Welcome Home!
Student Handbook 2020
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.
# Table Of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome Note by Dean of Student Affairs</td>
<td>5</td>
</tr>
<tr>
<td>Vice Chancellor’s Message</td>
<td>6</td>
</tr>
<tr>
<td>Leadership</td>
<td>7</td>
</tr>
<tr>
<td>Arrival on Campus</td>
<td>10</td>
</tr>
<tr>
<td>Code of Conduct</td>
<td>12</td>
</tr>
<tr>
<td>Academics</td>
<td>14</td>
</tr>
<tr>
<td>Attendance and Scholarship for UG</td>
<td>16</td>
</tr>
<tr>
<td>Housing and Accommodation</td>
<td>17</td>
</tr>
<tr>
<td>Hostel Rules</td>
<td>18</td>
</tr>
<tr>
<td>IT &amp; SNU Links</td>
<td>22</td>
</tr>
<tr>
<td>Opportunity for Undergraduate Research &amp; On-Campus Jobs</td>
<td>24</td>
</tr>
<tr>
<td>Library</td>
<td>26</td>
</tr>
<tr>
<td>Student Council &amp; Societies</td>
<td>28</td>
</tr>
<tr>
<td>Sports</td>
<td>32</td>
</tr>
<tr>
<td>Health &amp; Wellness</td>
<td>33</td>
</tr>
<tr>
<td>Internal Complaints Committee</td>
<td>34</td>
</tr>
<tr>
<td>Disciplinary Committee</td>
<td>35</td>
</tr>
<tr>
<td>Anti-Ragging</td>
<td>36</td>
</tr>
<tr>
<td>Food Options on Campus</td>
<td>38</td>
</tr>
<tr>
<td>Transport</td>
<td>39</td>
</tr>
<tr>
<td>Location</td>
<td>40</td>
</tr>
<tr>
<td>Offices &amp; Services</td>
<td>42</td>
</tr>
<tr>
<td>Academic Calendar Monsoon 2020</td>
<td>48</td>
</tr>
</tbody>
</table>
Dear Students,

I extend a warm welcome to you all at Shiv Nadar University (SNU), as you join us in this unique and challenging year.

We, at SNU, are committed to ensuring your all-round development as you immerse yourself in a multidisciplinary environment that is not just rich in academics, but also research, sports and extracurricular activities. A second home for students from all corners of the country, SNU is also very culturally diverse. The experience here is designed to help you broaden your horizon and become independent as you carve your paths in career and in life.

Despite the spread of COVID-19, our proactive approach in the previous academic year ensured smooth completion of all courses and the timely graduation of the Class of 2020. As I welcome you to the new academic year, I would like to assure you that we have made every effort to ensure everyone’s safety without diluting the campus experience. Our green and beautiful 286-acre campus has been a great enabler to this. I truly believe that with your active involvement, we shall successfully overcome any challenges we may face this year.

The Office of Dean of Student Affairs (DSA) is committed to ensuring an environment that enables your intellectual and personal growth, and is always here to help you. Should you have any queries, concerns or requirements, please do reach out to us. I wish you a memorable and rewarding stay at SNU.

Major General G Jaishankar (Retd.)
Dean Student Affairs
Shiv Nadar University
Dear Students,

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

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.

As I had written to you in your admission offer letter, these are unprecedented times for all of us as we live through the challenges caused by the spread of COVID-19. The world has been changing around us in the last five months. But when the going gets tough, the tough gets going – at SNU, our students have always been our first priority, and we have taken all possible steps so that your learning and engagement are least hampered during this time of isolation.

You will be proud to know that the University has reached a few milestones already. SNU received an excellent inspection report from the University Grants Commission (UGC) Expert Committee in 2016. SNU has recently been selected as one of the 10 private “Institutions of Eminence” by the Government. In the NIRF (Government’s National Institutional Ranking Framework), the University has been the youngest institution in the ‘top 100’ Overall list, and its score has been rising steadily. In NIRF-2020, it ranked 56 in the ‘University’ category. SNU has been accredited with Grade ‘A’ by NAAC (National Assessment and Accreditation Council). 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. This year we have embarked on an elaborate and exciting process to formulate SNU Vision 2030. It is now your turn to take part in this grand opportunity – find & follow your passion, and excel in it. The future is 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 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
Director, School of Natural Sciences
Shiv Nadar University
Our Leadership Team

MR. SHIV NADAR
FOUNDER AND CHANCELLOR

MR. SHIKHAR MALHOTRA
PRO CHANCELLOR

DR. RUPAMANJARI GHOSH
VICE CHANCELLOR
DIRECTOR, SCHOOL OF NATURAL SCIENCES (SoNS)

COL. GOPAL KARUNAKARAN (RETD.)
PRESIDENT

DR. AJAY DANDEKAR
DIRECTOR, SCHOOL OF HUMANITIES AND SOCIAL SCIENCES (SoHSS)
DIRECTOR, CENTER FOR PUBLIC AFFAIRS AND CRITICAL THEORY (C-PACT)

DR. BIBEK BANERJEE
SENIOR DEAN AND HEAD OF STRATEGIC INITIATIVES
DIRECTOR, SCHOOL OF MANAGEMENT AND ENTREPRENEURSHIP (SoME)
Our Leadership Team

DR. SANDEEP SEN
DIRECTOR, SCHOOL OF ENGINEERING (SoE)

DR. SUNEET TULI
DIRECTOR, RESEARCH & GRADUATE STUDIES AND FACULTY AFFAIRS

DR. PARTHA CHATTERJEE
DEAN, INTERNATIONAL PARTNERSHIPS

DR. AMBER HABIB
DEAN UNDERGRADUATE STUDIES, HoD MATHEMATICS, DIRECTOR IIIMIT

MAJ. GEN. G JAISHANKAR (RETD.)
DEAN, STUDENT AFFAIRS

MR. SUDHIR NAUDIYAL
REGISTRAR
Our University

Shiv Nadar University is a comprehensive, multidisciplinary, research-focused, and student-centric University offering a full range of academic programs at the undergraduate, postgraduate and doctoral level. With state-of-the-art infrastructure, the University comprises of academic wings, sophisticated labs, international standard sports facilities, amphitheatres, auditorium, conference rooms and smart classrooms.

The University’s goal is to become internationally recognized for the quality of its research and creative endeavours; and their applicability to improve quality of life, generate new insights and expand the boundaries of human knowledge and creativity. Shiv Nadar University has been recognised as an Institution of Eminence by the Government of India’s Ministry of Human Resources and Development, a true testament to our rising standards and expectations.
Our RESPONSE TO COVID-19

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

Online Availability of Student Handbook

The student handbook can be downloaded from both, the SNU website (in Campus Life Section) and on SNU Links

Arrival on Campus, In this Unique Year

We are a fully equipped residential campus that is self-contained with all necessary academic, sports, entertainment, food, health, shopping, banking and other basic requirements. In the ongoing COVID-19 pandemic, we are prepared to welcome you while ensuring safety of all. Please follow the below-listed instructions to settle in smoothly:

1. A detailed email will be sent out to you by the Admissions team about your date of joining and related processes. Everyone must bring the necessary documents as mentioned in the email.

2. We are coordinating with District Administration for COVID testing (rapid test) at the Main Gate, followed by a visit to our health center. Those that test positive or show symptoms will not be allowed entry to the campus.

3. All students who are allowed entry will be directed to our campus quarantine center for either 7 days or 14 days, depending on the medical advice/directives at the time.

4. Upon your arrival, you will be required to undergo a medical screening at the Blue Circle Medical Services Centre located on the campus. You may need to be quarantined, according to the prevalent Govt./Medical orders/protocols at the time of reporting. However, depending on the screening results, if you have tested negative for COVID-19 RT-PCR test, conducted a maximum of 72 hours prior to your arrival on campus, you may not have to undergo quarantine.

5. Rules for Quarantine Stay:

   a) For the duration of the stay, residents will have to clean their own rooms. The rooms will be handed over to them in a cleaned and sanitized condition

   b) Each room/flat has a small dustbin, which is to be emptied into a large bin placed in the common area outside of the room
c) Housekeeping staff will visit hostels every day for cleaning of reception, the ground floor, common pantry, tables used for keeping utensils and emptying the large dustbins kept in corridors

d) No room service is allowed. However, residents can order anything they wish to from the shops on campus. Similarly, couriers received at D Block can be arranged to be sent to the reception of 1B/T1

e) Residents are to bring their own personal use items and toiletries etc. (Read Annexure 1 carefully so that you carry all essentials)

f) Food will be served thrice daily at the ground floor common serving area with due precautions, at specified timings

g) The Campus laundry service is not available in the quarantine facility

h) Residents will be monitored by the Blue Circle Medical Staff. Any symptoms or medical issues are to be immediately brought to the notice of the Medical Staff and the Warden

i) All residents must strictly adhere to the quarantine rules at all times

6) In certain cases there may be no requirement of serving quarantine period (depending on the medical checkup and test results at the health center). In such cases, the student would have to report directly at the registration desk and complete the documentation to collect their hostel keys

7) Safety measures are being followed at SNU to ensure health and safety for all on the campus:

a) Very strict and advanced health checking at the main entry gate

b) Everyone including students, faculty and staff entering the campus to stay has to go through the necessary medical tests and quarantine procedures

c) Everyone is required to wear masks, and ensure minimum contact with anyone else, and follow social distancing markers wherever available

d) All the academic blocks, hostels, dining halls, lift areas, medical facilities, eating kiosks and other common places are deeply sanitized from time to time

e) Social distancing is to be strictly followed at dining halls and kiosks to ensure safe distancing from other person

f) Classrooms are being made ready for the ongoing pandemic situation for safe distancing and sanitization.

g) Daily temperature/symptom checks at the hostel areas and at the entry gates of academic areas

h) Foot-operated sanitizers are placed at all important locations

i) Fogging is being done to disinfect every vehicle entering the campus

Please watch the video explaining our safety measures. This is for your information and adherence.

https://www.youtube.com/watch?v=XkMYUIDUt0w&feature=youtu.be

8) All students must come equipped with all essentials listed in Annexure 1. There may be problems of purchasing these on the campus due to COVID related restrictions.

9) All students will be supported by ‘Family Groups’ that are led by chosen students from senior batches. These family heads ensure smooth and friendly transition during the early settling in stages. They will guide, support or help you to know about any information that you may require.
Code of Conduct

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

Behaviour

- Our community is characterized by civility and consideration, and therefore, it is expected that you behave in a mature, honest and responsible manner - whether or not on campus
- While there is no specified dress code, you are expected to be dressed appropriately in all common areas
- Public display of affection is to be avoided on campus
- Living together in a community requires everyone to maintain personal hygiene at all times to prevent the spread of infectious diseases; this is especially important in the ongoing pandemic
- Please ensure strict adherence to COVID-19 related instructions for safety of all. Do not hesitate to call out violators
- Please be punctual at all times – respect for time is a lesson for life

Academic Integrity

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

- Misrepresenting academic accomplishments, submission of another’s work as your own or willfully allowing others to represent your work as their own
- Plagiarism
- Cheating, or helping to cheat, in assignments, laboratories, and exams
- Fabrication or falsification of data, results and outputs in research and coursework
- Tampering with answer sheets of exams, checked assignments and reports
- Forging documents such as letters of recommendation, transcripts, and certificates

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

Freedom With Responsibility

Shiv Nadar University trusts students to do what they think is best for them and for the University — and it believes in giving them the freedom and information to support their decisions. In turn, the University expects students to demonstrate responsibility and self-discipline. The intent is to create a sense of ownership that enables this behaviour to come naturally. This extends to responsible use of the resources available to you and the respect for others’ rights to freedom and expression.
Respect For Rule Of Law And The University Policies

- Please do not indulge in any activity that causes obstruction to teaching, learning, research, or administration.
- We expect you to make yourself fully aware of the University’s rules, and policies. All these policies are easily accessible on the SNU Links page on your computers/laptops.
- Do not participate in or abet political activities, statements or protests.
- Damage, destruction or theft of property belonging to individuals or the University will attract strong action.
- Any student-organized activity anywhere on campus, whether indoors or outdoors, needs prior permission of the Dean of Students Affairs (DSA) at least three days in advance. If any activity relating to academics requires use of venues other than labs or classrooms, the Office of DSA will need to be informed in advance, in order to make necessary arrangements.

Celebrating Diversity

- Shiv Nadar University is an institution with a global outlook. This community is made of people from diverse backgrounds, religions, cultures, perspectives, and experiences. Inclusion plays an extremely important role in the success of this community. We expect everyone part of it to understand and appreciate differences. Our goal is to foster a diverse environment that helps everyone gain and creates a positive difference.
- There is no room for any discrimination by anyone at the University on the basis of gender, caste, language, religion or culture.

Shiv Nadar University Observes Zero Tolerance (no Second Chance) For:

- Ragging in any form
- Consumption, possession or distribution of alcohol, tobacco and banned substances is strictly not allowed on campus. Claims of being unaware of the presence of such substances in your belongings/room/cupboard will not be accepted.
- Sexual harassment
- Violence of any kind or any act that disturbs the peace and harmony on the campus
- Possession/use of weapons, fireworks or hazardous chemicals
Undergraduate Degree Requirements

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

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

To know more about the CCC and UWE courses, please visit: https://snulinks.snu.edu.in/snuPolicies/students/UGHandbook

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

Graduate Degree Requirements:

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

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

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

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

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

GRADUATE PROGRAMS

To earn a graduate degree in a specific program from Shiv Nadar University, a student has to complete the requirements as prescribed by the program. The requirements may consist of a mix of core and elective courses offered by the program. Several programs may also require completion of project/thesis for degree completion. The total credit requirements for graduation would vary depending on the program of study but shall not be less than 48 credits for a Master’s degree. The department shall prescribe the number of credits required from core and elective courses.

Core courses are to be taken by all students of the program. The elective courses are choice based and may be offered by the program for students to choose from to fulfil their credit requirements.

Detailed information regarding courses and degree requirements shall be available with individual departments. Postgraduate adviser of the program shall be available to provide more information and guide individual graduate students.

The academic Regulations for Master degree program is available in SNU Links: https://snulinks.snu.edu.in/snuPolicies/Academics/Masters/

DOCTORAL PROGRAMS

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

The academic regulation for doctoral program along with other pertinent information is available on SNU Links: https://snulinks.snu.edu.in/snuPolicies/Academics/DoctoralStudies/PoliciesForms/

Hostel Rules

All Hostel rules are uniformly applicable to the residents of any Student Hostel. In this regard, Ph.D. scholars being the senior most residents, are expected to be role models and maintain the highest standards. For purposes of allocation and room entitlement, Ph.D. scholars are required to quote their SNU Student Roll number for registering on HMS, even if they have dual/Employee IDs as staff.
**Attendance for UG**

- 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.
- A student may be condoned attendance shortfall beyond the regular amount of 15%, but not beyond a total shortfall of 25%, due to medical or duty leave.
- A course may have further attendance requirements for individual components such as labs and field trips, which will be announced at the beginning of the course.
- Failure to meet the attendance requirements in a course will lead to an F grade in that course.
- The attendance requirements are also given clearly at Section B of Chapter 2 of the UG Handbook.

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

1. All applications have to be made on the requisite forms available from the office of the Dean Students’ Affairs.
2. The purpose of the application can be one or both of the following:
   a. To apply for remedial steps like re-test, extension of deadline, or proration of marks, in case of graded components conducted during the period of absence.
   b. To apply for condoning of attendance shortfall beyond the regular amount of 15%. No application is required for a period upto 15% of the course requirement. Students are expected to keep close track of their attendance and not claim ignorance later.
3. The grounds of the application can be one of the following:
   a. 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. *These must be strongly supported by medical documentation. It is advisable to report to Blue Circle Health Centre to obtain timely medical support documentation. Other documentation may not be accepted. An app for the same is being launched.*
   b. 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.
4. All applications must be submitted within seven calendar days of the last missed class. If the student is away from the University for more than seven days, the form has to be submitted within two days of returning to campus.

Some changes may take place in the attendance system due to COVID-19 situation, the same may be communicated to you via email.

**Student Policies**

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

**Hostel Rules**

These rules apply to ALL residents who are allotted rooms in the Student Hostels. The first point of contact for all hostel-related issues is the Hostel Warden.
At SNU, we acknowledge the need for creating a microcosm on the campus to adequately represent the diversity that characterizes India. The residential student hostels at Shiv Nadar University are state-of-the-art and gender-segregated for UG students. 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 13 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:

Housing and Accommodation

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 24x7 Study rooms are meant for academic work and the users are strongly advised to maintain the decorum of the place.

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 and Football apart from up-gradation of existing common rooms, which have been implemented in one boys' and one girls' hostel as a pilot project and will be followed up in other hostels. Students can use these facilities at their leisure.

Pantry
Each hostel is provided with a pantry on the ground floor, equipped with microwave ovens, water coolers fitted with RO and purifiers, a coffee machine, egg boilers and induction cook tops. The pantry may be used only for preparation of light snacks and are not meant to be an alternative to the dining halls. Residents are to ensure that the pantries are used and maintained in a neat and hygienic manner. Misuse of pantry facilities may result in debarment for further access. Cooking of any sort is strictly prohibited in individual rooms and is considered to be a safety and hygiene hazard.

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

Room Configuration and Facilities
The rooms in various buildings are of different configuration - single accommodation with attached or common 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.
Annexure

Hostel Rules

Section - A

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

A.1 Occupancy at Hostel

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

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

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

Any student who needs to stay beyond his/her programs’ duration shall have to seek permission from the Dean of Students’ Affairs for extension, which shall be considered subject to the availability of rooms.

All students have to deposit the hostel fees as directed. The hostel fees are for the Academic Year (two semesters as per Academic Calendar) and NOT the Calendar year.

Hostel accommodation is provided with the understanding that the resident students will strictly abide by the Hostel Rules and Code of Conduct. It is expected that every student is acquainted with the rules and regulations of the hostel and she/he must comply with those in letter and spirit. Ignorance of rules will not be considered as an excuse for violation.

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

Section - B

B.1 General Rules and Regulations of Hostel

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

2. There are no timings at night by which students are expected to be back in their own rooms, however, students must use this freedom responsibly. For First year UG students, the last time of return to their hostel rooms is 12:00 AM (midnight).

3. The University authorities may ask any student to change her/his room under special circumstances during a regular semester.
4. Students are required to carry their identity card at all times and show it on demand by any authorized person.

5. 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 8:00 PM. The students in any case must return to University campus by 9:00 PM.

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

7. The warden or any other authorized member from the Office of Dean of Students’ 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 the Student Council or Hostel Affairs Committee.

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

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

10. Electrical wirings/fittings in the hostel rooms are not designed for heavy load and therefore use of electrical appliances like heater, fridge, electric iron, electric kettle, induction cooktop, room cooler, immersion rod etc. are not allowed in the hostel. Use of these items may result in confiscation of these items and/or other penalties that DSA deems fit.

11. 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.

12. 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 fin that may lead to termination from the University rolls.

13. Birthday celebrations/any parties are not allowed in hostel premises. Please book suitable space at Celeste Café for the same. During the period of the COVID-19 pandemic, group gatherings in hostel rooms or common spaces is NOT ALLOWED. Common rooms (other than pantry) will remain shut in hostels during this time. Please ensure staggered timings in use of pantry to avoid overcrowding.

14. Cooking is strictly prohibited inside the hostel rooms and is considered to be serious safety and hygiene hazard.

15. Broken/fused bulbs, tubelights are to be replaced by the room occupant during the stay.

16. If a student enters campus premises after 9:00 PM, his/her ID will be confiscated and will have to be collected from the DSA office on the next day.

17. Process of obtaining new ID card, if the same is lost, is based on the process as given in app, and SNU Links.

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 biometric IDs.

2. UG Students are not permitted to leave the campus without explicit permission. The same can be applied for online using the Fastrack app. This include absence on the University Duty like participation in competitions/sports events etc. Issuance of such permits is a matter of privilege and not a right. Student leaving hostel without the necessary permission shall be deemed to be missing and Parents/Guardians/Police authorities may be informed by the Office of Dean of Students’ Affairs.

The wardens are not responsible for 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 at the time of
checking in. The inventory form needs to be duly filled in signed and submitted to the Hostel Warden. Similarly the
Check out process requires a sign out on the Inventory form. In case of any damage, they must write an application
informing their respective Wardens or send an email and must keep the written proof of acknowledgement of their
complaint from their respective wardens. In the absence of this written proof (an email or application), they would
be liable to pay the charges or fine for the damage incurred at the time of leaving the hostel / handing over the
room.

Students must also fill in their Info Form given by warden at the time of checking in.

**B.4 Vacation Period**

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 Affairs (DSA) to avail the hostel
accommodation for research/academic/internship or any other official work during vacation periods. The
DSA 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 DSA. 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, tubelights, 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 https://snulinks.snu.edu.in/snuPolicies/students/).

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**Student Led Campus Affairs – Hostel Committee**

We at SNU strongly align to the paradigm of Student Centric administration. To that effect, the Students Hostel
Committee looks after the Hostel Affairs. The Student Council selects a Secretary of Campus Affairs and assigns senators
to be the Heads of the Hostel Committee. These four senators along with the Secretary of Campus Affairs conduct
interviews and select members for the Hostel Committee. The Hostel Committee consists of members, with at least
one person from each hostel block having the status of a ‘Student’ and residing in the respective blocks. The Heads
of the Hostel Committee report to the Secretary of Campus Affairs regarding the effective discharge of duties by the
Hostel Committee.

Duties of the Hostel Committee:

- The Heads of the Hostel Committee report to the Secretary of Campus Affairs regarding the effective
  discharge of duties by the Hostel Committee

- They interface with their respective wardens at least once a fortnight and discuss with them the issues in
  their respective Hostels

- The represent the general welfare of the students residing in the hostel and assist the Council of Wardens
  in maintaining the living standards
Email / Communication Tips
ABCRL - The Key to Proper communication
Accuracy - Stick to Facts
Brevity - Be Brief
Clarity - Clear explanation of the topic
Relevance - Please don't mix issues
Logic - Logical flow

Suggested Format
Subject : In Brief
Dear Sir/Ma'am
Introduction, Name etc.
Issue
Required assistance / suggestion / solution
Regards
Your Details Roll No / Hostel / Room

Suggested Format - Complaints
To : complaints CC: Warden
Subject : Light not working Hostel 1A Room 23
Dear Sir/Ma'am
My room light is not working. Hostel 1A Room 23. Kindly have the same repaired
I will be available in my room from ______ to ________ time.
Thank you ,
Regards
<STUDENT NAME>
<COURSE NAME>
<STUDENT ID NUMBER>

COMMUNICATION ETIQUETTE DOs

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

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

Escalation Matrix - Hostel Issues
Warden
Head Hostel Administration
Dean Student Affairs

Escalation Matrix - Clubs
Societies
Associate Dean Student Engagement
Dean Student Affairs

Escalation Matrix - Academics/OCJ/Attendance
EA / Assistant to Dean Student Affairs
Associate Dean Student Affairs
Dean Student Affairs/Dean UG, as applicable
Information Technology & Online Resources

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

For more information on these resources please visit - https://edures.webapps.snu.edu.in/

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

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

SNU Net ID

Please use https://netidportal.snu.edu.in/ to reset your Net ID 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 id’s

For more details please visit the Student Policy section on SNU Links 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.

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.

Mess Menu

As the name suggests, this useful link provides the menu for breakfast, lunch and dinner menu of dining halls.

SNU APP

The SNU App available for download on Google Playstore/Apple App Store is an extremely useful and user-friendly app. It keeps you updated on all activities at SNU and even helps you plan pooling of transport or locating lost items amongst several other features.
OUR
(Opportunities for Undergraduate Research)

OUR program at Shiv Nadar University aims to give students hands-on experience in conducting research and doing independent work under faculty supervision. Through the program, students develop a foundational understanding of how research is conducted in their disciplines, learn about possible resources and the way to utilize them as well as how to interpret research outcomes.

This program has paved the way for students to learn by discovery, has enabled greater student-faculty interaction and expanded the level of research activity on campus; while also helping to identify and train potential candidates for the University’s graduate programs.

For more details visit https://our.webapps.snu.edu.in/public/
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 help them to imbibe a sense of accountability and responsibility.

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

The OCJ process is exactly like a formal ‘recruitment’ process in any well managed company. The positions are formally advertised to student community, all eligible UG students (CGPA above 6.0) and who meet the job’s 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 vacations, the hostel fee for that period will be borne by the sponsoring department. For more details please visit SNU Links https://ocj.webapps.snu.edu.in/
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.

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

Library Online Facilities:
- Online Library Catalogue
- Online Journals/e-books
- Online Repository
- Resource Sharing etc.
- Thesis and dissertations
- E-Newspapers

Library Rules:
- Student’s ID card is mandatory to enter into the library
- Talking on mobile phones inside the library is strictly prohibited
- Food and beverage are not allowed inside the library
- Playing games and watching movies in library are not allowed
- Do not take books out of library without issuing them, if caught disciplinary action will be taken
<table>
<thead>
<tr>
<th>Patrons Category</th>
<th>Entitlement</th>
<th>Loan duration</th>
<th>Overdue Charges/Fine</th>
<th>No. of library cards</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>
<td>10 library cards</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ii) Next 30 days overdue charges Rs. 4/- per day.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>iii) After 60 days overdue charges Rs. 5/- per day till the date of Final settlement.</td>
<td></td>
</tr>
<tr>
<td>UG Students</td>
<td>5 Books</td>
<td>15 days</td>
<td></td>
<td>05 library cards</td>
</tr>
</tbody>
</table>

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

Per government rules in light of the ongoing COVID-19 pandemic, the Library is closed for the purpose of reading/studying inside. However, books may be returned or issued through the library staff. Please also watch out for latest library use instructions on campus wide emails.
Student Council

Ashwin Johnson
President
po.sc@snu.edu.in
9599156452

K V Sai Teja
Vice-President
vp.sc@snu.edu.in
9971139455

Vineeth Yerramaneni
Cultural Secretary
cs.sc@snu.edu.in
9392103617

Abhirami Ramireddy
Sports Secretary
ss.sc@snu.edu.in
9515502260

Executive Council

Sarthak Bansal
Secretary of Food Affairs
9582056353
messcommittee@snu.edu.in

Sarath Chandra
Secretary of Senate
sos.sc@snu.edu.in
9884491080

Adhithya Balasubramanian
Secretaries of Treasury
ts.sc@snu.edu.in
9445672881

Shyam Mohan
Secretaries of Treasury
ts.sc@snu.edu.in
7094470210

Shardul Kulkarni
Technical Secretary
tec.sc@snu.edu.in
8527439300

Mallika Gupta
Secretaries of Academic Affairs
aas.sc@snu.edu.in
9149392440

Meera Harish
Secretaries of Academic Affairs
aas.sc@snu.edu.in
7259025733

Mahi Kilaru
Secretary of Campus Affairs
ca.sc@snu.edu.in
8142176346

Adil Gazder
Secretary of External Affairs
eas.sc@snu.edu.in
9600153773

Sanjeeth Chandhira
Secretary of IT
its.sc@snu.edu.in
8826345502

Sarthak Bansal
Secretary of Food Affairs
9582056353
messcommittee@snu.edu.in
Student Clubs & Societies

Being an online student is a lot more than earning your degree. At Shiv Nadar University, you can also:

- Connect with students who are in your program or share similar interests.
- Join clubs, leadership organizations and technical societies.
- Network with students in your current or desired career field.
- Discover upcoming online events and activities.

Getting involved in the SNU community can help you make connections within the University, discover your passion and attend virtual and live events. Whether you want to hone your skills, network with classmates or just meet other students on the same educational journey, this is the place to build your ultimate college experience.

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

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.

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

Given the current circumstances where one is not allowed to step out of one's house, the DSA office and Student Engagement office has taken its activities virtual in an effort to keep students active and engaged. For dates, times and a comprehensive list of virtual campus events, visit:

- Student Engagement Shiv Nadar University - https://instagram.com/snu_student_engagement?igshid=bkt7jp33h1zp
- Cultural Committee Shiv Nadar University - https://instagram.com/committee.cultural.snu?igshid=fmg6bcqa4gn4
- Technical Committee Shiv Nadar University - https://instagram.com/technicalcommittee.snu?igshid=kwzy7dhbeae
Instagram Profiles for all the Cultural & Technical clubs are mentioned in Annexure C

“A big part of being an inclusive and welcoming campus is caring for everyone in our community,” according to Ms. Vinnie Mathur - Head of Student Engagement.

“Checking on people, engaging and connecting are just a few ways we can accomplish these things. We miss the in-person check-ins and understand how much we as humans need interaction. Research shows that people who have meaningful social connections are happier, have fewer health problems, less depression and live longer.”

Ms. Vinnie Khanna Mathur
Associate Dean-DSA; Head-Student Engagement & Life
Shiv Nadar University

Staff members of DSA office are available via their emails, Monday through Sunday. We think that the students should have all the resources and opportunities regardless of our physical location.

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

External Participation

The External Affairs Cell of Shiv Nadar University actively promotes the participation of student body in competitions and events all over the country. While the COVID-19 pandemic has forced everything to move to a digital platform, SNU has continued to outshine the online competitions, just like the offline ones before the Pandemic. Be it in online MUNs, Debates, Acapellas, Dance, Design, Photography or Film making competitions, SNU students have made their mark in several digital events. SNU has also continued to host a plethora of events on various digital platforms, driving in participation from all over the country to ensure healthy competition and the opportunity to keep sharpening our skills. Head over to the External affairs Instagram page for more details on various events around the country.

https://instagram.com/snu.eac?igshid=t7w5tmjlolyr
BREEZE

Breeze is the annual techno-cultural and sports fest of Shiv Nadar University. One of the largest of its kind in Delhi NCR, Breeze brings students from across the country together to perform and compete for a host of prizes. The atmosphere we promote at Breeze seeks to not only foster healthy competition but also build lasting friendships. Described as the perfect blend of competition and top-notch entertainment by attendees, Breeze has witnessed performances by the likes of Nikhil D’Souza, The Local Train, Ritviz and Biswa Kalyan Rath to name a few. With 5 editions to its legacy so far, Breeze is steadily growing in the fest network and brought a cumulative footfall of 18,000 in 2020. Each year, Team Breeze makes an ever greater effort to pick a theme that binds the fest together. From a throwback to the 90s to the world of the Internet, themes over the years have given a distinct charm to each Breeze edition.

Breeze '20 took to the heart of the streets with Global Gully as the theme. An amalgamation of the best of rap, dance, graffiti and food, the Gully was an all-round experience! Decor elements extended beyond the Main Arena and different parts of campus were turned into gullies from around the world overnight to pay homage to street culture. From India to the Far East, a Graffiti Gully and the Pop Culture Gully, the Global Gully brought it all!

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

SNU Cycles

At Shiv Nadar University, we believe in maintaining a 100% Green Campus. We have a fleet of 103 free-to-use bicycles. Our aim is to encourage use of bicycles and, thereby, help our campus remain sustainable, congestion and pollution-free, apart from also keeping students healthy. All these bicycles are managed solely by our student club: SNU Cycling Club. We also promote a health oriented environment by inculcating the habit of cycling in our students’ daily lives.

Student Start-ups

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

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

The COVID-19 pandemic has thrown the sporting world into unprecedented turmoil, with sports events being cancelled and postponed all around the world and forcing most athletes to cut their training short to enter isolation mode.

However, before allowing our students to resume sports activities, including recreational or competitive training, it is critical to follow adequate measures to provide a safe environment for the athletes.

SNU encourages all students to not only excel in academics but also stretch their boundaries through sports and games. Sports Program at SNU, offers activities in sports, recreation, and fitness, bringing in a lot of vibrancy through recreational and competitive events both on and off campus. This vibrancy of SNU sports program offers a wide range immunity boosting fitness programs helping in building a healthy community and active students providing better overall development. Considering the present scenario, all sporting facilities are in sync with preventive guidelines which are mandatory for Covid’19.

SPORTS ACTIVITIES FOR STUDENTS AT SNU POST COVID-19:

The various training facilities are likely to restart their normal activities post relaxation of lockdown at SNU. The following principles are the cornerstone of resumption of sport activities:

- Resumption of sporting activity will take place in a staggered fashion with an initial phase of small group (<10) activities in a non-contact fashion while maintaining the social distancing, prior to moving on to a subsequent phase of large group (>10) activities including full contact training/competition in sport.

- On-field training will be conducted in small groups ensuring social distance of minimum 2 meters to be maintained at all times by trainees and staff. Focus on sports of individual nature will be encouraged for participation. Physical contact of any form shall be avoided as part of training routine, for example handshakes, high-fives, tackling, sparring etc.

- All students will be provided equal access to all sporting facilities/activities with prior sign-up to choose an activity of their choice and time slot (through a google form). All students will be required to strictly adhere to these rules.

- Students requiring usage of common shower areas shall ensure soaps, towels and any other utility is not shared. Athletes shall ensure social distancing is maintained even inside the locker rooms.

- Certain equipment will be set up outdoors under supervision of the fitness trainer. All equipment shall be sanitized before and after use. The gym will remain off limits until further order as per the state government’s directives.

- All students will be provided access to all sporting facilities/activities with prior sign-up to choose an activity of their choice and time slot (through a google form). All students will be required to strictly adhere to these rules.

- Students requiring usage of common shower areas shall ensure soaps, towels and any other utility is not shared. Athletes shall ensure social distancing is maintained even inside the locker rooms.

- No training equipment to be shared and any shared training equipment used shall be disinfected before next usage by a different individual. Athletes shall only be allowed to use personal equipment including utilities like towels, water bottles etc.

Note: Athletes shall also perform hand-hygiene before and after use of all training equipment. Primary focus shall be on creating a healthy environment with quality experience, progressive training and safety of all athletes.
Health & Wellness

SNU campus’ Health & Wellness Centre is run by Blue Circle Medi Services Pvt. Ltd. The Centre is located near the F Block. It provides primary health care through OPD and Pre-Hospital Management care in case of emergency on 24x7 basis, wherein, a patient needs to be shifted for next level of Hospitalization for specialized treatment when required.

The Centre has a General and Emergency ward with well-trained paramedics, and necessary equipment. Staff at Campus deployed 24x7 include a Doctor (Physician), Physiotherapist, Counsellors and Nursing Staff - all resident on campus. Further, visiting physicians, psychiatrist and psychologists provide OPD from 10:00 AM to 8:00 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. A 10% discount is offered to SNU students and staff.

SNU has two dedicated ambulances on campus. A 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 Center, managed by a qualified physiotherapist is an enhanced service offered by Blue Circle; and takes 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 are 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)
Medical Insurance

We at SNU are committed to the overall Health and wellbeing of our students. In addition to the 24X7 on-campus Physical & Mental health services, we have also tied-up with ICICI Lombard to provide Medical Insurance Cover for our students. This will cover medical issues that require hospitalization beyond the on-campus services. This is a seamless policy which covers cashless Hospital Admission and treatment upto ₹2 lakh including cover for COVID-19 treatment. It is being extended to all students (except Ph.D. candidates who are covered by another Insurance Policy) joining SNU from the Monsoon 2020 semester onwards. The enrollment and policy details will be communicated to the students as part of their registration process when they join SNU.

Salient features of the Policy are:
- Valid for 12 months, including while on leave
- 4000+ hospitals are covered across the country
- No room capping
- No waiting period
- Ambulance charges up to ₹1500 per hospitalization
- Pre Hospitalization and Post Hospitalization for 30 days & 60 days respectively are covered

Internal Complaints Committee

The ICC at SNU has a Policy for Prevention of Sexual Harassment on the campus. In SNU the ICC is also called the ‘Gender Committee’.

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

The responsibility of promoting gender sensitivity and taking action in cases of sexual harassment has been vested with the University’s Internal Complaints Committee (i.e. ICC, also known as the Gender Committee). Reports of sexual harassment are taken seriously and will be dealt with promptly by the ICC as per the University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations 2015. All students are required to attend a mandatory orientation conducted by the ICC members during their first year at SNU. The orientation seeks to promote an environment of cooperation and dialogue among members of the University, while also making students aware of their rights and duties.

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

The ICC can be reached at gendercommitte@snu.edu.in
Disciplinary Committee

Disciplinary Rules | Disciplinary Committee | Escalation Matrix

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

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

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

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

Escalation Matrix - Disciplinary Issues

1. Warden
2. Head Hostel Administration & Residence Life
3. Associate Dean & Dean, Student Affairs
4. Disciplinary Committee
5. Proctorial Board
Section C

C.1 Ragging

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

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

Please read the following carefully:

1. Ragging will include but not limited to actions such as:
   - Display of noisy, disorderly conduct, or performing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student in any academic institution.
   - This includes teasing, abusing, playing practical jokes or causing hurt to students asking the student to do any act or perform something which a student will not in the ordinary course be willing to do. For more details, please refer to Clause 3 of Anti Ragging Regulation of UGC in the link given above.

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

2. All the registered students are required to file online Anti-ragging Undertakings (Student & Parent) every academic year by visiting the following 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 successful submission of details, student will receive the Student’s and Parent’s Anti Ragging Undertakings on his/her registered email. Please print both the undertakings, sign them yourself, and by your parents/guardians and submit both the signed undertakings on SPC portal before making the fee payment 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.
1. Taking an Alumni to your hostel room is completely prohibited, in case found doing so will invite a disciplinary case.

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

2. At any point of time during your stay on campus or while completing a program at the campus, you are not supposed to enter inside the Visitor Hostel or involve in any kind of restricted act; or in and out of bound area with an alumnus.

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

The growing network of Shiv Nadar University alumni association consists of 2600+ 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.

Restricted acts with alumni of SNU:
Food Options on Campus

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

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

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

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

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 the campus.

(Deliveries/ Amazon)

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

• Students under quarantine time would be getting these packages delivered to their quarantined hostels. All such deliveries must be paid for in advance, as they will not be permitted to go outside their hostels for making payments until the quarantine period is complete.

Please ensure adherence to all COVID-19 related instructions for use of all these dining facilities.
In the ongoing pandemic, we make sure to immediately sanitize all our vehicles after every use.

Until last semester, the university chartered buses for the students on the weekends. The bus shuttled between a few important points and the campus. The service was managed by the Student Transport Committee and the trips are planned on the recommendation of the committee.

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

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

2) **Noida Cab Service**  
   Mr. Vikas +91-9818600097, +919910699688

Student Transport (The transport facilities mentioned below has been withheld due to Covid-19 situations and would not be functional until further notice)

1. Daily - AC shuttle (15 Seater Tempo traveler) from SNU to Pari Chowk at 1530 hrs and back at 2000 hrs @ ₹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 0830 hrs and back at 1000 hrs @ no charges

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**SNU Internal Shuttle**
Shuttle service is available in every 20 minutes from Main Gate – Tower 10 – A Block – Library – Inner Gate (Hostel) – Main Gate. Social distancing norms must be strictly followed and the students must not force the driver to accommodate more than the allowed number of passengers inside the shuttle.
SNU
Google & Campus Map
Shiv Nadar University is a fully residential university. Life outside the Academic Blocks assumes great importance in terms of student-experience at SNU. The Office of DSA provides all assistance in hostel, mess, healthcare, cultural and sports activities. The Office provides assistance in extra-curricular initiatives as well as organization and functioning of student governance. 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.

WARDENS

Mr. Ashok Bhardwaj
Sr. Warden (Boys' Hostel)
ashok.bhardwaj@snu.edu.in
Ext. 722

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

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

Dr. Seema Rani
Warden (Girls' Hostel)
seema.rani@snu.edu.in
Ext. 731

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

Mr. Balbeer Singh
Warden (Boys' Hostel)
sandeep.singh@snu.edu.in
Ext. 728

Mr. Himanth Sunkara
Warden (Boys' Hostel)
himanth.sunkara@snu.edu.in,
Ext. 6604

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

Ms. Preeti Jain
Warden (Girls' Hostel)
pree@it@snu.edu.in
Ext. 393
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”.

Dr. Amber Habib
Dean, Undergraduate Studies
dean.ug@snu.edu.in
Ext. 836 | Office location: A109

Dr. Rajeev Kumar Singh
Associate Dean, Undergraduate Studies
rajeev.kumar@snu.edu.in
Ext. 247 | Office location: D33

Mr. Manish Dhawan
Educational Technologist
manish.dhawan@snu.edu.in
Ext. 779 | Office location: D130

Ms. Neha Gautam
Assistant Academic Coordinator
neha.gautam@snu.edu.in
Ext. 740 | Office Location: D130

Office of the Registrar

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

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

Mr. Ankit Singh Tanwar
Assistant Registrar
ankit.tanwar@snu.edu.in
464 | Office location: D012

Mr. Benoy James
Senior Coordinator
registraroffice@snu.edu.in
Ext. 811 | Office location: D012

Mr. Sudhanshu Kumar
Executive
sudhanshu.singh@snu.edu.in
Ext. 749 | Office location: D012

Mr. Ravinder Kumar
Executive
ravinder.kumar@snu.edu.in

Finance Department

Mr. Alok Sharma
Head Finance
alok.sharma@snu.edu.in
Ext. 228 | Office Location: B220

Mr. Rahul Arora
Deputy Manager
rahul.arora@snu.edu.in
Ext.241 | Office Location: B220
Annexure A

Items to be brought for day to day needs

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

Annexure B

List of UG Policies

- Policy for Retention of Tuition Fee Waivers for UG
  https://snulinks.snu.edu.in/snuPolicies/students/
- Policy for OCJ (On Campus Job)
  https://snulinks.snu.edu.in/snuPolicies/students/
- Policy on Change of Major for UG
  https://snulinks.snu.edu.in/snuPolicies/students/
- Hostel Room Charges & Entitlement Policy
  https://snulinks.snu.edu.in/snuPolicies/students/
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Annexure C

Instagram Profiles for all the Cultural Clubs

- Imprints
- Snuphoria
- TEDx Club
- Nexus
- Visually SNU
- Kalakriti
- Inferno
- Enchant
- WULA
- Cine-U
- Words.ink
- Inspiria
- Go Green
- Sigree
- GirlUp
- Aura
- Feeding India_SNU Chapter
- Metanoia
- Stimulus
- SNU Queer Collective
- Spic Macay_SNU Chapter
- Debsoc
- Munsoc
- Toastmasters_SNU
- Adventure Club
- Mythia
- Campus Caravan
- Enactus_SNU
- Faction
Instagram Profiles for all the Technical Clubs and Societies
The Academic Calendar is subject to change, given the evolving situation due to the ongoing COVID-19 pandemic.

For All UG students, All PhD students, Second Year Masters (Except MBA), First year Integrated Masters-PhD Chemistry and First year M.Des

### August

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Teaching days 13

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### September

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Teaching days-26

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

Sat 1 Eld-Ul-Zuha (Bakrid)
Mon 3 Raksha Bandhan
Sat 8 First Year Orientation starts
Mon 10 UG Course Registration begins for Monsoon 2020 (Fourth Year)
Tue 11 Janmashtami
Wed 12 UG Course Registration begins for Monsoon 2020 (Second and Third Year)
Fri 14 First Year orientation finishes, PG course registration begins PhD registration of Incoming students, PG registration of respective incoming Masters students
Sat 15 Independence Day
Mon 17 Start of classes for For All UG students, All PhD students, Continuing Masters (Except MBA), First year Integrated Masters-PhD Chemistry and First year M.Des
Sat 22 Vinayaka Chaturthi/Ganesh Chaturthi
Sun 23 Last date to add half Semester Courses (First half)
Sun 30 Muharram

Last date to add full Semester Courses and to drop half Semester Courses (UG and PG)

Sun 6 Last date to drop full semester courses (UG and PG)
Wed 30 Registration begins for Second half CCC

University Holidays Restricted Holidays Mid/End Term Exams Mid Term Break
### October

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**Teaching days -17**

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- **University Holidays**
- **Restricted Holidays**
- **Mid/End Term Exams**
- **Mid Term Break**

| Fri  | 2    | Gandhi Jayanti |
| Sat  | 3    | Mid Term Exam  |
| Mon  | 5    | Mid term exam  |
| Tue  | 6    | Mid term exam  |
| Wed  | 7    | Mid term exam  |
| Thu  | 8    | Mid term exam  |
| Sat  | 10   | Break- Mid Term|
| Mon  | 12   | Break- Mid Term|
| Tue  | 13   | Break- Mid Term|
| Wed  | 14   | Second Half CCC begins |
| Sun  | 18   | Last date to add Second half CCC |
| Sat  | 24   | Maha Ashtami/ Maha Navami |
| Sun  | 25   | Dussehra |
| Mon  | 26   | Last date to drop Second half CCC |
| Fri  | 30   | Milad-Un-Nabi/EId-e-Milad |

### November

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**Teaching days -17**

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- **University Holidays**
- **Restricted Holidays**
- **Mid/End Term Exams**
- **Mid Term Break**

| Wed  | 4    | Karaka Chaturthi (Karva Chauth) |
| Sat  | 14   | Deepavali |
| Sun  | 15   | Govardhan Puja |
| Mon  | 16   | Bhai Duj |
| Tue  | 24   | Guru Teg Bahadur's Martyrdom Day |
| Mon  | 30   | Guru Nanak's Birthday |

49
December

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Teaching Days-0
Mon-0  Tue-0  Wed-0  Thu-0  Fri-0  Sat-0

Teaching Days-0
Mon-0  Tue-0  Wed-0  Thu-0  Fri-0  Sat-0

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

*This academic calendar is applicable to all UG and continuing PG including PhD students except MBA students

**Spring 2021 session will begin from January 13th tentatively. Detailed calendar will be shared in Dec, 2020.

Academic Calendar Monsoon 2020

For First year Masters Students (WSP, Economics, English, MFA, MTech)

August

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Mon 31  Registration of Incoming students

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Tue 1  Start of Classes – First year Masters (Course Registration)

Thu 10  Last date to Add/Drop Course

Teaching days 26
Mon-4  Tue-5  Wed-5  Thu-4  Fri-4  Sat-4
### October

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#### University Holidays

- **October 12** Gandhi Jayanti
- **November 4** Karaka Chaturthi (Karva Chauth)
- **December 8** Last day of class

#### Restricted Holidays

- **October 10** Mid-sem Break
- **November 14** Deepavali
- **December 18** Last day for viewing exams

#### Mid/End Term Exams

- **October 12** Mid-sem Break
- **November 16** Bhai Duj
- **December 21** Last day for grade submission

#### Mid Term Break

- **October 10** Mid-sem Break
- **November 24** Maha Ashtami/ Maha Navami
- **December 10** End Term Examinations

#### Teaching days

- **October**: 23
- **November**: 22
- **December**: 7

---

**University Holidays**

- **October 2**: Gandhi Jayanti
- **November 4**: Karaka Chaturthi (Karva Chauth)
- **December 8**: Last day of class

**Restricted Holidays**

- **October 10**: Mid-sem Break
- **November 14**: Deepavali
- **December 18**: Last day for viewing exams

**Mid/End Term Exams**

- **October 12**: Mid-sem Break
- **November 24**: Maha Ashtami/ Maha Navami
- **December 21**: Last day for grade submission

**Mid Term Break**

- **October 10**: Mid-sem Break
- **November 24**: Maha Ashtami/ Maha Navami
- **December 10**: End Term Examinations

**Teaching days**

- **October**: 23
- **November**: 22
- **December**: 7

---

**End Term Examinations**

- **October 10**: Mid-sem Break
- **November 12**: Mid-sem Break
- **December 16**: Mid-sem Break

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**Last day for grade submission**

- **December 21**: Last day for grade submission

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**Declaration of Results**

- **December 23**: Declaration of Results

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**Christmas Day**

- **December 25**: Christmas Day
# MBA PROGRAM

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<tr>
<td>31-Dec-20</td>
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</tbody>
</table>
CONTACT US

Address: Shiv Nadar University, NH 91, Tehsil Dadri, Gautam Buddha Nagar, Uttar Pradesh - 201314, India

Email: admissions@snu.edu.in | Web: www.snu.edu.in | SMS: SNU to 56161

Tel: +91-120-7170100, +91-120-2662002

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