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Dear Students,

Congratulations and welcome to the Class of 2019!

Your transition from school into University life, will bring to you fresh zeal, confidence, learnings and responsibility. To make the most of this opportunity, we encourage you to go all out and experience the SNU life - explore cross cultural community living, apply your learnings beyond the lecture halls, discover your full potential and make it a truly value creating experience. We are certain that SNU will give you the crucial springboard to develop into a multifaceted, well-rounded individual.

While you take your first step into the adult world with myriad questions, the University will facilitate you in making this a smooth and encouraging transition. The following pages will give you information on how to prepare for University life as well as the responsibility expected of you as you start your journey with us.

With Best Wishes,

Shiv Nadar University

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Section 1: Things to do Before Arriving at the University

1. **Read this document carefully.**
2. **Be aware of Key Policies including Policy against Sexual Harassment, Anti- Ragging Policy, and Policy for Safety and Security of University property. Please refer to snulinks.snu.edu.in and go to Student Policies folder (Fifth icon in first row) Or Follow link <https://snulinks.snu.edu.in/snuPolicies/students/>**
3. **Carry the following documents**

- 10th Standard Passing Certificate - Original AND one self-attested copy
- School Leaving/ Migration/ Transfer Certificate – Original AND one self-attested copy
- 10th Standard Mark sheet – Original AND one self-attested copy
- 12th Standard Mark sheet – Original AND one self-attested copy
- JEE (Main) 2019 score sheet if appeared for – one self-attested copy of the internet print of your result
- Anti – Ragging undertakings, in Original signed by Parent/Guardian
- Anti – Ragging undertakings, in Original signed by Student
- Five Passport size photographs
- Medical fitness certificate from a registered medical practitioner registered with Medical Council of India in the prescribed format provided in the pre-registration link under the important instruction.

In the absence of Original Documents (reasons/proof for not having original documents is to be given), Self-attested copy may be acceptable subject to the original documents being verified by the University on or before October 31, 2019 failing which the provisional admission to the university shall be cancelled. The University will not retain any original documents and the same will be returned to the candidate after physical verification.

Section 2: Registration & Orientation

2.1 Reporting

Incoming class of Undergraduate Students can report to Campus on 22 July 2019.

You will be required to present a print out of your Offer of Admission at the Main Entry Gate when you arrive on the campus. Please keep this ready in your hand to ensure smooth entry for yourself and others. Girls are required to go to Tower 9 Hostel and boys to Hostel 1B when they arrive at the campus. Guidance will be available. They will be received by their respective hostel wardens and can Check In to their allotted hostel rooms.

Please note: Parents and guardians will not be allowed beyond reception under any circumstances. However, parents can visit the sample hostel rooms if they wish. We request you to take note of this and plan your visit accordingly. Students will have to carry their own luggage to their rooms.

Temporary Identity Cards will also be provided to you at the time of Hostel Check-in. These will be required to avail many services on campus including for Registration process.

2.2 Registration

Registration desks will be set-up on 22 and 23 July starting at 9:00 AM till 5:00 PM at the Welcome Center at Indoor Sports Complex for

- Verifying your Academic Documents
- Clicking Photo for Permanent ID card
- Please wear dark colored shirt/top for the ID card photograph
- Setting up access to SNU's IT systems

Please Note: Only students shall be allowed in the registration area. Parents and guardians are requested to let the young adults manage registration requirements on their own.

2.3 Orientation for Parents

On 23 July 2019 (2:00PM -3:30PM), Parents will have an opportunity to interact with senior leadership and faculty members from the University. The venue will be Indoor Sports Complex.

This session is not mandatory. If any parent wishes to meet HoD/Faculty, they may do so at respective Departments in the Academic Blocks.

After the Parents Orientation Session concludes, the parents and guardians are advised to return from the campus by 5:00 PM. This shall give the newly admitted students the needed time to settle down and familiarize themselves with the campus.

2.4 Induction Program for Students

The Induction Program for students is scheduled from Wednesday, 24 July 2019 to Saturday, 27 July 2019 at the Shiv Nadar University campus. This program will ensure that you are well settled and oriented with a comprehensive introduction to SNU and get ready for the academic rigor.

This program is only for Students and is Mandatory.

Section 3: Basics to Get Ready for the Academics

3.1 Academics

To understand the detailed curricular structure and academic requirements, the student must carefully read the Undergraduate Handbook available at

<https://snulinks.snu.edu.in/snuPolicies/students/UG%20Handbook%202019.pdf>

Section 4: Essentials to Get Set for your Campus Life

4.1 Apparels and Accessories

The University does not recommend any specific dress code but it is expected that you are appropriately dressed for your class sessions and laboratory hours (as applicable). You are also advised to pack a few pair of formals in case you need to attend seminars/ business conferences as participants or volunteers.

For monsoon and winter seasons, it is important that you are equipped with proper rain/winter gear. For the list of recommended items, please refer to Section 7 on pp.8.

4.2 Food

SNU has three large Dining Halls (DH 1, 2 & 3) that are hygienic, well-furnished, well-equipped areas, for uniquely blending living and learning. The DHs provide food for staff and students, and remain open on all days, offering an assortment of Indian and International cuisines. These dining areas provide a full spectrum of gastronomic delights and are well serviced by fully functional HACCP (Hazard Analysis and Critical Control Points) governed catering service providers. These are also supplemented by a food court in the main academic block. The quality of food served on campus is closely monitored by the student-elected mess committee and the University administration.

Section 5: Health Facilities on Campus

Shiv Nadar University has a Healthcare Centre run by Blue Circle for students and faculty living on campus. The centre has a Resident Doctor with permanent staff round the clock supported by 24x7 ambulance stationed on campus. The medical room on campus can cater to most requirements and students are referred to empanelled hospital through SNU provided ambulance whenever it is medically advised. In addition there are two counsellors-resident on campus.

In case there are special medical needs, the same may be highlighted to the warden.

Section 6: Logistics and Accommodation

6.1 Housing

SNU is a fully residential campus with state-of-the-art and gender segregated units, designed to create personal space while incorporating shared living. Your individual space comes with a bed, mattress, almirah with lock and key, chair, study table and Wi-Fi facility. All common areas on Campus are Wi-Fi enabled.

Each hostel is provided with a pantry on the ground floor, equipped with microwave oven, induction cooker, toaster and egg boiler. Drinking water facilities include water coolers fitted with water purifiers. The rooms and washrooms are well fitted and the ladies washrooms are built with feminine hygiene in mind.

The hostels have an efficient laundry system. Laundry operates at a fixed cost **for every semester** and is mandatory for students to avail the service. Hostels are also equipped with water heaters. The entire facility is maintained by professional housekeeping and maintenance agencies.

The girl's hostel for incoming class will be in Tower 9 and for boys it will be in Hostel Block 1. Please note that, in the interest of creating an egalitarian institution, the room configuration is pre-decided and cannot be changed.

In the future, any student who needs to stay beyond his/her programs' duration shall have to seek permission from the Dean of Students Welfare for extension, which will be considered subject to availability of rooms. All students have to deposit the required hostel fees as directed; and covers two days before the beginning and after the end of the semester.

Hostel accommodation is provided with the understanding that the resident students will strictly abide by the hostel rules and code of conduct. Every student must be acquainted with the rules and regulations of the Hostel and s/he must comply with them in letter and spirit. Ignorance of rules will not be considered as an excuse for violation. We aim to provide a world class and congenial environment, including Hostel accommodation, as a part of the SNU experience. **However kindly note that those students who have opted for AC rooms will be allotted rooms on a first come first served basis and the balance will be placed in the waiting list for AC accommodation.**

The University Administration may refuse accommodation to any student, known to have grossly violated the Hostel Rules or whose presence is likely to disturb the peace and decorum of hostels. Violation of hostel rules will make the student liable to disciplinary action including permanent expulsion from the hostels

6.2 Banking

The Campus has a fully functional HDFC bank with ATM facility. It is recommended that the students get a bank account with HDFC with a debit card facility for their convenience.

Section 7: List of Recommended Items

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

For your day to day needs

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

Note. A Bicycle will be of great help in our large campus. Bicycles on hire as well as a shop is available on campus.

Academics

- College backpack or bag for carrying laptop and books
- Stationery – long size notebooks (5 ruled & 5 un-ruled), pens, pencils, erasers, etc.
- Scientific calculator and/or laboratory essentials as per the course requirement

For the convenience of students, there is a Mini Mart and Tuck Shop located on campus from where you can buy basic stationery and related stuff.

Laptop

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

- Hardware Requirements
 - Processor – Intel i3 or higher
 - RAM – 4 GB or higher
 - Operating Systems – Genuine version of any latest supported Operating System
 - Wi-Fi – Dual band Intel Wi-Fi (must support 802.1x authentication)
- Software Requirements
 - Virus Protection with up-to-date subscription, example McAfee, Symantec, Kaspersky, Avast, AVG

Section 8: Safety and Security on Campus

SNU campus is growing both in number of residents and infrastructure, thus, safety and security on campus is given utmost importance. The 286-acre campus has boundary walls with security guards deployed all along the campus for guarding and controlling ingress and egress. Security is deployed round the clock, throughout the year making it effective yet non-obtrusive and are well connected through a portable wireless system. Additionally, CCTV monitors areas including the main gate, inner gate (operational area surrounded by green fencing) and hostel common areas.

The Administration Department operates Campus Security and Safety including HSE (Health, Safety and Environment) and provides succour and relief in unforeseen incidents even outside the campus radius. In addition to campus patrols, the University has many safety programs in place including HSE committee, a campus wide notification system for all concerned, for updates and whistle alert program besides walky-talkies and CCTV.

The campus has a three-layer protection, namely – the Main Gate, Inner gate, and Hostel Entrances. All students must remain within the campus area at all times and carry an approved GATE PASS (applied online) whenever they need to leave campus premises. Biometric recording is done at Hostel and Main Gate to ensure safety of students.

Anti- Ragging Undertaking

As per the directives issued by the Hon'ble Supreme Court of India and the University Grants Commission, Ragging is cognizable and punishable offence and is totally banned in or out of the university. The university shall take action in accordance with the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging. For details of Anti-Ragging Regulations on Curbing the Menace of Ragging in Higher Educational Institutions 2009, please see <https://www.ugc.ac.in/oldpdf/ragging/gazzetaug2010.pdf>

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

Please read the following instruction carefully

1. Ragging will include but not limited to actions such as:

Display of noisy, disorderly conduct, or performing any act, which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student in any academic institution.

This includes teasing, abusing, plying practical jokes or causing hurt to students asking the student to do any act or perform something which a student will not in the ordinary course be willing to do. For more details, please refer to Clause 3 of Anti Ragging Regulation of UGC in the link given above.

UGC Regulations on Curbing the menace of Ragging in Higher Educational Institutions includes 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. All the students are required to visit the link

http://antiragging.in/site/affidavits_registration_form.aspx or
<https://amanmovement.org/registration/public/amanmovement/Affidavit.php> ,

And fill up online Anti Ragging undertakings by Students and Parents/Guardians. After filling this form online, you will receive the Student and Parent's Anti Ragging Undertakings in your email. Please print both the Undertakings, sign them yourself, and by your parents/guardians and submit both the undertakings to the Registrar Office every year in the beginning of the academic year, during your stay in SNU.

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

Section 9: Transportation & Suggested Hotel Accommodation for Parents

9.1 Transportation:

To facilitate your visit to Shiv Nadar University campus, we have arranged transport from mentioned pickup points. Request you to please fill the google form to avail transport.

Link: <https://forms.gle/VfchDr9MfpohyhA26>

9.2 Suggested Hotel Accommodation:

Incase parents need accommodation from themselves we have created a list of suggested Hotel* accommodation near the Shiv Nadar University campus. Please click on the link for the list below

(The rates have been taken from MakeMyTrip App and are dynamic in nature)

Link: https://snu.edu.in/sites/default/files/Suggested-Hotel-Accommodation-for-Parents_2019.pdf

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