

FOSTERING *Connections*

Newsletter from the department of
Human Resources (HR)

Third Edition, September-December 2024



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1. INTRODUCTION

We are thrilled to share the third edition of FOSTERING Connections, the HR Newsletter, that celebrates the journey of our vibrant community.

This edition brings you an exciting mix of updates and highlights from the past few months, featuring:



Learning and Development: New paths for professional growth and skill enhancement.



Well-being: In continuation to the sports learning program, focused on all cricket enthusiasts to enhance their game, aim for a spot in Season 7 of the Champions Cricket Challenge.



Process Insights: Simplified overviews of key HR processes and their benefits.



Cultural Celebrations: Honouring the rich diversity that brings us together.



Welcoming the newest members of our growing community.



Insights into upcoming initiatives and opportunities for collaboration.

Let's continue building connections that inspire and motivate us to achieve even greater heights together.

2. LEARNING AND DEVELOPMENT

As part of our commitment to fostering continuous learning and development, the Phase II Training Program for the Library Department was launched, focusing on Koha and DSpace Software. This initiative builds upon the foundational skills developed during the Phase I training on Microsoft Office Suite, aligned with the department's specific needs to enhance technical expertise and operational efficiency.

Upskilling: Phase II Training Program on Koha and DSpace | October 2024

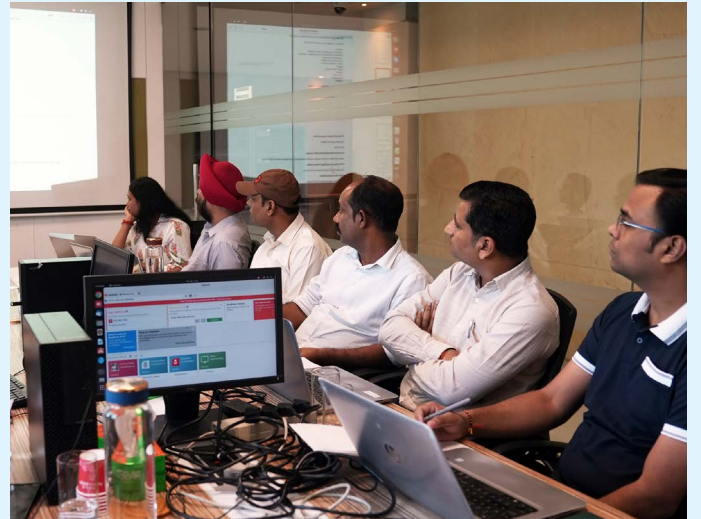
TRAINING HIGHLIGHTS:

- 4-day program
- On-site, hands-on training using a client-server architecture
- Experienced technical trainers specialized in Koha and DSpace

KEY OUTCOMES:

- Empowered members with the necessary skills to manage library resources more effectively.
- Gained hands-on experience accessing the Koha server.
- Streamlining operational workflows.
- A robust understanding of system functionalities.

The department of HR closely worked with department head and coordinators to ensure full attendance and seamless execution of the program. Special thanks to **Dr. TRB Sarma**, Head Library, for aligning schedules and managing shifts to facilitate uninterrupted participation by all seven (7) team members.



3. NURTURING WELLBEING

Prevention of Sexual Harassment (PoSH) | September and October 2024

In continuation to creating a safe and respectful work environment for all, we have implemented the following initiatives:

New Joiners:

Effective January 2024;

- Awareness session included as a part of HR Induction with 100% coverage.
- Mandated to complete the “Consent Matters Course” to promote understanding and respect as a part of their Onboarding Process.

Staff Members:

- All staff members undergone POSH Training, ensuring adherence to Shiv Nadar IoE Internal Complaints Committee (ICC) policy.
- Two (2) mandatory Gender Sensitization focused on the Prevention of Sexual Harassment (PoSH) were organized by HR and facilitated by Advocate Aparna Mittal, a Senior Lawyer and founder of Samana Centre for Gender, Policy and Law.



Third-party Members:

- HR organized its first-ever Gender Sensitization session focused on the Prevention of Sexual Harassment (PoSH) for third-party members. The session was facilitated by Advocate Aparna Mittal, a senior lawyer and the founder of the Samāna Centre for Gender, Policy, and Law.
- With a total coverage of 90% of the third-party approximately.



We are committed to fostering a culture of respect, equality, and safety for everyone in our university.

Sports Learning Program | June to August 2024

In continuation to our initiative that reflects our ongoing commitment to encouraging a culture of health and wellness, the Sports Learning Program aims to promote physical wellbeing and strengthen community engagement.

All cricket enthusiasts were invited to join exclusive learning sessions aimed at enhancing their skills and preparing for the thrilling matches ahead. The 15-day program was organized towards the end of the workday, 3-5 days a week, during office hours, ensuring that members commuting to the Campus could participate. Here are the glimpses:



Wheel of Happiness: A Fun Boost to Well-being | December 2024

We recently hosted the Wheel of Happiness activity, where members spun the wheel to land on neurotransmitters like dopamine, oxytocin, serotonin, or endorphin. Each spin led to exciting challenges, from on-the-spot jogging for serotonin to quick bonding activities for oxytocin.

The activity was a success, with members enthusiastically completing tasks, and walking away with uplifted spirits and rewarded with affirmation stickers, adding a touch of positive vibes.



Sketching Joy: Caricature Fun at Work | December 2024

In our ongoing efforts to foster a stress-free work environment, we introduced a fun-filled 'Caricature' activity that brought a wave of joy. Members eagerly lined up to see their personalities sketched by a talented artist, with over 75 faculty and staff members participating.

This light-hearted initiative blended fun, creativity, and wellbeing, giving everyone a moment to unwind and celebrate their individuality, while meaningfully contributing to our wellbeing goals of relieving stress, boosting confidence and encouraging self-expression.



4. DEMYSTIFYING PROCESSES

We are thrilled to share the latest buzz about some processes for members.

Health Checkup Camp | September 24

A second drive for annual health checkup camp was organized at the University Campus in collaboration with HCL Healthcare in September, spanning 2 days. To ensure that members who missed the first camp could avail themselves of this benefit before it lapsed.

We were delighted by the enthusiastic response, with approximately 100 members availed of this benefit. For more information about the facilities, please visit [SNULinks](#).

(Link is accessible to the University members only)

Medical Health Insurance Renewal | October 2024

The University successfully renewed its Medical Health Insurance policy, effective 1st October 2024.

Highlights:

- Introduced a new Insurer 'Aditya Birla Insurance Pvt Ltd'.
- Members were given the opportunity to redeclare their dependents and opt for voluntary TOP-UP and OPD plans, tailored to individual and family needs.
- Over 200 members upgraded their plans, gaining access to enhance medical benefits.

Payroll Helpdesk | November 2024

The University, in collaboration with the payroll team from the Foundation, successfully organized a Payroll Helpdesk to assist members with payroll-related queries.

Addressed topics such as tax computation, income tax regimes, tax savings, flexi declarations, deductions, and more.

We remain committed to enhancing your financial well-being and ensuring clarity in payroll processes, providing the support and resources you need for a seamless experience.

5. VIBRANT CELEBRATIONS

We are delighted to share the glimpses of our recent festivals and events, jointly celebrated with faculty, staff, and third-party members.

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

Unity in Diversity | September 2024

Our *Unity in Diversity* celebration was a beautiful moment of coming together to honour the India's rich festivals. Began with a mesmerizing classical performance, followed by a creative eco-friendly hands-on craftwork activity to sharing festive snacks, it was heartwarming to see everyone's enthusiasm and involvement.

The hands-on craft activity was truly inspiring, with creations ranging from cricket pitches and the solar system to Durga and Ganesh idols, and themes like unity, climate change, and biodiversity. It was a fun and meaningful experience, as we worked together using sustainable materials and connected over our shared traditions.



If you did not get a chance to join us or want to see more of the amazing creations, please feel free to stop by the HR Area for a closer look.

Champion Cricket Challenge 2024 (Season 7) | October 2024

As we wrap up an exciting Season 7 of the Champions Cricket Challenge, here are the highlights from this action-packed event. With 8 men's teams and two all-women teams, the competition was powerful, and the energy on the field was nothing short of amazing. Here are some of the standout moments;

- Two days tournament was packed with exciting matches.
- Captivating performances and teamwork at its best, making the event an enriching experience for all involved.

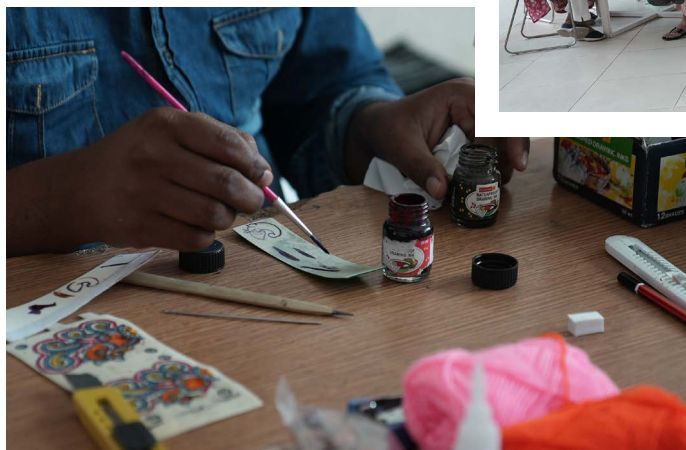
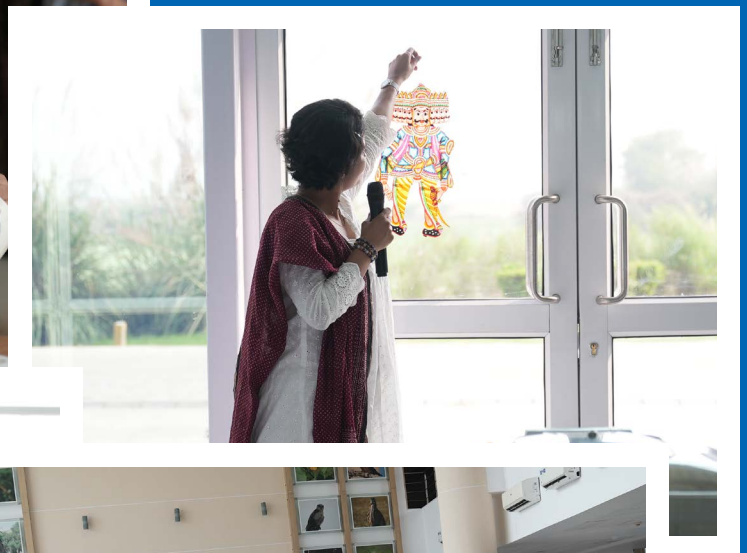


A big shout-out to all the players, supporters, and volunteers who contributed to make this season a resounding success.

Tholu Bommalata Workshop | October 2024

In the spirit of creativity, we organized a hands-on workshop on the traditional art of 'Tholu Bommalata' – the leather shadow puppetry of Andhra Pradesh. The workshop, held at the AB Atrium, provided a unique opportunity for our faculty and staff to explore this beautiful art of Andhra, ancient craft and create their own masterpieces with DIY material provided, and guidance from a skilled artisan.

It was a fun-filled, enriching experience that allowed our members to not only embrace a cultural tradition but also connect with their colleagues in a creative and enjoyable way. We truly appreciate everyone who joined in and made the event memorable.



Vibrant Diwali Celebration | October 2024

Diwali celebration at our university was nothing short of magical, filled with vibrant energy, dazzling ethnic attires, and cheerful moments. From the spirited ramp walks that showcased stunning styles to the excitement of the lucky draw and the joy of music and dance, every activity brought our community closer together.

A special mention to all the ramp walk winners across categories and our lucky draw champions - you truly lit up the event with your enthusiasm and flair.

These cherished moments are a testament to the warmth and togetherness that make our workplace unique.



Stay tuned for more exciting events, and don't forget to check out the HR Board for glimpses of the celebration.

Spreading Cheer: Christmas and New Year Highlights | December 2024

Our Christmas and New Year celebration brought faculty and staff together for a fun-filled and memorable event. With exciting activities like Guess the Actor, Ring Toss, 30 second candle challenge, and Legos, the atmosphere was buzzing with laughter excitement.

It was wonderful to see everyone using props, snapping pictures, and making memories together while winning some amazing gifts and surprises. A special congratulations to all the winners and those who were recognized for their creative seasonal outfits in both male and female categories.

Thank you to everyone who joined in with so much enthusiasm and made the event special and unforgettable.



6. WELCOMING NEW MEMBERS

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



DR. MANISH DAVE
Senior Director and
Professor of Practice
Academy of Continuing Education

Welcoming Dr. Manish Dave, who has joined as Senior Director and Professor of Practice, Academy of Continuing Education, as of November 4, 2024.

Dr. Dave holds a Ph.D. in Knowledge Management from BITS Pilani and a Bachelor in Engineering and an MBA from DAVV, Indore. Over a career spanning more than 25 years, he has excelled in leadership roles covering areas of Strategy, Planning, Execution, and Transformation.

[Read more...](#)



MR. RANDEEP BARUAH
Deputy Director - Sports
Department of Physical Education
Office of Dean of Students

Welcoming Mr. Randeep Baruah, who has joined as Deputy Director - Sports in the Department of Physical Education, as of November 4, 2024.

Randeep holds a Postgraduate diploma in Sports Business Management from Sheffield Hallam University, UK in 2011, and Bachelor of Arts degree in History with Honours from St. Stephens College, Delhi University in 2004. He has over 15 years' experience as a sports administrator with cross-Industry expertise, and is skilled in sports directorship, team leadership, networking and media communications.

[Read more...](#)

Faculty

Dr. Sumit Shekhar
Assistant Professor,
Computer Science and Engineering,
School of Engineering

Dr. Shailendra Singh
Professor,
Organization Behaviour and Human
Resource Management,
School Management and Entrepreneurship

Dr. Debarun Sengupta
Assistant Professor,
Electrical Engineering,
School of Engineering

Dr. Manish Dave
Senior Director,
Dean's Office,
Academy of Continuing Education

Dr. Sharath Kandambeth
Assistant Professor,
Department of Chemistry,
School of Natural Sciences

Ms. Himani Sikarwar
Assistant Professor,
Computer Science and Engineering,
School of Engineering

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

Staff

Mr. Gaurav Grewal,
Basket Ball Coach,
Physical Education,
Office of Dean of Students

Mr. Mohd Mahin Siddiqui
Manager,
Works Department,
Executive Director's Office

Dr. Nisha Yadav,
Technical Officer,
Chemistry,
School of Natural Sciences

Ms. Prachi Sharma
Executive,
Finance,
Executive Director's Office

Mr. Vikas Gautam
Program Manager,
Chemistry,
School of Natural Sciences

Mr. Shakti Shekhar
Senior Executive,
Admissions,
Vice Chancellor's Office

Mr. Randeep Baruah
Deputy Director - Sports,
Physical Education,
Office of Dean of Students

Mr. Md Sabakarim Khan
Associate Manager,
Works Department,
Executive Director's Office

Mr. Sachin Kumar Sharma
Deputy Manager,
Purchase,
Executive Director's Office

Mr. Naveesh Pal,
Counsellor,
Dean's Office
School of Management and Entrepreneurship

Mr. Mohd Talhaa Wahid
Laboratory Technician,
Art, Media and Performance,
School of Humanities and Social Sciences

Mr. Budhan Singh
Consultant,
Works Department,
Executive Director's Office

Mr. Arjun Sahu
Laboratory Technician,
Life Sciences,
School of Natural Sciences

The details are available here:

[Staff Joining Announcement Flipbook
\(Jul-Sep 2024\)](#)

[Staff Joining Announcement Flipbook
\(Oct-Dec 2024\)](#)

The details of staff who joined from Jul to Sep 2024 and Oct to Dec 24 are available on the above joining announcement flipbook links.
(This link is accessible to the University members only)

7. WHAT LIES AHEAD

As we embark on a new quarter, we are excited to share a preview of our upcoming initiatives aimed at promoting creativity, learning, and fellowship.

One Race Half Marathon

The Art of Baking

Wellness Wednesday

Colours of Celebration and Strength

Exploring Application Tracking System (ATS) for Recruitment

Stay tuned for more!



8. STAY INFORMED, IN CASE YOU MISSED IT

In case you missed it, here are some important updates which are available on SNULinks.

Revised Travel Policy

[Travel Policy](#)

Staff Probation Process

[Staff Probation Process](#)

Faculty Probation Process

[Faculty Probation Process](#)

Holiday List 2025

[Holiday List](#)





SHIV NADAR

INSTITUTION OF EMINENCE DEEMED TO BE
UNIVERSITY
DELHI NCR

The HR Newsletter, is a testament to our commitment to FOSTERING Connections, celebrating achievements, and nurturing growth within our vibrant community. Our efforts in New Year 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

www.snu.edu.in