not require approval, but night out needs parental approval for UG and RM students. PG, MBA, and Ph.D. students do not need parental approval for night out movement. All students/scholars must enter their particulars in the hostel register at the reception when going on a night out and close it upon return.
2. Students who are unable to return on the pre-decided date should extend their gatepass by following the prescribed process available on the DigiiCampus well before 8:30 pm and inform their respective wardens at least 3 hours in advance.

3. The Digii campus process will be followed even for university events like competitions or sports. Proper protocol must be followed, and permits are a privilege, not a right. Students leaving the hostel without permission shall be deemed missing, and parents, guardians, or police may be informed by the Office of DSA.

4. Entry to the university campus is regulated. Students must cooperate with university staff and present their physical IDs when asked. Compliance with security regulations, including maintaining certain records, is mandatory. The Digii campus Exit/Entry system is integrated with turnstiles and biometrics. Students under disciplinary action or otherwise, may have their biometric blocked upon written instructions from the DSA.

B.4 On First Arrival (Every Year)

1. All students must provide their medical information regarding allergies, vaccinations, ailments, and special medical needs to the DSA office with a copy to their hostel warden for emergency care.

2. Upon check-in, students must thoroughly inspect their room and its inventory.

3. In case of damage during check-in, students must email the warden and obtain acknowledgment of their complaint for proof. Without this proof, they are responsible for penalties or fines upon leaving the hostel.

4. Any damages or losses will be noted during check out and a commensurate fine will be imposed.

5. Students must also complete the Info Form provided by the warden during check-in.

B.5 Vacation Period

1. Students must vacate their rooms and take all belongings with them in the summer break(May-July). A cloakroom managed by the student council may be provided. Any student willing to avail this facility should follow the process and protocols mentioned in an advisory given by the Student Council. The University will not be responsible for any loss or damage to the articles/baggage left behind.

2. To avail the hostel accommodation for research/academic/internship or any other official work during vacations (December-January / May-August), students need permission from the Dean of Students, approved by faculty sponsors/advisor and department heads. They must fill out forms at the DSA office and pay applicable fees according to University policies. Students with low CGPA or disciplinary record will not be permitted to stay back on campus.

B.6 Visitors at the Hostel

Entry of the visitors in hostel will be restricted up to the designated areas in hostel reception lobby. The **visitors cannot stay beyond 5:00 PM** on campus unless otherwise approved by the Dean of Students. Only parents whose information was registered with the university at the time of admission will be permitted to remain on campus until 9 p.m., with prior notification to the respective warden. Any student found to have visitor/s in their room or beyond the designated area shall be liable to disciplinary action to the extent of hostel expulsion.

B.7 Hostel Inventory and Loss of/Damage to Hostel/University Property

1. Students must carefully check hostel room inventory during check-in and handover the rooms in the same condition during check out. They're responsible for movable items like mattresses, curtain rods, lights, fans, locks, etc., during the regular semester.
2. In case of intentional/ unintentional damage to any portion of the hostel buildings, furniture, equipment, or other University property, the loss shall be recovered from the person/s identified as the cause of such damage. However, if the persons responsible for the damage cannot be identified, the cost of repairing the damage will be assessed and distributed equally amongst all the inmates of that particular floor / hostel or group of inmates/students of that wing of the hostel, found responsible for the damage and as deemed fit by the authorities.

B.8 Use of Personal Vehicles

1. Students may use their personal bicycles for movement around the campus. These bicycles are the responsibility of the students and are to be parked in an orderly manner in the designated bicycle parking spaces. Students should not park their bicycles in such a way that blocks access to common passages or inconveniences others in any way. A fine of Rs. 50 per instance may be imposed on owners of bicycles found wrongly parked. **Students are required to lock and secure their bicycles to prevent their unauthorised use by others.**
2. UG students are not permitted to bring/use any two or four-wheelers or any other form of motorized transport on campus. Self-driven vehicles may be permitted on campus in exceptional case after approval by Dean of Students. The parking duration and location on campus will be specified in the approved email.
3. PG/Ph.D. students may bring their personal vehicles for the purpose of moving in and out of the campus, but not for use inside the campus. **Such students must seek specific prior permission from the Dean of Students for bringing personal vehicles to the campus, providing proof of ownership of the vehicle, valid driving licence, insurance, and any other relevant documents asked for.** The vehicles will remain the responsibility of the students and Shiv Nadar IoE will not be responsible for their safety. Besides incurring disciplinary consequences, any misuse of private vehicles, or rash driving, may result in the vehicle being impounded and the student may be banned from bringing it to campus.
4. Students are not permitted to park any motorized vehicles in or around the hostel or academic blocks, or elsewhere. Vehicles of those PG and PhD students, who have been granted permission to keep them on campus, may only be parked in the designated parking areas, notified by DSA from time to time. Vehicles found parked elsewhere are liable to be impounded and will attract a fine of Rs. 500 in the first instance. Repeat offenders will be liable for disciplinary consequences, besides the permission to keep the vehicle being withdrawn.
5. Bicycles found to be lying unused/ abandoned at various spaces on campus for a prolonged period will be collected by the administration and kept at a suitable location. Unclaimed bicycles will be disposed of as scrap, after giving reasonable notice of 30 days for prospective claimants to retrieve them.

8. COMMUNICATION WITHIN HOSTELS

Hostel Maintenance Complaints

There is a dedicated team of wardens to ensure your safety and comfort in the hostels. For all hostel related issues please reach out to your wardens.

Suggested Format - Complaints

To: (for example Call bob) CC: Warden

Subject: Light Not Working | Hostel 1A Room 23 Dear Sir/Ma'am

The light in my room is not working. Hostel 1A Room 23. Kindly have the same repaired. I will be available in my room from to time.

Thank you,

Regards

<STUDENT NAME>

<COURSE NAME>

<STUDENT ID NUMBER>



9. INFORMATION TECHNOLOGY & ONLINE/SNU LINKS RESOURCES

The computing resources at Shiv Nadar IoE support the educational, instructional, research and administrative activities of the University. As users of these services and facilities, students have access to valuable University resources, sensitive data, and internal and external networks.

The major services provided by the Information Technology department are:

- Messaging (email) service – Official University Gmail (Google Workspace for Education) with 20 GB storage, integrated with tools like Google Classroom, Calendar, Keep, etc.
- Microsoft 365 Productivity tools with AI functionality - Free access to full desktop apps (Word, Excel, PowerPoint, Outlook), OneDrive (1 TB), Teams, and Microsoft Copilot.
- Campus Connectivity – Internet Connectivity (Wi-Fi / LAN)
- Collaboration Platforms for Online Classes like MS Teams, Google Meet, etc.
- University ERP, Mobile App, and associated applications
- Biometric Access control & Student Attendance Recording System
- Digii Campus App – Gate Pass Management, SAGEs
- High Performance Computing Cluster

University Single Sign on User Account (required for accessing various computing resources) and Self-service portal for user account management.

- Blackboard - Learning Management System
- Other Computing & Lab infrastructure

How you can get IT Support

The IT Team has deployed Service Management and Customer Service suite for ticketing, workflow automation, and notifications, and can be reached through:

Email: ithelpdesk@snu.edu.in
Walk-in: IT Bay E-Wing, 2nd Floor (E 301)
Phone: +91-120-7170105
(During University Working Hours)

9.1 University Single Sign-On (NetID)

The University SSO login ID (NetID) can be used for connecting to Wi-Fi, accessing LAB resources, and authenticating various applications like University ERP, Blackboard, Student Attendance portal, Student Payment Centre, etc.

Please click [here](#) for University Single Sign On (Net ID) Password Setup and to update personal contact details on Microsoft Office Portal.

****** Please ensure that you add your personal email address and mobile number to the Microsoft Office Portal during the setup of your University SSO (Net ID) & Password. This is important so that in the future, you can reset your password independently if you forget it.

Please follow these simple Do's and Don'ts when accessing the IT resources:

Do not use another user's account (Net ID or email ID) or attempt to capture or guess other user's passwords.

- You can use your Net ID only on your own device(s).
- Sharing of Net ID credentials among students, faculty or staff is not permissible.
- The connectivity provided in the Labs (through wired LAN) is only meant for the lab systems and is not to be used for connecting individual devices (Laptops).
- For personal devices, a genuine Operating System & Antivirus should be used. You are advised to keep all critical patches always updated on your device(s).

Please note:

- Personal devices should support 5GHz band for stable Wireless Connectivity across the Campus.
- It is highly recommended that all your devices support Wi-Fi 6 standards & please note the device compatibility below Wi-Fi 5 standards may face problem in connecting to the Campus network.
- IoT devices (Alexa, Echo, Google Home, Bixby, Speakers, etc) that cannot authenticate 802.1x standard, will not be able to connect to the University network.

For a more stable connectivity with less latency, you may use wired connectivity (where feasible). Please ensure you carry a Cat6 patch cable to utilize the same.

Email Services

Email services are provided to all students. Students should use only the official University email address for all communication with the University. Users need to abide by and comply with the University's policies on the acceptable use of electronic services.

The following are strictly prohibited:

- Sending spam, chain letters, or any other type of unauthorized widespread distribution of unsolicited mail.
- Creation and use of a false or alias email address to impersonate another member or send fraudulent communications.
- Intentional and unauthorized access to another individual's email account or group email addresses.

For details, please visit the Student Policy section on SNU Links. Any violation or abuse of the University's IT or email service should be reported to: ithelpdesk@snu.edu.in

Note: Violation of the University's IT policies and repeated offences shall be regarded as cause for disciplinary action.

Shiv Nadar University Mobile App

Students are advised to download the Shiv Nadar IoE mobile app, which is available for download on Google Play store and Apple App Store. It will soon enable students to find a one-click solution for feedback/queries/complaints regarding academic and non-academic issues.

Features available on the app:

- Academic Calendar
- Blackboard
- Campus, Campus life and programs offered
- Campus news
- Campus map
- Dining Halls Menu
- Sports news and events
- Sports Slot booking
- Information on Research Programs, International Partnerships, Career Development Centre.

Additional Information/Services available with University App Login:

- Clubs and Societies – communication, events & notifications
- Transport Pooling
- Helpdesk – can be used for raising IT & Hostel Maintenance related tickets/request.
- Lost & found tracking
- Timetable & Student Class Attendance Summary
- SOS feature to make emergency calls

Kindly download the app from [Google Play](#) / [Apple app store](#).

Digii Campus Mobile App

Students can download the DigiiCampus app, available on Google Play Store and Apple App Store.

The App is used for:

- Campus Entry/Exit process
- Student Information Booths for Academics, General, Mess, Activities, Events, News.
- Student Academic Guidance Experts (SAGEs)

9.2 Student Policies

Students need to check the various policies as applicable to them on SNU LINKS in the Student Policies Section.



<https://snulinks.snu.edu.in/snuPolicies/students/>

9.3 Student Payment Center

Students are advised to check the student payment center regularly for any payment dues. One can also access records of past payments on the portal.

9.4 Scholarships

Students are eligible for various scholarships. Please refer to the SN IoE website for details related to the same.

Educational Loan

The link https://snuadmissions.com/admission_info_2025.php will provide the various financial institution details.

Application for Financial Assistance:

Students Seeking financial assistance may apply to the DSA office. Such cases will only be considered when supported with complete documentary evidence of financial distress.

9.5 Certificate Issuance System(CIS)

Before giving the university/institution address for any government or private purpose, students must get permission from the Office of the Registrar. The Office of the Registrar has the authority to issue any required certificate to any outside agency.

Please visit the Shiv Nadar IoE Link page to apply. For any Certificate (as applicable) through the Certificate Issuance System (CIS).

The link for CIS is: <https://cgs.webapps.snu.edu.in>

Note: Formats for all types of certificates are given. You may contact the Office of the Registrar (D012) for customization of any other type of certificate, which is not available in CIS. For any queries, write to: registraroffice@snu.edu.in.



10.UNDERGRADUATE DEGREE REQUIREMENTS

The paragraphs below provide a brief overview of the degree requirements and academic policies. The details for the UG programmes are available in the UG Handbook. The details for each Master's and PhD programs are available at the respective department's webpages. The academic policies can be accessed under "Student Policy" on SNU links.

To earn an undergraduate degree (major) at the Shiv Nadar IoE, a student must complete the credit requirements as applicable for the opted major. Students must meet the major credits requirements and the University-level requirements in the Core Common Curriculum (CCC) and University-Wide Electives (UWE) categories. The total credits for each major, including CCC and UWE, are at least 150 but may be higher. (For instance, all B.Tech. programs require at least 160 credits).

A total of 42 credits in CCC and UWE courses must be earned by the student, with a minimum of 18 credits in each of the CCC and UWE categories. The remaining six credits are in the floating category and can be earned from the Major Elective, UWE, and CCC categories.

For the Class of 2029 and onwards, a student must earn 40 credits from CCC and UWE courses, with a minimum of 16 credits from each category. The remaining eight credits are in the floating category and can be earned from the UWE and CCC categories. Further, for the Class of 2029 and onwards, a student must complete credit requirements ranging from 160 to 163 to graduate across all undergraduate programs.

Finally, a student must have a final CGPA of at least 5.00 out of 10.00 to graduate. Every programme has an Undergraduate (UG) Advisor. The UG Advisor is the primary point of contact for any advice on academic matters. In the case of the School of Management and Entrepreneurship, this role is overseen by the Program Chair.

The Undergraduate Handbook provides a quick reference for students on academic matters that govern all the UG programs at the University. The detailed policies can be accessed under 'Student Policy' on the SNU links.



Credits:

At the University, one credit is equivalent to 30 notional learning hours. Notional learning hours include learning inside and outside the classroom, excluding self-study time. One credit requires a student to be engaged in one hour per week of classroom teaching and one hour per week of outside classroom learning, or two hours per week of practical classes, or three hours per week of experiential learning over a semester.

The recommended number of credits per semester to meet the degree requirements in a time-bound manner at the University is 18-22 credits. Students can enroll for a maximum of 25 credits per semester.



Grades

At the completion of the credit course, every student who has registered for that course shall be awarded a letter grade by the faculty. Each letter grade has an associated number of grade points:

Grade	Grade Points
A	10
A-	9
B	8
B-	7
C	6
C-	5
D	4
E	2
F	0
F*	0 (Attendance Less than 75%)

To successfully complete a course, a student needs to get at least the minimum passing grade of D in that course. The Cumulative Grade Point Average (CGPA) is the weighted grade point average of all credit courses completed by the student up to that point. An illustration is given below:

	Credits	Grade
Course W	5	A
Course X	4	B-
Course Y	4	D
Course Z	3	C

$$\text{CGPA} = (5 \times 10 + 4 \times 7 + 4 \times 4 + 3 \times 6) / (5 + 4 + 4 + 3) = 112 / 16 = 7.00 \text{ out of } 10.00.$$

An undergraduate student who fails to maintain a CGPA of at least 5.00 will be placed on Academic Probation.

If the CGPA of a student fall below 4.00 at any time, from the end of the second semester onwards, the student will receive a letter of discontinuation from the University and will not be allowed to continue in the program. The student will be deregistered from the University.

Duration:

Given the way the programs are structured, an ideal student is expected to graduate within four years or eight full semesters. However, the maximum permissible time to complete all the degree requirements is within six years of their registration at the University.

`Full semester' refers to the Spring (January to May) and Monsoon (August to December) semesters.



Master's Degree Requirements

To earn a Master's degree in a specific programme from the University, a student must complete the requirements as prescribed by the programme. The requirements may consist of a mix of major core and major elective courses. Several programmes may also require completion of a project/thesis/internships for degree completion. The total credit requirements for graduation would vary depending on the programme of study. The department shall prescribe the number of credits required from major core and major elective

courses. Major core courses are to be taken by all students registered in the programme. The major elective courses are choice-based and are offered by the department for students to choose from to fulfil their credit requirements.

Detailed course information and degree requirements shall be available from the individual department/school. The program's Postgraduate (PG) Advisor or Program Chair shall be available to provide more information and guide students.



The academic regulations for the Master's degree programme are available in

SNU Links: <https://snulinks.snu.edu.in/snuPolicies/Academics/Masters/>



Doctoral Programs:

The University's Ph.D. program regulations define the academic requirements, rules and regulations for obtaining a Doctoral degree. Every student is required to complete the coursework as per their programme requirements.

The academic regulation for the doctoral program, along with other pertinent information is available on



SNU Links: <https://snulinks.snu.edu.in/snuPolicies/Academics/DoctoralStudies/PoliciesForms/>

Attendance Policy for UG

1. Attendance is mandatory for all courses.
2. Attendance for a class is marked by the faculty member (course instructor).
3. All undergraduate students at the University are expected to be present for all of the scheduled classes. For whatever reason (personal or official), a shortfall of no more than 25% is permitted on each course.
4. The Office of the Dean of Academics monitors fulfilment of the minimum attendance requirement.
5. The UG Handbook provides the detailed attendance requirements. The policy on student attendance requirements can be accessed on SNU Links.

11.OPPORTUNITIES FOR UNDERGRADUATE RESEARCH (OUR)

The OUR program at the University gives students hands-on experience in conducting research and independent work under faculty supervision. Through the program, students develop a foundational understanding of how research is conducted in their disciplines, learn about possible resources and the way to utilize them as well as how to interpret research outcomes. This program has paved the way for students to learn by discovery, has enabled greater student-faculty interaction and expanded the level of research activity on campus; while also helping to identify and train potential candidates for the University's graduate programs.

Visit for details: <https://our.webapps.snu.edu.in/public/>

12. STUDENT MOBILITY AND EXCHANGE PROGRAM

The Student Mobility and Exchange Program is designed to provide students with international academic exposure and cultural immersion. The Office of Research and Partnerships manages the program at the university, which oversees all aspects of the semester abroad, including academic planning, logistics, and student support.

Typically, outbound mobility and exchange program students spend one semester studying abroad at a partner university. The Office of Research and Partnerships manages the semester in close collaboration with the partner institution.

Before departure, students attend pre-departure orientation sessions that cover academic expectations, cultural norms, and logistical details, such as visa requirements and housing arrangements.

Once abroad, students are supported by the partner institution's international office and the Shiv Nadar IoE office. The Office of Research and Partnerships monitors the students' academic progress to ensure that they meet their home institution's academic requirements.

Regular check-ins and assessments are conducted throughout the semester to ensure that students are making progress toward their academic goals.

At its essence, the outbound mobility and exchange program at Shiv Nadar Institution of Eminence is a comprehensive program that provides students with a valuable international experience while ensuring they receive the necessary support to succeed academically and personally during their semester abroad.

Students with poor academic or disciplinary record will not be considered under this program.

Inbound: Shiv Nadar Institution of Eminence welcomes a host of diverse students from our globalized network of partner universities. Our world-class facilities attract learners from around the world to pursue life-changing educational experiences at our university. Periods of engagement traverse from one semester to full-year programs. Our academic programs offer flexibility and unique skill-building experiences – unparalleled by other educational institutions.

Outbound: Our outbound mobility program provides students with the opportunity to study specialized courses at foreign universities. Periods of engagement traverse from one semester to full-year programs, with options for flexibility. Curated with the aim of providing life-changing experiences for learners, the program deepens one's understanding of diverse cultures and people.

To learn more, contact international.office@snu.edu.in

Note: Hostel fees are a part of Annual Fees. If a student is registered for a semester and does not have a year/semester drop, they will be charged the full Tuition and Hostel Fee whether the student stays or not, as we are a fully residential campus. The same applies to the final-year students pursuing an internship next semester. The university will not be refunding them the hostel fees as per policy. Mess and Laundry fees are exempted for certain cases after an approval from the Dean of Research and Partnerships for Masters/PhD students and Dean of Students for UG students.

Mess & Laundry Fees Waiver

Mess & laundry fees are waived for students who participate in off-campus internships or external projects as part of their academic curriculum and are selected for Outbound Mobility or exchange programmes with partner universities in their final year at Shiv Nadar IoE. The waiver is valid for the duration of the programme or as specified by the Dean of Students. Hostel fees are not waived except in cases where a student will be away on exchange for the entire academic year. In such cases, once approved by the Dean of students, no hostel accommodation will be allotted to the student.

For waiver of mess and laundry fees student must apply on the prescribed form available in DSA office to the Department at least 15 days in advance of the program. Once recommended by the HOD, approval will be waiver accorded by Dean of Students and forwarded to Finance Department, with intimation to Dean of Academics and the Career Department.

Once approved, the waiver of food and laundry charges will be applied to the student's account for the duration of the programme. Students are required to promptly notify the DSA office of any changes or modifications to the programme to ensure that the waiver is adjusted accordingly.

All students moving off the campus for internships must inform the **Careers Development Centre (CDC) team**. cdc@snu.edu.in giving full details with dates, in order to be considered for waiver of mess and laundry fees.

Students in their final year who have completed their credits and wish to leave campus and be exempted from paying mess and laundry fees, must obtain approval from Dean of Academics, prior to applying for the fee waiver as above.

13. LIBRARY ONLINE PUBLIC ACCESS CATALOGUE

The Shiv Nadar IoE Central Library, with its regal ship-like design, is one of the most frequented locations on campus. The centrally air-conditioned library provides students and faculty with an extensive collection of books, scientific and technical journals, and electronic reference materials for academic and research purposes. The library is comprised of numerous reference, circulation, audiovisual, and periodical sections, as well as e-journals, thesis and dissertations, and the repository.

Patrons Category	PG/ research Scholars	UG Students
Entitlement	Books 10	Books 5
Loan duration	days 30	days 15
Overdue Charges/Fine	Overdue charges Rs. 2/- per day after loan period	
No. of library cards	RFID Based one university ID card	

Facilities/Services:

1. Self-Book issue/ Return kiosk.
2. Dedicated Rooms for PG/ Ph. D Students.
3. Study Rooms for UG/PG/Ph. D Students.
4. 24/7 Room for All Users.
5. Library helpdesk for all users' queries.
6. Reprography Services (Printing & Scanning).
7. Shiv Nadar IoE Library Homepage (<https://library.snu.edu.in/>)
8. Shiv Nadar IoE Library Institutional Repository (<http://dspace.snu.edu.in:8080/jspui/>)



Library circulation:

- Patron should have their University ID Cards. It also works as their library card.
- Students can borrow a maximum of two books in a day
- Books can be re-issued twice

Library Rules:

- Students must produce their ID card to enter the library.
- Talking on mobile phones inside the library is strictly prohibited
- Consumption of food & beverages is not allowed inside the library
- Playing games and watching movies are not allowed in the library
- Library Timings: 9 AM to 12 AM. (Monday to Sunday) (Monday to Sunday).
- Indulging in act or behaviour that amounts to PDA is not allowed.

For more details, please get in touch with the library helpdesk on the ground floor of E block, visit the website library.snu.edu.in, or write to libraryhelpdesk@snu.edu.in. Please also watch out for the latest library use instructions on campus-wide emails.

14. ALUMNI RELATIONS OFFICE

The Alumni Relations Office is the connecting thread between the University and its graduates, helping alumni stay engaged, informed, and involved.

From sharing opportunities and achievements to creating spaces for mentorship and collaboration, the Office also helps current students benefit from the strength of our alumni network.

The Alumni Relations Office aims to work closely with alumni to build long-term, meaningful relationships that benefit both the individual and the institution. By staying connected and contributing in various ways, alumni help Shiv Nadar IoE grow as a centre of academic excellence - both nationally and globally. These ongoing collaborations strengthen the University's vision of becoming a leading institution driven by innovation, impact, and community.

We are proud to have an ever-growing global community of over 5,000 alumni.

Our alumni engagement initiatives include:

- Alumni chapter meets in Delhi NCR, Bangalore, Chennai, Hyderabad, and Mumbai-Pune, USA and Europe
- Annual Alumni Reunions
- Alumni Sessions - Alumni Talks, Mentorship Programs, Mock Interviews, Placement and Higher Education Preparedness, Webinars
- Alumni Engagement with Students - Freshers batch interaction, Leadership Conclave, Admission Process, job and internship offers for students
- Alumni Participation in Key Events - Breeze, TEDx, E-Summit, Convocation, AIC events, Admission Info Sessions, Session Moderation, HCL events
- Graduating Class Engagement - Office bearer elections for Alumni Association and Oath-taking ceremonies
- Explore our Alumni Magazine for inspiring journeys from our alumni. [Read here](#)

Important Guidelines for Students on Alumni Interaction

- Students are strictly prohibited from bringing alumni into hostel rooms. Violation of this rule may lead to disciplinary action.
- During your time as a student - or even after graduating - you are not permitted to enter the Visitor's Hostel in the company of an alumnus or engage in any activities deemed restricted in relation to alumni.

For further information or clarification, contact the Alumni Relations Office at alumnirelations@snu.edu.in

Alumni Card and Conduct

The Shiv Nadar IoE Alumni ID Card is a privilege extended to graduates of the University. However, any student or alumnus found guilty of misconduct or inappropriate behaviour, as determined by the Office of the Dean of Student Affairs (DSA) and the Alumni Relations Office, may face disciplinary action, which can include having their Alumni ID card blocked. If the 'Alumni Card Blocked' status is awarded by the internal disciplinary committees:

- The individual's alumni membership will be suspended
- The Alumni ID card will be rendered invalid and unusable
- The individual will be blacklisted, barred from entering University grounds, and prohibited from attending official University events

The DSA and the Alumni Relations Office reserve the right to take such action based on reasonable grounds and evidence of misconduct. This applies to current students (where applicable) and all alumni, in order to maintain the integrity and safety of the University community.

Note: Alumni who wish to visit the campus are required to email the Alumni Relations Office at alumnirelations@snu.edu.in at least two working days in advance. The email should clearly mention the reason for the visit.

Stay Connected:

Instagram: [@alumnirelations_snu](#)

Facebook: Aro Snu (Alumni Relations Snu)

Email: alumnirelations@snu.edu.in

OFFICES AND SERVICES - DEPARTMENT OF STUDENT AFFAIRS

Sno	Name	Designation	Email ID	Ext.no
1	Brig Steve Ismail (Retd.)	Dean of Students	dean.students@snu.edu.in	252
2	Col Pratik Saxena (Retd.)	Deputy Dean of Students	deputydean.students@snu.edu.in	470
3	Dr Anshu Paliwal	Associate Director & Head of Student Life	anshu.paliwal@snu.edu.in	655
4	Dr Jitendra Prajapati	Assistant Dean, DSA	jitendra.prajapati@snu.edu.in	663
5	Dr Kamal Agrawal	Assistant Dean, DSA	kamal.agrawal@snu.edu.in	208
6	Mr Sudhir Kumar	Associate Manager	sudhir.kumar@snu.edu.in	837
7	Ms Karthika	Student Affairs Coordinator	karthika@snu.edu.in	462

Hostel Team

Sno	Name	Designation	Email ID
1	Col Pratik Saxena (Retd.)	Deputy Dean of Students and Head Hostel Administration	pratik.saxena@snu.edu.in
2	Gaurav Bhardwaj	Senior Warden	gaurav.bhardwaj@snu.edu.in
3	Vishveer Singh	Senior Warden	vishveer.singh@snu.edu.in
4	Neelam Chaudhary	Senior Warden	neelam.chaudhary@snu.edu.in
5	Anuradha Sharma	Senior Warden	anuradha.sharma@snu.edu.in
6	Balbeer Bahadur Singh	Senior Warden	balbeer.singh@snu.edu.in
7	Preeti Jain	Warden	preeti.jain@snu.edu.in
8	Vineeta Ruhela	Warden	vineeta.ruhela@snu.edu.in
9	Ajay sharma	Warden	ajay.sharma@snu.edu.in
10	Anil Kumar	Warden	anil.kumar1@snu.edu.in
11	Kuldeep Sharma	Warden	kuldeep.sharma@snu.edu.in
12	Caroline Kropi	Warden	caroline.kropi@snu.edu.in

Sports Team:

SI No.	Name	Designation	Email	Ext No.
1	Randeep Baruah	Deputy Director - Sports	randeep.baruah@snu.edu.in	6624
2	Pawan Negi	Senior Sports Officer & Table Tennis Coach	pawan.negi@snu.edu.in	372
3	Sudipta Sil	Yoga Instructor	sudipta.sil@snu.edu.in	
4	Arpit Gupta	Tennis Coach	arpit.gupta@snu.edu.in	
5	Parminder Singh	Gym Instructor	parminder.singh@snu.edu.in	
6	Rajat Sharma	Volleyball Coach	rajat.sharma@snu.edu.in	
7	Sanjay Kumar	Football Coach	sanjay.kumar@snu.edu.in	
8	Surender Singh	Cricket Coach	surender.singh@snu.edu.in	
9	Gaurav Grewal	Basketball Coach	gaurav.grewal@snu.edu.in	
10	Priyanka Bhati	Wall-climbing Instructor & Junior Executive	priyanka1@snu.edu.in	
11	Sonu Prasad	Squash coach	sonu@snu.edu.in	
12	Siddhant Yadava	Badminton Coach	siddhant.yadava@snu.edu.in	

Student Council

The Student council is the apex student body of Shiv Nadar IOE. The primary objective of the Student Council is to look after all the issues concerning the students of Shiv Nadar IOE. The grievances and suggestions of the students are directed to the concerned administration for addressal through the Student Council framework.

OFFICE BEARERS'25		
Position	Name	Email ID
President	Zafar Habib	po.sc@snu.edu.in
Vice President	Easwar Balakrishnan	vp.sc@snu.edu.in
Cultural Secretary	Aditi Mohapatra	cs.sc@snu.edu.in
Sports Secretary	Snehil Konatham	ss.sc@snu.edu.in
EXECUTIVE CABINET		
Secretary of Senate	Kavyaa Kannan	sos.sc@snu.edu.in
Secretary of Campus Affairs	Reva Sonawane	ca.sc@snu.edu.in
	Karthik Jalluri	
Secretary of Treasury	Asmita Mittal	ts.sc@snu.edu.in
	Tejas Garg	
Secretary of Academic Affairs (Engg)	Shreyas Achal	aas.sc@snu.edu.in
Secretary of Academic Affairs (Non-Engg)	Darshin Mevcha	
Secretary of Press	Rohithi Swarna Repalle	ps.sc@snu.edu.in
Secretary of Technical Affairs	Arnav Prabhakhar	tec.sc@snu.edu.in
Secretary of IT	Saathvik Mullapudi	its.sc@snu.edu.in
Secretary of Food Affairs	Sriniketh Sriram	sofa.sc@snu.edu.in

Office of the Registrar

The Office of the Registrar supports the students, faculty, and staff of the University by performing a wide spectrum of functions related to student services, keeping records, and academic administration. The Registrar is the University's nodal point for interfacing with the statutory bodies and the state/central governments.

There are five members, including the Registrar, in the Office of the Registrar. You can contact the Office of the Registrar at D012.

Sno	Name	Designation	Email ID	Ext.no
1	Mr. Sudhir Naudiyal	Registrar	registrar@snu.edu	211
2	Mr. Amit Kumar Agarwal	Assistant Registrar	amit.agarwal@snu.edu.in	638
3	Mr. Benoy James	Associate Manager	benjoy.james@snu.edu.in	811
4	Mr. Ravinder Kumar	Associate Manager	ravinder.kumar@snu.edu.in	854
5	Mr. Sudhanshu Kumar Singh	Associate Manager	sudhanshu.singh@snu.edu.in	749

All students are responsible for checking and updating their parents/ personal data held with Registrar's office.

Office of the Dean of Academics

The Office of the Dean of Academics has the responsibility for developing and implementing the academic and administrative policies pertaining to the academic programs and students at the University, in accordance with the University's mission to "to develop and educate the path-shapers of tomorrow, capable of responsible and ethical leadership".

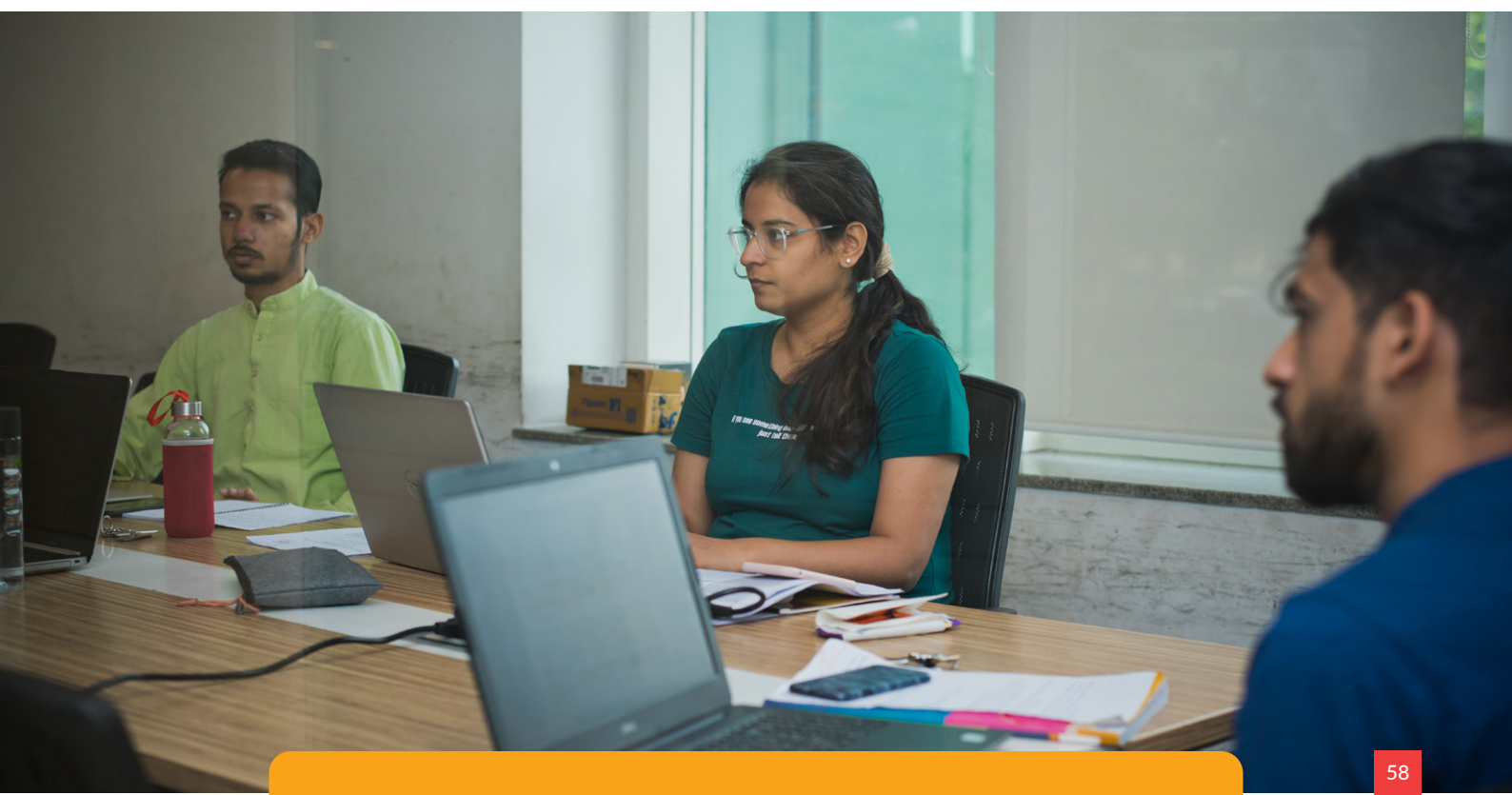
Students can download the Digiicampus App from the Play Store or App Store and share their queries and suggestions on academic matters through the "Campus Help Centre". They may also meet the members of the Office of the Dean of Academics located at D 016 on the University campus.

For any help, students may contact the Student Academic Guidance Experts (SAGES)- Jagmeet Kaur and Neha Gautam at the Office of the Dean of Academics.

Sno	Name	Designation	Email ID	Ext.no
1	Dr. Partha Chatterjee	Dean of Academics Professor, Department of Economics	dean.academics@snu.edu.in	446
2	Dr. Shabana Mitra	Assistant Dean - Academics, Office of Dean Academics Associate Professor, Department of Economics	shabana.mitra@snu.edu.in	453
3	Dr. Ankur Mehra	Associate Dean - Academics, Office of Dean Academics Assistant Professor, Department of Finance, Accounting and Control	ankur.mehra@snu.edu.in	421
4	Dr. Balamurugan Balusamy	Associate Dean (Student Engagement), Office of Dean Academics	balamurugan.balusamy@snu.edu.in	742
5	Vikas Singh	Program Coordinator, Office of Dean Academics	vikas.singh@snu.edu.in	122
6	Shailendra Kumar Shukla	Deputy Manager, Office of Dean Academics	shailendra.shukla@snu.edu.in	6995
7	Rahul Ishwar	Deputy Manager, Office of Dean Academics	rahul.ishwar@snu.edu.in	395
8	Ashraf Saeed	Educational Technologist, Office of Dean Academics	ashraf.saeed@snu.edu.in	731
9	Jagmeet Kaur	Program Manager, Office of Dean Academics and SAGE	jagmeet.kaur@snu.edu.in	363
10	Neha Gautam	Academic Coordinator, Office of Dean Academics and SAGE	neha.gautam@snu.edu.in	740
11	Jyoti Gautam	Coordinator - Clubs & Societies	jyoti.gautam@snu.edu.in	6660

Finance Department

S.No.	Name	Designation	Email ID	Ext No.
1	Mr Abhinav Gaur	Director	abhinav.gaur@snu.edu.in	140
2	Monika Rana	Sr. Manager	monika.rana@snu.edu.in	389
3	Kapil Kumar	Manager	kapil.kumar@snu.edu.in	6626
4	Rohit Agarwal	Manager	rohit.agarwal1@snu.edu.in	6551
5	Pooja Bindal	Deputy Manager	pooja.bindal@gmail.com	624
6	Rahul Verma	Associate Manager	rahul.verma@snu.edu.in	451
7	Subir Kumar Dey	Associate Manager	subir.dey@snu.edu.in	6615
8	Md. Ashfaq Khan	Associate Manager	ashfaq.khan@snu.edu.in	6613



Annexure A

Suggested list: Items to be brought for day to day needs:

- Bedspreads/ bed sheets/ towel
- Pillow and pillow covers.
- Bucket, mug, soap case
- Cloth hangers
- Toiletries for personal use (soap, shampoo, toothpaste, shaving razor/cream, etc.)
- Umbrella
- An extra pair of spectacles (if applicable)
- Table Lamp
- Padlock with Keys for cupboard
- Mosquito Repellents
- Water bottles
- A suitcase (with a lock) for keeping personal effects in the hostel room
- Torch
- Personal medicines
- Face mask
- Blanket and woollen clothing for winters (can also be purchased after a couple of months)
- A pair of bathroom slippers and sneakers
- Bicycle (optional)

Annexure B

Please access the following policies on SNU Links: <https://snulinks.snu.edu.in/snuPolicies/students/>











- Policy for OCJ (On Campus Job)
- Policy on Change of Major for UG
- Anti-Ragging Affidavit
- Fee Policy
- Damages Policy
- Transcript Issuance Policy
- Gender Policy
- UG Handbook - Academics
- Policy on Academic Malpractice
- UG Minor Programs Offered at the University
- Whistleblower Policy
- Policy for Dealing with violation of the student Code of Conduct.
- Information Technology
- Policy for Prohibition of Consumption, Possession and Distribution of Banned and Prohibited Substances on the campus
- Policy for Student Identification from Security Camera Footage
- Policy for Reimbursement of expenditure by students on university events
- Policy for Retention of Tuition Fee Waivers for Undergraduate, Master's and PhD Students
- Policy on Suspension of Disciplinary Award on Special Consideration.
























SNU Links: <https://snulinks.snu.edu.in/snuPolicies/students/>

Annexure C

Cultural Clubs




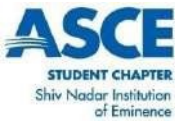



	<p>AURA is a non-profit initiative that is trying to play a bigger role in society and its progress. With the primary goal of teaching underprivileged students and providing more wholesome learning experiences from grades 3-8, AURA is a</p> <p>team of motivated volunteers who wish to do good for society, resonating with the club's ideal of "go, engross, give".</p>
	<p>ARC, The Amateur Radio club aims to provide a platform for the exchange of dialogue and to facilitate accessibility and dissemination of information. The club conducts various programs and activities as to advance the general interest and welfare of Shiv Nadar community.</p>
	<p>The Adventure Club aims to test out deep waters and give you an adrenaline rush as you look into the horizon from a mountain peak or paraglide through the sky. The club plans and executes end semester trips and makes adventure approachable!</p>
	<p>Campus Caravan is the newspaper club of Shiv Nadar Institute of Eminence. It not only covers national and international news but also has opinion pieces on current events-both inside and outside of SHIV NADAR IOE. It aims to be a voice of the student community and spark stimulating conversations among them.</p>
	<p>CineU is the film making society of Shiv Nadar IOE, established with the objective to appreciate the art of film. It strives to upkeep that aim by igniting discussions and organising events such as critiques, talks, discussions and quizzes to goad audiences' imagination and inspiration.</p>
	<p>DebSoc is the Debating Society of Shiv Nadar University, which looks forward to inspiring the spirit of formal and logical debate with the future decision makers.</p>
	<p>FACTion is the quizzing society of Shiv Nadar Institution of Eminence that regularly organizes quizzes for the entire college and beyond and participates in reputed external quizzes.</p>
	<p>Enchant, The Fashion and Lifestyle club with an extensive Instagram presence, model photo-shoot and external participations for Fashion shows. An exciting forum for Designers, Models, Choreographers, Hairstylists, Photographers, and Makeup artists to explore their passion for Fashion!</p>
	<p>Feeding India is a youth-run not-for-profit organization, established to eradicate hunger, malnutrition and food wastage in India. We, here at SNU, are a small chapter of this organization hoping to create a significant change, albeit small, but one that impacts those closest to us. Feeding India (SNU Chapter) was established to feed underprivileged children in the Delhi-NCR region. In the process, the volunteers seek to interact with them and understand their circumstance; offer a listening ear and empathy.</p>
	<p>The Girl Up initiative is a campaign of the United Nations Foundation. Girl Up SHIV NADAR IOE aims to channel the energy and enthusiasm of students to promote global, institutional and mutual respect for all genders by creating an impact locally. While doing so, we strive to be the voice of any person whose agency is taken away and we hope to create a safe, healthy and productive space. This is done through the pillars of Challenges, Advocacy, Storytelling and Fundraising.</p>










	Go Green is a social and environmental club which works towards a cleaner and greener society. We tend to help our SNU society by our awareness programmes, related workshops, social drives and plantation drives.
	Imprints, the Dramatics Society of Shiv Nadar University aims to provide all the theatre lovers and nukkad enthusiasts an opportunity to learn more about this beautiful art and to improve as an individual.
	Inferno, the dance society at Shiv Nadar University, was established in 2011. Our team comprises of two crews: Hustle - the Western Dance Crew, and Inaayat - the Classical Dance crew. The club has immense potential and regularly organises dance classes under professional guidance to kindle the spirit of dance. The dance society promotes participation at intra- university as well as inter- university level to tap the latent talent of fellow SNUites
	Inspira is the business society of SHIV NADAR IOE, which offers a dynamic environment for like-minded individuals to hone their professional skills and build strong networks. Through workshops, competitions, and lectures by corporate leaders, the society equips members with valuable skills and industry knowledge. Ultimately, the aim is to foster future leaders that go business and beyond.
	Kalakriti is the Creative club of Shiv Nadar University. It provides a space for budding artists to come together and showcase their talents through different art mediums. The club provides with opportunities like workshops, student- mentor programs and competitions with an aim to create new artists and enhance the skills of the existing ones, keeping the passion for art and creativity alive.
	SNU's mental health awareness and wellness club. This club is a safe space that aims to spread positivity throughout campus, hoping to pervade student's lives with joy by organising and engaging feel-good activities. This to easy access club will also provide a platform for people to share their own personal conflicts in the form of trained and supervised peer guides. We'll also be taking consistent aid from the mental health team of Blue Circle, the on campus medical service provider.
	At Mythiya, we analyse folklore, urban legends and mythology. We are not just satisfied with discussing these myths as they exist, but in viewing them through the lens of different disciplines.
	We are a collective of gamers and our aim is to provide the student body a variety of activities to participate in. The mission is divided into 2 different kinds of activities, namely: Online and Of- fline. The offline segments contains various Board Games, Card Games, etc. The online category contains all games which are available for the online platform such as COD, Cs Go, FIFA, DOTA, Fortnite, etc
	Sigree is a forum for food and cooking enthusiasts. We believe nothing can get people together better than food. We experiment, create and share our love for food with the SNU community.
	Shiv Nadar University's MUN society focuses on competing in multiple MUNs across the NCR MUN circuit and aims to organise inter and intra-MUNs. The entire team is determined to achieve these goals and has attended over 250 conferences, winning and receiving cash prizes in most of them.
	The SNUQC aims to make SNU a safer and more inclusive space for LGBTQ+ youth and every individual. We aim to increase awareness about how gender identities and sexual orientations affect us.


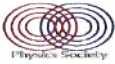








	<p>"Music gives a soul to the universe, wings to the mind and flight to the imagination." Snuphoria, the music society of Shiv Nadar University is the confluence of all the musicians to share and develop their passion for sound and music.</p>
	<p>SPIC MACAY is a non-political voluntary movement which seeks the promotion and conservation of Indian classical music and dance, folk arts, crafts and culture amongst youth by organising events of the same.</p>
	<p>When news affects discourse, it needs to be discussed. Stimulus, Shiv Nadar University's discussion society, aims to provide a space for conducive discussion and deliberation on thought-provoking subjects, where every voice is heard without bias. There is no winner or loser, just your opinion.</p>
	<p>The TEDx Club at Shiv Nadar University believes in the principle that Ideas Change Everything and provides a forum for fruitful discussions and propagation within the campus community. In lieu of this aim, the club organises the annual TEDxShivNadarUniversity conference on the world's biggest platform.</p>
	<p>Toastmasters SNU provides a positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.</p>
	<p>Pixels, photography and club of Shiv Nadar IOE, serves as a hub for photography enthusiasts, allowing enthusiasts across all skill levels to bond over a shared passion for photography.</p>
	<p>Wula, the Comedy club of Shiv Nadar IOE, focuses on different aspects of Comedy, including, Stand-up, Improv, Sketches and Memes, working towards bettering both comedians, and the people who work behind the stage to make the event happen. The club focuses on its members, who aspire to be comedians, and helps integrate different styles of writing to form a cohesive set.</p>
	<p>words.Ink is the literary and spoken arts club of Shiv Nadar IOE. It endeavours to create a safe space for discussion and self-expression. Poetry, Book, Fandom and Thespian sub-societies within the club facilitate vibrant and interactive discussions and even gameshows on all things literary. It often holds engaging workshops on various literary topics eg creative writing for members of the club</p>
	<p>Around The World, the language and culture club of Shiv Nadar IOE, helps members expand their knowledge and understanding of the languages, cultures, and festivals of different states and countries around the world, and assists students in obtaining a broader perspective spanning across languages and cultures.</p>
	<p>The Active Dreams, a nonprofit chapter at SNU, is dedicated to raising menstrual hygiene awareness and generating employment opportunities for women in rural India. Through its growth and efforts, TAD is fostering a positive influence in our community by challenging taboos and educating individuals. It offers a platform for individuals to make a significant difference in society</p>

Annexure C

Technical Clubs /Societies

	<p>The ACM(Association for Computer Machinery) Student Chapter is the Computer Science Society at Shiv Nadar University. We organize programming competitions and practice sessions, research talks by professionals from academia and industry, tutorials on technical subjects, and other computer science outreach activities on campus. Our activities aim to promote appreciation of the intellectual richness of the discipline while developing valuable professional skills in the student community.</p>
	<p>ACM-W (Association for Computing Machinery - Women in Computing, Shiv Nadar University) is a local chapter of ACM-W dedicated to supporting, celebrating, and advocating for women in computing. ACM-W provides a wide range of programs and services to ACM members and works to advance the contributions of technical women. ACM-W encourages more women participation, unites educators, researchers and professionals to inspire dialogue, share resources and address the field's challenges.</p>
	<p>Analytica is Shiv Nadar University's pioneering club dedicated to Data Science, Data Analytics, AI, and ML. Our mission is to foster a vibrant community where students can explore and excel in these fields through engaging workshops, seminars, and hands-on projects. We aim to drive innovation and inclusivity, empowering students to achieve greatness through the power of data.</p>
	<p>The ASCE chapter club at our institution is a vibrant community of civil engineering enthusiasts. Our mission is to elevate technical prowess and foster professional growth through engaging programs and activities. We offer opportunities for skill refinement and idea exchange. With access to research resources and mentorship, our club aims to ignite passion and excellence in civil engineering endeavours.</p>
	<p>Beyond Borders is the official society of the Department of International Relations and Governance Studies (IRGS). Despite being a young club, we strive to make the course and university experience extend beyond classroom lectures by conducting a variety of events that provide enriching engagement with the course content. The club also organises events that support students in their future endeavours, including frequent discussions on contemporary issues. Our core aim is to offer fruitful engagement to International Relations students through events and activities that encourage critical interaction with the course material, combining academically stimulating and enjoyable activities to deeply involve students with both the course and each other.</p>
	<p>As a chapter of SEDS (Students for Exploration and Development of Space) at Shiv Nadar University, we promote the love for astronomy and all things space by organizing stargazing nights, discussions, screenings and other exciting events in the university. We are a club not just for people in the STEM fields but for anyone who likes to wonder how the universe works.</p>
	<p>Chemistry is a central science, laying the foundation for understanding every phenomenon in the universe. The Chemistry Society is a technical club under the Department of Chemistry where we bring all chemistry enthusiasts under a single roof to satisfy their curiosity, share their knowledge and get a new perspective of the subject. Just like the subject itself, we are a versatile group that deals in revealing complex concepts in an enjoyable manner.</p>

	<p>The Design Club of Shiv Nadar University is a vibrant community fostering creativity and innovation. Focused on enhancing design skills and promoting collaborative projects, the club aims to provide students with hands-on experience in various design disciplines. Through workshops, competitions, and guest lectures, members are encouraged to explore new ideas and push the boundaries of conventional design. The club's mission is to cultivate a supportive environment where aspiring designers can grow and contribute to impactful projects, reflecting the university's commitment to nurturing talent and</p> <p>creativity. Our motto is Unite. Create. Inspire.</p>
	<p>E-cell strives to provide a platform for students and faculty to create, innovate, incubate and realise their entrepreneurial dreams while encouraging to "think upside down" to venture beyond the normal. By fostering a collaborative environment, we aim to transform visionary ideas into successful ventures.</p>
	<p>The Economics Society, Shiv Nadar IOE is a student-run society which aims to foster study and discussions pertaining to Economics. It is dedicated towards promoting Economics not only on academic grounds but through a culture which appreciates variability and versatility. We believe in making Economics accessible to all through encouragement and inculcation of ideas from various other disciplines. The Society holds its annual flagship event, Iqtisadiyyat which serves as a platform for accomplished academics and industry leaders to engage in economic discourse with students and provide valuable insights into the workings of the real world.</p>
	<p>At Finvest we are committed to expanding financial literacy and promoting financial independence among the student body. Our goal is to empower individuals with the knowledge and skills necessary to make informed financial decisions and take control of their financial future. We achieve this through a variety of engaging events and interactive sessions, such as Snifty and Finverse. Our community of dedicated members is dedicated to helping others</p> <p>achieve their financial goals</p>
	<p>What good is life science if you cannot communicate it? The students of the life science department have come together to break all barriers between the life science and the general public. Killing stereotypes to make it fun and understandable. With talks, movie screenings, and many more fun events, we strive to bring out the inner scientist in you!</p>
	<p>H2O - House of Haber's: The Chemical Engineering Society is a society for</p> <p>students interested in chemical engineering by organizing educational workshops, networking events, and industry talks. We aim to enhance member's academic and professional development while promoting collaboration & innovation within the field.</p>
	<p>IEEE is the world's largest technical professional organization dedicated to advancing technology for the benefit of humanity. IEEE and its members inspire a global community through its highly cited publications, conferences, technology standards, and professional and educational activities.</p>
	<p>The History Society believes that everyone has a sense of the past and an understanding of history. Our vision is to create a comfortable space for all to interact and we encourage a multi-disciplinary perspective on history.</p> <p>Throughout the year, we organise talks, film screenings, student quizzes, and other activities.</p>
	<p>The Department of Mathematics founded club indulges in mathematical events in not only academic but daily lives amongst the students to bolster fresher and ripper perspectives to mathematics and its applications. Probabilistic games are</p> <p>a campus-favourite and a regular event by the society.</p>

	<p>Mnemon, the History and Archaeology Society, aims to organise and host events that make history a more accessible discipline. The routine events of the club include organising a History Week, having game nights, discussions, film screenings, and partaking in heritage walks. The club's ethos is essentially the creation of an environment in which everyone is comfortable engaging with the various aspects of the discipline, and various discourses related to it.</p>
	<p>The Physics society at SNU is founded with strong will for nurturing physics in various possible ways. Its sole object is, and shall be, promoting physics and bringing physicists among students. It will provide a common forum for enthusiasts of physics at SNU for discussing subjects of common interest.</p> <p>Moreover, it will invite renowned national international academicians and researchers among students for enriching scientific temperament within and outside SNU.</p>
	<p>RoboYantriki, the Tech Heart of Shiv Nadar IOE is the place to tinker, innovate and create. Giving students enough exposure to various events and competitions through hands-on experience and curiosity. We are a multidisciplinary club enhancing problem solving and overall skill growth of individuals, with numerous achievements at national and international competitions.</p>
	<p>SAEINDIA is an affiliate society of SAE International, registered as an Indian non-profit engineering and scientific society dedicated to the advancement of the mobility community in India. The chapter provides engineering students with practical exposure to a leading professional automotive engineering society and the framework to start expanding automotive and automobile engineering activities without starting from scratch.</p>
	<p>Totem Pole is the student society of the Department of Sociology. It is responsible for making the discipline of sociology available to a larger audience through various events. In the past, we've held movie screenings and critical discussions, panel discussions and have collaborated with several other clubs on campus. Furthermore, members have presented and discussed undergraduate papers at other universities such as Delhi University, and O.P. Jindal.</p>
	<p>Trivium is the English Departmental Society which was formed in 2020. It aims to create a space for students to engage with concepts outside of the classroom and learn critical skills that will help them in life. By conducting events such as workshops, seminars, movie screenings and peer review sessions we hope to encourage students in going beyond the scope of what they believe English Literature has to offer.</p>
	<p>ASME-SNU offers a dynamic platform for engineering students, aiming to enhance technical competency and professional well-being. Engaging in events like E-Fest, it fosters global connections and provides opportunities for skill development and idea sharing. With a focus on design and innovation competitions, as well as access to research archives and mentorship, it inspires students to thrive in the world of engineering.</p>
	<p>Google Developer Student Clubs are university-based community groups for students interested in Google developer technologies. Students from all undergraduate or graduate programs with an interest in growing as a developer are welcome. By joining a GDSC, students grow their knowledge in a peer-to-peer learning environment and build solutions for local businesses and their community.</p>
	<p>ShilpKulam is the mechanical society of SNU, whose main aim is to make the students realise the importance of the subjects that they learn in their curriculum by inculcating it in the real-life projects. The society believes in faculty - student interaction, among students' kind of industry-oriented topics. The society has been conducting workshops and guest lectures on different subjects to garnish interest and enthusiasm of the students as per their interest.</p>
	<p>SNUCES, the civil engineering society of SNU is a technical club comprising of civil engineering enthusiasts. The society promotes industry-academic partnership for objective oriented learning and industrial relevance in academic research. It has been organizing industrial visits and talks. In the recent past, the society conducted several events and workshops for civil engineering software like Revit, BIM and AUTOCAD.</p>

Frequently Asked Question

What is Student Handbook?

The Student Handbook is a guide that explains university rules, policies, and procedures to help students navigate campus life. It covers academic requirements, conduct expectations, and contact information for various services. It's essentially a reference manual telling students what they need to know and who to contact for help.

How can I report safety concerns on campus?

You can report safety concerns on campus by contacting campus security or the DSA office. It's important to report any safety issues promptly to ensure the safety of everyone on campus.

What is the DSA helpdesk used for?

The DSA helpdesk serves as the primary support hub for students, catering to various needs such as lost & found items, CCTV footage permissions, booking accommodation for parents, and handling routine non-academic inquiries of students.

How can I obtain a duplicate ID card?

If your ID card is lost, you can request a duplicate through the ID Card Management System available in SNUlinks.

What resources are available for students experiencing financial difficulties?

We offer resources and support for students experiencing financial difficulties, including Scholarships and On Campus Jobs

Can I do an OCJ (On Campus Jobs) in my first semester?

First-year students are not permitted to participate in OCJ during their first semester.

How to book a room in the Visitor's Hostel for my Parents?

A mail should be sent to dsahelpdesk@snu.edu.in for booking VH with the following information.

1. Name of Student
2. Roll Number of Student
3. Relationship of visitors with student
4. Number of visitors, names, and attachment of government ID proof of each of the visitors
5. Reason for visiting
6. Dates on which the room is required (date of arrival and departure)

Emails by guests themselves/ those from a non-SN IoE ID will not be entertained. The request for VH booking will be considered only for parents of the students.

What transportation options are available for students?

The university-chartered buses are available for students on the weekends on paid basis. The bus shuttles between a Noida Great India Place Mall and the University. The Campus Affairs Committee manages the service, and the trips are planned on the recommendation of the committee.

What health services are provided on campus?

The University offers a wide range of Health services which provides physical and mental health support through a primary health care set-up and an OPD. Pre-hospital management care is done on campus and all medical emergencies are provided on a 24x7 basis. The Health Centre has a team of four doctors (general physicians), two resident physiotherapists, two clinical psychological counsellors, and dentist, besides nursing staff and ambulances. A visiting Psychiatrist, Orthopedic, Gynecologist, Dermatologist may be consulted at the clinic on their scheduled day of the week or fortnight. Deployed medical staff on campus has well defined OPD slots can be booked by logging on <https://www.healthyhcl.in/snioe/#book> or by walk-in to the clinic.

If I fall sick whom should I report to?

In case you are unwell while in the hostel, please contact the hostel warden. They will assist you for further management/shifting you to the health centre. If you are outside your hostel on campus, seek help from friends and go directly to the health center. Alternatively, you can ask the nearest security guard for assistance and call for an ambulance immediately if needed.

How can I call an ambulance in case of emergency?

Contact your hostel warden or dial on the mobile numbers: 9560517624 or 9311331953. Save them in your phone as emergency contact number.

Whom should I contact for special medical requirements and special meals in case of any food allergy?

Contact Mr. Sudhir Kumar, Associate Manager in the Department of Student Affairs, with valid medical documents. His email id is sudhir.kumar@snu.edu.in

How do I access online counseling services?

We have a tie up with India's largest Online Counselling services platform YourDost. You can access the website by visiting www.yourdost.com sign up using your official student email (@snu.edu.in), and begin chatting with a YourDOST expert for professional guidance. There is also a 24 X 7 helpline No. 1800 891 3499 for urgent consultation without prior appointment.

What is YourDOST?

YourDOST is an online counseling platform offering support for various concerns, available 24/7 in regional languages.

Are there charges for medical, counseling, and YourDOST services?

Primary medical facilities, counseling services (offline and online), and YourDOST counselling are provided free of charge to students.

How can I access mental health counseling services on campus?

You can access mental health counseling services on campus by scheduling an appointment with the counseling center. They offer confidential counseling sessions, support groups, and resources to help you manage stress, anxiety, depression, and other mental health concerns.

What support services are available for students with disabilities?

We provide comprehensive support services for students with disabilities, including accommodations for classes, assistive technology, accessible campus facilities, and disability advocacy resources.

Where can I report a ragging incident?

Contact Dr. Anshu Paliwal, Associate Director and Head of Student Life at D036D for in person visit or you may also like to write her at anshu.paliwal@snu.edu.in Or you may like to visit the Department of Student Affairs in D Block, Ground Floor, Office D010. You can also write to antiragging@snu.edu.in helpline at antiragging@snu.edu.in

What is a Family Group?

Family Groups, led by senior students, support first-year undergraduates during their transition to university life, providing guidance and access to information.

Who is a Gender Champion?

Gender Champions are student leaders who promote gender equality and respect within the university community, reporting to the Associate Director and Head of Student Life. First year students can also apply to become the Gender Champions. Forms will be out in the month of August for Freshers.

Who are peer support guides?

Peer Support Guides are students dedicated to providing support and guidance to their peers, especially those facing emotional challenges, to ensure a safe and inclusive university environment with utmost confidentiality. They are usually senior students.

Can I start a new club on campus?

Yes, you can start a new club on campus by submitting a club proposal outlining your club's purpose, activities, and membership criteria to the Dean of Students and Associate Director, Student Engagements office for approval. New clubs are usually approved if there is adequate demand for it.

Are there opportunities for international students to get involved in campus activities?

Absolutely! We encourage international students to participate in campus activities, clubs, and events to enrich their college experience and connect with fellow students. You can also explore cultural exchange programs and international student organizations.

Are there opportunities for students to showcase their talents through performances or exhibitions?

Yes, students can showcase their talents at various fests and events organized by the University. Students can also participate in events at other universities after due approval by DSA.

How can I stay updated on campus news, events, and announcements?

You can stay updated on campus news, events, and announcements through University newsletter, Digi screens placed on the campus, following official social media accounts, checking the university website regularly, and joining student communication platforms or apps.

What clubs and organizations can I join on campus, and how do I get involved?

You can join a variety of clubs and organizations based on your interests including academic clubs, cultural clubs, recreational clubs, and societies, as well as volunteer groups. You can get involved by attending club fairs, joining club meetings, participating in club activities, and taking on leadership roles.

What types of hostel rooms does the University offer?

The University provides Twin and Single rooms in both AC and Non-AC categories, with common toilets. Room allocation depends on the student's enrolled course and availability.

Are there hostel accommodations with attached bathrooms?

Yes, we offer accommodation with both attached and common bathrooms, depending on the course enrolled for and availability.

What facilities are available to students in the hostel?

Hostel facilities include 24/7 security, 24/7 power backup, 24/7 internet connectivity, Laundry services, Mess facilities, Sports facilities, First aid and medical facilities

How many meals are provided daily?

Four meals are provided: Breakfast, Lunch, Evening Snacks, and Dinner. In addition, there is a midnight mess provided from 2300hrs to 0200hrs.

What is the quality of food like?

The university contracts mess facilities based on Food Safety and Standards Authority of India parameters. Currently, Sodexo provides these services. The menu is created in consultation with student representatives and experienced staff. We maintain high food quality and adhere to strict hygiene standards.

What items are provided to students in the hostel?

Each student is provided with a bed with mattress, study table, chair, cupboard, AC / Non-AC room with common facilities.

Is there medical insurance for students?

Yes, the University provides medical insurance for all students upto an amount of Rs 2.5 lakhs (hospitalization only).

Is Shiv Nadar IoE a ragging-free zone?

Yes, Shiv Nadar IoE maintains a strict zero-tolerance policy against ragging in hostels and on campus, in compliance with Supreme Court, Government of India, UGC, AICTE, and State Government regulations.

Can students keep personal vehicles on campus?

No, personal vehicles are not allowed. Students are encouraged to use bicycles to keep the campus pollution-free.

Is there a laundry facility in the hostel?

Yes, laundry facilities are available in the hostel for a nominal charge, offering both wet cleaning and ironing services.

How do I report anything not working or needing repair in my room?

Write a mail, addressed to callbob@snu.edu.in with the cc to warden, to report anything not working or needing repair in the hostel room. For sample mail, please refer to Pg 42 in the student handbook.

What are the rules for leaving campus for the day or overnight?

UG students cannot leave campus without explicit permission, which can be applied online using the Digii campus app. The app has separate modules for day out and night out. Day out does not require approval, but night out needs parental approval for UG and RM students. PG, MBA, and Ph.D. students do not need parental approval for night out movement. All students/scholars must enter their details in the register at reception when going on a night out and close it upon return.

What sports are offered in the University?

Coaching for the following sports are available: Athletics (Track & Field), Badminton, Basketball, Cricket, Squash, Football, Volleyball, Table Tennis, Tennis, Yoga.

Other than this, there are student-led clubs for horse riding, chess, cycling and mixed martial arts.

What are the timings for sporting facilities?

Timings for ISC (Indoor Sports Complex): 6-9am and 5-9pm. ISC is closed on university holidays. Timings for outdoor courts of badminton, tennis and basketball are 6am-11pm.

Is there a membership charge for gym or any other sport?

Currently, there is no fee for any of the facilities.

Will sports equipment be provided?

Yes, equipment may be issued from the sports store depending on availability. However, it is recommended that you get your own equipment. Racquets, footwear and sports clothing should be brought by students for their own use.

Do the teams participate in external and inter university tournaments?

There are university teams for all the coached sports and chess which regularly go for inter university tournaments. Surge, The Sports Fest of Shiv Nadar IoE organized in Oct/Nov each year is one of the biggest events as various universities come to our university to compete in a multitude of sports.

Are there any internal/recreational events?

Yes, two of the highly anticipated events are the SNU Sports League and the Inter Hostel Cluster Sports League. In addition the sports department organizes running and cycling events from time to time.

There are various other recreational and competitive events happening year round as well. Please keep an eye on your inbox for communication regarding the various sporting events.

Are there leadership opportunities with sports?

Yes, there are multiple opportunities which include being a part of the Sports Committee, Manager of a club in SNU Sports League, Surge etc.

Academic Calendar Monsoon 2025



https://snu.edu.in/site/assets/files/16490/academic_calendar_monsoon_2025_2.pdf?v=2

Emergency Services

Save the Emergency Phone Number (see at the back of ID card). It will get connected to the security (or)

Press SOS option available in the Shiv Nadar IoE app*

*It is mandatory for students to download Shiv Nadar IoE app from playstore / appstore.

The Institution reserves the right to make additions, deletions, or changes to these policies at any time. The updated version of The Student Handbook is available on this website.

SHIV NADAR

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**Know What/Where/How
on the Shiv Nadar IoE campus**

www.snu.edu.in/home