

SHIV NADAR

INSTITUTION OF EMINENCE DEEMED TO BE

UNIVERSITY

DELHI NCR

FOSTERING *Connections*

Newsletter from the Department
of Human Resources (HR)



TABLE OF CONTENTS

1. INTRODUCTION	3
2. EXPLORING NEW HORIZONS: LEARNING AND DEVELOPMENT	4
3. NURTURING WELLBEING	8
4. COMMITMENT TO RESPECT AND EQUALITY	12
5. DEMYSTIFYING PROCESSES	14
6. VIBRANT CELEBRATIONS	16
7. WELCOMING NEW MEMBERS	25
8. WHAT LIES AHEAD	27

1. INTRODUCTION

Welcome to our inaugural edition of FOSTERING Connections, the HR Newsletter, to stay informed and inspired.

In this edition, we are thrilled to bring you highlights of the last few months spanning across new initiatives, learning paths aimed at enhancing efficiency and collaboration across teams, employee well-being, demystifying processes, and vibrant celebrations.

Keep an eye out for interesting spotlights, and upcoming opportunities to engage.

Join us on this journey of growth and excellence as we embark on this exciting new venture together. Stay connected, stay engaged, and let us make every edition a source of motivation and empowerment.

2. EXPLORING NEW HORIZONS: LEARNING AND DEVELOPMENT

Human Resources has initiated learning and development interventions for staff members, a step forward in creating a learning culture.

As part of this initiative, we have launched the first training program for the departments of Hostel Administration and Library, and are eager to share glimpses of their ongoing journey.

Training Program Launched – Microsoft Office Suite | January 2024

An approach note was crafted by taking insights from the past appraisal cycles and engaging in discussions with the Dean, and Department Heads. This initiative is tailored to address the specific needs of the department, aiming to enhance the essential skills of the staff members.

In this learning path, we have structured the training program into separate phases, taking into account the individual's and department's development, thereby bringing the University's development. We initiated the journey with a primary focus on upskilling the individual development, specifically targeting to acquire proficiency in Microsoft Office Suite. Our approach encompasses five modules:

1. Introduction to Basic Excel
2. Advanced Formulas and Functions
3. Introduction to Microsoft Word
4. MS Teams and Outlook
5. Design Principles of PowerPoint Presentation

As we progress, reinforcement sessions and assessments will ensure the skill development of the staff members. Subsequently, a celebratory closure ceremony awaits, where these members will receive well-deserved completion certificates. The department heads after close observation of their team members will discuss their progress and achievements with HR.

The department heads and HR are collaboratively working to ensure that staff members apply and utilize their new skills in their daily responsibilities,

fostering continuous improvement and development. The assessment at regular interval will help identify any gaps and guide the creation of further development plans.

Over the past three months, we have diligently delivered the first four modules, ensuring comprehensive coverage of essential skills. The participants comprised of 18 staff members including both from the Department of Hostel Administration and the Library. The University and the department heads are supporting the training program and the members to commit an hour and a half, every Wednesday, to participate. The sessions used a classroom-based approach, incorporating practical, interactive, and reinforcement elements and the trainers were inhouse.

In continuation to this, in the upcoming month or two, we aim to complete all five modules, culminating in a post-assessment and certification ceremony.

Following this, our focus will transition to the next phases, which entail organizational development skills, interpersonal skills, emotional intelligence, and other key areas.



Introduction to Basic Excel, Advanced Formulas and Functions | February 2024

To streamline workflows and enhance efficiency in handling student records and maintaining logs, members participated in Excel training sessions. These sessions focused on advanced formulas and functions to improve the accuracy of producing various reports. Recognizing their evolving needs, additional Excel training sessions were introduced, ensuring comprehensive skill development. To further consolidate their learning, reinforcement sessions were conducted, enabling members to confidently apply their new skills to their daily tasks.



Introduction to Microsoft Word, Teams, and Outlook | March 2024

Staff members engaged in comprehensive training sessions to improve communication and teamwork. These sessions focus on utilizing effective collaboration tools and improving the efficiency in managing tasks. The training included working on MS Word through OneDrive for efficient utilization as well as optimizing task management through MS Outlook. Staff members were trained to initiate meetings, creating waiting rooms, and share presentations using MS Teams. Reinforcement sessions were conducted to help members confidently apply their new skills to daily tasks.



HR Workshop – Purpose statement and Non-negotiables

In September 2023, HR team members underwent a workshop, embarking on a collaborative journey to establish a purpose statement for the department and here is what we arrived at:

“We are committed to fostering a culture of excellence, enhancing people’s experiences, and contributing towards winning together.”

This purpose guides us as we set goals in contributing towards driving our University forward, fostering a culture of excellence. We also defined our Non-negotiables which are the HR values: Respect and Integrity, Balancing human and resource, Dissent yet ultimately commit, Commpassionate and Joy, ensuring alignment with our University’s mission and vision.



3. NURTURING WELL-BEING

Emotional Wellness Program | October 2023

To cultivate a culture of well-being and resilience amongst our colleagues, we have teamed up with YourDOST, an Online Emotional Wellness platform. YourDOST offers confidential online counseling and emotional support from a team of experts including psychologists, counselors, and life coaches.

Two interactive sessions one each were organized for faculty and staff on 5 October 2023, aimed to provide personalized guidance for emotional wellness, led by Dr. Seema Sharma, a seasoned clinical psychologist with over 30 years of experience.

With her guidance, members delved into strategies for managing stress, cultivating resilience, and nurturing mental well-being. Through engaging discussions and practical exercises, members gained invaluable tools to navigate life's challenges and cultivate emotional balance. Dr. Sharma's compassionate approach and wealth of knowledge nurtured a supportive environment for personal growth.

Additionally, she emphasized the importance of sympathy and empathy, highlighting their role in fostering meaningful connections and enhancing interpersonal relationships. The facilitator approach was to empower members to navigate both personal and professional interactions with compassion and understanding.



These sessions were followed by a Happiness BootCamp where members had their on-the-spot happiness score assessed. Using the happiness meter, members checked their pulse and discovered their scores. The response from members was overwhelmingly positive, as they eagerly engaged to know their happiness scores.

Most members, scoring between 21-50, reported feeling happy, which makes us feel encouraged to see our positive workplace environment. A few members who scored between 1-20, reported feeling exceptionally happy. Those scoring between 51-75 and 75-100, initially felt stressed but are now actively engaging in efforts to create a stress-free workplace.

To boost happiness levels, a scorecard was provided, offering guidance on steps to improve well-being and cultivate a positive and supportive environment for all.



HAPPINESS METER

STEPS:

1. Hold both sides of the device with **your thumb and forefinger** for a few seconds.
2. Check the reading with the 'Happiness Index' below.

HAPPINESS INDEX



1-20
Most Happy State of Mind



21-50
Happy State of Mind



51-75
Stressed State of Mind



76-100
Extremely Stressed State of Mind

Disclaimer: This device indicates one of the physiological measures of stress. Do not treat this as a professional diagnosis.



BOOST YOUR HAPPINESS LEVELS!

Here's what you can do to maintain or improve your happiness levels based on the scores you've got!

Score	What you can do
1 - 20: Most Happy State Of Mind	<p>Practice 'What-Went-Well' Exercise</p> <p>Every night before sleeping, do the following:</p> <ol style="list-style-type: none"> 1. Think of 3 good things that went well in the day 2. Write it down 3. Reflect on why they happened
21 - 50: Happy State Of Mind	<p>Practice Mindful Breathing</p> <ol style="list-style-type: none"> 1. Every day, set a timer for 5 minutes 2. Start with a few deep breaths 3. Inhale fully through your nose & exhale slowly through your nose/mouth 4. Notice your chest and belly rising and falling with each breath 5. If your mind wanders, simply notice and bring the focus back to your breath
51 - 75: Stressed State Of Mind	<p>Practice Free-Writing</p> <ol style="list-style-type: none"> 1. Every night, take a pen & a piece of paper 2. Set a timer for 10 minutes 3. Write about a situation that's bothering you 4. Continue to write and don't lift your pen until the timer rings 5. After 10 min, reflect on how you feel
76 - 100: Extremely Stressed State Of Mind	<p>Practice '4-7-8' Breathing Exercise</p> <ol style="list-style-type: none"> 1. Exhale completely through your mouth, making a whoosh sound 2. Inhaling silently through your nose to the count of four in your head. 3. Hold your breath for 7 seconds 4. Exhale from your mouth for 8 seconds, making a whoosh sound 5. Start by repeating this 3 times at once

Meet the DOST you may need the MOST: 24x7 helpline

In our ongoing commitment to nurturing wellbeing, we introduced swift access to professional wellness experts through our University partnership with YourDOST in November 2023. Members can reach them anytime at 1800 891 3499 or log in with their official email ID at www.yourdost.com for additional features. Your emotional health matters, and we're here to support you every step of the way.

Do you have *something on your mind* that you'd like to discuss?

Access professional support right at your fingertips and connect with an Expert anytime to discuss

 Relationship  Career  Stress Management  & More

Dial 1800 891 3499

Step into Happiness with Our Happy Hours Booth

Let us step back in time to re-live the moments from the Happy Hours Booth, a memorable highlight of our past events held in December 2023.

LONG ISLAND WORK TEA and BORED MONK - Do these words strike any bell? Yes, this engaging event welcomed faculty and staff members and the students also took use of the opportunity to enjoy the experience and share some light moments with each other.

At the Happy Hours Booth, participants played the classic "Never Have I Ever" card game. Each member had the opportunity to select cards of different colors, corresponding to a unique "Never Have I Ever" scenario. Based on the colors drawn, participants explored a menu of happy drinks designed to uplift their spirits.

Following the game, each participant received a personalized 'ideal drink' result card with tips to enhance their well-being. Additionally, they had the option to connect with an expert based on their results, further supporting their wellness journey.

HAPPY HOURS

BLOODY MARRY
Mouthwatering cocktail that strengthens your marriage life

LONG ISLAND WORK TEA
A satisfying blend of time & chores to balance work-life

BORED MONK
An absolute favourite to battle boredom and get motivated instantly.

CHOOSE YOUR DRINK

Missed a personal event due to work

Committed to something and backed out last minute

Neglected confrontations with my partner to avoid conflicts

Made a random excuse to take a leave

4. COMMITMENT TO RESPECT AND EQUALITY

Championing Respect: Gender Sensitization (Prevention of Sexual Harassment (PoSH))

Gender sensitization, a key aspect of the Prevention of Sexual Harassment (POSH) initiative, is at the forefront of our efforts to foster a workplace culture where every individual feels valued and respected. We maintain a zero-tolerance stance on gender insensitivity and sexual harassment.

The Internal Complaints Committee (ICC) shoulders the responsibility in addressing all matters of sexual harassment within the campus and workplace. HR, in collaboration with ICC, ensures a safe and respectful environment.

As part of this initiative, all members of the university undergo “Consent Matters” course, an online program developed by Epigeum, part of Oxford University Press. This course educates members about the importance of sexual consent, communication in relationships, and bystander intervention. HR is actively supporting this initiative by running campaigns to ensure all new joiners complete the course. To achieve this, we have implemented the following initiatives:

All members are undergoing POSH Training to ensure awareness and compliance with our Shiv Nadar IoE Internal Complaints Committee (ICC) policy.

New joiners, effective January 2024, are mandated to complete the “Consent Matters” Course to ensure understanding and respect as a part of their Onboarding Process.

In addition, existing members of the University are actively being pursued to ensure they receive the necessary awareness on these important matters.

Through these efforts, we aim to foster a culture of respect, equality, and safety for everyone in the University.



5. DEMYSTIFYING PROCESSES

This section is to have the University members become aware, understand and experience the ease to use benefits and related processes.

University Medical Health Insurance

The University ensures the health security of members and their dependents through comprehensive Health Insurance coverage provided by The New India Assurance and administered by Vidal Health TPA Private Limited, covering all pre-existing conditions regardless of age or location.

The highlights of the policy include:

Self-coverage + seven (7) dependents including spouse, parents/in-laws, children/adopted children, brother (below 21 years of age and unemployed), sister (should be unmarried or divorcee or widow), and stepbrother/ sister are also allowed.

Moreover, if the set of parents/in-laws are naturally broken, this policy allows for flexible combinations to accommodate these changes.

Coverage is available for all Insured members and their dependents in India, regardless of their current location within India.

Additionally, members can avail Top-Up and OPD on an additional premium basis:

The Top Up plan covers the medical expenses even if the regular health insurance policy's sum insured is exhausted, up to the Top-Up limit availed.

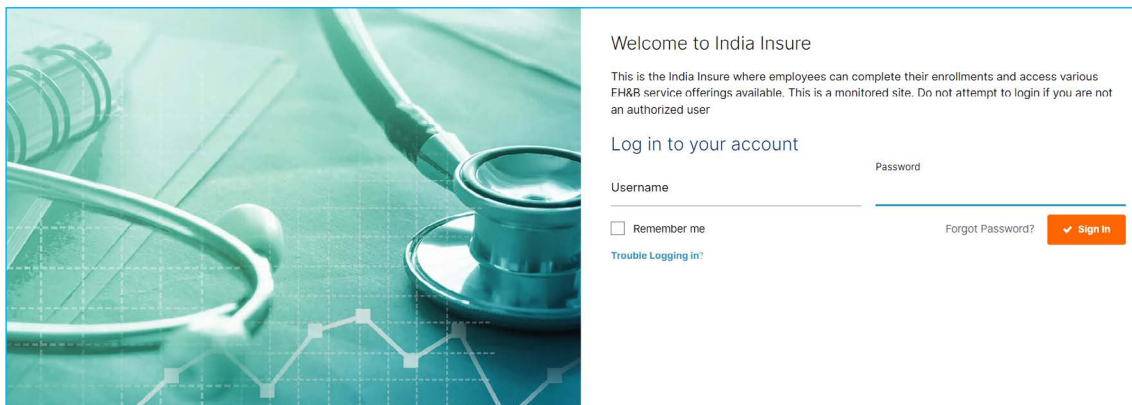
The OPD plan supports reimbursement of non-hospitalization expenses for self and dependent family members, up to the chosen limit.

Currently, the University's insurance is providing coverage for over 3,000 lives of members and their dependents.

University Medical Health Insurance Webinar |

January-February 2024

We recently organized two interactive sessions in collaboration with India Insure, the university insurance partner, with facilitation by their Associate Vice President, to address member's concerns and explain their benefits. The turnout was significant, with over 100 members participating in the sessions and gaining valuable insights. The detailed presentation is available on [SNUlinks](#).



Realignment of Earned Leave (EL) Policy

Under the university leave policy, Earned Leave (EL) is designed to provide university members with paid time off to address personal needs.

ELs are accrued monthly in the members leave balance. Effective January 2024, the university increased the number of EL days accumulated annually for members.

We have realigned the following:

Earned Leave: Increased the Earned Leave from 21 days to 22.5 days for staff members.

Accumulation: The limit has been raised, allowing members to accumulate up to 60 ELs instead of 30.

Encashment: The EL encashment will be applicable at the time of separation up to 60 days for both faculty and staff members.

6. VIBRANT CELEBRATIONS

We are delighted to share our initiative regarding organizing festivals and events jointly celebrated with faculty, staff, and third-party staff.

Join us in memorializing these moments of joy and camaraderie, as we continue to infuse our campus with vibrancy and festivity.

illuminating Diwali Festivities | November 2023

On the auspicious occasion of Diwali, we illuminated our workplace with positivity, enthusiasm, and good cheer.

On 10 November 2023, our celebration was a true feast for the senses with surprises around every corner. Special gifts were joyfully extended to those embracing the spirit of the occasion in traditional attire, adding a layer of joy and appreciation to the festivities.



Christmas and New Year Revelry | December 2023

Immersed in the enchanting aura of the festive season, our halls resonated with laughter and joy, adorned in the dazzling hues of Christmas on 20 December 2023. Amidst the festive cheer, we engaged in lively games, engaging activities, and spontaneous tongue twisters, fostering a spirit of camaraderie.

The exchange of heartfelt gifts and the indulgence in sumptuous delicacies added joy, creating cherished memories that will be warm-heartedly remembered.

Dr. Suneet Tuli, Dr. Shruti Sardeshmukh, and Dr. Dolly Sharma pleasantly surprised the lucky draw winners with special gifts, while Ms. Gunjan Dang facilitated the wild card gift.



SNF's Got Talent Showcase | January 2024

Unveiling hidden gems amongst us, from soulful melodies to captivating performances of Shiv Nadar IoE members, talent took center stage on 20 January 2024.

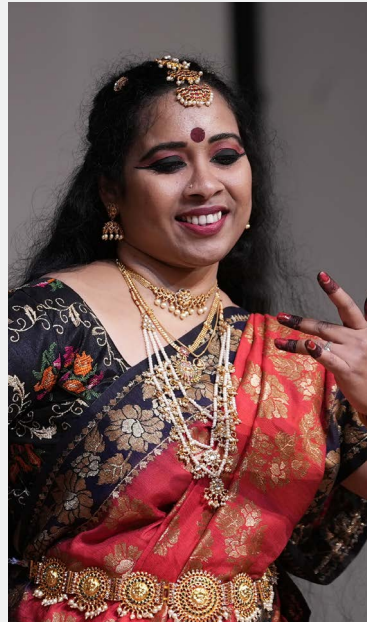
Aspectacular showcase of talent at the first Edition of Shiv Nadar Foundation Got Talent 2024. The event surpassed all expectations, with performers dazzling the audience with their singing, dancing, comedy, and poetry.

We extend our heartfelt congratulations to all participants for their outstanding performances and for contributing to the success of the event. We want to give special recognition to Mohd Adnan Baig from the Computer Science and Engineering Department, School of Engineering, for shining bright in the winner's list amongst 150+ participants from across all entities of Shiv Nadar Foundation and being awarded the latest Android Mobile Handset worth rupees 40 K.

Our Vice Chancellor, Dr. Ananya Mukherjee, graced the grand finale with her presence and encouraged the winners with the ceremony of prizes. Additionally, Mr. Soumitra Thakur, a seasoned sitar virtuoso from the esteemed Bishnupur Gharana, joined us as a special guest and judge for the event.

The celebration at our G Block Auditorium added an extra layer of excitement and joy to the event. The evening was filled with laughter, and unforgettable memories, as faculty and staff came together to celebrate each other's talents. We look forward to more such events that bring our community closer and showcase the incredible talent within our midst.





Champion Cricket Challenge 2024 (Season 6) | February 2024

Recalling the electrifying Champions Cricket Challenge, the Sixth Season graced the Shiv Nadar IoE Cricket Ground.

Team: 8 Men's Team and 2 Women's Team

Our Shiv Nadar IoE Women's team_SYNERGY WARRIORS, under the Captaincy of Charu Gupta, achieved a remarkable triumph, clinching the trophy in the Women's Cricket Tournament. Congratulations to every team member for their unwavering dedication and outstanding performance.

Meanwhile, the Shiv Nadar IoE Men's team_SNIoE BLASTERS displayed remarkable talent as a semi-final runner-up, demonstrating resilience and skill. Highlighting standout performances, Captain Amit Kumar Singh's exceptional displays earned him the 'Player of the Match' title twice, complemented by Ankur Tyagi's remarkable half-century.

To captivate the audience, a form was circulated to select the special commentator. A special acknowledgment goes to Ujjawal Bahuguna for his engaging live commentary.

Congratulations to all participants, commentators, and spirited cheerleaders. Let's maintain our high spirits and strive for even greater triumphs ahead!



“Inspire Inclusion”: International Women’s Day

Extravaganza | March 2024

Embracing diversity and empowerment, our International Women’s Day 8 March 2024. Celebration was an extraordinary display of artistic expression and inclusive experiences.

This year’s theme, ‘Inspire Inclusion’, set the stage for a vibrant celebration, dressing in the regal hues of purple, symbolizing dignity, ambition, and empowerment, we were treated with two days of creativity and inclusivity.

Here are the glimpses:

Mini Haat: Delved into a world of creativity as artisans from the handicraft sector showcased their talents, offering an array of delights to explore and indulge in.

Canvas Painting: Celebrated the unique voices and talents of everyone, where artistic expression knows no bounds.

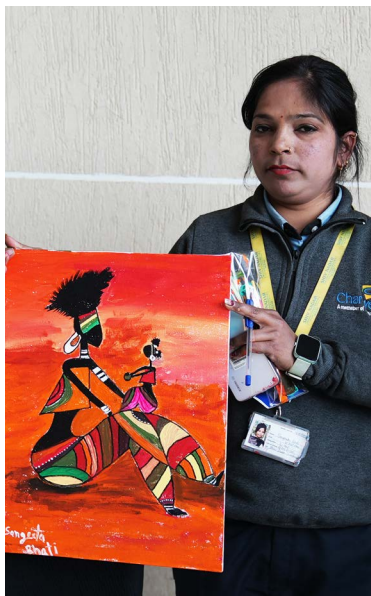
Rangoli Making: Elevated sustainability with artistic flair, turning waste into stunning works of art, and embraced the beauty of creativity in every form.

Adding a Touch of Gesture: We surprised our female members with sleek phone stands for their desks.

Spreading Creativity: Canvas Painting and Rangoli Making Days even more colorful by inviting kids to join in the fun and create stunning rangoli’s and painting’s alongside our members.

Congratulations to all the winners and heartfelt applause to every participant for sharing their talents and contributing to the event’s success. A special thanks to Dr. Sanjeev Galande, Dr. Partha Chatterjee, Dr. Paromita Goswami, Dr. Yamini Sudha Sistla, Ms. Vinnie Mathur, Dr. Anshu Narendra Paliwal, Dr. Singdha Banerjee, and Ms. Harshita Tipathi, for facilitating the prizes to the winners and runner ups.

We hope the artisan’s Mini Haat brought joy to all, making it a truly worthwhile experience.



Offsite for Team Bonding and Collaboration |

March 2024

Sharing the highlights of our recent offsite, providing a fantastic opportunity for bonding and rejuvenation for the participating team members.

As a group, Executive Assistants, and Administrative Assistants went to Goa on 15 March 2024, and Marketing and Communications, Vice Chancellor's Office, and Human Resources went to Coorg on 16 March 2024.

The event fostered a sense of camaraderie and teamwork among participants, strengthening bonds and enriching team dynamics.



A Splash of Colors: Holi Extravaganza | March 2024

Drenched in vibrant colors of unity and diversity, our recent Holi Celebration was a lively gathering filled with camaraderie and laughter.

On 22 March 2024, from vibrant attire to playful spirits, we shared moments of togetherness, bonding over delicious snacks, engaging in games like musical chairs, and playing with dry colors, leaving imprints, we created cherished memories to last a lifetime.

Let's reminisce on those vibrant moments together.



7. WELCOMING NEW MEMBERS

A warm welcome to our new members, enriching our Shiv Nadar IoE community.

Faculty

Dr. Kamal Agrawal

Assistant Professor, Electrical Engineering
School of Engineering

Dr. Sweta Kumari

Assistant Professor, Computer Science and
Engineering, School of Engineering

Dr. Archit Somani

Assistant Professor, Computer Science and
Engineering, School of Engineering

Dr. Rudra Nayan Das

Assistant Professor, Life Sciences
School of Natural Sciences

Dr. Siddiqui Md Mujahuddin

Assistant Professor, Chemistry
School of Natural Sciences

Dr. Mandar Prafullachandra Oak

Professor, Economics
School of Humanities and Social Sciences

Dr. Kapil Dhanraj Patil

Assistant Professor, International Relations
and Governance Studies
School of Humanities and Social Sciences

Dr. Suchi Kumari

Assistant Professor,
Computer Science and Engineering
School of Engineering

Dr. Rakesh Palisetty

Assistant Professor, Electrical Engineering
School of Engineering

Dr. Subhendu Bikash Santra

Assistant Professor, Electrical Engineering
School of Engineering

Ms. Shih Ting Lin

Mandarin Language Teacher, International
Relations and Governance Studies, School
of Humanities and Social Sciences

Mr. Hemant Sreekumar

Assistant Professor, Art, Media and
Performance, School of Humanities and
Social Sciences

Dr. Tushar Debnath

Ramalingaswami Fellow, Chemistry
School of Natural Sciences

Dr. Jugal Kishore Das

Ramalingaswami Fellow, Life Sciences
School of Natural Sciences

Dr. Ashish Vazirani

Assistant Professor, Finance, Accounting
and Control, School of Management and
Entrepreneurship

Dr. Utpal Banerjee

Distinguished Professor, Dean's Office -
School of Natural Sciences, School of
Natural Sciences

Dr. Colin Christopher Jamora

Senior Professor, Life Sciences
School of Natural Sciences

Dr. Arpita Bhattacharjee

Assistant Professor, Economics and
Public Policy Area, School of Management
and Entrepreneurship

Dr. Arpita Bhattacharjee

Assistant Professor, Economics and
Public Policy Area, School of Management
and Entrepreneurship

Dr. Bidyut Sarkar

Fellow, Chemistry
School of Natural Sciences

*Faculty Announcement flipbook to be released by Vice Chancellor's Office.

Staff

Mr. Varun Sharma
Warden, Hostel Administration

Mr. Mohd Talhaa Wahid
Laboratory Technician
Arts Media and Performance

Mr. Jalaj Gautam
Technical Assistant
Design

Mr. Azad Ali
Head UG Admission
Admissions

Ms. Savita Srivastava
Warden,
Hostel Administration

Mr. Anil Kumar
Warden
Hostel Administration

Ms. Aania Khanm
Counsellor
Dean's Office - School of Management
and Entrepreneurship

Ms. Diksha Kashyap
Associate Manager
Human Resources

Mr. Manish Sharma
Senior System Administrator
Information Technology

Mr. Satpreet Singh
Program Manager
Dean's Office - Academy of
Continuing Education

Mr. Gaurav Sharma
Group Manager
Administration

Ms. Anisha Singh
Senior Executive
Career Development Center

Mr. Samrat Choudhury
Senior Manager
Vice Chancellor's Office

Mr. Aakash Tehlan
Associate Manager - Facility Maintenance
Administration

Ms. Jyoti Gautam
Coordinator
Office of Student Engagement -
Clubs and Societies

Mr. Gaurav Bhandari
Deputy Manager
Human Resources

The details are available here:

[STAFF JOINING ANNOUNCEMENT FLIPBOOK](#)

8. WHAT LIES AHEAD

Enhancing Online Performance Appraisal System

Exploring Application Tracking System (ATS) for Recruitment

Discovering Sports Learning Program

Stay tuned for more!



The HR Newsletter, is a testament to our commitment to FOSTERING Connections, celebrating achievements, and nurturing growth within our vibrant community. Our efforts will be to bring the quarterly roundup.

Your feedback is invaluable.

Do share your thoughts and suggestions with us.

Email: head.hr@snu.edu.in | charu.gupta@snu.edu.in

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