Welcome Home!

KNOWLEDGE IS THE PATH TO FREEDOM
Vision

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

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

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

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

It is my privilege to extend a warm welcome to Shiv Nadar University. SNU ensures your all round development through its intensive multi-disciplinary experience. Being a culturally diverse, fully residential campus you can broaden your horizons, grow and become independent with the abundance of academic, research, sports and extra-curricular activities on offer. I exhort you to make the best use of these exciting years both inside the class room and outside of it. The Office of the Dean Student Affairs will help and guide you to maximize all these opportunities. Your safety, comfort and welfare is our prime concern. Should you face any sort of difficulty in your life here, rest assured my office will help you find a solution.

Major General G Jaishankar (Retd.)
Dean Student Affairs
Shiv Nadar University
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Message from the Vice Chancellor

Dear Students,

Congratulations on your admission to the Shiv Nadar University (SNU)!

SNU is a learner-centric multidisciplinary/comprehensive and research-focused university, established by the Shiv Nadar Foundation in 2011 through an Act of the State of Uttar Pradesh, and aims at becoming a leading international institution of higher learning. Today you have joined the select group of SNUites, who are nurtured here to be “the path-shapers of tomorrow, who can shoulder the challenges of globally responsible, and ethical leadership in the 21st Century.” This is the mission of SNU.

We have reached a few milestones already. SNU received an excellent inspection report from the University Grants Commission (UGC) Expert Committee in 2016. In the National Institutional Ranking Framework (NIRF) of the Ministry of Human Resource Development (MHRD), Govt. of India, SNU has been the youngest institution in the top-100 'Overall' list in 2016-17, 2017-18 and 2018-19, and its NIRF score has been rising steadily. In NIRF-2019, SNU ranked 52 in the 'University' category. SNU has been selected as an "Institution of Eminence" by the MHRD-appointed Empowered Expert Committee - the formal notification is expected soon. I am happy to share that SNU is among a select group of green-field institutions in the country which were awarded the prestigious Atal Incubation Center grant by the Niti Aayog, Government of India, in the very first round in 2017.

Through our innovative ways and relentless efforts towards quality education and research, what we have achieved in this short period since our inception is indicative of a very bright future, but we have a long way to go. SNU’s academic structure resonates with Albert Einstein’s famous quote: “I never teach my pupils; I only attempt to provide the conditions in which they can learn.” In the student-centric, active or participatory style of education at SNU, you will be encouraged to ‘learn by doing’. It is your turn to make use of this grand opportunity – find & follow your passion, and excel in it.

The future is now yours to build, with your dedication and hard work, guided by our outstanding faculty, supported by our committed staff members, and enabled by technology. We will all be facilitators of your learning and your aspirations.

I invite you to the challenge of giving shape to your future, and not just wait for the future to arrive. I again congratulate you and your family & friends on your taking the first step today to the future of your dreams...

Welcome to SNU!!

Dr. Rupamanjari Ghosh
Vice Chancellor
Dr. Ajay Dandekar
Director, School of Humanities and Social Sciences (SoHSS)
Director, Center for Public Affairs and Critical Theory (C-PACT)

Dr. Shubhro Sen
Director, School of Management and Entrepreneurship (SoME)
Director, School of Executive Education and Professional Development (SoEEPD)

Dr. C.V. Tomy
Director,
School of Natural Sciences (SoNS)

Dr. Sandeep Sen
Director, School of Engineering (SoE)
Professor, Computer Sc. & Engineering

Dr. Suneet Tuli
Director, Research & Faculty Affairs

Major General G Jaishankar (Retd.)
Dean, Student Affairs
Dr. J.P. Gupta  
Dean, Graduate Studies; Distinguished Professor, Chemical Engineering, School of Engineering (SoE)

Dr. Amber Habib  
Dean, Undergraduate Studies  
HoD, Mathematics  
HoD, Computer Science & Engineering  
Director, IIIMIT

Dr. Dinkar Prasad  
Associate Director (Academics), School of Engineering (SoE)  
HoD, Electrical Engineering

Mr. Sudhir Naudiyal  
Registrar
Code of Conduct

Shiv Nadar University encourages its students to pursue excellence in all spheres. SNU Code of Conduct aims to foster learning while living and studying with people of diverse backgrounds. This in turn builds a culture of tolerance and responsibility.

BEHAVIOUR

1. Everyone is expected to maintain peace and harmony in the campus at all times.
2. While there is no specified dress code laid down, appropriate attire and behaviour in public places, classrooms, and other common areas is expected.
3. You are expected to be presentable while seeking to meet faculty, staff or visiting University Offices.
4. Your behaviour must not offend others on campus.
5. Public display of intimacy is unacceptable in our campus. Any obscene act causing annoyance to others is not allowed.
6. Living together in a community requires everyone to maintain good personal hygiene at all times to prevent spread of infectious diseases.
7. Be punctual at all times. It is discourteous to turn up late for meetings and appointments.

ACADEMIC INTEGRITY

1. Cheating, plagiarism, forgery and falsification of documents are banned.
2. Assisting or abetting in any of the above is also a serious offense.

FREEDOM WITH RESPONSIBILITY

1. We believe in Individual Freedom with Responsibility.
2. Respect others right to Liberty and Freedom.
3. Develop a culture of tolerance, respect for individual rights, dignity of labour and gender equality.
4. University resources and IT infrastructure are to be used responsibly.

CELEBRATING DIVERSITY

While the official language of teaching and communication in SNU is English, we celebrate diversity of language, religion and culture. In any formal or informal gathering, the principle of inclusivity demands that communication is in a language understood by everyone in the group.

All functions and events on campus should be inclusive. No discrimination is permitted on the basis of gender, caste, language, religion or culture.
RESPECT FOR RULE OF LAW AND UNIVERSITY POLICIES

1. Do not indulge in any activity that causes obstruction of teaching, learning, research, or administration.
2. Make yourself fully aware of University rules, regulations and policies. Claiming ignorance will not be accepted. All these policies are given in SNU Links and in this handbook.
3. Do not participate in or abet political activities, statements or protests.
4. Respect individual and University property. Damage, destruction or theft of property either of individuals or University will attract severe action.

Shiv Nadar University observes Zero Tolerance towards:-

1. Ragging in any form.
2. Use, possession or distribution of alcohol, tobacco and banned substances.
4. Violence, causing disturbances and improper conduct
5. Possession / use of weapons, fireworks or hazardous chemical.

Indulging in any of the above will be dealt with severly.

President
Shiv Nadar University
Academics

Undergraduate Degree Requirements: To earn an undergraduate degree (Major) at SNU a student has to complete the credit requirements for that Major. The total credits for each Major are at least 150 but may be higher. (For example, all B.Tech. programs require at least 160 credits). Apart from the total credits, students have to meet each Major's particular course requirements as well as university requirements in the categories of Core Common Curriculum and University Wide Electives. Finally, in order to graduate, a student must have a final CGPA of at least 5.00.

A total of 42 credits from CCC and UWE must be earned by the students with a minimum of 18 credits from each.

To get a better idea about the CCC and UWE courses, go to this link https://snulinks.snu.edu.in/snuPolicies/students/UGHandbook

Every Department has a UG Advisor. The UG Advisor is the first point of contact for any advice on Academic matters. Please do contact him at the earliest.

Graduate Degree Requirements:

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

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>A</th>
<th>A-</th>
<th>B</th>
<th>B-</th>
<th>C</th>
<th>C-</th>
<th>D</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Points</td>
<td>10</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>5</td>
<td>A</td>
</tr>
<tr>
<td>X</td>
<td>4</td>
<td>B-</td>
</tr>
<tr>
<td>Y</td>
<td>4</td>
<td>D</td>
</tr>
<tr>
<td>Z</td>
<td>3</td>
<td>C</td>
</tr>
</tbody>
</table>

\[
\text{CGPA} = \frac{(5 \times 10 + 4 \times 7 + 4 \times 4 + 3 \times 6)}{(5 + 4 + 4 + 3)} = \frac{112}{16} = 7.00
\]

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

**If the CGPA of a student falls below 4.00 at any time, from the end of second semester onwards, his/her admission from the university shall be terminated.**

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

**Financial Aid** The financial aid is granted to the first year student at the time of admission for one year. Starting from the third semester, continuance of the financial aid is conditional on the student maintaining a CGPA of at least 6.50 at the end of the previous concluded semester. Financial aid will not extend beyond 8 semesters from admission under any circumstances.

**Attendance:**

B1. Shiv Nadar University expects all undergraduate students to attend all classes in every registered course. However, a shortfall of not more than 15% is allowed in each course.

B2. A student may be condoned attendance shortfall beyond the regular amount of 15%, but not beyond a total shortfall of 25%, due to medical or duty leave.

B3. A course may have further attendance requirements for individual components such as labs and field trips, which will be announced at the beginning of the course.

B4. Failure to meet the attendance requirements in a course will lead to an F grade in that course.
**Scholarship Policies**

The students will have access to various policies via SNU LINKS, in the Student Policies Section.

**Admission Year 2019:** To encourage students to continuously perform better for all four years of their study in SNU, a merit based scholarship system is being introduced from the UG batch of 2018. The scholarship offered at the time of admission holds good for their first year. The Scholarship award from 2nd year onwards will be based on student’s academic performance in the preceding academic year. So, the Scholarship Band for the 2nd year is determined by the Academic Performance of first year, i.e. CGPA at the end of 2nd semester (after consideration of summer semester, if any).

<table>
<thead>
<tr>
<th>CGPA Criteria</th>
<th>SoE</th>
<th>SNS/SHSS</th>
<th>SME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Scholarship Band</td>
<td>Waiver%</td>
<td>Scholarship Band</td>
</tr>
<tr>
<td>&gt;= 8.50</td>
<td>A</td>
<td>90%</td>
<td>D</td>
</tr>
<tr>
<td>&gt;= 7.50 but &lt; 8.50</td>
<td>B</td>
<td>70%</td>
<td>E</td>
</tr>
<tr>
<td>&gt;= 6.50 but &lt; 7.50</td>
<td>C</td>
<td>50%</td>
<td>F</td>
</tr>
<tr>
<td>&lt; 6.50</td>
<td>No Waiver</td>
<td>No Waiver</td>
<td>No Waiver</td>
</tr>
</tbody>
</table>

**Policy for Retention of Tuition Fee Waivers for Undergraduate Students**

The students will lose his/her tuition fee waiver under the following conditions,

- Failure to maintain a CGPA of 6.50 or higher
- Disciplinary action by a competent authority
- Extending the degree completion beyond 8 semesters

Financial aid lost due to poor CGPA can be regained if the CGPA again reaches 6.50. Please see the Policy document for a detailed chart of the impact on semester fees.
Policy on Academic Malpractice and Plagiarism for Students

Any activity, conducted willfully or unknowingly, can be considered as Academic Malpractice if that activity results in the loss of integrity of the processes of teaching, learning and research.

Academic Malpractice includes, but is not restricted to, activities such as the following:

a) Plagiarism.

b) Cheating, or helping to cheat, in assignments, laboratories, and exams.

c) Fabrication or falsification of data, results and outputs in research and coursework.

d) Tampering with answer sheets of exams, checked assignments and reports.

e) Forging documents such as letters of recommendation, transcripts, and certificates.

SNU has a zero-tolerance approach to such malpractice. Students found guilty of academic malpractice by the Proctoral Board face punishments such as an F grade, loss of scholarship, suspension and even expulsion from the university.

Policy on Change of Major for Undergraduate Students

Students are encouraged to make careful and informed choice while selecting majors at the time of admission. It is equally possible, though, that a student finds her interests, abilities, or talents in a different path than s/he had initially perceived. SNU intends to provide such students an opportunity to pursue their interests, abilities and talents by allowing them a change of major, subject to availability of seats.

Policy on Dropping a course for Undergraduate Students

The University allows every student a fixed number of days to drop from a course they have enrolled into at the beginning of each semester. The grace period to drop from a major, UWE and CCC course differ. A student must utilize this period to ensure their availability/interest for the courses. In certain cases (determined in the UG office), dropping of a course maybe allowed post the grace period.
Leave Condonement

The application form can be collected from Dean of SA office. The grounds of the application can be one of the following:

1). Absence due to medical reasons: The application has to be supported by a medical certificate (in original) from a registered medical practitioner or hospital, relevant medical reports (if any) and countersigned by the warden of the hostel that the student resides in.

2). Absence due to being on official university duty: This “duty leave” has to be pre-approved by the Dean Students Affairs before proceeding on leave. The form has to be countersigned by the faculty advisor or the university official in charge of that duty. The student also has to submit a final application on return.

All applications must be submitted within seven calendar days of the last class missed. If the student was away from the University for more than seven days, the form has to be submitted within two days of returning to campus.
E-LEARNING

Information Technology

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

- Messaging (email) service & productivity tools - G-suite for Education
- SNU Net ID (required for accessing various computing resources) and NetID portal (Self-service portal for user account management)
- Campus Connectivity – Inter building connectivity, LAN, Wi-Fi and Internet services
- Learning Management System – Blackboard
- SNU ERP (Student Self-Service) & associated applications
- Classroom attendance infrastructure and Intranet portal
- Access control systems
- e-Learning video platform
- High Performance Computing Cluster
- Other Computing & Lab infrastructure

For more information on these resources please visit -

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

How you can get IT Support

SNU IT Team has deployed ticketing and helpdesk software OTRS. OTRS is a service management suite that comprises of ticketing, workflow automation and notifications.

How to reach us:

Email: Mail your request to ithelpdesk@snu.edu.in (preferred option)

Walk-in: IT Bay at E-Wing, 2nd Floor (E 301)
SNU Net ID

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

Please use [https://netidportal.snu.edu.in/](https://netidportal.snu.edu.in/) to reset your NetID or to update your contact details.

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

1. You should not use another user's account (Net ID or email ID) or attempt to capture or guess other users' passwords.
2. You can use your Net ID only on your own device(s)
3. Sharing of Net ID credentials among students, faculty or staff is not permissible.
4. The connectivity provided in the Labs (through wired LAN) is only meant for the lab systems and is not to be used for connecting individual devices (Laptops)
5. For personal devices, genuine Operating System & Antivirus should be used. You are advised to keep all critical patches updated on your device(s) at all times.

Email Services

Email services are provided to all SNU students. You should use your official SNU email ID for all communication with the University. Email users have a responsibility to learn about and comply with SNU's policies on acceptable use of electronic services. The below are strictly prohibited:

1. Sending “spam”, chain letters, or any other type of unauthorized widespread distribution of unsolicited mail
2. Creation and use of a false or alias email address in order to impersonate another member or send fraudulent communications
3. Intentional and unauthorized access to other individual or group email IDs

For more details please visit the Student Policy section on SNU links [https://snulinks.snu.edu.in/](https://snulinks.snu.edu.in/) Any violation or abuse of SNU's IT or email service should be reported to ithelpdesk@snu.edu.in

**Note:** Violation of SNU IT policies and repeated offenses shall be regarded as cause for disciplinary action.
Blackboard

BLACKBOARD is an active interface between students and faculty which provides beyond the classroom teaching. Blackboard is one of the leading E-Learning Management Systems (LMS) which is extensively used for various courses offered at SNU. Blackboard Learn technology has been made mandatory to make learning more effective in and beyond the traditional walls, empowering faculty with loads to engage every learner. We have the right toolkit— one that is proven and constantly evolves to meet current needs.

Blackboard is a learning management system that allows faculty to:

- Provide content to students in a central location.
- Communicate with students quickly.
- Students can submit assignments electronically and work with a variety of built-in Web-based tools such as e-portfolios, wikis, and blogs.

Some of the benefits of using Blackboard are:

- Students can access reference materials, handouts, reading lists, web links and activities anytime, anywhere (as long as you have internet access).
- Allows for web-based presentations and tutorials.
- Aids discussions and collaborative work with other students (campus-based and Distance Learners) and tutors via discussion forums, wikis and blogs.
- Facilitates the submission of assignments.
- Allows tracking and monitoring of student progress through the course.
- Reduces the need for paperwork and printed handouts.
- Content can be updated easily.
- Provides an easy way to inform course members about course information, announcements and deadlines.
OUR (Opportunities for Undergraduate Research)

OUR program at SNU aims to give students hands-on experience in conducting research and doing independent work under faculty supervision. Through the program, students will 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.

OCJ (On Campus Part Time Jobs)

The objective of this policy is to provide opportunities to undergraduate students 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 it also helps them to imbibe a sense of accountability and responsibility.

Possible jobs under this policy may include, (but are not limited to) extending assistance in laboratory and library management, monitoring projects, conduct and analyze various feedback, manage help desks, aid departments in enabling functions of the University like Admissions, Career Development Centre, Dean Student Affairs Office, Security, Hostels, Sports and allied activities etc.

The OCJ process is exactly like a formal 'recruitment' process in any well managed company. The positions are formally advertised to student community, all eligible UG students (CGPA above 6.0) and who meet the job skill requirements are free to apply, the selection process is through a short interview. The selected candidates are given a written offer, they are required to sign a 'Terms and Conditions' of employment as part of the acceptance process.

In short, OCJ gives you a preview of a real job. As a Student you are getting trained on the job, getting money is not the primary objective even though you will earn a good stipend.

The hourly and weekly rates for Students taking OCJ offers are revised as in the table below:

<table>
<thead>
<tr>
<th>Charge Basis</th>
<th>Rates Effective 1st April 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part time Hourly rates (max 20 hours/week)</td>
<td>₹ 100 per hour</td>
</tr>
<tr>
<td>Full Time Weekly rates (40 hours a week)</td>
<td>₹ 3000 per week</td>
</tr>
</tbody>
</table>

For students doing OCJ during summer vacation, the hostel accommodation is free
Library

45,000+
Total collection of books

online library catalogue  online journals / e-books
thesis& dissertations  e-newspapers
online repository  resource sharing
The Shiv Nadar University Central Library with its magnificent ship like regal structure is one of the most visited places in the campus. The centrally air-conditioned plush library offers an extensive collection of books, scientific and technical journals and electronic reference materials for satisfying the academic and research needs of students and faculty community. With its automated activities and Information Centre, the library consists of various Reference, Circulation, Audio-visual and Periodical Sections, e-journals, thesis and dissertations, repositories.

<table>
<thead>
<tr>
<th>Patrons Category</th>
<th>Entitlement</th>
<th>Loan duration</th>
<th>Overdue Charges/Fines</th>
</tr>
</thead>
<tbody>
<tr>
<td>PG/ research Scholars</td>
<td>10 Books</td>
<td>30 days</td>
<td>i) First 30 days overdue charges Rs. 2/- per day.</td>
</tr>
<tr>
<td>UG Students</td>
<td>5 Books</td>
<td>15 days</td>
<td>ii) Next 30 days overdue charges Rs. 4/- per day. iii) After 60 days overdue charges Rs. 5/- per day till the date of final settlement.</td>
</tr>
</tbody>
</table>

**No. of library cards:**
- 10 library cards
- 05 library cards

**Library Timings:** 9 AM to 12 AM. (Monday to Sunday)

**Circulation Timings:** 9 AM to 8 PM. (Monday to Sunday)

**Rules of Book Check-out/Check-in:**
1. Patron should have their SNU ID Card with Library Card.
2. Student can borrow 2 books in one day.
3. Books can be re-issued twice.
Library Online Facilities:

4. Online Library Catalogue
5. Online Journals/e-books
6. Online Repository
7. Resource Sharing etc.
8. Thesis and dissertations
9. E- Newspapers

Library Rules:

1. Student's ID card is mandatory to enter in the library.
2. Speaking on mobile phones inside the library is strictly prohibited.
3. Food and beverage are not allowed inside the library.
4. Playing games and watching movies in library are not allowed.
5. Do not take books out of library without issuing them, if caught disciplinary action will be taken.

Cafetaria located on the ground floor of the library building offers sumptuous snacks and drinks.
SNU Links

SNU links is an online platform which provides University-wide resources for Shiv Nadar University students, faculty and staff. To access most of these resources you are required to use the credentials provided to you by the University. From paying fees to marking attendance, SNU links is going to be your lifeline in the coming years. Here's all you need to know about the features of SNU Links.

- **SNU ERP:** It is the first link provided in the SNU Links and it enables students to search, plan and enroll in courses. Students can also see their grades of all the semesters through the 'term statistics' option. There is also a unique Advisor-Advisee platform which has been customized on PeopleSoft to help advisors to assist students in their growth and development by constructing meaningful educational plans compatible with their life goals. After logging in to ERP navigate to Curriculum Management > Instructor/Advisor Information to access this functionality. To know more about this facility visit the following link: [https://edures.webapps.snu.edu.in/application/index/detail/17](https://edures.webapps.snu.edu.in/application/index/detail/17)

- **SPC:** It is the student payment center and enables students to pay their dues easily. It also has 'history' option that enables users to access the past records of payments. Students are advised to check SPC regularly for any payment dues.

- **BLACKBOARD:** Blackboard is an active interface between students and faculty for beyond the classroom teaching. After logging in successfully, you will be able to see the list of courses taken on the right side under the 'My Courses' option. Most of the faculty will share the lecture notes and assignments through Blackboard which can be accessed through the 'content' button under each subject. The teachers also share 'announcements' and 'grades' through the blackboard platform. A separate document introducing Blackboard and its User Guide will be shared with you.

- **Student Attendance Recording System:** This is probably the most used link provided in SNU links as it enables students to mark as well as check their attendance. Note that the 'mark attendance' feature only works through the 'student' internet connection and it is not possible to mark the attendance outside the classroom premises.

- **NPTEL Videos:** NPTEL videos provide a huge archive of lecture videos for a number of courses offered in the university. You missed an important lecture? Hop down to NPTEL and you might be able to attend the lecture sitting in your room!

- **Mess Menu:** As the name suggests, this useful link provides the menu for breakfast, lunch and dinner menu of dining halls 1 and 2. The link currently does not provide a menu for dining hall 3; however the feature would be added soon.
# Academic Calendar

## ACADEMIC CALENDAR 2019

### July
19 Friday UG Course Registration begins for Monsoon 2019 (2nd, 3rd & 4th Yr.)
22 Monday Hostel check-in for all UG 1st Yr.
23 Tuesday UG Registration-1st yr. (All Programs)
25 Thursday PG /Ph.D. 2019 batch Hostel Move in
26 Friday PG /Ph.D. 2019 batch Hostel move in and Registration
29 Monday Start of classes for all students (UG, PG & Ph.D. programs)

### August
3 Saturday Last date to add half Semester Courses (1st half)
10 Saturday Last date to add full Semester Courses and to drop half Semester Courses
12 Monday Id·UI-Zuha (Bakrid)
15 Thursday Independence Day
17 Saturday Last date to drop full semester courses
24 Saturday Janmashtami

### September
2 Monday Vinayaka Chaturthi/Ganesh Chaturthi
10 Tuesday Muharram
16 Monday Registration begins for 2nd half CCC
20 Friday Mid-Term Exam start (20th Fri to 25th Wed)
26 Thursday Second Half of CCC begins

### October
2 Wednesday Gandhi Jayanti
3 Thursday Last date to add CCC (2nd half)
6 Sunday Maha Ashtami
7 Monday Maha Navami · Mid Term Break
8 Tuesday Dussehra · Mid Term Break
9 Wednesday Mid Term Break
10 Thursday Mid Term Break
11 Friday Mid Term Break
12 Saturday Mid Term Break
14 Monday Last date to drop 2nd half CCC
17 Thursday Karaka Chaturthi (Karva Chouth)
27 Sunday Deepavalai
28 Monday Govardhan Puja
29 Tuesday Bhai Duj
### November

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Saturday</td>
<td>Intra-University Fest</td>
</tr>
<tr>
<td>3</td>
<td>Sunday</td>
<td>Intra-University Fest</td>
</tr>
<tr>
<td>10</td>
<td>Sunday</td>
<td>Milad-Un-Nabi/Id-E-Milad.</td>
</tr>
<tr>
<td>12</td>
<td>Tuesday</td>
<td>Guru Nanak Birth Day</td>
</tr>
<tr>
<td>24</td>
<td>Sunday</td>
<td>Guru Teg Bahadur's Martyrdom Day</td>
</tr>
<tr>
<td>27</td>
<td>Wednesday</td>
<td>Last Teaching Day</td>
</tr>
<tr>
<td>30</td>
<td>Saturday</td>
<td>End Term Examinations</td>
</tr>
</tbody>
</table>

### December

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>2</td>
<td>Monday</td>
<td>End Term Exams start (30th Sat to 11th Wed)</td>
</tr>
<tr>
<td>13</td>
<td>Friday</td>
<td>Answer sheets viewing day</td>
</tr>
<tr>
<td>14</td>
<td>Saturday</td>
<td>Final Grade submission</td>
</tr>
<tr>
<td>16</td>
<td>Monday</td>
<td>End Term Break - Result Declaration Day</td>
</tr>
<tr>
<td>17</td>
<td>Tuesday</td>
<td>End Term Break</td>
</tr>
<tr>
<td>18</td>
<td>Wednesday</td>
<td>End Term Break - Last Date - Fee Payment (All students)</td>
</tr>
<tr>
<td>19</td>
<td>Thursday</td>
<td>End Term Break - UG Registration open for Spring 2020</td>
</tr>
<tr>
<td>20</td>
<td>Friday</td>
<td>End Term Break</td>
</tr>
<tr>
<td>21</td>
<td>Saturday</td>
<td>End Term Break</td>
</tr>
<tr>
<td>23</td>
<td>Monday</td>
<td>End Term Break</td>
</tr>
<tr>
<td>24</td>
<td>Tuesday</td>
<td>End Term Break</td>
</tr>
<tr>
<td>25</td>
<td>Wednesday</td>
<td>End Term Break - Christmas</td>
</tr>
<tr>
<td>26</td>
<td>Thursday</td>
<td>End Term Break</td>
</tr>
<tr>
<td>27</td>
<td>Friday</td>
<td>End Term Break</td>
</tr>
<tr>
<td>28</td>
<td>Saturday</td>
<td>End Term Break</td>
</tr>
<tr>
<td>30</td>
<td>Monday</td>
<td>End Term Break</td>
</tr>
<tr>
<td>31</td>
<td>Tuesday</td>
<td>End Term Break - New Year Eve</td>
</tr>
</tbody>
</table>
SECTION TWO: GETTING ALONG

Student Council

Student Council is the apex student body of SNU. The primary objective of Student Council is to look after all the issues concerning the students of SNU. The grievances and suggestions of the students are directed to the concerned administration for addressal through the Student Council framework. The Student Council is presided by the four office-bearers namely

<table>
<thead>
<tr>
<th>POSITION - OFFICE BEARERS</th>
<th>NAME</th>
<th>E MAIL ID</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRESIDENT</td>
<td>ARJUN SONI</td>
<td><a href="mailto:po.sc@snu.edu.in">po.sc@snu.edu.in</a></td>
<td>9891306018</td>
</tr>
<tr>
<td>VICE-PRESIDENT</td>
<td>BALAJI VUNNAVA</td>
<td><a href="mailto:vp.sc@snu.edu.in">vp.sc@snu.edu.in</a></td>
<td>7042049395</td>
</tr>
<tr>
<td>CULTURAL SECRETARY</td>
<td>SHACHI SHANBHAG</td>
<td><a href="mailto:cs.sc@snu.edu.in">cs.sc@snu.edu.in</a></td>
<td>9689944803</td>
</tr>
<tr>
<td>SPORTS SECRETARY</td>
<td>SUSRUTH KEVAL</td>
<td><a href="mailto:ss.sc@snu.edu.in">ss.sc@snu.edu.in</a></td>
<td>8826243936</td>
</tr>
</tbody>
</table>

They are directly elected by the complete student community every November. The Student Council is primarily divided into two bodies: The Executive Cabinet and The Senate. The Patron of the Student Council is Dean-Student Affairs.

The Senate is presided by The Secretary of Senate and The Vice-President. It consists of Class Representatives who are directly elected by each group of students every November along with the office bearers. The Senate in turn elects the Executive Cabinet members internally. The Senate has 30 Class Representatives in the present term. The Senate meets every fortnight to discuss issues which are later taken by Executive Cabinet who meet more frequently to discuss and ensure every issue raised is solved in prescribed manner.

Feel free to contact DSA office to know more about clubs & socialites

Vinnie Mathur
Associate Dean Student Affairs
Head Student Life & Engagement
vinnie.mathur@snu.edu.in

Nishant Mishra
Associate Dean Student Affairs
nishant.mishra@snu.edu.in
The Executive cabinet details as are under

<table>
<thead>
<tr>
<th>POSITION - EC</th>
<th>NAME</th>
<th>EMAIL ID</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECRETARY OF SENATE</td>
<td>SRIVATSAN</td>
<td><a href="mailto:sos.sc@snu.edu.in">sos.sc@snu.edu.in</a></td>
<td>9094646722</td>
</tr>
<tr>
<td>SECRETARIES OF TREASURY</td>
<td>MADHUR GUPTA</td>
<td><a href="mailto:ts.sc@snu.edu.in">ts.sc@snu.edu.in</a></td>
<td>9818245177</td>
</tr>
<tr>
<td></td>
<td>OJAS SRIVASTAVA</td>
<td><a href="mailto:ts.sc@snu.edu.in">ts.sc@snu.edu.in</a></td>
<td>9540109865</td>
</tr>
<tr>
<td>TECHNICAL SECRETARY</td>
<td>ASHWIN S</td>
<td><a href="mailto:tec.sc@snu.edu.in">tec.sc@snu.edu.in</a></td>
<td>9911705426</td>
</tr>
<tr>
<td>SECRETARIES OF ACADEMIC AFFAIRS</td>
<td>VEDANSH GUPTA</td>
<td><a href="mailto:aas.sc@snu.edu.in">aas.sc@snu.edu.in</a></td>
<td>7523830194</td>
</tr>
<tr>
<td></td>
<td>ABHIRAMI REDDY</td>
<td><a href="mailto:aas.sc@snu.edu.in">aas.sc@snu.edu.in</a></td>
<td>9515502260</td>
</tr>
<tr>
<td>SECRETARY OF CAMPUS AFFAIRS</td>
<td>RAHUL GOYAL</td>
<td><a href="mailto:ca.sc@snu.edu.in">ca.sc@snu.edu.in</a></td>
<td>9821400910</td>
</tr>
<tr>
<td>SECRETARY OF EXTERNAL AFFAIRS</td>
<td>MADHUSUDHANAN</td>
<td><a href="mailto:eas.sc@snu.edu.in">eas.sc@snu.edu.in</a></td>
<td>8130777904</td>
</tr>
<tr>
<td>SECRETARY OF IT</td>
<td>AKRITI LALWANI</td>
<td><a href="mailto:its.sc@snu.edu.in">its.sc@snu.edu.in</a></td>
<td>8604813656</td>
</tr>
<tr>
<td>CHAIRPERSON FOOD COMMITTEE</td>
<td>SHREYANSHI UPADHYAYA</td>
<td><a href="mailto:messcommittee@snu.edu.in">messcommittee@snu.edu.in</a></td>
<td>971162939</td>
</tr>
</tbody>
</table>

The Cultural, Sports and Technical Secretaries oversee the effective functioning of their respective clubs and societies. SNU at present is home to:

- More than 50 clubs & societies
- Cultural hobby Clubs
- Technical club & societies
- Departmental societies
- More than 50 clubs & societies
- Cultural hobby Clubs
- Technical club & societies
- Departmental societies

The External affairs secretary supports the external participation of clubs and is keeper of records for all external club participations. The Treasurers along with budget and oversight committee are keeper of records for all expenses involved in Student Council and oversee the budget of clubs/societies.

The Campus Affairs secretary is responsible for Hostels, Maintenance, Health and Transport facilities on campus and their smooth functioning. The secretaries of Academic affairs deal with all concerning issues of their domain ranging from course enrollment, structure, evaluation and review. The Secretary of IT indulges in all IT related activities on campus including Internet and other facilities. The Secretary of Food Affairs is a part of the Mess Committee Core and acts as a link between the two to improve communication and efficiency.

On the whole, the SNUSC overlooks the functioning of Student Community and strive for their improvement in all means possible.
The vibrant culture at SNU has led to the genesis of over 50 diverse student societies with a blend of art, music, dance, photography and many more. Make sure you get your name registered in your favourite club and get started with active participation and also organization.

How can you contribute being a fresher? Most of the clubs reserve a position of Freshman Coordinator in the Executive Council of their respective clubs in order to ensure healthy participation from the newest members of the SNU family. Doesn't it sound exciting? The clubs would start sending mails for the orientation dates right from the beginning of the semester so stay tuned!

Don't see a society of interest? Then why not set up your own?. You can set up a society for almost anything, then attract your own set of members.

It is advised that students be a part of at least one cultural club on campus. This experience shall enhance one's skill and talent. It is also a social hotspot, helping students to connect better. SNU also provides excursion trips to various destinations via Adventure Club. The club has organized treks to Kheerganga, Deo-Tibba, Cycling trips to mention a few

1) There will be joint orientation day held for all the clubs. All student are encouraged to attend to know more about the clubs on campus. There will be a club fair in the months of August.

2) The club will have individual orientation/small event for freshers.

3) A club releases a form to all the student body according to the dates declared by the club during orientation. Students should fill the forms for clubs they are interested in.

4) Shortlisted students based on the form filled (varies from club to club. Some clubs call all the Students who filled the form while some shortlist from the form) are called by the respective clubs for interview/auditions.

5) Selected students are then notified.

**Club Process**

You have gone through the list of SNU's extracurriculars and nothing has piqued your interest, so what do you do? Simple, you start your own society. Remember, starting a club can be extremely strenuous but if you have a unique idea coupled with the right amount of motivation, there is no one stopping you. Here's what you need to do:

1. Go through the list of clubs again to ensure your idea has not been formulated into a club already. It is highly unlikely that you will get approval for a duplicate club.

2. Ask your friends, classmates, seniors if your idea is feasible and whether it would attract students or not.

3. Pop down to the Student Affairs office in D block with your exciting idea and convince us in your best talent and we will get you started.
Breeze

Breeze is the annual techno-cultural & sports fest of Shiv Nadar University with events spanning across a myriad of genres that include music, art, photography, dance, dramatics, quizzing and literary events. It serves as a platform for students to showcase their talent and is something that every student at SNU eagerly awaits. Breeze has been a huge success year after year hosting thousands of people from over 100+ colleges across the country. We have hosted artists the likes of Kanan Gill, Ritviz, Biswa Kalyan Rath, Neha Kakkar, Raghu Ram, The Local Train, When Chai Met Toast, Javed Ali to just mention a few. Breeze’19 was the biggest extravaganza ever witnessed by SNU with a footfall of over 15k+. The four-day event had a dream lineup of Bands, DJs and comedians. The mouthwatering food, Columbus ride, Silent DJ and Acoustic Camp Night mesmerized students all through the night.

Breeze 2020's lead coordinators:
Balaji Vunnava - Chairperson - bv808@snu.edu.in
Rahul Goyal - Administrator - rg294@snu.edu.in
Mohnish Jagwani - Co-Chairperson - mh474@snu.edu.in
Student Start-up

SNU students make the best of the challenges opportunities made available to them. Some of our students have started entrepreneurial endeavors while pursuing their degrees.

1. SNUonWheels: Students rent bikes on a daily, weekly and monthly basis helping students to navigate the 286 acre campus better.
2. FoodOn: This initiative delivers food from top restaurants right at your doorstep.
3. Fruit·Basket: The students pick the best fruits available in the nearby markets and bring them to their customers at competitive prices.

Sports

SNU encourages all students to not only excel in academics but also stretch their boundaries through sports and games. Sports Programme at SNU, offers activities in sports, recreation, and fitness, bringing in a lot of vibrancy through recreational and competitive events both in and off campus.

Facilities:

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

<table>
<thead>
<tr>
<th>Morning</th>
<th>06:00am – 09:00am</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evening</td>
<td>05:00pm – 10:00pm</td>
</tr>
</tbody>
</table>

- 4 Badminton Tera flex courts
- 2 Basketball wooden courts
- 4 Table Tennis tables in ISC, 10 Tables in Hostels
- 4 Squash Courts
- 1 Pool Room
- Chess and carrom
- Student recreational room
- Unisex Gym
- Running Track
- Yoga Hall
- Artificial Climbing wall
Outdoor Sports Facilities in SNU – All outdoor facilities are operational with floodlight including cricket nets

- 2 Badminton synthetic courts
- 3 Basketball synthetic courts
- 3 Tennis synthetic courts
- 1 Cricket Ground – 2 Cricket Nets
- 1 Football ground
- 2 Volleyball courts
- 1 Chess garden

Shiv Nadar University Sports League (SNUSL):

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

External Participation:

Shiv Nadar University always motivates the students towards their overall development as a fine human being. A well-balanced sports program encourages the students to train hard and assess their talent in various sports tournaments throughout the Northern region, participating in events with like minded universities through Banyan league to sports tournaments at IIT’s.

Staff @ Department of Physical Education

Dr. Amrish Tony
Deputy Director, Sports
Email: amrish.tony@snu.edu.in
Contact: 01203819100, Ext: 724

Mr. Pawan Negi
Sports Officer & Table Tennis Coach
Email: pawan.negi@snu.edu.in
Ext: 705

Mr. Ujjawal Bahuguna
Badminton Coach
Email: ujjawal.bahuguna@snu.edu.in
Ext: 705

Mr. Narendra Singh Bhandari
Football Coach
Email: narendra.bhandari@snu.edu.in
Ext: 705

Yoga Coach
Gym Instructor
Basketball Coach
Cricket Coach
Volleyball Coach
Squash Coach
Tennis Coach
Health and Wellbeing Centre
Blue Circle Medi Services

SNU campus Health and Wellbeing Centre is run by Blue Circle Medi services Pvt Ltd. The Centre is located near F Block. The centre provides Primary Health care through OPD and Pre - Hospital Management care for an emergency on 24x7 basis, wherein a patient needs to be shifted to next level of Hospital for specialist treatment when required.

The Centre has a General and Emergency ward with well trained paramedics, and necessary equipment. Staff at Campus deployed 24x7 includes: a Doctor (Physician), Physiotherapist, Counsellors and Nursing Staff, all resident on Campus. Further, visiting physicians, Psychiatrist and psychologists provide OPD from 10 AM to 8 PM on all days except Sunday.

There is a Pharmacy catering to all OPD requirements along with general “Over the Counter” medicine and other products connected with health and hygiene.

Pharmacy is open from 11:00 am to 7:00 pm. Orders for prescribed medicines can be placed. Pathological samples are collected at the Centre by Dr Lal Path Lab or SRL Lab nearby for testing. 10% discount is offered to SNU students and staff.

SNU has two dedicated ambulance on campus. One Basic Life Support (BLS) ambulance and another for Patient Transport (PTA) are available 24x7, to support transfer of patient to next level of hospital for further specialized treatment when required.

Shiv Nadar University has a robust sports program hence physiotherapy centre, managed by a qualified physiotherapist is an enhanced service offered by blue circle taking care of sports injuries, bad posture and age-related muscle degeneration issues.

At SNU, we understand that living in a new environment outside the familiarity of home can create overwhelming and stressful circumstances. Counselling services helps people navigate difficult life situations. It provides the tools and insights to manage mental health issues, such as anxiety and depression. Two psychologists (counsellors) stay on campus. In addition a senior psychologist (counsellor) and a psychiatrist visit the Health Center twice and once a week respectively.

There is also a support group of 20 students independent of academic and administrative channels. The entire counselling system maintains absolute confidentiality during the process. The volunteers selected via rigorous screening process.

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

a. Kailash Hospital (Greater Noida)
b. Max Hospital (Greater Noida)
c. Yatharth Hospital (Greater Noida) &
d. Columbia Asia Hospital (Delhi)
**Important Numbers**

Landline 0120-3819100 Ext. 102 for Health and wellness Centre  
Ext 1602 for Pharmacy

Kindly Use This Link: [www.bookonlineappointment.com](http://www.bookonlineappointment.com) For Taking Online Appointments
The ICC at SNU has a Policy for Prevention of Sexual Harassment on Campus. In SNU the ICC is also called “gender committee”.

Shiv Nadar University is committed to providing a place of work and study free of sexual harassment, intimidation or exploitation. It is expected that all students, faculty and staff will treat one another and visitors to the University with respect. Towards this end, all members of the university, including those who are in temporary or short term positions, are subject to SNU's policy against sexual harassment.

All students are required to read and familiarize themselves with this policy and to attend a mandatory orientation conducted by the ICC members during their first year at SNU. Anyone violating this policy is subject to disciplinary action.

Reports of sexual harassment are taken seriously and will be dealt promptly by the ICC on Sensitization of Gender, Prevention and Redressal of Sexual Harassment. The specific action taken in any particular case will depend on the nature and gravity of conduct reported.

ICC works to initiate and sustain a respectful and responsive conversation with all members of the university on issues related to gender on and beyond campus.

The ICC can be reached at gendercommitte@snu.edu.in
The growing network of SNU alumni association consists of 2000+ members spread across the world chasing their passion. SNU's Alumni Association is committed to providing students with opportunities that will contribute to their personal growth and development.

- Funding support for student initiatives and events
- Involvement as a volunteer in Alumni association
- Excellent networking
- Academic Advising

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

A breezy evening is well spent around the beautiful SNU Lake and rolling down the slopes of Mount SNU. Watch the birds flocking, making ripples and students can often be found sitting around the lake relaxing, or trying to capture nature's beauty in their cameras. On a quiet Sunday morning, the lake is one of the best places to witness the sunrise and to start the day with a healthy morning walk.

What could be better than a hot cup of coffee on a relaxed winter morning along-side a peaceful lake? This is a serene haven for students at SNU. Away from the toxic pollution and tensed academic load, spend time around Mount SNU and the Lake, watching the calm Waterhen forgetting all and being one with nature.
The university charters buses for the students on the weekends. The bus shuttles between a few important points and the campus. The interested students are dropped at the metro station on Friday evening and need to report to the common point for the bus by Sunday evening. The service is managed by the Student Transport Committee and the trips are planned on the recommendation of the committee. The exact time for the bus service is decided based on seasonal and local conditions. The Student Transport committee charges a token fee from the student.

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

**HB Travels Mr. Harinder +91-9560435666**

**Noida Cab Services Mr. Vikas +91-9818600097, +91-9910699688**

**Pappu Cab Services Mr. Balraj +91-9310915945, +91-9456929349**

Auto's can help you swift pass the local traffic for any time-thriving games. Find few of the auto services below.

**Mr. Anish** +91-9899535327

**Mr. Deepak** +91-8745855316

**Mr. Anuj** +91-9711180641, 7599336066

**Student Transport**

1. Daily - AC shuttle (15 Seater Tempo traveler) from SNU to Pari Chowk at 1530hrs and back at 2000hrs @ Rs 50/- for single trip.

2. Friday - AC bus 40 seater from SNU to Sector 16, Noida (Metro Station) at 1815hrs and return on Sunday at 1830hrs @ Rs 100/- for single trip.

3. Saturday to Sunday - AC bus 40 seater from SNU to GIP Mall (Noida) at 1000hrs and back at 1900hrs @ Rs 100/- per single trip.

4. Daily – SNU to Dadri (Bus stand) at 1600hrs and back at 1645hrs @ no charges.

5. Daily – SNU to Dadri (Bus stand) at 1700hrs and back at 1745hrs @ no charges.

6. Daily – SNU to Dadri (Bus stand) at 1800hrs and back at 1845hrs @ no charges.

7. Sunday – SNU to Dadri (Bus stand) at 0830hrs and back at 1000hrs @ no charges.

**SNU Internal Shuttle**

Shuttle service is available in every 20 minutes from Main Gate – Tower 10 – A Block – Library – Inner Gate (Hostel) – Main Gate.
There are several ways to reach the SNU campus. It is located on the NH 91 highway near Village Chittera. The recently completed Eastern Peripheral Expressway is the best route. There are other routes including the Dadri Railway road, NH 91 via Lal Kuan and Pari Chowk. Apart from road, one may also opt for Local Train running from the Dadri Railway Station, only 6 kms from the campus.
For a Shopping Spree

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

Travel enthusiast

- 46 km - Okhla Birt Sanctuary
- 48 km - Akshardham
- 53 km - Humayum Tomb
- 54 km - Lodhi Gardens
- 55 km - Connaught Place
- 55 km - India Gate
- 56 km - Qutub Minar
- 56 km - Jama Masjid
- 61 km - Garden of 5 Senses
Survival Kit

Every one of you probably knows plenty of apps that fits your needs the most, but there are few apps apart from Hike, Whatsapp, Instagram & Snapchat that you can't avoid using at SNU. We are here to tell you about few of them.

Facebook Groups :
- SNU Digital Market Place
- SNU Student Council
- SNU Students Club
Post Office

Campus has India Post facility which you may avail to send or receive mails/parcels. Please note that for receiving mails, the parcel/letter must mention university’s complete address along with Student Name, Roll Number and Hostel Room Number. Mailing Address:

Shiv Nadar University
PO Shiv Nadar University,
Greater Noida, Gautam Buddha Nagar,
Uttar Pradesh
Zip Code: 201314
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. HDFC Bank - Business Hours: Monday to Saturday 10 a.m to 4 p.m (As per guidelines issued by Reserve Bank of India, banks will not be operational on 2nd and 4th Saturdays and Sunday of a month). We also have a Punjab National Bank ATM machine located in the C Block of SNU.
Call for a hot coffee or chilled shakes? We have them ready at the cafeteria.

We have a variety of options to kill your hunger with rolls, sandwiches, burgers and other snacks.

Assignment due tomorrow, out of sheets? Well, this is not a worry at SNU as we have Mini Mart to cater to your stationery needs. The Mini Mart stocks items of basic needs such as snacks, fruits, milk, toiletries etc.

Mind boggled with studies... over grown disheveled beard? It is definitely the time to relax your body and brain with an aromatic head Spa and grooming services at the Belezza Salon located in the 3C hostel building.
SNU campus is growing both in number of residents and infrastructure, thus, safety and security on campus is given utmost importance. The 256 acre campus has boundary walls with security guards deployed all along the campus for guarding and controlling ingress and egress. The campus has a three layer protection, namely—the Main Gate, Inner gate, and Hostel Entrances. The security is deployed round the clock, throughout the year making it intense yet non-obtrusive and are well connected through a portable wireless system. Additionally, areas including the main gate, inner gate (operational area surrounded by green fencing) and hostel common areas are monitored by CCTV.

The Administration Department operates Campus Security and Safety including HSE (Health, Safety and Environment) and provides succour and relief in unplanned 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 walkie talkies and CCTV.

The following areas are restricted for students:

1. STP Plant Area
2. Main Gate Garden Nursery Area
3. P12 road and S9 road Area
4. Business School and Utility · I Area
5. R Block Back side and Labour colony Gate · 2
6. Biodiversity Park
7. Cricket Ground and Peer Majaar
8. Batching plant Area
At SNU, we acknowledge the need for creating a microcosm on campus to adequately represent the diversity that characterizes India. The residential student hostels at SNU are state-of-the-art and gender-segregated. They are designed to cater to individual student's requirement of personal space, while also incorporating a culture of shared living. Each room is designed as a comfortable independent unit with basic in-built utilities.

The hostel facilities are spread over 12 buildings across the campus. Wardens are assigned to each hostel to ensure smooth functioning of various facets of hygiene, safety and security and miscellaneous needs of the student community. Each building has certain common facilities as under:

a. **Study Rooms.** Each hostel has designated study rooms with well lit and ventilated rooms, where students can study, do their academic projects etc. These rooms have separate air conditioning, are under CCTV surveillance and access control for entry. All the study rooms have LAN ports on the desk which offer unlimited data at high speed to be utilized on a rotating basis by all resident students. These 24*7 Study rooms are meant for academic work and the users are strongly advised to maintain the decorum of the place.

b. **Recreation Rooms.** Impetus is given to the extracurricular needs of the student community. Different common rooms provide facilities such as a TV room, Table tennis and Yoga / Activity room. A recent upgrade drive has been initiated to provide Air hockey & Foos ball apart from upgradation of existing common rooms, which have been implemented in one boy and one girl hostel as a pilot project and will be followed up in other hostels. Students can use these facilities at their leisure.

c. **Pantry.** Each hostel is provided with a pantry on the ground floor, equipped with microwave ovens, water coolers fitted with RO and purifiers, a coffee machine, egg boilers and induction cooktops.

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

f. **Room Configuration and facilities.** The rooms in various buildings are of different configuration viz-single accommodation with attached or common toilets, twin accommodation, apartment type and studio type accommodation. The rooms and washrooms are well fitted and the ladies' washroom is designed keeping feminine hygiene in mind. The common areas are Wi-Fi enabled in all the hostels.
Food Options on Campus

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

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

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

**Other Food Options.** Apart from the two main Dining Halls, there are other options to cater to the needs of the student community as under:-

- **a. Food courts in the main academic block.** The Academic blocks house a variety of kiosks serving various food options to the students.
- **b. Café in the central library building.** Caters to the students visiting library.
- **c. A food kiosk at Indoor Sports Complex.** Caters to the food needs of the sports enthusiasts visiting the sports complex.
- **d. Vending Machine.** There are several PayTM enabled vending machine on campus.
Annexure Hostel Rules

Section A

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

A.1 Occupancy at Hostel

Two/Single bedded rooms are available in the hostels, which shall be allotted to students by the Office of Dean of Students' Welfare. Please refer to the Hostel Entitlement Policy for details on room allocation process. (snulinks.snu.edu.in – student policies folder)

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

- Duration of Different Programs, — Undergraduate Program (B.Tech., B.Sc., B.A.), minimum of 6 full semesters to maximum of 12 full semesters, ideally completed in 8 full semesters — Masters Programs (M.Tech., M.Sc., M.A.), four full semesters — Ph.D. Program, six full semesters (as per the residency requirements of the particular programme)

- 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 shall be considered subject to availability of rooms.

- All students have to deposit the hostel fees as directed. This 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. It is expected that every student is 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.

- The University Administration may refuse accommodation to any student who is known to have violated the Hostel Rules or whose presence is likely to disturb the peace and tranquility of hostels. Violation of hostel rules will make the student liable to disciplinary action which may include permanent expulsion from the hostel.
Section B

B.1 General Rules and Regulations of hostel

1. Every student must stay in the room allotted to her/him. Changing the allotted room is not allowed. However, the office of Dean Students Affairs may allow change of room as a special case on valid and reasonable grounds.

2. The University authorities may ask any student to change her/his room under special circumstances during a regular semester.

3. Students are required to carry their identity card at all times and show it on demand by any authorized person.

4. Given the geographical location of the University and safety concerns thereof, students are not encouraged to leave the campus before 6:30 AM and after 8 PM. The students in any case must return to University campus by 9:00 PM.

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

6. The warden or any other authorized member from the Office of Dean Student Affairs can inspect the room of any student at any time. Such inspection shall be done in the presence of at least one member from a member of community.

7. Few designated places shall be provided to students to put up their notices etc., in consultation with the Students Hostel Committee.

8. Students are expected to ensure cleanliness of their rooms and to help maintain general upkeep of hostel premises. Housekeeping service shall not be available outside the published schedule hours and therefore students should check the published schedule on the hostel notice board and make themselves available to get their respective room cleaned during the mentioned timings.

9. Electrical wirings/fittings in the hostel rooms are not designed for heavy load and therefore use of Electrical Appliances like Heater, Fridge, Electric Iron, Electric Kettle, Induction Cooktop, Room Cooler, Immersion Rod etc. are Not Allowed In The Hostel.

10. Students shall not play loud music and shall not do anything which would cause disturbance to hostel inmates. Earphones must be used if someone wants to listen to music, to watch a movie or to play computer games.

11. Possession and/or consumption of alcoholic drinks, cigarettes, and substance of abuse is COMPLETELY BANNED inside and outside of the hostels and on SNU premises. Aiding, Abetting and Possessing of any such material and activities are liable to strict disciplinary action leading to heavy fine that may lead to termination from the University rolls.
12. Birthday Celebrations/Any Parties are Not Allowed In Hostel Premises

13. Cooking is strictly prohibited inside hostel rooms.

14. Broken/Fused Bulbs, Tube Lights is to be replaced by the room occupant during the stay

15. If a student enters campus premises after 9:00 P.M, his/her ID will be confiscated and can be collected from the DSA office on the next day.

16. In case of lost ID card, student must report to DSA office imminently. New ID card will be made only after paying the due amount to finance, admin will then issue a new ID card and the student should visit the admin office for collecting the same.

B.2 Moving Out of Campus

1. Entry into SNU campus is regulated and students have to cooperate with SNU staff and should present their IDs whenever required. If security rules require entry to be made in some records, the students shall abide by the same. The fast track entry system is facilitated by finger prints.

2. UG Students are not permitted to leave the hostel for night outs without explicit written permission/out-pass from their respective hostel warden. Such leave has to be applied on the prescribed gate pass format well in advance. Issuance of night out pass is a matter of privilege and not a right. Student leaving hostel without the necessary permission shall be deemed to be missing and Parents/Guardians/Police authorities may be informed by the Office of Dean of Students' Welfare.

The wardens will not be responsible for the condonement of attendance.

B.3 Moving in - Campus

All the students must read the student handbook for the rules and responsibilities of SNU Life.

All students must check the condition of their room thoroughly including bed, mattress and the wall. 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 their complaint. In the absence of the written proof (an email or application) received by DSW office, 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. However, if the persons causing damage cannot be identified, the cost of repairing the same will be assessed and will get distributed equally amongst all the inmates of the hostel or group of inmates/ students of that wing of the hostel found responsible for the damage (Please refer to the Damage Policy in STUDENT POLICY section via SNU LINKS).
B.4 Vacation period

1. The University has winter and summer vacations for students in December and during May-July respectively.

2. Students shall be required to vacate their rooms before leaving for the summer vacation (May-July) and carry along all their belongings. The University however, may provide a cloak room on request, entirely managed by the students. Any student willing to avail this facility must PROPERLY pack and label their baggage. The University will NOT be responsible of any loss or damage to the articles/baggage.

3. Students shall require special permission from the Dean, Student Welfare (DSW) to avail the hostel accommodation for research/academic/internship or any other official work during vacation periods. The DSW shall grant such permission on the recommendation of faculty sponsor/advisor and the head of the department. Such students shall be required to pay necessary fees as per the University policy.

B.5 Visitors in the Hostel

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

B.6 Hostel Inventory and loss of/ damage to Hostel/University Property of any kind

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

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

C.1 Ragging

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

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

Please read the following carefully:

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

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

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

   UGC Regulations on Curbing the menace of Ragging in Higher Educational Institutions includes any act of physical or mental abuse (including bullying and exclusion) targeted at another student (Fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.
2. All the students are required to visit the link
   [http://antiragging.in/site/affidavits_registration_form.aspx](http://antiragging.in/site/affidavits_registration_form.aspx)
   and fill up online Anti Ragging undertakings by Students and Parents/Guardians. After filling this form online you will receive the Student's 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 freshers to promptly bring any instance of ragging to the notice of the authorities of the University.
Office of the Dean Student Affairs

SNU is a fully residential university. Life outside the Academic Blocks assumes great importance in the student experience at SNU. The Office of DSA provides all assistance in Hostel, Messing, Health care, Cultural and Sports activities. The office provides assistance in extra-curricular initiatives as well as organization and functioning of Student Government. DSA also provides help and support to any student on any issue affecting him/her. The office also assists handicapped/disabled members of the campus community and supports minority and economically disadvantaged students. The office is also responsible for the formulation and enforcement of the University's General Code of Conduct and Code for Academic and Student Conduct.

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International Office

International office works as a liaison office to interact with foreign institutions, embassies, Indian missions abroad, not-for-profits etc. The office creates opportunities for SNU students such as study abroad, international work experience, internship, service projects, volunteering etc. and finding ways to make study abroad affordable and without loss of time to graduate.

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Pummy Wadhwa  
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Office of the Dean of Undergraduate Studies (UG)

The Office of the Dean of Undergraduate Studies has the responsibility for developing and implementing the academic and administrative policies pertaining to the undergraduate 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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Office of the Registrar

Office of the Registrar performs a wide range of functions related to student records and academic administration.

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

George Nellickal Chacko  
Associate Manager  
registraroffice@snu.edu.in  
Ext. 811 | Office location: D012
Office of Admissions

Admissions Office, located in Lower GF in A block, addresses all queries related to admission, joining, notifications, scholarships etc. For any generic admission related query, write to admissions@snu.edu.in or call +91-120-3819100.

Anil Nair
Director Admission
anil.nair@snu.edu.in
Ext. 824 | Office Location : A023E

Office of Career Development Center

Career Development Center (CDC), The Career Development Centre supports the students in shaping and managing their careers by building key ingredients required for a student to be a complete professional. The Intensive Student Development Program focuses on Training students on various Skills through Career Counseling, Boot Camps and Talks while the Industry Connect Program builds a network of Partnering Organizations focusing on Industry Leadership Talks, Mentorship Program, Internships and eventually Placements.

Anubha Bali
Director CDC
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Library is housed in a huge block with an extensive collection of books, scientific and technical journals and electronic reference material, which is updated regularly.

Dr. TRB Sharma
Head, Librarian
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Finance Department

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Head Finance  Deputy Manager
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Credits: Munmun Bhatnagar & Dean Student Affairs Team