

SHIV NADAR

INSTITUTION OF EMINENCE DEEMED TO BE

UNIVERSITY

DELHI NCR

# Parent's Handbook

2025-26





## PREAMBLE

*This Handbook is intended to serve as a guide for parents to understand how the policies and procedures of the University and the resources available for support. Our goal is to establish a positive and collaborative relationship between parents and the University so that we can all work together toward the success and well-being of our students.*

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## MESSAGE FROM THE VICE-CHANCELLOR

Dear Parents,

I would like to extend a warm welcome to you. We are honored to have your ward and you as a member of the Shiv Nadar IoE community. We are committed to providing your ward with a world-class education and an enriching University experience.

In the NIRF (Government's National Institutional Ranking Framework), the University has been the youngest institution in the 'top 100' overall list, and our score has risen steadily. The University has a Grade 'A' accreditation from NAAC (National Assessment and Accreditation Council).

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

Our students are at the very heart of our mission. Your ward will find great mentors amongst our faculty and staff through our vibrant campus' social and cultural life. We will all be facilitators in their learning and aspirations.

As your ward embarks on this exciting journey, we recognize that you, as parents, will play an important role in supporting their academic and personal growth. We want to remind you that we are here to support your ward every step of the way.

We also want to assure you that we prioritize the safety and well-being of our students. Our University has implemented various measures to ensure a safe and secure environment, including 24/7 campus security, emergency response protocols, and mental health support services.

As we prepare for the new academic session, we encourage you to stay informed about our University's policies and guidelines, particularly those related to academic standards, student conduct, and campus safety. Our orientation documents, including the students' handbook, parents' handbook, and student policy documents provide a comprehensive guide to the same.

We value the partnership between our University and our student's families, and we encourage open communication and collaboration. If you have any questions or concerns, please don't hesitate to reach out to us.

Thank you for entrusting your ward's education to our University. We are committed to providing them with an exceptional education and a transformative University experience.

**Dr. Ananya Mukherjee**  
Vice-Chancellor

# I. ACADEMICS: OVERVIEW

Shiv Nadar University, Delhi NCR is a multidisciplinary, research-focused, and student-centric University offering a full range of academic programs at the undergraduate, postgraduate, and doctoral levels. With state-of-the-art infrastructure, the University comprises of academic wings, sophisticated labs, international standard sports facilities, amphitheaters, an auditorium, conference rooms, and smart classrooms. The University's goal is to become internationally recognized for the quality of its research and creative endeavors and their applicability to improving quality of life, generating new insights, and expanding the boundaries of human knowledge creation. Committed to excellence in teaching, research, and service, the University aims to serve the higher education needs of India and the world beyond.

Shiv Nadar (Institution of Eminence Deemed to be University) is home to four schools that are alive to the plurality of diverse courses and are an integral part of the Institution's vision to build an institution of global education standards.

## 1.1 SCHOOLS AND ACADEMIC LEADERSHIP

| Schools of Natural Sciences (SoNS)                                                           | School of Management & Entrepreneurship (SME)                                                                   | School of Engineering (SoE)                                                                    | School of Humanities & Social Sciences (SHSS)                                                |
|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| Dr. Sanjeev Galande,<br>Dean<br><a href="mailto:dean.sns@snu.edu.in">dean.sns@snu.edu.in</a> | Dr. Sundar Venkatesh,<br>Dean<br><a href="mailto:sundaravaradhan.v@snu.edu.in">sundaravaradhan.v@snu.edu.in</a> | Dr. Suneet Tuli,<br>Dean<br><a href="mailto:suneet.tuli@snu.edu.in">suneet.tuli@snu.edu.in</a> | Dr. Rajat Kathuria<br>Dean<br><a href="mailto:dean.shss@snu.edu.in">dean.shss@snu.edu.in</a> |

## 1.2 LIST OF HEADS OF DEPARTMENTS AND UNDERGRADUATE ADVISORS

| Department                        | Head                                                                                     | Undergraduate Advisor                                                                    |
|-----------------------------------|------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| Electrical & Computer Engineering | Dr. Vinod Sharma<br><a href="mailto:vinod.sharma@snu.edu.in">vinod.sharma@snu.edu.in</a> | Dr. Kamal Singh<br><a href="mailto:kamal.singh@snu.edu.in">kamal.singh@snu.edu.in</a>    |
|                                   |                                                                                          | Dr. Amit Bakshi<br><a href="mailto:ab525@snu.edu.in">ab525@snu.edu.in</a>                |
| Chemical Engineering              | Dr. Sanjeev Yadav<br><a href="mailto:sy567@snu.edu.in">sy567@snu.edu.in</a>              | Dr. Karan Gupta<br><a href="mailto:karan.gupta@snu.edu.in">karan.gupta@snu.edu.in</a>    |
| Computer Science and Engineering, | Dr. Dolly Sharma<br><a href="mailto:dolly.sharma@snu.edu.in">dolly.sharma@snu.edu.in</a> | Dr. Sweta Mishra<br><a href="mailto:sweta.mishra@snu.edu.in">sweta.mishra@snu.edu.in</a> |

|                                 |                                                                                                                                                                                         |                                                                                                               |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| Mechanical Engineering          | Dr. Harpreet Singh Arora<br><a href="mailto:harpreet.arora@snu.edu.in">harpreet.arora@snu.edu.in</a>                                                                                    | Dr. Sathi Rajesh Reddy<br><a href="mailto:sathireddy@snu.edu.in">sathireddy@snu.edu.in</a>                    |
| Civil Engineering               | Dr. Gyan Vikas<br><a href="mailto:gyan.vikash@snu.edu.in">gyan.vikash@snu.edu.in</a>                                                                                                    | Dr. Shalini Rankavat<br><a href="mailto:shalini.rankavat@snu.edu.in">shalini.rankavat@snu.edu.in</a>          |
| Life Sciences                   | Dr. Colin Jamora<br><a href="mailto:colin.jamora@snu.edu.in">colin.jamora@snu.edu.in</a>                                                                                                | Dr. Neelesh Dhanukar<br><a href="mailto:neelesh.dahanukar@snu.edu.in">neelesh.dahanukar@snu.edu.in</a>        |
| Mathematics                     | Dr. Sneh lata<br><a href="mailto:sneh.lata@snu.edu.in">sneh.lata@snu.edu.in</a>                                                                                                         | Dr. Niteesh Sahni<br><a href="mailto:niteesh.sahni@snu.edu.in">niteesh.sahni@snu.edu.in</a>                   |
| Chemistry, SoNS                 | Dr. Bimlesh Lochab<br><a href="mailto:bimlesh.lochab@snu.edu.in">bimlesh.lochab@snu.edu.in</a>                                                                                          | Dr. Basab Bijayi Dhar<br><a href="mailto:basab.dhar@snu.edu.in">basab.dhar@snu.edu.in</a>                     |
| Physics                         | Dr. Susanta Sinha Roy<br><a href="mailto:susanta.roy@snu.edu.in">susanta.roy@snu.edu.in</a>                                                                                             | Dr. Sajal Ghosh<br><a href="mailto:Sajal.ghosh@snu.edu.in">Sajal.ghosh@snu.edu.in</a>                         |
| History & Archaeology           | Dr. Anubhuti Maurya<br><a href="mailto:anubhuti.maurya@snu.edu.in">anubhuti.maurya@snu.edu.in</a>                                                                                       | Dr. Hemanth Kadambi<br><a href="mailto:Hemnath.kadambi@snu.edu.in">Hemnath.kadambi@snu.edu.in</a>             |
| Sociology                       | Dr. Yasmeen Arif yasmeen.<br><a href="mailto:arif@snu.edu.in">arif@snu.edu.in</a>                                                                                                       | Dr. Vasundhara Bhojvaid<br><a href="mailto:vasundhara.bhojvaid@snu.edu.in">vasundhara.bhojvaid@snu.edu.in</a> |
| English, SoHSS                  | Dr. Sambudha Sen<br><a href="mailto:sambudha.sen@snu.edu.in">sambudha.sen@snu.edu.in</a>                                                                                                | Dr. Gautama Polanki<br><a href="mailto:gautama.polanki@snu.edu.in">gautama.polanki@snu.edu.in</a>             |
| Economics, SoHSS                | Dr. Mandar oak<br><a href="mailto:mandar.oak@snu.edu.in">mandar.oak@snu.edu.in</a>                                                                                                      | Dr. Kurt Horner<br><a href="mailto:kurt.horner@snu.edu.in">kurt.horner@snu.edu.in</a>                         |
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| Economics and Finance           | Dr. Sundarvenkatesh<br><a href="mailto:sundaravaradhan.v@snu.edu.in">sundaravaradhan.v@snu.edu.in</a>                                                                                   | Dr. Debarati Basu<br><a href="mailto:debarati.basu@snu.edu.in">debarati.basu@snu.edu.in</a>                   |
| Management                      | Dr. Sundarvenkatesh<br><a href="mailto:sundaravaradhan.v@snu.edu.in">sundaravaradhan.v@snu.edu.in</a>                                                                                   | Dr. Partha Sarathi Roy<br><a href="mailto:Parthasarathi.roy@snu.edu.in">Parthasarathi.roy@snu.edu.in</a>      |

## 1.3 UNDERGRADUATE DEGREE REQUIREMENTS (COMMON TO ALL PROGRAMS)

- Each undergraduate (UG) program is at least 150 credits. However, individual programs/ majors may have higher credit requirements, e.g. all engineering majors require at least 160 credits.

- The minimum duration of an undergraduate program at Shiv Nadar IoE shall be 6 Full semesters.
- All graduating students must have at least one Major Area of Study (or Major). A Major is usually within one department but sometimes it may involve more than one department.
- The minimum credit requirement to earn a Major is 108 credits. However, a particular Major can have higher credit requirements. For example, for B Tech degree a student has to earn at least 118 credits towards their respective major. Refer program prospectus for applicable credit requirements.
- A total of 42 credits in CCC and UWE courses must be earned by the student.
- At least 18 credits must be earned from Common Core Curriculum (CCC) courses.
- At least 18 credits must be earned from University-wide elective (UWE) courses.
- Not more than 30 CCC credits will be counted towards the degree.
- Six credits from the Major Elective, UWE, and CCC categories are in the Floating Category.
- The degree shall be awarded only if the student completes the credit requirements and has a minimum of 5.0 CGPA.

## 1.4 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 about 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".

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
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## 1.5 ATTENDANCE POLICY AND IMPLEMENTATION

Every student must register every semester that she/he spends at Shiv Nadar IoE. The registration will include separate individual registration in each of the courses that the student wishes and is allowed to take that semester. The following conditions apply:

1. Attendance is mandatory for all courses.
2. All undergraduate students at Shiv Nadar IoE are expected to be present for all of the scheduled classes. For whatever official or private reasons, a shortfall of not more than 25% is permitted in each course.
3. Failure to meet the attendance requirements in a course will lead to an F\* grade in that course.
4. Admit cards for appearing in the end term exam in all registered courses will be available for students to download a day before the start of the exam. Any course in which a student is registered and has not satisfied the minimum attendance requirement would not appear in the exam and will not be given admit card. Hence the student will not be allowed to take that exam. The student would receive F\* grade in courses where attendance is short.
5. In the case of the first half CCC, if a student is short on attendance, the student will be barred from taking the final evaluation. Please note that even if the student appears for the final evaluation, the student will be awarded F\* grade (due to attendance shortfall) via the Grade Submission System in case no exceptions are made by the Dean of School.

## 1.6 ACADEMIC INTEGRITY

- Students are expected to maintain high standards of academic honesty and integrity. Anything that results in the loss of integrity in the processes of teaching, learning, and research will be considered as academic malpractice. The University follows a zero-tolerance policy for the mentioned practices. This includes, but is not limited to:

- Misrepresenting academic accomplishments, submission of another's work as one's own or willfully allowing others to represent their work as their own.
- Creating disturbance in the classroom and not maintaining classroom decorum.
- Use of mobile phone inside the class.
- Creating loud noise/ playing music/ talking in loud voices thus causing/ disturbing the ongoing academic activity.
- Plagiarism as per the SN IoE policy. Link: <https://snulinks.snu.edu.in/snuPolicies/students/Policy%20on%20Academic%20Malpractice.pdf>
- 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.
- Misbehavior/delinquency during industrial tours / educational visits or tours/internships / co-curricular / extra-curricular / sports visits.
- All the above are applicable in all the modes of learning. Students found to be in violation of the policy will be penalized as deemed appropriate. This could imply receiving an 'F' grade, loss of a scholarship, suspension, or even termination or expulsion from the University.

## 1.7 ACADEMIC AND CO-CURRICULAR OPPORTUNITIES AND SUPPORT

### A. 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. Student can start OUR from 3rd semester, once the form is floated by dean research office in semester monsoon.

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

### B. SOCIETIES AND CLUBS

Shiv Nadar IoE believes that every passion and interest is worth exploring and supports an exciting idea that students have for creating new organizations, so long as they are not insensitive or offensive to other members of the University. The student clubs and societies provide each student the opportunity to explore their passion outside their regular studies and collaborate

and learn as part of a community that is bound together by shared interests. There are several clubs in Shiv Nadar IoE, spanning from dance, theatre, music, film, and debate to various departmental clubs, to Business, to debate.

At Shiv Nadar IoE, students can connect with other like-minded students in over 50+ clubs, leadership organizations, and technical societies. Whether they want to hone their skills, grow their network within the University, or just meet other students, student clubs and societies make life on campus truly vibrant. Students can also contribute as a fresher. Most of the clubs reserve a position of freshman coordinator in the core of their respective clubs 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 all. Make sure that your ward register for their favorite club.

Among other activities, we hold virtual chat sessions for students from time to time and organize Instagram Live sessions, webinars, panel discussions, and much more. Do ask your wards to join us and get involved with the vibrant club culture of the University so that once they are on campus, they are already well-versed in the work and functioning of different clubs and societies.

### C. 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, conducting and analyzing various feedback, managing help desks, aiding departments in enabling functions of the University like Admissions, Career Development Centre, Office of Dean of Students, Administration, Hostels, Sports, and allied activities, etc.

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. Students will be paid 100 rupees per hour for OCJs during academic sessions, with a maximum limit of 20 hours per week. During vacations, the payment will be 75 rupees per hour, with a maximum limit of 40 hours per week.

For students engaged in OCJ during summer vacations, the hostel fee for that period will be borne by the sponsoring department. For details, please visit SNU Links <https://ocj.webapps.snu.edu.in/> For queries related to OCJ, please contact: Mr. Sudhir Kumar, Associate Manager, Office of Dean of Students in D010.

**Eligibility:** OCJs are open to all undergraduate students and students from some masters' degree programs (without any Teaching Assistantship and for jobs specific to post-graduate

programs) of Shiv Nadar IoE. However, students must maintain satisfactory academic progress and adhere to the policies and guidelines set by the Institute.

***Circulars and Application Process:*** Circulars for OCJs will be posted via email from the Office of Dean of Students, along with an application form and job description. Interested students can submit the application form to apply for the jobs.

OCJs at Shiv Nadar IoE provide an excellent opportunity for students to gain practical experience, develop skills, and earn some extra income. Students are encouraged to keep an eye on the circulars and apply for OCJs as per their interests and availability.

## 2. OVERVIEW OF CAMPUS FACILITIES AND RESOURCES

The 300-acre fully residential campus houses 4000 students, faculties, and staff members. To ensure comfortable living for all residents, the campus boasts of various large plethora of in-house resources including cafes serving a large variety of food, grocery stores for daily needs, a fully equipped medical center, an indoor sports complex, a student recreational center, a central library, post office, saloon, and also an in-house Bank on top of two ATMs. State-of-the-art infrastructure added with pristine greenery makes the Shiv Nadar campus ideal for learning and continuous growth.

**University Activity and Recreation Centre (UARC):** UARC serves the diverse student body and the University community by enhancing learning and promoting healthy lifestyles through quality facilities, programs, and services. We promote teamwork, professionalism, enthusiasm, and excellence while supporting student development through programs and opportunities that strengthen leadership skills. We continue to provide dynamic and diverse recreational experiences which positively engage students through learning and leadership opportunities. SNU Campus Recreation is dedicated to excellence in student and professional development.

**Vending machines** have been placed in various areas of the campus. From academic blocks, and hostels to Indoor Sports Complex, these machines have been placed in various locations around the campus.

**Tuck shops** are present at multiple places around the campus to provide various snacks and beverages around the clock.

**Mini-Mart:** Mini-mart is located in hostel block 3C, which caters to the need of University residents. The mart consists of a shop that supplies fresh dairy products, vegetables, fruits, and other confectionery. Besides the mart also houses a salon; an ATM and an HDFC Bank branch.

**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 for their miscellaneous needs. The washing machine will be functional from 0600 hrs to 2330 hrs in all hostels for 7 days a week. The miscellaneous needs have to be their small/sensitive clothes which cannot be given to Laundry. Washing of Blankets / Shoes/jackets/foot mats is not allowed to be washed in the washing machines.

**Salon:** There is a well-equipped hair and beauty unisex salon on campus that offers a selection of treatments in a comfortable, modern, and relaxed environment by trained and friendly staff. The salon is operational from 11:00 am to 09:00 pm, all days of the week.

### **Convenience stores**

- Grabbo - is located in the Shopping Arcade.
- Tuck shop - Located in tower 2.
- Fruits and vegetable shop near the Faculty towers.
- Mini Mart - Located near the 3rd cluster.
- Fruits and juice shop near chess garden between DH1 and DH2.

### **Deliveries/ Amazon**

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

### **ATM & Banking facilities**

The campus has a fully functional Bank - Housing Development Finance Corporation (HDFC), with an ATM facility. Located in the Mini-Mart complex in the hostel block - 3C, the Bank's working hours are from 10:00 am to 4:00 pm, Monday to Saturday. (As per the RBI guidelines, the bank will not operate on the second and fourth Saturday). The campus also has a Punjab National Bank (PNB) ATM located in block C.

## **RECREATIONAL FACILITIES ON CAMPUS**

### **INDOOR SPORTS COMPLEX**

Shiv Nadar IoE houses a uniquely designed, state-of-the-art Indoor Sports Complex (ISC), which won the prestigious NDTV's Design & Architecture Awards in 2017. ISC has a fully equipped unisex fitness center (Gym) with high-end cardio machines, and weight stations. There is also a 200-meter-long indoor running track on the first floor of ISC. Apart from this, there is a meditation and yoga hall, where regular yoga classes are organized by expert professionals.

### **SPORTS FACILITIES ON CAMPUS**

Sports Programme at SNU, offers activities in sports, recreation, and fitness, bringing in a lot of vibrancy through recreational and competitive events organized in-house and pan India. 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.

List of Sports Offered:

- Athletics
- Badminton
- Basketball
- Chess
- Cricket

- Football
- Powerlifting
- Squash
- Table Tennis
- Volleyball
- Yoga

Good infrastructure is an essential to enjoy and excel at sports and for that reason, we have a number of high quality courts and fields for the students to play in.

**Indoor Sports Facilities in Shiv Nadar IoE** with State of the Art NDTV 2017 award-winning design architecture with 1,20,000 Sq Ft. of an area with a centrally air-conditioned central hall.

- 4 Badminton Tera flex courts
- 2 Basketball wooden courts
- 6 Table Tennis arenas in ISC, 10 Tables in hostels
- 4 Squash Courts
- Recreational Room (Pool tables, Chess and Carom boards)
- Gym
- 200m Indoor Running Track
- Yoga Hall
- Artificial Climbing wall

**Outdoor Sports Facilities in Shiv Nadar IoE** – 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 SPORTS FEST

Surge is the annual Inter University sports fest of Shiv Nadar University, Delhi-NCR. It envisions bringing about a new sporting wave not only for the University's students but also for other universities and colleges.

## SHIV NADAR UNIVERSITY SPORTS LEAGUE (SNUSL)

SNUSL is a student sports council initiative, which was introduced in 2013. SNUSL's objective has helped University sports to build stronger teams and provide an opportunity for searching for sports talent among the students. Over the years, participation in SNUSL has increased among the student community of SNU sports. The students are divided and auctioned into four clubs namely Falcons, Phoenix, Panthers, and Bulls. Currently 12 sports(Boys and Girls) are played across the year to crown an overall champion.

## INTER HOSTEL SPORTS LEAGUE (IHSL)

IHSL is the year round sports tournament between various hostels to crown the Overall Winners at the end of the year. It is open to all UG/PG and PhD students of the university. Currently, the format consists of 10 sports.

## SHIV NADAR 10K CHALLENGE

Shiv Nadar 10K Challenge is a professional run which is organised in our university campus. The run has various categories like 10K Run, 5K Run and 5K Walk to encourage participation from all runners and fitness enthusiasts. In the inaugural edition, 1200+ runners came from pan India to be a part of this race.

## EXTERNAL PARTICIPATION

Shiv Nadar University always motivates the students towards their overall development as fine human being. A well-balanced sports program encourages the students to train hard and assess their talent in various sports tournaments pan-India, participating in AIU/National/International tournaments.

## POINTS TO BE CONSIDERED BY THE STUDENTS

- All students are provided equal access to all the sporting facilities/activities. All students will be required to strictly adhere to the rules laid out for every activity.
- All students are to bring their equipment for playing sports (Racquets for racquet sports, balls, shuttles, and cricketers must have their 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 complexes will be provided on request and these lockers are not to be shared. Athletes will be responsible for the contents of their lockers. Missing/lost keys will attract heavy fines.

## TRANSPORT FACILITIES

Each semester, the University-chartered buses for the students on the weekends. The bus shuttled between a few important points and the campus. The service is 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.

**University vendors for Personal booking**

Mr. Mukesh: +919910699688 (HBBS)

Mr. Pankaj: +91-99998 02256 (Giriraj)

Mr. Vikas: +91-9818600097 (Noida Cabs)

## STUDENT TRANSPORT

| Day              | Mode              | From                                                                | To                                                                  | Time            |                             |
|------------------|-------------------|---------------------------------------------------------------------|---------------------------------------------------------------------|-----------------|-----------------------------|
| Friday           | AC Tempo Traveler | SNU to                                                              | GIP Mall ( Noida )                                                  | 18:30           |                             |
| Saturday, Sunday | AC Tempo Traveler | Shiv Nadar University campus                                        | GIP Mall (Noida) Near Indian Oil Petrol Pump                        | 9:00 and 18:45  | @ Rs -100/ Per Single trip. |
| Saturday, Sunday | AC Tempo Traveler | GIP Mall (Noida) Near Indian Oil Petrol Pump                        | SNU                                                                 | 11:00 and 19:45 | @ Rs -100/ Per Single trip. |
| Saturday, Sunday | AC Tempo Traveler | SNU                                                                 | Pari Chowk pick up at Bikanerwala near Parichowk metro station gate | 12:00           | @ Rs -50/ Per Single trip.  |
| Saturday, Sunday | AC Tempo Traveler | Pari Chowk pick up at Bikanerwala Near Parichowk metro station gate | SNU                                                                 | 14:00           |                             |
| Driver Name      | Rohit             |                                                                     |                                                                     |                 |                             |
| Mob. No.         | 8920218776        |                                                                     |                                                                     |                 |                             |
| Vehicle No.      | UP16DT4755        |                                                                     |                                                                     |                 |                             |

The students can avail of the weekend transport facility to Pari Chowk and Noida. The Campus Affairs Secretaries from the Student Council take care of the transport, and the students will be emailed about the procedure every week. The mail will contain all the details regarding the timing and booking of the shuttle.

Students can book their tickets at <https://snushuttles.com/>. The tickets are limited and will be given out on a first-come first serve basis. The pick-up and drop-off point in the University is the inner gate **near HDFC Bank**.

In case of any bookings outside the aforementioned time slot, **double the ticket price will be charged**.

Request students to read the information given in the email carefully and adhere to the timings. No refunds will be given if students do not avail of the service after purchasing tickets.

Students must make sure to carry their ID cards with them while boarding the bus. If they do not have their ID card, their ticket will no longer be considered valid and will not be refunded. The shuttle will not wait for anyone beyond the timings mentioned, so students are advised to ensure that they reach the pick-up points a few minutes in advance.

## UNIVERSITY INTERNAL SHUTTLE

Shuttle service is available every 20 minutes from the Main Gate. The route followed is Main gate - 5th cluster - 4th cluster - Inner gate - parking 1 - D block. There are two shuttles that are currently in use inside our campus. Students must not force the driver to accommodate more than the allowed number of passengers inside the shuttle.

## CAB SERVICES

Students can contact the Campus Affairs Secretaries for any cabs to be booked or can directly contact any of the drivers given above to book a cab.

## BICYCLES ON CAMPUS

At Shiv Nadar IoE, we believe in maintaining a green campus. We aim to encourage the use of bicycles and, thereby, help our campus remain sustainable, congestion and pollution-free, and healthy.

Our student organization, The transport committee that falls under the purview of the Campus Affairs Secretaries, is responsible for maintaining all these bicycles. Biweekly rentals are provided for bicycles. The person renting it shall be treated as the owner of the bicycle until its return at the end of the rental term. To stay informed and coordinate with the proper authorities, they must join a WhatsApp group. The renter is liable for the bicycle, including any damage, throughout the rental term, and must have the lock and key at all times. If the bicycle is damaged while the student is using it, they may have to pay a fee decided by the Campus Affairs Secretary. By the due time, the cycle must have been returned. Additional fees or penalties may be imposed for non-compliance. The Campus Affairs Secretary and the Dean of Students shall have ultimate authority over any questions or concerns regarding the renting policy.

## RENTING A BICYCLE IS EASY:

- Students will be notified via email of the availability of the bicycles and their designated meeting spot.

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

## VISITORS' HOSTEL (ACCOMMODATION FACILITIES INSIDE THE CAMPUS)

Visitors Hostel (VH) is available for the stay of bonafide guests of students, subject to availability and booking as per the laid down process, given below.

### Stay at the visitor's hostel for guests of Shiv Nadar IoE students

- Visitors Hostel is available for the stay of bonafide guests of students, subject to availability and booking as per the laid down process, given below.
- A student seeking permission to entertain a guest has to send a mail to the ODS Helpdesk-odshelpdesk@snu.edu.in for booking a room in the Visitor's Hostel in the specific name of the person(s), indicating the relationship to the sponsored student. Emails by guests themselves/ those from a non-Shiv Nadar IoE ID will not be entertained. The request for a Visitor's hostel booking only for parents will be considered.
- The email should have the following details for a Visitor Hostel room booking:
  - i. Name of Student
  - ii. Roll Number of Student
  - iii. Relationship of visitors with student
  - iv. Number of visitors, names, and attachment of ID proof of each visitor
  - v. Reason for visit
  - vi. Dates on which the room is required (date of arrival and departure)
- Rates for rooms may be ascertained from the admin. Food is extra, which will be delivered to Visitor's Hostel on payment to be done at the hostel itself.
- Booking will be confirmed by admin as per availability. The confirmation must be carried out by the guest and the student. Government ID will also have to be indicated in the email by the sponsored student. The same will be checked at the visitor's hostel by the staff on duty. It is always better that student informs D Block security about arrival details to make the process smoother. They will also facilitate pickup from Gate by the golf carts if needed.
- Visitors' hostel bookings should be made at least 3 working days before the requirement. (Working days Mon-Fri).
- Visitors are allowed to stay for one night (two days) and the driver if any, will also be accommodated by Shiv Nadar IoE Security in accommodation paid for by guests of the student.
- Students are NOT allowed to enter the visitor's hostel and guests will NOT be permitted inside student hostels. They can be provided with Guest Wi-Fi access by VH Reception Desk on request.

- Guests would need to make their arrangements to reach Shiv Nadar IoE. In the case of self-driven cars, the same would need to be parked at Visitor's Hostel parking (if available) or 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 the DS or Head, of hostel administration, through the respective warden. Suitable arrangements for their stay will be made.
- In case of central events like convocations or events where the University invites guests, (who may be known to students), separate instructions for the stay of guests will be issued by the organizing department. For instance, CDC will coordinate the stay of guests during convocation and will issue detailed guidelines.
- Hostel rules and regulations as applicable to students would apply to their guests at VH.

## CULTURAL ACTIVITIES ON CAMPUS

- Cultural activities on campus are an integral part of University life that provides a platform for students to express their cultural diversity and showcase their talents. These activities include various events such as dance performances, music concerts, art exhibitions, theatre plays, and poetry recitations. The cultural events are often organized by the college's cultural committee or societies and clubs, which are run by students. They provide opportunities for students to explore their creative interests and develop their skills in different art forms. Cultural activities on campus are not only entertaining but also serve to promote cultural exchange and understanding among students from different backgrounds. These events often attract a large audience and create a sense of community on campus. Cultural activities help to create a vibrant and inclusive campus that fosters, creativity, innovation, and social engagement.
- Freshers' Evening
- Fresher's Evening is an exciting event that takes place at the beginning of the academic year in colleges and universities. It is a gathering where new students, commonly referred to as 'freshers', get to meet and interact with each other as well as the senior students. The event is usually organized by the Cultural Committee of the University and is often filled with fun activities such as games, dances, and talent shows. It provides an opportunity for the new students to get acquainted with the campus environment and to make new friends. Fresher's evening is a memorable experience that marks the beginning of a new academic journey for the freshers and sets the tone for their college life.

## INTRA-UNIVERSITY FEST (MONSOON SEMESTER)

An intra-University fest is a lively and colorful event that takes place within the premises of a University or college. It is an occasion where students from different departments and disciplines come together to showcase their talents and participate in various competitions. The fest provides a platform for students to exhibit their skills and creativity in fields such as music, dance, drama, and literature, and in the various clubs and societies of the University. Intra-Uni-

iversity fest is organized by the Cultural Committee of Shiv Nadar IoE and is conducted for three consecutive days. The last intra-University fest was named “Dastaan”. These fests not only encourage healthy competition but also help to promote cultural exchange and collaboration among students from diverse backgrounds. The fest is a time of celebration, excitement, and unity for the entire University community.

### **BREEZE (SPRING SEMESTER)**

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.

### **FAREWELL (MAY, EVERY YEAR)**

A farewell is an emotional and memorable event that marks the end of a journey, typically the end of a student's academic journey at the University. It is a bittersweet moment when students bid farewell to their friends, teachers, and the institution they have been a part of for several years. It is organized by the Cultural Committee of the University and provides an opportunity for students to reminisce about the memories they have shared over the years and express their gratitude to their teachers and friends. Farewell is a time to celebrate achievements, reflect on the challenges faced, and embrace the new opportunities that lie ahead. The event marks the beginning of a new chapter in the lives of the students, and it is an emotional yet memorable experience that they cherish for a lifetime.

### 3. DEPARTMENT OF STUDENT AFFAIRS

The Department of Student Affairs is a vital part of a University community. This office serves as a resource for students and provides a wide range of support services to help them succeed academically and personally.

The Dean of Students typically oversees a variety of departments and programs that are dedicated to enhancing the student experience on campus.

One of the primary roles of the Dean of Students is to promote student engagement and involvement in campus life. This includes overseeing and coordinating social and cultural events and fostering a sense of community on campus. The Dean of Students also works closely with faculty and staff to ensure that academic policies and procedures are fair and equitable for all students.

Another important responsibility of the Dean of Students is to provide support and advocacy for students who are facing personal and academic challenges. This may include providing counseling services, academic advising, and resources for students with disabilities. The Dean of Students also works closely with campus safety and security to ensure that students are safe and secure while on campus.

In addition to these core responsibilities, the office of the Dean of Students may also be responsible for a wide range of other programs and services. For example, the office may coordinate with housing services, manage campus dining and meal plans, and oversee student conduct and disciplinary policies.

Overall, the Office of the Dean of Students plays a critical role in promoting student success and well-being on campus. By providing a range of resources and support services, the Dean of Students helps to ensure that students have the tools and support they need to achieve their academic and personal goals.

At Shiv Nadar IoE, the Dean of Students works through the Associate Director and Head of Student Life, Asst. Dean, Student Conduct, Assistant Dean, Student Mentoring, Head of Hostels and Head of Sports.

The Office structure of the Department of Student Affairs is as follows:

|                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                              |                                                                                                                                                                          |                                                                                                                                                                                                                                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p align="center"><b>Brig. Steve Ismail (Retd.)</b><br/> Dean of Students<br/> <a href="mailto:dean.students@snu.edu.in">dean.students@snu.edu.in</a>   <a href="mailto:steve.ismail@snu.edu.in">steve.ismail@snu.edu.in</a><br/> Ext: 110<br/> Office location: D010</p>                                                                            |                                                                                                                                                                                                                              |                                                                                                                                                                          |                                                                                                                                                                                                                                                                                           |
| <p><b>Dr. Anshu Paliwal</b><br/> Associate Director &amp;<br/> Head of Student Life<br/> <a href="mailto:anshu.paliwal@snu.edu.in">anshu.paliwal@snu.edu.in</a><br/> <a href="mailto:chair.dc@snu.edu.in">chair.dc@snu.edu.in</a><br/> <a href="mailto:office.dsa@snu.edu.in">office.dsa@snu.edu.in</a><br/> Ext:655<br/> Office location: D036D</p> | <p><b>Capt. (Retd.) Anita Ganjoo</b><br/> Head, Hostel<br/> Administration, and<br/> Residence Life<br/> <a href="mailto:anita.ganjoo@snu.edu.in">anita.ganjoo@snu.edu.in</a><br/> Extn. 455<br/> Office Location: D036A</p> | <p><b>Dr. Amrish Tony</b><br/> Director-Sports<br/> <a href="mailto:Amrish.tony@snu.edu.in">Amrish.tony@snu.edu.in</a><br/> Extn: 724<br/> Office location: ISC</p>      | <p><b>Dr. Jitendra Prajapati</b><br/> Assistant Dean, Student<br/> Mentoring Assistant<br/> Professor,<br/> Department of Electrical<br/> Engineering<br/> <a href="mailto:jitendra.prajapati@snu.edu.in">jitendra.prajapati@snu.edu.in</a><br/> Ext: 663<br/> Office location: C216A</p> |
| <p><b>Dr. Ankit Gupta</b><br/> Assistant Dean, Student<br/> Conduct<br/> Assistant Professor,<br/> Department of<br/> Mechanical Engineering<br/> <a href="mailto:Ankit.gupta1@snu.edu.in">Ankit.gupta1@snu.edu.in</a><br/> Ext: 667<br/> Office location: C212</p>                                                                                  | <p><b>Ms. Karthika</b><br/> Student Affairs<br/> Coordinator<br/> <a href="mailto:karthika@snu.edu.in">karthika@snu.edu.in</a><br/> Ext:462<br/> Office location: D010</p>                                                   | <p><b>Mr. Sudhir Kumar</b><br/> Associate Manager<br/> <a href="mailto:sudhir.kumar@snu.edu.in">sudhir.kumar@snu.edu.in</a><br/> Ext. 837<br/> Office location: D010</p> |                                                                                                                                                                                                                                                                                           |

# MESSAGE FROM THE DEAN OF STUDENTS

Dear Parents,

Parents' Handbook contains important guidelines and information about your ward's life at Shiv Nadar Institute of Eminence, and I strongly encourage you to go through it carefully and keep it handy for ready reference.

The Department of Student Affairs, which I head, is actively engaged in curating a safe, nurturing and enabling environment for all students. We provide students with excellent hostel accommodation, world class sports facilities, engage actively with service providers for health-care and food, and encourage the students, through their elected representatives of the Student Council, to take an active part in maintaining and improving the campus experience for all students. We encourage students to volunteer as Peer Support Guides and Gender Champions to assist students who may be facing challenges in any area, or who need help.

Ours is a fully residential university, with a beautiful campus and excellent facilities for students. We do not see residential life on campus as merely a matter of convenience for students, by providing accommodation and food to enable them to attend their classes and complete their course. A residential programme provides countless opportunities for personal growth, and our students benefit greatly from living, playing, and learning with their peers from different parts of our diverse country and from widely varying backgrounds.

Being the first time away from home for most students, they often find their experience, from the food they are served, to their roommates' habits, and every aspect of campus life, unfamiliar to begin with. Besides their studies, many students get actively involved in sports and with the activities of over fifty clubs and societies, and their related events, wherein they learn by working together, often late into the night, and grow in confidence as well as ability. Most students soon make friends and begin to enjoy life on campus, to the point where some even prefer to stay back during the holidays!

Just as your wards are exposed to new experiences on campus, so have you as parents and guardians to adjust to not having your children living with you. This is an important transition for the young adults, as well as for parents. It is only when young people learn to cope with daily challenges and adjust to less than ideal circumstances, without needing the approval or intervention of a parent or older person, that they really grow up and qualify as 'adults'.

It is helpful to view the challenges that your ward may face here, whether related to managing their attendance, managing their time or making better choices in their conduct and in choosing their friends, as opportunities for them to grow into responsible, caring and worthy citizens and individuals. I encourage you to believe that your ward is in the best environment for this crucial transition to occur, before they enter the wide and less forgiving world of work. Trust us, trust your ward to evolve, and trust in the values and education that you have given them, and all will be well!

You can always write to me at [dean.students@snu.edu.in](mailto:dean.students@snu.edu.in)

I look forward to meeting you whenever you visit the University!

## 3.1 SUPPORT SERVICES

### A. MENTAL HEALTH

At Shiv Nadar IoE, we believe that students' mental health is essential to their academic, professional, and personal success.

We welcome all students, faculty, and staff members of the Shiv Nadar IoE community to avail of mental health care facilities available on the campus and online. We seek to support and enhance the psychosocial well-being and development of all students. We have a committed team of professionals to provide a safe, welcoming, and affirming environment for all students. We hope your experience with these services will be beneficial to you. For us to best help you, we believe that it is important for you to understand our services. Please read this information carefully and discuss any concerns with your counselor.

**In some cases, the University reserves the right to mandate the student to seek counseling or appear for a psychiatric assessment; in these cases, the University will inform the parents.**

### WHOM TO CONTACT?

Any student keen to get psychological support or help may contact one of the following:

| Resource Person with Email ID                                                                                                                                                                                    | Designation & Role Description                       | Location & Time                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|----------------------------------------------|
| Meet or write to<br><br><b>Ms. Divya Khatter</b><br><a href="mailto:divya_khatter@hcl.com">divya_khatter@hcl.com</a><br><br><b>Ms. Shreya Sharma</b><br><a href="mailto:Shreya.sh@hcl.com">Shreya.sh@hcl.com</a> | Counselor,<br>University Health Centre               | Tower 6, Ground Floor<br>10:00 AM to 6:00 PM |
| <b>Dr. Gaurav Purohit</b>                                                                                                                                                                                        | Empanelled Psychiatrist,<br>University Health Centre | As per the requirement                       |
| Or you may call us at the helpline no. <b>+91-9311331953</b> or on extension 102.                                                                                                                                |                                                      |                                              |

### USE YOURDOST ONLINE COUNSELLING SERVICES

In addition, Shiv Nadar IoE has a tie-up with India's largest Online Counselling portal- **YourDost Online Counselling & Emotional Wellness Services**. Students are advised to register themselves with the portal using the link [www.yourdost.com](http://www.yourdost.com) and then make appointments with their respective counselors for an online chat-based/ audio or video session. There are a total of **1000+ counselors offering counseling in regional languages**. Counselors' description, qualification, years of experience, expertise, and time slot availability is given in the portal which will make it convenient for students to pick the counselors of their choice. We do have a 24\*7 helpline -18008913499 to connect with an expert anytime. This is a **free-of-cost service** for the entire Shiv Nadar IoE fraternity.

## CONFIDENTIALITY

The purpose of confidentiality in psychological counseling is to encourage you to discuss candidly all the problems you are experiencing and to not withhold information out of concern that it might prove embarrassing to you. Please feel free to discuss any concerns about confidentiality with your counsellor.

Students' records at the Counselors are not part of any other University record. We do not share information about a student with anyone (including parents, professors, deans, friends, hostel wardens, or peer educators) without a student's permission, including the fact that they have received counseling.

The Health Centre SNIOE operates as a team and as such, there may be times when it is appropriate for counsellors to consult the doctor at Health Centre about your care. This is done only after you give your consent to discuss your case with the medical doctor. All staff members of the Health Centre are held to the same standard of confidentiality.

While we place a high value on safeguarding the confidentiality, there are some instances in which laws and procedures of the university may obligate or allow us to release information to others without either your consent or authorization:

- If a student files a complaint or lawsuit which involves counsellors, then the counsellor may disclose relevant information regarding that student in order to defend against that suit.
- If a counsellor knows or has reason to suspect, that a child under 18 or that a vulnerable adult is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or any other person responsible for the child's or adult's welfare, the law requires that they make a report and involve the relevant stakeholders.
- If a counsellor believes that there is a clear and immediate probability of physical harm to the student, to other individuals, or to society, they may be required to disclose information to take protective action, including communicating the information to the relevant stakeholders including the potential victim, Dean of Students, Associate Director and Head of Student Life, or family member(s); or they may seek hospitalization of the student. If such a situation arises, every effort will be made to fully discuss it with you before taking any action, and information will be limited to only that information necessary to ensure safety. If you have concerns or questions about confidentiality, please phone our counsellors for clarification.
- We are happy to consult with parents regarding their concerns about their son or daughter. We are unable to acknowledge whether a particular student is a client unless the student has given us consent to do so. When a student does not agree to disclose any information to parent, a departmental representative will discuss concerns with parents in general terms only.

## APPOINTMENTS

Students are seen by appointment, except in urgent situations. We request your cooperation in keeping your scheduled appointments. We understand that in some instances, unavoidable cir-

cumstances may prevent you from doing so. We would appreciate it if cancellations are made at least 24 hours in advance so that the time can be offered to another student.

## CONSULTATION HOURS

- We are open **Monday to Saturday, 10 am to 6 pm.**
- All students who are new to Counselling services can begin services by direct walk-in.
- One can call on our helpline no. +91-9311331953 or on extension 102. One can also email us at [divya\\_khatter@hcl.com](mailto:divya_khatter@hcl.com) or [shreya.sh@hcl.com](mailto:shreya.sh@hcl.com) or one can walk into the center and make an appointment as per the timelines mentioned above.
- In urgent situations, one can call on +91-9311331953

## COUNSELING SERVICES

All students new to Counselling services will begin services through an initial consult to the counsellor usually within 24 hours of the student's request. The student can place the request for an appointment with a counsellor by either calling or writing an email to the particulars given above. During an initial consultation, the counselor will ask the student several questions about the current situation as well as gather information about their psychiatric history. With a clearer picture of the student's needs, a personalized plan will be developed for their care.

Based on the outcome of the student's initial consult, individual counseling sessions will range from 45-60 minutes. The length and frequency of sessions are planned collaboratively by the counsellor and the student, with consideration for the student's level of functioning, progress, available supports, and overall demand for services.

Whenever any urgent need occurs when a student's coping skills are no longer effective in helping them to manage a situation. Urgent situations are potentially life-altering but not life-threatening. Students with urgent needs may want immediate support. In such cases, Students, faculty, and staff can also request an urgent appointment which is scheduled within the 24 hours of the request through either of the mediums provided above or by direct walk-in between 10:00 to 6:00 PM from Monday to Saturday at the University Health Centre located at 'F' block near Shopping Arcade. These appointments focus on helping the student to resolve/cope with the acute situation and assess safety concerns. For immediate support respective hostel wardens needs to be contacted in order to facilitate the logistics. We do have ambulance services available for Mental Health Support facilities as well.

The counsellor will help distressed students to get the care they need by assessing their safety concerns. They will help students to make a plan for getting through the night, the weekend or if indicated the counselor will facilitate hospitalization.

Emergencies are life threatening situations which require an immediate response. An emergency might involve:

- Persistent thoughts and/or plans to hurt themselves or someone else

- Engaging in a life threatening behavior
- Physical or sexual assault
- An episode of mania or psychosis

The counsellor will help a distressed student to get the care they need by assessing the safety concerns. They will help students to make a plan for getting through the night, the weekend or if indicated the counselor will facilitate hospitalization.

## SERVICES PROVIDED

Students come to us with concerns regarding psychological or emotional issues, during times of crisis, when their usual coping mechanisms may not be working well, or when they are faced with making difficult decisions. Our counsellors provide crisis intervention, assessment, short-term psychotherapy, group therapy, meditation & relaxation and referral services. We also offer consultation to students, faculty, and staff who are concerned about the well-being of other students. **We provide such services without charge to all members of SNioE community including faculty and staff members.**

## PSYCHOLOGICAL COUNSELLING

Psychotherapy can have benefits and risks. Since therapy often involves discussing unpleasant aspects of your life, you may experience uncomfortable feelings like sadness, guilt, anger, frustration, loneliness, and helplessness. On the other hand, psychotherapy has also been shown to have many benefits, including improved relationships, increased understanding of oneself, solutions to specific problems, and a significant reduction in feelings of distress.

The first session will involve an evaluation of your needs. By the end of the evaluation, you will be offered some first impressions and some strategies to help you deal with the issues you came in to address. Therapy is generally most successful when you work actively, both during and between sessions, on things you have talked about with your counsellor.

## CLIENT HANDOVER

In the event of the counsellor leaving the organization, his or her clients would be handed over to the other existing counsellor or a new counsellor. Enough care would be taken to ensure the handover is as smooth as possible.

## FEEDBACK

You can send a feedback of our services at [anshu.paliwal@snu.edu.in](mailto:anshu.paliwal@snu.edu.in).

## PEER SUPPORT GUIDES

In the bustling realm of university life, where academic challenges intertwine with personal growth, there exists a vital support system known as Peer Support Guides (PSGs). These dedicated individuals are not merely students; they are the nurturing guardians associated with family heads, entrusted with the noble task of fostering a sense of belonging and well-being within their designated family groups. At the heart of their mission lies a profound commitment

to safeguarding the mental and emotional welfare of every student under their care. They are selected via a rigorous screening process, and trained by qualified personnel.

Beyond their roles as mere companions, PSG's don the mantle of therapists, offering a compassionate ear and guiding hand to incoming freshmen and seasoned students alike. With their unwavering support and guidance, PSG's strive to cultivate an environment where every individual not only survives but thrives, sharing each moment of their college journey.

## B. HEALTH SERVICES

The The Health & Wellness Center on campus 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 a 24x7 basis.

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

A team of four doctors (general physicians), two resident physiotherapists, two clinical psychologist counsellors, dentist, and a visiting psychiatrist, Orthopedic, Gynecologist, Dermatologist may be consulted at the clinic.

The campus also houses a pharmacy (open 24X7) 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 Thyrocare for testing on paid basis.

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

In addition to the above the University Health Centre has a Tie-up with the following Super Specialty hospitals.

- Kailash Hospital Greater Noida
- Yatharth Hospital Greater Noida
- Fortis Hospital Greater Noida

## C. MEDICAL INSURANCE

We are committed to the overall health and well-being of our students. In addition to the 24X7 medical center on-campus, we have also tied up with **The New India Assurance Co. Ltd.** to

provide medical insurance coverage for our students. This will cover medical issues that require hospitalization beyond the on-campus services. This is a seamless policy that covers cashless hospital admission and treatment up to **₹ 2.5 lac** including cover for COVID-19 treatment. It is being extended to all students joining SNU from the Monsoon 2024 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
- **5000+** hospitals are covered across the country
- No room capping
- No waiting periods
- Ambulance charges up to **₹ 2000** per hospitalization
- Pre-Hospitalization and Post Hospitalization for 30 days & 60 days respectively are covered

For any queries related to Medical Insurance please contact: Mr. Ajay Sharma, Warden (Boys Hostel) – 9907703912

## 3.2 POLICIES

Students need to check the various policies as applicable to them on **SNU LINKS** in the Student Policies Section using the link <https://snulinks.snu.edu.in/>

### ANTI-RAGGING

As per the directives issued by the Hon'ble Supreme Court of India and the University Grants Commission, ragging is a cognizable and punishable offense 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 in 2009, please see the regulations at <https://snu.edu.in/pdf/Anti-Ragging-Affidavit.pdf>

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

- o This includes teasing, abusing, playing practical jokes, or causing hurt to students by 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.
  - o 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
    - o A student may visit the link <https://antiragging.in/> or [https://antiragging.in/affidavit\\_registration\\_disclaimer.html](https://antiragging.in/affidavit_registration_disclaimer.html) or [https://antiragging.in/affidavit\\_University\\_form.php](https://antiragging.in/affidavit_University_form.php) and fill up online anti-ragging affidavit by the student/ parent/guardians.
    - o After filling out this form online, students will receive a confirmation email at their registered email Id regarding their submission of the Affidavit.
    - o The confirmation email should be forwarded to [antiragging@snu.edu.in](mailto:antiragging@snu.edu.in) and a screenshot/ PDF of the confirmation email should also be uploaded to 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 at the beginning of the academic year.
  4. It shall be the responsibility of the parents/guardians of freshers to promptly bring any instance of ragging to the notice of the authorities of the University.

### 3.3 FAMILY HEADS

Family Heads are the cornerstone of campus camaraderie, embodying the spirit of guidance and support for incoming students. These dedicated individuals, drawn from the student body, form a cohesive network committed to enriching the lives of freshmen during their campus sojourn. Beyond their official titles, Family Heads serve as mentors, confidants, and friends, offering invaluable insights and advice to navigate the labyrinth of university life. They eagerly share their knowledge about campus resources, academic tips, and the hidden gems scattered across the grounds. With boundless enthusiasm and unwavering dedication, Family Heads illuminate the path for newcomers, ensuring they embark on their academic journey with confidence and a sense of belonging.

### 3.4 STUDENTS GRIEVANCE REDRESSAL CELL (SGRC)

In consonance with the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023, the Shiv Nadar IoE has constituted the SGRC. The objective is to provide opportunities for redressal of certain grievances of students already enrolled in Shiv Nadar IoE,

as well as those seeking admission to Shiv Nadar IoE, and a mechanism thereto. The email id for the grievances redressal is [sgrc@snu.edu.in](mailto:sgrc@snu.edu.in). The students may register their concerns related to grievances to the mentioned email ID. The same will be examined and addressed in the SGRC.

### 3.5 DISABILITY SUPPORT COMMITTEE (DSC)

The University in compliance of the Right of Persons with Disabilities Act, 2016 and the rules made thereunder has established a support cell for Students With Disabilities and any grievance of discrimination & the likes by the Faculty, Staff and Students of SNIoE may be informed to the Support Cell in writing to [disability.support@snu.edu.in](mailto:disability.support@snu.edu.in) and all complaints thereof will be heard by the Proctoral Board and the Proctoral Board shall follow the due process of law in adjudicating all the complaints.

### 3.6 CODE OF CONDUCT

Shiv Nadar IoE's Code of Conduct aims to support the development of a productive learning environment. It elaborates on the University's expectations of 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 developing as responsible students of the University.
- c. Giving undivided attention to their academic work and maintaining a healthy and congenial academic environment in the University.

To know more about it please read the Policy for violation of Student Code of Conduct by clicking on the following link: [policy\\_for\\_dealing\\_with\\_violations\\_of\\_student\\_code\\_of\\_conduct.pdf](https://snu.edu.in/policy_for_dealing_with_violations_of_student_code_of_conduct.pdf) (snu.edu.in)

**ZERO TOLERANCE ACTS:** SNloE Deemed to be University observes zero tolerance for offences as is detailed herein below:

Shiv Nadar University observes zero tolerance for:

- a. No person who is a student of a University shall commit ragging, which includes but is not limited to teasing, embarrassing, humiliating, assaulting and/or using criminal force or criminal intimidation, wrongfully restraining, or confining or causing hurt and /or taking introduction. In interpreting the acts of ragging recourse would also be taken to the definition of ragging as is stipulated in Vishwa Jagriti Matter (1999) and the UGC Regulation on curbing the menace of ragging in Higher Educational Institutions, 2019.
- b. No persons shall cause sexual harassment at study place and extended study place and every person is expected not to commit offences as is detailed in the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and University Grants Commission (Prevention, prohibition, and redressal of sexual harassment of women employees and students in higher educational institutions) Regulation 2015.
- c. Procuring and/or Possessing and/or Consumption and/or Aiding and/or Selling of any narcotic drug or psychotropic substances.
- d. Causing injury to the faculty, staff, administrative members of the University in and off-campus.
- e. Any other act which may be considered as gross violation of discipline by the competent authorities.

**Acts of Zero tolerance will be taken up immediately and parents will be informed at the first instance. The matter will be taken up immediately by the Disciplinary Committee and referred to the Proctorial Board if required.**

## FREEDOM WITH RESPONSIBILITY

Shiv Nadar loE, Delhi-NCR, trusts students to do what they think is best for them and 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 the responsible use of the resources available to students and the respect for others' rights to freedom and expression.

## RESPECTING DIVERSITY

Shiv Nadar loE. Students are from diverse backgrounds, beliefs, religions, cultures, perspectives, gender, and experiences. Inclusivity plays an extremely important role in the success of this community. The University expects everyone to understand and appreciate differences.

The goal is to foster a diverse environment that helps everyone gain and create a positive difference.

Discrimination based on physical appearance, gender, caste, creed, color, religion, region, or culture is to be avoided and if reported will be dealt with under the provisions made in the University Code of Conduct.

RESPECT FOR THE RULE OF LAW AND UNIVERSITY POLICIES

- Students should not indulge in any activity that obstructs teaching, learning, research, and administration.
- University's rules and policies are strictly to be followed. All these policies are easily accessible on the intranet, SNU Links- <https://snulinks.snu.edu.in/snuPolicies/students/>
- Students are advised not to participate in or abet political activities, statements, or protests.
- Students should clear all dues to the University while vacating hostels.
- Damage, destruction, or theft of property belonging to individuals, or the University will lead to strong action.

Any student-organized activity anywhere on campus, whether indoors or outdoors, needs prior permission from the Dean of Students at least 10 working days in advance. If any activity relating to academics requires the use of venues other than labs or classrooms, the admin helpdesk will need to be informed in advance, to make necessary arrangements.

INFORMING PARENTS

With respect to all zero-tolerance areas, parents will be informed immediately. Otherwise, parents will be informed if:

- Student attendance is falling continuously
- Noticeable fall in academic performance
- Involvement in any kind of indiscipline/ misconduct.
- Tendency/ indication to self-harm

3.6 LIST OF CONTACTS- WHO TO CONTACT FOR WHAT

For all queries related to student life and academics on campus, please adhere to the following set of communication channels for the corresponding type of query/concern:

|                                    |                                                                                                                                          |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Academic                           | <a href="mailto:office.deanacademics@snu.edu.in">office.deanacademics@snu.edu.in</a>                                                     |
| Anti Ragging Committee             | <a href="mailto:antiragging@snu.edu.in">antiragging@snu.edu.in</a>                                                                       |
| Student Life & Student Engagement  | <a href="mailto:office.dsa@snu.edu.in">office.dsa@snu.edu.in</a>                                                                         |
| Discipline                         | <a href="mailto:chair.dc@snu.edu.in">chair.dc@snu.edu.in</a><br><a href="mailto:proctor.office@snu.edu.in">proctor.office@snu.edu.in</a> |
| Internal Complaint Committee (ICC) | <a href="mailto:gendercommittee@snu.edu.in">gendercommittee@snu.edu.in</a>                                                               |
| Office of the Registrar            | <a href="mailto:registraroffice@snu.edu.in">registraroffice@snu.edu.in</a>                                                               |

|                         |                                                                                  |
|-------------------------|----------------------------------------------------------------------------------|
| IT                      | <a href="mailto:ithelpdesk@snu.edu.in">ithelpdesk@snu.edu.in</a>                 |
| Admin                   | <a href="mailto:adminhelpdesk@snu.edu.in">adminhelpdesk@snu.edu.in</a>           |
| Finance                 | <a href="mailto:rahul.arora@snu.edu.in">rahul.arora@snu.edu.in</a>               |
| Disability Support Cell | <a href="mailto:disability.support@snu.edu.in">disability.support@snu.edu.in</a> |
| Grievances              | <a href="mailto:sgrc@snu.edu.in">sgrc@snu.edu.in</a>                             |

Note: While it is understood that parents would like to connect with University offices for grievances, it is encouraged and recommended that students, as primary stakeholders, write to get their queries resolved and concerns addressed.

## 4. HOUSING AND ACCOMMODATION

### 4.1 OVERVIEW

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

The hostel facilities are spread over 15 buildings across the campus. Wardens are assigned to each hostel to ensure the smooth functioning of various facets of hygiene, safety, and security and miscellaneous needs of the student community. As a safety measure, each hostel building is equipped with a turnstile entry and exit. The students mapped to a particular hostel will only be allowed to move in and out of the hostel after doing their biometric. Other students can visit their friends but will have to do an entry and deposit their id card at the hostel reception which can be collected on their way out of hostel. 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 and 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. Students can use these facilities at their leisure. This room is closed at midnight 12 PM.

#### ROOM CONFIGURATION AND FACILITIES

The rooms in various buildings are of different configurations - single accommodation with attached or common washrooms, twin accommodation with common washroom. The rooms and washrooms are well-fitted and are designed to maintain hygiene standards.

#### PANTRY

Each hostel is provided with a pantry on the ground floor, equipped with microwave ovens, egg boilers and induction cooktops and Toaster. There is a provision of electric kettle which can be

issued from wardens on medical needs. Purified water is available on all floors for the convenience of the students even at odd hours. The pantry may be used only for the preparation of light snacks and is not meant to be an alternative to the dining halls. Residents are to ensure that the pantries are used and maintained neatly and hygienically. Misuse of pantry facilities may result in debarment for further access. Cooking of any sort is strictly prohibited on the hostel premises and is considered to be a safety and hygiene hazard.

## 4.2 HOTEL ADMINISTRATION TEAM

|                                                                                                                                                                                      |                                                                                                                                                                 |                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Capt. Anita Ganjoo</b><br/> Head-Hostel Administration<br/> <a href="mailto:anita.ganjoo@snu.edu.in">anita.ganjoo@snu.edu.in</a><br/> Ext. 455<br/> Office location: D036A</p> |                                                                                                                                                                 |                                                                                                                                                             |
| <b>Wardens</b>                                                                                                                                                                       |                                                                                                                                                                 |                                                                                                                                                             |
| <p><b>Mr. Gaurav Bhardwaj</b><br/> Sr. Warden (Boys' Hostel)<br/> <a href="mailto:gaurav.bhardwaj@snu.edu.in">gaurav.bhardwaj@snu.edu.in</a><br/> Ext. 6605</p>                      | <p><b>Ms. Anuradha Sharma</b><br/> Sr. Warden (Girls' Hostel)<br/> <a href="mailto:anuradha.sharma@snu.edu.in">anuradha.sharma@snu.edu.in</a><br/> Ext. 326</p> | <p><b>Mr. Vishveer Singh</b><br/> Sr. Warden (Boys' Hostel)<br/> <a href="mailto:vishveer.singh@snu.edu.in">vishveer.singh@snu.edu.in</a><br/> Ext. 680</p> |
| <p><b>Ms. Neelam Chaudhary</b><br/> Warden (Girls' Hostel)<br/> <a href="mailto:neelam.chaudhary@snu.edu.in">neelam.chaudhary@snu.edu.in</a><br/> Ext. 691</p>                       | <p><b>Ms. Preeti Jain</b><br/> Warden (Girls' Hostel)<br/> <a href="mailto:preeti.jain@snu.edu.in">preeti.jain@snu.edu.in</a><br/> Ext. 393</p>                 | <p><b>Mr. Balbeer Singh</b><br/> Warden (Boy's Hostel)<br/> <a href="mailto:balbeer.singh@snu.edu.in">balbeer.singh@snu.edu.in</a><br/> Ext. 728</p>        |
| <p><b>Ms. Vineeta Ruhela</b><br/> Warden (Girls' Hostel)<br/> <a href="mailto:vineeta.ruhela@snu.edu.in">vineeta.ruhela@snu.edu.in</a><br/> Ext: 6931</p>                            | <p><b>Mr. Ajay Sharma</b><br/> Warden (Boy's Hostel)<br/> <a href="mailto:ajay.sharma@snu.edu.in">ajay.sharma@snu.edu.in</a><br/> Ext. 6617</p>                 | <p><b>Mr. Varun Sharma</b><br/> Warden (Boy's Hostel)<br/> <a href="mailto:varuna.sharma@snu.edu.in">varuna.sharma@snu.edu.in</a><br/> Ext. 6646</p>        |
| <p><b>Ms. Savita Srivastav</b><br/> Warden (Girl's Hostel)<br/> <a href="mailto:savita.srivastava@snu.edu.in">savita.srivastava@snu.edu.in</a><br/> Ext. 6645</p>                    | <p><b>Mr. Anil Kumar</b><br/> Warden (Boy's Hostel)<br/> <a href="mailto:anil.kumar1@snu.edu.in">anil.kumar1@snu.edu.in</a><br/> Ext. 6648</p>                  |                                                                                                                                                             |

## 4.3 ARRIVAL FORMALITIES AT THE HOSTEL

Upon arrival, the students should report to the registration desk and complete their registration process including the fee payment. After which they can go ahead to their allocated hostels after which they will be starting with their orientation.

## CHECK-LIST FOR STUDENTS FOR THE FIRST VISIT

- Bedspreads/ bed sheets/ towel
- Pillow and pillow covers
- Bucket, mug, soap case
- Cloth hangers
- Toiletries for personal use (soap, shampoo, toothpaste, shaving razor/cream, etc.)
- Umbrella
- Table Lamp
- lock with Keys for their almirah
- Mosquito coil/ repellent
- 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 winter (can also be purchased after a couple of months)
- A pair of bathroom slippers and sneakers
- Hand gloves
- Sanitizer
- Bicycle (optional)

## 4.4 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.

## 4.5 OCCUPANCY AT HOSTEL:

Two/single bedded rooms are available in the hostels which shall be allotted to students by the Hostel Administration. Single rooms will not be allotted to UG (first year students). Residents are to carry out the check-in/check-out formalities when occupying or vacating their rooms. Wardens will assist in the process.

### Duration of different Programs and Stay at the Hostel

- Duration of Different Programs —Undergraduate Programs (B. Tech., B.Sc., B.A.), minimum of 6 full semesters to a maximum of 12 full semesters, ideally completed in 8 full semesters — Masters Programs (M. Tech., M.Sc., M.A.), four full semesters — Ph.D programs, as per the residency requirements of the particular program mentioned in your joining letters.

- Any student who needs to stay beyond the duration of their program will have to seek permission from the Dean of Students for an extension, which shall be considered subject to the availability of rooms.
- All students must 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 tranquillity of the hostels. Violation of hostel rules will make the student liable to disciplinary action which may include permanent expulsion from the hostel.

## 4.6 RULES AND REGULATIONS OF HOSTEL

- Possession and/or consumption of alcoholic drinks, cigarettes, and substance of abuse, inside and outside of the hostels, or in the University premises is completely prohibited and completely banned. Aiding, abetting, consumption, and possession 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.
- Students must stay in the rooms allotted to them. Changing of allotted rooms is not allowed unless exceptions are authorized by the Head Hostel administrator on reasonable grounds.
- For the first year UG students, an attendance will be taken at their respective hostel reception from 11:30 PM to 12:00 AM (mid night). In view of the same the first-year students are expected to return to their respective hostels before 11:30 i.e. the time of attendance. This restriction does not apply to all other students residing in the hostels; however, students must use this freedom responsibly.
- The students are not allowed to leave the campus before 06:30 AM and after 08:00 PM on weekdays. All those who are outside the campus are required to return to the campus premises before 08:00 PM on weekdays and 9.00PM on weekends.
- Few designated places shall be provided for students to put up their notices in the hostel in consultation with the Warden.
- Students are expected to ensure the cleanliness of their rooms and to help maintain the general upkeep of the hostel premises.
- Electrical wirings/fittings in the hostel rooms are not designed for heavy loads and therefore the use of electrical appliances like heaters, fridges, electric iron, electric kettle, induction cooktop, room cooler, immersion rods, etc. are not allowed in the hostel. Use of these items may result in confiscation of these items and/or other penalties that the Head Hostel Administrator deems fit. **The confiscated items will not be returned.**
- Students are permitted to get their electric grooming equipment's but the same should be less than 500 watts. If the wattage of the same is found to be more, it will be confiscated and will not be returned.

- 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, watch a movie, or play computer games. **Speakers of any size will not be allowed** and if found will be confiscated. The Confiscated items will not be returned.
- The University authorities may ask any student to change her/his room under special circumstances during a regular semester.
- Students are required to always carry their identity card 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 earmarked by the hostel Head Administrator or Dean 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 or any other student resident of the university.
- Birthday celebrations/any parties are not allowed on hostel premises
- Cooking is strictly prohibited inside the hostel rooms and Hostel Premises and is serious safety and hygiene hazard. Possession of cooking material / utensils will be viewed strictly, and action taken accordingly.
- Broken/fused bulbs and 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 Dean of Student's Office on the next working day.
- The process of obtaining a new ID card, if the same is lost, is based on the process as given in the app, and SNU Links.
- Pets are not allowed inside the hostel.
- Trespassing into unauthorized area is a strictly punishable offence.
- Mess utensils are prohibited from being removed from dining facilities.
- Students are requested to take care of their belongings. The University is not responsible for the theft/ damage of personal belongings.

## 4.7 VENTURING OUT OF CAMPUS

- UG students are not permitted to leave the campus without explicit permission. They must apply for permission online using the Collpoll app. This includes absence on university duty like participation in competitions /sports events etc. Issuance of such permits is a matter of privilege and not a right. **Students leaving the campus without the necessary permission shall be deemed to be missing and parents/guardians/police authorities may be informed by the Dean of Student's Office.**
- Parental permission for night out pass will be required for undergraduate students.
- Entry into the University campus is regulated, and students must 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 collpoll entry / exit system is facilitated by biometric IDs.

## 4.8 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 the 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 acknowledgment 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 the warden at the time of checking in.
- All students must submit their medical information to the effect of any allergies or any other ailment and any specific/special medical needs with relevant documents to the warden for the hostel administration to take care in case of emergency.

## 4.9 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 cloakroom on request, entirely managed by the students. Any student willing to avail of this facility must PROPERLY pack and label their baggage. The University will NOT be responsible for any loss or damage to the articles/baggage.
- Residents shall require special permission from the Dean of Students to avail of 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 the faculty sponsor/advisor and the head of the department. Such students shall be required to fill up the form available with the Dean of Student's Office followed by the approvals and shall be required to pay necessary hostel fees as per the University policy.

## 4.10 VISITORS AT THE HOSTEL

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

## 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 mattresses, curtain rods, tube lights, fans, cupboard locks, keys, etc. during the regular semester shall be the responsibility of the students.
- In case of intentional/ unintentional damage to any portion of the hostel buildings, furniture, equipment, or other University property, the loss shall be recovered from the person/s identified as the cause of such damage. However, if the persons responsible for the damage cannot be identified, the cost of repairing the damage will be assessed and distributed equally amongst all the inmates of that particular floor / hostel or group of inmates/ students of that wing of the hostel. Please refer to Damage Policy in Student Policy section via SNU LINKS <https://snulinks.edu.in/snuPolicies/students/>.

## 4.11 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 moving in and out of the campus, but not for use inside the campus. Such students must seek specific permission from the Dean of Student's Office for bringing personal vehicles to the campus, along with proof of ownership and other relevant, mandatory documents. The vehicles will remain the responsibility of the students and Shiv Nadar IoE will not be responsible for their safety.
- 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 of as scrap.

## 5. FOOD AVAILABILITY AND OPTIONS

### 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 three large dining Halls (DH 1, 2 & 3) provide a full spectrum of gastronomic delights. In addition, dining Hall 3 has been equipped with air conditioning. 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 on board and rigorous checks are in place by the administration to ensure compliance to the highest standards of hygiene and quality. In addition, there is a students' food committee, which participates in finalizing menus with vendors and conducts audits of all food operations on the campus.

The dining halls provide breakfast, lunch, evening snacks, dinner and midnight snacks as per the published menu as well as certain ala carte options. In addition, a midnight meal is served till 2:00 AM every day for those who burn the midnight 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:

- **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 the library.
- **Vending Machine:** There are several PayTM-enabled vending machines on the campus.

### THE TIMINGS AND MENU FOR EACH OF THE LOCATION IS AS FOLLOWS;

| Eatery Points | Description                              | Timings                                                                                                                                                                                                                          |
|---------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DH 1/2/3      | The University's mess, catering all day. | 7:00AM - 10:00AM (Breakfast)<br>12:00 PM - 3:00 PM (Lunch)<br>4:00 PM - 6:00 PM (Evening Mess- DH1 only)<br>7:00 PM - 10:00 PM (Dinner)<br>7:30PM - 9:30PM (A la Carte-DH1 only)<br>11:15 PM - 2:00 AM (Midnight Mess- DH1 only) |

|                                               |                                                                                                                                                |                              |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| <b>Le Café<br/>(DH 1/2/3)</b>                 | Serves cold drinks, chips, flavoured milk and packaged curd in all DHs. Pastries and desserts only in DH1                                      | Timings same as mess timings |
| <b>A&amp;B</b>                                | Eateries in between A and B Academic Blocks.                                                                                                   | Timings: 10:00 AM - 10:00 PM |
| <b>Quench (A&amp;B)</b>                       | A fast-food shop that sells a variety of items ranging from burgers and pizzas to parathas and pav bhaji. Drinks include shakes and mocktails. | Timings: 10:00 AM - 10:00 PM |
| <b>Anna's Café<br/>(A&amp;B)</b>              | A South Indian joint, selling various items such as dosas, parotta, filter coffee, idly, vada                                                  | Timings: 9:00 AM - 9:00 PM   |
| <b>C&amp;D</b>                                | Eateries in between C and D Academic Blocks.                                                                                                   |                              |
| <b>Naveen's Chai<br/>Point (C&amp;D)</b>      | Chai Point sells hot and cold milk-based drinks.                                                                                               | Timings: 7:00AM - 2:00AM     |
| <b>Swad Kathi Roll<br/>(C&amp;D)</b>          | Kathi Roll Center with around 50 varieties of veg and non-veg rolls.                                                                           | Timings: 7:00AM - 2:00AM     |
| <b>Surya Food and<br/>Beverages (C&amp;D)</b> | Packaged food & beverages, chaat items (samosa and patties), and fast-food items (such as burgers and wraps)                                   | Timings: 9:00AM - 2:00AM     |
| <b>Rama Enterprises<br/>(C&amp;D)</b>         | Fresh juices, fruit shakes and fruit salad are made on the spot, serving momos and sandwiches alongside it.                                    | Timings: 9:00AM - 12:00AM    |
| <b>SHOPPING<br/>ARCADE</b>                    | Eateries at the shopping arcade.                                                                                                               |                              |
| <b>Chocovilla<br/>(Grabbo)</b>                | Café selling pastries and continental dishes.                                                                                                  | Timings: 10:00AM - 12:00AM   |
| <b>LIBRARY</b>                                | Eatery inside library with AC facility                                                                                                         |                              |
| <b>NESCAFE</b>                                | A Nestle franchise selling pastries and Nescafe-branded coffee, sandwiches, alongside other Nestle products.                                   | Timings: 9:00AM - 12:00AM    |
| <b>SARC/HIVE</b>                              | Outlets inside the Student Activity Recreation Centre near Dh1 and cluster 2                                                                   |                              |

|                                   |                                                                                                   |                            |
|-----------------------------------|---------------------------------------------------------------------------------------------------|----------------------------|
| <b>BURGRILL</b>                   | A franchise selling burgers and chicken wings                                                     | Timings: 10:00AM - 12:00AM |
| <b>BHARTIYAM</b>                  | A South Indian franchise, selling various items such as dosas, parotta, filter coffee, idly, vada | Timings: 10:00AM - 12:00AM |
| <b>FAT GUY'S KITCHEN</b>          | Fast food franchise, serves Pasta, Pizza, Burgers and Sides                                       | Timings: 10:00AM - 12:00AM |
| <b>GREENOX</b>                    | Serves salads, shakes, subs, pastas and rice bowls                                                | Timings: 10:00AM - 12:00AM |
| <b>KOYLA KEBAB</b>                | Serves tikkas, kebabs, rolls and biryani bowls                                                    | Timings: 10:00AM - 12:00AM |
| <b>MAMA FU Asian Street food</b>  | Food joint serving Chinese food                                                                   | Timings: 10:00AM - 12:00AM |
| <b>WAFFLE NATION</b>              | Serves waffles and bubble tea                                                                     | Timings: 10:00AM - 12:00AM |
| <b>CASA KOFFEE (Outside SARC)</b> | Café serves a variety of dishes ranging from mac-n-cheese to tiramisus.                           | Timings: 10:00AM - 12:00AM |

Any student having any food related allergy or disease that requires omission of certain food items are requested to contact [sudhir.kumar@snu.edu.in](mailto:sudhir.kumar@snu.edu.in) at DSA office.

## 6. STUDENT COUNCIL

Shiv Nadar IoE's students are represented by the Student Council as a nexus between the student community and the University leadership. Elected by an open and democratic voting process, the Student Council voices the concerns and opinions of the students and is composed of students representing all batches, courses, schools, and programs. From managing the affairs of the hostel and mess to tirelessly working to organize events through various clubs and societies, the Student Council is a steadfast presence throughout. Headed by the Office Bearers, the President, Vice-President, Sports Secretary and Cultural Secretary, the Student Council comprises the Executive Cabinet, which deals with specific portfolios like Campus Affairs and Academic Affairs, and the Senate, who are elected as a representative from their group. The Council is also consulted and involved actively in building an avid student culture and improving student life in the University.

### 6.1 STUDENT'S COUNCIL OFFICE BEARERS

| President                                                                                                    | Vice-President                                                                                               | Cultural Secretary                                                                                         | Sports Secretary                                                                                                    |
|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>Aneesh Kandrakota</b><br>Email: <a href="mailto:po.sc@snu.edu.in">po.sc@snu.edu.in</a><br>Mob: 9704830541 | <b>Pulle Sree Harsha</b><br>Email: <a href="mailto:vp.sc@snu.edu.in">vp.sc@snu.edu.in</a><br>Mob: 8333035524 | <b>Devansh Asthana</b><br>Email: <a href="mailto:cs.sc@snu.edu.in">cs.sc@snu.edu.in</a><br>Mob: 8700197716 | <b>Karan Bellak</b><br>Sudhakar<br>Email: <a href="mailto:ss.sc@snu.edu.in">ss.sc@snu.edu.in</a><br>Mob: 8925194896 |

### EXECUTIVE CABINET

| Position                       | Name                    | Email ID                                                 | Mobile No. |
|--------------------------------|-------------------------|----------------------------------------------------------|------------|
| Secretary of Senate            | Adhityanarayan Ramkumar | <a href="mailto:sos.sc@snu.edu.in">sos.sc@snu.edu.in</a> | 9908967375 |
| Secretary of IT                | Arham Jain              | <a href="mailto:its.sc@snu.edu.in">its.sc@snu.edu.in</a> | 8288892729 |
| Secretary of Press             | Venkat Ravi KB          | <a href="mailto:ps.sc@snu.edu.in">ps.sc@snu.edu.in</a>   | 9884921293 |
| Secretary of Technical Affairs | Manasvi Vedanta         | <a href="mailto:tec.sc@snu.edu.in">tec.sc@snu.edu.in</a> | 9999027759 |
| Secretary of Treasury          | Ashwin Srv              | <a href="mailto:ts.sc@snu.edu.in">ts.sc@snu.edu.in</a>   | 8885678388 |
| Secretary of Treasury          | Arumugam G              | <a href="mailto:ts.sc@snu.edu.in">ts.sc@snu.edu.in</a>   | 7305996355 |
| Secretary of External Affairs  | Saksham Shukla          | <a href="mailto:er.sc@snu.edu.in">er.sc@snu.edu.in</a>   | 7880300717 |
| Secretary of Campus Affairs    | Pavan Karthikeya Reddy  | <a href="mailto:ca.sc@snu.edu.in">ca.sc@snu.edu.in</a>   | 8143595998 |
| Secretary of Campus Affairs    | S R Suryaa              | <a href="mailto:ca.sc@snu.edu.in">ca.sc@snu.edu.in</a>   | 7397457281 |

|                               |                    |                                                            |            |
|-------------------------------|--------------------|------------------------------------------------------------|------------|
| Secretary of Academic Affairs | MGM Manjunath      | <a href="mailto:aas.sc@snu.edu.in">aas.sc@snu.edu.in</a>   | 8341574398 |
| Secretary of Academic Affairs | Navika Chadha      | <a href="mailto:aas.sc@snu.edu.in">aas.sc@snu.edu.in</a>   | 9891230121 |
| Secretary of Food Affairs     | Kharishni Lakshman | <a href="mailto:Sofa.sc@snu.edu.in">Sofa.sc@snu.edu.in</a> | 9930364938 |

## STUDENT LED CAMPUS AFFAIRS – HOSTEL COMMITTEE

We follow a student-centric administration. To that effect, the Students' Hostel Committee looks after the Hostel Affairs. Secretaries of Campus Affairs are elected in the Student Council who assign Senators to be the Heads of the Hostel Committee. These Senators along with the Secretary of Campus Affairs conduct interviews and select members for the Hostel Committee. The Hostel Committee consists of members, with at least one person from each hostel block having the status of a student and residing in the respective blocks. The Heads of the Hostel Committee report to the Secretary of Campus Affairs regarding the effective discharge of duties by the Hostel Committee.

### DUTIES OF THE HOSTEL COMMITTEE:

- The heads of the hostel committee report to the secretary of campus affairs regarding the effective discharge of duties by the hostel committee
- They interface with their respective wardens at least once a fortnight and discuss with them the issues in their respective hostels
- They represent the general welfare of the students residing in the hostel and assist the council of wardens in maintaining the living standards
- The committee in coordination with the maintenance ensures proper maintenance of the hostel rooms, common room, toilets, and premises.
- They report any unauthorized use or misuse of hostel rooms and bring to notice any untoward incident occurring in the hostel premises to the warden
- The hostel committee meets at least once a month. These meetings are presided over by the secretary of campus affairs.

## 7. REGULATORY BODIES AT SHIV NADAR IOE

To maintain a healthy atmosphere and ensure the safety of all students on campus, there are three regulatory bodies to address disciplinary misconduct, academic malpractice, and sexual harassment and/or gender sensitization respectively:

### 7.1 DISCIPLINARY COMMITTEE

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, the students must 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 the Statutes of the University for establishing a safe and disciplined environment on campus, the Disciplinary Committee (DC) handles minor offenses 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 offense is severe or if there are repeat offenses.

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

In case of any dispute, the first point of contact should be Associate Manager- Member Secretary, Student Disciplinary Committee. The email id to be used to write such complaints is [chair.dc@snu.edu.in](mailto:chair.dc@snu.edu.in) or [disciplinarycommittee.office@snu.edu.in](mailto:disciplinarycommittee.office@snu.edu.in). The case will then be taken up by the Disciplinary Committee.

The students subjected to any disciplinary action by the Disciplinary Committee shall have the option of a one-time appeal to the Proctor within 10 working days. The Proctorial Board shall be the appellate authority for the same. An appeal shall only be entertained if:

- o Fresh evidence is adduced which for good reason had not been available previously; or
- o There is a material irregularity in the disciplinary proceedings conducted by the Disciplinary Committee, as the case may be.

The decision of the appellate authority will be final and binding.

### 7.2 PROCTORIAL BOARD

As per Clause 31 of the Rules and By-Laws of Shiv Nadar (Institution of Eminence Deemed to be University), the Proctorial Board (PB) is constituted. The PB is responsible for ensuring

rules and regulations framed by the Institution are being followed by the students. The PB also keeps an eye on the general moral behavior of the students, cases of individual/ group harassment, threats, manhandling, etc.

## POWERS AND FUNCTIONS OF THE PROCTORIAL BOARD

It shall be the duty of the Proctorial Board to review and maintain discipline among the student body of Shiv Nadar IoE and shall on this behalf also exercise the following powers:

- To hold inquiries with respect to incidents of misconduct of a student(s);
- Take necessary disciplinary actions on the recommendation of the Proctorial Board and apprise the Vice Chancellor of said action taken.
- The students subjected to any disciplinary action by the Proctorial Board shall have the option of a one-time appeal, and the Vice chancellor shall be the appellate authority for the same. The decision of the appellate authority will be final and binding.
- Evaluating the processes in place in Shiv Nadar IoE to control discipline amongst the students, and exercise any other powers and functions as may be conferred upon it by the Board of Management.

If as parents you have any query related to the PB decision you can write to [proctor.office@snu.edu.in](mailto:proctor.office@snu.edu.in).

The students subjected to any disciplinary action by the Proctorial Board shall have the option of a one-time appeal within 10 working days to the Vice Chancellor. The Vice Chancellor shall be the appellate authority for the same. An appeal shall only be entertained if:

- o Fresh evidence is adduced which for good reason had not been available previously; or
- o There is a material irregularity in the disciplinary proceedings conducted by the Disciplinary Committee, as the case may be.

The decision of the appellate authority will be final and binding

## 7.3 INTERNAL COMPLAINTS COMMITTEE

The Internal Complaints Committee (ICC) also called the 'Gender Committee', at Shiv Nadar Institute of Eminence (Shiv Nadar IoE) Deemed to be a University, Delhi NCR, has a policy for the Prevention of Sexual Harassment (PoSH) on campus.

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

The responsibility of promoting gender sensitivity and taking action in cases of sexual harassment has been vested with Internal Complaints Committee. Reports of sexual harassment are taken seriously and dealt with promptly by the ICC in accordance with the provisions of the University Grants Commission (Prevention, Prohibition, and Redressal of Sexual Harassment

of women employees and Students in higher educational institutions) Regulations, 2015. The University has recently re-constituted the ICC w.e.f. 2nd June 2024, as per the above-mentioned UGC Regulations, and the Government of India notification no. 14 of 2013, regarding 'The sexual harassment of women at Workplace (Prevention, Prohibition and Redressal) Act 2013'. The regulatory framework of ICC is guided by UGC requirements as well as Shiv Nadar IoE's Gender Policy.

All students are required to attend a mandatory orientation conducted by the ICC during their first year at Shiv Nadar IoE, Delhi NCR. Club functionaries and members of student Government have to take these sessions before they can take over their duties. The orientation seeks to educate participants regarding sexual consent and promote understanding of an environment of cooperation and dialogue among members of the University, while also making students aware of their rights and duties.

The ICC and the University strongly believe in the importance of fostering gender equity and maintaining a campus free of sexual harassment to ensure that our students have the best possible environment to pursue their goals.

All students are advised to finish a one-hour online course on 'Consent Matters' that is offered by the online division of Sage Publication.

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

## SHIV NADAR IOE GENDER POLICY:

[https://snu.edu.in/site/assets/files/3875/snu\\_icc\\_policy\\_may2023.pdf](https://snu.edu.in/site/assets/files/3875/snu_icc_policy_may2023.pdf)

*Disclaimer: This handbook is intended as a general guide for parents. While every effort has been made to ensure accuracy in this document, the University retains the right to make changes in the academic programs as well as operating procedures at any time. This document should not be construed as constituting a formal contract, expressed or implied, between the University and any person or group of people. All such changes will be effective at times deemed appropriate by competent University authorities and may apply to enrolled as well as prospective students.*



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