



SHIV NADAR

INSTITUTION OF EMINENCE DEEMED TO BE
UNIVERSITY
DELHI NCR

Welcome Home!

Student Handbook 2022

Message from the Vice-Chancellor

Dear Students,

Congratulations on your admission to Shiv Nadar Institution of Eminence (Shiv Nadar IoE).

Your learning and experiences here will shape you into global citizens, equipped to “shoulder the challenges of globally responsible and ethical leadership in the 21st century”.

This is our University’s mission.

We strive to empower you and realize your full potential. We provide student exchange programs in some of world’s greatest institutions abroad; help you achieve breakthroughs in research supported by the University’s cutting-edge infrastructure; create art that is exhibited in prominent galleries; start your own business venture while studying; or win a national sports championship.

These are just a few of the many extraordinary experiences that await you at the Shiv Nadar IoE. As we continue to adapt to our fast-changing world, especially in

the context of the ongoing pandemic, I assure you that our students will always remain our first priority. We will leave no stone unturned to ensure that your learning and engagement are least interrupted in these unusually difficult times.

You will be proud to know that Shiv Nadar IoE has reached multiple other milestones as well. The University received an excellent inspection report from the University Grants Commission (UGC) Expert Committee in 2016. In the NIRF (Government’s National Institutional Ranking Framework), the University has been the youngest institution in the ‘top 100’ Overall list, and its score has been rising steadily. The University has been accredited with Grade ‘A’ by NAAC (National Assessment and Accreditation Council), valid for a period of five years from 26 November 2019. It is also among a select group of institutions in the country which were awarded the prestigious Atal Incubation Center grant by the NITI Aayog, Government of India, in the very first round in 2017.

You join us in a landmark year, as the University recently completed its ten years



of operation in 2021. We have achieved so much over a relatively short span of a decade that I am confident that the next decade will elevate the University in the global stage with many more significant achievements.

You – our students – are at the very heart of our mission. I strongly encourage you to be active participants in this grand scheme – to find and follow your passion and aim for excellence in whatever you do.

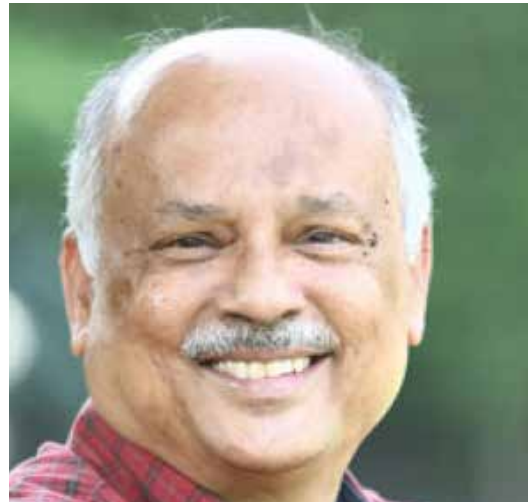
You will find great mentors amongst our faculty and staff, and through our vibrant campus’ social and cultural life, you will make connections and friendships that will last a lifetime. The future is truly yours to build. We will all be facilitators of your learning and your aspirations.

I again congratulate you for taking the first step to the future of your dreams.

Welcome to this magnificent, multi-disciplinary, research-focused institution of excellence and higher learning!

Dr. Ananya Mukherjee
Vice-Chancellor

Message from the Executive Director – Finance & Operations



Mr. Raja Natarajan
Executive Director – Finance &
Operations

Dear Students,

Here's a very warm welcome to each one of you to the journey at Shiv Nadar IoE in your pursuit of gaining knowledge and self-discovery.

We feel enthused and inspired by the new students who join us with their diversity, talent, interests, and their quest and curiosity to do something enriching in their lives.

We hope that your life at Shiv Nadar IoE will be a hugely beneficial one – one that adds for you meaning, learning, joy, and pride as you endeavor to gain your degrees in your chosen field of study.

The next few years will be full of exciting new challenges and will shape your life and career. Our aim at the University is to not just facilitate you in the knowledge discovery of your chosen discipline but prepare you to be lifelong learners with

curiosity, analytical abilities, problem solving approach, ability to communicate effectively, leadership and people skills and above all, develop humility by your realizing that you are one of the most privileged to be here at the Shiv Nadar IoE which offers a lot more than excellence in academics.

Enjoy your time at the University and use every facility that it offers – from Sports to the Clubs and Societies and the lovely environment that it offers to stimulate the mind and the body.

I look forward to opportunities to interact with all of you and wish you all the best.

Mr. Raja Natarajan
Executive Director – Finance &
Operations

Message from the Director of Students (Interim)



Dr. Rajeev Kumar Singh
Associate Dean, Academics
Director of Students (Interim)
Associate Professor, Computer
Science & Engineering

Dear Students,

Some experiences in life have an extraordinary impact on our future, and I am sure that the next four years at Shiv Nadar IoE will transform you.

These defining moments will encompass classroom learning experiences, discussions, deliberations, and co-curricular engagements the residential University will provide.

Shiv Nadar IoE offers a multidisciplinary curriculum and a range of activities that will give a range of choices through which you can create a personalized learning pathway. These four years will prepare you for life, help you form bonds, and create opportunities for others. I am sure you will have fun learning and completing your program with a synthesis of wisdom.

It is comforting to know that you have decided to study at Shiv Nadar IoE after

rejecting many prominent institutions available to you. I am happy to state that our selection process is highly rigorous, and only a tiny fraction of applicants can secure a seat in different majors offered at our university.

Let us resolve today that we will accept the challenges of resolving problems and will make the world a better place to live. It is okay to be confused, fail, and doubt when you attempt to solve big problems. However, together we will make a wholehearted attempt.

We will together commit to maintaining curiosity, remaining fearless, and being innovative to move towards the path of discovering new knowledge and applying existing knowledge.

Best wishes
Dr. Rajeev Kumar Singh
Interim-Director of students

Message from

the Associate Director and Head of Student Life



Dr. Anshu Paliwal
Associate Director and Head of Student Life

Dear Students,

It gives me immense pleasure to welcome you all to Shiv Nadar IoE! As you begin your new academic session, you are embarking on a path full of promise and hope.

The Office of Student Life is committed to working with you and challenging you on this wonderful journey to take full advantage of the opportunities you will find at this great institution. Our team consists of dedicated individuals who connect, support, educate, empower, and engage with students in life outside of the classroom. Student life aims to create and implements programs that foster student engagement, learning, and development. It initiates campus and community partnerships for effective, seamless student services and experiences. In support of the educational mission and lived values of the University, we provide opportunities and experiences that are essential to students' overall university experience.

At Shiv Nadar IoE, we have outstanding faculty and caring staff, a beautiful campus, and an atmosphere conducive to your academic goals. Our courses are very well structured. Yeah, it is very demanding, but so is the industry that you will step into. I urge you to use your time

intelligently at the University, preparing yourself for a promising future. Optimally use the library and the infrastructure you have. Do not violate any rules as they have been made for your well-being and safety. Take part in all kinds of activities that will hone your soft skills. I encourage you to join one or more of our student organizations (clubs and societies). All of them offer opportunities for leadership development, academic support, networking, personal growth, and community service. Be a part of various workshops, special lectures by renowned personalities, debates, theatre, presentations, out-of-the-box ideas, sports, competitions, and so on. Have fun while you are doing so.

To all the freshers, I would want you to walk the campus, ask questions, meet faculty and staff and learn all you can about your University. Study hard, make new friends, and get involved. These are the best of times for you. We are here to help in any way we can. We hope you reach all of your goals and realize all your dreams.

See you around campus.

Dr. Anshu Paliwal
Associate Director and Head of Student Life

Message from

the Associate Dean - Student Engagement



Dr. Balamurugan Balusamy
Associate Dean,
Student Engagement

Hello Students,

I am excited to start a position as Associate Dean - Student Engagement at Shiv Nadar IoE. I hope my 20 years of experience working with top-notch universities will help me achieve the needed feat and work to the fullest to get the attention and motivation of everyone. Shiv Nadar IoE follows a holistic approach, and students here have a balanced ecosystem making them indulge in academic, research, and co-curricular and extracurricular activities. Our work starts when a first-year student enters the university, goes on as a graduaund, and stays their entire life as an alumnus. The University strategy is moving towards inclusive education and making student activities inside and outside the class measurable and creditable. The student office will act as a hub to promote cooperation and fellowship among students on and off-campus.

Henceforth our office will take up an additional role of advising the students on fulfilling their academic endeavors and goals with context to their placement, research, and higher studies. The office will decimate all student contests and competition information, acting as a nodal point. As an Institution of Eminence, we have a greater goal of doing all the activities with a greater sense of global quality. Let us start your academic year with an achievable plan and execute it with mere grace and integrity. Very excited to meet you ad work with your students.

I am waiting

Dr. Balamurugan Balusamy
Associate Dean,
Student Engagement

University Vision



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

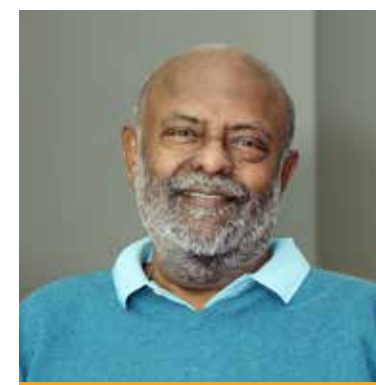
- ▶ Dedicating to the development, organization, preservation, dissemination, and application of knowledge in a wide range of fields of study.
- ▶ Committing to excellence in teaching, discovery innovation, scholarship, and service to expand the scope of human understanding, and contributing to the betterment 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, is a student-centric, multidisciplinary and research University offering a wide range of academic programs 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 is in the quest to become a globally acclaimed center 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.

In the NIRF (Government's National Institutional Ranking Framework), Shiv Nadar IoE has been the youngest institution in the 'Top 100' Overall list, and its score has been rising steadily. Shiv Nadar IoE has been accredited with Grade 'A' by NAAC (National Assessment and Accreditation Council), valid for a period of five years from 26 November 2019. It is also among a select group of green-field institutions in the country which were awarded the prestigious Atal Incubation Center grant by the NITI Aayog, Government of India, in the very first round in 2017.

Our Leadership



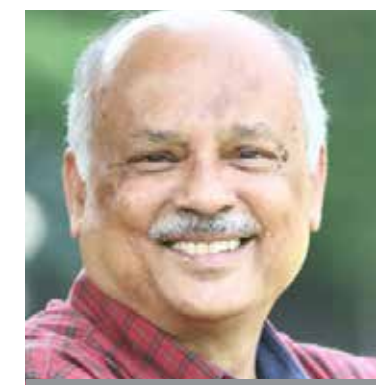
Mr. Shiv Nadar
Founder and Chancellor



Mr. Shikhar Malhotra
Pro-Chancellor



Dr. Ananya Mukherjee
Vice-Chancellor



Mr. Raja Natarajan
Executive Director, Finance & Operations (EDFO)



Dr. Bibek Banerjee
Dean, School of Management & Entrepreneurship
Dean, Academy of Continuing Education
Director, University Strategy & Planning



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



Dr. Sandeep Sen
Dean, School of Engineering
Senior Professor, Computer Sciences
& Engineering



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



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



Dr. Rajeev Kumar Singh
Associate Dean, Academics
Director of Students (Interim)
Associate Professor, Computer
Science & Engineering



Mr. Sudhir Naudiyal
Registrar



Dr. Anshu Narendra Paliwal
Associate Director and Head of
Student Life



Dr. Balamurugan Balusamy
Associate Dean, Student
Engagement

Guidelines to follow in COVID-19 pandemic

In view of the uncertainties marked by the COVID-19 pandemic, all students will be informed via email about any changes that come into effect in any of our policies. Please note and follow such communication carefully.

Arrival on campus

We are a fully-equipped residential campus that is self-contained with all necessary academic, sports, entertainment, food, health, shopping, banking and other basic requirements. We are prepared to welcome you, while ensuring safety of all. Please follow the below-listed instructions to settle in smoothly:

Keeping in mind government guidelines and recommendations of our COVID Advisory Committees, the following revised COVID protocols as well as security guidelines are effective.

- ▶ In accordance with government guidelines masking, sanitization and social distancing protocols to continue as hitherto.
- ▶ The requirement of 2 dose vaccination for student coming to campus is mandatory.
- ▶ Covid is not over yet and we must continue to be careful and minimize move to crowded areas, especially indoors. I request all students to restrict their movement outside campus to the minimum. With all students back on campus, we no longer have an Isolation/quarantine block and carelessness on part of a few can affect all of us.
- ▶ UG students proceeding outside campus (for unavoidable work) and returning by 9 pm (as per biometric clock at the gate) the same day, need not take any permission. However they will have to do biometric exit/entry at gate and carry ID cards while moving out. Latecomers will have to deposit their ID cards at main gate. These will be sent to ODS by Security Staff the next day.
- ▶ Students (other than Phd and Masters) proceeding for overnight or longer exits, will need to apply online at least 24 hours previously on the Fastrack App.
- ▶ Phd and Masters students will be required to do biometric entry/ exit at gate.
- ▶ Covid testing and treatment will be as per symptoms on decision of campus doctor.
- ▶ Separate accommodation facilities will be made available for quarantine.
- ▶ Everyone is required to wear face masks and ensure minimum/distant physical contact with others, and follow social distancing markers wherever available.
- ▶ All the academic blocks, hostels, dining halls, lift areas, medical facilities, eating kiosks and other common places are deeply sanitized from time to time.
- ▶ Social distancing is to be strictly followed at dining halls and kiosks.

Family Groups

All students will be supported by 'Family Groups', led by chosen students from senior batches to help incoming students with smooth and friendly transition during the early stages of settling in. They will guide, support or help you to access any relevant information that you may require. For details, please contact the Cultural Secretary, Mr. Deepanshu Saatoria, Mr. Sudhir Kumar or Ms. Karthika in the office of Director of Student (ODS)

Code of Conduct

Shiv Nadar IoE's Code of Conduct aims to support the development of a productive learning environment. It elaborates the University's expectations from students and also serves as a guarantee of students' rights and responsibilities.

The code of conduct for students shall include:

- a. Observance of good conduct and orderly behavior within or outside the Campus.
- b. Emulating healthy traditions of the University and to develop as responsible students of the University.
- c. Giving undivided attention to their academic work and maintaining healthy and congenial academic environment in the University.



Acts of Indiscipline and Misconduct

Any act of misconduct committed by a student inside or outside the campus, which is formally reported, shall be construed as a violation of discipline of the University. Without prejudice to the generality of the foregoing provision, violations of the discipline shall include:

Behavior

- ▶ Our community is characterized by civility and consideration, and therefore, it is expected that you behave in a mature, honest and responsible manner - whether or not on campus.
- ▶ While there is no specified dress code, you are expected to be dressed appropriately in all common areas.
- ▶ Public display of affection is to be avoided on campus.
- ▶ Disobeying instructions of the faculty or officer of the University.
- ▶ Disobeying instructions of the faculty or officer of the University.
- ▶ Rude behaviour with faculty or officer of the University.
- ▶ Damaging or tampering University property e.g. LCD, presentation systems, screens, microphones, etc.
- ▶ Writing graffiti.
- ▶ Disobeying the instructions of teachers or other authorities including failure to meet the proctorial board members/ other authorities at the given time without intimation / valid reason.
- ▶ Violation of vehicle usage and traffic rules of the University including misuse of SNU vehicle.
- ▶ Using / found in washrooms that are not meant to be used by the student.
- ▶ Living together in a community requires everyone to maintain personal hygiene at all times to prevent the spread of infectious diseases.
- ▶ Please ensure strict adherence to COVID-19 related instructions for safety of all.
- ▶ Please be punctual for all your academic and other activities - respect for time is a lesson for life
- ▶ Indulging in acts of violence, threat, intimidation or assault or harassment or extortion or theft towards fellow students, teaching faculty and employees of the University within or outside the campus;

- ▶ Causing or colluding in the unauthorized entry of any person into the campus or in the residential premises where the students are residing or colluding with and involving outside elements to engage in any sort of verbal or physical violence inside or outside the campus;
- ▶ Committing forgery, tampering with or misuse of the University documents or records, identification cards, etc;
- ▶ Furnishing false certificate or information to any office or authority under control and jurisdiction of the University.
- ▶ Holding meetings, organizing functions within the University campus without taking prior permission in writing from the appropriate authority of the University.
- ▶ Any attempt or involvement in the hacking of University websites/emails/online attendance or any other system, or any violation acts attracting the cyber laws. This will include misconduct / misuse involving internet/ intranet facilities of the University.
- ▶ Defaming / maligning the name of office bearers / University authorities / the University.
- ▶ Verbal threats / Attempt to hurt oneself on or off campus.
- ▶ Infringing on the property / documents / computers of University officials without prior permission



Academic Integrity

We expect you to maintain high standards of academic honesty and integrity. Anything that results in the loss of integrity of the processes of teaching, learning and research is considered an academic malpractice, for which the University follows a zero-tolerance policy. This includes, but is not limited to:

- ▶ Misrepresenting academic accomplishments, submission of another's work as your own or willfully allowing others to represent your work as their own.
- ▶ Creating disturbance and not maintaining classroom decorum.
- ▶ Use of mobile phone inside the class.
- ▶ Creating loud noise/ talking in loud voices thus causing/ disturbing the ongoing academic activity.
- ▶ Plagiarism
- ▶ Cheating, or helping to cheat, in assignments, laboratories, exams and proxy attendance
- ▶ Fabrication or falsification of data, results and outputs in research and coursework
- ▶ Tampering with answer sheets of exams, checked assignments and reports
- ▶ Forging documents such as letters of recommendation, transcripts, and certificates
- ▶ Misconduct during industrial tours / educational visits or tours / internships / co-curricular / extracurricular / sports visits.

All of above are applicable in the online mode of learning as well. Students found to be in violation of the policy will be penalized as deemed appropriate. This could mean receiving the 'F' grade, loss of scholarship, suspension or even expulsion from the University.

Freedom with responsibility

Shiv Nadar University, Delhi-NCR, trusts students to do what they think is best for them and for the University — and it 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 enables this behavior to come naturally. This extends to responsible use of the resources available to you and the respect for others' rights to freedom and expression.



Celebrating diversity

Shiv Nadar University is an institution with a global outlook. This community is made of people from diverse backgrounds, beliefs, religions, cultures, perspectives, and experiences. Inclusion plays an extremely important role in the success of this community. We expect everyone part of it to understand and appreciate differences. Our goal is to foster a diverse environment that helps everyone gain and creates a positive difference.

Discrimination on the basis of gender, caste, creed, colour, religion or culture to be avoided and if reported will be dealt under the provisions made in University Code of Conduct.



Respect for Rule of Law and University Policies

- ▶ Please do not indulge in any activity that causes obstruction to teaching, learning, research, or administration.
- ▶ We expect you to make yourself fully aware of the University's rules, and policies. All these policies are easily accessible on the intranet, SNU Links. <https://snulinks.snu.edu.in/snuPolicies/students/>
- ▶ Do not participate in or abet political activities, statements or protests.
- ▶ Please clear all dues to the University while vacating hostels without which no dues certificate will not be issued.
- ▶ Damage, destruction or theft of property belonging to individuals or the University will attract strong action.

Any student-organized activity anywhere on campus, whether indoors or outdoors, needs prior permission of the Director of Students (ODS) at least three days in advance. If any activity relating to academics requires use of venues other than labs or classrooms, the Office of DS will need to be informed in advance, in order to make necessary arrangements.

Shiv Nadar IoE Observes Zero Tolerance For:

- × Ragging in any form which includes
- × Teasing, embarrassing and humiliating.
- × Assaulting or using criminal force or criminal intimidation.
- × Wrongfully restraining or confining or causing hurt; Taking "introduction" is also an act amounting to ragging.
- × Discrimination based on caste, gender, race, color, religion, physical features / appearance etc.
- × Consumption, possession or distribution of alcohol, tobacco banned and prohibited substances are strictly not allowed on campus. Claims of being unaware of the presence of such substances in your belongings/room/cupboard will not be accepted until there is a clear proof.
- × In case of no ownership of the banned substance found in the room, collective action will be taken.
- × Sexual harassment
- × Violence of any kind or any act that disturbs the peace and harmony on the campus
- × Possession/use of weapons, fireworks or hazardous chemicals
- × Bullying, theft, damage to common property.
- × Indulging in acts of gambling in the campus and the residential premises
- × Any other act which may be considered as violation of discipline by the competent authorities.

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 would have already paid the hostel fees, in this case, 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, they will be under the academic and disciplinary probation during their remaining stay in the university. Any second offence would lead to serious punishment that could include termination from the university.

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 have to 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, in order 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 from each.



To know more about the CCC and UWE courses, please visit:

snulinks.snu.edu.in/snuPolicies/students/UGHandbook

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 him/her 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

To successfully complete a course, the student has 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 with individual departments. Postgraduate adviser of the program shall be available to provide more information and guide individual graduate students.



Doctoral Programs

The University's Ph.D. program regulations defines 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.

Hostel Rules

All hostel rules are uniformly applicable to the residents of any student hostel. In this regard, Ph.D. scholars being the senior most residents, are expected to be role models and maintain the highest standards. For purposes of allocation and room entitlement, Ph.D. scholars are required to quote their University Student Roll numbers for registering on HMS, even if they have dual/employee IDs as staff. Hostel rules are enunciated in brief in Annexure A, and in detail in the Policy Document - "ST205 - Hostel Room Charges and Entitlement Policy V1.7" available on SNU Links.



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

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



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

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

Certificate Issuance System

Students prior giving the university address for any government or private purpose have to get permission from Registrar.

Registrar has the authority for any certification issues to any outside agency.

Please visit the SNU Links page, apply for the any Certificate/Registration Certificate through the Certificate Issuance System (CIS)

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

Note: Format for all types of certificates are given. You can contact office of the registrar (D012) for any different type of certificate which cannot be seen in CIS.

For any queries, Write to: registraroffice@snu.edu.in

Attendance for UG

- ▶ Shiv Nadar IoE expects all undergraduate students to attend all classes in every registered course. However, a shortfall of not more than 15% is allowed in each course.
- ▶ A student may be condoned attendance shortfall beyond the regular amount of 15%, but not beyond a total shortfall of 25%, due to medical or duty leave.
- ▶ A course may have further attendance requirements for individual components such as labs and field trips, which will be announced at the beginning of the course.
- ▶ **Failure to meet the attendance requirements in a course will lead to an F grade in that course.**
- ▶ The attendance requirements are also given clearly at Section B of Chapter 2 of the UG Handbook.

The Office of Director of students has an important role in condoning absence from classes. Rules regarding the same are given in UG Handbook, also reproduced here:

1. The purpose of the application can be one or both of the following:

- To apply for remedial steps like re-test, extension of deadline, or proration of marks, in case of graded components conducted during the period of absence.
- To apply for condoning of attendance shortfall beyond the regular amount of 15%. No application is required for a period up to 15% of the course requirement. Students are expected to keep close track of their attendance and not claim ignorance later.

2. The grounds of the application can be one of the following:

- Absence due to medical reasons: The application has to be supported by a medical certificate (in original) from a registered medical practitioner or hospital, relevant medical reports (if any). It is advised to report to University Health Centre to obtain timely medical support documentation. Other documentation may not be accepted.

- Absence due to being on official University duty: This “duty leave” has to be pre-approved by the DS before proceeding on leave. The form has to be countersigned by the faculty advisor or the University official in charge of that duty. The student also has to submit a final application on return.
3. All applications must be submitted online within seven calendar days of the last missed class.
- Absence due to medical reasons: The application has to be supported by a medical certificate (in original) from a registered medical practitioner or hospital, relevant medical reports (if any). It is advised to report to University Health Centre to obtain timely medical support documentation. Other documentation may not be accepted.

Process:

The process of leave condonation has been made online through the SARS system in SNU links. All the students need to carefully read the steps below for applying for leaves henceforth, no other way e.g. emails or calls will be entertained for the same.

- ▶ The UG Student logs into Student Attendance Recording System (SARS) through SNU links.
- ▶ Student applies for leave condonement -> “Apply for Leave Condonement” menu option. In case any graded component is missed by the student then, he/ she needs to provide information of all missed graded components in a single request.
- ▶ Please upload medical/ other supporting documents as required. Multiple documents can be uploaded, each document not to exceed 2 MB.
- ▶ After submission, request goes to Director of Student (DS) office for first level of approval.
- ▶ Application not having re-exam request of missed graded components gets processed (with leave condonement updated in SAMS) on DS approval. It does not go to Dean Academics for further approval.
- ▶ Application having re-exam request of missed graded components moves to Dean Academics (for approval of re-exam) after DS approval.
- ▶ After approval of request by Dean Academics office, the relevant faculty will be notified.
- ▶ Final approval is copied to the student, Faculty concerned, Dean Academics Office and ODS.
- ▶ In case of rejection at any stage, student is notified by email
- ▶ All attendance requirements as given in UG Handbook remain applicable

Student Policies

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

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 so at the Student Payment Centre (SPC). More information on this is available here:

Students are requested to follow the given link below while making the payment for easy to understand.



Tutorial videos Link:

<https://drive.google.com/drive/folders/127QDhsE9BbSxbee3raAvNRwF8qg-7co4?usp=sharing>



Scholarship

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

Student ID card

Student ID card is an accountable document that earns many rights and privileges, besides establishing identity. Loss of identity card is a serious offence as it may lead to misuse of a student's identity. SNU has an online process for applying for a duplicate identity card. The tab for applying is active on SNU Links.

The process also facilitates the printing of a temporary ID card to meet any urgent need, like appearing in an exam etc.



Process for applying duplicate ID card (Effective from 1st July, 2022)

1. Student can log into the ID card management system application with his NetID and submit a request for a Duplicate ID Card.
2. Request will come to ODS for Approval.
3. Once ODS approves, the request will be routed to finance department. The student will need to pay Rs 2000 /- for duplicate ID card to the finance team who will update the paid status in the application. The approval by ODS is not automatic, repeat offenders will be dealt with severely.
4. The request will reach the Admin 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 wants a temporary ID card, it can be written in the "Reason" column of duplicate ID card application. A temporary card will be automatically sent to student email with validity of 48hrs. The student can take print out of that, paste a passport sized photo and get it attested by their warden or ODS 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 student. Important process of "on the spot" Issue of temp ID card from ODS is discontinued. There is a unique ID for each ID request. Only system generated temporary ID card, based on student application is allowed.

Hostel Rules

These rules apply to ALL residents who are allotted rooms in the Student hostels. The first point of contact for all hostel-related issues is the Hostel Warden.

Housing and Accommodation

The student hostels are state-of-the-art and gender-segregated for UG students. They are designed to cater to individual requirement 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 to each hostel to 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 with well-lit and ventilated rooms, where students can study, do their academic projects etc. These rooms have separate air conditioning, are under CCTV surveillance and access control for entry. All study rooms have LAN ports on the desk which offer data at high speed to be utilized on a rotating 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. A recent upgrade drive has been initiated to provide air hockey and football apart from up-gradation of existing common rooms, which have been implemented in a few hostels as a pilot project, and will be followed up in other hostels in due course. Students can use these facilities at their leisure.

Laundry Services

The hostels have the latest equipment to make sure that students have an efficient laundry system. While an authorized vendor provides on-campus laundry services, there are domestic washing machines in each hostel for use by students towards their miscellaneous needs.

Room configuration and facilities

The rooms in various buildings are of different configuration - single accommodation with attached or common washrooms, twin accommodation, apartment type and studio type accommodation. The rooms and washrooms are well-fitted and are designed to maintain hygiene standards. The common areas are Wi-Fi enabled in all the hostels.

Pantry

Each hostel is provided with a pantry on the ground floor, equipped with microwave ovens, water coolers fitted with RO and purifiers, a coffee machine, egg boilers and induction cook tops. The pantry 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 for further access. Cooking of any sort is strictly prohibited in individual rooms and is considered to be a safety and hygiene hazard.

Stay at visitor's hostel for guests of SNU students

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

- ▶ A student seeking permission to entertain a guest has to send a mail to ODS Helpdesk and CC to akansha.deorari@snu.edu.in, respective warden and Head, Hostel Admin for booking VH in the specific name of person(s), indicating relationship to sponsor student. Emails by guests themselves/ those from a non SNU ID will not be entertained.
- ▶ The email must be as per format given elsewhere in this handbook, clearly indicating roll number, name, department and hostel room number. Rates for rooms may be ascertained from admin. Food is extra, which will be delivered to VH. Payment is to be done at VH itself.
- ▶ Booking will be confirmed by admin as per availability. The confirmation must be carried by guest and the student. Government ID will also have to be indicated in the email by sponsor student. The same will be checked at visitor's hostel by the staff on duty. It is always better that student informs D Block security about arrival details to make process smoother. They will also facilitate pickup from Gate by electric buggies, if needed.

- ▶ Visitors hostel booking should be made at least 3 working days prior to requirement. (Working days Mon-Fri).
- ▶ Visitors are allowed to stay for one night (two days) and driver if any, will also be accommodated by SNU Security in accommodation paid for by guests of student.
- ▶ Students are NOT allowed to enter visitor's hostel and guests will NOT be permitted inside student hostels. Guests should adhere to existing COVID/ health regulations on campus. They can be provided with Guest Wi-Fi access by VH Reception Desk.
- ▶ Guests would need to make their own arrangements to reach SNU. In case of self-driven cars, the same would need to be parked at VH parking (if available) or at Parking 1 only.
- ▶ In case of an extreme emergency, where guests who had to return after a daytime visit are unable to do so due to weather/flight cancellations/ lockdown etc, the concerned student should approach DS or head, hostel administration, through respective warden. Suitable arrangements for their stay will be made.
- ▶ In case of central events like convocation or events where University invites guests, (who may be known to students), separate instructions for stay of guests will be issued by organizing department. For instance CDC will coordinate stay of guests during convocation and will issue detailed guidelines.

Stay at MFA Studio

Rules and regulations regarding handing/taking over and usage of MFA Studios as laid down from time to time by department of Arts and Performing Arts, SHSS shall be adhered to strictly. It is the responsibility of MFA Students to be aware of all such rules and guidelines. Using the Studios as a place to sleep is strictly forbidden.

Annexure Hostel Rules

Shiv Nadar IoE is a residential campus and students enrolled at the University have to stay on the campus for the duration of their respective programs. Please read the following carefully.



A.1 Occupancy at Hostel

Two/single bedded rooms are available in the hostels, which shall be allotted to students by the Office of the DS. Please refer to the Hostel Entitlement Policy for details on room allocation process. (snulinks.snu.edu.in - student policies folder) Residents are to carry out the check-in/check-out formalities when occupying or vacating their rooms. Wardens will assist in the process.

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

- ▶ Duration of Different Programs — 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 — Masters Programs (M.Tech., M.Sc., M.A.), four full semesters — Ph.D. Program, six full semesters (as per the residency requirements of the particular program)
- ▶ Any student who needs to stay beyond the duration of their program will have to seek permission from the DS for extension, which shall be considered subject to the availability of rooms.
- ▶ All students have to deposit the hostel fees as directed. The hostel fees are for the academic Year (two semesters as per academic calendar) and NOT the calendar year.

- ▶ Hostel accommodation is provided with the understanding that the resident students will strictly abide by the Hostel Rules and Code of Conduct. It is expected that every student is acquainted with the rules and regulations of the hostel and she/he must comply with those in letter and spirit. Ignorance of rules will not be considered as an excuse for violation.
- ▶ The University Administration may refuse accommodation to any resident/student who is known to have violated the Hostel Rules or whose presence is likely to disturb the peace and tranquility 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

- ▶ Student must stay in the rooms allotted to them. Changing of allotted rooms is not allowed, unless exceptions are authorized by the ODS on reasonable grounds.
- ▶ For the first year UG students, the time deadline for return to their hostel rooms is 12:00 AM (midnight). This restriction does not apply to all other students, however, students must use this freedom responsibly.
- ▶ Students are not encouraged to leave the campus before 06:30 AM and after 08:00 PM. The students in any case must return to University campus by 09:00 PM.
- ▶ Few designated places shall be provided to students to put-up their notices etc. in consultation with the Students Hostel Committee.
- ▶ Students are expected to ensure cleanliness of their rooms and to help maintain general upkeep of the hostel premises.
- ▶ Electrical wirings/fittings in the hostel rooms are not designed for heavy load and therefore use of electrical appliances like heater, fridge, electric iron, electric kettle, induction cooktop, room cooler, immersion rod etc. are not allowed in the hostel. Use of these items may result in confiscation of these items and/or other penalties that DS deems fit.
- ▶ Students shall not play loud music and shall not do anything which would cause disturbance to hostel inmates. Earphones must be used if someone wants to listen to music, to watch a movie or to play computer games.
- ▶ Possession and/or consumption of alcoholic drinks, cigarettes, and substance of abuse is **COMPLETELY BANNED** inside and outside of the hostels, and in the University premises. Aiding, abetting and possessing of any such material and activities are liable to strict disciplinary action leading to heavy fine that may lead to termination from the University rolls.

- ▶ The University authorities may ask any student to change her/his room under special circumstances during a regular semester.
- ▶ Students are required to carry their identity card at all times and produce it on demand by any authorized person.
- ▶ Students are required to cooperate fully with the authorities to ensure security and shall not argue with security personnel.
- ▶ The warden or any other authorized member from the Office of Director of students can inspect the room of any student at any time. Such inspection shall be done in the presence of at least one member from the student council or hostel affairs committee.
- ▶ Birthday celebrations/any parties are not allowed in hostel premises. Please book suitable space at Celeste Café for the same please ensure staggered timings in use of pantry to avoid overcrowding.
- ▶ Cooking is strictly prohibited inside the hostel rooms and is considered to be serious safety and hygiene hazard.
- ▶ Broken/fused bulbs, tube lights are to be replaced by the room occupant during the stay.
- ▶ If a student enters campus premises after 9:00 PM, his/her ID will be confiscated and will have to be collected from the ODS on the next day.
- ▶ Process of obtaining new ID card, if the same is lost, is based on the process as given in app, and SNU Links.
- ▶ Pets are not allowed inside the hostel.

B.2 Venturing Out of Campus

- ▶ Entry into the University campus is regulated, and students have to cooperate with the University staff. Students are required to present their IDs whenever asked. If security rules require entry to be made in some records, the students shall abide by the same. The fast track entry system is facilitated by biometric IDs.
- ▶ UG students are not permitted to leave the campus without explicit permission. The same can be applied for online using the Fastrack app. This include absence on the university duty like participation in competitions /sports events etc. Issuance of such permits is a matter of privilege and not a right. Student leaving hostel without the necessary permission shall be deemed to be missing and parents/guardians/police authorities may be informed by the Office of DS.
- ▶ The wardens are not responsible for condonement of attendance.

B.3 Moving into Campus

- ▶ All students must read the student handbook for the rules and responsibilities of life at the University.
- ▶ All students must check the condition of their room thoroughly including bed, mattress and the wall at the time of checking in.
- ▶ The inventory form needs to be duly filled in signed and submitted to the Hostel Warden, Similarly the check-out process requires a sign out on the Inventory form. In case of any damage, they must write an application informing their respective Wardens or send an email and must keep the written proof of acknowledgement of their complaint from their respective wardens. In the absence of this written proof (an email or application), they would be liable to pay the charges or fine for the damage incurred at the time of leaving the hostel / handing over the room. Students must also fill in their Info Form given by warden at the time of checking in.

B.4 Vacation Period

- ▶ The University has winter and summer vacations for students in December and during May-July respectively. Students shall be required to vacate their rooms before leaving for the summer vacation (May-July) and carry along all their belongings. The University, however, may provide a cloak room on request, entirely managed by the students. Any student willing to avail this facility must PROPERLY pack and label their baggage. The university will NOT be responsible of any loss or damage to the articles/baggage.
- ▶ Residents shall require special permission from the DS to avail the hostel accommodation for research/academic/internship or any other official work during vacation periods. The DS shall grant such permission on the recommendation of faculty sponsor/advisor and the head of the department. Such students shall be required to pay necessary fees as per the University policy.

B.5 Visitors at the Hostel

- ▶ Entry of the visitors to students, shall be restricted till the designated areas in hostel reception lobby. The visitors cannot stay beyond 7:30 PM unless otherwise approved by the DS. Any student or visitor found to have visitor/s in their room or beyond the designated area shall be liable to disciplinary action.

B.6 Hostel Inventory and Loss of/Damage to Hostel/University Property of any Kind

- ▶ The students are required to check the hostel room inventory carefully at the time of checking-in. They shall be required to hand over the room back to the hostel authorities in as good condition as was given to them. Any replacement of inventory articles such as mattress, curtain rods, tube lights, fans, cupboard locks, keys, etc. during the regular semester shall be the responsibility of the students.

- ▶ In case of damage willful OR otherwise, to any part of the hostel buildings, furniture, apparatus or other property of the University, the loss shall be recovered from the persons identified as responsible for such damage. However, if the persons causing damage cannot be identified, the cost of repairing the same will be assessed and will get distributed equally amongst all the inmates of the hostel or group of inmates/students of that wing of the hostel found responsible for the damage (Please refer to Damage Policy in STUDENTPOLICY section via SNU LINKS <https://snulinks.snu.edu.in/snuPolicies/students/>).

B.7 Use of Personal Vehicles

- ▶ 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 stands.
- ▶ UG students are not permitted to bring/use any 2 or 4-wheelers or any other form of motorized transport on campus.
- ▶ 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 ODS 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 SNU will not be responsible for their safety
- ▶ Students are not permitted to park any motorized vehicles in or around the Hostel Blocks. These are to be parked at Parking 1 only and at no other location.
- ▶ 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 DS.
- ▶ Bicycles found to be in poor condition of maintenance and lying unused/ abandoned at various points on campus for a prolonged period will be collected by the Administration and kept at a suitable location. After an announcement by email/on digital notice boards asking for owners to take them back, unclaimed cycles will be disposed off as scrap.



Student Led Campus Affairs – Hostel Committee



We follow a student-centric administration. To that effect, the Students' 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 assist the wardens in the timely allotment of the rooms, report any unauthorized use or misuse of hostel or guest rooms and bring to notice any untoward incidence occurring in the hostel premises.
- ▶ The hostel committee meets at least once a month. These meetings are presided over by the secretary of campus affairs.

COMMUNICATION ETIQUETTE DoS

We have a dedicated team of wardens to ensure your safety and comfort in the hostels. Your wardens live in the same hostel block as you do. For all hostel related issues please reach out to your respective wardens.

In such matters, the warden is always your first point of contact.

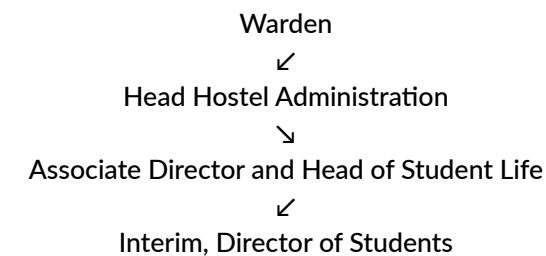
Email / Communication Tips ABCRL - The key to proper communication

- ✓ Accuracy - Stick to Facts
- ✓ Brevity - Be Brief
- ✓ Clarity - Clear explanation of the topic
- ✓ Relevance - Please don't mix issues
- ✓ Logic - Logical flow

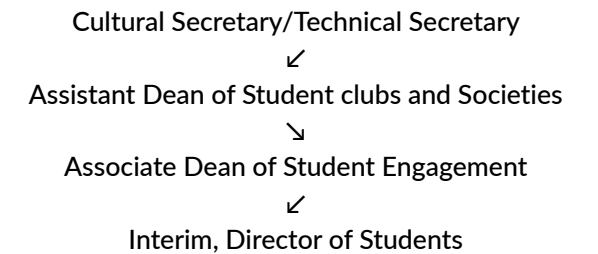
Suggested Format - Complaints

- ✓ For hostel maintenance related complaints use: callbob@snu.edu.in
For other complaints use: dsahelpdesk@snu.edu.in
"To: callbob@snu.edu.in; 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>

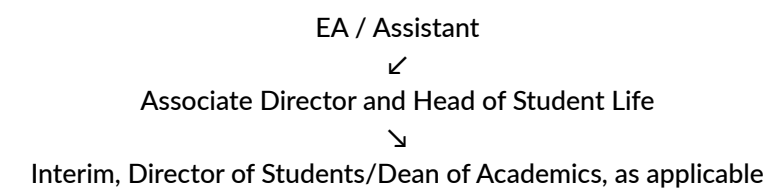
Escalation Matrix - Hostel Issues



Escalation Matrix - Clubs Societies



Escalation Matrix - Academics/ OCJ/ Attendance



Information Technology & Online Resources

The computing resources at Shiv Nadar IoE support the educational, instructional, research and administrative activities of the University. As a user of these services and facilities, you have access to valuable University resources, sensitive data, and to internal and external networks. The major services provided by the Information Technology department are:

- ▶ Messaging (email) service & productivity tools - G-suite for Education, Microsoft Office 365
- ▶ Campus Connectivity – Inter building connectivity, LAN, Wi-Fi and Internet services
- ▶ Collaboration Platforms for Online Classes like MS Teams, Google Meet, etc.
- ▶ SNU ERP (Student Self-Service) & associated applications
- ▶ Biometric Access control systems
- ▶ High Performance Computing Cluster
- ▶ SNU Net ID (required for accessing various computing resources) and NetID portal (Self-service portal for user account management)
- ▶ Learning Management System – Blackboard Learn
- ▶ Lecture Capture facility in select classrooms
- ▶ Classroom attendance infrastructure and Intranet portal
- ▶ e-Learning video platform
- ▶ Other Computing & Lab infrastructure

How you can get IT Support?

The University's IT Team has deployed Service Management and Customer Service suite – OTRS. The tool ticketing comprises of ticketing, workflow automation and notifications.

Email your request to : ithelpdesk@snu.edu.in

App: Submit IT Request from Mobile App.

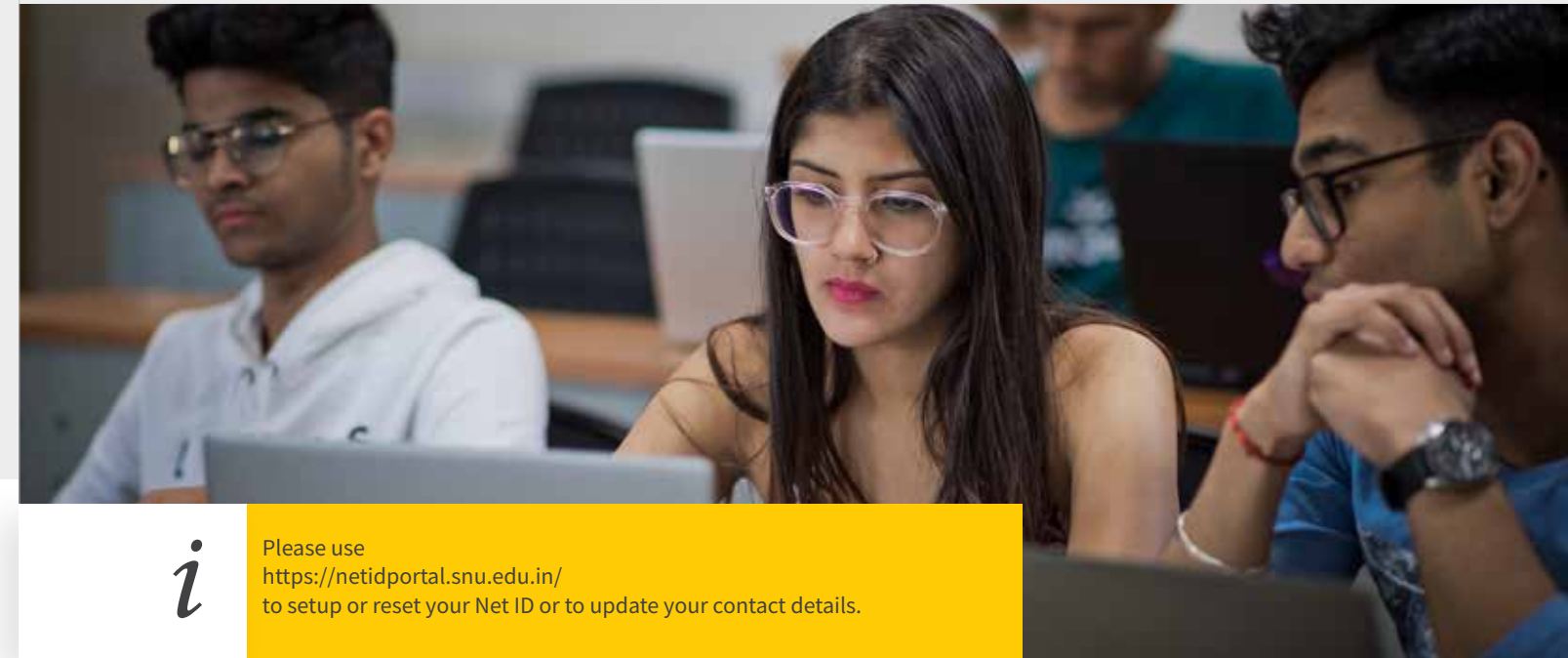
Walk-in: IT Bay E-Wing, Level 2 (E 301) | For more information on these resources please visit -

<https://edures.webapps.snu.edu.in/>

Please keep yourselves updated on various instructions related to IT and online learning that are being/may be introduced due to the shift to online learning.

SNU Net ID

You can use your SNU Net ID for connecting to Wi-Fi and for authenticating various applications like ERP, LMS, Student Attendance portal, etc. SNU Net ID is also used for accessing various LAB resource in the University and for using the internet facility in the 24X7 reading areas.



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 users 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, genuine Operating System & Antivirus should be used. You are advised to keep all critical patches updated on your device(s) at all times

Email Services

Email services are provided to all students. You should use your official University email address for all communication with the University. Email users have a responsibility to learn about 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 in order to impersonate another member or send fraudulent communications
- ▶ Intentional and unauthorized access to other 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 offenses shall be regarded as cause for disciplinary action.

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.

Mobile App

Students are advised to download the University's mobile app, which is available for download on google playstore 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

Additional Information/Services available with login:

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



Emergency Services:

Save the Emergency Phone Number: 7042644450 available 24/7 hrs. (see at the back of ID card)
(or)
Press SOS app in case of emergency



Opportunities for Undergraduate Research (OUR)



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



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

On-Campus Jobs (OCJ)



Undergraduate students are provided opportunities to gain experiential and applied learning, to help them inculcate ethics, leadership qualities and service attributes. These opportunities help students to earn an additional income and help 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, conduct and analyze various feedback, manage help desks, aid departments in enabling functions of the University like Admissions, Career Development Centre, Dean Student Affairs Office, Security, Hostels, Sports, and allied activities etc. In the current circumstances, many OCJ opportunities may be offered in the online mode.

The OCJ process is exactly like a formal 'recruitment' process in any well-managed company. The positions are formally advertised to the student community, and all eligible UG students (CGPA above 6.0) who meet the job's skill requirements are free to apply. Candidates are interviewed by the respective departments and are made an offer upon selection.

The hourly and weekly rates for students taking OCJ offers are mentioned in the table below:

Charge Basis	Rates Effective 1st April 2019
Part time Hourly rates (max 20 hours/week)	100 per hour
Full Time Weekly rates (40 hours a week) During the vacation period	3000 per week (Max)

Full Time Weekly rates (40 hours a week) 3000 per week For students engaged in OCJ during summer vacations, the hostel fee for that period will be borne by the sponsoring department. For details, please visit SNU Links <https://ocj.webapps.snu.edu.in/>
 For OCJ, Please contact: Mr.Sudhir Kumar, Office of Students Life

Library Online Public Access Catalogue

The iconic Shiv Nadar IoE Central Library with its ship-like regal structure is one of the most visited spots on campus. The centrally air-conditioned plush library offers an extensive collection of books, scientific and technical journals, and electronic reference materials for satisfying the academic and research needs of students and faculty community. With its automated activities and Information Centre, the library consists of various reference, circulation, audio-visual and periodical sections, e-journals, thesis and dissertations, repositories.

- Collection of 45000+ books
- Online library catalogues, online journals, e-books, thesis, and dissertations
- E-newspapers online repository resource sharing
- Library Timings: 9 AM to 12 AM. (Monday to Sunday)
- Circulation Timings: 9 AM to 8 PM. (Monday to Sunday)

- Rules of Book Check-out/Check-in:**
- Patron should have their University ID Card with Library Card
 - Student 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 not allowed
 - Consumption of food & beverages is not allowed inside the library
 - Playing games and watching movies are not allowed in the library
 - Do not take books out of library without issuing them. This will attract disciplinary action otherwise.



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	

Cafeteria located on the ground floor of the library building offers sumptuous snacks and drinks. For more details, please either contact the library helpdesk on the ground floor of E block or visit the website library.snu.edu.in or write to

libraryhelpdesk@snu.edu.in
Please also watch out for latest library use instructions on campus wide emails.

Student Council

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Mr. Rishabh Gupta and Mr. Sankara Raghav S
Secretaries of Treasury
ts.sc@snu.edu.in

Student Clubs & Societies

At Shiv Nadar IoE, students can connect with other like-minded students in over 50+ clubs, leadership organizations and technical societies. Whether you want to hone your skills, grow your network within the University, or just meet other students, student clubs and societies make life on campus truly vibrant.

You can also contribute as a fresher. Most of the clubs reserve a position of freshman coordinator in the core of their respective clubs in order to ensure healthy participation from the newest members of the University community.

We are proud to house an array of diverse student clubs and organizations with a blend of art, music, dance, photography, and a lot more. Whether meetings are in-person, online, or both, we have a place for you. Make sure you register for your favorite club.

Given the current circumstances where one is not allowed to step out of one's house, the ODS and student engagement have taken its activities virtual in an effort to keep students active and engaged. For a comprehensive list of virtual campus events.



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

Members of the ODS are available on email, Monday through Sunday, should you require any assistance.

Among other activities, we holding virtual chat sessions for students from time to time, organize Instagram Live sessions, webinars, panel discussions and much more. Do join us and get involved with the vibrant club culture of the University so that once we are back on campus, you are already well-versed with the work and functioning of different clubs and societies. Once we return to the campus, the clubs would organize various events and competitions.

External Participation

The external affairs cell of Shiv Nadar IoE, actively promotes the participation of the student body in competitions and events all over the country. The University has also continued to host a plethora of events on various digital platforms, driving in participation from all over the country to ensure healthy competition and the opportunity to keep sharpening our skills. Head over to the Instagram handle of the external affair cell for details on various events around the country.

BREEZE

Breeze is the annual Techno-Cultural fest of the University. One of the largest of its kind in Delhi-NCR, breeze brings together students from across the country to participate and revel in a medley of performances and events. The atmosphere we promote at breeze seeks to not only foster healthy competition but also build lasting friendships. Described as the perfect blend of competition and top-notch entertainment by attendees, breeze has witnessed performances by the likes of Nikhil D'Souza, The Local Train, Ritviz and Biswa Kalyan Rath to name a few.

With five editions to its legacy so far, breeze is steadily growing in the fest network and brought a cumulative footfall of 18,000 in 2020. Each year, team breeze makes an ever greater effort to pick a theme that binds the fest together. From journeying the digital vast as we break the Internet to travelling the globe in global gully, themes over the years have given a distinct charm to each breeze edition.

In its years-long run, Breeze has been privy to its share of challenges and has continued to turn the odds against adversity. Thus, for its 2021 edition, breeze embraced the online turn and channeled its celebratory spirit through KAZE. KAZE'21 was an amalgamation of online performances from jamming sessions and stand ups to events such as Scavenger Vortex, Burst the Rhymes and Tall Tails. From its opening ceremony to its ending, each student associated with KAZE brought life to this challenging endeavor.

For more insights please visit their Instagram page.



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



Bicycles on campus

At Shiv Nadar IoE, we believe in maintaining a green campus. We have a fleet of free-to-use bicycles. Our aim is to encourage use of bicycles and, thereby, help our campus remain sustainable, congestion and pollution-free, and healthy. All these bicycles are managed solely by our student club: SNU cycling club.

Student startups

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

1. Food-On: This initiative delivers food from top restaurants right at your doorstep.

2. Fruit-Basket: Students pick the best fruits available in the nearby markets and bring them to their customers at competitive prices.

SNU Sports

True growth requires stretching your boundaries and experiencing the unfamiliar. SNU encourages all students to not only excel in academics but also stretch their boundaries through sports and games. Sports programme at SNU, offers activities in sports, recreation, and fitness, bringing in a lot of vibrancy through recreational and competitive events organised in house and throughout northern region. This affirmative approach motivates them to see failure as something not to be avoided, but rather to be used as a learning experience. Through their experiences in sporting activities, students learn that awards or trophies do not measure success in life, but through the positive impact, we have on those around us.

Facilities:

Indoor sports facilities in SNU with State of the Art NDTV 2017 award winning design architecture with 1,20,000 Sq Ft. of area with centrally air-conditioned central hall.

- 4 Badminton Tera flex courts
- 2 Basketball wooden courts
- 4 Table Tennis tables in ISC, 10 Tables in Hostels -
- 4 Squash Courts
- 1 Pool Room
- Chess and carom
- Student recreational room
- Unisex Gym
- Running Track
- Yoga Hall
- Artificial Climbing wall

Outdoor Sports Facilities in SNU - All outdoor facilities are operational with floodlight including cricket nets

- 2 Badminton synthetic courts
- 3 Basketball synthetic courts
- 3 Tennis synthetic courts
- 1 Cricket Ground - 4 Cricket Nets
- 2 Football ground
- 2 Volleyball courts
- Equestrian
- Golf
- Outdoor Artificial Climbing wall

Surge

The annual sports fest of Shiv Nadar IoE, It envisions bringing about a new sporting wave not only for the University's students, but also for other universities and colleges.



Shiv Nadar IoE Sports League (SNUSL):

SNUSL is a student sports council initiative, which was introduced in 2013. SNUSL objective has helped the university sports to build stronger teams and provide an opportunity for searching sports talent among the students. Over the years, participation in SNUSL has increased among the student's community of SNU sports. The students are divided and auctioned on (IPL format) in four clubs namely Falcons, Phoenix, Panthers and Bulls.

Points to be considered by the students:

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 (through a google form). All students will be required to strictly adhere to the rules laid out for every activity.

- ▶ All students to bring their own personal equipment for playing sports (Racquets for racquet sports, balls, shuttles and for cricketers must have their own personalized kit, sports t-shirts/apparel etc.), towels, caps, water bottles etc. New/existing students should also arrange in advance merchandise like 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 requests and these lockers are not to be shared. Athletes will be responsible for the contents of their lockers. Missing/lost keys will attract heavy fine.
- ▶ Squash coach – a full time squash coach will be available morning and evening, 6 days a week
- ▶ Volleyball coach - Part Time – available in the evenings 5:00 pm to 9:00 pm, 6 days a week
- ▶ Tennis coach - Part Time – available in the evenings 5:00 pm to 9:00 pm, 6 days a week



Health & Wellness

Health & Wellness Center on campus is run by Blue Circle Medi Services, and is located near the F Block. It 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 24x7 basis.

It has a general and emergency wards with necessary equipment, managed by professionally qualified and well-trained paramedic staff. 24x7 nursing staff & ambulance are available as well. A basic life support (BLS) ambulance and patient transport ambulance (PTA) are available 24x7, to support transfer of patient to next level of care for further specialized treatment when required. Deployed medical staff on campus has well defined OPD slots which may be booked by logging on www.bookonlineappointment.com

A team of doctors (general physician), physiotherapist, counsellors and a visiting psychiatrist, may be consulted face to face and in some cases online.

The campus also houses a pharmacy (open from 10:00 AM to 8:00 PM) catering 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.

Pathological samples are collected at the Centre by Dr. Lal Path Lab or SRL Lab nearby for testing. A 10% discount is offered to students and staff. The University also has a robust sports program hence Physiotherapy Center.

We understand that living in a new environment outside the familiarity of home can create overwhelming and stressful circumstances. Counselling services helps people navigate difficult life situations. It provides the tools and insights to manage mental health issues, such as anxiety and depression. Two psychologists (counsellors) stay on campus. In addition, a psychiatrist visits the Health Center regularly.

There is also a support group of more than 20 students enrolled and called as peer guides. It's a voluntary independent activity apart from of academic and administrative duties. The entire counselling system maintains absolute confidentiality during the process. The volunteers are selected via rigorous screening process, and trained by qualified personnel.

Blue Circle has a Tie-up with following Super Specialty hospitals. Patients referred by Blue Circle – SNU can avail discount on OPD and IPD.

1. Kailash Hospital Greater Noida
2. Yatharth Hospital Greater Noida

Medical Insurance

We are committed to the overall health and wellbeing of our students. In addition to the 24X7 medical center on-campus, we have also tied-up with ICICI Lombard to provide medical insurance cover for our students. This will cover 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 lakh including cover for COVID-19 treatment. It is being extended to all students (except Ph.D. candidates who are covered by another Insurance Policy) joining SNU from the Monsoon 2020 semester onwards. The enrollment and policy details will be communicated to the students as part of their registration process when they join SNU.

Salient features of the Policy are:

- ▶ Valid for 12 months, including while on leave
- ▶ 4000+ hospitals are covered across the country
- ▶ No room capping
- ▶ No waiting periods
- ▶ Ambulance charges up to 1500 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. Ameetava Mukherjee, Warden (Boys Hostel) - 8017979461



Internal Complaints Committee

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

The University 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 to the University with dignity and respect. All members of the University community, including those who are in temporary or short-term positions and third party vendors, are expected to contribute towards ensuring that the University 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 the University's Internal Complaints Committee. Reports of sexual harassment are taken seriously and will be 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. 30 May 2022, 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 SNU's Gender policy.

All students are required to attend a mandatory orientation conducted by the ICC during their first year at Shiv Nadar IoE. The orientation seeks to promote 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 student mandatorily needs to do a one-hour online course on 'Consent Matters' that is offered by the online division of Oxford University Press. Any aggrieved person (employees, students, third party vendors and anyone residing at the University) 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



SNU Gender Policy: shorturl.at/fAFLQ

Disciplinary Committee

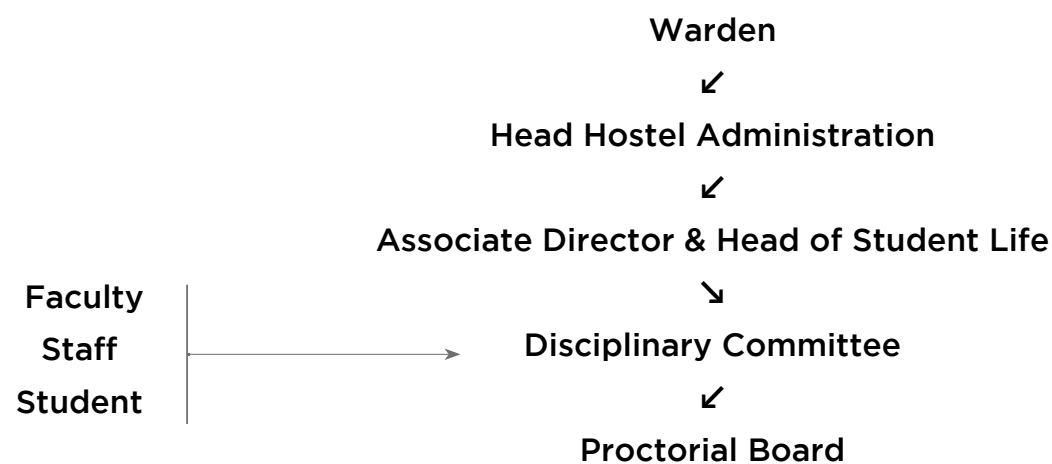
Disciplinary Rules | Disciplinary Committee | Escalation Matrix

The University is a closely-knit community and every member should feel secure, safe and happy while staying on the campus. We at Shiv Nadar IoE believe in a culture of mutual respect for everyone irrespective of one's age, designation, or life choices. For the same reasons, it is desirous of the students to follow a code of conduct as laid by the University. Any deviations from the code of conduct will be considered as Infractions.

In accordance with Statutes of the University for establishing a safe and disciplined environment on the campus, the Disciplinary Committee (DC) handles minor offences and first-time infractions and serves as a first-level mechanism to deal with student-related disciplinary cases. At the next level, the cases are forwarded to the Proctorial Board (PB) if the nature of the offence is severe or if there are repeat offences.

The above follows the philosophy of reducing misbehavior by a structured system of timely interventions, and to maintain a safe, engaged and inspired learning environment through restorative practices, counselling, community service and other similar tools.

In case of any dispute, the first point of contact should be your Warden. You must always keep your Warden's mobile number handy. In case you feel distressed/insecure, you should also call the nearest security guard for help. The matter will be first handled at the Warden level and then reported to the Head, Hostel Administration. The case is then forwarded to the Disciplinary Committee if further action is required.



Anti-Ragging

Section C

C.1 Ragging

As per the directives issued by the Hon'ble Supreme Court of India and the University Grants Commission, ragging is cognizable and punishable offence and is totally banned in or out of the University. The University shall take action 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. For details of Anti-Ragging Regulations on curbing the menace of ragging in higher educational institutions 2009, please see the regulations at



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

The University gives paramount importance to safety and security of every student and follow a zero-tolerance policy against ragging. Any student found indulging in ragging or any related activity will be dealt with strictly by appropriate disciplinary action as prescribed under Clause 9 of the Anti-Ragging Regulation of UGC.

Please read the following carefully:

1. Ragging will include but 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 asking the student to do any act or perform something which a student will not in the ordinary course be willing to do. For more details, please refer to Clause 3 of Anti Ragging Regulation of UGC in the link given above.

- ▶ UGC Regulations on curbing the menace of ragging in higher educational institutions include any act of physical or mental abuse (including bullying and exclusion) targeted at another student (Fresher or otherwise) on the ground of color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

2. Process for filing anti-ragging undertaking/affidavit

- ▶ Student may visit the link <https://antiragging.in/> or https://antiragging.in/affidavit_registration_disclaimer.html or https://antiragging.in/affidavit_university_form.php and fill up online anti-ragging affidavit by the student/ parent/guardians.

- ▶ After filling this form online, students will receive a confirmation email at their registered email Id with reference to their submission of Affidavit.

► The confirmation email should be forwarded to antiragging@snu.edu.in and a screenshot/ PDF of the confirmation email should also be uploaded at the document upload section on the pre-registration portal.

3. Students are subsequently required to upload the confirmation email on the SPC portal before making the fee payment every year in the beginning of the academic year.

4. It shall be the responsibility of the parents/guardians of fresher to promptly bring any instance of ragging to the notice of the authorities of the University.

Alumni Relations Office

1. The vision of the Alumni Relations Office is to interest, inform, engage, and organize alumni to nurture mutually beneficial relationships with Shiv Nadar IoE for promoting and providing 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.

2. We have over 3600+ alumni as part of our global network.

3. Organizing alumni meets with Bangalore, Chennai, Hyderabad specific chapters, talk series, webinars, virtual alumni meet ups are part of some of our alumni engagement activities.

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

Read here: <https://snu.edu.in/alumni>

5. Several successful entrepreneurs are part of our community, like Tanmaya Jain and Varun Puri, founders of inFeedo, Rakesh Munnarooru, founder of Whistle Drive, Harish Venkatesh, Founder of Frozen Iris, to name a few.



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 of your stay or completion of any program at the campus, you are restricted from entering the visitor's hostel or involving in any kind of restricted act: or in and out of the bound area of an alumnus.

Get in touch to know more: alumnirelations@snu.edu.in

Alumni Card Blocked:

The students/Alumni awarded the decision of 'Alumni Card Blocked' (SNU Alumni ID Cards) by the internal disciplinary committees on account of any misbehaviour and misconduct deemed by the ODS 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 ODS and alumni relations office reserves all the rights to suspend any individual with due reason and belief of contention."

Food Options on Campus

Dining Hall

The University campus houses students from 27 States & UTs, and the cuisine available on the campus reflects that diversity. Catering to the cultural and food preferences of students, the two large dining Halls (DH 1 & 2) provide a full spectrum of gastronomic delights. In addition, there is a smaller satellite dining Hall (DH 3) for students residing in the apartment hostel accommodation. The dining areas adhere to the highest standards of hygiene consciousness and are well furnished and fully equipped.

Functional seven days a week, the dining halls offer an assortment of Indian and International food choices and are serviced by certified caterers with HACCP (Hazard Analysis and Critical Control Points). Due diligence is exercised in bringing the vendors onboard and rigorous checks are in place by the administration to ensure compliance to highest standards of hygiene and quality. In addition, there is a students' food committee, which participates in finalizing menu with vendors and conducts audit of all food operations on the campus.

The dining halls provide breakfast, lunch, evening snacks and dinner as per the published menu as well as certain a-la carte options. In addition, a midnight meal is served till 2:00 AM every day for those who burn the mid night oil in various academic and extracurricular pursuits.

Other Food Options

Apart from the two main Dining Halls, there are other options to cater to the needs of the student community as under:

- ▶ Food courts in the main academic block: The academic blocks house a variety of kiosks serving various food options to the students.
- ▶ Café in the central library building: Caters to the students visiting library.
- ▶ Vending Machine: There are several PayTM enabled vending machine on the campus.

Deliveries/ Amazon

- ▶ Students must come to D block courier desk (under the stair near D block security) to collect their package.



Transport

In the ongoing pandemic, we make sure to immediately sanitize all our vehicles after every use. Until the last semester, the university-chartered buses for the students on the weekends. The bus shuttled between a few important points and the campus. The service was managed by the Student Transport Committee and the trips are planned on the recommendation of the committee.

For Cab bookings, students may take help from the following authorized service providers.

HB Travels

Mr. Harinder +91-9560435666

Noida Cab Service

Mr. Vikas +91-9818600097

Mr. Giriraj - +919910699688

Mr. Pankaj +91-99998 02256

Student Transport

- Monday To Friday AC Bus 40 Seats From SNU To Pari Chowk at 10:00 & 13:00 hrs And
- Pari Chowk to SNU 11:00 , 14:00 & 19:00.
- Sat - Sun - AC Bus 40 Seats From SNU To GIP Mall (Noida) At 9:00 And 19:00 Pm Back at
- 11:00 And 20:00 @ Rs -100/ Per Single trip.
- Sat - Sun - AC Bus 40 Seats From SNU To Pari Chowk (Gr Noida) At 12:00 And Pari Chowk to SNU at 14:00
- And 19:00 @ Rs -50/ Per Single trip.

SNU Internal Shuttle

Shuttle service is available in every 20 minutes from Main Gate - Tower 10 - A Block - Library - Inner Gate (Hostel) - Main Gate. Social distancing norms must be strictly followed, and the students must not force the driver to accommodate more than the allowed number of passengers inside the shuttle.

Office of the Director of Students

Shiv Nadar IoE has a fully-residential campus. Life outside the Academic Blocks assumes great importance in terms of student experience at the University. The Office of the DS provides all assistance in hostel, mess, healthcare, cultural and sports activities. The Office provides assistance in extra-curricular initiatives as well as organization and functioning of student governance. ODS also provides help and support to any student on any issue affecting him/her. The Office also assists handicapped/disabled members of the campus community and supports minority and economically disadvantaged students. The Office is also responsible for the formulation and enforcement of the University's General Code of Conduct and Code for Academic and Student Conduct.

Core Team

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Interim, Director of Students
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Assistant professor, School of
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Hostel Team

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Ext. 691

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Ext. 6605

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Extn:728

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Ext. 326

Sports Team

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

Mr. Pawan Negi
Senior sports officer & Table tennis coach
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Mr. Ujjawal Bahuguna
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Mr. Narendra Singh Bhandari
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Mr. Sachin Bansal
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Ms.Sudipta Sil
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Mr. Jasveer Rana
Cricket Coach
jasveer.rana@snu.edu.in

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".

Core Team

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Mr. Ashraf Saeed
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Ext.731
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Office of the Registrar

The office of the Registrar serves the students, faculty, and staff of the University by performing a wide range of functions related to student services (like issuance of official certificates/letter, degree certificates, transcript etc.), keeping records and academic administration.

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
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Mr. Benoy James
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Mr. Ravinder Kumar
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Office location: D012

Mr. Sudhanshu Kumar Singh
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Finance Department

Mr. Alok Sharma
Head Finance
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Ext. 228

Mr. Rahul Arora
Deputy Manager
rahul.arora@snu.edu.in
Ext.241



Annexure A Items to be brought for day to day needs

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

Annexure B

Please access the following policies on SNU Links:

- ▶ Policy for OCJ (On Campus Job)
- ▶ Policy on Change of Major for UG
- ▶ Hostel Room Charges & Entitlement Policy
- ▶ Anti-Ragging Affidavit
- ▶ Fee Policy
- ▶ Damages Policy
- ▶ Transcript Issuance Policy
- ▶ Transcript Issuance Policy
- ▶ Gender Policy
- ▶ UG Handbook Academics
- ▶ Policy on Academic Malpractice
- ▶ UG Minor Programs Offered at the University
- ▶ Whistleblower Policy

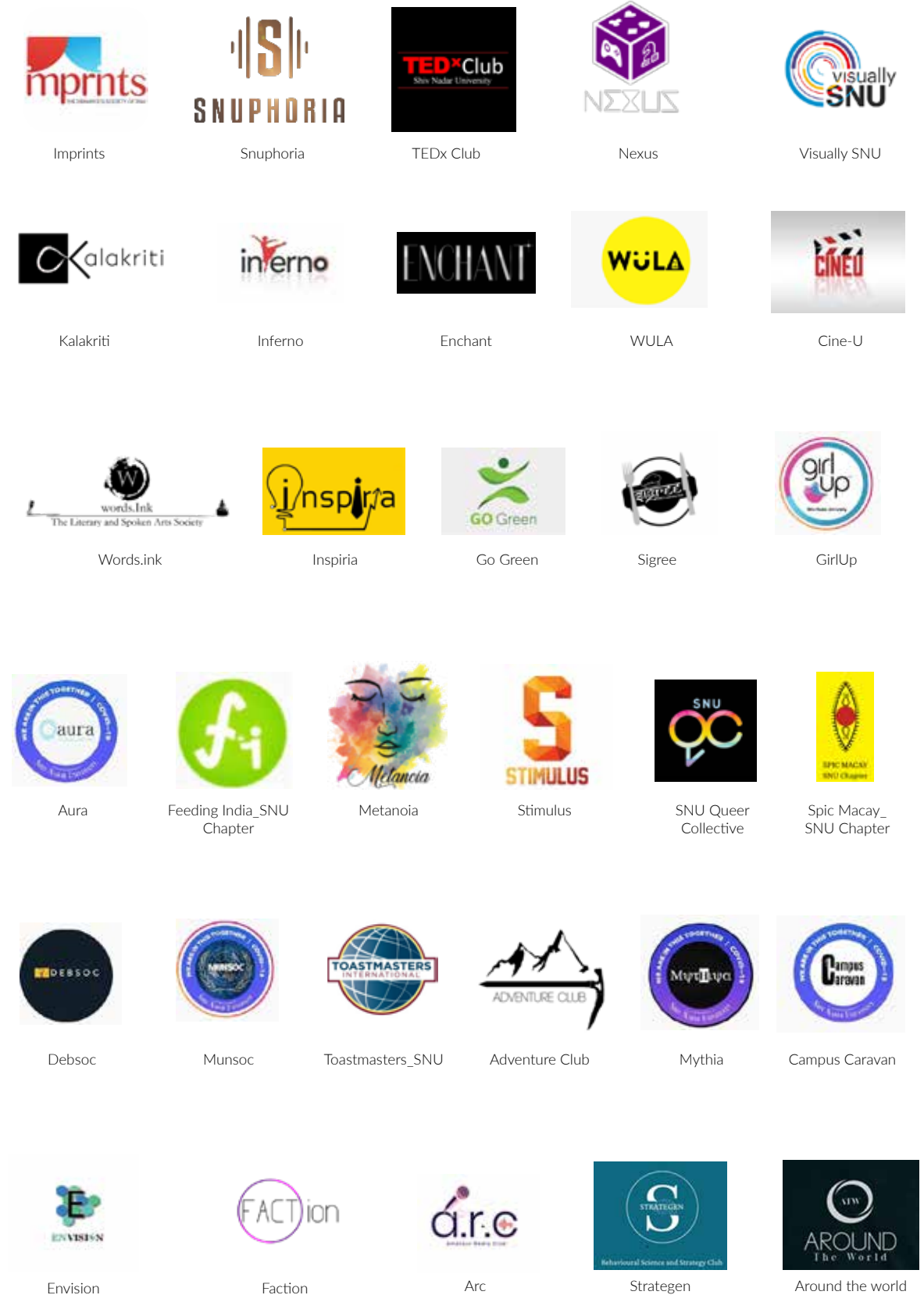
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<https://snulinks.snu.edu.in/snuPolicies/students/>







Annexure C

Instagram Profiles for all the Cultural Clubs



Academic Calendar for Monsoon Semester - 2022

Days	Date	August-2022
Monday	1	
Tuesday	2	
Wednesday	3	
Thursday	4	
Friday	5	
Saturday	6	
Sunday	7	
Monday	8	UG Course Registration begins for Monsoon 2022 (4th Year)
Tuesday	9	Muharram
Wednesday	10	UG Course Registration begins for Monsoon 2022 (2nd & 3rd Year)
Thursday	11	Raksha Bandhan
Friday	12	PG/Ph.D. registration begins for Monsoon 2022
Saturday	13	
Sunday	14	
Monday	15	Independence Day
Tuesday	16	
Wednesday	17	
Thursday	18	Start of classes for all students
Friday	19	Janmashtami
Saturday	20	
Sunday	21	
Monday	22	
Tuesday	23	
Wednesday	24	Last date to add half semester UG courses
Thursday	25	
Friday	26	
Saturday	27	
Sunday	28	
Monday	29	
Tuesday	30	
Wednesday	31	Vinayaka/Ganesh Chaturthi (Last date to add full semester UG courses / Last date to drop half semester UG courses)

			
University Holidays	Restricted Holidays	Mid/End Term Exam	Mid Term Break

Academic Calendar for Monsoon Semester - 2022

Days	Date	September-2022
Thursday	1	
Friday	2	
Saturday	3	
Sunday	4	
Monday	5	
Tuesday	6	
Wednesday	7	Last date to drop full semester UG courses / last date to add / drop PG and Ph.D. courses
Thursday	8	
Friday	9	
Saturday	10	
Sunday	11	
Monday	12	
Tuesday	13	
Wednesday	14	
Thursday	15	
Friday	16	
Saturday	17	
Sunday	18	
Monday	19	
Tuesday	20	
Wednesday	21	
Thursday	22	
Friday	23	
Saturday	24	
Sunday	25	
Monday	26	
Tuesday	27	
Wednesday	28	
Thursday	29	
Friday	30	

			
University Holidays	Restricted Holidays	Mid/End Term Exam	Mid Term Break





Academic Calendar for Monsoon Semester - 2022

Days	Date	October-2022
Saturday	1	First Half Finishes
Sunday	2	Gandhi Jayanti
Monday	3	Maha Ashtami (Mid Term Examinations Preparation Leave)
Tuesday	4	Maha Navmi (Mid Term Examinations preparation Leave)
Wednesday	5	Dussehra
Thursday	6	Mid Term Examinations
Friday	7	Mid Term Examinations
Saturday	8	Mid Term Examinations
Sunday	9	Milad-un-nabi / Id-E-Mailad
Monday	10	Mid Term Examinations
Tuesday	11	Mid Term Examinations
Wednesday	12	Mid Term Examinations
Thursday	13	Karva Chouth (Registration open for second half CCCs) Mid Term Break
Friday	14	Mid Term Break
Saturday	15	Second Half begins
Sunday	16	
Monday	17	
Tuesday	18	
Wednesday	19	
Thursday	20	
Friday	21	Last date to add second half CCC's
Saturday	22	
Sunday	23	
Monday	24	Deepavali
Tuesday	25	Govardhan Puja
Wednesday	26	Bhai Duj
Thursday	27	
Friday	28	Last date to drop second half CCC's
Saturday	29	
Sunday	30	
Monday	31	

			
University Holidays	Restricted Holidays	Mid/End Term Exam	Mid Term Break





Academic Calendar for Monsoon Semester - 2022

Days	Date	November-2022
Tuesday	1	
Wednesday	2	
Thursday	3	
Friday	4	
Saturday	5	
Sunday	6	
Monday	7	
Tuesday	8	Guru Nanak's Birthday
Wednesday	9	
Thursday	10	
Friday	11	
Saturday	12	
Sunday	13	
Monday	14	
Tuesday	15	
Wednesday	16	
Thursday	17	
Friday	18	
Saturday	19	
Sunday	20	
Monday	21	
Tuesday	22	
Wednesday	23	
Thursday	24	Guru Teg Bahadur's Martyrdom Day
Friday	25	
Saturday	26	
Sunday	27	
Monday	28	
Tuesday	29	
Wednesday	30	

			
University Holidays	Restricted Holidays	Mid/End Term Exam	Mid Term Break





Academic Calendar for Monsoon Semester - 2022

Days	Date	December-2022
Thursday	1	
Friday	2	Last Teaching Day
Saturday	3	End Term Examinations preparation
Sunday	4	
Monday	5	End Term Examinations
Tuesday	6	End Term Examinations
Wednesday	7	End Term Examinations
Thursday	8	End Term Examinations
Friday	9	End Term Examinations
Saturday	10	End Term Examinations
Sunday	11	
Monday	12	End Term Examinations
Tuesday	13	End Term Examinations
Wednesday	14	End Term Examinations
Thursday	15	End Term Examinations
Friday	16	
Saturday	17	
Sunday	18	
Monday	19	Last Viewing Day
Tuesday	20	
Wednesday	21	Result Submission Day
Thursday	22	
Friday	23	
Saturday	24	
Sunday	25	Christmas Day
Monday	26	
Tuesday	27	
Wednesday	28	Vinayaka/Ganesh Chaturthi (Last date to add full semester UG courses / Last date to drop half semester UG courses)
Thursday	29	
Friday	30	
Saturday	31	

			
University Holidays	Restricted Holidays	Mid/End Term Exam	Mid Term Break

Academic Calendar for Monsoon Semester - 2022

Days	Date	January - 2023
Sunday	1	New Year's Day
Monday	2	
Tuesday	3	
Wednesday	4	
Thursday	5	
Friday	6	
Saturday	7	
Sunday	8	
Monday	9	*Spring Semester 2023 Begins (Tentative)
Tuesday	10	
Wednesday	11	
Thursday	12	
Friday	13	
Saturday	14	
Sunday	15	
Monday	16	
Tuesday	17	
Wednesday	18	
Thursday	19	
Friday	20	
Saturday	21	
Sunday	22	
Monday	23	
Tuesday	24	
Wednesday	25	
Thursday	26	
Friday	27	
Saturday	28	
Sunday	29	
Monday	30	
Tuesday	31	

			
University Holidays	Restricted Holidays	Mid/End Term Exam	Mid Term Break

Teaching Days

August-2022	
Monday	2
Tuesday	2
Wednesday	2
Thursday	2
Friday	2
Saturday	2
Total	12

September -2022	
Monday	4
Tuesday	4
Wednesday	4
Thursday	5
Friday	5
Saturday	4
Total	26

October-2022	
Monday	2
Tuesday	1
Wednesday	2
Thursday	2
Friday	2
Saturday	4
Total	13

November-2022	
Monday	4
Tuesday	4
Wednesday	5
Thursday	4
Friday	4
Saturday	4
Total	25

December-2022	
Monday	
Tuesday	
Wednesday	
Thursday	1
Friday	1
Saturday	
Total	2





SHIV NADAR

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