

COMPREHENSIVE FREQUENTLY ASKED QUESTIONS

Disclaimer: This document is not binding and is subject to change. It is only to benefit the students and give quick and easy answers. It does not go into details and students are suggested to read the UG Handbook for detailed and binding information.

Secretaries of Academic Affairs

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Last revised on: 29th July, 2024

Degree Requirements

Q 1. When is a student eligible for a change in Major?

A student is eligible for a change in major only after 1st year.

Q 2. How do we change our Majors?

The Dean of Academics will share a Google/MS form before summer break ends, and interested students can respond. The seats for change of major are limited, and the criteria for change (for e.g., minimum CGPA, interview if required) would be decided by the department.

Note: SoE students cannot apply for major change once their 2nd year begins.

If approved, they'll be enrolled in the core courses (which they wouldn't have done in 1st year) from the backend and can enrol in Departmental Electives on their own. The courses that have already been completed in the previous major will be considered as UWEs.

Q 3. What is the minimum and maximum number of credits per semester?

Minimum - 12 (for the 8th semester, the minimum credit requirement is 6)

Maximum - 25 (for the batches before 2027, the maximum credit limit is 27)

To register for more than 25 credits, students must write to their UG Advisor and request for the same. Approval is at the discretion of the UG Advisor and the Dean of Academics.

Q 4. What are the overall credit requirements for CCC & UWEs in a degree?

18 credits of CCCs

18 credits of UWEs

6 floating credits, which can be completed through either CCCs, UWEs, Major Electives or Master's level courses

Q 5. What are CCCs?

Core Common Curriculum (CCC) courses are broad courses delving into various fields at relatively beginner levels to provide students with a rounded education. All UG students must complete at least 18 credits through CCCs and at least 1.5 credits in 6 of the 8 topic areas (CCC1##, CCC2## etc.)

Q 6. When can I enrol into CCCs and UWEs?

You can enroll into UWEs from your 2nd semester onwards. Apart from the compulsory CCC704 - EVS, students can enroll into CCCs from the second half of their 1st semester.

Q 7. What is the credit limit of CCCs and UWEs?

No more than 30 credits of CCCs will be counted towards your degree.

There is no limit for UWE courses, and doing more than the required will simply add as extra credits to your degree, and all will be counted towards your CGPA.

Q 8. Where can I see the details of the courses I need to complete my degree requirement?

You can request your UG Advisor for the prospectus to have a detailed understanding of the plan of your degree. Alternatively, you can go through the Advisement Report in your ERP to see what courses you have to do and what you have done (Please do not rely solely on the advisement report; it's important to manually cross-check as well. This helps to avoid any inaccuracies.).

Q 9. What are GIS, REAL and VIS credits?

Some courses have these categories assigned to them, and students have to do a specific number of them. However, all these requirements are covered in the core courses, and the students need not plan separately to complete these credits.

Q 10. What are major electives, and how do you take them up?

Most departments have optional departmental electives, which the students have to enroll for and will not be automatically enrolled. Like a normal UWE or CCC, the courses open for Major electives will be announced, and once course registration opens, students may enroll in these courses through the ERP.

Note - 1: A few departments, like English, currently do not have the option to choose between Major Electives. Students will be auto-enrolled into Major Electives along with their Major Core courses.

Note - 2: Major electives for SME are not enrolled through the ERP, but the program manager collects the details and enrolls the students from the backend due to the high demand for those courses.

Q 11. What is Specialisation?

If a student chooses to do so, they may specialise in a sub-field relevant to their major. For example, a Mechanical Major may want to specialise in 'computational techniques'. The relevant department, the Dean of Academics, and the school will decide on the credit requirements for the specialisation, which may be checked in the prospectus or enquired about with the UG Advisor. Upon completing the requirements, the UG Advisor can be informed, and the degree awarded will also mention the specialisation.

Q 12. How to apply for a Credit Transfer?

Refer to Chapter 3: Grading Scale, Section B15, in UG Handbook 2023 - 2024.

Q 13. The course I want to enrol into is full. Is there anything I can do?

You can email the professor (and UG Advisor in case of Major Electives) requesting to be manually enrolled into the course above the seat limit. State your reasons for wanting to take the course and mention if you are pursuing a minor in the course. However, this is a request and is at the professor's discretion.

Grading

Q 14. What is an I grade, and how do we apply for it?

A student can be given an I grade if they are unable to complete, within the semester, the requirements of a registered course due to extraordinary circumstances (e.g. Shiv Nadar IoE official duty or proven medical reasons). An I grade must be cleared by giving the exam in the dates mentioned in the academic calendar (I/E Grade clearance exam dates)

To apply for an I grade, the student must contact the professor of that course, the Dean of Academics, or the Dean of Students with the necessary documents as early as possible. A prescription from the Health and Wellness Centre is required for medical reasons.

A course with an I grade will not count towards the calculation of the SGPA/CGPA; however, once the grade is converted to a letter grade between A and F, it will be counted in the semester where the course was taken.

Q 15. How are the final CGPA and SGPA calculated?

Each letter grade has a respective grade point. A weighted average of the grade points of all courses is taken based on the course credits (i.e. courses worth more credits affect your GPA more). All courses taken to date give the Cumulative Grade Point Average (CGPA), and in a specific semester gives the Semester Grade Point Average (SGPA). Please refer to Chapter 3, Section B 12 of the UG handbook for more details.

Q 16. What is S/U grade?

All courses not counting towards SGPA or will have a Satisfactory (S) or Unsatisfactory (U) grade.

An S grade will be awarded for satisfactory completion of such a course, while a U grade is for non-satisfactory performance by the student in that course. The instructor in charge of such a course will inform the class within the first week of classes what constitutes satisfactory performance.

Q 17. Why do I have an R grade?

R is the grade awarded for courses where the result is withheld; it is not counted for SGPA/CGPA calculations. Usually, this grade is given when there is a Proctorial Board case pending on the student for that specific course.

Q 18. What is an E grade?

E is a failing grade like F, but the student gets a chance to clear the E grade, at the latest by the first week of the next semester or as announced by the Dean of Academics, with a maximum possible grade of D. Only one chance at retest will be given.

The dates for clearing E grade exams are mentioned in the Academic Calendar.

An E grade can also be converted to a passing grade by retaking the course in a subsequent semester and achieving that grade. Note that the later grade will always replace the initial one. For example, an E could become an F.

Please refer to the UG Handbook 2023 - 2024 for further explanation.

Q 19. How do I get transcripts and semester-wide grade sheets?

Gradecards can be downloaded using the Download Gradecard option on ERP. You can also contact the Registrar Office to get your Provisional Transcript. It is chargeable, and as of Spring 2024, it costs 1000 INR.

Q 20. If I have repeated/replaced a course, will my previous grade show on my transcript?

The grade will show along with a special status, which is as follows.

RE - Replacing/Substituting this course with a new course; grade will not contribute to CGPA.

CL - Clearing a previously failed course; previous attempts will not contribute to CGPA.

IM - Improving a previously done course; previous attempts will not contribute to CGPA.

Q 21. What is an audit course, and how does it work?

The course instructor can allow a student to audit a course, but the Dean of Academics has the final say in allowing it. On successfully auditing the course, an AP grade will be given; otherwise, an AF. The instructor determines the criteria for a successful audit. An audited course doesn't count towards the student's SGPA/CGPA or contribute to earned credits. The grade (AP or AF) appears in the Semester Transcript. Successfully audited courses are denoted as AU in the Final Transcript.

Please refer to the UG Handbook 2024 - 2025 for further explanation.

Q 22. What is absolute/relative grading?

Courses can either be of absolute or relative grading, which is up to the faculty.

In case the faculty chooses to follow Absolute Grading, there will be grading brackets dictating the marking scheme for each grade, which will be announced at the start of the course.

Relative grading is based on a normal curve or any other acceptable relative grading process.

In simple terms, the grading is done in relative to the marks of the whole class, similar to the percentile. Faculty must pre-announce the minimum marks needed to get an A grade.

Likewise, the faculty must pre-announce the minimum marks needed to be awarded a D grade. Auditing a course means attending a class without receiving a formal grade or academic credit.

Minor

Q 23. What is a Minor?

Every UG student of SNIoE can choose to do a Minor subject by meeting the selection and credit requirements of the offering department. By taking these courses, students may fulfil their UWE requirements and get a Minor in their degree.

Q 24. Is it compulsory to do a Minor?

It is not compulsory to do a Minor, but it is compulsory to do at least 18 credits of UWE, and it is recommended to complete these in accordance with a Minor requirement for the benefit of the student.

Q 25. Can I do a dual/double Minor?

Students are not barred from doing multiple Minors as long as they meet all the requirements. However, it may not always be advised due to higher workloads. Matching courses to their schedules is also another difficulty.

Q 26. How do I contact the UG Advisor?

It is recommended that students contact a UG Advisor via mail; however, students may also choose to visit their office. The contact information for all UG Advisors can be located at the end of this document.

Q 27. How to do a Minor?

You can contact the UG Advisor for the Minor program you're interested in either by email or in person. They're there to help you figure out which courses to take and assist you with anything related to your Minor. They're your go-to person for all things Minor-related.

You can also refer to the [UG Minor Programs 2024](#) for a general guide, but it's still advised to cross-verify with the UG Advisor to make an informed decision.

Q 28. Do I have to apply and register for a Minor?

It is not always compulsory to register for a Minor; however, it is recommended that you reach out to the respective UG Advisor and let them know of your interest in pursuing the minor. Most departments allow you to claim a Minor as long as you have met their requirements by your 8th semester.

Q 29. Where do we register for a minor?

The Dean of Academics will send a Google/MS form every summer break where students can respond and express their interest in pursuing a minor. You can also write a mail to the respective UG Advisor and request to register for the minor. Some departments require students to write exams to register for the minor.

Q 30. How does registering and applying for a Minor help me?

If a student is registered, the department can try to ensure the student can take courses that will allow them to fulfil their Minor requirements. However, not every department takes registrations but students are still suggested to voice their interest in pursuing a Minor to the respective UG Advisor.

Q 31. Do students pursuing a minor get priority enrolment in courses?

Some departments will give preference to students pursuing Minors when enrolling students into electives and allow them to complete their requirements. However, this does not always happen.

Q 32. How do I know if I have been officially registered for a Minor?

If you have selected your Minor of choice in the Google/MS form and your request has been accepted by the respective department, it should be reflected in your ERP. The steps to check for the same on ERP are given below:

Student Center → My Academics → My Program

However, please note that not every department accepts registrations for their Minor program, and it may not reflect on your ERP. In those cases, students are required to finish the necessary credit requirements for their Minor and then have it officially registered on ERP by contacting the UG Advisor.

Q 33. How do I enrol into courses for my minor and how many courses do I need to complete for my minor?

You will have to manually enroll in courses for your minor via ERP when the course registration window opens. However, please note that certain courses (ex., COM courses) might not be open for manual enrolment due to limited seats or may require department consent to enrol. In such cases, you are requested to contact the respective UG Advisor/course instructor in order to be enrolled.

The total number of courses required to complete a minor depends on the credit requirements set by the offering department. Please contact the respective UG Advisor for details, as they are subject to change.

Q 34. Do my Minor credits count towards my UWE credit requirement?

Yes, all courses done towards a minor are UWEs and contribute to the 18 credit requirements of UWEs in their degree.

Q 35. Can I do a Specialisation in my Minor?

Specialisation tracks are possible in Major electives and do not apply to UWEs and Minors.

Q 36. I have done the XYZ### course., Is it applicable to a minor?

You may reach out to the respective UG Advisor and confirm whether the course you've done will count towards your Minor or not.

You can also refer to the [UG Minor Programs 2024](#) for the same, but it's still advised to cross-verify with the UG Advisor to make an informed decision.

Q 37. How do I get specific details of a course?

Details of specific courses are available on the ERP and the prospectus of the department's major. You may also write a mail to the professor taking the course or the UG Advisor to get more information.

Q 38. Do CCCs count towards my minor?

No, only UWEs and major electives in that particular department count towards a minor degree.

Q 39. Do online courses such as Swayam or Coursera count towards my minor?

As an Institution of Eminence, the university allows students to complete some of their credits through approved MOOCS platforms such as Coursera or Swayam. The availability of the platform is subject to each semester; please write a mail to the Office of Dean of Academics for clarification. Whether a course completed through this platform can be applicable for a Minor is to be decided by each department. Please reach out to the UG Advisor and confirm if your course can count towards your Minor. Enrolment to any online course will need approval from the Office of the Dean of Academics.

Q 40. Can we drop a minor?

There is no specific procedure to drop a minor; however, the student may choose simply not to complete the requirement for the minor. If you choose to discontinue/drop your Minor, these courses will be counted as general UWEs requirements.

Q 41. UG Minor Document

Please check the [UG Minor Programs 2024](#) as a reference to plan your minor.

Course Replacement/Repeat

Q 42. How can we replace a course?

At the beginning of the semester, a Google/MS form will be rolled out by the Academic Affairs Secretaries, and you will have to fill out the form with the details of the courses. A second form is rolled out in the second half of the semester but is only applicable for CCCs. If you want to replace it with a swayam course, you have to fill in the details while submitting your certificate.

Q 43. Is there any approval required to replace a course?

We do not require approval to replace CCCs or UWEs, but we need the UG Advisor's approval to replace Major Electives.

Q 44. Do the credits of the replacing course and the replaced course need to match?

No, as long as the course category, i.e. UWE, CCC, Major Elective, remains the same, you can replace any course with any course.

Q 45. Can I replace a course multiple times?

No, a course cannot be replaced multiple times; it can only be done once.

Q 46. If I replace a CCC with a CCC from another category, which category does it count towards?

The category of the newer CCC will be taken into consideration.

Q 47. Where can I check the status of my replacement?

The status can be checked in the ERP under the advisement report.

Q 48. Are there any time constraints for replacement?

No, there is no time constraint to replace a course. You can replace a course you've done in any semester in any of the following semesters.

Q 49. Can I replace my first-half CCC with my second-half CCC?

No, you can't replace a first-half CCC with a second-half CCC.

Q 50. How and when should one apply for grade improvement?

To apply for the grade improvement permission taken from the UG advisor and the professor to repeat the course. It can be done once the course is offered in another semester through the ERP.

Q 51. If I repeat a course, will the new grade be the one counted in the CGPA or not?

Yes, the new grade will be counted in the CGPA instead of the previous grade.

Q 52. What is the semester time limit for repeating a course?

If you want to repeat a course, you have to do it before the next 3 semesters of you doing the course for the first time. To do the course beyond the 3 semesters, permission has to be taken from the UG advisor.

For example, a course done in the 2nd semester can be repeated 3rd, 4th and 5th semesters.

Q 53. How does repeating or replacing affect my SGPA and CGPA?

The SGPA of the semester you had your replaced course in will not change. It will forever remain the same. The course you're using to replace will be counted in the new semester. The CGPA will change depending on the new grade that you get, and the old course will not be counted towards the CGPA calculation anymore.

Attendance

Q 54. What is the attendance requirement? How do you calculate it?

The attendance requirement is 75%, which includes lecture hours, number of labs and tutorial hours.

The percentage calculation is done by taking the sum of lecture hours and tutorial hours attended plus the number of labs attended (regardless of the hours, it will be counted as 1 each) divided by the total lecture and tutorial hours conducted plus the number of labs conducted.

$$\frac{\text{Sum of lecture hours} + \text{tutorial hours} + \text{No. of labs attended}}{\text{Sum of total lecture hours} + \text{tutorial hours} + \text{no. of labs conducted}}$$

For example, if I attended 5 lecture classes (1.5 hrs each) out of 10, 1 tutorial out of 2, and 1 lab out of 1, my attendance is 9.5/18, which equals to 52.7%.

$$\frac{(5*1.5)+(1*1)+(1*1)}{(10*1.5)+(2*1)+(1*1)} = \frac{9.5}{18} = 0.527 = 52.7\%$$

If the lecture classes are 1 hr each, then it will be 7/13, which equals to 53.8%.

$$\frac{(5*1)+(1*1)+(1*1)}{(10*1)+(2*1)+(1*1)} = \frac{7}{13} = 0.538 = 53.8\%$$

You can also use the [GPA & Attendance Calculator.xls](#) provided.

Q 55. Is there any attendance condonement system?

There is no attendance condonement; any leaves taken would be part of the 25% leeway.

Q 56. What is a restricted holiday?

A restricted holiday requires you to attend classes; however, no graded component, such as a quiz or exam, can be conducted.

Q 57. What to do if a professor insists on taking a graded component on a restricted holiday?

You may bring it to the notice of the Academic Office or the Assistant deans.

Q 58. How to get approval for a retest of a graded component (quiz/midsem)?

Firstly, get approval from the Office of Dean of Students by providing the required documents and a valid reason. Then, if approved, it will be further forwarded to the Dean of Academics and the concerned professor, respectively.

End-semester exams cannot be retaken without an I grade.

Q 59. Is it required to maintain 75% attendance in those courses which do not have an endsem?

Yes, you require 75% attendance to pass any course, whether there is an end-semester exam or not. Failure to meet the attendance criteria will result in an F* grade.

Q 60. What is admit card for endsem?

It is a document required for you to sit for your endsem examinations with a list of all your subjects and the date of the examination. You will only be able to get it if you fulfil the minimum attendance criteria.

Swayam (Monsoon 2024)

We strongly urge you to read the Swayam Policy document for a comprehensive understanding. This detailed document is prepared by the Office of Dean of Academics, and it will provide you with all the necessary information -  Academic Policy for Swayam_SNIoE_2024.pdf

Q 61. How do we register for a Swayam course?

A list of courses will be sent to all the students by the Dean of Academics, which will show which courses students can transfer to that semester. Go to the course website by clicking on the link in the list provided, or search for the course at <https://swayam.gov.in/> and join the course. You will have to register for the course and later register for the offline exam.

Q 62. How do we transfer our Swayam credits to University?

After registering for the Swayam course through the website, you need to ensure the following process: There would be two forms, released by the Dean Academics, that students must fill out to enrol in their desired Swayam courses.

Soft Interest Form - This initial form allows you to express your interest in a particular Swayam course.

Hard Interest Form - In this form, you will confirm your course selection and provide proof of exam registration. This step is crucial to finalise your enrollment in the desired course, as this list will form the basis for student enrollment on the ERP.

Q 63. How are the credits decided for Swayam courses?

The credits of the courses are decided based on the duration. Swayam courses are of 4-7 weeks (1 credit), 8-11 weeks (2 credits), 12-15 weeks (3 credits) and 16 or more (4 credits).

Q 64. How is the evaluation done?

All Swayam courses will have an offline exam that you register for, and most have online assignments. Please read the course evaluation on the course website.

Q 65. Where will the exams be held?

Swayam will allocate an exam centre after registering. Select preferences for cities near the university to save on transport costs and time.

Q 66. Will there be transportation provided to the exam centres?

No, transportation will not be provided by the university. Students are responsible for arranging their own travel to and from the exam centre.

Q 67. What is the reimbursement policy for Swayam, and how will it be done?

The following amount will be reimbursed:

A fixed amount of 1500/- will be reimbursed per certificate submitted.

For Monsoon 2024, the reimbursement will be done by deducting the required amount from the tuition fee for the next semester. For 4th year students (8th semester), it'll be settled along with their security/caution deposit.

Q 68. Can a student do a course that is not shared in the list? Will it be added to ERP?

No. Courses in the list provided will only be allowed to be transferred; other courses will not be transferred. However, the student is free to take any course for self-study. Reimbursement of the fee will only be applicable for courses transferred on the transcript.

Q 69. Can I transfer Swayam courses if I already have the certificate?

No, you are allowed to transfer only those courses you've taken in the current semester. Courses done in past semesters can not be transferred.

Q 70. Is a Swayam course UWE or CCC, or is it a major elective or a minor elective?

In the course list provided, it is mentioned whether a course comes under the CCC category, UWE category or Major Elective category. Additionally, for Major Elective or Minor Electives, please reach out to the respective UG Advisor to confirm.

Q 71. Do the Swayam credits count separately from the credit limit per semester of SNIOE?

No, Swayam courses are a part of your semester's credit limit, and students require permission from their UG Advisor to go beyond it.

Q 72. Is there a credit limit for Swayam courses?

You may register for a maximum of 9 credits (any category) in the Monsoon 2024 semester. The maximum number of Swayam credits that can be transferred in the entire duration of a B.Tech. Program is 16 and BA/BSC/BMS/BDES (Non B.Tech.), it is 15.

Q 73. Can I enrol in multiple Major electives or, multiple CCCs or multiple of the same category?

Yes, as long as the total credits are below the credit limit.

Q 74. What is the grading scheme for Swayam?

Swayam has regular letter grades (A to F), which follow the below scheme. The students will be notified of any exceptions or changes.

86	100	A
76	85	A-
68	75	B
61	67	B-
54	60	C
47	53	C-
40	46	D
0	39	F

Q 75. What to do if I don't want this grade? What if I don't submit my certificate?

You must mandatorily submit the Swayam certificate by the given deadline. If you fail to do so, you will be given an 'F' grade in that Swayam course.

Q 76. What happens if I can't complete the course or receive an F grade?

If a student cannot complete the course or gets an F, the student will have to repeat the course when it is offered again or can replace it with another Swayam course later.

Q 77. Can I transfer my course if I have more than 39 marks in total but don't receive my certificate?

No, a certificate from Swayam is necessary to transfer the Swayam course.

Q 78. How do I submit Swayam certificates?

For each Swayam course, registered students will be enrolled on the Blackboard. Swayam certificates will be accepted for submission via Blackboard only. No other form of Certificate submission will be accepted.

Q 79. Can we replace SNIoE offline courses with Swayam courses and vice versa?

An offline course cannot be replaced with an online Swayam course. However, a Swayam course can be replaced with another Swayam or an offline course.

For course replacement, please do it as normal and fill out the Google/MS form shared every semester.

Each student is allowed a maximum of two online course replacements over their entire tenure.

Q 80. Can 4th year students take Swayam courses in their 8th semester?

4th-year students (in 8th semester) are recommended to take Swayam courses, the exams of which are in March. All 12-week courses and a few 8-week courses have exams in April, which can have a potential delay in course result declaration and the certificate won't come in time for graduation.

It will be the responsibility of the final-year student to ensure that they will be able to submit the Swayam course certificate before the date of the university result declaration. Students in the final year should note that a delay in the Swayam result declaration will delay their graduation. Further, note that the university may impose additional restrictions on the number and type of Swayam courses a final-year student can enrol in.

OUR

Q 81. What is an OUR? How to apply for OUR?

OUR (Opportunities for Undergraduate Research) is a scheme for Undergraduate students to allow them exposure to research work, with a research project. Any second-year student and above can join this scheme and do a project with a faculty sponsor. Students are encouraged to explore and find topics of interest, see if that topic of interest aligns with any faculty, and talk to the professors.

To apply for the scheme, the faculty and the student must collaborate on a research proposal outlining the project's topic and methodologies. Once accepted, the student formally enters the program and can commence work on their project. Proposals must be submitted by August (tentatively within the first two weeks), with approvals typically granted by the end of the month, allowing students to begin their research.

Q 82. What is the eligibility to do an OUR?

First-year students are not eligible for OUR. A CGPA of 6.5 is required to participate in this program. Fourth-year students' OUR projects should be distinct from their Bachelor's Thesis projects.

Q 83. What is the timeline of an OUR?

The timeline of an OUR can vary from one year to two years, depending on the progress of research done in a given time. A student can choose to continue their OUR project under the same professor until results are obtained to their satisfaction. Typically, OURs are for one academic year, starting in August and ending in May. A student can also proceed to do another OUR under another professor in the following years after the completion of their first OUR.

Q 84. Are OURs funded? What is the eligibility, and how much funding can I secure for my OUR?

OURs receive funding from the research office. The amount of funding you receive is clearly mentioned in the mail which will be sent at the start of a Monsoon semester. As of Monsoon'23, it was 30,000/-

Q 85. Can I do an OUR Project only from my department?

You can do an OUR under professors from any department of your choice. There is no restriction on cross-departmental research as long as your proposal gets submitted and you find a suitable advisor. However, note that doing 2 OURs in the same year is not permitted (even if they are from the same department).

Q 86. Can I do an OUR along with my thesis (4th years)?

Yes, you can. However, your thesis will need to be separate from your OUR.

Q 87. I don't know anything about research. I am interested in something, but I don't know its fundamentals. Can I still do an OUR?

An OUR is meant to be a gateway into research. If you're interested in something, find faculty who would also be interested in the same thing or have a background in the same and talk to them about it!

Q 88. I want to do research but don't know what interests me. What should I do?

Explore and find topics that interest you. You can go through the previous OUR abstract and talk to your seniors and professors. Start by looking through academic journals and reading papers; you can utilise the Central Library's resources for the same. Alternatively, you can approach a professor whose work you think is interesting and ask them if they have any literature they would recommend you to start with.

CDC

Q 89. What is the CDC, and how does it function?

CDC stands for Career Development Centre, which focuses on career guidance and holistic student development by holding informative series such as Alumni Talk Series, Leadership

Talks, Career Guidance Series, and other sessions.

Q 90. How does the CDC help with higher education applications?

CDC has tie-ups with organisations such as IDP, which help students prepare their higher education applications. Moreover, their sessions on applications, profiles, and resume building help students improve their profiles. They also help students connect to alumni and can personally guide students.

Q 91. Are there any career counsellors available on campus?

There are CDC advisors who assist every student and help them realise their potential by understanding their personal interests, skills, and potential. In sessions, group discussions, and training for personal interviews, the CDC advisor can help the student with everything and anything under the sun. The Alumni Relations office works to engage the alumni community through various programs and initiatives that are impactful and beneficial for both the alumni community and the University.

Q 92. How does the CDC provide job or internship opportunities for non-engineering students?

The CDC caters to all majors and schools. Any opportunities available are emailed to the students, and the CDC also holds field-specific talk series. Moreover, students can alternatively approach the CDC, let the team know the field of work they would like, and inquire if there are opportunities available.

Q 93. Does the CDC provide internships?

Yes. Any opportunities are emailed to the students and informed to them to apply.

Q 94. How can the CDC help me career-wise?

Training students to be market-facing and future-ready, the CDC has an engaging outreach. As a part of this program, CDC, besides one-on-one interactions, ensures that students are ready to take up their new jobs efficiently. They have sessions for resume building, group discussions, interview rehearsals, etc.

Q 95. When and whom can I contact in case I have any career related questions?

To have a one-on-one interaction with CDC members, one can either go to the library's second floor and check for any CDC member's availability. If they are not available, one can email them and ask them for their availability to meet up and interact.

SNULinks

Q 96. How do I log into ERP to access my personal information?

Log into ERP using SNU mail ID - Self service - Campus personal information.

Q 97. How do I log into Blackboard?

Either directly search for Blackboard online or login through single sign-on in snu links. Use your SNU mail ID to login on both snu links and Blackboard.

Q 98. How to add and drop courses?

These options are only available in the course registration and drop window.
Login to university erp in snu links- self service- enrolment- search- fill in the info to get available classes- choose the course and add it to the wishlist- go to add courses under enrolment- add desired courses from the wishlist.
To drop, go to drop under enrollment - choose the course you wish to drop - confirm

Q 99. Where can I see my credit progress and completed courses?

Go to my academics in ERP- Click on the advisement report.

Q 100. Where can I obtain a bona fide certificate or registration certificate or get approval for a custom certificate?

Navigate to the certificate issuance section on the snu links.

Q 101. The advisement report section is wrong. What to do?

You may reach out to the Academic Office and inform your UG Advisor, and they will look into it.

Q 102. How do I pay my fees?

Once the fees have been uploaded, all students will receive a mail about it, upon which students can log in on snu links and then go to the student payment centre where they can fill in the details and proceed to payment.

Q 103. Does course registration open for a student if they have not cleared the due fees?

No, the course registration only opens once the student has cleared all their dues.

Q 104. What is the course feedback system?

Every semester, students are mandatorily required to fill in course feedback on snulinks in the course evaluation survey, after which they can select the respective courses and provide feedback.

Library

Q 105. How to issue college library books?

Books can be issued from the library using your student ID card within the library timings for a period of 15 days; failure to return before the due date will cause a monetary fine of Rs.2 per day. Undergraduate Students are entitled to a maximum of 5 books at a time. Books can be re-issued twice.

Q 106. What is the link for the library portal?

<https://library.snu.edu.in>

Q 107. What are the library timings?

The library is open from 9 am to 12 am. There is a 24×7 room also present at the entrance for students to use. These timings are usually extended till 2 am during exams.

Q 108. How to get a print out at the library?

Printouts can be taken at the library front desk from 10 am to 6 pm, the cost of which will be added to your library dues.

Q 109. How to pay the library's late fees and printout costs?

Once the fees and printout total to 200/-, you can pay at the library reception desk and inform the receptionist.

Q 110. How to check where a book is in the library?

On the library website, you can search for the book you want and there will be a number provided for the book holding. You can look for this number on the shelves; there will be labels with number ranges, and you will find the book there.

Miscellaneous

Q 111. Clarity regarding student exchange programs and semesters abroad.

Outbound mobility and exchange program students spend one semester studying abroad at a partner university. The Office of Research and Partnerships manages the semester in close collaboration with the partner institution. Before departure, students attend pre-departure orientation sessions that cover academic expectations, cultural norms, and logistical details, such as visa requirements and housing arrangements. Once abroad, students are supported by the partner institution's international office and the Shiv Nadar IoE office. The Office of Research and Partnerships monitors the student's academic progress to ensure that they meet their home institution's academic requirements. Regular check-ins and assessments are conducted throughout the semester to ensure that students are making progress toward their academic goals.

Q 112. What is LASC? And why is there no LASC for smaller batches?

LASC is an abbreviation for Learning & Academic Support Center. LASC classes are a platform for students where they can seek additional help in academic areas where they might require assistance. LASC classes consist of student tutors, guided discussions and doubt-clearing sessions in small batch sizes. These courses are typically offered for subjects that are widely recognised as demanding for students and are designed to provide support to the greatest number of students possible. Hence, they are usually for subjects with larger batch sizes.

The concept of LASC is not just to help prepare for exams; it is to foster group learning. To encourage this, the policy was updated to allow one-to-one appointments and weekly tutorials/guided study hours. Seniors are encouraged to take up LASC OCJs.

Q 113. Information regarding merit cum means scholarship.

The University extends its support to financially-constrained students with academic strengths and potential. Please refer to the university website for details.

Q 114. What is Dean's list? How do I get on to Dean's list?

It is a scholarly award for students who demonstrate academic excellence. To earn a mention in the Dean's List, a student must meet the following requirements.

- Attain an SGPA of at least 8.50 and, which is in the top 10% of each major.
- Earn at least 15 credits.
- Not earn any E, F, U, NP or AF grades.
- Not have suffered any disciplinary action for academic or non-academic misconduct during the relevant semester.
- In case a student has I or R grades, the decision on admission to the Dean's List will be reserved until the final grade is resolved.

Q 115. Clarity regarding the procedure of leaving this university. Is it possible to get re-admission to the University?

The process for withdrawal of admission/leaving the university will change on a case-by-case basis. Hence, to know details regarding the procedure, a student must approach the registrar's office.

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