SHARDA UNIVERSITY

Beyond Boundaries

STUDENT HAND BOOK 2020-21

www.sharda.ac.in

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WELCOME NOTE FROM DIRECTOR-ADMISSION & FACILITATION

Dear Sharda University Student,

Welcome to India's truly global university.

You have chosen to attend a premier university in India, which is nationally recognized for its research and global standards in academic programmes. I am sure that you will be delighted with your decision to complete your degree here.

At Sharda University, you will be taught by some of the best professors from India and abroad. You will study in a dynamic campus, close to the historical city of New Delhi, with access to all the recreational and social opportunities available. We are aware of the mixed feelings of excitement and anxiety that you might be experiencing now and will experience as you settle here in Greater Noida. My team will provide you with a warm welcome and will continue to support you in your adjustment at Sharda University campus.

Please stay in touch with us over the next few weeks. Do not hesitate to ask us, any questions that you might have.

Once again, congratulations and welcome to the Sharda Family.

We are pleased that you are joining us here at Sharda University.

Sincerely,

Rajiv Gupta

STUDYING AND LEARNING AT SHARDA UNIVERSITY

At Sharda University, we understand that the transition to university level study can be difficult. To assist you in developing the study skills necessary to successfully complete your programme, Sharda University offers a variety of support services.

Our choice based credit system will make your studies beneficial for you. There will be instructors to help you to address any concern you might have about your progress in the course. The small class size with AC, equipped with state-of-art facilities, fully Wi-Fi campus and specialised instruction will help you improve your skills. Meeting with academic advisors will happen throughout the semester as well. Your mentors would always guide you and make your journey easy & smooth.

THINGS TO DO:

In campus-

- You can play Football, Cricket, Basketball, Volleyball, Tennis, Table Tennis, Yoga & Gym in the campus.
- You can also join various Societies/Clubs like:-

  Sports Clubs- Athletics Club, Badminton Club, Basketball Club, Cricket Club, Football Club, Table Tennis Club, Volleyball Club

  Cultural Societies/Clubs- Dance Club, Diversity Club, Dramatic Club, Fine Arts Club, Literary Club, Music Club, Yoga & Meditation Club

  Technical Societies- Robotic Club, Language Club, Computer Society of India, IEEE, IETE, NPTEL Greater Noida Chapter

  NGO (Kartavya)- An NGO to educate & help the poor children

In Town Area-

- Swimming, Golf, Billiards, Snooker, Shopping in Malls, Eating in world-class restaurants, Watching movies in multiplexes.

ADJUSTING TO LIFE AT SHARDA UNIVERSITY

CULTURAL ADJUSTMENT:

When you start your programme at Sharda University, it would be necessary to make a cultural adjustment also. It is also very normal to miss your old friends, your family and your home. Sharda University community will be here to help you to settle. The Facilitation Cell is totally dedicated to this cause. You may contact us at:- **facilitation@sharda.ac.in**

Here are some of the ways by which you can help yourself to culturally adjust to studying here:

- Be aware that you may experience some sadness or home sickness in the initial days.
- Have a tolerance for ambiguity and for differences. Remain open minded, flexible and adaptable. Try to suspend judgment until you have looked for the logical reasons behind differences. Be objective and perceptive.
- Stay busy. Get involved with activities at Sharda University campus. You may even find out that you can continue with the same sports or hobbies you did in your home city.
- Focus on the positives of Sharda University.
- Keep up your self-life confidence. Believe that you can do it and keep in mind your strengths and the advantages you will have here to excel in your life.

LIVING WITH A ROOMMATE:

If you have never lived with a roommate before, there will be an adjustment period after you first move in. Don't worry; living with a roommate can be a lot of fun.

Here are some hints to living with a roommate:

- **Be friendly-** If you are nice and friendly to your roommate it is likely to be reciprocated.
- **Be understanding-** Try to see the motives behind your roommate's actions and help if you can.
- **Sometimes give your roommate some peace and quiet-** It's great to have a conversation, however everyone needs time to be alone and of course, to study. Make sure you are supportive of that.
- **Do not use your roommate's belongings-** If there is something that you would like to use, ask!
- **Keep it clean-** Help them to keep the room clean, as no one wants to live in filth & dirt.
- **Talk it out-** If you are having a problem with your roommate, always remember that good relationship with your roommate will require some give and take. Discuss and try sorting the faults out.
- **Treat your roommate as you would like to be treated**

SHARDA UNIVERSITY
ANNUAL EVENTS

We hope that your tenure here would prove to be amongst your best years of life. The University would try its best to provide you with world class education along with a myriad of activities, designed to groom you as an all-rounder professional. The details are listed below.

FRESHERS

Freshers joining at Sharda University will have to go through an orientation programme to familiarise themselves with the functioning of the University. It helps in:

- Providing information on respective roles of students and teaching staff
- Providing information on who staff are and where their offices are located
- Helping to create an environment where students are encouraged to speak about their needs and seek appropriate support
- Advising on different approaches to teaching and learning

Once you are familiarised & start your classes, get ready for the most awaited evening the ***"Fresher's Party"***. It's an event of Fun & Floric, Activities, Music, Dance & knowing each other. So gear up for the fresher's party ahead with the best of your attires. Be prepared to showcase your talent on the stage too.

CULTURAL FEST-CHORUS

Chorus is Sharda University's biggest "Annual Cultural Festival" and has established itself as a legacy where everyone looks forward to coming together, be it competing or enjoying. Offering a rich blend of events, Chorus promises an exuberant garland of cultural diversity, learning and never- ending entertainment. Last year, Chorus saw footfall of over 45,000 students. There were 32+ events, ranging from different categories such as Music, Dance, Theatrics, Literature, Art, Fashion, Strategy, Sports, Photography and many more. This year, Chorus promises to be a bigger extravaganza with a plethora of events designed to bring out the best in every student.

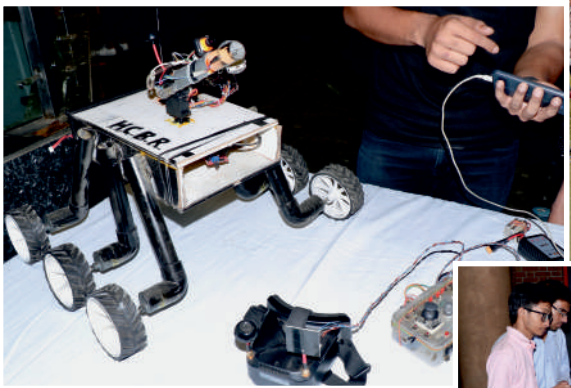
In the previous years, Chorus saw extremely talented singers and actors like Guru Randhawa, Shalmali Kholgade, Neha Kakkar, Javed Ali, Irrfan Khan among many others. Chorus has been successful in bestowing the best to the students with a long and inevitable list of celebs.

To register yourself & participate, contact:

Department of Students' Welfare:

Mohit Sahni- 8750867073, mohit.sahni@sharda.ac.in

SHARDA MARATHON



TECH FEST

MOOT COURT

DJ NIGHTS

FESTIVAL CELEBRATIONS

STUDENT ACCOMMODATION AT SHARDA UNIVERSITY

Living in the campus hostels is an amazing experience at Sharda University. It's like a 'home away from home'. There are separate hostel facilities for boys & girls. It has been proved that students who live on campus score higher marks in their academics than those who do not due to focused study environment in hostels . Students also feel more connected to the University Family.

Caring wardens and tight security ensures a pleasant and safe stay allowing students to focus on studies. The hostel stay provides the students an insight into cross-cultural and cross-religious traditions, followed within and outside the country. Community living develops self-respectfor the other communities, and discipline amongst the hostellers and prepare them for the future grills of life.

BOYS HOSTELS
Jawahar
Vivekanand
Tagore
Mandela (B&C Wings)

GIRLS HOSTELS
Mandela (A Wing)
Indira
Kasturba
Sarojini
Mother Teresa

FACILITIES PROVIDED IN THE HOSTELS

The University has established an Inter-Hostel Administration (IHA) department for efficient and effective management of University Hostels. The Wardens, Resident Assistant Wardens, Deputy/Assistant Registrar and other administrative and support staff works under overall guidance and control of the chief warden/IHA head. The team ensures comfortable stay of the students in University Hostels.

The students are provided with hygienic food through contractors having experience and specialization in providing catering facilities to the students in large numbers.

The Hostel Rooms are Single, Double and Triple sharing with or without attached bathrooms, and/or Air-conditioners. Each Room is provided with a bed (with mattress for air-conditioned rooms in International Hostel), study table, wardrobe, ceiling fan, tube light and curtains. The multi-storey hostels have been provided with elevators for easy access. The facilities of laundry, stationery kiosk and multi-utility kiosk are available in the campus for the benefit of students.

An Ambulance of Sharda Hospital is available, round the clock and students can avail multi-speciality treatment, including required tests at Sharda Hospital.

Each hostel block has a reading-room having regular supply of newspapers, periodicals and magazines. The Campus is connected with controlled Wi-Fi and internet facilities. Standby generators are installed to provide uninterrupted power supply. Each hostel block has a satellite cable television.

The University's Mess is designed to cater to providing students & staff with hygienically cooked, healthy food. The menu is decided by the Students Mess Committees. The food served, is of high quality and meets great quality standards. Special consideration is given to provide a well-balanced, nutritional diet with varying food tastes.

IHA

Contact Number: **9205586069**

FACILITIES FOR YOU

DEPTT STORE

Sharda University has an in-campus WHSmith store at the Mandela Hostel basement. It is stocked with everything you might need to make your university stay convenient. Students will find stationery items, bags, eatables, toiletries, cosmetics, bed sheets & many more items. It's well stocked for your daily needs.

PHARMACY

We believe that medical needs should be given utmost priority. In sync with this, Sharda University has multiple on-campus pharmacies to cater to students and faculty. The pharmacies specialize in a wide variety of medications, sourced from leading brands. The pharmacies are located in the School of Dental Sciences and Sharda Hospital.

Student can avail 10% discount on their total bill by showing their ID Card.

Pharmacy: 9818788224 (Hospital), 8800348317 (Dental)

HOSPITAL

Students of Sharda University have access to medical facilities within the campus as University has a world class 900 Bedded, Multi-specialty Hospital with all modern medical facilities such as General Medicine, ICU, Trauma Centre, 3 Tesla MRI, CT Scan, ECG, X-Ray and Laboratory Investigation. Health insurance cover for all students is one of the additional services under active consideration.

Students can avail medical facilities at 50% discount on billed amount on their hospital expenditure. OPD for students is at very minimal charges.

Hospital Call Centre: 0120-2333999, Emergency: 9313818334

TRANSPORT

The University runs a fleet of buses to facilitate its students and staff to commute to and from various places in Delhi, Noida and other NCR areas. All buses are deluxe and have high capacity. The University provides transportation from villages as well as cities. The transport facility is provided within a radius of 90 km. Public transport buses also ply to points near the campus.

Regular to & fro via public transport makes your stay in Greater Noida very convenient.

Transport: 8800998964

LIBRARY

Libraries are the hub of academic life of the campus. Housed in spacious halls, the libraries are well stacked with text books, technical journals, periodicals, and reference material for advanced research and development work. The schools also subscribe to DELNET and other Internet Libraries. Modern aids to Education, including online digital libraries, Audio/Video records of renowned academicians are available in Sharda University campus in different blocks of libraries. It remains open 14 hours a day, from 8 am to 6 pm on all days, and up to 19-20 hours a day, during examinations. One AC Central library is under development which will remain open 24x7.

Library: 7428435963

GYM

A healthy mind resides in a healthy body. A well equipped Air-conditioned gym, having latest state-of-art equipment and machines, has ensured availability of excellent fitness and health facilities for the students, faculty and staff members of the University. Instructors and trainers are available throughout the day to train the gym enthusiasts. There are two sections in the gymnasiums. One section is meant for general exercises while the other is meant for weight training. There are separate timings for boys and girls.

LAUNDRY

The fully functional laundry service is available for all the students, residing in the campus. The university's laundry is equipped with state-of-the-art machinery for all kinds of clothes and fabrics. The plant uses eco-friendly chemicals for washing and other treatments. With nominal charges, laundry offers both wet and dry-cleaning services. Complementary laundry service will be provided to every hosteller to the extent of 20 washes of upto 5kgs load each time, through world class fully automatic laundry machines.

Laundry: 9910130786

SALON

Personal grooming is an integral part of our lives. We all want to look good in this competitive world. Students at Sharda don't have to wait for weekends for personal grooming. At in campus "New Looks Salon", students have a choice of great hair & skin care solutions.

COMMUNITY RADIO SUNO SHARDA 90.8 FM

Suno Sharda is Greater Noida's own radio station. Senior TV journalist and RJ Richa Anirudh officially launched Suno Sharda 90.8FM. This community radio offering from Sharda University aims to change the lives of Greater Noida residents. Be it students, apartment dwellers and farmers, Suno Sharda 90.8FM has something for everyone with a variety of programming on legal, medical and various social issues.

Suno Sharda: 9716926636

IT DEPTT

The campus has a seamless Wi-Fi network with more than 1 Gbps leased line with multiple ISPs which allow the students to connect to internet anytime, any where! We have a campus LAN, with Learning Management System to facilitate students to discuss academic topics, submit their assignments online, see their class notes, study through specially designed learning resources and also refer to reference and digital library. The campus Cafes & outer spotsallow the students to complete their assignment after the classes and submit it to the teacher online within the stipulated deadline.

IT Deptt: 9810496458

STUDENTS ACTIVITY CENTRE

Student Activity Centre is a well designed building with all modern facilities for students. The centre aims at being the activity hub for students with facilities like Gym, Tuck Shops, Gaming Zones, Shopping Centres, Swimming Pool, Central Library accessible 24x7, Convenience Store 24x7, Amphitheatre etc.

IN CAMPUS CALL CENTRE

Sharda University has established its own Call Centre having dedicated well trained team of Tele-Counsellors who are the First Point of Contact (FPOC) on behalf of the University. Call Centre is available throughout the year to guide you about the University, help you in choosing the right career option and also taking you through the admission procedure. Once you are enrolled in the University we provide support for answering all your day to day queries related to classes, placements, admission, loans, exams, fee, holidays, etc.

CALL CENTRE: 0120-4570000

CAFETERIAS

Sharda University adopts special measures to ensure that the students are provided with healthy and hygienic food. There are about 10 cafeterias located in different blocks of the campus. Apart from cafeterias, the campus also holds mini refreshment joints and vending machines etc.

Sharda University provides its students all the amenities and facilities to enjoy the fast paced metro lifestyle right within the campus. Lego House, Amul Milk Parlour, Bikano, Café Coffee Day, Nestle are already running their outlets in the campus.

Lego House	**: 7827087448**	**24x7 Café**	**: 7011834245**
More Than Café	**: 9045216229**	**Café 47**	**: 9910457796**
Uncle's Café	**: 7531064163**	**Coke Tuck Shop**	**: 8299091336**
Coffee Café Day	**: 9818610358**	**Hindustan Café**	**: 9871620768**
Amul (Ice-Cream Parlour)	**: 9999284785**	**Kanhaiya Juice Corner**	**: 9717480719**
Vadilal (Ice-Cream Parlour)	**: 7838717509**	**Shiva Juice Corner**	**: 8810333807**
Nescafe-1	**:**	**Frequent Bakes**	**: 9999799356**
Nescafe-2	**: 9412675348**	**Amazing Café & Burgers**	**: 9911666731**

STUDENT RELATIONSHIP MANAGEMENT SOFTWARE

PeopleSoft is a one-stop shop where you can get all the details and get connected with Sharda University. You can track your academic as well as non-academic details here.

Following are the features of student self-service:

- **View your enrolled subjects**
  Navigation - Main Menu > Self Service > Student Center
- **Track your GPA and Grades**
  Navigation - Main Menu > Self Service > Student Center - Select Grades in dropdown under Academics
- **Raise your grievances (both Academic & Non- Academic) in Student Care Management.**
  Navigation - Main Menu > Student care Management
- **View all your fee dues and payments in a simplified account ledger**
  Navigation - Main Menu > Student Ledger
- **Download all your fee payment receipts**
  Navigation - Main Menu > Self Service > Student Receipt Print
- **Pay your fees hassle-free using e-payment**
  Navigation - Main Menu > Self Service > Fee ePayment

For any issues kindly mark a mail to ***cs.support@sharda.ac.in***

STUDENT CARE MANAGEMENT

Student Care Management is to facilitate students to raise any issue/complaint during their stay in campus. The students may voice their grievances regarding personal or academic matters, health services, hostels, library, accounts and other services. The Student Care Management redresses the grievances by sorting them out promptly and judiciously. It exists to promote and maintain a conducive and unprejudiced educational environment. It focuses on avoiding infringement of student's rights. It is good to air away a grievance rather than to keep it bottled up. Protection of human rights is essential for all round development of an individual's personality. To realize the primary needs of the students, this cell has been constituted. It is indented to find solutions for problems like physical or mental harassment, complaints regarding class room teaching, class room management, completion of syllabus, teaching methods etc.

The student needs to login to his PSFT account & follow some simple steps to raise his/her concern. They may also track the progress of their issue & provide feedback for resolution provided on a scale of excellent to very poor.

Raise your grievances (both Academic & Non- Academic) in Student Care Management.

Navigation - Main Menu > Student care Management

Or else meet us at:-

Facilitation Cell, Block-2, Ground Floor

We would assist you in all possible ways.

STUDENT CLUBS

The Cultural Society of Sharda University is comprised of 9 Clubs, where each of the clubs will be operated by student coordinators and board members under the supervision of faculty coordinators. The cultural society will be governed overall by the following functionaries:

- The Dean of Students' Welfare
- The Associate Dean of Students' Welfare
- Faculty Advisors of Cultural Society

MUSIC CLUB

Music Club caters to the passion of student providing quality facilities like instruments, dedicated music room and a plethora of events. It serves as a platform for musicians of all genres and skill levels to showcase their talent at various events like Sufi Night and Voice of Sharda, etc. held at Sharda University.

DANCE CLUB

The Club was established with the mission of bringing out the hidden talents of students and also provides them a stage where they can showcase their dancing talent and interest. The Club provides lot of opportunities in the form of competition and workshops for igniting the spark of interest present in the budding technocrats and honing their skills and showcasing their talents.

LITERARY CLUB

The Club aims to foster love for language, enhance literary creativity & provide an avenue for self-expression, beyond the school curriculum. It is also to develop and hone the literary skills of students and inspire them to develop a taste for literature by conducting various workshops. The Club also initiates competitions in extempore, essay writing, poetry writing, debate, elocution, quiz and reading to enhance oratorical skills.

DRAMATICS CLUB

The Dramatics Club is for students who are interested in Performing Arts. The Club offers acting education, a creative outlet for theatrically minded students, and a variety of theatrical productions for the students to enjoy. In the past students from the Club brought accolades for the University in various events.

FINE ARTS CLUB

The Fine Arts Club brings out the hidden artistic talents of our students, cultural programmes are conducted during Independence Day, Sports and college functions. Students participate in Inter & Intra-College competitions. The purpose is to encourage students, to express their thoughts and emotions through art.

DIVERSITY CLUB

Sharda University has a diverse group of students from across 80+ nationalities. The Diversity Club is dedicated to raising awareness of the various cultures present at and of other cultures around the world. In the past various events have been organized by students to explore different cultures like Rejoice 3D, Festivals of Light, etc.

PHOTOGRAPHY CLUB

Photography Club of Sharda provides a platform where talent meets creativity and gives rise to productivity. Students are engaged in various activities that challenge their imaginative capabilities, assist in sharpening their photographic skills, and present an opportunity for students to learn from each other.

FASHION CLUB

The Fashion Club aims to bring students together who have a passion for the fashion industry by participating in local and regional fashion events. Club members work with Fashion Merchandising students to help with events and activities on and off campus. The Club has hosted fashion shows, fashion showcases, and window dressings of local businesses.

ENVIRONMENTAL CLUB

The main purpose of the Environmental Club is to educate on sustainable practices, to implement change in the best interest of the environment, and to include all persons working to improve the future of our earth by conducting significant workshops and seminars.

A HEALTHY LIFE AT SHARDA

SPORTS

Sports and fitness activities are an integral component of the University. Under the supervision of qualified coaches, the students engage in regular practice sessions in order to fulfill their aspirations of wearing the University jerseys. Apart from participating and winning in various tournaments throughout the year, the students also participate in an exciting "Inter School championship Intramural Tournament" which has gained immense popularity. The evening practice sessions create a kind of ambience and feeling that has no substitute. Special emphasis is given to improving, not only the wellness component and lifestyle of students but also to instill in them the qualities of team cohesion and sportsman spirit.

The Department of Sports has many clubs

1. Athletics Club 2. Badminton Club 3. Basketball Club 4. Chess Club 5. Cricket Club 6. Football Club 7. Volleyball Club 8. Table Tennis Club 9. Yoga & Meditation Clubs

FACILITIES

Sharda University has a large concentration of world-class facilities across a wide range of sports, including Badminton, Volleyball, Basketball, Table Tennis courts and Football, Cricket grounds, and a well equipped fitness centre.

ORGANIZATION

The Department of Sports is responsible of organizing all the sport activities inside the campus such as:

• Inter-department league • Inter- School league • Autumn fest • Inter-hostel

PARTICIPATION LEVEL

Since 2009, the sports department has been involved in organising students participation in many prestigious tournaments. Sharda University teams are participating in:

• State Level • National Level • All India University (AIU), Reliance and other invitational tournaments across Delhi NCR

TRAINING SESSION

Training will be of two to three hours on a daily basis from Monday to Friday.

Contact Name: **Mr. Puneet Kumar** | Contact Number: **9899077417**

YOGA/ MEDITATION

Yoga is a 5,000 year-old physical, mental and spiritual practice having its origin in India, which aims to transform both body and mind. On December 11 in 2014, the United Nations General Assembly declared June 21st as the International Day of Yoga. The declaration came after the call for the adoption of June 21st as International Day of Yoga by Mr. Narendra Modi, Prime Minister of India during his address to UN General Assembly on September 27, 2014 wherein he stated: "Yoga is an invaluable gift of India's ancient tradition. It embodies unity of mind and body; thought and action; restraint and fulfillment; harmony between man and nature; a holistic approach to health and well-being. It is not about exercise but to discover the sense of oneness with yourself, the world and the nature."

Sharda University has been celebrating the International Day of Yoga with great enthusiasm. The participants comprised of students as well as faculty & all staff members. The participants were introduced to Yogasanas, Pranayam, Dhyan, Sankalp and Meditation, as per the common protocol issued by Ministry of Ayush, Govt. of India by Anandacharya (Guruji) from Bhramhakumari.

Infact, Sharda University offers B.Sc. (Yoga) programme for those who wish to imbibe the amazing qualities of Yoga in their life and explore the global job opportunities it offers.

Contact Name: **Dr. Sudhanshu Verma**

Contact Number: **7017901732**

YOUR CAREER PATHWAY

XCELERATOR

Sharda LaunchPad aims to promote entrepreneurial spirit among our students and alumni. It serves as the link between entrepreneurial enthusiasts and industry experts in the concerned field so that the current students and alumni can learn from their experiences, knowledge and expertise through initiatives like interviews, speaker sessions, competitions, industry interface, mentoring and many more. Being one of the most well-known private universities in the NCR, we proudly take the onus upon us to promote, support, boost and create a legacy of entrepreneurial talents, ideas and leaders.

OBJECTIVES OF SHARDA LAUNCHPAD

- Organizing activities, events, lectures to promote entrepreneurial spirit in our students and alumni.
- Setting up of an Entrepreneurial Cell, one of the routes via which students can gain access to Sharda LaunchPad.
- Mentoring by the in-house-faculty and industry experts for budding entrepreneurial students and alumni.
- Fostering the spirit of competition by nominating our students for various inter and intra-college entrepreneurial contests
- Coordinating and providing the live project opportunities for the participants to provide them with industry interface.
- Facilitating the setup of a Next Startup, Syncubator, Xcelerator Centre in the institute to incubate budding start ups at different levels of the entrepreneurial trajectory.

Sharda LaunchPad | Dr. Amit Sehgal

SHARDA SKILLS @ SHARDA UNIVERSITY

Sharda Skills nurtures students of Sharda University in varied areas thereby enabling them to face the challenges of the corporate world with panache and be true corporate citizens on graduating from campus.

Total personality development, team spirit, problem solving and decision making capability, ability to create "Out-of-The-Box" solutions, presentation skills, the spirit of enquiry, innovation, good communication skills, positive attitude towards everything etc are a few of the competencies that the coaches in Sharda Skills develop.

Sharda Skills has professionals from the industry who are subject matter experts and Master Trainers of NLP (Neuro Linguistic Programming), EFT(Emotional Freedom Techniques), DISC, FIROB, MBTI, having cumulative training and teaching experience of more than a 100 years in some of top companies of the country namely Oracle, Aon Hewitt, TCS, Genpact, HCL, Wipro etc. They have brought in their best practices to create the pedagogy, teaching methodology and experiential learning concepts to maximise fast paced retention and learning. SHARDA SKILLS has started training students from the first year till final year on various technical, soft and hard skills so that by the time these students reach graduation time they are proficient in clearing and cracking placement interviews of the top companies who visit the university for Campus Recruitment.

The pre-final and final year students are given extra training through an exhaustive programme called "Placement Mantra" which enables students to not only secure their dream job, but also be prepared for a Corporate life thereafter.

Some courses that we offer as a part of the student curriculum are:

• Functional English • Quantitative Aptitude, Reasoning and Business Communication Skills • Building Essential Language and Life Skills • Behavioural and Interpersonal Skills • Impression Management • Personality Development and Transformation • Higher Order Mathematics and Advanced People Skills • 4 hour Employability Skills and Acing the Interview Workshops • Problem Solving Creative Thinking and Leadership Skills

Sharda Skills

Mr. Dhiraj Sharma

TRAINING & PLACEMENT CELL FOR YOU

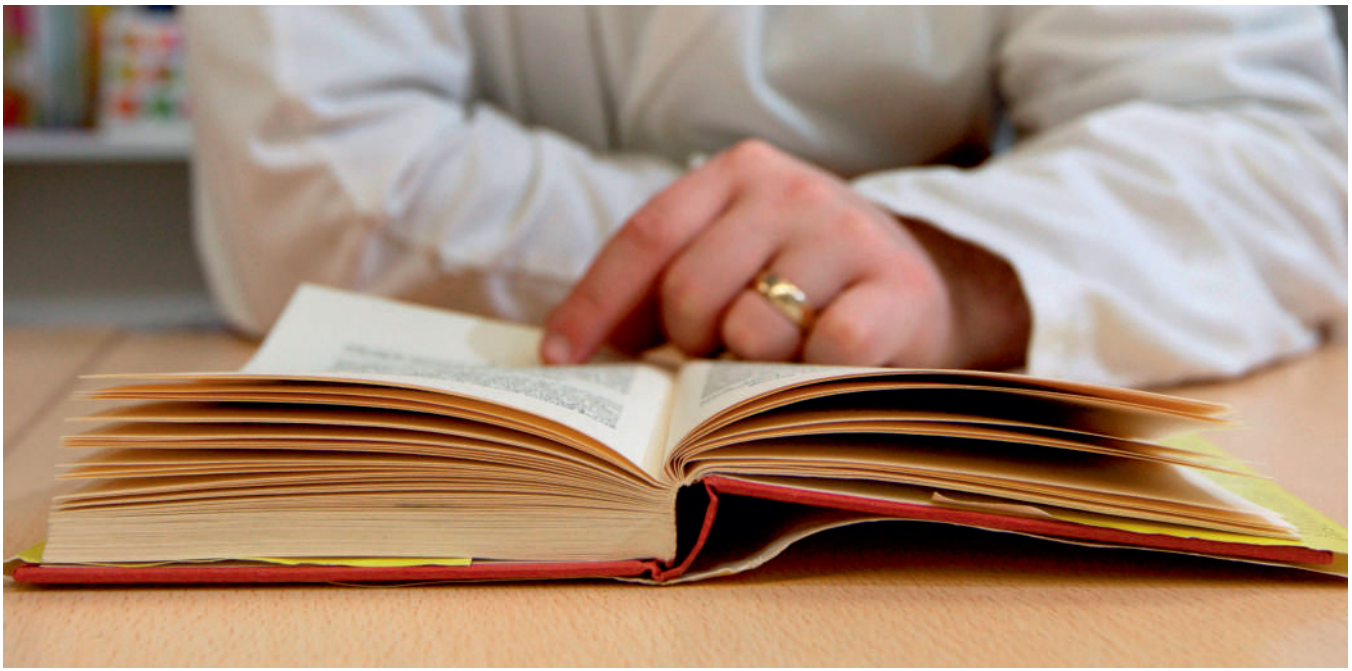
Placements and Summer Internships are an integral part of any University's annual calendar of activities. Sharda University has a well laid-out and systematic process of dovetailing our students' career aspirations with corporate expectations. The Placement Department comprises of the Student Committees having 15 members from the Final two years of a course, the Placement Department official consisting of Faculty members and Industry Professionals.

The leading companies from all sectors are invited by the Placement Department on the campus and the eligible students are facilitated to go through the selection process. The process is governed by the student's ability and performance, as well as the requirements and norms of the industries &companies.

Training & Placement

Contact Number: **8800998830**

SUMMARY OF ACADEMIC RULES FOR 2020 BATCH



1. SEMESTERS OF REGISTRATION

a) Registration for each semester has to be done on dates notified in Academic Calendar. It will involve:

(i) Clearance of all dues of the University,

(ii) Signing the registration roll on the date specified in the Academic Calendar.

b) A student who fails to sign the registration roll will be deemed as an unregistered student, and will not be allowed to attend classes and take examination even if he has paid the fees.

2. LATE REGISTRATION

a) The maximum time permitted for late registration on payment of prescribed fee shall be one week from the date of commencement of registration, specified in the Academic Calendar. Late registration may be allowed with the approval of Dean of the School during this period. In exceptional circumstances and on the merit of each case, the Registrar may permit late registration after one week on payment of late registration fee. HOWEVER, NO REGISTRATION SHALL BE ALLOWED AFTER TWO WEEKS FROM THE DATE OF COMMENCEMENT OF REGISTRATION.

b) Late Registration may be allowed for a student who is on disciplinary probation, only with the approval of the Vice-Chancellor.

c) Students registering late may be allowed to compensate for the loss of any component of continuous assessment by the Dean of School. The student may be allowed to complete the same on dates decided by the Dean of the School.

3. COMPONENTS OF EVALUATION

Unless provided otherwise in the Course and/ or Programme details, the components of Evaluation for each course shall be as under:

- Continuous Assessment (CA) : 30 marks
- Mid-Semester Examination (MSE) : 20 marks
- End-Semester Examination (ESE) : 50 marks

The Board of Studies (BOS) of a department shall decide the different components of Continuous Assessment (CA). In Schools having no separate departments, the Faculty Board (FB) shall perform this function.

4. REGULATIONS ON ATTENDANCE REQUIREMENTS, EXAMINATIONS & ACADEMIC PROGRESSION RULES (NON-COUNCIL BASED PROGRAMMES)

Attendance Requirements:

a) Attendance will be monitored course-wise.

b) A student will be required to have at least 75% attendance in each course, to be eligible to appear in mid-term examination (MTE) as well as in end-term examination (ETE).

c) Students will be given a benefit of 10% of attendance for participating in approved co-curricular and extra-curricular activities, if prior approval has been taken from competent authority.

d) Irrespective of whether a student has registered late or on time, calculation of attendance shall be based on all the classes held, and not from the date on which the student has registered, unless otherwise decided by the Registration the case of fresh entrants only.

Academic Progression (for Non-Council Based Programmes):

i. A student passes and obtains credit for a course when she/he secures at least 30% marks in the ETE as well as in the total of ETE, MTE and CA.

ii. A student who secures at least 30% marks in MTE and CA taken together, but fails to obtain 30% marks in ETE can reappear in the ETE examination of the course at the next available opportunity and earn credit if she/he secures at least 30% marks in the repeat ETE.

iii. A student who, does not secure at least 30% marks in MTE and CA taken together and also fails to secure at least 30% marks in the total of ETE, MTE and CA, is required to repeat the whole course by re-registering in it and attending all classes and appearing in all tests, assignments and examinations, and pass the course as if it is a fresh course. A student can replace an elective course by another elective course. If a course is discontinued by the departments, the student shall be required to register for an equivalent course of same credit.

iv. To give students opportunity to repeat the course that they need to repeat, a summer term of 7 to 8 weeks of teaching has been introduced. The term will be accelerated, and a student will be able to register for a maximum of 15 credits or 4 courses maximum whichever is beneficial for a student.

v. A student may not be permitted to register for more than 30 credits in any regular semester.

vi. A student, who has not secured all the credits that a student needs to secure at any stage of the programme, will be termed as a deficient student.

vii. A student, who needs to repeat a course which is a pre-requisite for another course, will do so at the earliest available opportunity. Thus, a student, who fails a first term course and needs to repeat it, will register for it in summer term or in the third term itself when that course is offered. Only after registering for this course in the third term, would he register for the courses that he would normally take in the third term to the extent permitted by the time-table.

viii. The student and the parents/guardians will be reminded constantly of the maximum time allowed for completion of a degree.

ix. In case a student has been allowed to change the course or programme during the current term, the classes attended in previous course/programme will also be considered in the calculation of attendance and the eligibility for appearing in ETE will be determined accordingly.

x. The schedule of examination both the Mid-Term and End-Term shall be as specified in the Academic Calendar.

xi. All marks obtained in assignments/practical, presentation or a report will be made available to the students within a reasonable time after evaluation.

xii. A student will be allowed to see his/her MTE answer books. Error of evaluation, if any, is reported to HoD. Any change in the marks will be made with due approval of the Dean.

xiii. A student will be allowed to see his/her ETE answer books at one time and location as notified. No second opportunity will be provided for the purpose. A student may seek re-evaluation of specific question by making a written request in the following types of complaints:

1) question left ungraded, and

2) a correct answer has been awarded a zero.

xiv. A student not satisfied with the result of re-evaluation, may request for special re-evaluation on deposit of the specified fee. If marks increase by 10 per cent of the maximum marks or more, the revision shall be made and money refunded. There will be no increase of marks if the change is less than 10 per cent, and the fee deposit will be forfeited.

xv. The attendance requirements for appearing in the End Term Examination (ETE) of a course shall be according to the rules approved by Academic Council from time to time. Students who do not meet the attendance requirements in a course shall be awarded Failure and Repeat (FR) grade and would need to repeat the course.

xvi. Students who were allowed to take ETE but failed to pass a course shall be awarded Failure and Improve (FI) grade. FI grade based on their internal marks i.e. CA (Continuous Assessment) and MTE (Mid-Term Examinations). If a student is allowed to take ETE but failed to appear in ETE in a course, he/she is awarded ABSENT in that course and will be treated as FI. Students with FI grade can appear in the improvement examinations without repeating the course. These improvements examinations will be scheduled by COE.

5. PASSING A COURSE IN WHICH STUDENT GOT FR GRADE:

a) To pass in a course taken in an ODD semester (July-Dec) in which a student got an FR grade, the student may register for that course in the subsequent EVEN (Jan-May) semester in the same academic year as per the schedule given in the academic calendar. During even semester (Jan-May) a student will be permitted to register the FR courses of odd semester (of same academic year) for a maximum of 15 credits or maximum of 4 courses whichever is beneficial for a student.

b) The students may register at the beginning of June as per the schedule given in the academic calendar to pass in FR category course(s) of all previous semesters. During June a student will be permitted to register the FR courses for a maximum of 15 credits or maximum of 4 courses whichever is beneficial for a student.

c) A fee of Rs. 500 per credit and examination fee of Rs. 500 per course shall be levied. Original marks obtained in CA and MTE shall not be taken into account anymore, and the student shall undergo necessary tests/assignments for CA, MTE and ETE afresh.

d) If a student does not have average attendance of 40% in a semester/year, he/she will not be permitted to register FR grade course(s). The student is to repeat the year of study. Student will be given option to carry the credit of passed course(s) while repeating the year.

e) The repeat course to be conducted shall follow the procedure given below.

i. The student will be assigned an instructor with the condition of having a meeting with him/her at least once a week on fixed schedule.

ii. The instructor will assign certain amount of work, which the student shall take as home assignment and report back in the meeting to be held in the next week.

iii. The instructor will discuss and evaluate the assignments and assign marks.

iv. The instructor may conduct viva to ascertain knowledge gained.

v. Cumulative marks shall account for CA.

vi. The instructor shall also conduct MTE for that course.

vii. The student needs to attend the required percentage of the scheduled meetings (as per the attendance rules in force), failing which an FR grade shall be awarded once again.

viii. The student with more than the stipulated attendance shall be allowed to appear in the ETE.

ix. Standard rules for passing a course shall apply.

x. The final grade of the course shall be capped at B

f) The student who got a FR grade in the even semester (Jan-May) may repeat the course in fast-track mode in subsequent June. Conduct of the course shall be the same as above, except that a student shall meet the assigned instructor three times a week for a period of four weeks to submit assignments.

g) Student who fails in a laboratory/studio course shall repeat it as per the schedule decided by the Department/School.

6. PASSING A COURSE IN WHICH STUDENT GOT FI GRADE:

a) Students having FI grade in Odd Semester should be allowed to appear in the ETE of subsequent Odd Semester. Students

having FI grade in Even Semester should be allowed to appear in Regular ETE of subsequent even semester. Students who appeared in FI grade course(s) in ETE of regular semester, but could not clear the course(s) may do registration for summer examination as per the schedule given in academic calendar. The registration fee for FI grade category (Other than ON Demand Examination) shall be Rs. 500/- per subject/course.

b) In addition to regular ETE at the end of semester, and summer examination COE shall conduct Examination on Demand during the semester for the benefit of students who got FI grades. Examination on Demand will be held on working Saturdays, Fee for Examination on demand shall be Rs. 1,500/- for each course.

c) A student who desires an Examination on Demand should make a written request to COE through mentor, HoD and Dean along with examination fee, at least two weeks prior to the requested date. COE may however, reschedule the date by taking University's convenience into account.

d) The grade earned through Examination on Demand (based on previously earned CA + MTE marks + marks in the newly held ETE) shall be capped at B+.

e) A student who has passed a course but has earned a grade less than B+ can also take Examination on Demand for grade improvement by following the above process.

f) A student who has earned an FI grade but desires to improve CA and MTE marks may opt to switch from FI to FR grade by applying to the Dean of the School through mentor and HOD.

7. YEARLY PROMOTION

a) A student should have a CGPA of at least 4.0/10.0 in the first year of study to be eligible to register for courses offered in 3rd semester. Student should maintain a CGPA of at least 5.0/10 in the second and subsequent years for academic progression.

b) If students fail to fulfil the criteria of academic progression (as given in sub-section a) then the student is to repeat the same year of study to continue in programs. Student will be given option to carry the credit of passed course(s) while repeating the year.

HOSTEL RULES AND REGULATIONS

For Students:

1. Ragging is strictly prohibited in any form. If anyone is found guilty, strict action will be taken against defaulters, as per the UGC Regulations on Curbing Menace of Ragging in Higher Educational Institution, 2009, and the instructions issued by the University in this regard from time to time.
2. The Permission of the warden should be obtained in advance while going out of the hostel. The student will have to make entry to that effect in the register maintained at the hostel office. She must write the address of the place where she is going, along with contact telephone number.
3. Students are not authorized to go out of station/leave station/night leave without prior Parents' approval in writing through their registered email ID, etc. and express permission of the Warden. A fine of Rs. 1,000/- per day will be imposed if any student is going on leave/home or elsewhere without prior permission from the Hostel Warden / Manager. All such cases will be liable for strict disciplinary action which may even lead to expulsion from hostel/restriction for University.
4. Student will ensure that they will enter their complete details in the in-out register. Wrong entry, improper / lack of entry in exit register, signing on behalf of another person, tampering with the entries, proxy attendance and misguidance of any nature are punishable.
5. Students have to mark their attendance on biometric machine at the stipulated time daily. Non-compliance of the same is liable to fine and strict disciplinary action.
6. All girl students are expected to be back in the hostel by 9.00 P.M. (in Summers) & by 8.00 P.M. (in Winters) in the night. All students are required to sign on the attendance register kept with the hostel/manager positively on or before the stipulated time. Any student who fails to do so/refuses will be liable for disciplinary action. The parents and guardians will also be notified regarding their absence and explanations will be sought in writing.
7. A fine of up to Rs. 5,000/- will be imposed if any external/unauthorized person/student is identified along with a student in the hostel room/mess without prior permission of Warden/ Manager. Repeated offence will lead to expulsion from the hostel.
8. Guests are not allowed to stay in the hostel. Visitors (Parents, relatives, local guardians) are allowed to visit the hostellers in the Guest Room only, with permission of warden/manager, after entering their details in the Visitors' Register available at the Hostel Reception with the security guard. Visitors must leave the premises before 7.00 P.M. except on special occasion with the permission of the Warden.
9. Students are personally responsible for the safekeeping of their valuables like Cash, Jewelry, Laptop, Mobiles and any other expensive items. Students should use their own locks and should take proper care of their belongings.
10. Students are not supposed to use any electrical Equipments/Gadgets in the hostel room such as Induction Plate, Room Heater, Electric Kettle, Electric Iron, Immersion Rod, Refrigerator etc. without prior permission of authority. A fine up to Rs. 5,000/- is imposed if anyone is found using the same for the first time and Rs. 15,000/- for the second time with confiscation of Gadgets/Equipments. A fine of Rs. 25,000/- or more is imposed if anyone is found using third time onwards and strict disciplinary action will be taken against them as decided by authorities.
11. Students should handle hostel equipments, furniture, mess property carefully and not abuse or tamper with it. If they do so,

applicable fine will be charged by the hostel management.

12. Students must switch off all lights and fans, and electrical appliances including mosquito repelling machines, if any, before leaving their rooms.
13. Private cooking is not allowed in the hostel premises. If anyone is found guilty, than a fine up to Rs. 25,000/- can be imposed or disciplinary action will be taken on the recommendation of the University.
14. Care is to be taken to avoid misuse of water coolers.
15. Every case of illness and accident must be reported immediately to the hostel authorities. Students suffering from contagious disease will not be allowed to stay at hostel. Decision of the Warden/IHA Head in this regard will be final and binding.
16. Substance abuse, Smoking/chewing of tobacco and related substances, consumption of alcohol, use of drugs and narcotics and even possession of such things is strictly banned in the hostel. Anyone found indulging in such things, a fine of up to Rs. 25,000/- will be imposed.
17. Possession of any lethal weapon or any instrument / contrivance, which is likely to cause physical harm to others, is strictly prohibited.
18. No function or celebration shall be organized at hostel premises except with the prior permission of the Warden/IHA Head.
19. Playing music/record player etc. loud enough to cause disturbance to his/her neighbor(s) is prohibited. Defaulters will be punished. Repeated acts will render cancellation of allotment of Hostel room.
20. Students are not permitted to take food to their own rooms. A fine up to Rs. 3,000/- will be imposed if anyone is found doing it.
21. Students will not enter rooms of other students without permission of the inmate(s).
22. All matters relating to differences among students and complaints regarding theft shall be brought to the notice of the hostel management. No police complaint will be lodged by the student before taking prior permission from the hostel administration.
23. Students indulging in use of abusive and threatening language, physical fights, use of force, etc. to get anything accomplished, etc. will be liable to disciplinary action. Further, they are liable to be expelled from the Hostel/University.
24. Students are requested not to paste or sketch on the walls and doors of their rooms. The furniture and fixture as per inventory list must be handed over to the designated staff member. Any damage/breakage to hostel property will be charged to the occupant(s) of the room along with penalty as decided by the competent authority. Disciplinary action may also be initiated
25. Students during their stay in the hostel will be governed by the hostel management rules. Students are instructed to co-operate with Warden/Manager as well as other staff of the Hostel/University.
26. Spitting is strictly prohibited and the hostel premises are to be kept neat and clean.
27. The Hostel/University authorities will conduct surprise checks periodically and if anyone is found violating the rules, disciplinary action will be taken against him/her.
28. Students are requested to visit the Notice Board regularly. All instructions/ notices displayed on Notice Boards in the hostels will be deemed to have been read by all students and excuses of ignorance and consequent to non-compliance of the rules and instructions put up from time to time will not be accepted.

Room Allotment:

1. Allotment of room, furniture etc. will be entirely at the discretion of the Warden.
2. Hostel accommodation (room) is liable to be changed by the university at the end of every academic year or if necessary, at any point of time in exceptional circumstances. Student and Parents are expected to comply with the same.

REGULATIONS REGARDING MAINTENANCE OF DISCIPLINE AMONG STUDENTS

a) All powers relating to maintenance and enforcement of discipline and taking disciplinary action against the students shall vest in the Vice-Chancellor.

b) On the recommendation of Vice Chancellor, the Executive Council may, however, delegate any or all of the disciplinary powers, to such other Officers/ Persons, as it may deem fit.

c) The Deans of Schools may be delegated powers to exercise disciplinary control over the students in their respective Schools.

d) Dean Students' Welfare may be delegated powers to exercise disciplinary control over the students staying in Hostels and for the act of indiscipline committed in common areas of the University campus.

(e) Without prejudice to the generality of the power to maintain and enforce discipline under this ordinance, the following shall constitute as an act of misconduct on the part of a student of the University:

(I) Physical assault or threat to use the physical force against any member of the teaching or non-teaching staff of the University or against any student of the University.

(ii) Remaining absent from a class, test or examination or any other curricular or co-curricular activity without permission of the competent authority;

(iii) Carrying of, use or threat to use any weapon;

(iv) Misbehaviour with a member of Faculty, Staff or a fellow student.

(v) Encouraging or indulging in violence or any act of moral turpitude;

(vi) Violation of status, dignity and honour of a student belonging to scheduled caste, Scheduled tribe or a socially deprived class.

(vii) Discrimination against any student or staff on grounds of Nationality, Caste, Creed, Language, Place of origin or Social and Cultural background;

(viii) Practicing casteism and untouchability in any form or inciting any other person to do so;

(ix) Any act, whether verbal or otherwise, derogatory to the status of a woman;

(x) Any violation of the provisions of the Civil Rights Protection Act, 1976;

(xi) Any form of gambling;

(xii) An attempt at bribing or corruption of any manner or description;

(xiii) Wilful destruction of the University property;

(xiv) Behaving in a rowdy, intemperate or disorderly manner in the premises of the University or encouraging or inciting any other person to do so;

(xv) Creating discord, ill-will or intolerance among the students on sectarian or communal grounds or inciting any other student to do so;

(xvi) Causing disruption in any manner or description of the academic functioning of the University;

(xviii) Indulging in or encouraging any form of disruptive activity related with the assessment or the examination work or any other activity of the University.

(xix) Absenteeism and unpunctuality;

(xx) Indulging in an act of Ragging.

(xxi) Use of drugs or other intoxicants except those prescribed by a qualified doctor;

(xxii) Any other act that may be construed to be against the rules of the University, viz:

- An act of sexual harassment perpetuated against a student, employee or a visitor in and around the University campus.
- Resorting to mass bunks.
- Participation in any political activity.
- Staging Dharna or any other form of protest.
- Committing theft of equipments, books, appliances and gadgets.

f) The Vice-Chancellor, on the recommendation received from Chief Proctor through the Dean Students Welfare or a Committee appointed by him, and in exercise of the powers vested in him, order or direct that a student:

(I) be expelled from the University, in which case he shall not be re-admitted to any programme in the University in future,

(ii) be, for a stated period, rusticated in which case he shall not be admitted to any programme in the University, till the expiry of the period of rustication;

(iii) be, for a stated period, not admitted to a course or courses,

(iv) be imposed fine of a specified amount of money;

(v) be debarred from taking examination(s) for a specified period;

(vi) be punished by cancellation of examination results.

(vii) be placed on probation for such period as may be specified in the order

UNIVERSITY (REDRESSAL OF GRIEVANCES OF STUDENTS), ORDINANCE, 2019

In supersession of the SU/Reg./Notification/2075/264 dated October 5, 2015, the University hereby makes the following Ordinance namely Sharda University (Redressal of Grievances of Students), Ordinance, 2019. It was considered and approved vide item no. 17.12 in its 17th Meeting of the Executive Council held on September 21, 2019.

1. SHORT TITLE AND COMMENCEMENT:

The Ordinance shall be called as Sharda University (Redressal of Grievances of Students) Ordinance, 2019 and shall come into force from the date of its notification.

2. OBJECTIVE:

To provide opportunities for the redressal of certain grievances of students already enrolled in the University, as well as those seeking admission to such institutions, and a mechanism thereto.

3. DEFINITION UNLESS THE CONTEXT OTHERWISE REQUIRES:

a). "Act" means the Sharda University Uttar Pradesh Act, 2009 (14 of 2009);

b) "Aggrieved Student" means a student, who has any complaint in the matters relating to or connected with the grievances defined under these regulations.

c) "Commission" means the University Grants Commission established under the UGC Act, 1956.

d) "Declared Admission Policy" means such policy, including the process there under, for admission to a course or program of study as may be offered by the University by publication in the prospectus of the University.

e) "Department and School of the University" means Departments of Studies, Schools of Studies, respectively, and includes a centre of studies and research established/ maintained/ constituent to the University in accordance with the University Act, Statutes and Ordinances.

f) "Government" means State Government of Uttar Pradesh.

g) "Grievance" means, and includes, complaint(s) made by an aggrieved student in respect of the following, namely:

   I. admission contrary to merit determined in accordance with the declared admission policy of the institution;

   ii. irregularity in the process under the declared admission policy of the institution;

   iii. refusal to admit in accordance with the declared admission policy of the institution;

   iv. non-publication of prospectus by the institution, in accordance with the provisions of these regulations;

   v. publication by the institution of any information in the prospectus, which is false or misleading, and not based on facts;

   vi. withholding of, or refusal to return, any document in the form of certificates of degree, diploma or any other award or other document deposited by a student for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;

   vii. demand of money in excess of that specified to be charged in the declared admission policy of the institution;

   viii. violation, by the University, of any law for the time being in force in regard to reservation of seats in admission to different category of students;

   ix. non-payment or delay in payment of scholarships or financial aid admissible to any student under the declared admission policy of such University, or under the conditions, if any, prescribed by the Commission;

   x. delay by the University in the conduct of examinations, or declaration of results, beyond the schedule specified in the academic calendar of the institution, or in such calendar prescribed by the Commission or the State Government;

   xi. failure by the University to provide student amenities as set out in the prospectus, or is required to be extended by the University under any provisions of law for the time being in force;

   xii. non-transparent or unfair practices adopted by the University for the evaluation of students;

   xiii. delay in, or denial of, the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus, or as may be notified by the Commission;

   xiv. complaints of alleged discrimination of students from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minority or persons with disabilities categories;

   xv. denial of quality education as promised at the time of admission or required to be provided; and

   xvi. harassment or victimization of a student, other than cases of harassment, which are to be proceeded against under the penal provisions of any law for the time being in force.

h) "Institution" means, an institution established within the University for a particular discipline or activity;

i) "Institutional Student Grievance Redressal Committee" (ISGRC) means a committee constituted under this notification at the level of the University, for dealing with grievances which do not relate to a School, Department or Centre of the University, e.g. Administration, Accounts, Admission Cell, International Division, Examination Cell, Inter-Hostel Administration(Hostel & Mess/Food), Estates, Maintenance, House Keeping, Student Welfare & Sports, Transport, Security and other common facilities.

j) "Ombudsperson" means the Ombudsperson appointed by the State Government in terms of UGC (Redress of Grievances of Students) Regulations, 2019;

k) "Prospectus" means and includes any publication, whether in print or otherwise, issued for providing fair and transparent information, relating to University, to the general public (including to those seeking admission in the University) by the University or any authority or person authorized by it to do so;

l) "School Level Student Grievance Redressal Committee" (SLSGRC) means a committee constituted under this Ordinance, for a School, Department, or Centre within the School.

m) "Student" means a person enrolled, or seeking admission to be enrolled, in the University;

n) "University" means the Sharda University Uttar Pradesh established under the Sharda University Act, 2009; and

o) "University Student Grievance Redressal Committee" (USGRC) means a committee constituted at the level of the University under this Ordinance, for dealing with the grievances arising out of decisions of the SLSGRC and ISGRC.

4. MANDATORY PUBLICATION OF PROSPECTUS, ITS CONTENTS AND PRICING:

(1) The University, shall publish and/or upload on its website, before expiry of at least sixty days prior to the date of the commencement of the admission to any of its courses or programs of study, a prospectus containing the following for the information of persons intending to seek admission to the University and the general public, namely:

a) the list of programs of study and courses offered along with the broad outlines of the syllabus specified by the appropriate statutory authority or by the University, as the case may be, for every course or program of study, including teaching hours, practical sessions and other assignments;

b) the number of seats approved by the appropriate statutory authority in respect of each course or program of study for the academic year for which admission is proposed to be made;

c) the conditions of educational qualifications and eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or program of study, specified by the University;

d) the process of selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or program of study and the amount of fee prescribed for the admission test;

e) each component of the fee, deposits and other charges payable by the students admitted to the University for pursuing a course or program of study, and the other terms and conditions of such payment;

f) rules/regulations for imposition and collection of any fines in specified heads or categories, along with details of minimum and maximum fine as may be imposed.

g) the percentage of tuition fee and other charges refundable to a student admitted to the University in case such student withdraws from the University before or after completion of course or program of study and the time within and the manner in which such refund shall be made to that student;

h) details of the teaching faculty, including their educational qualifications, along with their type of appointment (Regular/visiting/guest) and teaching experience of every member thereof.

(i) information with regard to physical and academic infrastructure and other facilities including hostel accommodation and its fee, library, hospital or industry wherein the practical training is to be imparted to the students and in particular the amenities accessible by students on being admitted to the University;

(j) all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the University, and, in particular such discipline relating to the prohibition of ragging of any student or students and the consequences thereof and for violating the provisions of any regulation in this behalf made by the relevant statutory regulatory authority; and

k) Any other information as may be specified by the Commission and the State Government:

Provided that the University shall publish/upload information referred to in the above clauses, (a) to (k) of this ordinance, on its website, and the attention of prospective students and the general public shall be drawn to such publication being on the website through advertisements displayed prominently in different newspapers and through other media:

(2) The University shall fix the price of each printed copy of the prospectus, being not more than the reasonable cost of its publication and distribution and no profit be made out of the publication, distribution or sale of prospectus.

5. STUDENT GRIEVANCE REDRESSAL COMMITTEES (SGRC):

A. School Level Student Grievance Redressal Committee (SLSGRC)

(I) There shall be a School Level Student Grievance Redressal Committee (SLSGRC) constituted at the level of each School of Studies. The composition of the Committee shall be as under:

a) Dean of the School – Chairperson;

b) Two Professors, from outside the School to be nominated by the Vice Chancellor– Members;

c) A Faculty of the School, well-versed with the mechanism of grievance redressal, to be nominated by the Chairperson– Member;

d) A representative from among students of the School to be nominated by the Vice Chancellor based on academic merit/excellence in sports/performance in co-curricular activities – Special Invitee.

Note: To ensure representation of women on the committee, the Vice-Chancellor of the University may induct one women faculty.

(ii) The term of the Chairperson, members of the Committee and the nominees shall be of two years.

(iii) The quorum for the meeting of SLSGRC, including the Chairperson, but excluding the special invitee, shall be three.

(iv) Any complaint relating to the School, Department or Centre of the School shall be addressed by the aggrieved student to the administrative officer of the said School, who will either deal with it at the School level or shall remit it to the concerned

Department or Centre of the School.

(v) In case the said grievance does not get resolved within five (05) working days of the receipt of the complaint in the School, the same shall automatically be forwarded to the SLSGRC.

(vi) In considering the grievances before it, the SLSGRC shall follow principles of natural justice.

(vii) The SLSGRC shall submit its report with recommendations, if any, to the Registrar of the University, with a copy thereof to the aggrieved student, within a period of fifteen (15) days from the date of receipt of the complaint.

(viii) In case the aggrieved student remains unsatisfied, he may take up the matter to the level of University Student Grievance Redressal Committee (USGRC). Likewise, the University may either accept the recommendations for follow up action or may, at its discretion, take up the matter to the level of USGRC.

B. Institutional Student Grievance Redressal Committee (ISGRC)

(I) There shall be a Institutional Student Grievance Redressal Committee (ISGRC) constituted by the Vice Chancellor at the level of the University to deal with such complaint that do not relate to any academic Department, School or Centre of the University. The composition of the Committee shall be as under:

(a) Dean/Senior Professor of University, nominated by the Vice-Chacellor– Chairperson;

(b) Dean, Students Welfare – Member;

(c) One senior non-academic functionary nominated by the Vice-Chancellor – Member;

(d) Proctor – Member;

(e) A representative from among students of the University to be nominated by the Vice Chancellor based on academic merit/excellence in sports/performance in co-curricular activities – Special Invitee.

Note: To ensure representation of women on the committee, the Vice-Chancellor of the University may induct one women faculty.

(ii) The term of the members/nominee of the committee shall be of two years.

(iii) The quorum for the meetings of the ISGRC, including the Chairperson, but excluding the special invitee, shall be three.

(iv) Any complaint other than those relating to the School, Department or Centre of the School shall be addressed by the aggrieved student to the concerned administrative head, who will deal with it at his level, in consultation with his staff.

(v) In case the said grievance does not get resolved within five (05) working days of the receipt of the complaint in the Department, the same shall automatically be forwarded to the ISGRC.

(vi) In considering the grievances before it, the ISGRC shall follow principles of natural justice.

(vii) The ISGRC shall send its report with recommendations, if any, to the Registrar of the University, along with a copy thereof to the aggrieved student, within a period of 15 workings days from the date of receipt of the grievance.

(viii) In case the aggrieved student remains unsatisfied, he may take up the matter to the level of University Student Grievance Redressal Committee (USGRC). Likewise, the University may either accept the recommendations for follow up action or may, at its discretion, take up the matter to the level of USGRC.

C. University Student Grievance Redressal Committee (USGRC)

(i) The Vice Chancellor of the University shall constitute such numbers of University Student Grievance Redressal Committees (USGRC), as may be required to consider grievances unresolved by one or more SLSGRC or the ISGRC.

a) Pro-Vice Chancellor or in his absence a Dean nominated by the Vice-Chancellor – Chairperson;

b) Dean, Student Welfare or equivalent – Member;

c) Two Deans drawn from the Schools of the Studies, other than those connected with reports of SLSGRC under review, to be nominated by the Vice-Chancellor – Members;

d) One Professor of the University nominated by the Vice-Chancellor- Member;

e) Two representatives from among students of the college to be nominated by the Vice Chancellor based on academic merit/excellence in sports/performance in co-curricular activities – Special Invitees.

Note: To ensure representation of women on the committee, the Vice-Chancellor of the University may induct one women faculty.

(ii) The Chairperson, members and the special invitee/nominee shall have a term of two years.

(iii) The quorum for the meeting, including the Chairperson, but excluding the special invitee, shall be three.

(iv) In considering the grievances before it, the USGRC shall follow principles of natural justice.

(v) The USGRC shall send its report and recommendations, if any, to the Dean of the School, Heads of Department & Centre, or the Registrar and other administrative Heads, with a copy thereof to the aggrieved student, within 15 days of the receipt of the grievance by the Committee, for necessary compliance and report to the Vice-Chancellor.

(vi) Any student aggrieved by the decision of the University Student Grievance Redressal Committee may prefer an appeal to the Vice-Chancellor who shall, within a period of fifteen days from the date of receipt of the appeal, take a final view which shall be communicated to the aggrieved student within the next three working days.

6. OMBUDSPERSON:

Any student aggrieved by the decision of the University Student Grievance Redressal Committee and disposal of the appeal by the Vice-Chancellor, may prefer further appeal to the Ombudsperson appointed by the State Government in terms of the University Grants Commission (Redress of Grievances of Students) Regulation, 2019, within a period of fifteen days;

pending appointment of the Ombudsperson by the State Government, the Vice-Chancellor, Sharda University shall be the final authority for disposal of the appeal.

7. FUNCTIONS OF OMBUDSPERSON:

(i) The Ombudsperson shall hear appeals from an aggrieved student, only after the student has availed all other remedies provided under this Ordinance.

(ii) While issues of malpractices in the conduct of examination or in the process of evaluation may be referred to the Ombudsperson, no appeal or application for revaluation or re-totalling of answer sheets from an examination, shall be entertained by the Ombudsperson unless specific irregularity materially affecting the outcome of specific instance of discrimination is indicated.

(iii) The Ombudsperson may avail assistance of any person, as amicus curiae, for hearing complaints of alleged discrimination.

(iv) The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the aggrieved student(s).

8. PROCEDURE FOR REDRESSAL OF GRIEVANCES BY OMBUDSPERSON AND STUDENT GRIEVANCE REDRESSAL COMMITTEE:

(i) The University shall, within a period of one month from the date of issue of this notification, have an online portal where any aggrieved student may submit an application seeking redressal of grievance.

(ii) On receipt of an online complaint, the University shall, depending on the nature of complaint refer the complaint to the appropriate Administrative Officer in the Schools of Studies (for academics) or the Head of the Service Departments (other than academics) for appropriate necessary action, as indicated in the preceding para-5 of the Notification, through the Grievance Redressal Committee(s).

(iii) The Student Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the concerned officials in the University and the aggrieved student.

(iv) An aggrieved student may appear either in person or authorize a representative to present the case.

(v) Grievances not resolved by the University Student Grievance Redressal Committee or on appeal to the Vice Chancellor, shall be referred by the student to Ombudsperson, within the stipulated period.

(vi) University shall extend co-operation to the Ombudsperson or the Student Grievance Redressal Committee(s), as the case may be, in early redressal of grievances; any failure to do so may be reported by the Ombudsperson to the Commission, who shall take action in accordance with the provisions of these regulations.

(vii) The Ombudsperson shall, after giving reasonable opportunities of being heard to both parties, on the conclusion of proceedings, pass such order, with reasons thereof , as may be deemed fit to redress the grievance and provide such relief to the aggrieved student, as may be appropriate.

(viii) The University, as well as the aggrieved student, shall be provided with copies of the order under the signature of the Ombudsperson, and the University shall place it for general information on its website.

(ix) The University shall comply with the recommendations of the Ombudsperson; and the Ombudsperson shall report to the Commission any failure on the part of the University to comply with the recommendations.

(x) The Ombudsperson may recommend appropriate action against the complainant, where a complaint is found to be false or frivolous.

9. INFORMATION REGARDING OMBUDSPERSON AND STUDENT GRIEVANCE REDRESSAL COMMITTEES:

The University shall furnish, prominently, on its website and in its prospectus, all relevant information in respect of the Student Grievance Redressal Committee(s) under its purview, and the Ombudsperson for the purpose of appeal.

10. CONSEQUENCES OF NON-COMPLIANCE:

The Commission shall in respect of any institution, which willfully contravenes the University Grants Commission (Redress of Grievance of Students) Regulation, 2019, or repeatedly fails to comply with the recommendation of the Ombudsperson or the Grievance Redressal Committee(s), as the case may be, proceed to take one or more action(s) as specified under the UGC Regulations in this regard.

ANTI-RAGGING COMMITTEE

OFFICE OF THE REGISTRAR

The Notification no. SU/Reg./Notification/2020/90 in reference to the Anti-Ragging Committee was issued on dated August 7, 2020 by the Office of the Registrar. In order to ensure implementation of the Policy of Zero Tolerance for ragging of any kind within and outside the University. This notification will be effective from 17th August, 2019. The details are as given below:

S.No.	Name(s)	Designation(s)	E-mail ID(s)	Mobile No's
1.	Prof. Subir Ranjan Das	Distinguished Professor, School of Business Studies & **Chairman of the Committee**	subir.das@sharda.ac.in	9899665663
2.	Prof. Pradeep Kulshrestha	Dean, School of Law	pradeep.kulshrestha@sharda.ac.in	9718882529
3.	Prof. M. Siddharth	Dean, School of Dental Sciences & Prof. & Head, Dept. of Periodontics of School	m.siddharth@sharda.ac.in	9810256106
4.	Dr. Mridul Dharwal	Professor (SBS)	mridul.dharwal@sharda.ac.in	9212523101
5.	Dr. Geeta Durga	Associate Professor (SBS&R)	geeta.durga@sharda.ac.in	9811388026
6.	Dr. Pallavi Gupta	Associate Professor (SET)	pallavi.gupta2@sharda.ac.in	8800998813
7.	Col. Vivek Shankar Mathur	Associate Professor (SET)	vivek.mathur@sharda.ac.in	
8.	Dr. Pramod Kumar	Associate Professor (SHSS)	pramod.kumar1@sharda.ac.in	9818044504
9.	Mr. Sandeep Kr. Singh	Assistant Professor (SET)	sandeepsingh.ec@sharda.ac.in	9891833637
10.	Ms. Suman Lata Dhar	Assistant Professor (SET)	suman.lata@sharda.ac.in	9871252413
11.	Dr. Divya Singh	Assistant Professor (SMSR)	divya.singh2@sharda.ac.in	
12.	Cdr. Sudhir Kumar	Sr. Security Officer (SSO)	security@sharda.ac.in	9310549312
13.	Mr. Sharat Chandra	Chief Warden, IHA and **Member Secretary**	sharat.chandra1@sharda.ac.in	9205586069

The members of Anti Ragging Squad, SMSR, will perform the following duties:-

1. Will visit the hostels/dining Hall/canteen, in coordination with the Dean of student Welfare.
2. Will deal strictly with zero tolerance, if any incidence of ragging is noted by them. They will seek advice from Dean of student Welfare.
3. All members of Anti Ragging Squad will entertain & give a patient listening to all/any complaint received by them regarding Ragging/harassment and all such complaints will be brought to the notice of Dean of student Welfare & Dean SMSR.
4. The students are advised to report any incident/act of ragging to the mail id: ***antiragging@sharda.ac***.in for immediate appropriate action.

INTERNAL COMPLAINTS COMMITTEE (ICC)

The University had constituted an 'Internal Complaints Committee' (ICC) vide its notification nos. SU/Reg./Notification/2020/98.

S.No.	Name of the Committee Member(s)	Designation(s)/ Depts.	Women/ Men	Composition(s)	Term of Office
1.	Dr. Ekta Chaudhary	Professor, SDS	W	Presiding Officer	Three years
2.	Dr. Pooja Rastogi	Professor, SMSR	W	Faculty Member	One year
3.	Ms. Yashodhara Raj	Asstt. Professor, SHSS	W	Faculty Member	Two years
4.	Ms. Renu Bhatia	Dy. Director, HR (Medical)	W	Non-Teaching Member	Two years
5.	Mr. Desh Ratan	Admin. Officer (Chief Proctor Office)	M	Non-Teaching Member	Three years
6.	Ms. Reshu Baliyan	2nd year, MBBS (SMSR)	W	UG Student	One year
7.	Dr. Mohnisha Shahi	3rd Yr. MDS (SDS)	W	PG Student	One year
8.	Mr. Avinash Krishna Goswami	Ph.D. Scholar, SOL	M	Research Scholar	One year
9.	Ms. Sudipta Roy	Member from Sahaj NGO	W	One Member from NGO/Social Worker/ Public Representative (committed to the cause of women)	One year

The Faculty/ Staff and Students are advised to report any complaints of sexual harassment to the mail id: **icc@sharda.ac.in.**

For smooth & effective functioning of the Committee, the following 'Special Members' have been included into the 'Internal Complaints Committee' constituted vide notification no. SU/Reg./Notification/98 dated 21st August, 2020. The details of the following members are as under:

S.No.	Name of the Special Member(s)	Designations, Depts. & Schools
1.	Dr. Satya Prakash	Professor, Dept. of Civil Engg. (SET)
2.	Dr. Geeta Durga	Assoc. Prof., Dept. of Chemistry (SBSR)
3.	Dr. Dipti Parashar	Assoc. Prof., Dept. of Architecture (SAP)
4.	Dr. Huma Baqa Khan	Assoc. Prof. (SOL)
5.	Ms. Shaheen Naz	Asstt. Prof., Dept. of ECE (SET)
6.	Ms. Santhi Narayanan	Asstt. Prof. (SBS)

The Faculty/ Staff and Students are advised to report any complaints of sexual harassment to the mail id: **icc@sharda.ac.in.**

POLICY FOR PERMITTING CHANGE IN SPECIALIZATION (MBA)/STUDY ABROAD PROGRAMME/SCHOLARSHIP CONTRIBUTION & SPECIAL CARE CATEGORY RULES

For Change in Specialization

Case	Remarks
A student who has opted for dual specialization and needs to change to single specialization.	The student is allowed to change the specialization by the end of the first semester, no change will be allowed there after. However, the fee paid will not be refunded or adjusted.
A student who has opted for single specialization and needs to change to dual specialization.	The student is allowed to change the specialization by the end of the first semester, no change will be allowed there after. The student would be required to pay the fee for dual specialization program.
A student can change from single specialization to other single specialization	The student is allowed to change the specialization by the end of the first semester, no change will be allowed there after.

Note: A student who wishes to change his/her specialization (dual to single, single to dual & single to single) is required to submit an application for the change to the Assistant Registrar, School of Business Studies by the end of the first semester.

For change in International Immersion Programme

Case	Remarks
Student who have opted international immersion programme but due to any genuine reasons cannot avail the option.	The case will be considered only after thorough verification by the AR office of the respective school.
Student who later wish to opt for international immersion programme	May be allowed to do so. However, the student would be required to pay the fees as calculated .

Note:

- The International immersion programme for BBA students will be held at the end of the second year.
- The International immersion programme for MBA students will be held at the end of the first year.
- The student of the MBA Integrated program will avail the international immersion programme only once during the entire programme (If they have opted for foreign study tour)
- The students who have opted for international immersion programme should keep their passports ready by the end of the first semester .

For Change in Specialization in B.Tech.: In second year, change in specialization in B.Tech. is allowed only if a student has secured more than 8.00 CGPA and for B.Tech (CS) 8.50 CGPA in first year after getting due permission from HoD/Dean/Director Admission.

Special Care Category: If a candidate is admitted in Special Care Category, He/She would be charged Rs. 25,000/- additional fee per semester. He/She will remain in Special Care Category in entire duration of programme. However it's he/she attains/maintains CGPA of 7 or more in any academic year during the study, Special Care fee of Rs 25,000/- fee per semester would be waived off for that particular year.

Sharda University Scholarship Contribution Policy: Sharda University would announce, Scholarship Contribution Policy 2020-21, in which the number of Scholarship in each programme/School in second and subsequent year would be announced and notified by December 31, 2020.

IMPORTANT CONTACT DETAILS

Name	Designation	Email-ID	Ext.	Contact No.
Prof. Sibaram Khara	Vice-Chancellor	vc@sharda.ac.in	2939	0120-4622999
Prof. P.L. Kariholu	Pro Vice-Chancellor (Medical Wing)	provice.chancellor@sharda.ac.in	3939	0120-4622999
Sh. Ashok Kumar Singh	Registrar	registrar@sharda.ac.in	2900	0120-4622999
Prof. Nirupma Gupta	Dean of Students' Welfare	nirupma.gupta@sharda.ac.in	3908	0120-4622999
Prof. Daleep Parimoo	Chief Proctor	daleep.parimoo@sharda.ac.in	2725	8826998035
Prof. R.C. Singh	Controller of Examinations	examination@sharda.ac.in	2501/ 2452	0120-4622999
Prof. Anubha Vashisht	Associate Dean, Academics	dean.academics@sharda.ac.in	-	0120-4622999
Sh. R.D. Sahay	Director Administration	rd.sahay@sharda.ac.in	2933	0120-4622999
Sh. Ashok Daryani	Director-International Affairs	ashok.daryani@sharda.ac.in	2042	0120-4622999
Sh. Rajiv Gupta	Director-Admission & Facilitation	admissiondirector@sharda.ac.in	2034	0120-4060234
Dr. Ajit Kumar	Joint Registrar, PRO and PIO	pro@sharda.ac.in	2222/ 2377	8800998888
Sh. Vikram Singh	Director-T&P	vikram.singh1@sharda ac.in	2755	0120-4622999
Sh. Dhiraj Sharma	Director-Sharda Skills	skills@sharda.ac.in	2942	0120-4622999
Dr. Amit Sehgal	Director-Sharda LaunchPad	launchpad@sharda.ac.in	2580	0120-4622999
Ms. Reema Anand	Deputy Director-Admission & Facilitation	admission.dydirector@sharda.ac.in	2019	0120-4622999

*Kindly dial university helpline number 0120-4622999/ 4060210, 211 to connect to various extensions that are mentioned above.

Name	Designation	Email-ID	Ext.	Contact No.
Mr. Karunakar	Administrative Officer (VC Office)	psvc@sharda.ac.in	2938	0120-4622999
Mr. Surya Prakash Narang	Administrative Officer (Registrar Office)	surajprakash.narang@sharda.ac.in	2901	0120-4622999
SCHOOL OF ENGINEERING & TECHNOLOGY (SET)				
Prof. Parmanand	Dean	dean.set@sharda.ac.in	2437	0120-4622999
Ms. Nirmala MP	Administrative Officer	nirmala.mp@sharda.ac.in	2438	0120-4622999
Md. Ajmal	Sr. Executive Assistant	mr.ajmal@sharda.ac.in	2439	0120-4622999
SCHOOL OF BASIC SCIENCES & RESEARCH (SBS&R)/ SCHOOL OF AGRICULTURAL SCIENCES (SAS)				
Prof. H.S. Gaur	Dean	dean.sbsr@sharda.ac.in	2501/ 2452	0120-4622999
Ms. Trupti Gujrati	Sr. Executive Assistant	trupti.gujarati@sharda.ac.in	2412	0120-4622999
SCHOOL OF BUSINESS STUDIES (SBS)				
Dr. Deepankar Chakrabarti	Dean	dean.sbs@sharda.ac.in	2784	0120-4622999
Col. Yash Pal Singh Wadhwa	Deputy Registrar	yash.wadhwa@sharda.ac.in	2764	0120-4622999
Sh. Sunil Kr. Gupta	Administrative Officer	sunil.gupta@sharda.ac.in	2780	0120-4622999
SCHOOL OF ARCHITECTURE & PLANNING (SAP)				
Ms. Shhilpi Sinha	Prof. Incharge & HoD (Arch.)	shhilpi.sinha@sharda.ac.in	2384	0120-4622999
Mr. Jitender Lal	HoD (Design)	jitender.lal@sharda.ac.in	2388	0120-4622999
Sh. Chandan Singh	Assistant Registrar	chandan.singh@sharda.ac.in	2363	0120-4622999
SCHOOL OF MEDIA, FILM AND ENTERTAINMENT (SMFE)				
Prof. Ritu Sood	Dean	dean.scadms@sharda.ac.in	2986	0120-4622999
Dr. Amit Chawla	HoD- Mass. Comm	amit.chawla@sharda.ac.in	2387	0120-4622999
SCHOOL OF PHARMACY (SOP)				
Prof. Vijender Singh	Dean	dean.sop@sharda.ac.in	2218	0120-4622999

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Name	Designation	Email-ID	Ext.	Contact No.
SCHOOL OF HUMANITIES & SOCIAL SCIENCES (SHSS)				
Dr. (Prof.) Anubha Vashisht	Dean	dean.solc@sharda.ac.in	2762	8800998809
Sh. Rajneesh Saxena	Executive Assistant	rajneesh.saxena@sharda.ac.in	2741	9971506119
SCHOOL OF EDUCATION (SOE)				
Prof.Arti Koul Kachroo	Dean	dean.soe@sharda.ac.in	2233/ 2234	0120-4622999
Ms. Neha Goel	Executive Assistant	neha.goel2@sharda.ac.in	2886	0120-4622999
SCHOOL OF DENTAL SCIENCES (SDS)				
Prof. M. Siddharth	Dean	dean.sds@sharda.ac.in	2828	0120-4622999
Sh. Vivek Choudhri	Assistant Registrar	vivek choudhri@sharda.ac.in	2879/ 2888	8800991891
SCHOOL OF MEDICAL SCIENCES & RESEARCH (SMS&R)				
Prof. Manisha Jindal	Dean	dean.smsr@sharda.ac.in	3939	0120-4622999
Dr. Pooja Rastogi	Associate Dean	pooja.rastogi@sharda.ac.in	3969	0120-4622999
Col. Sanjeev Kumar	OSD	sanjeev.kumar@sharda.ac.in		0120-4622999
Ms. Ashmita Gupta	Administrative Officer	ashmita.gupta@sharda.ac.in	3942/ 3952	0120-4622999
SCHOOL OF NURSING SCIENCE AND RESEARCH (SNSR)				
Prof. SreeRaja Kumar	Prof. Incharge	dean.snsr@sharda.ac.in	2212/ 2205	8800998805
SCHOOL OF ALLIED HEALTH SCIENCES (SAHS)				
Prof. Yogesh Tripathi	Dean	dean.sahs@sharda.ac.in	3948	0120-4622999
Mr. Ajay Rana	Administrative Officer	ajay.rana@sharda.ac.in	2217	9873818725
SCHOOL OF LAW (SOL)				
Prof. Pradeep Kulshrestha	Dean	dean.sol@sharda.ac.in	2791	9718882529
Sh. Rishu Sangal	Sr. Executive Assistant	rishu.sangal@sharda.ac.in	2795	9811215162

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Name	Designation	Email-ID	Ext.	Contact No.
DEPARTMENT OF FINANCE & ACCOUNTS (F&A)				
CA Gopal Gupta	Joint Registrar	gopal.gupta@sharda.ac.in	2009	8800998842
Sh. Mayank Gupta	Administration Officer	mayank.gupta@sharda.ac.in	2063	8800998909
DEPARTMENT OF IT SERVICES				
Sh. Mahesh Kandwal	Head	mahesh.kandwal@sharda.ac.in	2803	8800998829
Sh. Dharmendra Kumar	Sr. Manager	dharmendra.kumar1@sharda.ac.in	2858	0120-4622999
Sh. Smruti Ranjan Behera	Sr. Administrator	ranjan.behera@sharda.ac.in	2856	0120-4622999
NATIONAL CADET CORPS-NCC (ONLY FOR GIRLS)				
Ms. Rashmi	Co-ordinator	rashmi.mishra@sharda.ac.in	-	8920764219
NATIONAL SERVICE SCHEME (NSS) CELL				
Ms. Santhi Narayanan	Co-ordinator	santhi.narayanan@sharda.ac.in	-	9811597665
Dr. Krishna Kumar Pandey	Co-ordinator	krishnakumar.pandey2@sharda.ac.in	-	8953258935
DEPARTMENT OF SECURITY SERVICES				
Mr. Sudhir Kumar	Sr. Security Officer	security@sharda.ac.in	2688	0120-4622999
Sh. Binay Kr. Srivastava	Executive Assistant	binaykumar.srivastava@sharda.ac.in	2688	8826998010
Sh. Anil Singh	Executive Assistant	anil.singh@sharda.ac.in	2688	8800998973
DEPARTMENT OF SPORTS & YOGA				
Mr. Puneet Kumar	Sports Officer	puneet.kumar@sharda ac in	2436	8800998944/ 9899077417
Ms. Vinti	Sports Officer	vinti.1@sharda.ac.in	-	9812419495

*Kindly dial university helpline number 0120-4622999/ 4060210, 211 to connect to various extensions that are mentioned above.

Name	Designation	Email-ID	Ext.	Contact No.
DEPARTMENT OF TRANSPORT SERVICES				
Sh. Bhisham Atri	Administrative Officer	bhisham.atri@sharda.ac.in	2020	8800998964
Sh. Awdhesh Tomer	Executive Assistant	awdhesh.tomer@sharda.ac.in	2020	8800998864
Sh. Amit Bansal	Executive Assistant	amit.bansal@sharda.ac.in	2020	8979422720
DEPARTMENT OF IHA (INTER HOSTEL ADMINISTRATION)				
Sh. Sharat Chandra	Chief Warden	chief.warden@sharda.ac.in	2492	9205586069
Sh. Ranjeet Rai	Administrative Officer	ranjeet.rai@sharda.ac.in	2428	8800998961
Ms. Juhi Shrivastava	Executive Assistant	juhi.shrivastava@sharda.ac.in	2428	9540867023
BOYS HOSTEL				
Sh. Rakesh Jadon	Warden	wdn.vivekanand@sharda.ac.in	-	8448897668
Sh. Anil Kr. Shishodia	Warden - Mandela Boys	wdn.mandelaboys@sharda.ac.in	-	8826998012
Sh. Arun Rawat	Hostel Warden- Vivekanand	wdn.pg@sharda.ac.in	-	7900907722
Sh. Mukul Pathak	Asst. Warden	wdn.vardhman@sharda.ac.in	-	8800686678/ 7017820723
Sh. Akhilesh Singh	Asst. Warden-Mandela Boys	wdn.mandelaboys@sharda.ac.in	-	8800998850
Sh. Shankar Sharan Singh	Asst. Warden-Tagore	wdn.tagore@sharda.ac.in	-	8800998896
GIRLS HOSTEL				
Ms. Savita Srivastava	Warden – Mandela Girls	wdn.mandelagirls@sharda.ac.in	-	8448198393/ 9315297474
Ms. Sarika	Warden – Indira	wdn.indira@sharda.ac.in	-	9268263122
Ms. Alka Singh	Warden – Kasturba	wdn.kasturba@sharda.ac.in	-	8800998968
Ms. Alka Singh	Warden - Mother Teresa	wdn.motherteresa@sharda.ac.in	-	8800998968
Ms. Shalu Madaan	Warden - Sarojini	wdn.sarojini@sharda.ac.in	-	8826998031

*Kindly dial university helpline number 0120-4622999/ 4060210, 211 to connect to various extensions that are mentioned above.

Academic Calendar 2020-21 for First Year
(SBS, SMFE, SHSS, SOE, SET, SBSR, SAS, SOL, SAP and SAHS)

2020-2021 ODD Semester (TERM 2001)				
Period(s)	**Description(s)**	**Date(s) & Day(s)**		**Sem. Week**
Sep 21 - Sep 27	Online Matriculation/Registration, Odd Semester	Sep 25 – Oct 3	Fri - Sat	1
Sep 28 – Oct 04	Online Registration, Odd Semester			2
	Holiday - Mahatma Gandhi Jayanti	02 Oct	Fri	
Oct 05 - Oct 11	Online Orientation Program	Oct 05 – Oct 09	Mon-Fri	3
Oct 12 - Oct 18	Commencement of First-year classes**	Oct 12 – Oct 17	Mon-Sat	4
Oct 19 - Oct 25	Instructional Days	Oct 19 – Oct 23	Mon-Fri	5
	Holiday – Dussehra	Oct 25	Sun	
Oct 26 - Nov 01	Instructional Days	Oct 26 – Oct 31	Mon - Sat	6
Nov 02 - Nov 08	Convocation/Chorus (Virtual) ***	Nov 02 - Nov 06	Mon -Sat	7
Nov 09 - Nov 15	Mid-Semester Examination (MSE) – All First year of UG & PG (Schedule to be notified by COE)	Aug, 19	Mon	8
	Holiday – Deepawali	Nov14 – Nov15	Sat - Sun	
Nov 16 - Nov 22	**Holiday – Bhai Doj**	Nov, 16	Mon	9
	Instructional Days	Nov 17 – Nov 21	Tue - Sat	
Nov 23 – Nov 29	Instructional Days	Nov 23 – Nov 27	Mon - Fri	10
Nov 30 – Dec 06	**Holiday – Guru Nanak's Birthday**	Nov, 30	Mon	11
	Instructional Days	Dec 01 – Dec 05	Tue - Sat	
Dec 07- Dec13	Instructional Days	Dec 07-Dec 11	Mon-Fri	12
Dec14-Dec 20	Instructional Days	Dec 14- Dec 19	Mon-Sat	13
Dec-21-Dec27	Instructional Days	Dec 21- Dec 25	Mon-Thu	14
	Holiday – Christmas	Dec, 25	Fri	
	Practical Examination in their regular practical classes*	Dec 23- Dec 25	Wed-Fri	

Period(s)	Description(s)	Date(s) & Day(s)		Sem. Week
Dec-28-Jan 3	Practical Examination in their regular practical classes*	Dec 28- Dec 30	Mon-Wed	15
	Holiday - New Year Day	Jan 01 2021	Fri	
Jan 04 - Jan 10	Instructional Days	Jan 04 –Jan 09	Mon - Sat	16
Jan 11 - Jan 17	End-Semester Examination (ESE)	Jan 11- Jan 16	Mon-Thu	17
Jan 18 - Jan 24	End-Semester Examination (ESE)	Jan 18 – Jan 22	Mon – Fri	18
Jan 25 – Jan 30	Even Semester Starts (Instructional Days)	Jan 25 – Jan30	Mon – Fri	19

**Internal faculty will act as an external examiner.*

***The Classes may be ONLINE/ OFFLINE depending upon the COVID19 Government guidelines.*

****Convocation/Chorus (Virtual): Subcommittees to be constituted by Registrar/ Vice-Chancellor.*

LIVING IN GREATER NOIDA

Sr. No.	Shopping Areas	Distance
1.	The Grand Venice Mall, Near Pari Chowk, Greater Noida	6.4 km
2.	Ansal Plaza Mall , Pari Chowk, Greater Noida	around 2 km
3.	MSX Mall, Swarn Nagari, Greater Noida	6.3 km
4.	Sector Alpha-I Commercial Centre	around 3 km
5.	Jagat Farm Shopping area in Sector Gama -I	around 2 km
6.	Rampur Jaggir Shopping area in Sector Beta-I	around 4 km
7.	Tugalpur Shopping area, behind Ansal Plaza Mall. It has the main vegetable market also	around 3 km
8.	Omaxe Connaught Place Mall, Beta II, Greater Noida	around 3.5 km

How to reach: Take an Auto/Shared OLA just outside the main gate of Sharda University and tell the driver the name of the place. It will cost you Rs. 50/- single trip. You can pay less if you share an auto with others.

Theatres/Movie Halls

- Omaxe
- Inox
- CP Mall
- The Grand Venice mall
- NRI City
- Ansal Plaza

More options for shopping/going out

Great Indian Place *(GIP)*: located in Noida, GIP is a very big shopping mall with a lot of hops and café/restaurants.

Mall of India: located in Noida, the first destination Mall of the country

Wave Mall Noida: located in Noida. Spread in an area of more than 3-lakh sq. ft with 5 movie theatres, kids' zone, food court etc.

How to reach: Take an auto from Sharda University to Pari Chowk (nearby Ansal Plaza). Go to Noida by bus. Take an auto to the destination. You may also hire the taxi online/shared cab.

Nehru Place: Nehru Place is a large commercial, financial, and business centre in Delhi, India. It is widely considered to be a major information technology hub of South Asia.

Palika Bazaar: Palika Bazaar, is an underground market located between the inner and outer circle of Connaught Place, Delhi, India.

LIST OF POPULAR RESTAURANTS IN CAMPUS AND AROUND SHARDA UNIVERSITY

Restaurants	Address	Contact
Bikanervala	Plot No. 21 tower B IT Square, Knowledge Park III, Greater Noida	08754235698/8130396659
The Crème Castle	Ansal Plaza Mall, 2nd Floor, Pari Chowk, Greater Noida	0120-4263333
Haldiram's	MSX Mall, Swarn Nagari, Greater Noida	08588000504/7022681197
Swagath Restaurant	P-2, Omega 1, Opposite AWHO Apartment, Greater Noida	011-49981100
Sparkle	Jagat Farm, Greater Noida	08826308777
Dawat Restaurant & Bar	10, Shopping Complex, Gamma I, Greater Noida	09910631111/0120-4294801
Dominos Pizza	G-5-6, Om Tower , Alpha Commercial Belt, Alpha-1,Greater Noida	18602100000
Burger King	Block H, Beta II, Greater Noida/Plot-008, GF, Gamma, Greater Noida	011-33558000/9990270210
Pizza Hut	Ground Floor, Ansal Plaza, Greater Noida	18002022022/011-39883988
Barbeque Nation	Block H, Beta II, Greater Noida	08447216060/8061756025

HOTELS IN GREATER NOIDA

Hotels	Address	Contact
Radisson Blu	C-8, 2nd Cross Avenue Road, Kasna, Greater Noida	0120-4517777
Crowne Plaza	Surajpur Chowk, Near Yamaha Company, Greater Noida	0120-6735000
Jaypee Delcourt	G-Block, Surajpur Kasna Road, Greater Noida	0120-2324725
Savoy Suites	Noida-Greater Noida Expy, Amit Nagar, Sadarpur, Greater Noida	0120-3355600/0124-3986192
Hotel Caspia Pro	Wegman's Business Park Plot No. 3, Knowledge Park-III, Greater Noida	0120-6651711
The Stellar Gymkhana	R-1, Knowledge Park-II, Greater Noida	0120-4647500
Park Plaza	Kendriya Vihar-II, Sector 82, Noida	0120-4678888
C INN Hotel	Surajpur Kasna Road, Greater Noida	09873093672
Formule1	Wegman's Business Park Plot No. 3, Knowledge Park-III, Greater Noida	0120-6651711
Qube Studios-Habitech	Plot No 9, Knowledge Park III, Near Globus IT Park, Greater Noida	09910521779, 09910701589

SHARDA UNIVERSITY CAMPUS
AERIAL VIEW

An Initiative of

SHARDA UNIVERSITY
Beyond Boundaries

- School of Engineering & Technology
- School of Business Studies
- School of Dental Sciences
- School of Medical Sciences & Research
- School of Allied Health Sciences
- School of Creative Art, Design & Media Studies
- School of Law
- School of Basic Sciences & Research
- School of Architecture & Planning
- School of Humanities & Social Sciences
- School of Nursing Science & Research
- School of Education
- School of Pharmacy
- Sharda Hospital

SHARDA UNIVERSITY CAMPUS:
Plot No. 32, 34, Knowledge Park-III,
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Helpline: 0120-4570000
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