SHIV NADAR

INSTITUTION OF EMINENCE DEEMED TO BE
UNIVERSITY
DELHI NCR

Welcome Home!
Student Handbook 2024

Contents

Message from
The Vice-Chancellor

Dear Students,

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.

Dr. Ananya Mukherjee
Vice-Chancellor

Message from
The 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 2028, 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. Biometric turnstiles have been installed in the hostels as an additional safety measure. We are also in the process of renovating some of the sports facilities.

The facilities and opportunities available to you at Shiv Nadar IoE are truly world class. Do make sure to use of them while you are here. 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 challenges and build your capacity to thrive.

Let me remind you all that ours is an inclusive and enabling University that respects diversity and encourages innovation. There is no place for any form of discrimination or disrespect, and certainly no tolerance for ragging at our University. Assist and support each other in all that you do, so that everyone feels included and enabled in every sense. 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

To empower individuals and communities to realize and exercise universal freedom through acquisition and application of knowledge by:

Dedicating to the development, organization, preservation, dissemination, and application of knowledge in a wide range of fields of study.

Committing to excellence in teaching, discovery innovation, scholarship, and service to expand the scope of human understanding, and contributing to the betterment of the world.

Pledging to serve the higher education needs of State of Uttar Pradesh, India, and the global community.

About The 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, master's 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. The core of the university consists of a select, world-class faculty with doctoral and postdoctoral experiences from ranked universities all over the world.

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

Our Leadership

Mr. Shiv Nadar
Founder

Mr. Shikhar Malhotra
Chancellor

Dr. Ananya Mukherjee
Vice-Chancellor

Col G Raja Sekhar (Retd)
Executive Director

Professor Sundar Venkatesh
Dean, School of Management &
Entrepreneurship
Dean, Academy of Continuing
Education

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

Dr. Sanjeev Galande
Dean, School of Natural Sciences
Head, Department of Life
Sciences

Dr. Suneet Tuli
Dean, Research & Partnerships
Professor, Electrical Engineering

Professor Partha Chatterjee
Dean Academics,
Professor, Department of
Economics

Brigadier Steve Ismail (Retd)
Dean Students

Mr. Sudhir Naudiyal
Registrar

The aim of the Student Handbook is to provide you with comprehensive information about various aspects of studying at our institution, assisting you in comprehending and navigating the various components of your journey with us.

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

This edition of the handbook pertains to the academic year 2024-2025 and supersedes any earlier edition. This Student Handbook is available on the University website and on the intranet, SNU Links: https://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 differences. The goal is to foster a diverse environment that helps everyone thrive and create a positive impact.

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

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-curricular activities, and events as well as organization and 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 goals, developing skills, expanding networks and creating lasting memories.

- 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 memorable experiences within educational institutions and communities.

- 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   Student Startups

The University's students make the best of the challenges and opportunities available to them. Several of our students have started entrepreneurial endeavours while pursuing their education on campus.

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.
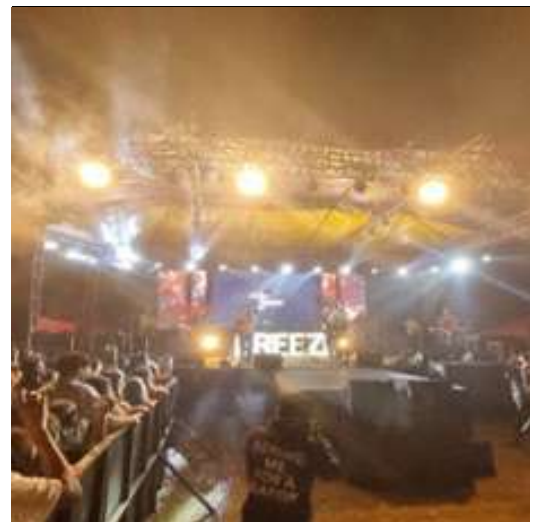
For more insights, please visit the Instagram page.
https://instagram.com/breeze.snu?igshid=2hpbeosp2eaj

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 15 buildings across the campus. Wardens are assigned ensure smooth functioning of various facets of hygiene, safety and security and miscellaneous needs of the student community.

Each building has certain common facilities as under:

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 resident students. 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 blanket, shoes, jackets, foot mats etc in the washing machines is not allowed. The washing machines are functional from 0600 hours to 2330 hours in all hostels 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 cleansed daily, while the individual hostel rooms are cleaned twice a week by the house keeping staff.

Pantries:
Each hostel is provided with a pantry on the ground floor, equipped with microwave oven, egg boilers, induction cook tops, toaster, and kettle. 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. 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

There is a Health & Wellness Centre on campus. It provides primary medical 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 attended to on a 24x7 basis.

It has observation and emergency rooms with necessary equipment, managed by professionally qualified and well-trained paramedic staff. 24x7 Doctor (GP), nursing staff & ambulances are available as well. An Advance Life Support (ALS) ambulance and patient transport ambulance (PTA) are available 24x7, to support transfer of patients to tertiary care for further specialized treatment when required. There are well defined OPD slots which may be booked for consultation with the medical professionals by logging on https://www.healthyhcl.in/snioe/#book or by walk-in to the clinic. Pathological samples are collected at the Centre for testing on paid basis.

The campus also houses a 24X7 pharmacy, which caters to all OPD requirements. Along with general 'Over the Counter' medicine, orders for prescribed medicines can be placed and other products connected with health and hygiene are also available.

Living in a new environment outside the familiarity of home can create overwhelming and stressful feelings. Counselling provides the tools and insights to better manage mental health issues, such as anxiety and depression. Two clinical psychologists live on campus to provide counselling services to help students navigate difficult situations and a psychiatrist visits the Health Centre once a week.

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 centre on-campus, students are provided medical insurance by The New India 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 will be communicated to the students as 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.

For any queries related to Medical Insurance please contact:

- Mr. Ajay Sharma, Warden (Boys Hostel) – 9907703912

2. SPORTS

Shiv Nadar IoE encourages all students to not only excel in academics but also to learn and play sports. The sports programme at Shiv Nadar IoE offers activities in sports, recreation, and fitness, adding a great deal of vitality through recreational and competitive events organized in-house and throughout the northern region of India. Through participation in sports, students learn that awards and accolades do not define success in life, but rather our ability to collaborate, work together and have a positive impact on others.

2.1   Facilities

Indoor Sports 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 winning design architecture in 2017.

- 4 Badminton Tera Flex Courts
- 2 Basketball Wooden Courts
- 6 Table Tennis Tables Arena In Isc, 10 Tables In Hostels
- 4 Squash Courts
- 1 Pool Room

- Chess and Carom
- Gym
- Running Track
- Yoga Hall
- Artificial Climbing Wall

Outdoor Sports Facilities: Outdoor facilities are operational during day and night. These includes:

- 2 Badminton synthetic courts
- 3 Basketball synthetic courts
- 3 Tennis synthetic courts
- 1 Cricket Ground with 4 Cricket Nets
- 2 Football fields

- 2 Volleyball courts
- Equestrian Training
- Golf Course
- Outdoor Artificial Climbing wall

2.2   Surge

Surge is the annual 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 and sportsmanship among college students. The festival also encourages students to participate in sports activities that they may not have had the opportunity to try before.

Surge 2023 took place from November 3-5, 2023, and featured over 1200 athletes from 70 institutions competing in a wide range of sports, including athletics, basketball, cricket, football, hockey, kabaddi, swimming, table tennis, and volleyball. The fest also features a number of cultural performances and entertainment events.

2.3   Shiv Nadar IoE Sports League

Shiv Nadar IoE SL is a student sports council initiative, which has helped the university to build stronger teams and provides an opportunity for spotting sports talent among the students. Over the years, participation in Shiv Nadar IoE SL has increased among the student community of Shiv Nadar IoE. The students are divided in four clubs namely Falcons, Phoenix, Panthers and Bulls, which compete against each other various sports.

External Participation

Students are encouraged to participate in external events hosted by IIT's and other Universities for AIU, as well as in National, and International tournaments.
- All students are provided equal access to all the sporting facilities/activities with prior sign up to choose an activity of their choice and time slot.
- All students will be required to strictly adhere to the rules laid out for every activity.
- All students should bring their own personal equipment for playing sports such as racquets for racquet sports, balls and shuttles. Cricketers must have their personal kit, sports t- shirts/apparel , towels, caps, water bottles etc.
- New/ existing students should also arrange their own sports specific/ running shoes with extra pairs, studs, non- marking shoes for indoor sports, basketball shoes, tennis shoes, cricket shoes etc.
- Students requiring usage of lockers at indoor sports complex will be provided on request. Athletes will be responsible for the contents of their lockers. Missing/lost keys will attract heavy fine.

3. STUDENT SUPPORT SYSTEM

3.1 Family Groups

All first-year undergraduates are assigned to a Family Groups, guided by a Family Head selected from the senior classes, 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 (DSA Helpdesk)

DSA 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 DSA help desk collates queries or reports received from students over email and forwards them to the relevant authority for processing and resolution.

> *i* **Mailing ID: dsahelpdesk@snu.edu.in**

3.3 Gender Champions

Gender Champions are responsible leaders who facilitate an enabling environment within the Shiv Nadar University 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 noble 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 is proud to have 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 report to the Associate Director of Student Life and 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.

Students doing OCJs are paid a stipend for their work and it helps them to imbibe a sense of accountability and responsibility. 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 will be paid 100 rupees per hour for OCJs during full 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 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) 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. The Heads of the Hostel Committee report to the Secretary of Campus Affairs regarding the effective discharge of duties by the Hostel Committee.

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 of 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 incidence occurring in the hostel premises to the warden
- The hostel committee meets 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 Affair Secretary meets the Hostel Head Administration.
- The Campus Affairs Secretary along with the hostel committee conducts hostel townhall at regular periodic intervals.

3.9   Cycles on Campus

At Shiv Nadar IoE, we believe in maintaining a green campus. Our aim is to encourage the use of bicycles and, thereby, help our campus remain sustainable, congestion and pollution-free, and healthy. A fleet of 40 bicycles is managed by the Campus Affairs Secretary of the Student Council.

The person renting a bicycle shall be treated as the owner of the bicycle until its return at the end of the rental term. In order to stay informed and coordinate with the proper authorities, they must join a WhatsApp group. The renter is liable for the bicycle, including any damage, throughout the rental term. If the bicycle is damaged while the student is using it, they may have to pay a fee decided by the campus affairs secretary. By the due time, the cycle must have been returned. Additional fees or penalties may be imposed for noncompliance. The Campus Affairs Secretary through the Dean of Students, shall have ultimate authority over any questions or concerns regarding the planning, implementing and renting policy.

RENTING A BICYCLE IS EASY:

- Students will be notified via email of the availability of the bicycles and their designated meeting spot.
- After providing their information to the volunteer in charge and paying Rs 150/-, they would be able to pick up a bicycle.
- Students will receive an email with instructions for returning the bicycle one day prior to the scheduled return date from the Campus Affairs Secretary.
- The students can bring their bicycle to the designated location to return it.

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:

i 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.

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

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

Process for Filing Anti-Ragging Undertaking/Affidavit

i. 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.

ii. 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.

iii. 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.

iv. 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 selection of room partner and accommodation in the hostels.

v. It shall be the responsibility of the parents/guardians of the freshers to 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. To 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 (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 hearing 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 hearing 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 a 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 Institute of Eminence (Shiv Nadar IOE) (Deemed to be University), Delhi NCR, 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 Internal Complaints Committee. 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. 01 August 2024, 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, Delhi NCR. Club functionaries and members of student Government have to take these sessions before they can take over their duties. 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.

All students are advised to finish a one-hour online course on 'Consent Matters' that is offered by the online division of Sage Publication. 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/site/assets/files/3875/snu_icc_policy_may2023_1.pdf

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Shiv Nadar IOE Gender Policy: https://snu.edu.in/site/assets/files/3875/snu_icc_policy_may2023_1.pdf

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

DSA Helpdesk – dsahelpdesk@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

5. OTHER SERVICES

5.1 Student ID Card

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 misused. Shiv Nadar IOE has an online process for applying for a duplicate identity card. The tab for applying is active on SNU Links.

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 be dealt with severely.

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 27 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 nonvegetarian breakfast, lunch, evening snacks, and dinner as per the published menu, as well as certain a-la-carte options. It accommodates requests for specific diets, such as Jain and Vegan, as well as caters 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 Cab bookings, students may take help from the following authorized service providers. University vendors for Personal booking

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

Student Transport
- Sat – Sun – AC Bus from Shiv Nadar IOE To GIP Mall (Noida) At 9:00 And 18:45 Pm back at 11:00 And 19:45 @ Rs -100/ Per Single trip.

- Sat – Sun – AC Bus from Shiv Nadar IOE To Pari Chowk (Gr Noida) At 12:00 And Pari Chowk to Shiv Nadar IOE at 15:00 • @ Rs -50/ Per Single trip.

Shiv Nadar IOE Internal Shuttle
A regular campus shuttle service runs every 20 minutes from Main Gate – Tower 10 – A Block – Library – Inner Gate (Hostel) – Main Gate.

Shuttle Route

Gate 1 — DH3 — Cluster 3 Gate — Parking 1 — D Block — A Block — Tower 10 — Gate 2

From	To	Time		Schedule	Type Of Transport	Pickup location
		SN IoE	Back			
Shiv Nadar IoE	Noida (Sec 18)	09:00	11:00	Sat - Sun	Tempo Traveller (20-Seater/demand based)	Near Foot Over Bridge near Indian Oil Petrol Pump
Shiv Nadar IoE	Noida (Sec18)	18:45	19:45	Sat - Sun		
Shiv Nadar IoE	Pari Chowk	12:00	15:00	Sat - Sun	Tempo Travelers (20 Seater)	Bikanerwala near Pari chowk (aqua line metro)
Shiv Nadar IoE	Pari Chowk		Sat - Sun			
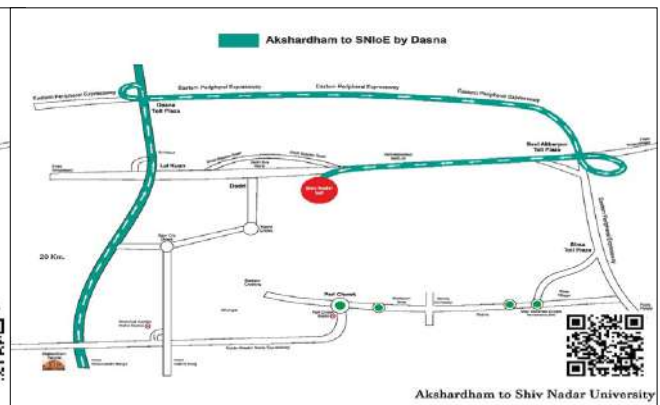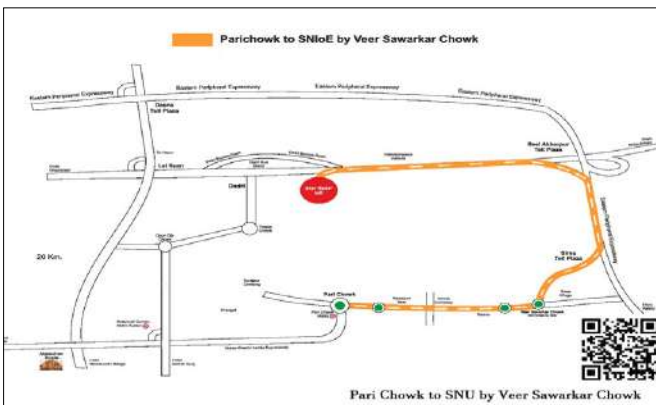
Pari Chowk to Shiv Nadar University by Veer Sawarkar Chowk

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 DSA Helpdesk for booking VH in the specific name of person(s), indicating relationship to sponsor student. Emails by guests themselves/ 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 DSA help desk. Meals are available on a chargeable basis and the payment should be made 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 might facilitate pickup from Gate no.1 if possible.

- Visitors Hostel booking should be made at least three working days prior to requirement. (Working days Mon-Fri).

- Driver (if any) accompanying the visitors, can 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. In case of self-driven cars, the same would 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.

i   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 this 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 activities.
- No students should indulge in any activity, on or offline, that hurts or targets any other students.
- University's rules and policies are strictly to be followed. 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 of 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 Deemed to be University observes zero tolerance for offences as is detailed below:-

1. 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 interpreting the acts of ragging recourse would also be taken to the definition of ragging as is stipulated in Vishwa Jagriti Matter (1999) and the UGC Regulation on curbing the menace of ragging in Higher Educational Institutions, 2019.

2. No persons shall cause sexual harassment at study place and 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.

3.   Procuring and/or Possessing and/or Consumption and/or Aiding and/or Selling of any narcotic drug or psychotropic substances.

4. Causing injury to the faculty, staff, administrative members of the University in and off-campus.

Penalties:

The penalty for offences classified under Zero Tolerance, Shiv Nadar IoE Deemed to be University 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. In certain maters 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 the academic and disciplinary probation during their remaining stay in 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 (for more information please refer to the Policy for dealing with Violation of the Student Code of Conduct). 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 allotted time has passed.

6.7   Termination

Any student found guilty of persistent violation of guidelines may be expelled or terminated from the Shiv Nadar IOE (for more information please refer to the Policy for dealing with Violation of the Student Code of Conduct). This would constitute permanent severance of the student's relationship with the Shiv Nadar IOE.

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 students enrolled at the University have to stay on the campus for the duration of their respective programs (except PhD scholars). Please read the following carefully.

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 held with the warden when occupying or vacating their rooms. Wardens will assist in the process.

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 deposit their hostel fees as directed to the Finance Department. The Living Expenses which includes 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.

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. Rules ignorance 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 of Hostel

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 Head Hostel Administration in writing.

2. Restricted Hostel Hours (RHH) will apply for first-year UG students. 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. This restriction does not apply to students in other hostels, but they must use this freedom responsibly.

3. Students are not allowed to leave the campus before 06:00 AM and after 08:00 PM on weekdays. All those who are outside the campus are required to return to the campus premises before 08:00 PM on weekdays and 9.00 PM on weekends.

4. Students are not allowed to keep speakers in the hostels or play loud music. The speakers of any size or kind if 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.

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 Head Hostel Administration.

6. Possession or consumption of alcohol, cigarettes, and substances of abuse is strictly prohibited on and off campus. Aiding, abetting, consumption, and possession of any such material and activities are liable to strict disciplinary action leading to heavy fine and may lead to suspension / termination from the university.

7. Trespassing into unauthorized areas is a strictly punishable offence.

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 at the discretion of the authorities.

9. Students are required to always carry their identity card and produce it on demand by any authorized person. Students will not be allowed to move in or out of campus without a physical ID card.

10. Students are required to cooperate fully with the authorities to ensure security and shall not argue with security personnel.

11. The warden or any authorized member can inspect any student's room at any time, with at least one Shiv Nadar IoE student present.

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

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

14. The electrical wiring/fittings in the hostel rooms are not designed for heavy loads; therefore, the use of electrical appliances such as a refrigerator, Air cooler, electric iron, electric kettle, induction cooktop, Equipment's having heating element (i.e Heater, electric blanket, heating pads etc), Table / Pedestal Fans, immersion rod, etc. is not allowed. Hair dryer (below 500 watts) and trimmer (below 500 watts) are permitted and will not be confiscated. Any equipment other than provided by the hostel authorities, if required on medical grounds or otherwise has to have written approval from the Head of Hostel Administration. If found such items will be confiscated and not returned. If the offence is repeated and the items are again confiscated, the hostel administration may impose additional penalties as deemed appropriate.

15. Mess utensils are not supposed to be taken out of the Dining halls.

16. 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 after taking appropriate approval from the concerned department.

17. Cooking is not allowed inside the hostel rooms / premises, except for hostel pantries. Possession of cookware other than a pan is not permitted.

18. 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 disciplinary action.

19. 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 and cannot be represented. The university authority will not be responsible for any unattended belongings in or outside the hostel premises or common areas. Any expensive items / jewellery / cash should be avoided.

20. 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 briefly and in detail in the Policy Document.

B.2   Actions against Latecomers

Undergraduate students must adhere to strict campus entry rules. Students arriving after 8:00 PM on weekdays or 9:00 PM on weekends are required to surrender their ID cards to security at Gate No. 1. These cards are then deposited at the DSA Office. To reclaim their IDs the next working day, students must provide an acceptable reason for their late arrival and sign a register. Late arrivals without valid reasons and proof face penalties. These rules apply throughout the academic year, typically running from July or August to the same month the following year. The Department of Student Affairs oversees disciplinary matters related to these procedures. All students are expected to comply with these regulations, which are designed to maintain campus security and discipline.

The return of ID card will be governed by following:

1. First-Time Late Entry – Respective wardens will issue a written warning within 24 hrs; gate pass, night out, and day out will be banned for a week. A copy of the warning letter will be emailed to parents/guardians.

2. Second Time - Gate Pass will be withheld for 15 days, and a fine of INR1000/- (Thousand only) will be imposed; payment of the same can be made via a QR code at the Office of DS. Respective wardens will issue a written warning, and a copy of the warning letter will be emailed to parents/guardians.

3. Third Time - The matter will be forwarded to the Disciplinary Committee (DC); till the decision is communicated by the DC to the student, the Gate pass will be withheld. Parents/ Guardians will be notified via email.

B.3   Exiting the Campus

1. UG students cannot leave campus without explicit permission, which can 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 details in the register at reception when going on a night out and close it upon return.

2. The Digii campus process must 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.

3. 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.

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 the warden for emergency care.

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

3. The inventory form must be filled, signed, and submitted to the hostel warden during check-in, and any damages or losses must be noted and signed by the student during check-out.

4. 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.

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.

B.6   Visitors at the Hostel

1. 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 of any Kind

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 replacing 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.

3. Please refer to Damage Policy in Student Policy section via: **SNU Links. https://snulinks.snu.edu.in/ snuPolicies/students/**

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 cycle parking.

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 on campus must 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 permission from the Dean of Students for bringing personal vehicles to the campus, along with proof of ownership and other relevant, mandatory documents. The vehicles will remain the responsibility of the students and Shiv Nadar IoE will not be responsible for their safety.

4. Students are not permitted to park any motorized vehicles in or around the hostel blocks. These are to be parked at the location approved by security head through mail.

5. Any bicycle/vehicle parked in an unauthorized location will be impounded and released after payment of a fine and time duration solely at the discretion of the Dean of Students.

6. Cycles 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 and such cycles will be disposed of as scrap after a certain duration.

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 – Google Suite for Education
- Productivity tools - Microsoft Office 365 suite
- Campus Connectivity – Inter-building connectivity, LAN, Wi-Fi, and Internet services.
- Collaboration Platforms for Online Classes like MS Teams, Google Meet, etc.
- University ERP, Mobile App, and associated applications
- Biometric Access control & Attendance system
- DigiiCampus App (formerly CollPoll) for various processes
- High Performance Computing Cluster
- SNU Net ID (required for accessing various computing resources) and Self-service portal for user account management.
- Blackboard - Learning Management System
- Lecture Capture facility in select classrooms
- 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 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   Shiv Nadar IOE Net ID

The University Net ID 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 visit **Net ID Password Setup** (First Time Users) to setup the Net ID and to update personal contact details.

** Please ensure that you add your personal email address and mobile number on the Microsoft Office Portal during the setup of your 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 recommended that all your devices support Wi-Fi 6 standards.
- IoT devices 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 acceptable use of electronic services. The below 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.

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 a one-click solution for feedback/queries/complaints regarding academic and non- academic issues.

- Features available on the app:
- Campus, campus life and programs offered
- Campus news
- Campus map
- Dining menu
- Sports news and events
- Information on research programs, international partnerships, career development center.

Kindly download the app from play store/ app store.
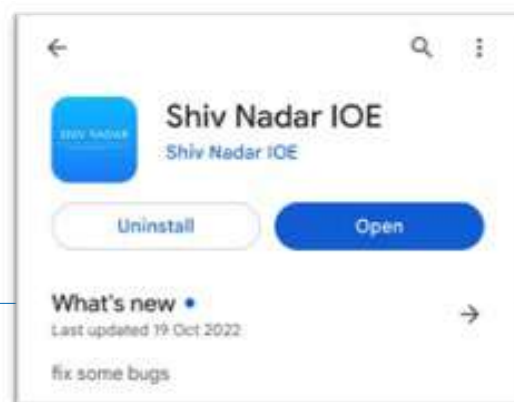
Digii Campus Mobile App

Students can download the DigiiCampus (formerly CollPoll) app, available on Google Play Store and Apple App Store. The App is used for:
- Campus Entry/Exit process
- Student Information Portal for Mess, Activities, Events.
- 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.

Payment of Fee in Instalments:

The University has an agreement with Grayquest Education Finance Pvt Ltd to enable payment of fees in instalments at competitive rates. Those who wish to opt for this payment method are required to indicate at the Student Payment Centre (SPC). More information on this is available here:

https://snulinks.snu.edu.in/fee_grayquest/Grayquest_

9.4   Scholarships

Students are eligible for various scholarships. Please refer to the updated fee policy document available on SNU links for details related to the same.

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

9.6 Additional Information/Services available with App Login:

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

10. UNDERGRADUATE DEGREE REQUIREMENTS

To earn an undergraduate degree (major) at Shiv Nadar IoE, a student has to complete the credit requirements for the opted major. The total credits for each major are at least 150 but may be higher. (For instance, all B.Tech. programs require at least 160 credits). Apart from the total credits, students must meet each major's particular course requirements as well as the University requirements in the categories of core common curriculum and University wide electives. Finally, to graduate, a student must have a final CGPA of at least 5.00.

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 category and a maximum of 30 Credits in CCC Category. Six credits from the Major Elective, UWE, and CCC categories are in the Floating Category.

Every department has an Undergraduate (UG) Advisor. The UG Advisor is the first point of contact for any advice on academic matters. Please do contact them at the earliest.

Credits:
Each course offered at Shiv Nadar IoE carries credits that are calculated on the basis of the number of contact hours per week (for a course) that runs the whole semester. The listings of the credits are given as L: T:P, wherein L is the number of lecture hours, T is the number of tutorial hours, and P is the number of lab sessions. A typical lab session is of 2 to 3 hours of duration and is counted as one contact hour. Once a student successfully completes a particular course, he/she shall have earned as many credits as the course carries.

Grades:
At the completion of the credit course, every student who has registered for that course shall be awarded a letter grade. 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 or 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

CGPA = (5×10+4×7+4×4+3×6) / (5+4+4+3) = 112/16 =7.00

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 Second Semester onwards, his/her Admission from the University Shall be terminated.

Duration: In general, a student can take between 6 to 12 full semesters to complete an undergraduate program, with 8 semesters being the ideal. However, individual majors may require more than 6 semesters as minimum. (`Full semester' refers to the Spring (January to May) and Monsoon (August to December) semesters.

Graduate Degree Requirements:

To earn a graduate degree in a specific program from Shiv Nadar IoE, a student has to complete the requirements as prescribed by the program. The requirements may consist of a mix of core and elective courses offered by the program. Several programs may also require completion of project/thesis for degree completion. The total credit requirements for graduation would vary depending on the program of study but shall not be less than 48 credits for a master's degree. The department shall prescribe the number of credits required from core and elective courses. Core courses are to be taken by all students of the program. The elective courses are choice based and may be offered by the program for students to choose from to fulfil their credit requirements. Detailed information regarding courses and degree requirements shall be available from individual departments. The postgraduate adviser of the program shall be available to provide more information and guide individual graduate students.

i

The academic regulations for Master degree program is available in SNU Links:

https://snulinks.snu.edu.in/snuPolicies/Academics/Masters/

Doctoral Programs:

The University's Ph.D. program regulations define the academic requirement, rules and regulations for obtaining Doctoral degree. The respective departments and the student's individual doctoral committee shall define the coursework requirement for a doctoral student. The individual courses shall follow the policies mentioned in master's Program Regulation.

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

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

Attendance Policy for UG

1. Attendance is mandatory for all courses.

2. All undergraduate students at Shiv Nadar IoE are expected to be present for all of the scheduled classes. For whatever official or private reasons, a shortfall of no more than 25% is permitted on each course.

3. Failure to meet the attendance requirements in a course will lead to an F* grade in that course.

4. Admit cards for appearing in the end term exam in all registered courses will be available for students to download a day before the start of the exam. Any course in which a student is registered and has not satisfied the minimum attendance requirement would not appear in the admit card and hence the student will not be allowed to take that exam. The student would receive F* grade in courses where attendance is short.

5. In the case of the first half CCC, if a student is short on attendance, the student will be barred from taking the final examination. Please note that even if the student appears for the final examination, the student will be awarded F* grade (due to attendance shortfall) via the Grade Submission System in case no exceptions are made by the Dean of School.

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.

> *i*
> 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.

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 under any circumstances.

To apply for the waiver, students can obtain the requisite form from the DSA Office. Students will be required to provide relevant details regarding their final year programme, including the name of the organisation or university where the internship, external project, or exchange programme is being pursued, as well as the duration and other relevant data. Students must also submit supporting documents, such as confirmation letters, an endorsement/approval from their faculty/staff advisor, and department head.

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.

The requisite form must be submitted in the DSA office 15 days prior to the program's commencement date. The Office will examine the applications and verify the students' eligibility based on the provided information. The waiver of food and laundry charges will be applied to the student's account for the duration of the approved programme once the application is approved. 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.

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.

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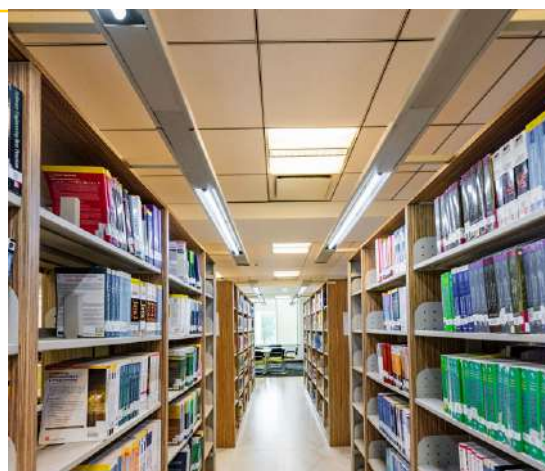
Library circulation:
• Patron should have their University ID Cards. It also works as their library card.
• Students can borrow a maximum of two books in a day
• Books can be re-issued twice

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).

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	

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 vision of the Alumni Relations Office is to interest, inform, engage, and organize alumni to nurture mutually beneficial relationships with Shiv Nadar IoE to promote and provide support to the University. This helps the university to progress and enhance its position in the nation and around the world to transform into a leading academia.

- We have over 5000+ alumni as part of our global network.

- Organizing alumni meets with Bangalore, Chennai, Hyderabad, and Mumbai-Pune Chapters, Annual Reunions, Talk Series, Webinars, and Virtual alumni meet-ups are part of some of our alumni engagement activities.

- We encourage you to read our alumni magazine's editions to enrich yourselves with some inspiring insights about our alumni.

i Read here: https://snu.edu.in/alumni.

Restricted acts with the alumni of the University:
- Taking a member of the alumni to your hostel room is prohibited, and if found, it may invite disciplinary action. At any point during your stay or completion of any program at the campus, you are restricted from entering the visitor's hostel or being involved in any restricted act or in and out of the bound area of an alumnus.

"Please contact the Alumni Relations Office at alumnirelations@snu.edu.in to learn more."

Alumni Card Blocked:
- The students/Alumni awarded the decision of 'Alumni Card Blocked' (SHIV NADAR IOE Alumni ID Cards) by the internal disciplinary committees on account of any misbehaviour and misconduct deemed by the DSA and Alumni Relations Office, Shiv Nadar IoE, the alumni ID card as well as their membership will be subsequently considered invalid and suspended. This signifies that the alumni card will not be accessible or useful in any form. They will be blacklisted as well, barred from entering the university grounds and attending official events. The DSA and alumni relations office reserves all the rights to suspend any individual with due reason and belief of contention.

OFFICES AND SERVICES

Department of Student Affairs

Brigadier Steve Ismail (Retd.)
Dean of Students
dean.students@snu.edu.in
steve.ismail@snu.edu.in
Extn : 252
Office location : D010

Dr. Anshu Narendra Paliwal
Associate Director & Head of Student Life
anshu.paliwal@snu.edu.in
Extn:655
Office location:D036D

Dr. Jitendra Prajapati
Assistant Dean, Student Mentoring
Assistant Professor, Department of
Electrical Engineering
jitendra.prajapati@snu.edu.in
Extn: 663 ;
Office location:C216A

Dr. Ankit Gupta
Assistant Dean, Student Conduct
Assistant Professor, Department of
Mechanical Engineering
ankit.gupta1@snu.edu.in
Extn: 667
Office location:C212

Mr. Sudhir Kumar
Associate Manager
sudhir.kumar@snu.edu.in
Ext. 837 ; Office location: D010

Ms. Karthika
Student Affairs Coordinator
karthika@snu.edu.in
Ext:462 ; Office location: D010

Hostels

Capt. Anita Ganjoo
Head-Hostel Administration
anita.ganjoo@snu.edu.in
Ext. 455
Office location: D036A

Mr. Gaurav Bhardwaj
Sr. Warden (Boys' Hostel)
gaurav.bhardwaj@snu.edu.in
Ext. 6605

Ms. Anuradha Sharma
Sr. Warden (Girls' Hostel)
anuradha.sharma@snu.edu.in
Ext. 326

Mr. Vishveer Singh
Sr. Warden (Boys' Hostel)
vishveer.singh@snu.edu.in
Ext. 680

Ms. Neelam Chaudhary
Sr. Warden (Girls' Hostel)
neelam.chaudhary@snu.edu.in
Ext. 691

Ms. Preeti Jain
Warden (Girls' Hostel)
preeti.jain@snu.edu.in
Ext: 393

Mr Balbeer Bahadur Singh
Warden (Boy's Hostel)
balbeer.singh@snu.edu.in
Ext: 728

Ms. Vineeta Ruhela
Warden (Girls'Hostel)
vineeta.ruhela@snu.edu.in
Ext: 6931

Mr. Ajay Sharma
Warden (Boy's Hostel)
ajay.sharma@snu.edu.in
Ext: 6617

Mr Varun Sharma
Warden (Boys Hostel)
varun.sharma@snu.edu.in

Ms. Savita Srivastava
Warden (Girls Hostel)
savita.srivastava@snu.edu.in

Mr. Anil Kumar
Warden (Boys Hostel)
anil.kumar1@snu.edu.in

Yasphal Singh
Associate Manager
Yash.singh@snu.edu.in
Ext: 6522
Office location: D132.5

Sports

Dr. Amrish Tony
Director, Sports
amrish.tony@snu.edu.in
Ext. 724
Office location: ISC

Mr. Pawan Negi
Sr sports officer & Table tennis coach
pawan.negi@snu.edu.in
Ext:372

Mr. Ujjawal Bahuguna
Badminton Coach
ujjawal.bahuguna@snu.edu.in
Ext:372

Ms.Sudipta Sil
Yoga Instructor
sudipta.sil@snu.edu.in

Mr. Parminder Singh
Gym Instructor
Parminder.singh@snu.edu.in

Mr. Shaurya Singh
Internal Sports Coordinator
Shaurya.singh@snu.edu.in

Mr. Sanjay Kumar
Football Coach
Sanjay.kumar@snu.edu.in

Mr. Parmeet Singh
Squash Coach
parmeet.singh@snu.edu.in

Mr. Rajat Sharma
Volleyball Coach(Part Time)
Rajat.sharma@snu.edu.in

Mr. Arpit Gupta
Tennis Coach(Part time)
Arpit.gupta@snu.edu.in

Mr. Surender Singh
Cricket Coach (Part Time)
Surender.singh@snu.edu.in

Contact Sports Office:
Office Location - ISC
Webpage: https://snu.edu.in/campus-life/sports
Email: snusports@gmail.com
Instagram: snusports_official
Facebook: DPE.SNUSPORTS

Student Council

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		
Position	**Name**	**Email ID**
President	Aneesh Kandrakota	po.sc@snu.edu.in
Vice President	Pulle Sree Harsha	vp.sc@snu.edu.in
Cultural Secretary	Devansh Asthana	cs.sc@snu.edu.in
Sports Secretary	Karan Bellak Sudhakar	ss.sc@snu.edu.in
EXECUTIVE CABINET		
Secretary of Senate	Adhityanarayan Ramkumar	sos.sc@snu.edu.in
Secretary of Campus Affairs	SR Suryaa	ca.sc@snu.edu.in
	Pavan Karthikeya Reddy	
Secretary of Treasury	Arumugam G	ts.sc@snu.edu.in
	Ashwin SRV	
Secretary of Academic Affairs (Engg)	MGM Manjunath	aas.sc@snu.edu.in
Secretary of Academic Affairs (Non-Engg)	Navika Chadha	
Secretary of External Affairs	Saksham Shukla	er.sc@snu.edu.in
Secretary of Press	Venkat Ravi KB	ps.sc@snu.edu.in
Secretary of Technical Affairs	Manasvi Vedanta	tec.sc@snu.edu.in
Secretary of IT	Arham Jain	its.sc@snu.edu.in
Secretary of Food Affairs	Kharishni Lakshman	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.

Mr. Sudhir Naudiyal
Registrar
registrar@snu.edu.in
Ext. 211
Office location: D012

Mr. Amit Kumar Agarwal
Assistant Registrar
amit.agarwal@snu.edu.in
Ext: 638
Office location: D012

Mr. Benoy James
Associate Manager
benjoy.james@snu.edu.in
Ext. 811
Office location: D012

Mr. Ravinder Kumar
Associate Manager
ravinder.kumar@snu.edu.in
Ext. 854
Office location: D012

Mr. Sudhanshu Kumar Singh
Associate Manager
sudhanshu.singh@snu.edu.in
Ext. 749
Office location: D012

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 programs and students of the University, in accordance with the University's mission to "help students acquire and develop knowledge, skills, and leadership qualities relevant in the 21st Century and beyond".

Dr. Partha Chatterjee
Head of Dean Academics &
Prof. Dept of Economics
associatedean.academics@snu.edu.in
Ext: 466
Office location: D132G

Dr. Ajit Kumar Assistant Dean, Office of Dean Academics Assistant Professor, Department of Mathematics ajit.kumar@snu.edu.in Ext: 270 Office location: A111	**Dr. Shabana Mitra** Assistant Dean, Office of Dean Academics Assistant Professor, Department of Economics shabana.mitra@snu.edu.in Ext: 453 Office location: D120B	**Dr. Ankur Mehra** Assistant Dean, Office of Dean Academics Assistant Professor, Department of Finance Accounting and Control ankur.mehra@snu.edu.in Ext: 421 Office location: B220F
Dr. Balamurugan Balusamy Associate Dean (Student Engagement) - Office of Dean Academics balamurugan.balusamy@snu.edu.in Ext: 742 Office location: D036G	**Vikas Singh** Program Coordinator, Office of Dean Academics vikas.singh@snu.edu.in Ext: 122 Office location: D132	**Rahul Ishwar** Deputy Manager, Office of Dean Academics rahul.ishwar@snu.edu.in Ext: 395 Office location: D016
Ashraf Saeed Educational Technologist Office of Dean Academics ashraf.saeed@snu.edu.in Ext: 731 Office location: D016	**Neha Gautam** Academic Coordinator, Office of Dean Academics neha.gautam@snu.edu.in Ext: 740 Office location: D016	**Shailendra Kumar Shukla** Deputy Manager, Office of Dean Academics shailendra.shukla@snu.edu.in Office location: D016
Ms. Jagmeet Kaur Program Manager Office of Dean Academics jagmeet.kaur@snu.edu.in Ext: 363 Office location: D016	**Ms. Jyoti Gautam** Coordinator - Clubs & Societies jyoti.gautam@snu.edu.in Ext: 6660 Office location: D016	**Mr. Bijay Das** Academic Associate bijay.das@snu.edu.in Office location: D132

Finance Department

S.No.	Name	Designation	Email ID	Ext No.	Office Location
1	Mr Abhinav Gaur	Director	abhinav.gaur@snu.edu.in	140	E - 380
2	Monika Rana	Sr. Manager	monika.rana@snu.edu.in	389	E - 360
3	Rahul Arora	Manager	rahul.arora@snu.edu.in	241	E - 323
4	Kapil Kumar	Manager	kapil.kumar@snu.edu.in	6626	E - 351
5	Pooja Bindal	Deputy Manager	Pooja.bindal@gmail.com	624	E - 342.10
6	Prabhjot Singh	Manager	prabhjot.singh@snu.edu.in	6984	E - 381
7	Rahul Verma	Associate Manager	rahul.verma@snu.edu.in	451	E - 342.02
8	Subir Kumar Dey	Associate Manager	subir.dey@snu.edu.in	6615	E - 342.06
9	Md. Ashfaq Khan	Associate Manager	ashfaq.khan@snu.edu.in		E - 342.07
10	Abhishek Parashar	Sr. Executive	abhishek.parashar@snu.edu.in	221	E - 342.04
11	Mahesh Verma	Executive	Mahesh.verma@snu.edu.in	6958	E - 342.01
12	Ishant	Sr. Executive	ishant@snu.edu.in	6607	E - 342.05
13	Rohit Agarwal	Sr. Executive	rohit.agarwal@snu.edu.in	6994	E - 342.08
14	Ashutosh Jha	Sr. Executive	ashutosh.jha@snu.edu.in		E - 342.03

Annexure A

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

- Bedspreads/ bed sheets/ towel
- Mattress, 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 4 (four) Keys
- Mosquito coil/repellent's

- Water bottles
- A suitcase (with a lock) for keeping personal effects in the hostel room
- Torch
- Personal medicines
- Extra pair of spectacles
- Face mask
- Blanket and woollen clothing for winters (can also be purchased after a couple of months)
- A pair of bathroom slippers and sneakers
- Gloves
- Sanitizer
- 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.

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

Annexure C

Cultural Clubs

Club Logo	About the Club
aura	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 team of motivated volunteers who wish to do good for society, resonating with the club's ideal of "go, engross, give".
a.r.c	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.
ADVENTURE CLUB	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 exe- cutes end semester trips and makes adventure approachable!
Campus Caravan	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 stimulat- ing conversations among them.
CINEU	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.
DEBSOC	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.
FACTion	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.
ENCHANT	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!

	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.
	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.
	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
	Inspiria 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.

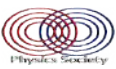|	
	At Mythiya, we analyse folklore, urban legends and mythology. We are not just satisfied with discussing these myths as they exist, but in viewing them through the lens of different disciplines.
	We are a collective of gamers and our aim is to provide the student body a variety of activities to participate in. The mission is divided into 2 different kinds of activities, namely: Online and Offline. 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.
	"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\n\nconfluence of all the musicians to share and develop their passion for sound and music.
	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.
	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.
	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.
	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.

Club Logo	About the Club
	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.
	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.
	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!
	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.
	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.

Technical Clubs /Societies

Club Logo	About the Club
	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.
	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.
	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.

	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.
	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.
	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.
	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.
	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 creativity. Our motto is Unite. Create. Inspire.
	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.
	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.

	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 achieve their financial goals
	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!
	H2O - House of Haber's: The Chemical Engineering Society is a society for 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.
	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.
	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. Throughout the year, we organise talks, film screenings, student quizzes, and other activities.
	The Department of Mathematics founded club indulges in mathematical events in not only academic but daily lives amongst the students to bolster fresher and riper perspectives to mathematics and its applications. Probabilistic games are a campus-favourite and a regular event by the society.
	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.
	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 enthusiast of physics at SNU for discussing subjects of common interest. Moreover, it will invite renowned national international academicians and researchers among students for enriching scientific temperament within and outside SNU.
	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.

	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 automative engineering society and the framework to start expanding automative and automobile engineering activities without starting from scratch.
	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.
	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.
	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.
	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.
	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.
	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.

FREQUENTLY ASKED QUESTIONS

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, On Campus Jobs, and Contingency funds. Refer to Policy No. 14 FN512 Student Contingency Fund Policy V1.0 for information on financial aid in SNU links.

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 Health Centre 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. 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.

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'a 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?
All medical facilities, counseling services (offline and online), and YourDOST counseling 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.

How can I call an ambulance in case of emergency?
Contact your hostel warden or dial the provided mobile numbers: 9560517624 or 9311331953. Save them in your phone as emergency contact number.

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 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 college 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 accommodations 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 ia 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.

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 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.

Know Your Area

For a Shopping Spree (approximately)	For Travel Enthusiast (approximately)

For a Shopping Spree (approximately)

03 km – Dadri
13 km – Omaxe Connaught Place Mall
15 km – INOX Greater Noida
15 km - Grand Venice Mall
16 km – Ansal Plaza
22 km – Opulent mall Ghaziabad
53 km – DLF Mall of India
54 km – Sarojini Nagar
55 km – Khan Market
55 km – Connaught Place
56 km – Chandini Chowk
58 km – Haus Khas Village
60 km – Saket Select City Walk

For Travel Enthusiast (approximately)

46 km – Okhla Bird Sanctuary
48 km – Akshardham
53 km – Humayun Tomb
54 km – Lodhi Garden
55 km – India Gate
56 km – Qutub Minar
56 km – Jama Masjid
61 km – Garden of 5 Senses

Academic Calendar Monsoon 2024

i https://snu.edu.in/site/assets/files/16490/academic_calendar_for_monsoon_2024.pdf

Emergency Services

Save the Emergency Phone Number (see at the back of ID card). It will get connect 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 located on this website.

SHIV NADAR

INSTITUTION OF EMINENCE DEEMED TO BE

— UNIVERSITY —

DELHI NCR

**Know What/Where/How on the Shiv Nadar University,
Campus- www.snuxplore.com**

FOLLOW US ON SOCIAL MEDIA