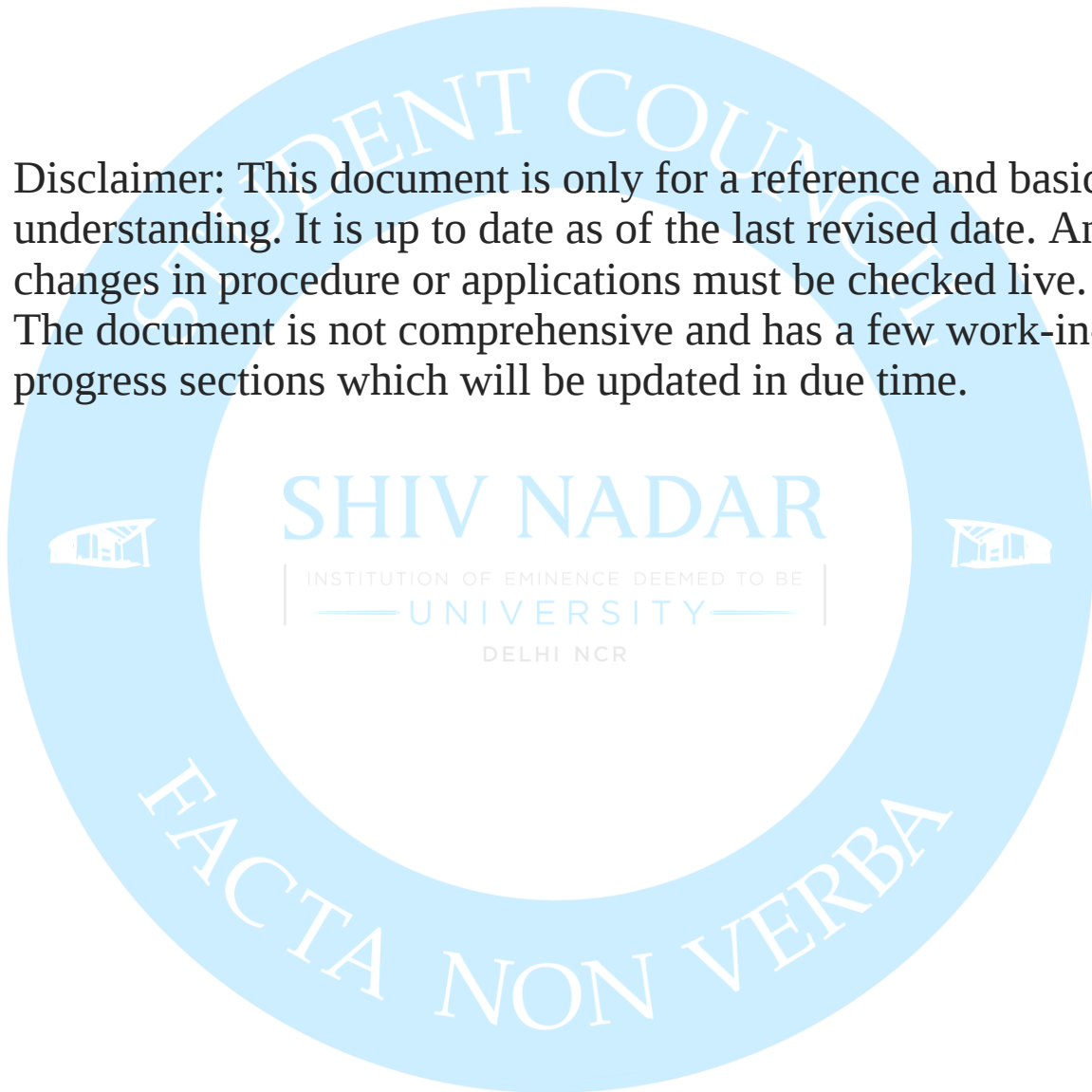


SNULINKS GUIDE

Disclaimer: This document is only for a reference and basic understanding. It is up to date as of the last revised date. Any changes in procedure or applications must be checked live. The document is not comprehensive and has a few work-in-progress sections which will be updated in due time.



Secretaries of Academic Affairs

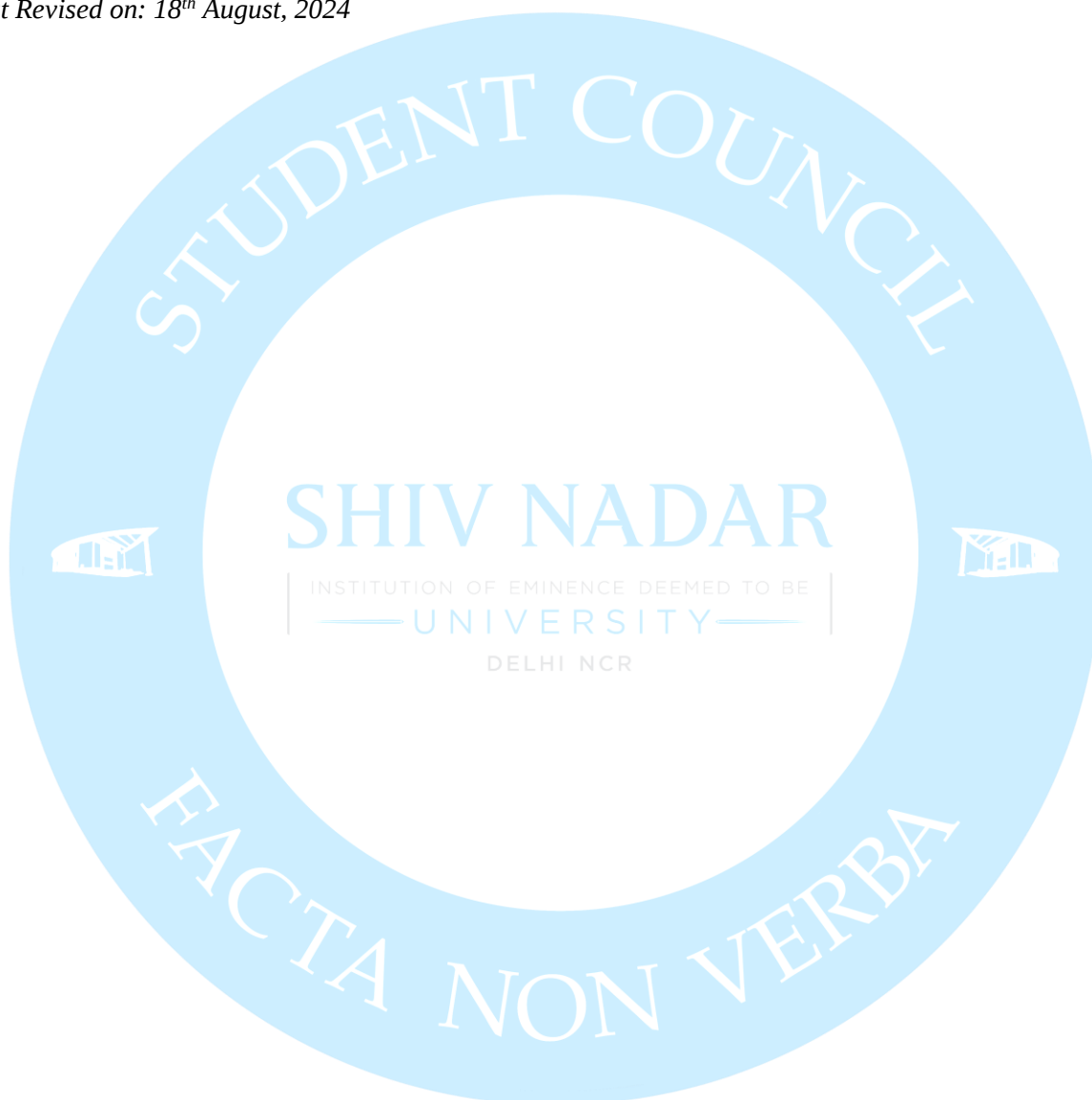
Navika Chadha | Prithviraj Jhunjunwala

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SNULinks

SNU Links is an online portal for Shiv Nadar University. It facilitates various academic and administrative activities for students, faculty, and staff. With respect to students, the portal provides essential resources like ERP, Blackboard, library access, hostel management, fee payment services, attendance recording, etc., and serves as a comprehensive tool to streamline various processes within the university, ensuring efficient operation and communication.

University ERP

The University ERP (Enterprise Resource Planning) system is a comprehensive software platform that manages all administrative academic functions. It handles student records, course registration, grades, attendance, financial management, etc. By streamlining these processes, it enhances efficiency, accuracy, and communication within the institution. On the ERP, there are various functions for the student, including checking your schedule, applying for re-evaluation, verifying academic records and more.

Course Enrolment

1. How to Search for Classes?

- Open [SNULinks](#), click on [University ERP](#) and log in with your credentials.
- In the 'StudentCenter' section, under Academics, click on 'Search'.
- Click on the dropdown box next to 'Subject' and choose your desired department/subject. For Example - Choose the [Core Common Curriculum](#) for CCC courses.
- Select **Undergraduate** under the 'Course Career' dropdown.
- Ensure the 'Show Open Classes Only' checkbox is ticked to display only courses with available seats.
- Click on the "Additional Search Criteria" to access more filters.
 - Min/Max Credits: Set the minimum and maximum credits if you are looking for courses within a specific credit range.
 - Selecting Days and Time: Choose specific days of the week if you want courses only on certain days. Set the time range for when you want your classes to be. For Example - Select "Monday, Wednesday, Friday" and set the time range from "10:00 AM" to "2:00 PM".
- Click on 'Search' to view all available courses with details such as Room Number, Instructor, etc.

In case you find difficulties, you can refer to the link attached for a [screen recording of how to search courses](#).

2. How to add courses?

Once the Course enrolment portal opens, for which the dates and details are announced by the Dean of Academics through mail, you can add courses to your timetable.

- Open [SNULinks](#), click on [University ERP](#) and log in with your credentials.
- In the 'Student Center' section, under 'Academics' click on 'Search'.
- Click on the dropdown box next to 'Subject' and choose your desired department or CCC.
- Choose **Undergraduate** under the 'Course Career' dropdown.
- Make sure that the 'Show Open Classes Only' checkbox is ticked.
- Click on 'Search', and this will lead you to the section that has all the available courses with their details, such as Room Number, Instructor, etc.

- Choose Course to Add: Click on the 'Select' button beside your desired course, which will lead you to the confirmation and then click on 'Next'.
By clicking on 'Next', your course will be added to your Course Wishlist (read below).
- Click on 'Enroll' on the top, and click on 'Proceed To Step 2 Of 3' and then 'Finish Enrolling'.
- Confirmation: This will take you to the 'View Results' section, where you can view your status of enrolment along with the reason why the class was unable to add to your timetable.

In case you find difficulties, you can refer to the link attached for a [screen recording of how to add courses](#).

Note: Keep in mind that you can add courses only before the **last date to add courses**, which would be announced by the Dean of Academics, also mentioned in the Academic Calendar

Course Wishlist

This is used during the enrollment of courses.

- To use the course wish list, navigate to the enrol segment in enrollment.
- Look for the courses available for that semester
- You can add courses to the wish list be it open or close
- If a course is open, click on 'Add to Course Wishlist' and proceed with adding the course.
- If a course is closed, you can still add it to the wishlist and wait for seats to become available. Once a seat becomes available, click on 'Enroll', then 'Proceed To Step 2 Of 3', and finally 'Finish Enrolling'.

3. How to drop courses?

- Open [SNULinks](#), click on [University ERP](#) and log in with your credentials.
- In the 'Student Center' section, under 'Academics' click on 'Enroll'.
- Click on the 'drop' option. You will see a list of your currently enrolled courses.
- Choose Course to Drop: Select the course you wish to drop and follow the prompts to confirm the drop.
- Confirmation: Ensure that you receive a confirmation message that the course has been successfully dropped.

In case you find difficulties, you can refer to the link attached for a [screen recording of how to drop classes](#).

Note: Keep in mind that you can drop courses only before the **last date to drop courses**, which would be announced by the Dean of Academics, also mentioned in the Academic Calendar.

4. How to swap courses?

- Open 'University ERP' from SNULinks and log in with your credentials.
- In the 'Student Center' section, under 'Academics' click on 'Enroll'.
- Click on the 'swap' option. This allows you to replace one course with another without having to drop and then add a course separately.
- Choose Courses to Swap: Select the course you want to swap out and the course you want to swap in. Follow the prompts to complete the swap.

- Confirmation: Ensure that you receive a confirmation message that the course has been successfully dropped.

In case you find difficulties, you can refer to the link attached for a [screen recording of how to swap courses](#)

5. How to view the timetable/weekly schedule?

- Open ‘[University ERP](#)’ from SNULinks and log in with your credentials.
- Navigate to the Self-Service dropdown.
- Go to the “Enrollment” menu; you will see “My Class Schedule” and “Weekly Schedule”
- Your weekly schedule includes your class times along with the location displayed in a list and calendar format.
- You can change the display options according to your convenience.

In case you find difficulties, you can refer to the link attached for a [screen recording of how to view your weekly schedule](#).

Course Catalog

The Course Catalog is a comprehensive listing of all the courses offered by the institution since inception. It includes detailed information about each course, such as the course code, title, description, prerequisites, credit hours, and the department offering the course. The Course Catalog is a valuable resource for students to explore available courses, understand course requirements, and plan their academic schedules.

6. How to access the Course Catalog?

- Open ‘[University ERP](#)’ from SNULinks and log in with your credentials.
- Navigate to the Self-Service dropdown.
- Go to Browse Course Catalog under the dropdown of Class Search/Browse Catalog.
- Choose the first letter of the desired course code.
- Choose the desired course from the options under that alphabet. This will provide you with detailed information about the course, including prerequisites, course content, and credit hours.

In case you find difficulties, you can refer to the link attached for a [screen recording of how to browse through the course catalog](#).

Advisement Report

The Advisement Report is a comprehensive document that outlines your academic progress, including completed courses, grades, and courses required to fulfil your degree requirements. It includes the completion status of university-wide electives (UWEs), common core curriculum (CCC) courses, and core courses.

7. How to view CCC requirement completion?

Checking the advisement report is crucial to ensure that you are on track with completion of your 18 credits of CCCs, and that you meet the category requirements of at least 6 out of the 8 CCC categories.

8. How to access your Advisement Report?

- Open ‘[University ERP](#)’ from SNULinks and log in with your credentials.
- Navigate to the Self-Service dropdown. Click on “Degree Progression/Graduation”. Click on “My Academic Requirements” in the menu.
- Click on “Generate Report as PDF” on the My Academic Requirements page. This PDF is your Advisement Report.

In case you find difficulties, you can refer to the link attached for a [screen recording of how to access the advisement report](#).

9. How to view and confirm the replacement status of a course?

Access Advisement Report: Follow the steps to view your Advisement Report.

Check Course Replacements: Look for sections that list replaced courses and their substitutes.

Confirm the replacements align with your academic plan and meet degree requirements.

Contact Advisor if Needed: If there are discrepancies or you need confirmation, contact your academic advisor for verification and assistance.

Disclaimer: The advisement report is an internal tool for planning student's course registration and is not an official record of the student's graduation status. In the event of any inaccuracies, please contact the Office of the Dean of Academics at D016. We also recommend that you perform manual planning as well.

GPA and Grades

10. How to check SGPA and CGPA?

- Open ‘[University ERP](#)’ from SNULinks and log in with your credentials.
- In the Student Center, click on ‘Term Statistics’.
- Choose the term for which you would like to view your SGPA and CGPA, then click continue.
- View SGPA and CGPA: The GPA under ‘From Enrollment’ is your SGPA for that semester, and the GPA under ‘Cumulative Total’ is your CGPA. These values give you an overview of your academic performance.

In case you find difficulties, you can refer to the link attached for a [screen recording of how to check your GPA](#).

11. How to view your grades?

- Open ‘[University ERP](#)’ from SNULinks and log in with your credentials.
- In the Student Center, under the dropdown ‘Other academic...’, go to ‘Grades’.
- Choose the term for which you would like to view your grades and click Continue.
- View Grades: Your grades for the selected term will be displayed. You can view individual course grades and overall performance.

In case you find difficulties, you can refer to the link attached for a [screen recording of how to view your grades](#).

12. How to download your grade card?

- Open ‘[University ERP](#)’ from SNULinks and log in with your credentials.
- In the Student Center, click on ‘Term Statistics’.
- In the menu on the side, click on ‘Download Grade Card’, two rows below.

- Select Term and Download: Select the term for which you would like to download your grade card from the dropdown and click 'Download Gradecard'. Your grade card will be downloaded in a PDF format.

In case you find difficulties, you can refer to the link attached for a [screen recording of how to download your grade card](#).

Note: Please note that sometimes there might be a technical issue downloading the grade card, and you might receive a blank grade card. You can always contact the registrar and request for that particular term's grade card.

13. How to apply for re-evaluation?

Re-evaluation allows students to request a review of their exam papers if they believe there has been an error in grading. Students can select the courses for re-evaluation, specify the type of request, provide a brief reason, and make the necessary payment. This portal will only open after the result declaration, and further information will be sent by the Controller of Examinations through mail.

- Open 'University ERP' from SNULinks and log in with your credentials.
- Navigate to the Self-Service dropdown. Click the "Re-evaluation Portal (Student)" link, which will be opened for 7 days after the announcement of results.
- Select the course(s) for which you wish to apply for re-evaluation.
- For each course applied, choose the Request Type and write the reason for the request in no more than 100 characters.
- After submitting the re-evaluation request, make the payment for the re-evaluation. Confirmation of your request will be provided upon successful payment.

In case you find difficulties, you can refer to the link attached for a [screen recording of how to access the re-evaluation portal](#).

Planner

The Planner allows students to organise and plan their courses for future semesters. You can add courses to the planner from the course catalog.

14. Accessing the Planner:

- Open 'University ERP' from SNULinks and log in with your credentials.
- Navigate to the Self-Service dropdown. Go to Academic Planning and choose 'My Planner'.

15. To add courses to the Planner

- Click on 'Browse Course Catalog' and choose the desired course.
- In the course detail window, click on 'Add to Planner'. This action saves the course in your planner for future enrolment.

16. To delete courses from the planner

- Navigate to 'My Planner'.
- Click on the delete icon  next to the course you wish to delete. Confirm the deletion to remove the course from your planner.

In case you find difficulties, you can refer to the link attached for a [screen recording of how to use the planner](#).

Personal Information

The personal information section is located bottommost section of the main home screen you see after opening the ERP. It shows the personal information which you have submitted to the university during the process of admission and registration. You can add and edit some of the information which is allowed to do by the university.

Blackboard



Student Attendance Recording System (SARS)

The Attendance Portal in a college ERP system is a tool that allows students and faculty to manage and track attendance records. It provides a centralised platform for the following functionalities:

1. Viewing Daily Attendance
2. Viewing Course-Wise Attendance
3. Viewing Attendance Summary
4. Downloading your Admit Card

17. Accessing the SARS:

- Open [SNULinks](#). Click on “Login through Single Sign-On (SSO)” and log in with your credentials.

18. Attendance

- In the menu, select the 'Student Attendance Recording' option.
- View Attendance Records: Click on the “Records” Option, and choose Daily, Course-wise, Calendar or Summary views. For attendance requirement, the summary is considered.

19. Admit Card

- Click on the “Admit Card” option, and you will be able to download your admit card as a PDF from this menu.

In case you find difficulties, you can refer to the link attached for a [screen recording of how to access SARS](#).

Course Evaluation Survey

The Course Evaluation Survey allows students to anonymously provide feedback on courses and instructors. Students assess teaching methods, course content, and learning environment, offering suggestions for improvement. This feedback helps enhance educational quality and informs future course development and instructor performance.

20. How to access it?

- Open [SNULinks](#). Click on “Login through Single Sign-On (SSO)” and log in with your credentials.

- In the menu, select the 'Course Evaluation Survey' option. The Course Evaluation Survey only opens twice a semester, and you are required to fill it in this window.
- Filling in feedback: Every course you are enrolled in for the semester/half-semester will show up on the menu when the survey opens. You are required to fill in feedback for all of them with as much detail as possible. Every instructor/TA for the course will be listed, with a list of criteria, where you will have to provide quantitative feedback on a scale from 1-5 (with 1 being the lowest and 5 the highest). There is also a section for qualitative feedback, which is shared anonymously with the course instructors.
- Confirming Completion and Submission: Once completed, click on the “Submit” button. After completion and submission, the course survey menu will display “Completed” next to the course, and you will not be able to access it again. Do not make mistakes while filling out the survey; there is no option to redo it.

In case you find difficulties, you can refer to the link attached for a [screen recording of how to access the course evaluation survey portal](#).

Documents and Redirects

SNU Student Handbook

The SNU Student Handbook is an essential guide that provides comprehensive information on university policies, procedures, and resources available to students. It covers a wide range of topics, including academic regulations, campus facilities, student services, and code of conduct. It is the responsibility of every student to refer to the handbook whenever the need arises, as it serves as an invaluable resource for navigating university life and adhering to institutional guidelines.

Student Policy Portal

The Student Policy Portal at SNULinks is a centralized online resource that provides access to all university policies relevant to students. This portal includes detailed information on academic policies, behavioral guidelines, campus safety, and other essential regulations.

Mess Menu Portal

The Mess Menu Portal at SNULinks is a user-friendly platform where students can access the daily meal plans offered at the university mess. The menu refreshes every night at midnight, providing updated information on breakfast, lunch, and dinner options. The website is only accessible on campus wifi. Additionally, the daily menu details are also available on the SNU app, making it convenient for students to check the menu on the go. The menu is shared every week by the Secretary of Food Affairs over WhatsApp and DigiiCampus.

SNU Wiki

SNU Wiki is the resource centre for all the major applications used by students. The resource center contains detailed information regarding the installation and usage of the following applications:-

- Configuration of wifi
- Net ID setup
- Email ID setup
- Configuration of VPN
- HPC
- Academia Installation

- DIGII CAMPUS (Formerly Collpoll)

Academic research

It contains various policies and forms required by the respective departments and most importantly also contains details regarding NAAC policy.

Assistantship/Award

The assistantship/award portal on SNULinks is dedicated mostly towards:

- Teaching Assistants (TAs)
- Students pursuing paid research work
- Students who have received monetary awards from the university

A PDF document with all the required details - such as work hours, date, AAA ID, etc.- as mentioned by their supervising professor in the prescribed format has to be uploaded to the portal after being duly signed and attested by them. Any important details may be mentioned in a section labelled “Notes”. All Assistantship/Award applications approved to be in Good standing after the 22nd of the month will be processed for payment in the subsequent calendar month. Assistantship/Award application for the current month can be done after the 15th of the month. To set-up the student portal and bank details, contact Finance prior.

CCT – Co-Curriculum Transcript

The CCT functions as an official logbook, documenting the number of hours worked and the skills acquired by an individual during an event. The club secretary is responsible for reviewing and approving requests submitted by members. Members are required to submit requests detailing the hours they have worked and the skills they have developed. Upon review and approval by the club secretary, members can download the verified logbook from the portal. This logbook serves as an official record of their contributions, authenticated by the club secretary.

Certificate Issuance

This portal serves as a comprehensive repository for all relevant student certificates. Within this portal, some certificates are readily accessible, while others necessitate approval before they can be previewed. Additionally, there is a feature that allows for the customization of certificates. To utilize this feature, users must upload sample files. This customization option provides a way to tailor certificates to specific needs or preferences.

Hostel Management

During the semester, all that is displayed is the name of your hostel, your roommate's information, including their phone number. Your bed number, etc.

On the day of selecting your roommate, the portal will be opened at the opening time which is given for the students. During that time, it will show which all hostels you can opt for and after selecting the hostels it will show you what are the rooms you can opt for. If the room is green in colour it means that both beds in the room are available. If it shows gray it means that the beds in the room are not available. After selecting the room your roommate will be shown on the hostel management block. Once you select the room you cannot change the room through the website. You must meet the hostel warden and explain

your situation. In the Hostel management section, you can see the warden's name and their SNU mail ID and their phone number for emergency purpose.

ID Card Management

ID card management is one section of our ERP where we can issue a new ID card if necessary and check the status regarding it and its respective approvals

On Campus Job

OCJ is On Campus Job, we do have different types of OCJ in the campus, in your semester time you will get paid 100 rupees per an hour and you can do up to 20 hours per week. In the summertime you get paid 75 rupees per an hour and you can do up to 40 hours per week. It is the OCJ payment approval portal. By Sunday, you must upload your timesheet on the portal. So, our supervisor will approve the timesheet, and once approved, you will get paid. If you fail to upload your timesheet on time you have to mail Sudhir sir keeping your supervisor in CC. In the portal, it will show the supervisor's name, join date, ending date, and history of the timesheet. Once you get selected for the OCJ then only the OCJ portal will be opening for you. Otherwise, it will show you don't have the access to the portal. If you are selected, you will need to upload your bank account information. After the payment has been approved, money will be credited into your bank account.

Student Outbound Mobility

This is regarding all short-term study abroad programs like semester abroad, research internships. You can get this by clicking "login" on top of SNUlinks page and then go to the Student Outbound Mobility portal. There are a few steps you need to take to finish the process.

Outbound Student Mobility Process Introduction -> Application -> Credit Transfer

For more details check the user manual in the Student Outbound Mobility portal or contact partnerships@snu.edu.in (dean of partnership) for further queries.

Student Clearance

Students who wish to receive their Temporary Graduation Certificate or Diploma or those who wish to discontinue their studies at the University must go through clearance procedure. Student Clearance option is available on the SNU Links portal. One must enter the expected last day on campus, the required reference documents and the reason of withdrawal.

Student Payment Center

Before each semester, detailed fee statements are posted, breaking down costs such as tuition, hostel, mess, and laundry, along with any fines from the previous semester. This transparency helps students understand their financial obligations clearly. The portal supports multiple payment methods, including net banking, credit cards, debit cards, UPI, and GrayQuest, providing flexibility and convenience.

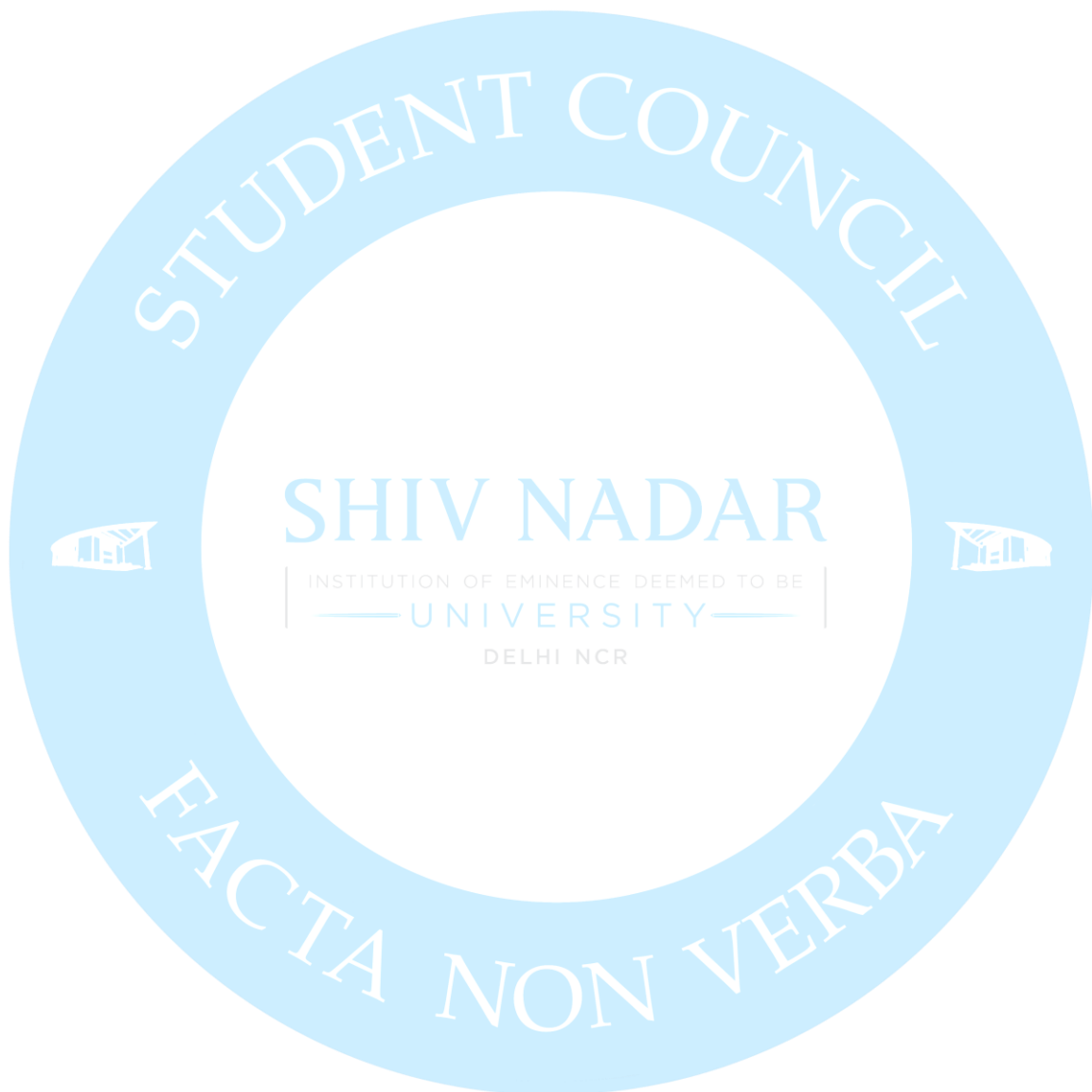
GrayQuest

The University offers an EMI (Monthly) Fee Payment Option through GrayQuest Education Finance Pvt Ltd, allowing students and parents to convert their semester fees into up to 12 monthly instalments. The exact costs and monthly payment amounts depend on the total fees, with no collateral required. For more

details, refer to the GrayQuest-specific PDFs that will be released as necessary to provide important updates and steps to follow.

Event Repository

This shows all the events planned by every club, society and department with all respective details.



Contact

Academics

Office of Dean of Academics

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Frequently Asked Questions

Please check the [Comprehensive FAQs](#) for further questions.

~ Made by Academic Affairs Committee and IT Committee, Student Council SNIoE 2024 - 2025

