SUSHANT UNIVERSITY (ERSTWHILE ANSAL UNIVERSITY)

STUDENTS HANDBOOK

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Message from Vice-Chancellor

<u>Dear Students,</u>

Aim of education is to create a learning platform for critical enquiry- What, How, and Why. The world is evolving at a very fast pace. Diverse opportunities and innumerable challenges- the simultaneous existence of both is desirous of an education methodology that shapes intellectuals who deliver quality performance.

Sushant University, Gurugram, located in the midst of fortune 500 companies, is an emerging educational temple. It evolves through a growth oriented, learner-market centric approach and meaningful engagement in order to create an experiential ambience. Methodology and drives of education at the University are oriented to ensure a competency-based education. To this, our approach is multi-/trans-/inter-disciplinary, which provides assurance of quality learning and thereby influencing learners' overall performance.

The vision of the University is to provide an academically enriching environment, to help create and hold a "Globally Competent Graduates" for an ever-changing knowledge economy, as well as the professionalism at large. To this effect, University has strong global collaborations; distinguished faculty, which comprises a blend of academically and professionally qualified; practicing executives; state of the art infrastructure, research engagements and consultancy projects; and an educational portfolio that blends the best of campus and digital delivery into a highly supportive and personalized student experience.

Students at University are enthusiastic, participative, and entrepreneurial in their bent of mind. We present opportunities for our students to develop a global mindset through our partnerships with universities and organizations around the world.

With students-teachers being an important component of the university, along with other stakeholders, we are further engaged in a research-focused, participative and innovative practice with a diverse group of participants.

On behalf of faculty, students and Sushant University, I deem it as my privilege to welcome you all to this temple of knowledge to collaborate and engage in the journey of experiential learning and enhance your creativity for innovation.

Let us learn and excel together…,

Vice Chancellor, Sushant University

I. ABOUT UNIVERSITY

Sushant University (Erstwhile Ansal University) was established in 2012 under the Haryana Private Universities Act, 2006, is located in the heart of Gurugram, India's largest hub of National and Fortune 500 companies. The University has eight schools under its umbrella, offering programmes in Architecture, Design, Law, Management, Hospitality, Engineering, Health Sciences and Planning & Development. The University has collaboration with some of the finest Universities and Institutions in UK and other countries like Harvard Business School Online, University of Warwick, Art University of Bournemouth, University of West England and Vatel International, France.

II. RECOGNITIONS & APPROVALS

- Approved by the Higher Education Department Government of Haryana under Haryana Private Universities Act 2006 (Amended in Year 2012)
- Approved by University Grants Commission
- School of Art and Architecture – Approved by Council of Architecture
- School of Law – Approved by Bar Council of India
- School of Planning and Development – Approved by Institute of Town Planners of India
- School of Health Sciences – Pharmacy Department – Approved by Pharmacy Council India
- Vatel Hotel and Tourism Business School – Affiliated with Vatel Corporation France

III. VISION & MISSION

VISION

Achieving excellence in higher education through research, innovation, participatory governance and global presence

MISSION

- Transform lives and communities through education and research
- Achieve excellence through participatory governance and focus on quality research and innovation
- Attract talent through international partnerships and collaborations to achieve highest standards
- Facilitate learning through student centric and empathetic approach
- Develop thought leadership with industry integration

IV. AWARDS & ACHIEVEMENTS

SUSHANT UNIVERSITY

- National Education Excellence Award for the Best University in North India 2017
- Best institution for Academic Excellence in Design in India by ASSOCHAM India
- CSR Excellence Award 2017 & 2018

SCHOOL OF ART AND ARCHITECTURE

- Won the Best Private College of Architecture in India for Year 2018
- No. 1 Private Architecture school in India – 2019 Outlook Magazine
- Best Institute for Academic Excellence in India for Year 2019

- Best Institute for Innovation & Pedagogy in India for Year 2019
- IPAC 2019 - International Planning and Architecture Conclave was held at SAA in Feb 2019
- Degree Show 2018 – held at JKC Gallery, SAA, Sushant University, Gurgaon
- Degree Show 2019 - held at India Habitat Centre, New Delhi
- Verandah I - SAA Journal First Issue launched in Feb 2019
- Verandah II - SAA Journal Second Issue launched in Mar 2020

SCHOOL OF DESIGN

- Best institution for Academic Excellence in Design in India by ASSOCHAM, India, in 2019 and the Education Post, in the 2nd Asia Pacific Education and Technology Awards.

SCHOOL OF LAW

- Ranked no # 8 in the category of 'Top Outstanding Law Schools of Excellence in India' by GHRDC 2020
- Ranked no # 3 in the category of 'Top Law Schools of State CSR' by GHRDC 2020
- Awarded "Legal Aid Award" for rendering excellent services for Legal Aid Activities in 2019 by Knowledgesteez
- Ranked no # 1 in the category of 'Most Promising Law School in India' by GHRDC 2019 survey
- Recognized as the 'Emerging Law School of the Year-2018' by Legal Desire, ranked as one of the top promising law schools 2018
- No.1 Rank in the category of Promising Law School by GHRDC (Global Human Resource Development Centre) in 2017
- Recognized as the 'Emerging Law School of the Year-2016' by INBA

SCHOOL OF ENGINEERING AND TECHNOLOGY

- Published 16 patents
- Ranked no # 4 in the category of 'Top Engineering College of Excellence' by GHRDC 2020 survey

V. PEDAGOGY

- Strong focus on experiential learning with the help of latest tools and techniques using case studies, role-plays, field visits, projects, classroom exercises, etc.
- Seminars and presentations given by students which help them in developing their skills in effective expression and public speaking
- Teaching and assessment in every school is done not only to award degrees but to validate the learning outcomes of the particular course
- Practical sessions to enhance hands-on learning skills of the students
- Every student is required to submit his/her work, including dissertations, long essays or research projects, for evaluation and critical discussions regularly
- Schemes like faculty mentoring, peer-tutor engagement and leadership building enable the holistic development of the students
- Scientific testing and measurement tools like conceptual tests, continuous assessment and critical evaluation are used to imbibe practical knowledge
- Industry visits, corporate internships, field studies and surveys are an integral component of the curriculum
- Students are exposed to ethical and professional responsibility issues that lurk beneath the surface of the profession

STUDENTS' HANDBOOK ON CODE OF ETHICS AND CONDUCT
ALONG WITH STANDARD PROCEDURES

1. PREAMBLE

This Handbook indicates the standard procedures and practices of Sushant University (Erstwhile Ansal University) (hereinafter referred to as the 'University') for all students enrolling with the University for pursuing varied programs. All students must know that it is incumbent upon them to follow this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it.

That the University's endeavor by means of enforcing this Code is to pioneer and administer a discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility.

All Students are requested to be well conversant with this Code, also found on the official website of the University

2. ADMINISTRATIVE AUTHORITY

2.1 The University shall have the authority and control over the conduct of the students associated /enrolled with the University and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the University campus or in connection with the University related activities and functions.

2.2 The University may also exercise authority over conduct, which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus, which shall include
  a) Any violations of the Sexual Harassment Policy of the University against other students of the University;
  b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the University;
  c) Possession or use of weapons, explosives, or destructive devices off-campus;
  d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.;
  e) Conduct, which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

The University, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, the University shall consider the seriousness of the alleged offence, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off-campus conduct is part of a series of actions, which occurred both on or/and off-campus.

3. ETHICS AND CONDUCT

3.1 This Code shall apply to all kinds of conduct of students that occurs on the University premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the University's Interests or reputation.

3.2 At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that
  a) He/She shall be regular and complete his/her studies as per the University norms.

b) In the event, if a student is discontinued from his/her studies for any reason, the student will follow all such processes/procedures of exit.

c) As a result of such discontinuation, the student shall be required to clear pending hostel / mess dues and if a student had joined the University on a scholarship, the said grant shall be revoked.

3.3. University believes in promoting a safe and efficient climate by enforcing excellent standards of behaviour. All students must uphold academic integrity, respect all persons and their rights and property and safety of others etc.

3.4 All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the University's interests and reputation substantially. The various forms of misconduct include:

a) Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, sexual orientation, marital or family status, physical or mental disability etc.;

b) Intentionally damaging or destroying University property or property of other students, faculty members and authorized visitors;

c) Any disruptive activity in a classroom or in an event sponsored by the University;

d) Unable to produce the identity card, issued by the University, or refusing to produce it on demand by campus security guards.

3.5 Activities not permitted

a) Organizing meetings and processions without permission from the University;

b) Accepting membership of religious or terrorist groups banned by the University/Government of India/State Government;

c) Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy;

d) Unauthorized possession or use of harmful chemicals and banned drugs;

e) Smoking on the campus of the University;

f) Possessing, Consuming, distributing, selling of alcohol in the University and/or throwing empty bottles on the campus of the University;

g) Parking a vehicle in a no parking zone or in area earmarked for parking other types of vehicles;

h) Rash driving on the campus that may cause any inconvenience to others;

i) Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer at the time of admission or during study, which may cause hindrance to the academic progress;

j) Theft or unauthorized access to others resources;

k) Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the University.

3.6 Students are expected not to interact, on behalf of the University, with media representatives or invite media persons on to the campus without the permission of the University authorities.

3.7 Students are not permitted to record audio or video lectures in classrooms or actions of other students, faculty, or staff without prior permission.

3.8 Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.

3.9 Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the University on the social media or indulging in any such related activities having grave ramifications on the reputation of the University.

3.10 Theft or abuse of the University computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of University property or facilities, offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.

3.11 The students shall not cause damage to, or destruction of, any property of the University, or any property of others on the University premises.

3.12 Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent shall not be permissible.

3.13 The students shall not indulge in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition.

4. BREACH OF CODE OF CONDUCT: If there is a case against a student for a possible breach of code of conduct, the matter shall be referred to the disciplinary committee duly constituted and it will take cognizance of the matter and take appropriate measures. If disciplinary committee does not exist, then a committee will be formed to recommend a suitable disciplinary action which shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee is entitled to adopt any appropriate mechanism to ascertain the misconduct of the student (mechanism adopted should not be repugnant to University rules) and suggest one or more of the following disciplinary actions based on the nature/level of misconduct.

4.1 WARNING- Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.

4.2 RESTRICTIONS -Reprimanding and Restricting access to various facilities and opportunities on the campus for a specified period of time.

4.3 COMMUNITY SERVICE –To serve the community for a specified period of time which can be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.

4.4 EXPULSION - Expulsion of a student from the University permanently. Indicating prohibition from entering the University premises or participating in any student related activities or campus residences etc.

4.5 MONETARY PENALTY- May also include suspension or forfeiture of scholarship/fellowship for a specific time period.

4.6 SUSPENSION- A student may be suspended for a specified period of time, which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various University facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties: -

a) Ineligibility to reapply for admission to the University for a period of three years
b) Withholding the grade card or certificate for the courses/programs studied or work carried out

5. APPEAL: If the alleged student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Vice-Chancellor. The Vice-Chancellor may decide on one of the following:

a) Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct
b) Refer the case back to the committee for reconsideration

In any case, the Vice Chancellor's decision is final and binding in all the cases where there is a possible misconduct by a student.

6. ACADEMIC INTEGRITY

As an institution for advanced scientific and technological research and education, the University values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The University believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the University and its research missions; hence, any violation of academic integrity constitutes serious offence.

6.1 Scope and Purpose
A. This Policy on academic integrity is an integral part of the Code which applies to all students at the University and they are required to strictly adhere to the said policy. The purpose of the Policy is two-fold:
- To clarify the principles of academic integrity
- To provide examples of dishonest conduct and violations of academic integrity

NOTE: These examples are only illustrative, NOT exhaustive.

B. Failure to uphold these principles of academic integrity affects both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

C. The principles of academic integrity require that a student,
- properly acknowledges and cites use of the ideas, results, material or words of others;
- properly acknowledges all contributors to a given piece of work;
- makes sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration;
- obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions;
- treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

6.2 Violations of this policy include, but are not limited to:

(i) **Plagiarism** means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself.

Examples of plagiarism include:

a) Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet;
b) Reproducing one's own previously published data, illustrations, figures, images, or other's data, etc.;
c) Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution;
d) Self-plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations;
e) Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement;
f) Paraphrasing or changing an author's words or style without citation.

(ii) **Cheating** includes, but is not limited to:

a) Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts;
b) Allowing or facilitating copying, or writing a report or taking examination for someone else;
c) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources;
d) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications;
e) Creating sources, or citations that do not exist;
f) Altering previously evaluated and re-submitting the work for re-evaluation;
g) Signing another student's name on an assignment, report, research paper, thesis or attendance sheet.

(iii) **Conflict of Interest:** A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, publication, working on committees, research funding and consultancy. It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest.

Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy.

To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-to-case basis.

(iv) **Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:**

a) Use proper methodology for experiments and computational work. Accurately describe and compile data.
b) Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny, if required, and the changes made should be clearly described.

c) Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as "cherry picking").

d) Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. Date should be indicated on each page.

e) Write clearly in your own words. It is necessary to resist the temptation to "copy and paste" from the Internet or other sources for class assignments, manuscripts and thesis.

f) Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

6.3. **Individual and Collective Responsibility:** The responsibility varies with the role one plays.

a) **Student roles:** Before submitting a thesis/ assignment/ project to the department, the student is responsible for checking the thesis for plagiarism using software that is available on the web. In addition, the student should undertake that he/she is aware of the academic guidelines of the University, has checked the document for plagiarism, and that the research work is an original work. A web-check does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy, he/she is strongly encouraged to report the misconduct in a timely manner.

b) **Faculty roles:** Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the University's academic integrity policy within their specific courses, to ensure academic honesty and to respond appropriately and timely to violations of academic integrity.

c) **Institutional roles:** A breach of academic integrity is a serious offence with long lasting consequences for both the individual and the University, and this can lead to various sanctions. In the case of a student, the first violation of academic breach will lead to a warning. A repeat offence, if deemed sufficiently serious, could lead to expulsion. It is recommended that faculty bring any academic violations to the notice of the Director/Dean. Upon receipt of reports of misconduct, the Vice-Chancellor/Director/Dean may appoint a committee to investigate the matter and suggest appropriate measures on a case-to-case basis.

7. ANTI-RAGGING

Ragging is a criminal offence as per the Supreme Court verdict. The University has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the 'UGC Regulations']'. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the University.

7.1 Ragging constitutes one or more of the following acts:
a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;

b) indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;

c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;

d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
e) exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
f) any act of financial extortion or forceful expenditure burden put on a student by other students;
g) any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
h) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student;
i) any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

7.2 ANTI-RAGGING COMMITTEE

Please find the link of University Anti-Ragging Committee at
https://sushantuniversity.edu.in/about-us/statutory-compliance/anti-ragging-policy

7.3 Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the University, an appropriate action against those found guilty of ragging shall be, any one or any combination of the following:

- Suspension from attending classes and academic privileges

- Withholding / withdrawing scholarship / fellowship and other benefits

- Debarring from Campus Placement opportunities / recommendations

- Debarring from appearing in any test/examination or other evaluation process

- Withholding of results

- Debarring from representing the University in any regional, national or international meet, tournament, youth festival etc.

- Suspension/ expulsion from the hostel

- Cancellation of Admission

- Rustication from the University for a period, ranging from 1 to 3 years

- Expulsion from the university and consequent debarring from admission to any other program for a specific period

- Levy of appropriate Fine

- Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the University shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers

If any incident of ragging comes to the notice of the Anti-Ragging Committee, the concerned student shall be given opportunity to explain the alleged act. In addition, in case of every single incident of ragging, a First Information Report (FIR) will be filed with the local police authorities.

The Anti-Ragging Committee shall examine all complaints of ragging and shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

8. SEXUAL HARASSMENT

The University's Policy on prevention and prohibition of sexual harassment at workplace, 2013 shall apply mutatis mutandis to the students of the University which can be accessed and reviewed by the students at https://sushantuniversity.edu.in/about-us/statutory-compliance/internal-complaints-committee-icc

Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

9. STUDENT GRIEVANCE

Any student of the University aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarised hereinabove can approach the Student Grievance Redressal cell at the University. Further, any student who is aware of any violations must report the same to the Cell. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints. Please find the link of Student Grievance Committee at https://sushantuniversity.edu.in/admin-assets/uploaddata/Student-Grievance-Redressal-Committee-21-06-21v2.pdf

Students should mail/address their grievances and/or requests only to the concerned department/school for its resolution. Any mail or request sent directly to Hon'ble Trust Members, Chancellor, Vice Chancellor and/or Registrar will not be entertained in any circumstances.

10. COVID COMMITTEE

COVID-19 is rapidly evolving and has become worrisome for the whole world. We had never lived through a crisis quite like this leading to fundamental changes to our daily lives – including the way we communicate, socialize, work and live. It is an unprecedented event whose course is very difficult to predict and it is likely that we will have to continue to make changes as the pandemic progresses. The University fraternity has been working for its student's community above and beyond the call of duty over the past days and weeks in the face of this situation with the deep knowledge, capability, and great sense of commitment. The University has developed collective ability to weather this period with strength and agility.

The major transitions adapted at the University in a very short space of time to avoid the academic loss, mental stress & anxiety and psychosocial concerns include:

a) The move to a greater level of online teaching, learning and assessment to protect student's education as far as possible. Students were given relevant support in terms of study material, online books and necessary assistance for online classes.
b) Regular communications from Vice-Chancellor as advisories to cope with a set of challenges that our students could not have imagined.
c) Constitutions of a COVID 19 helpline committee including the Registrar, Deans and Senior Professors of the University. This team could be contacted by any students on 24X7 basis for any kind of support and advice. Please find the link of COVID Committee at https://sushantuniversity.edu.in/about-us/statutory-compliance/covid-19-committee.
d) Sharing the online literature to create awareness about the preventive methods against spread of Novel Corona Virus.
e) Conducted a workshop by medical expert Padam Shree Late Dr. K K Aggarwal, President National Heart Care Foundation on Respiratory Hygiene and prevention from COVID 19 infection.
f) Interaction with parents and everyone who has been involved in the transition to online teaching for their advice and seeking further information about the ongoing crisis.

g) Continuous communication and interaction of students with Deans, Program Directors and Coordinators on daily basis for their well-being and interactive classes through digital & social media platforms.

h) One to one interaction of Vice Chancellor, Registrar and Deans through digital platform with members of student's council and class representative to know the well-being of these students, their family members and their classmates / friends.

i) All preventive measures and sanitization done at the campus to avoid any infection in the hostel residents of the University.

11. STUDENT PARTICIPATION IN GOVERNANCE

As Students are members of the University, they are encouraged to play a role in the governance of the University. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must, at all junctures, be encouraged to put forth their views and opinions for an informed decision-making. Student Participation is encouraged and must be strengthened through the involvement of students at all levels. Therefore, all students who are a part of the University and who are going to be enrolled in the University are advised to uphold the policy and inform the University of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies. In order to ensure their effective participation, students are also nominated as members of various committees to share their inputs and innovative ideas to forge the way towards successful future.

12. E-LIBRARY RESOURCES

Sushant University has membership of following an online digital library, e-resources and e-database for students and faculty. There are more than 50,000 digital contents available, covering subject-wise academic text books, eBooks access to resources across disciplines such as Business & Economics, Computer Science, Architecture, Design, Engineering, Science, Health Science, Law, Humanities & competitive exam preparations.

Subscribed Online Digital Library

- J-STOR
- DELNET
- SCCONLINE
- Manu Patra
- EBSCO
- NDL

Online Learning Resources by HRD Ministry

- www.swayam.gov.in
- http://ugcmoocs.inflibnet.ac.in
- www.epgp.inflibnet.ac.in
- http://cec.nic.in
- www.swayamprabha.gov.in
- http://www.youtube.com/user/cecedusat
- http://ndliitkgp.ac.in
- http://shodhganga.inflibnet.ac.in
- http://ess.inflibnet.ac.in
- http://vidwan.inflibnet.ac.in

13. HOSTEL LIFE AND FACILITIES

Hostel life for any student is one of the unforgettable moments and the University makes this stay memorable by providing great ambience, comfort and facilities. Staying at hostel encourages students to become responsible and independent. It also gives an opportunity to work in a team and develop a sense of understanding of the varied cultures and backgrounds that students come from and instill a sense of empathy. There are separate hostels for girls and boys on campus for about 300 residents on triple sharing basis, allowing greater opportunities to interact and learn from each other. Students maintain a healthy environment, which by working together for projects, assignments, brings togetherness.

Facilities

- Each resident is provided with cupboard, computer table with rack, chair and bed with mattress
- Housekeeping (sweeping, mopping & cleaning) facilities are provided without any extra charge
- A common/dining room with TV, newspapers and magazines is provided in each hostel. Hostel inmates can use Outdoor game facilities such as Basket Ball, Football, Cricket, volleyball etc. on campus. A Gymnasium is also available in the campus
- Geysers are provided in each washroom
- Water coolers with RO water are available on alternate floors
- Students are provided good quality meals (Vegetarian /Non-Vegetarian) with no restriction on quantity, except for certain items
- Meal facility is also available to parents on subsidized rates
- 24 hours' security is provided at both the hostels
- Internet facility is provided at no extra cost
- Free consultation by the doctor is provided twice a week

14. SPORTS FACILITIES

The University has state-of-the-art sports facilities for its students and faculty with a choice of playing for fun and health or training for competitive sports. All the students are encouraged to participate in at least one sports activity of their interest. Whether to improve health or train for competitive events, you can do it all here!

The sports facilities include;

- Sport complex
    - 2 tennis courts
    - 2 volleyball courts
    - 1 basketball court
- Canteen area
    - 1 basketball court
- Ground
    - 4500 square yard football & cricket ground
- Cricket pitch
- Gym room & Yoga room

Intra and inter college sports events are organized regularly. Coaches and instructors are available to train the aspirants in various sports.

Programs and events that showcase the many cultures, customs and celebrations are an integral part of the University.

Several programs for life skill development, team building, group discussion and role-plays are organized for students from time to time.

Excellent recreation facilities are available for a well-rounded personality development of our students. A variety of entertainment shows are organized in the campus each year, which has ace musicians, singers performing live in our campus. Come and experience the best of your campus life!

15. MEDICAL FACILITIES

Infrastructure:
- A dedicated medical room with first aid
- An ambulance on campus

Equipment:
- Blood pressure device
- Stethoscope
- Glucometer
- Oximeter
- Oxygen tank

Staff:
- Medical emergency technologist available on campus on working days
- Psychiatric counselors available twice a week

16. CENTRE OF EXCELLENCE

Centre for Soft-Skills

In an endeavour to remove the skills gaps and with the objective of creating market-ready professionals, Sushant University has embedded soft skills trainings within the academic curriculum, assigning it weekly classes, mandatory credits and compulsory evaluation for all the Schools across the campus, so as to prepare and empower the students for the professional field and personal life.

This training module of Soft Skills has been devised after extensive research, industry feedback and professional experience of the Soft Skills team in a way that makes the learners achieve quick progress.

The pedagogy adopted is a unique blend of classroom teaching along with interactive and engaging activities. The trainers are highly experienced experts who facilitate hands-on learning in the classroom. The students embark on a journey to know themselves better and improve their confidence to face the professional challenges ahead.

The key focus areas of the trainings include:

- Interpersonal skills
- Goal Setting and Time Management
- Personal grooming and professional Etiquettes
- Communication and Presentation skills
- Team Building
- Overall personality development

By making soft skills trainings as a mandatory part of the curriculum for the students, the University strives to enhance their employability and industry-acceptance by overall personality grooming and development.

Centre for Foreign Languages

In view of the international trading and business envisaged to rise phenomenally amongst the various countries of the world, the need to develop a better understanding of the languages, cultures and working philosophies of

the peoples of the world was felt necessary. It was with this thought that the Sushant University has planned to introduce foreign language as a two-semester, single-credit course mandatory for students across all schools of the Sushant University.

The course would be delivered online, in which the students will have the liberty to complete as many levels of language as chosen by them within a given period of time. Amongst the 12 languages proposed by the BUSUU, a British language company which would be conducting the programme online the most popular ones chosen by the students are French, Mandarin, German, Spanish, Italian, Japanese, Portuguese and, of course, English.

The progress of the language learning is indeed very systematic and methodical by which the student is allowed to progress to the next module only upon clearing a test and obtaining a certain level of proficiency.

Corporate Resource Center

Corporate Resource Center (CRC) is dedicated to partnering with the corporate, various industrial associations, with an objective to help the students understand the organizations and their requirements as well as prepare the students not only for their first job but also for a lifetime. Reputed Corporate are approaching Sushant University to recruit students. Our students are highly valued and appreciated by India's best corporate.

It has taken some effective steps which include restructuring the course curriculum, offering new and contemporary elective courses, introducing online learning and teaching, upgrading state of the art IT infrastructure and modernizing the library. It grooms the students' right from the beginning and strategically planned time tables for all years. In the first year focus is on communication skills of students. In second & third year, focus is to groom the students technically and in final year to provide them the finishing touch through special technical and PDP programs. It gives the students an upper edge in all on-campus and off-campus test and interviews.

The key focus areas include:
  i. CRC to be the industry academia interface of University
  ii. Final Placement of the students (Domestic & International)
  iii. Summer Internship of the Students
  iv. Arranging Live Projects
  v. Arranging Industry Visits
  vi. Conducting Guest Lectures
  vii. Industry Collaborations
  viii. Counselling of the students

Office of International Affairs

We live in an increasingly globalized world which presents a number of opportunities along with an ever-increasing number of challenges. It is therefore vital for any University operating in the 21st century to have a strategic approach to the internationalization of its activities. Therefore, Sushant University has established an office of International Affairs at its campus to offer the following to the students from around the world.

  i. University research partnerships and collaborations
  ii. Study Abroad
  iii. Student Exchange
  iv. International Student recruitment
  v. Other engagement enquiries

International Collaborations

The University has collaboration with some of the finest Universities and Institutions as mentioned below:

  i. HARVARD BUSINESS SCHOOL ONLINE
  ii. UNIVERSITY OF WESTMINSTER, UK

iii. VATEL HOTEL AND TOURISM BUSINESS SCHOOL, FRANCE
iv. ARTS UNIVERSITY BOURNEMOUTH, UK
v. UNIVERSITY OF WARWICK, UK
vi. LONDON LEARNING CENTER
vii. WESTERN UNIVERSITY OF HEALTH SCIENCES, CALIFORNIA
viii. UNIVERSITY OF WEST OF ENGLAND, BRISTOL
ix. UNIVERSITY OF LA VERNE, CALIFORNIA
x. LUCIDEUS TECHNOLOGIES PVT. LTD.

17. FEE PAYMENT DETAILS

To make the Fee payment, students can use any one of the following options:

- Pay via student portal https://g01.digialm.com/EForms/configuredHtml/2254/60831/login.html

- Use E-Collect (RTGS/NEFT/IMPS) setup as follows:

   o "AUCODE" is e-collect code allocated for SUSHANT UNIVERSITY.
      Beneficiary Account Number: AUCODE………… followed by 15-digit Registration Number. If the registration no. is less 15 digits then prefix zero with Reg. No. just after AUCODE to complete 15 digits. (Example, if a Registration No. is 190BARCHA0001 then Bank A/c no will be AUCODE 00 190BARCHA0001
   o Beneficiary Name: ANSAL UNIVERSITY
   o IFS Code: YESB0CMSNOC (5th digit is zero rest all alphabets)
   o Bank Name: Yes, Bank
   o Branch: Worli, Mumbai
      "Please note that currently E-Collect setup doesn't support UPI. Please use only RTGS/NEFT/IMPS."

- Demand Draft / Cheque in favor of 'ANSAL UNIVERSITY' (payable at New Delhi). Note: Need to mention Student Name, Registration No. & Contact No. on the back side of cheque/DD & send it on the address below (Date of receiving of valid cheque will be consider as Fee Received date, subject to realization:
      Accounts Department, SUSHANT UNIVERSITY (Erstwhile Ansal University)
      Sector-55, Golf Course Road, Gurugram, Haryana-122003.

18. REFUND POLICY

It will be applicable as per UGC guidelines.

19. FEE CONCESSION DETAILS

Haryana Domicile Fee Concession (Applicable to both UG and PG Programmes)

19.1 The fee concession to the students of Sushant University (Erstwhile Ansal University) will be awarded on the basis of merit-cum-means and shall be awarded to 25% of students who are domicile of Haryana in accordance with Haryana Private Universities Act, 2006. The fee concession shall be as per Clause No. 36 (2) of the Act which states that;

The fee structure for the 25% of total intake of students who are domicile of Haryana shall be based on merit cum means as follows:
(i) One Fifth of the twenty-five percent shall be granted full (100%) fee concession
(ii) Two fifth of the Twenty-Five Percent shall be granted fifty percent (50%) Fee Concession
(iii) The balance two fifth of the twenty-five percent shall be granted twenty-Five percent (25%) fee concession

19.2 The actual expenses on account of the fee concessions for all the programmes running under Sushant University (Erstwhile Ansal University) would be provided for, after completion of the admission process each year based on actual number of enrolments.

19.3 Notwithstanding the fee concessions, all candidates selected for admission will have to deposit their fee as per clause 2 of the Ordinance 6 to secure their admission. On grant of fee concessions, if at all, by the Fee Concession/Fellowship/ Scholarship Committee, the fee concession amount will be refunded/or adjusted against subsequent semester fee.

19.4 Fee concessions shall be granted to admitted students in the First year on the basis of the performance in the merit cum-means list of the concerned program and in the later years on the basis of their satisfactory academic performance during the course of study and as per the conditions laid down under *'Applicability and continuity of Fee Concession'* (refer para 19.6).

19.5 Application Process for Fee Concession
   (i) Interested eligible candidates shall submit their application in the prescribed form along with the required proofs on or before the last date notified each year by the University at the Commencement of the Academic session. Applications received after the last date will not be considered.
   (ii) Candidate along with parents may be called for interaction with the Committee to help in assessment of the financial position. Failure of parents to come can invalidate the application and/or delay the disbursement if at all applicable.

19.6 Applicability & Continuity of Fee Concession

   1. Haryana domicile Fee Concession is applicable to both UG and PG Programmes.
   2. *This fee concession is awarded on "merit-cum-means" basis. Merit will be considered as the first criteria followed by means.*
   3. Must meet the eligibility criteria for continuation of registration in terms of relevant Ordinance on "Course Credit Regulation and Grading System" and promotion and pass in all the courses.
   4. Must meet the attendance criteria of Sushant University (Erstwhile Ansal University) as per relevant Ordinance and should not be debarred from taking the examinations due to shortage of attendance.
   5. Must not have been suspended for any grave act of indiscipline as decided by the Disciplinary Committee of the Sushant University (Erstwhile Ansal University) in terms of relevant Ordinance
   6. There should not have been any case of use of Unfair Means in examinations.
   7. No case of ragging against the applicant.
   8. Fee concession shall be reviewed yearly. In case the family income surpasses the minimum prescribed limit, the scholarship will be withdrawn.
   9. Lateral/Migration entry admission shall not be considered for Haryana Domicile fee concession
   10. Students should pass all subjects in the first attempt in order to continue to get the scholarship.
   11. Candidate whose parents' annual income is above 6 lakhs shall not be eligible for fee concession in Haryana Domicile category.
   12. Once a student is placed under a category of scholarship as mentioned in clause 19.1 and is eligible for continuation, he/ she cannot move to a higher category (percentage of fee concession).

   General Notes:
   i. A student will be eligible to avail only one type of scholarship/ fee concession out of the ones mentioned in this policy.
   ii. The percentage of aggregate marks for the purpose of calculating eligibility for a programme or for the purpose of ascertaining the eligibility for scholarships will include all the subjects taken by a student in class 10+2 that are considered for calculating the results/ SGPA.
   iii. Wherever the results have been given based on CGPA on different scales, it will be converted to a 10-point scale or percentage (out of 100) for the purpose of ascertaining the eligibility criteria.
   iv. If a student intends to avail any other scholarship/ financial assistance from other central/ state

Government or non-Governmental agencies in India or abroad, which is less than the scholarship amount he/ she is awarded by AU, the amount received from external agencies will be deducted from the amount receivable from AU. It is the responsibility of the student to inform AU authorities about such external scholarship/ financial aid (whatever name it might have) and submit relevant documents related to the same. If any such information is concealed by the students, it will be treated as misrepresentation of facts.

v. The schemes may be changed for subsequent batches.

20. UNIVERSITY ACADEMIC CALENDAR 2022-23

It will be notified soon.

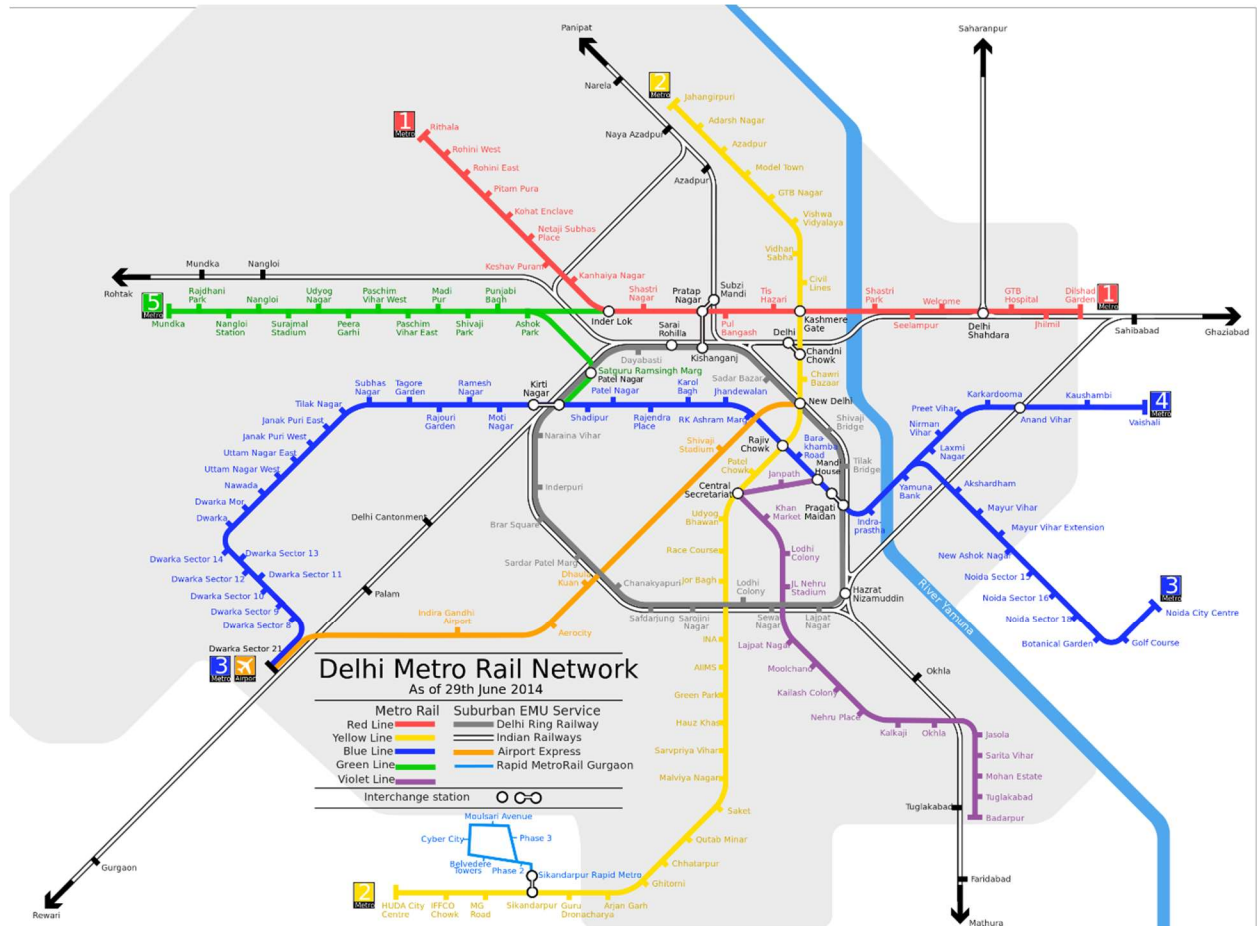## 21. CONTACT NO. OF UNIVERSITY OFFICIALS

Name of Staff	Name of Schools/Departments	Mobile Nos.
Mr. Laurent Guiraud	Director - Campus Life& Students Welfare	9811232992
Ms. Avitesh	Assistant Professor (School of Art & Architecture) and Hostel Warden – Girls	7017981647
Mr. Amit Kumar Singh	Assistant Professor (School of Law) and Hostel Warden - Boys	9654027789
Mr. Ram Baran Singh	Transport and Fire Officer	9899448456

22. METRO ROUTE MAP

To reach the university from Delhi or Noida, ride the yellow line to Sikanderpur station. Proceed to Gurgaon rapid metro within the same station and ride until you reach Sector 54 Chowk Metro. The University is 5 minutes walking distance.

DELHI METRO

Delhi Metro Rail Network
As of 29th June 2014

23. BUS ROUTE2021-22

DELHI

ITO (ROUTE –D-1)

Time (AM)	Stop
6:50	I.T.O.
6:55	Laxmi Nagar
7:00	Mother Dairy
7:15	Ashram (opp. Mother Dairy)
7:20	Lajpat Nagar Gupta market 1(Near Sub Way)
7:25	Moolchand Flyover
7:30	R Block GK 1
7:35	Nehru Place
7:37	Savitri Cinema

7:42	Sheikh Sarai (opposite authority)
7.50	Select city walk
8.00	Saket M.B. Road (Near Metro Station)
8:05	Lado Sarai
8:45	Campus

AZADPUR (ROUTE –D-2)

Time (AM)	Stop
6:50	Azadpur
6:55	Model Town (AlpanaCinema)
7:05	Shalimar Bagh
7:10	Wazirpur
7:15	Britannia
7:20	Punjabi Bagh
7:25	Raja Garden
7:30	Mayapuri
7:35	NarainaVillage
7:45	DhaulaKuan
7:53	SafdarjangEnclave
8:00	VasantVihar
8:05	JIIMS
8:10	Vasant Kunj Sector-D-3
8:15	Vasant Kunj Sector-A
8:45	Campus

UTTAM NAGAR (ROUTE-D-3)

Time (AM)	Stop
7:00	Uttam Nagar
7:05	Tilakpul
7:10	Mata Channan Devi Hospital (C-1 JanakPuri)
7:15	Dabri More
7:20	MahavirEnclave III
7:30	Dwarka Sec 6-7 Crossing
7:40	I.T.L. Public School (Sector 9-10 Dwarka)
7:55	Samalkha T-Point
8:45	Campus

ROHINI (ROUTE –D-4)

Time (AM)	Stop
6:40	Sai Baba Chowk
6:45	Madhuban Chowk
6:50	Dipali Chowk
7:00	Peera Garhi
7:10	PaschimVihar
7:15	Pastry Palace (Outer Ring Road Vikaspuri)
7:20	District Center (Janak Puri)
7:15	Tilak Nagar
7:20	Hari Nagar Bus Depot
7:25	Lajwanti Garden
7:30	Aggarwal Light Sagarpur
7:40	Kirbi Place

7:45	Sadar Bazar
8:05	Mahipalpur
8:10	Rangpuri
8:45	Campus

MALKA GANJ (ROUTE –D-5)

Time (AM) **Stop**

6:40	Malka Ganj Bus Stand
6:50	Ice Factory (old Sabzi Mandi)
6:55	Filmistan Cinema
7:00	Faiz Road (corner)/ Karol Bagh
7:10	Link Road (round about)/Ridge Road corner)
7:55	Ridge Road (Shankar Road round about)
7:20	R.M.L Hospital/ Willington Crescent Road
7:25	Teen Murti (round about)/Chanakya Puri PS
7:40	Sarojini Nagar Depot
7:45	AIIMS
7:50	IIT Delhi
8:45	Campus

GURUGRAM

Gurugram (Route G-1)

Time (AM) **Stop**

7:40	CB School
7:50	Ansal Plaza
7:55	Spanish Court
8:00	Sec. 5 Mother Dairy
8:10	New Colony
8:20	Civil Hospital/ Sharma Restaurant
8:25	HOPE Apartment
8:27	Jharsa Traffic Light/ Park View
8:32	Sector 31/40
8:37	South City (Business Park)
8:50	Campus

Gurugram (Route G-2)

Time (AM) **Stop**

8:00	Hema Engg. Sec. 10 A
8:05	Hero Honda Chowk
8:15	Rajeev Chowk
8:25	OMAXE Mall
8:30	South City II
8:35	Sec. 46/39 Round About
8:38	Residency Green
8:40	Amity Inter School
8:45	Wazirabad Signal
8:50	Campus

Gurugram (Route G -3)

Time (AM)	Stop
7:55	Sector 4/7 (Shakuntala)
8:05	Blue Bells School (Sector - 4)
8:10	Pataudi Chowk
8:15	Bhuteshwar Mandir
8:20	Nehru Stadium
8:30	Sector–42
8:35	Sector – 46
8:40	Airtimes Hospital
8:50	Campus

Note: Bus seats are available on **FIRST COME FIRST SERVE** basis
Contact Name & No. – **Mr. Ram Baran Singh; 9899448456**

24. LOCATION AND CONTACT DETAILS

Address - Sushant University Sector-55, Golf Course Road, Gurugram
Website URL – www.sushantuniversity.edu.in
General Contact Nos. - +91 124 4750400/501
Nearest Metro Station – Sector 54 Chowk Metro (900 meters from the University Campus) on Rapid Metro Line Gurugram
Nearest Airport – Terminal 3, Indira Gandhi International Airport, New Delhi (19 Kms from the University Campus)
Nearest Railway Junction Station – New Delhi Railway Station (32 Kms from the University Campus)
Nearest Bus Station – Gurugram Bus Station (13 Kms from the University Campus)

25. DISPUTE RESOLUTION

In case of any dispute arising between the University and its students shall be resolved in accordance with the provisions made in the Regulations taking into account the Arbitration and Conciliation Act, 1996.

The District Court of Gurugram shall have exclusive jurisdiction over any dispute arising in this regard.