

**Key Indicator – 7.1 Institutional Values and Social Responsibilities**

**(50)**

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. The institutional Code of Conduct principles are displayed on the website
2. There is a committee to monitor adherence to the institutional Code of Conduct principles
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

**(5)**

**Criterion 7 – Institutional Values and Best Practices**

**(100)**



## **APPENDIX IV**

# **Code of Conduct for Students, Teachers and Staff**

**Sushant**  
University

**2019-2020**

6<sup>th</sup> August 2019

**CIRCULAR**

This is to inform that the **Faculty Induction Programme** will be organized on the theme **Academic Policies and Procedures** between 11<sup>th</sup> August 2019 to 13<sup>th</sup> August 2019 for all new faculty members. This programme is designed to help new faculty integrate smoothly into our academic community and understand the institutional culture, policies, and expectations.

**Details of the Induction Programme:**

- **Date:** 11.08.2019 to 13.08.2019
- **Time:** 11 am to 1pm
- **Venue:** D421
- **Facilitators:** Mr Manish Kumar
- **Participants:** All newly appointed faculty members

HEAD -HR  
Sushant University  
Sector 55 Gurugram  
*Manish*

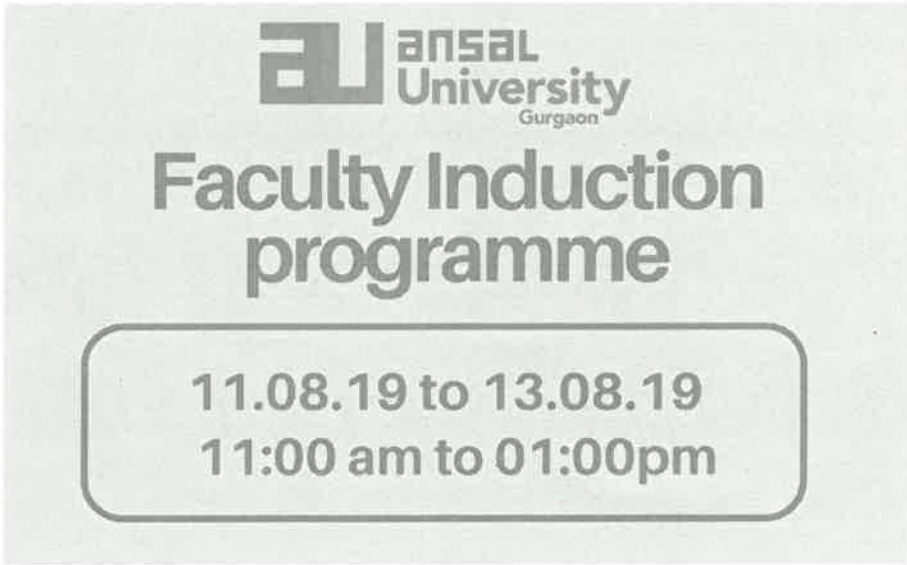
**HR Manager**

Copy to:


- Secretary to vice chancellor.
- Secretary to Pr. Vice chancellor.
- All Deans HODs



### Event Report

<b>Title of Activity*</b>	Faculty Induction programme on Academic policies and procedures
<b>Organized by (School/Centre Name)*</b>	Ansal University
<b>Program Theme*</b>	Faculty Induction
<b>Date*</b>	11.08.2019 to 13.08.2019
<b>Time*</b>	11:00 am to 01:00pm
<b>Poster*</b>	
<b>YouTube/Facebook Link: (if live streamed or video posted on FB/YT)</b>	N/A



<p><b>Social media link</b> (promoting in any one Facebook /Instagram/ Twitter is mandatory)</p>	<p>N/A</p>
<p><b>No. of Students*</b> (only no. to be written, list in excel or word should be maintain at department level as proof for any further requirement)</p>	<p>NIL</p>
<p><b>No. of Faculty*</b> (only no. to be written , list in excel or word should be maintain at department level as proof for any further requirement)</p>	<p>50</p>
<p><b>No. of External Participants (students+faculty )</b> [write NA if not applicable]</p>	<p>N/A</p>
<p><b>Photograph-1*</b></p>	

<p><b>Description (min 250 to max 800 words)*</b></p>	<p>At Ansal University, Gurgaon, the importance of comprehensive policies in human resources and academic administration cannot be overstated. HR Policies establish a framework for employee management, ensuring a positive workplace culture and compliance with legal standards. This includes guidelines for recruitment, performance evaluation, and employee relations.</p> <p>Payroll management is crucial for timely and accurate compensation, contributing to employee satisfaction and retention. Efficient payroll processes also uphold transparency and adherence to tax regulations.</p> <p>Leave Policies define employee entitlements and procedures, promoting work-life balance while ensuring organizational needs are met. Clarity in this area helps prevent misunderstandings and fosters trust.</p> <p>Assessment practices are integral to measuring student performance and institutional effectiveness. They ensure that educational objectives are met and continuously refined.</p> <p>Curriculum Design focuses on creating relevant, engaging, and rigorous academic programs that prepare students for the challenges of the future.</p> <p>Research Policies encourage innovation and integrity in scholarly activities, guiding faculty and students in ethical research practices.</p> <p>Publication Policies outline the expectations and processes for disseminating research findings, promoting academic visibility.</p> <p>Finally, Anti-Discrimination Policies ensure an inclusive environment, safeguarding the rights of all individuals, which is essential for fostering diversity and equity within the university community. Together, these</p>
	<p>policies shape a robust framework for academic and organizational success at Ansal University.</p>



**Attendance  
Sheet\***

1. Ms. Inderjeet Kaur
2. Dr Pooja Nanda
3. Prof Susan George
4. Ms. Nupur
5. Ms. Anushka
6. Dr. Sachin Datt
7. Mr. Amit Kumar
8. Ms. Ankita
9. Dr..Sindhuree
10. Ms. Meenakshi Gupta
11. Dr Richa Agarwal
12. Mr. Amit Singh
13. Ms. Debanjali
14. Kaustabh dass
15. Ms.Shalini Sharma
16. Mr. Kulmohan Singh
17. Ms Ria
18. Ms. Durga Upadhyay
19. Dr. Anjali
20. Mr. Anand Sharma
21. Prerana
22. Arjun
23. Dr. Chhavi Singla
24. Ms. Deepti Chauhan
25. Ms.Tajinder Kaur Anand
  
26. Dr Priyanka Pradhan
27. Dr. Deepak Miglani
28. Mr Sunil Verma
29. Aditi Padhi
30. Mr. Tinu Yadav
31. Dr. Bindu Thakral
32. Dr Atul Kumar Agarwal
33. Dr. Divyanshu Sinha
34. Ms Nisha Nandal
35. Mr Amit Kumar
36. Ms.Anjali Marwah
37. Ms. Varsha
38. Ms. Pallavi
39. Mr. Pankaj Malhotra
40. Mr. Harminder singh
41. Mr. Antim Dev Mishra
42. Ms. Neha Pathak
43. Dr Neetu Jora
44. Abhishek Bhardwaj
45. Mr. Vipul Gaur
46. Dr Naveen Nandal





	47. Ms. Arushi Malik 48. Ms Aanchal Dangwal 49. Dr. Sulakshana 50. Dr. Somya Tiwari
<b>Report Submitted by (write faculty coordinator name)</b>	HR office and Admin Office <i>Naresh</i>

Fields marked with '\*' are mandatory



13<sup>th</sup> August 2019

**CIRCULAR**

All the students of First year ( 2019-2020) are informed that the college is organizing **Student Orientation program on Code of Conduct and Campus Etiquette** from 21<sup>st</sup> Aug 2019 to 23<sup>rd</sup> Aug 2019 in D421 Auditorium , Ansal University. Attendance is mandatory .

*[Handwritten Signature]*  
**Registrar**

Copy to:



- Secretary to vice chancellor.
- Secretary to Pr. Vice chancellor.
- All Deans HODs

## **Report on Student Induction Program: Code of Conduct and Campus Etiquette**

**by:** Ansal University

**Event Dates:** August 21 to August 23, 2019

**Venue:** D421 Auditorium, Ansal University

**Time:** 9:30 AM – 4:30 PM

The **Student Induction Program on Code of Conduct and Campus Etiquette** was held from **August 21 to August 23, 2019**, at the **D421 Auditorium** of Ansal University. This program was designed to introduce new students to the university's expectations regarding student behavior, campus culture, and ethical standards. The induction aimed to ensure that students understood the importance of maintaining professionalism, adhering to university policies, and embracing a respectful attitude within the campus environment.

### **Objectives of the Program**

- To familiarize students with the **Code of Conduct** set by Ansal University.
- To educate students about the importance of proper campus etiquette, mutual respect, and responsible behavior.
- To build an understanding of the rules and regulations governing academic integrity, attendance, and student interactions.
- To help students transition smoothly into the university environment by promoting a positive and disciplined culture.

### **Day 1: Opening Session and Code of Conduct Overview (August 21, 2019)**

The program commenced on **August 21, 2019**, with an opening session led by the **Dean of Student Affairs**, who delivered a welcome address. The importance of the **Code of Conduct** and its role in shaping the university community was emphasized. This was followed by a detailed session on the university's core values, including integrity, respect, responsibility, and accountability.

- **Key Session Highlights:**

The **Registrar's Office** presented the **Code of Conduct**, explaining the rules related to academic integrity, punctuality, attendance, and student discipline. The session covered the consequences of violating university policies, highlighting the importance of maintaining honesty in academic work and adhering to deadlines. This was followed by a Q&A session where students raised concerns and clarified doubts regarding various aspects of the Code of Conduct.



## **Day 2: Campus Etiquette and Responsible Behavior (August 22, 2019)**

The focus of the second day, held on **August 22, 2019**, was on **campus etiquette and responsible behavior**. Students were provided with guidelines on appropriate behavior within classrooms, labs, and common areas. Faculty members from various schools conducted sessions on mutual respect, collaboration, and maintaining a positive learning environment.

- **Student Interactions and Communication:**

Emphasis was placed on respectful communication between students, faculty, and administrative staff. The session included role-playing activities to demonstrate scenarios of appropriate and inappropriate behavior, giving students practical insights into handling real-life situations. Issues such as bullying, harassment, and maintaining a clean campus environment were also addressed.

- **Dress Code and Professionalism:**

The university's dress code was discussed in detail, with guidelines provided on acceptable attire for academic settings and formal events. Students were reminded that professionalism extends to appearance and behavior, both of which contribute to a respectful and inclusive campus atmosphere.

## **Day 3: Student Responsibilities and Campus Resources (August 23, 2019)**

The final day of the induction program, **August 23, 2019**, focused on student responsibilities and the various campus resources available to support their academic and personal growth. Sessions were held on the importance of time management, the effective use of the university's learning platforms, and student participation in extracurricular activities.

- **Library and IT Resources:**

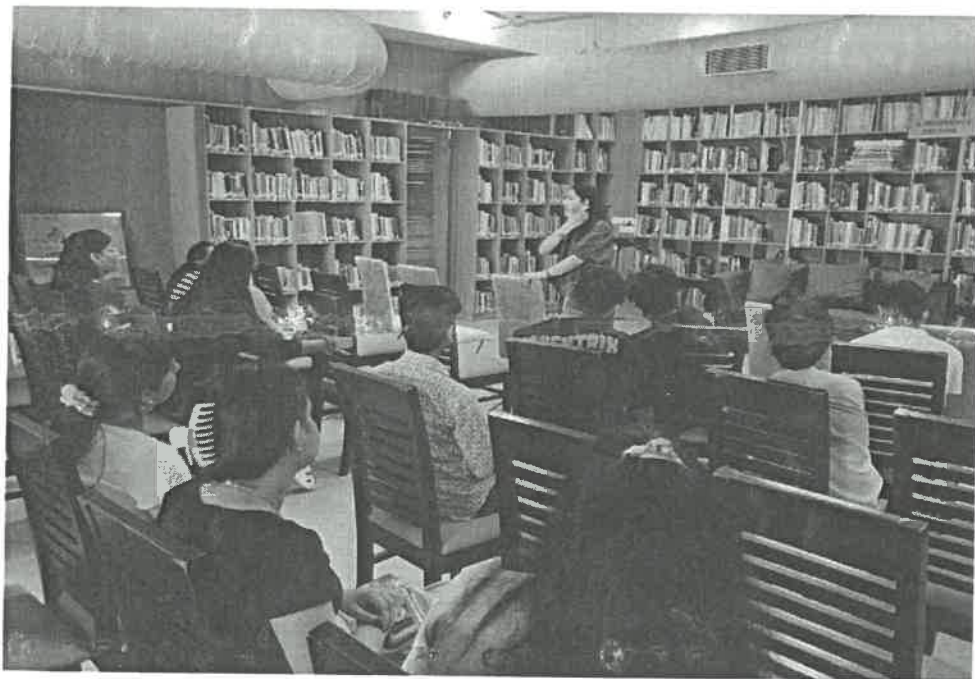
The **Library and IT Department** provided an overview of the digital and physical resources available to students, including the **Learning Management System (LMS)**, online journals, and other academic support services. Students were encouraged to make use of these resources to enhance their learning experience.

- **Health and Safety:**

The **Health and Safety Office** conducted a session on the importance of maintaining personal well-being, both physically and mentally. Students were informed about the **Counseling and Wellness Services** available on campus, as well as the procedures to follow in case of emergencies.



**Photographs of Code of Conduct and Campus Etiquette**



*[Handwritten signature]*



Orientation Program  
2019

## Report on Orientation 2019

**Date:** August 19-23, 2019

**Venue:** Ansal University Auditorium, Gurgaon

**Organized by:** Ansal University

Ansal University successfully conducted its annual Orientation Program for 2019 from August 19 to August 23, aimed at welcoming and familiarizing new students with the university's culture, academic environment, and available resources. The three-day event was meticulously organized to help students transition smoothly into their academic journey, establish connections with faculty and peers, and understand the ethos of Ansal University.

### **Objectives of the Orientation Program**

The key objectives of the orientation program were:

- To introduce students to the university's academic system, support services, and campus resources.
- To help new students integrate into the Ansal University community.
- To provide information about academic policies, code of conduct, and co-curricular activities.
- To encourage interactions between new students and faculty members.

### **Academic and Administrative Orientation**

Day 2 of the orientation focused on providing students with a detailed overview of the university's academic structure, administrative policies, and available resources.

- **Academic Overview:**
  - Presentations by the **Deans of various schools** (School of Engineering, School of Law, School of Management, etc.) highlighting the key programs, faculty expertise, and academic expectations.
  - Information on **curriculum structure, credit system, and grading policies** was provided; ensuring students had a clear understanding of their academic requirements.
- **Campus Resources:**
  - Sessions by the **Library and IT Services team** offered insights on how to access digital learning tools, e-libraries, and university portals.
  - A walk-through of the **student support services**, including counseling, career services, and medical facilities, was conducted by the **Student Affairs Office**.
- **Interactive Q&A Sessions:** Faculty members from different departments engaged with students during an open Q&A session, addressing queries related to course selection, internships, research opportunities, and extracurricular activities.

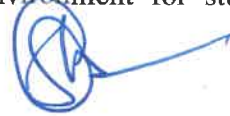
### **Student Life and Extracurricular Opportunities**



The final day of the orientation was dedicated to helping students understand the various aspects of student life at Sushant University and the opportunities for personal growth.

- **Clubs and Societies:** Students were introduced to the numerous **student-led clubs and societies** that promote involvement in cultural, social, and leadership activities. Presentations were made by the heads of **Cultural, Literary, Sports, and Technical Societies**.
- **Campus Tour:** A comprehensive campus tour was organized, allowing students to explore the key facilities, including the **library, sports complex, laboratories, hostels, and cafeteria**. The tour helped familiarize students with the physical layout of the campus.
- **Team-Building Activities:** Several team-building exercises and ice-breaking activities were arranged to help students get to know their peers and build friendships. This was followed by a **networking lunch**, providing a relaxed environment for students to interact with faculty and administrative staff.

Dr. Gurjeet A. Rana







August 26 ,2019

**CIRCULAR**

This is to inform that Ansal University is organizing **Annual Awareness - Code of Conduct for all faculty and staff members**. Request all to be present on time.

Attendance is mandatory

Date : 29<sup>h</sup> August 2019

Time : 11 am to 1 pm

Venue : D 201

Agenda :

- Maintaining Academic and Professional Integrity
- Avoiding Conflicts of Interest
- Transparency in Professional Relationships and Communication

*Mainsh*

**HR Manager**

*Sushant University  
Sector 55 Gurugram*

Copy to:

- Secretary to Vice Chancellor.
- Secretary to Pro Vice Chancellor.
- All Deans /HODs

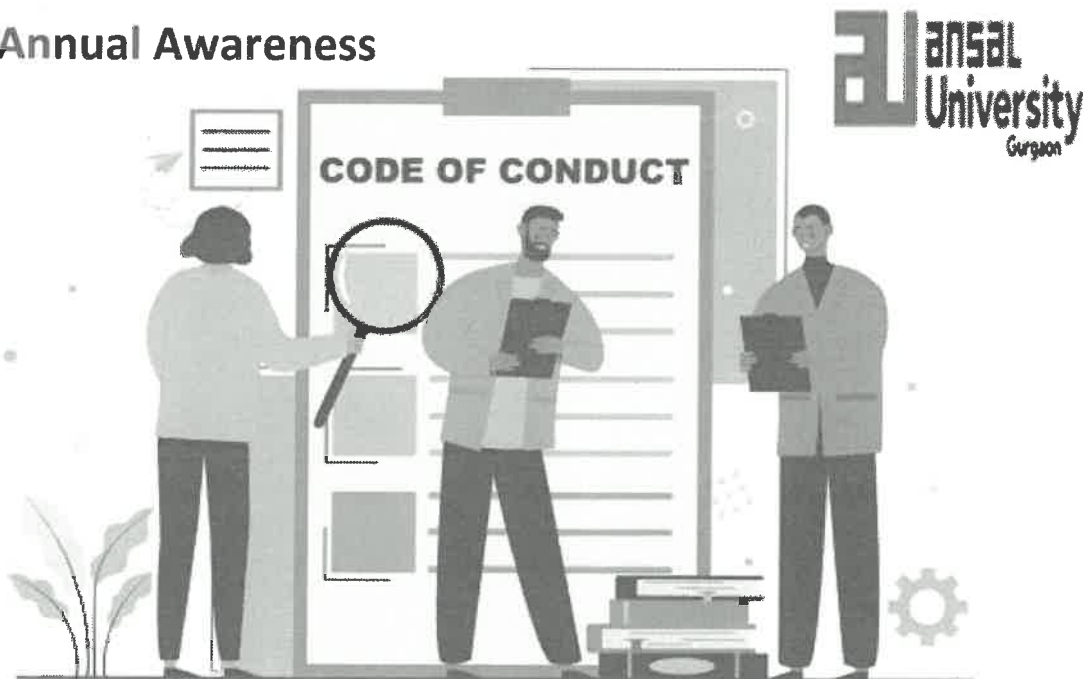


## Report on Annual Awareness Program-Code of Conduct

Ansal University is organizing Annual Awareness - Code of Conduct for all faculty and staff members on date: 29th August 2019 time: 11 am to 1 pm venue: D 201.

Agenda was to maintaining Academic and Professional Integrity, avoiding conflicts of interest, transparency in professional relationships and communication. Creating a code of conduct is essential for establishing clear expectations and guidelines for behavior within an organization or community. Creating an annual awareness program can be a great way to promote important issues within a community or organization

### Annual Awareness









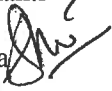
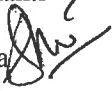

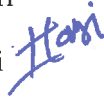








**29<sup>th</sup> August 2019 at 11:00 am**

**Venue: D-201**





## Attendees for Annual Awareness Program

1. Tamil kashian 
2. Nishtha sharma 
3. Kritika singh 
4. Vishnu juneja 
5. Aashish kumar das 
6. Oviya s 
7. Shoumik rajamahanti 
8. Shraiya srivastava 
9. Parushi singh kunwar
10. Jyoti yadav 
11. Aman tiwari
12. Ishika tyagi 
13. Hiba naqvi
14. Mohd. Kaif 
15. Asmita . 
16. Riya 
17. Vanshika solanki 
18. Raghavender shukla
19. Lalit yadav 
20. Kiran rathore
21. Aman kumar 
22. Akanksha bhandari
23. Pooja kataria 
24. Deepali . 



25. Ankit kumar singh

26. Prabhat ranjan

27. Pradyumn khanchandani

28. Mohammad

29. Mahak

30. Dhruv

31. Hariharan



*[Handwritten signature]*

August 30, 2019

**CIRCULAR**

This is to inform that Ansal University is organizing Anti Ragging Awareness Campaign for all first year students on **4<sup>th</sup> September 2019** between 11am to 1pm in D421. Attendance is mandatory. Request all to be present on time.

Agenda:

- Educate students about negative impacts of ragging
- Visual Aids around campus to spread awareness
- Counselling

*for*   
**Registrar**

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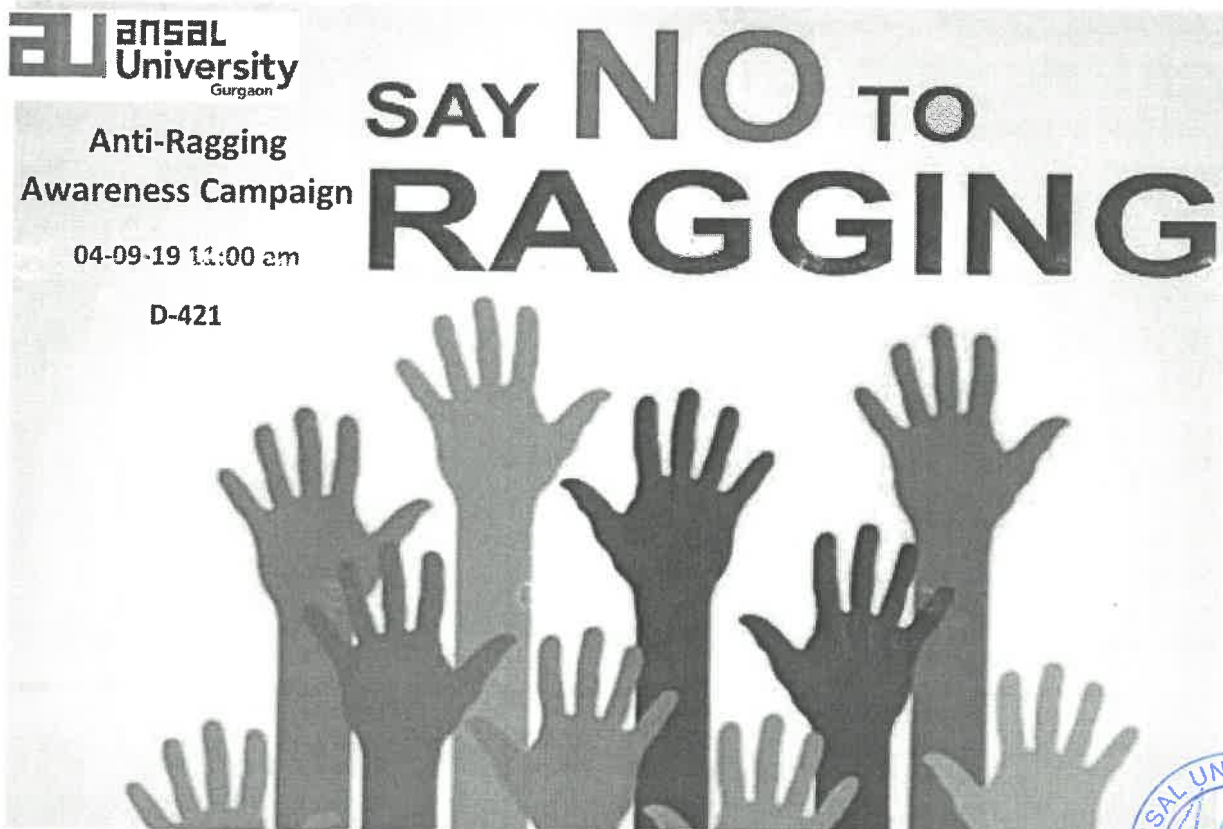
- Secretary to Vice Chancellor.
- Secretary to Pro Vice chancellor.
- All Deans HODs



## Report on Anti-Ragging

Ansal University has organized Anti Ragging Awareness Campaign for all first-year students on 04<sup>th</sup> September 2019 between 11am to 1pm in D-421. The agenda for the campaign was to sensitize the students about negative impacts of ragging through interactive session, visual aids around campus to spread awareness about anti-ragging policies and the importance of respect, counselling services were provided.

The main aim of the workshop was to familiarize the students include anti-ragging messages in orientation programs for new students to set a positive tone from the beginning. Mentorship Programs: Pair new students with upperclassmen who can guide them and help them navigate university life without fear of ragging.





**Photograph of Anti-Ragging Session**



September 11, 2019

**CIRCULAR**

This is to inform that Sushant (Erstwhile Ansal) University is organizing **Annual Awareness for all students**. Request all to be present on time.

Attendance is mandatory.

Date : 18<sup>th</sup> September 2019

Time : 3 pm to 5 pm

Venue : D201

Agenda :

- Purpose and Importance of the Code of Conduct
- Students' Rights and Responsibilities
- Role of the Code in Maintaining a Positive Learning Environment

Dean-Sushant School of Business  
Ansal University  
Sector-55, Gurgaon  
Haryana

*Jawidha Jha*  
Orientation Incharge/ Academic Dept

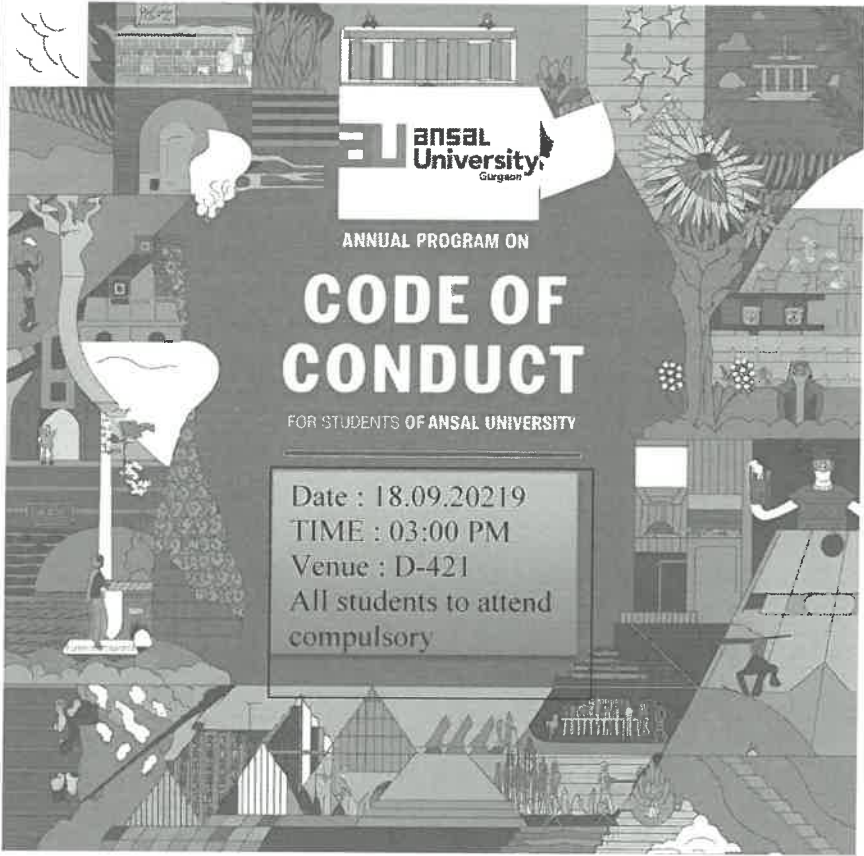


*JN*


Copy to:

- Secretary to Vice Chancellor.
- Secretary to Pro Vice chancellor.
- All Deans /HODs

**Event Report**

<b>Title of Activity*</b>	Annual Awareness on Code of Conduct for students
<b>Organized by (School/Centre Name)*</b>	Ansal University
<b>Program Theme*</b>	Annual Awareness Programme on Code of Conduct
<b>Date*</b>	18.09.2019
<b>Time*</b>	3:00 pm to 5:00pm
<b>Poster*</b>	
<b>YouTube/Facebook Link: (if live steamed or video posted on FB/YT)</b>	N/A



<b>Photograph</b>	
<b>Social media link</b> <i>(promoting in any one Facebook /Instagram/ Twitter is mandatory)</i>	N/A
<b>No. of Students*</b> <i>(only no. to be written, list in excel or word should be maintain at department level as proof for any further requirement)</i>	75
<b>No. of Faculty*</b> <i>(only no. to be written , list in excel or word should be maintain at department level as proof for any further requirement)</i>	05
<b>No. of External Participants (students+faculty )</b> <i>[write NA if not applicable]</i>	N/A
<b>Description (min 250 to max 800 words)*</b>	<p><b>Respect for Diversity:</b> Promote an inclusive environment by respecting differences in culture, race, gender, sexuality, and beliefs.</p> <p><b>Academic Integrity:</b> Uphold honesty in all academic endeavors, prohibiting plagiarism, cheating, and any form of dishonesty.</p>



	<p><b>Responsible Use of Resources:</b> Use university facilities, technology, and resources responsibly, ensuring sustainability and accessibility for all.</p> <p><b>Harassment and Discrimination:</b> Maintain a zero-tolerance policy for any form of harassment, bullying, or discrimination, promoting a safe and supportive community.</p> <p><b>Civility and Professionalism:</b> Interact with peers, faculty, and staff in a courteous and professional manner, fostering positive relationships.</p> <p><b>Community Engagement:</b> Encourage active participation in university life, including student organizations, volunteering, and community service.</p> <p><b>Health and Well-being:</b> Promote mental and physical well-being, advocating for responsible behavior regarding substance use and seeking help when needed.</p> <p><b>Conflict Resolution:</b> Encourage constructive dialogue and conflict resolution strategies to address disagreements or issues respectfully.</p> <p><b>Compliance with Laws and Policies:</b> Adhere to all local, state, and federal laws, as well as university policies and regulations.</p> <p><b>Accountability and Reporting:</b> Encourage a culture of accountability where students report violations of the code and support one another in maintaining community standards.</p>
<b>Report Submitted by</b>	HR office and Admin Office <i>Mansu</i>

*Fields marked with '\*' are mandatory*



+


October 9, 2019

## CIRCULAR

This is to inform that Ansal University is organizing a session about Guidelines for Dress Code and Etiquette for all faculties and staff on 14<sup>th</sup> October 2019 between 10am to 12 noon in D421. Attendance is mandatory. Request all to be present on time .

### Agenda :

- General guidelines
- Class room and Workplace behavior.
- Promoting professionalism and mutual respect

  
Registrar

### Copy to:

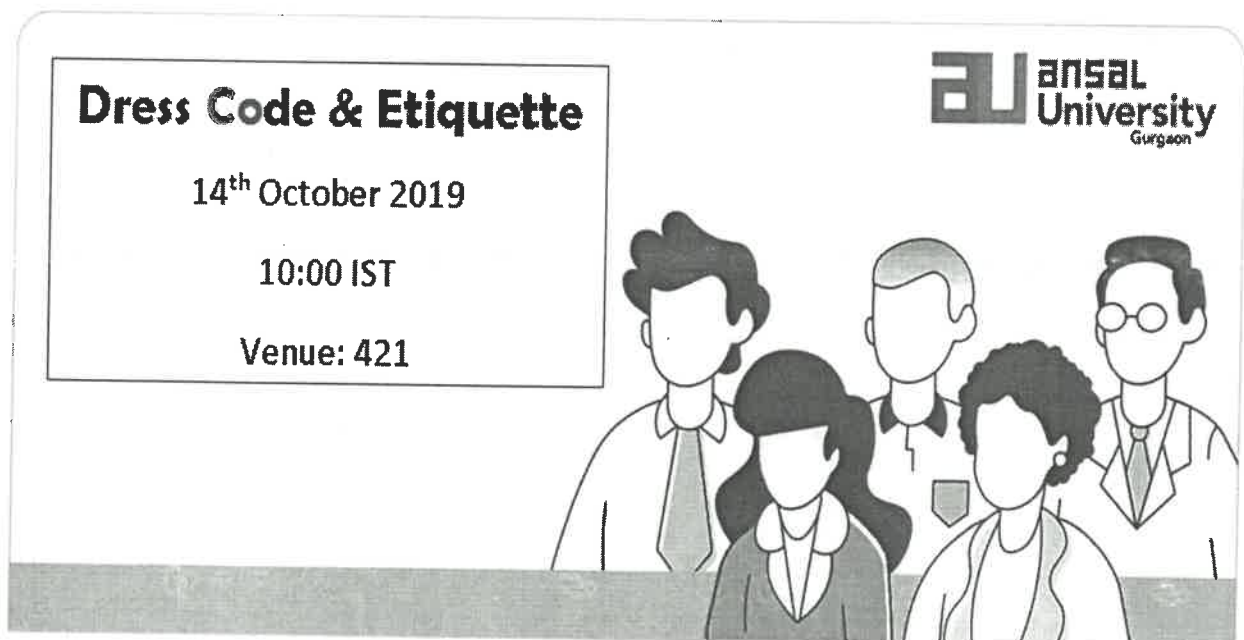
- Secretary to Vice Chancellor.
- Secretary to Pro Vice Chancellor.
- All Deans HODs



## Report on Guidelines for Dress-Code

Ansal University has organized a session on Guidelines for Dress Code and Etiquette for all faculties and staff on 14<sup>th</sup> October 2019 between 10:00 am to 12 noon in D-421 auditorium. In session the highlights were general guidelines related to the attire to be maintained by all the faculties members along with the staff members, sensitization on class room and workplace behavior was also discussed during the interactive session. It was indeed a session on promoting the professionalism and mutual respect among the fellow staff members & faculties members.

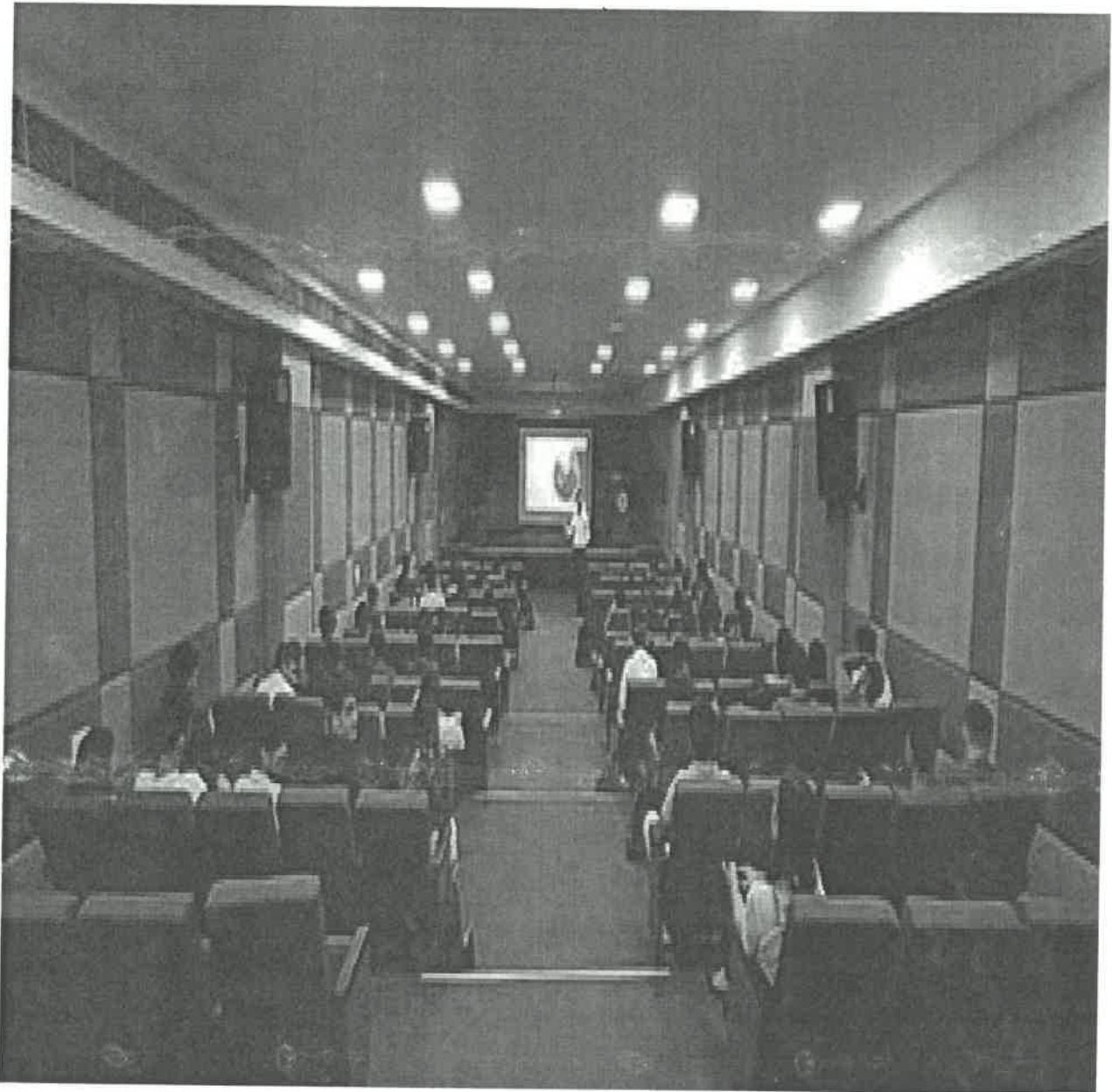
The main aim of the workshop was to familiarize the staff include faculties to pass on a message of mutual respect & maintain integrity in organization. Creating a dress code guideline for a university can help foster a respectful and professional environment. The framework that balances inclusivity and appropriateness while allowing for personal expression. By establishing clear, respectful, and flexible dress code guidelines, universities can promote a positive learning environment while honoring individual expression.



*Amir*



## Guidelines for Dress-Code Photograph





**Sushant**  
University

**2020-2021**

5<sup>th</sup> August 2020

**CIRCULAR**

This is to inform that the **Faculty Induction Programme** will be organized on the theme **Institutional Policies and Procedures** for all faculty members from 11<sup>th</sup> Aug 2020 to 13<sup>th</sup> Aug 2020 between 11am to 12:30pm online, Ansal University.

The link will be shared by the respective department.

Attendance is mandatory, requested to be present on time.

**Agenda:**

- HR policies: Leave, attendance, payroll, code of conduct, etc.
- Academic policies: Grading, assessments, curriculum design
- Research and publication policies
- Intellectual property and plagiarism guidelines
- Anti-discrimination and equal opportunity policies

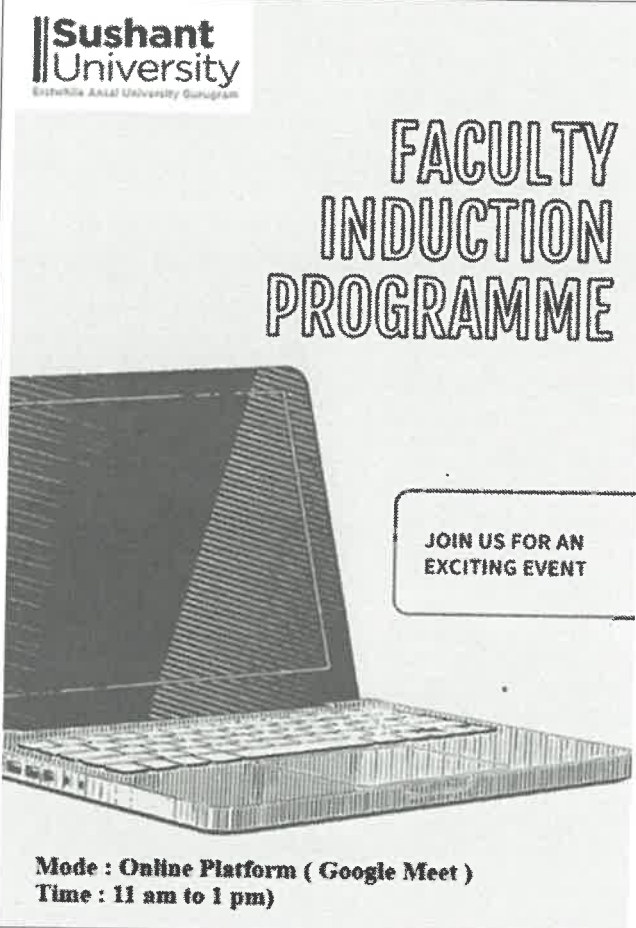
  
Registrar

Copy to:

- Secretary to Vice Chancellor.
- Secretary to Pr. Vice Chancellor.
- All Deans, HODs



## Event Report

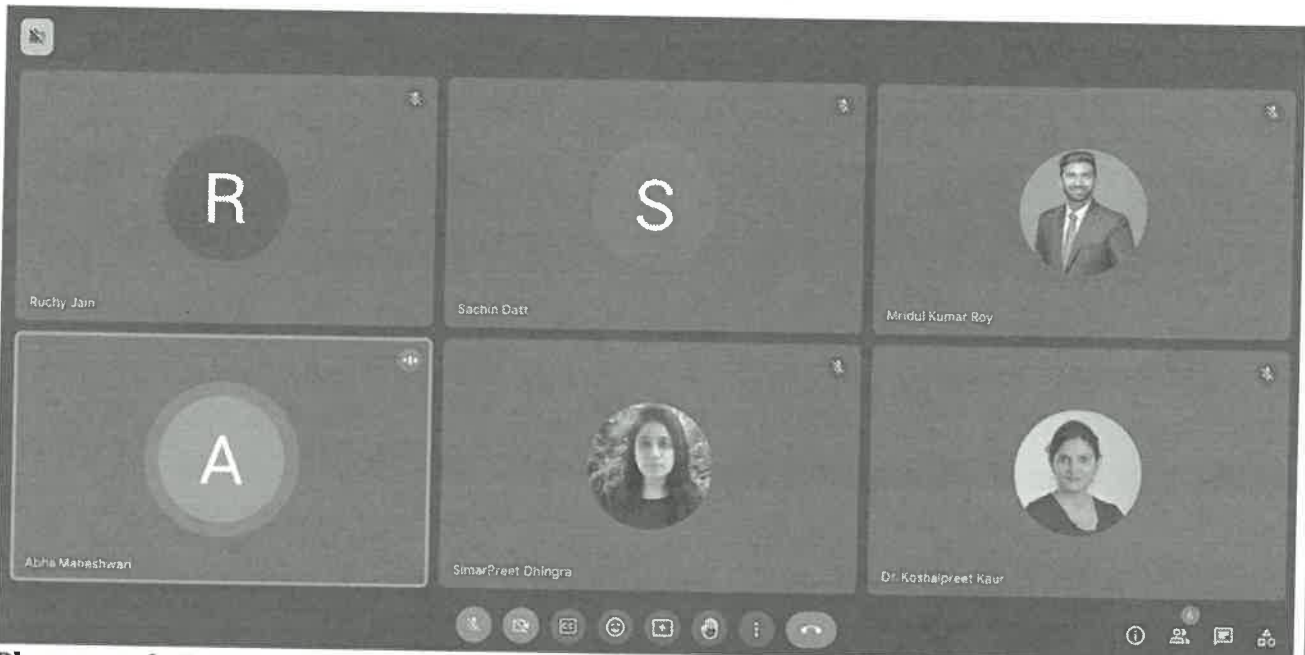
<b>Title of Activity*</b>	<b>Faculty Induction Programme</b>
<b>Organized by (School/Centre Name)*</b>	<b>Sushant (Erstwhile Ansal) University</b>
<b>Program Theme*</b>	<b>Academic Policies ,HR poolicies and Procedures</b>
<b>Date*</b>	<b>13-08-2020</b>
<b>Time*</b>	<b>11am to 1pm</b>
<b>Poster*</b>	 <p><b>Mode : Online Platform ( Google Meet )</b> <b>Time : 11 am to 1 pm)</b></p>
<b>YouTube/Facebook Link:</b> <i>(if live steamed or video posted on FB/YT)</i>	NA
<b>Social media link</b> <i>(promoting in any one Facebook/Instagram/Twitter is mandatory)</i>	NA
<b>No. of Students*</b> <i>(only no. to be written, list in excel or word should be maintain at department level as proof for any further requirement)</i>	NA
<b>No. of Faculty*</b> <i>(only no. to be written , list in excel or word should be maintain at department level as proof for any further requirement)</i>	9



**No. of External Participants (students+faculty) [write NA if not applicable]**

0

**Photograph-1\***

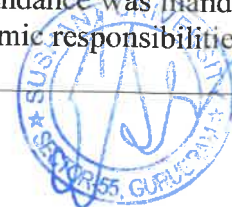


**Photograph-2**



**Description (min 250 to max 800 words)\***

The **Faculty Induction Programme** at Sushant University (Erstwhile) was organized to inform faculty members about the institution’s policies and procedures. Held from 11th August 2019 to 13th August 2020, between 11 a.m. and 1 p.m. via Google meet, the programme aimed to ensure that all faculty members understand the guidelines they are expected to follow. Attendance was mandatory, and the agenda covered key topics essential for faculty governance and academic responsibilities.



### **HR Policies: Leave, Attendance, Payroll, and Code of Conduct**

The session on HR policies provided a comprehensive overview of faculty rights and obligations. This included guidelines on leave management, attendance protocols, and payroll. Faculty were informed about various leave categories such as medical, casual, and earned leave, with emphasis on the importance of timely attendance and reporting. Payroll processes were detailed, ensuring faculty understand the salary structure, deductions, and the procedures for addressing any concerns. A key focus was the code of conduct, which underlined the expected standards of behavior, ethical responsibilities, and interaction with students and colleagues to maintain professionalism and uphold the values of the university.

### **Academic Policies: Grading, Assessments, and Curriculum Design**

The academic policies session emphasized the university's approach to grading and assessments. Faculty were briefed on the grading structure, including continuous assessments through quizzes, assignments, and the balance with final examinations. The importance of fairness, transparency, and consistency in grading was discussed to ensure students are evaluated without bias. The programme also covered curriculum design, stressing the need for courses to be relevant, inclusive, and aligned with industry standards. Faculty were encouraged to collaborate on curriculum development and innovation, incorporating new learning methodologies and technologies.

### **Research and Publication Policies**

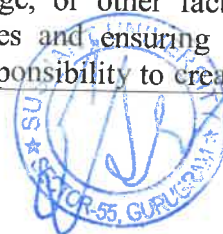
The programme also highlighted research and publication policies, underscoring the university's commitment to fostering a strong research culture. Faculty were encouraged to actively engage in research, publish in recognized journals, and seek collaboration with industry or other academic institutions. The process for applying for research grants and the university's support in these initiatives were discussed. Ethical practices in research, such as proper data management, avoiding conflicts of interest, and maintaining integrity in research publications, were stressed. Faculty were also reminded of the importance of adhering to institutional guidelines on authorship and ensuring collaborative research is properly credited.

### **Intellectual Property and Plagiarism Guidelines**

The intellectual property (IP) and plagiarism session aimed to clarify the ownership and protection of innovations, inventions, and research works produced by faculty members during their tenure. The policy outlined the rights of faculty and the university concerning patents and publications, emphasizing the need for faculty to protect their intellectual contributions. Faculty were educated on plagiarism detection tools and practices to ensure academic integrity, particularly in publications and teaching materials. The consequences of plagiarism were discussed, and faculty were encouraged to foster originality in both research and teaching.


### **Anti-Discrimination and Equal Opportunity Policies**

The final segment addressed anti-discrimination and equal opportunity policies, vital in promoting an inclusive and equitable workplace. The policy ensures that all faculty members are provided with equal opportunities for professional development, irrespective of gender, race, age, or other factors. Guidelines were provided on addressing discrimination or harassment issues and ensuring that grievances are handled promptly and fairly. Faculty were reminded of their responsibility to create a



supportive and inclusive learning environment for students and staff alike, reinforcing the university's commitment to diversity and equal opportunity.

In summary, the Faculty Induction Programme effectively provided faculty members with a thorough understanding of the institutional policies and procedures at Sushant University (Erstwhile). Covering HR, academic, research, IP, and anti-discrimination policies, the programme was instrumental in equipping faculty with the knowledge required to navigate their professional roles successfully and to contribute positively to the university's academic community.

<p><b>Attendance Sheet*</b></p>	<p>Attendees: Dr. Koshalpreet Kaur Dr. Sachin Datt Ruchy Jain Simar Preet Dhingra Nandini Bhandari Abha Maheshwari Mridul Kumar Roy Megha Sisodiya Manish Kumar</p>
<p><b>Report Submitted by</b> (<i>write faculty coordinator name</i>)</p>	<p>Nandini Bhandari</p> 



September 4, 2020

**CIRCULAR**

This is to inform that Sushant (Erstwhile Ansal) University is organizing **Anti Ragging Awareness - Consequences and Prevention of Ragging** for all first year students. Request all to be present on time via Google meet. The link will be shared by respective Schools.

Attendance is mandatory

Date: 9th September 2020

Time : 2 pm to 4pm

Agenda :

- Consequences of Ragging
- Role of Students in Prevention
- Effect on institutions Reputation




**Registrar**

Copy to:

- Secretary to vice chancellor.
- Secretary to Pr. Vice chancellor.
- All Deans HODs



## Event Report

<b>Title of Activity*</b>	<b>Anti-Ragging Awareness</b>
<b>Organized by (School/Centre Name)*</b>	<b>Sushant University</b>
<b>Program Theme*</b>	<b>Anti-Ragging Awareness Program</b>
<b>Date*</b>	<b>09-09-2020</b>
<b>Time*</b>	<b>2pm to 4pm</b>
<b>Poster*</b>	 <p>The poster features the Sushant University logo in the top left corner. The main text reads "SAY NO TO RAGGING" in large, bold, black letters, with a horizontal line striking through the word "RAGGING". Below this, it says "SPREAD AWARENESS, PREVENT CONSEQUENCES". At the bottom, it specifies the date and time: "9th Sept, 2020" and "2pm to 4pm- Google Meet".</p>
<b>YouTube/Facebook Link: (if live steamed or video posted on FB/YT)</b>	NA
<b>Social media link (promoting in any one Facebook/Instagram/Twitter is mandatory)</b>	NA
<b>No. of Students* (only no. to be written, list in excel or word should be maintain at department level as proof for any further requirement)</b>	245
<b>No. of Faculty* (only no. to be written , list in excel or word should be maintain at department level as proof for any further requirement)</b>	5
<b>No. of External Participants (students+faculty) [write NA if not applicable]</b>	0





**Photograph-1\***

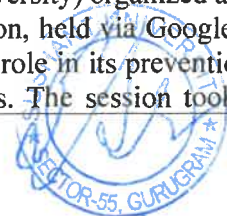


**Photograph-2**



**Description (min 250 to max 800 words)\***

On 9th September 2020, Sushant University (formerly known as Ansal University) organized a virtual session on **Anti-Ragging Awareness** for all first-year students. The session, held via Google Meet, aimed to educate students about the severe consequences of ragging, their role in its prevention, and how such behavior can damage the reputation of educational institutions. The session took place



between 2 p.m. and 4 p.m., and attendance was mandatory for all first-year students, ensuring that they were informed of the university's zero-tolerance policy towards ragging.

### Consequences of Ragging

The first segment of the session focused on the **consequences of ragging**, highlighting its legal, psychological, and social implications. Students were made aware that ragging is a criminal offense in India, punishable under the Anti-Ragging Act. The legal consequences of participating in or encouraging ragging can include suspension, expulsion from the institution, and even imprisonment. The session also covered the emotional and psychological toll that ragging can have on victims, ranging from anxiety, depression, and trauma to, in extreme cases, suicidal tendencies. Faculty members emphasized that ragging is not only a violation of an individual's dignity and rights but also a severe breach of moral conduct. The presentation included real-life examples of how ragging incidents had resulted in lasting negative impacts on the lives of both victims and perpetrators, stressing that even minor participation in such activities can have life-altering consequences.

### Role of Students in Prevention

The next agenda item focused on the **role of students in the prevention** of ragging. The faculty emphasized that preventing ragging is a collective responsibility, and every student has a role to play in ensuring that the campus remains a safe and inclusive space. First-year students were encouraged to report any instances of ragging immediately, either experienced personally or witnessed among their peers. The university assured students that they could report incidents anonymously and that strict action would be taken to protect their identity and safety. The role of student leaders and senior students was also highlighted as they are expected to guide and support junior students rather than engaging in harmful practices. By promoting healthy interaction and inclusion, senior students can help create a positive environment, reducing the chances of ragging. The university's various committees, including anti-ragging cells and student welfare bodies, were introduced as essential support systems for students facing difficulties.

### Effect on Institution's Reputation

The session also shed light on the **effect of ragging on the institution's reputation**. Faculty members explained how instances of ragging can tarnish the reputation of a university, affecting not only current students but also future applicants, faculty, and partnerships with external organizations. A single ragging incident can lead to negative media coverage, legal battles, and a decline in trust among parents, students, and stakeholders. Universities that are known for ragging issues may struggle to attract top talent, both in terms of students and faculty, and may face difficulties in securing academic and corporate collaborations. The long-term impact can result in reduced enrollment, financial losses, and a damaged reputation that takes years to rebuild. Therefore, it was stressed that maintaining a ragging-free campus is crucial for the overall prestige and success of the university. Students were encouraged to take pride in their institution by upholding its values of respect, inclusion, and safety.

Faculties Incharge	Pritam Lenka Dr Latika Singh Dr. Sachin Datt Taral Shah Inderjeet Singh
Report Submitted by (write faculty coordinator name)	Taral Shah



# Orientation Program

## 2020

## Report on Orientation Programme 2020

**Date:** September 10-11, 2020

**Venue:** Virtual via Google meet

**Organized by:** Sushant University (Erstwhile)

The Orientation Programme for the academic year 2020-2021 was conducted on September 10 and 11, 2020, in a completely virtual format due to the unprecedented global situation caused by the COVID-19 pandemic. The event marked the official induction of new students across various disciplines into the university, introducing them to the academic ethos, student services, and key personnel. This was the first time the university hosted its orientation entirely online via Google Meet, ensuring the safety and well-being of students and faculty while still providing a rich, interactive experience.

### **Objectives:**

- To welcome new students to Sushant University (Erstwhile).
- To familiarize students with the university's vision, mission, and academic structure.
- To introduce key administrative and faculty members.
- To guide students on academic expectations, online resources, and support systems.
- To inform students about extracurricular activities, campus culture, and opportunities for personal development.

### **Day 1: September 10, 2020**

#### **Inaugural Session**

The first day of the orientation began with the **Inaugural Address** delivered by the Vice-Chancellor of Sushant University (Erstwhile). He welcomed the students and provided an overview of the university's mission to foster innovation, critical thinking, and leadership among its students. The Vice-Chancellor highlighted the challenges and opportunities presented by the new normal of virtual learning and encouraged students to make the most of these circumstances.

#### **Keynote Address**

The keynote speech was given by a distinguished alumnus who spoke about their journey at Sushant University (Erstwhile) and how the skills learned during their time at the university helped shape their professional life. The keynote speaker emphasized the importance of adaptability, self-discipline, and continuous learning in today's fast-evolving world.

#### **Introduction to Faculty and Departments**

Following the keynote address, the Heads of the various schools, including the School of Design, School of Business, and School of Law, introduced their respective faculties, academic curricula,



and department-specific goals. Each school head detailed the structure of the academic year, highlighting both the theoretical and practical aspects of the courses.

### **Virtual Campus Tour**

The students were then given a **virtual tour of the campus** to familiarize themselves with the facilities, even though the physical access was restricted at the time. The tour included glimpses of the state-of-the-art laboratories, libraries, and student support services, which would be available once the campus reopened.

### **Day 2: September 11, 2020**

#### **Student Support Services**

The second day commenced with an in-depth session on the various **Student Support Services** available, including mental health counseling, academic advising, career services, and online learning resources. **Representatives** from these departments provided insights into how students could access these resources remotely and the importance of utilizing them for academic success and personal well-being.

#### **Code of Conduct and Virtual Learning Guidelines**

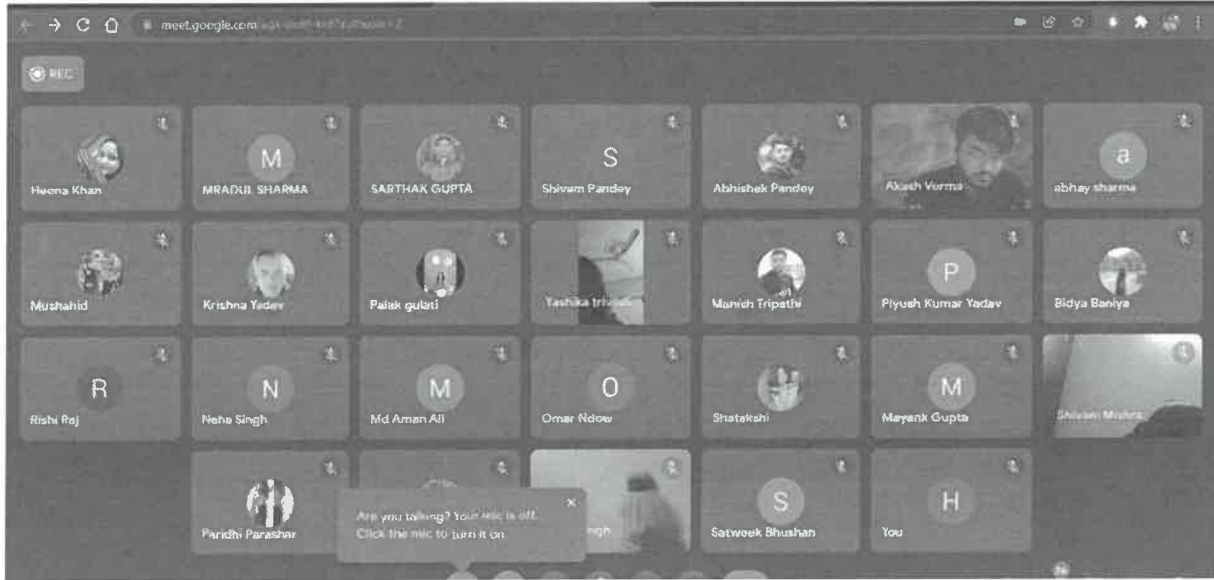
A significant part of the orientation was dedicated to explaining the **Code of Conduct** and the expectations for **virtual learning etiquette**. The university's guidelines for online engagement, attendance, and assessment protocols were laid out, emphasizing the importance of maintaining academic integrity, participating actively in online sessions, and respecting peers and faculty during **virtual** interactions.

#### **Student Clubs and Extracurricular Activities**

To ensure a holistic development, students were introduced to various **student clubs and societies** that would continue their activities in virtual mode. The clubs, spanning interests from music, sports, and literature to technology, entrepreneurship, and sustainability, were encouraged to actively engage with students through online platforms, ensuring that new students had opportunities to explore their passions beyond academics.



**Photos of Orientation Programme**





November 17, 2020

**CIRCULAR**

This is to inform that Sushant(Erstwhile Ansal) University is organizing **Code of Conduct - Annual Awareness Session** for all faculty and staff. Request all to be present on time. Attendance is mandatory.

Date : 24 November 2020

Time : 11am to 1 pm

Venue : D 421

Agenda :

- Fostering Positive Faculty-Student Interactions
- Handling Workplace Conflicts and Grievances Appropriately

*Mainsh*

HR Manager

HEAD HR  
Sushant University  
Sector 55 Gurugram

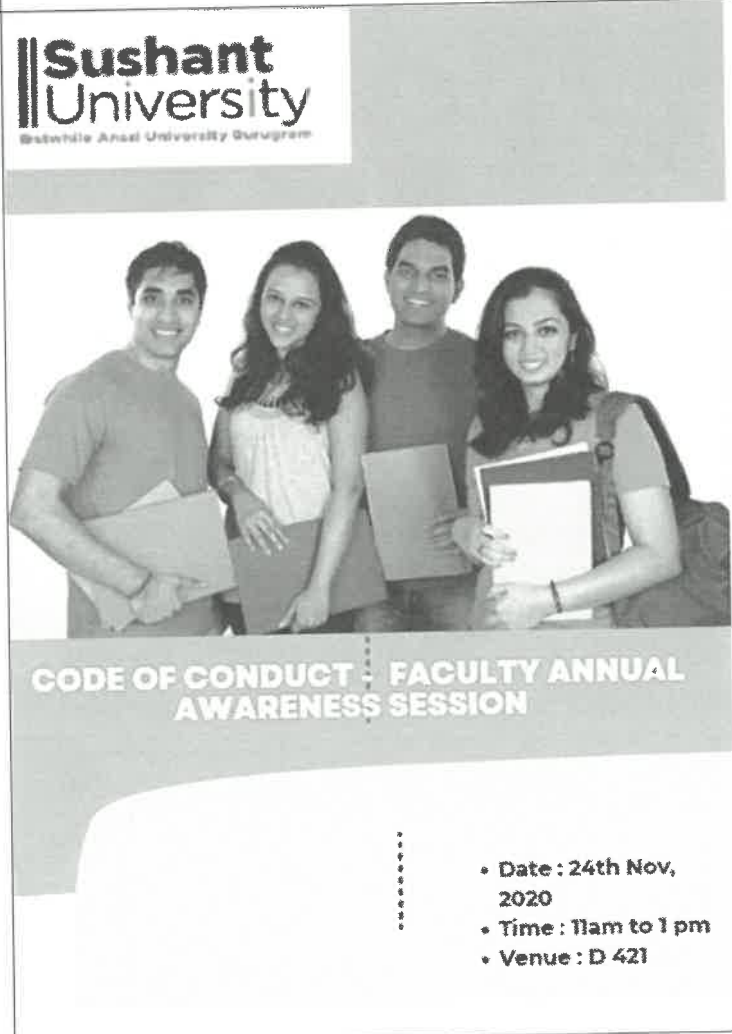


Copy to:


- Secretary to Vice Chancellor.
- Secretary to Pro Vice Chancellor.
- All Deans /HODs



## Event Report

<b>Title of Activity*</b>	<b>Code of Conduct - Faculty Annual Awareness Session</b>
<b>Organized by (School/Centre Name)*</b>	Sushant(Erstwhile Ansal) University
<b>Program Theme*</b>	Faculty Annual Awareness Programme on Code of Conduct
<b>Date*</b>	24 <sup>th</sup> November,2020
<b>Time*</b>	11:00 am to 01:00pm
<b>Poster*</b>	 <p><b>CODE OF CONDUCT - FACULTY ANNUAL AWARENESS SESSION</b></p> <ul style="list-style-type: none"> <li>• Date : 24th Nov, 2020</li> <li>• Time : 11am to 1 pm</li> <li>• Venue : D 421</li> </ul>
<b>YouTube/Facebook Link: (if live streamed or video posted on FB/YT)</b>	N/A



<p><b>Photograph</b></p>	
<p><b>Social media link</b>  <i>(promoting in any one Facebook /Instagram/ Twitter is mandatory)</i></p>	<p>N/A</p>
<p><b>No. of Students*</b>  <i>(only no. to be written, list in excel or word should be maintain at department level as proof for any further requirement)</i></p>	<p>N/A</p>
<p><b>No. of Faculty*</b>  <i>(only no. to be written, list in excel or word should be maintain at department level as proof for any further requirement)</i></p>	<p>24</p>
<p><b>No. of External Participants</b>  <b>(students+faculty)</b>  <i>[write NA if not applicable]</i></p>	<p>N/A</p>



Description (min 250 to max 800 words)\*

On 24th November 2020, Sushant University (formerly known as Ansal University) organized its much-anticipated **Code of Conduct -Faculty Annual Awareness Session**, aimed at promoting an inclusive and harmonious work environment. The event took place at **D 421** from **11 AM to 1 PM**, with mandatory attendance for all faculty and staff members. This session was an essential platform for discussing and reinforcing university policies that ensure professional behavior and positive interactions within the campus. The session's agenda focused on two critical areas:

1. **Fostering Positive Faculty Interactions**
2. **Handling Workplace Conflicts and Grievances Appropriately**

The event began promptly at 11 AM, with the gathering of faculty and staff members in the venue. The first segment, **Fostering Positive Faculty-Interactions**, emphasized the importance of nurturing respectful, open communication between educators. University leadership spoke about the role of faculty in creating a supportive learning environment. By promoting transparency, mutual respect, and active engagement, educators are able to cultivate a positive academic atmosphere. The emphasis was on using effective communication techniques to enhance student performance while maintaining professional boundaries.

Following this, the session transitioned to the second key area, **Handling Workplace Conflicts and Grievances Appropriately**. This section focused on the importance of managing workplace disagreements in a constructive manner. The speakers highlighted grievance-handling mechanisms, offering practical advice on how faculty and staff can address issues before they escalate. There was a special focus on promoting a culture of openness, where grievances can be reported without fear of retaliation. Conflict resolution techniques, including mediation, effective listening, and empathy, were discussed to ensure a healthy and collaborative work environment.

The session concluded with an open Q&A, allowing faculty and staff to voice concerns and seek clarification on the discussed topics. Many participants appreciated the comprehensive nature of the event and found the guidance on handling workplace conflicts particularly insightful.

By the end of the event, the university reiterated its commitment to upholding a safe, respectful, and professional campus environment. The session played an instrumental role in strengthening the understanding of university policies related to professional conduct, ensuring that all faculty and staff are equipped to navigate their roles effectively.

Report Submitted by

Orientation committee member

Ajayali



Fields marked with '\*' are mandatory

**Code of Conduct - Faculty Annual Awareness Session  
24th Nov 2020**

S.No.	Faculty Name	Attendance
1	Suruchi Modi	P
2	Monika Khurana	P
3	Alpana Jijja	P
4	Dinesh Rai	P
5	Vijaya Lakshmi Singh	P
6	Pramneet Kaur	P
7	Garima Bakshi	P
8	Somya Tiwari	A
9	Bindu Thakral	P
10	Tejwant Singh Brar	P
11	Kumud Ranjan Halder	P
12	Kartikeya Chandra	P
13	Vibhuti Sachdev Tillotson	P
14	Sherry Verma	P
15	Bhawna Dandona	P
16	Nidhi Dandona	P
17	Niraja Adloori	P
18	Suman Devi	P
19	Monica Chaudhry	P
20	Ramit Naahar	P
21	Vidushi Puri	A
22	Neetu Jora	P
23	Monisha Sharma	P
24	Tapasya Samal	P
25	Aruna Bhardwaj	P
26	Suruchi Shah	P



**November 20, 2020**

**CIRCULAR**

This is to inform that Sushant(Erstwhile Ansal) University is organizing **Code of Conduct - Annual Awareness Orientation Session** for all students. Request all to be present on time. Attendance is mandatory.

Date : 25 November 2020

Time : 11am to 1 pm

Venue : D 421

Agenda :

- Emergency Procedures and Contact Information
- Personal Safety: Self-Defense and Situational Awareness

**Orientation Incharge, Admin Department**




Copy to:

- Secretary to Vice Chancellor.
- Secretary to Pro Vice Chancellor.
- All Deans /HODs



## Event Report

<b>Title of Activity*</b>	Annual Awareness on Code of Conduct for Students
<b>Organized by (School/Centre Name)*</b>	Sushant University( Erstwhile Ansal University)
<b>Program Theme*</b>	Annual Awareness Programme on Code of Conduct
<b>Date*</b>	25.11.2020
<b>Time*</b>	11:00 am to 01:00pm
<b>YouTube/Facebook Link: (if live steamed or video posted on F B/YT)</b>	N/A
<b>Photograph ( geotagged)</b>	 <p>Sushant University Gurugram, Haryana, India Block-D, Huda, Sushant Lok 2, Sector 55, Gurugram, Halderpur, Haryana 122003, India Lat 28.430808 Long 77.112073 25/11/20 12:30 PM GMT +5:30</p>
<b>Social media link (promoting in any one Facebook /Instagram/ Twitter is mandatory)</b>	N/A



<b>No. of Students*</b> <i>(only no. to be written, list in excel or word should be maintain at department level as proof for any further requirement)</i>	60
<b>No. of Faculty*</b> <i>(only no. to be written, list in excel or word should be maintain at department level as proof for any further requirement)</i>	05
<b>No. of External Participants (students+faculty)</b> <i>[write NA if not applicable]</i>	N/A



<p><b>Description (min 250 to max 800 words)*</b></p>	<p><b>Respect for Diversity:</b> Promote an inclusive environment by respecting differences in culture, race, gender, sexuality, and beliefs.</p> <p><b>Academic Integrity:</b> Uphold honesty in all academic endeavors, prohibiting plagiarism, cheating, and any form of dishonesty.</p> <p><b>Responsible Use of Resources:</b> Use university facilities, technology, and resources responsibly, ensuring sustainability and accessibility for all.</p> <p><b>Harassment and Discrimination:</b> Maintain a zero-tolerance policy for any form of harassment, bullying, or discrimination, promoting a safe and supportive community.</p> <p><b>Civility and Professionalism:</b> Interact with peers, faculty, and staff in a courteous and professional manner, fostering positive relationships.</p> <p><b>Community Engagement:</b> Encourage active participation in university life, including student organizations, volunteering, and community service.</p> <p><b>Health and Well-being:</b> Promote mental and physical well-being, advocating for responsible behavior regarding substance use and seeking help when needed.</p> <p><b>Conflict Resolution:</b> Encourage constructive dialogue and conflict resolution strategies to address disagreements or issues respectfully.</p> <p><b>Compliance with Laws and Policies:</b> Adhere to all local, state, and federal laws, as well as university policies and regulations.</p> <p><b>Accountability and Reporting:</b> Encourage a culture of accountability where students report violations of the code and support one another in maintaining community standards.</p>
<p><b>Report Submitted by</b></p>	<p>HR office and Admin Office <i>Mainish</i></p>

*Fields marked with '\*' are mandatory*

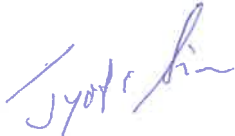




5<sup>th</sup> March 2021

**CIRCULAR**

This is to inform that School of Health Sciences is organizing **Student Induction program on Health, Safety and Wellness** on 12<sup>th</sup> March 2021 in Sports Ground, Sushant (Erstwhile Ansal) University for all students. Attendance is mandatory.



**Dean, Dept of Pharmacy**

Copy to:

- Secretary to Vice Chancellor.
- Secretary to Pr. Vice Chancellor.
- All Deans HODs



### Event Report

<b>Title of Activity*</b>	Student Orientation program
<b>Organized by (School/Centre Name)*</b>	School of Health Sciences, Sushant University (Erstwhile)
<b>Program Theme*</b>	Health, Safety and Wellness
<b>Date*</b>	12 <sup>th</sup> March 2021
<b>Time*</b>	10:00 AM - 3:00 PM
<b>YouTube/Facebook Link: (if live steamed or video posted on FB/YT)</b>	N/A
<b>Social media link (promoting in any one Facebook /Instagram/ Twitter is mandatory)</b>	N/A
<b>No. of Students* (only no. to be written, list in excel or word should be maintain at department level as proof for any further requirement)</b>	120
<b>No. of Faculty* (only no. to be written , list in excel or word should be maintain at department level as proof for any further requirement)</b>	10
<b>No. of External Participants (students+faculty) [write NA if not applicable]</b>	N/A



(Geotag) Photograph-1\*



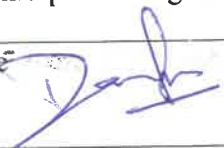
**Description (min 250 to max 800 words)\***

The **Student Induction Program on Health, Safety, and Wellness**, organized by the **School of Health Sciences** at **Sushant University**, took place on **March 12, 2021**, from **10:00 AM to 3:00 PM**. This program aimed to familiarize new students with the critical practices surrounding health, safety, and overall wellness, which are especially vital for those pursuing careers in health sciences. The session began with a warm welcome from the **Dean of the School of Health Sciences**, who emphasized the importance of prioritizing health and safety within both personal and professional contexts.

The program included presentations from faculty members, who provided insights into the university's health and safety protocols, including guidelines for maintaining a safe learning environment, the importance of hygiene, and measures to prevent the spread of infectious diseases. Additionally, students were introduced to the various wellness resources available on campus, such as the **Counseling and Wellness Center**, where they can seek support for mental health issues, stress management, and general well-being.

Interactive discussions allowed students to engage with the material, ask questions, and share their thoughts on health and wellness practices. The program concluded with a reminder about the significance of adopting a proactive approach to health and safety, encouraging students to integrate these principles into their daily lives as future



	health professionals. Overall, the induction program successfully equipped students with essential knowledge and resources to navigate their academic journey while prioritizing their well-being and that of others in the community.
<b>Report Submitted by</b> <i>(write faculty coordinator name)</i>	Ms Debanjali Bhattacharjee 



**Sushant**  
University

**2021-2022**

**August 3, 2021**

**CIRCULAR**

This is to inform that Sushant (Erstwhile Ansal) University is organizing **Annual Awareness for all faculties and staff**. Request all to be present on time.

Attendance is mandatory

Date : 9<sup>h</sup> August 2021

Time : 11 am to 1 pm

Venue : D201

Agenda :

- Overview of the institution's code of conduct
- Importance of maintaining professionalism and integrity

*Mainsh*

**HR Manager**

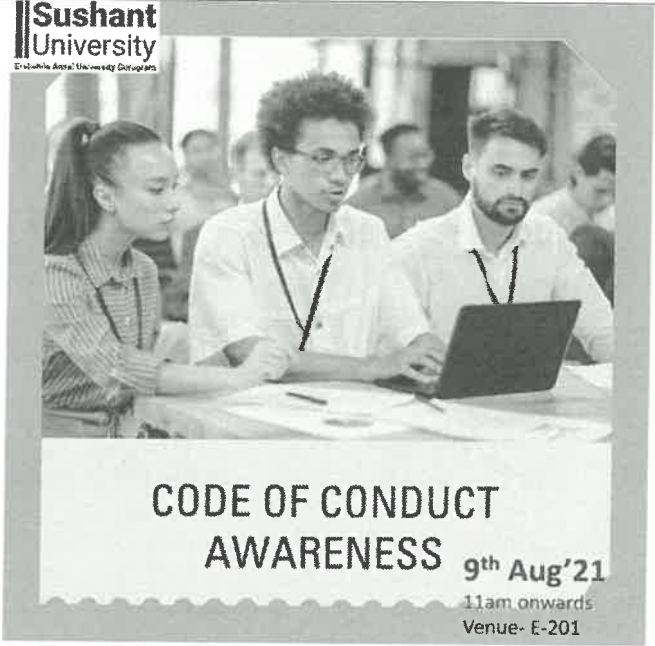
HEAD - HR  
Sushant University  
Sector 55 Gurugram

Copy to:

- Secretary to Vice Chancellor.
- Secretary to Pro Vice Chancellor.
- All Deans /HODs



## Event Report

<b>Title of Activity*</b>	<b>Annual Awareness- Code of Conduct (Faculties &amp; Staff)</b>
<b>Organized by (School/Centre Name)*</b>	<b>Sushant University</b>
<b>Program Theme*</b>	<b>Annual Awareness- Code of Conduct</b>
<b>Date*</b>	<b>09-08-2021</b>
<b>Time*</b>	<b>11am to 1pm</b>
<b>Poster*</b>	
<b>YouTube/Facebook Link:</b> (if live steamed or video posted on FB/YT)	NA
<b>Social media link</b> (promoting in any one Facebook/Instagram/Twitter is mandatory)	NA
<b>No. of Students*</b> (only no. to be written, list in excel or word should be maintain at department level as proof for any further requirement)	NA
<b>No. of Faculty*</b> (only no. to be written, list in excel or word should be maintain at department level as proof for any further requirement)	97
<b>No. of External Participants (students+faculty)</b> [write NA if not applicable]	0



## Geotagged Photograph-1\*



Sushant  
University



**Gurugram, Haryana, India**

Block-D, Huda, Sushant Lok 2, Sector 55, Gurugram, Halderpur, Haryana  
122003, India  
Lat 28.430808  
Long 77.112079  
09/08/21 11:30 AM GMT +5:30

GPS Map Camera

### Description (min 250 to max 800 words)\*

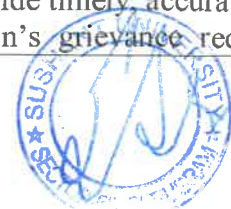
On 9th August 2021, Sushant University (formerly known as Ansal University) organized its **Annual Awareness Program** for all faculty and staff members. The event, held from 11 a.m. to 1 p.m. in room D201, was designed to remind and reinforce the institution's values, particularly focusing on the code of conduct, professionalism, and integrity. Attendance was mandatory for all participants, highlighting the importance of these themes in shaping the institution's work culture and overall environment.

### Overview of the Institution's Code of Conduct

The session began with a detailed **overview of the institution's code of conduct**, which serves as the foundation for the behavior and responsibilities expected of all faculty and staff members. The university's administration provided insights into the key elements of this code, which outlines the ethical and professional standards that guide daily activities, interactions, and decision-making within the university.

The code of conduct emphasizes the importance of maintaining an atmosphere of mutual respect, fairness, and inclusivity. Faculty and staff were reminded that they are role models for students and that their behavior significantly influences the university's reputation and the overall learning environment. Key areas covered in the code include policies on anti-discrimination, harassment, equal opportunity, and academic integrity. The session also clarified expectations regarding attendance, punctuality, and proper communication protocols within the institution.

Faculty members were particularly urged to adhere to ethical teaching practices, maintain confidentiality when handling student records, and avoid any actions that could be perceived as conflicts of interest. Administrative staff were reminded of their duty to provide timely, accurate, and respectful service to both students and faculty members. The institution's grievance redressal





mechanism was also discussed, ensuring that all employees know where and how to report any breaches of the code or concerns about workplace behavior.

The presentation reinforced that Sushant University holds all faculty and staff to the highest standards of ethics, responsibility, and accountability. Any violations of the code of conduct would result in disciplinary action, ranging from warnings to suspension or termination, depending on the severity of the infraction.

### **Importance of Maintaining Professionalism and Integrity**

The second segment of the session focused on the **importance of maintaining professionalism and integrity** in the workplace. Professionalism was defined not only as adhering to the basic requirements of one's job but also demonstrating a proactive, respectful, and solution-oriented approach to both individual tasks and teamwork.

Faculty and staff were reminded that professionalism begins with simple acts like arriving on time, dressing appropriately, and maintaining a positive and cooperative attitude. However, it extends far beyond these basics to encompass effective communication, emotional intelligence, and the ability to handle challenges constructively. Whether dealing with students, colleagues, or external stakeholders, professionalism is about being reliable, competent, and maintaining the dignity of one's position at all times.

The role of **integrity** was emphasized as a non-negotiable value that underpins professionalism. Faculty members were urged to uphold the highest standards of academic honesty, ensuring that grading, assessments, and evaluations are conducted fairly and transparently. Administrative staff were encouraged to handle their duties—whether related to finance, student records, or daily operations—with honesty and transparency. Integrity in decision-making and the consistency of ethical actions were highlighted as the core of maintaining the trust of both students and fellow colleagues.

The session also highlighted the potential consequences of not upholding these values. Faculty and staff were made aware that unprofessional behavior or lapses in integrity could result in damage to the university's reputation, loss of trust among students, and even legal or disciplinary repercussions. By ensuring that professionalism and integrity are ingrained in every aspect of their work, the faculty and staff contribute to the university's mission of academic excellence and ethical leadership.

#### **Attendance Sheet\***

Himanshu Sanghani  
 Tanaya Verma  
 Sanjeev Kumar Sharma  
 Suruchi Modi  
 Monika Khurana  
 Alpana Jijja  
 Aruna Bhardwaj  
 Suruchi Shah  
 Atul Kumar Agarwal  
 Nidhi Chowdhry  
 Parul Munjal  
 Kankan Kataria  
 Piyush Das  
 Komal .  
 Astha Mehta  
 Anand Sharma



	<p>Pritam Lenka Tanya . Himani G Choudhary Sulakshana Banerjee Mukherjee Jagroop Singh Nandini Bhandari Simar Preet Dhingra Sasi Gopal Menon Jyoti . Rupa Gupta Roshni Sengupta Richa Dwivedi Jesbin Johnson Charu Kapoor Sareen Kanika Sachdeva Sudipto Sarkar Manisha Machan Indu Prabha Pathak Sagarika Goswami Shaily Bhashanjaly Nisha Sharma Krishan Kumar Tajinder Kaur Anand Tinu Yadav Nain Lulla Anushka Choudhary Ashutosh Raj Anand Neena Singh Zutshi Purva Mujumdar Himanshu Rawat Sagarika Goswami</p>
<b>Report Submitted by</b> (write faculty coordinator name)	<p>Sagarika</p>



16<sup>th</sup> August 2021

**CIRCULAR**

This is to inform that the **Faculty Induction Programme** will be organized on the theme **Workplace Ethics and Professional Conduct** for all faculty members and staff on 23<sup>rd</sup> Aug 2021, between 2pm to 5 pm, in D421 Sushant (erstwhile Ansal) University. Attendance is mandatory. Please be present on time.

**Agenda:**

- Expectations on faculty behaviour and interactions
- Confidentiality and handling sensitive information
- Anti-harassment policies
- Conflict of interest and institutional integrity


  
Registrar

Copy to:

- Secretary to Vice Chancellor.
- Secretary to Pr. Vice Chancellor.
- All Deans HODs

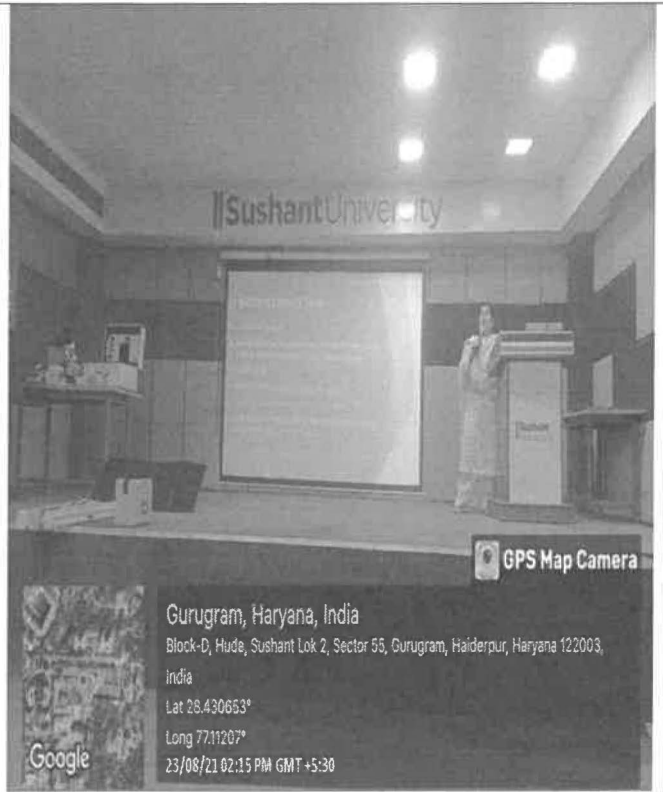


Event Report

<b>Title of Activity*</b>	The Faculty Induction Programme
<b>Organized by (School/Centre Name) *</b>	Sushant University (Erstwhile)
<b>Program Theme*</b>	Workplace Ethics and Professional Conduct
<b>Date*</b>	23/08/21
<b>Time*</b>	2:00 pm – 05 pm
<b>Poster*</b>	 <p>The Faculty Induction Programme 23/08/21 02:00 pm Venue: D-421</p>
<b>YouTube/Facebook Link: (if live steamed or video posted on FB/YT)</b>	NA
<b>Social media link (promoting in any one Facebook/Instagram/Twitter is mandatory)</b>	NA
<b>No. of Faculty* (only no. to be written, list in excel or word should be maintained at department level as proof for any further requirement)</b>	50



**(Geotag) Photograph-1\***



**Description**

Workplace ethics are a set of principles that guide professional conduct in the workplace. They are important for creating a positive work environment, building trust, and avoiding ethical dilemmas. The Faculty Induction Programme was organized on the theme “Workplace Ethics and Professional Conduct” for all faculty members on 23rd Aug 2021, between 2pm to 5 pm, in D-421 Sushant University. Agenda for the same was to discuss expectations on faculty behavior and interactions, confidentiality and handling sensitive information, to sensitize anti-harassment policies and to discuss conflict of interest and institutional integrity.

	<p>provided examples of how ethical practices ensure fairness and academic integrity. For instance, maintaining impartiality in grading, respecting students' privacy, and upholding honest and transparent research methodologies are essential aspects of academic ethics. The Dean also discussed how faculty must ensure that their research contributes to the broader academic community without compromising ethical guidelines, such as plagiarism or data manipulation.</p> <p>The session also provided practical guidelines on <b>professional conduct</b>, outlining behaviors that foster a positive workplace culture. Topics such as punctuality, accountability, respect for diversity, and open communication were emphasized. Faculty were encouraged to act as mentors to students and peers by demonstrating professionalism in their daily tasks, including classroom management, participation in university events, and contributing to an inclusive academic environment. The importance of upholding the university's vision and mission through collaborative work and responsible leadership was underlined.</p> <p>Moreover, the Dean addressed challenges that faculty members might encounter in their professional journey, such as balancing academic freedom with institutional guidelines, handling conflicts within the workplace, and managing personal and professional growth. The session provided strategies for navigating these challenges while maintaining ethical and professional standards. The <b>faculty code of conduct</b> was also reviewed, stressing the need for faculty members to model appropriate behavior, act as positive influencers within the university, and engage in continuous self-improvement.</p>
<p><b>Attendance Sheet*</b></p>	<p>Attached in the report</p>
<p><b>Report Submitted by</b> (write faculty coordinator name)</p>	<p>Shenbagam N</p>

Handwritten blue arrows pointing from the bottom of the table towards the stamp.



1. Mr. Shadab Alam P
2. Dr Pooja Nanda P
3. Prof Susan George P
4. Ms. Nupur P
5. Ms. Anushka P
6. Dr. Sachin Datt P
7. Mr. Amit Kumar P
8. Ms. Ankita P
9. Dr..Sindhuree A
10. Ms. Meenakshi Gupta
11. Dr Richa Agarwal P
12. Mr. Amit Singh P
13. Ms. Debanjali P
14. Kaustabh dass P
15. Ms. Shalini Sharma P
16. Mr. Kulmohan Singh P
17. Ms Ria P
18. Ms. Durga Upadhyay P
19. Dr. Anjali P
20. Mr. Anand Sharma P
21. Prerana P
22. Arjun P
23. Dr. Chhavi Singla P
24. Ms. Deepti Chauhan P
25. Ms. Tajinder Kaur Anand P



26. Dr Priyanka Pradhan P
27. Dr. Deepak Miglani P
28. Mr Sunil Verma P
29. Aditi Padhi P
30. Mr. Tinu Yadav P
31. Dr. Bindu Thakral P
32. Dr Atul Kumār Agarwal P
33. Dr. Divyanshu Sinha P
34. Ms Nisha Nandal P
35. Mr Amit Kumar P
36. Ms. Anjali Marwah P
37. Ms. Varsha P
38. Ms. Pallavi P
39. Mr. Pankaj Malhotra P
40. Mr. Harminder singh P
41. Mr. Antim Dev Mishra P
42. Ms. Neha Pathak P
43. Dr Neetu Jora P
44. Abhishek Bhardwaj P
45. Mr. Vipul Gaur P
46. Dr Naveen Nandal P
47. Ms. Arushi Malik P
48. Ms Aanchal Dangwal P
49. Dr. Sulakshana P
50. Dr. Somya Tiwari P





August 19<sup>th</sup>, 2021

**CIRCULAR**

This is to inform that Sushant(Erstwhile Ansal) University is organizing **Code of Conduct - Annual Awareness Orientation Session** for all students. Request all to be present on time. .  
Attendance is mandatory

Date : 27<sup>th</sup> August 2021

Time : 11am to 1 pm

Venue : D 421

**Agenda :**

- Students' Rights and Responsibilities
- Role of the Code in Maintaining a Positive Learning Environment
- Understanding Harassment, Bullying, and Discrimination

**Orientation Incharge /Academic Department**



Copy to:

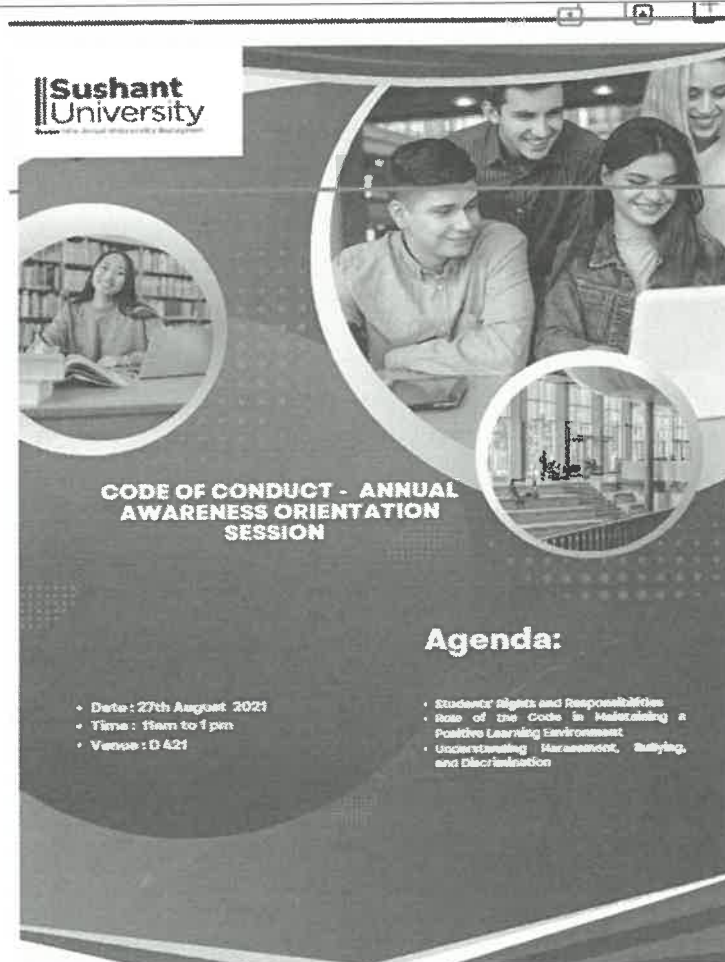
- Secretary to Vice Chancellor.
- Secretary to Pro Vice Chancellor.
- All Deans /HODs



### Event Report

<b>Title of Activity*</b>	<b>Code of Conduct - Annual Awareness Orientation Session for Students</b>
<b>Organized by (School/Centre Name)*</b>	Sushant(Erstwhile Ansal) University
<b>Program Theme*</b>	Annual Awareness Programme on Code of Conduct
<b>Date*</b>	27 <sup>th</sup> August 2021
<b>Time*</b>	11:00 am to 01:00pm


**Poster\***



**YouTube/Facebook Link: (if live steamed or video posted on FB/YT)**

N/A



<p><b>Photograph</b></p>	
<p><b>Social media link</b> <i>(promoting in any one Facebook /Instagram/ Twitter is mandatory)</i></p>	<p>N/A</p>
<p><b>No. of Students*</b> <i>(only no. to be written, list in excel or word should be maintain at department level as proof for any further requirement)</i></p>	<p>69</p>
<p><b>No. of Faculty*</b> <i>(only no. to be written, list in excel or word should be maintain at department level as proof for any further requirement)</i></p>	<p>06</p>



**Description (min 250 to max 800 words)\***

The primary objective of this session was to educate students on the **Code of Conduct**, which serves as a fundamental guide in shaping student behavior within the university. By understanding these guidelines, students are better equipped to contribute positively to the overall campus culture.

**Key Agenda Points:**

**1. Students' Rights and Responsibilities**

The first segment of the session focused on making students aware of their rights as members of the university. This included the right to a fair and equal educational experience, freedom from discrimination, and the right to voice concerns or grievances. Alongside rights, responsibilities were emphasized, such as adhering to academic integrity, respecting faculty and peers, and contributing to a respectful and inclusive atmosphere. The importance of balancing these rights and responsibilities for the greater good of the university was a key takeaway from this section.

**2. Role of the Code in Maintaining a Positive Learning Environment**

The second part of the agenda highlighted the significance of the Code of Conduct in creating and sustaining a conducive learning environment. The university's core values of respect, inclusivity, and collaboration were discussed in detail. By adhering to the code, students not only protect their own rights but also ensure the well-being of others. The role of the code in preventing disruptive behavior, academic dishonesty, and fostering collaboration was underlined as crucial for maintaining a harmonious campus.

**3. Understanding Harassment, Bullying, and Discrimination**

The session also delved into the critical issues of harassment, bullying, and discrimination. Students were educated on what constitutes harassment or bullying, how to recognize discriminatory behavior, and the proper channels for reporting such incidents. The university has a strict zero-tolerance policy for any form of harassment or discrimination, and students were encouraged to act as allies in creating a safe and supportive environment for everyone. The discussion also addressed the mental and emotional toll of such behaviors and emphasized the importance of reporting incidents to ensure swift action.

**4. The Code of Conduct - Annual Awareness Orientation Session**

was a resounding success, providing students with invaluable knowledge regarding their role in shaping a positive campus culture. By attending the session, students gained a clear understanding of their rights, responsibilities, and the standards of behavior expected of them as part of the Sushant University community.

**Report Submitted by**

Orientation committee member  
*kyall*



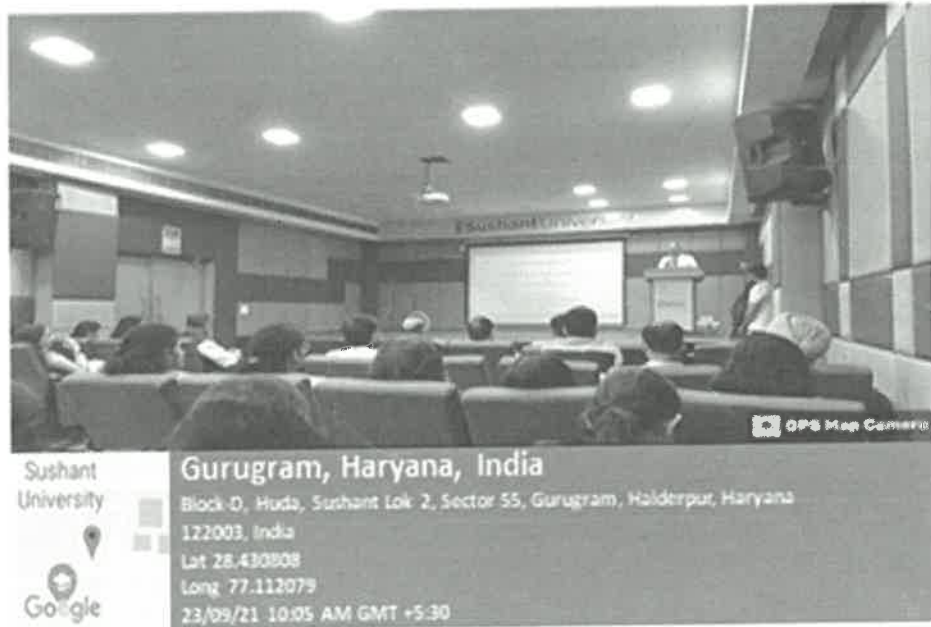
# Annual Orientation Program 2021

### Event Report

<b>Title of Activity*</b>	PRARABHAM: Orientation 2021
<b>Organized by (School/Centre Name)*</b>	Sushant University (Erstwhile)
<b>Program Theme*</b>	Orientation 2021
<b>Date*</b>	23 Sept. to 28 Sept.
<b>Time*</b>	9:30-4:30
<b>YouTube/Facebook Link: (if live streamed or video posted on FB/YT)</b>	N/A
<b>Social media link (promoting in any one Facebook /Instagram/ Twitter is mandatory)</b>	N/A
<b>No. of Students* (only no. to be written, list in excel or word should be maintain at department level as proof for any further requirement)</b>	800
<b>No. of Faculty* (only no. to be written, list in excel or word should be maintain at department level as proof for any further requirement)</b>	150
<b>No. of External Participants (students+faculty) [write NA if not applicable]</b>	N/A



(Geotag)  
Photograph-1\*



Sushant University  
Gurugram, Haryana, India  
Block-D, Huda, Sushant Lok 2, Sector 55, Gurugram, Halderpur, Haryana  
122003, India  
Lat 28.430808  
Long 77.112079  
23/09/21 10:05 AM GMT +5:30

(Geotag)  
Photograph-2




Sushant University  
Gurugram, Haryana, India  
Block-D, Huda, Sushant Lok 2, Sector 55, Gurugram, Halderpur, Haryana  
122003, India  
Lat 28.430808  
Long 77.112079  
23/09/21 10:05 AM GMT +5:30

**Description (min 250 to max 800 words)\***

The **PRARABHAM: Orientation 2021** program was organized by Sushant University (Erstwhile) from **September 23 to 28, 2021** to welcome the new batch of students. The event aimed at introducing the students to the university's academic culture, values, and services, while helping them transition smoothly into their respective programs. The six-day orientation was packed with a variety of sessions, including academic overviews, motivational talks, interactive sessions, and campus tours.

In addition to academic overviews, students were introduced to the rich campus life at Sushant University, including a range of extracurricular clubs and societies. A virtual and physical campus tour helped familiarize students with essential facilities such as the library, design studios, and sports

	<p>complex. The university also held sessions on mental health and well-being, highlighting the support available through the <b>Student Wellness and Counseling Center</b>. The final day featured motivational talks by alumni, who shared their experiences and offered advice for success in both academics and extracurricular activities. Team-building exercises were also conducted to help students connect with their peers, fostering collaboration and leadership skills. The orientation program concluded with positive feedback from students, who appreciated the structured introduction to university life and requested more interactive sessions and detailed virtual tours. Overall, the <b>PRARABHAM: Orientation 2021</b> successfully laid the foundation for new students to begin their academic journey at Sushant University (Erstwhile) with confidence and enthusiasm.</p>
<p><b>Report Submitted</b> <b>by</b> (write faculty coordinator name)</p>	<p>Dr. Anjali Sehrawat</p> 

Fields marked with '\*' are mandatory





9<sup>th</sup> December 2021

**CIRCULAR**

This is to inform that the **Faculty Induction Programme** will be organized on the theme **Teaching and Learning Resources** for all faculty members on 17<sup>th</sup> Dec 2021, between 9 am to 5 pm, in D421 Sushant (Erstwhile Ansal) University. Attendance is mandatory,

Agenda:

- Overview of teaching methodologies and pedagogical support
- Use of technology in teaching (LMS, virtual platforms, etc.)
- Available teaching resources (labs, libraries, online resources)



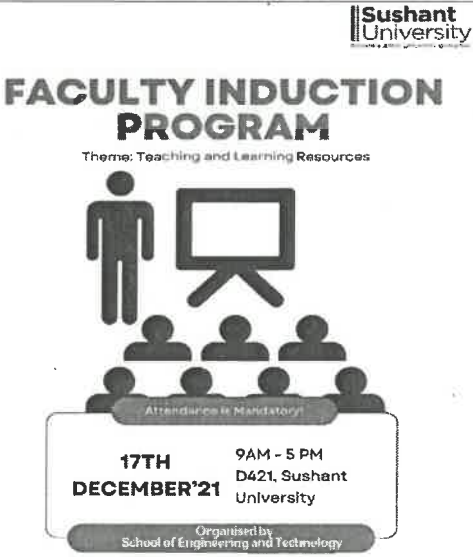
**Registrar**


Copy to:

- Secretary to Vice Chancellor.
- Secretary to Pr. Vice Chancellor.
- All Deans HODs



## Event Report

<b>Title of Activity*</b>	Faculty Induction Program
<b>Organized by (School/Centre Name)*</b>	School of Engineering and Technology
<b>Program Theme*</b>	Code of Conducts-Teaching and Learning Resources
<b>Date*</b>	17 <sup>th</sup> December 2021
<b>Time*</b>	9:00 AM to 5:00 PM
<b>Poster*</b>	
<b>YouTube/Facebook Link: (if live steamed or video posted on FB/YT)</b>	NA
<b>Social media link (promoting in any one Facebook/Instagram/Twitter is mandatory)</b>	NA
<b>No. of Students* (only no. to be written, list in excel or word should be maintain at department level as proof for any further requirement)</b>	NA
<b>No. of Faculty* (only no. to be written, list in excel or word should be maintain at department level as proof for any further requirement)</b>	50
<b>No. of External Participants (students+faculty) [write NA if not applicable]</b>	NA

<p><b>(Geotag) Photograph-1*</b></p>	
<p><b>Description (min 250 to max 800 words)*</b></p>	<p>Faculty Induction Program was organized by School of Engineering &amp; Technology on 17<sup>th</sup> December 2021 with the following agendas:</p> <ol style="list-style-type: none"> <li>Overview of teaching methodologies and pedagogical support</li> <li>Use of technology in teaching (LMS, virtual platforms, etc.)</li> <li>Available teaching resources (labs, libraries, online resources)</li> </ol> <p>This segment focused on integrating technology into teaching practices to improve the learning experience. Faculty were trained on the effective use of Learning Management Systems (LMS) for content delivery, student communication, and assessment management. Additionally, the session covered virtual teaching platforms, tools for conducting online classes, and the use of interactive technologies like digital whiteboards, polling tools, and virtual labs. The importance of leveraging technology to create a blended learning environment was stressed, especially in the context of hybrid and remote learning models.</p> <p><b>Available Teaching Resources (Labs, Libraries, Online Resources):</b> The program also provided faculty members with an overview of the various teaching resources available within the institution. The Internal</p>

	<p>Quality Cell highlighted the role of well-equipped laboratories in providing practical, hands-on learning experiences to students. The session also introduced the faculty to library resources, both physical and digital, including e-books, research journals, and databases that support academic research and curriculum development. Faculty were encouraged to use these resources to enhance their teaching materials and provide a more robust learning experience for students.</p>
<p><b>Attendance Sheet*</b></p>	<p>Attached with the Report</p>
<p><b>Report Submitted by</b> <i>(write faculty coordinator name)</i></p>	<p>Ms. Inderjeet Kaur <i>Inderjeet</i></p>



**Attendees for Faculty Induction Program**

1. Ms. Inderjeet Kaur *Inderjeet*
2. Dr Pooja Nanda *Pooja*
3. Prof Susan George *Susan*
4. Ms. Nupur *Nupur*
5. Ms. Anushka *Anushka*
6. Dr. Sachin Datt *Sachin*
7. Mr. Amit Kumar *Amit*
8. Ms. Ankita *Ankita*
9. Dr..Sindhuree *Sindhuree*
10. Ms. Meenakshi Gupta *Meenakshi*
11. Dr Richa Agarwal *Richa*
12. Mr. Amit Singh *Amit Singh*
13. Ms. Debanjali *Debanjali*
14. Kaustabh dass *Kaustabh*
15. Ms.Shalini Sharma *Shalini*
16. Mr. Kulmohan Singh
17. Ms Ria *Ria*
18. Ms. Durga Upadhyay *Durga*
19. Dr. Anjali *Anjali*
20. Mr. Anand Sharma *Anand*
21. Prerana *Prerana*
22. Arjun *Arjun*
23. Dr. Chhavi Singla *Chhavi Singla*
24. Ms. Deepti Chauhan *Deepti*



25. Ms. Tajinder Kaur Anand

26. Dr Priyanka Pradhan

*Priyanka*

27. Dr. Deepak Miglani

28. Mr Sunil Verma

*Sunil*

29. Aditi Padhi

*Aditi*

30. Mr. Tinu Yadav

*Tinu*

31. Dr. Bindu Thakral

*Bindu*

32. Dr Atul Kumar Agarwal

*Atul*

33. Dr. Divyanshu Sinha

*Divyanshu*

34. Ms Nisha Nandal

*Nisha*

35. Mr Amit Kumar

*Amit*

36. Ms. Anjali Marwah

*Anjali*

37. Ms. Varsha

*Varsha*

38. Ms. Pallavi

*Pallavi*

39. Mr. Pankaj Malhotra

*Pankaj*

40. Mr. Harminder singh

*Harminder*

41. Mr. Antim Dev Mishra

*Antim*

42. Ms. Neha Pathak

*Neha*

43. Dr Neetu Jora

*Neetu*

44. Abhishek Bhardwaj

*Abhishek*

45. Mr. Vipul Gaur

*Vipul*

46. Dr Naveen Nandal

*Naveen*

47. Ms. Arushi Malik

*Arushi*

48. Ms Aanchal Dangwal

*Aanchal*

49. Dr. Sulakshana

*Sulakshana*

50. Dr. Somya Tiwari

*Somya*



**Sushant**  
University

**2022-2023**

## Event Report

<b>Title of Activity*</b>	PRARABHM: Orientation 2022
<b>Organized by (School/Centre Name)*</b>	Sushant University (Erstwhile)
<b>Program Theme*</b>	Orientation 2022
<b>Date*</b>	16 AUG to 18 AUG 2022
<b>Time*</b>	9:30-4:30
<b>YouTube/Facebook Link: (if live steamed or video posted on FB/YT)</b>	N/A
<b>Social media link (promoting in any one Facebook /Instagram/ Twitter is mandatory)</b>	N/A
<b>No. of Students* (only no. to be written, list in excel or word should be maintain at department level as proof for any further requirement)</b>	850
<b>No. of Faculty* (only no. to be written, list in excel or word should be maintain at department level as proof for any further requirement)</b>	142
<b>No. of External Participants (students+faculty) [write NA if not applicable]</b>	N/A
<b>(Geotag)</b>	

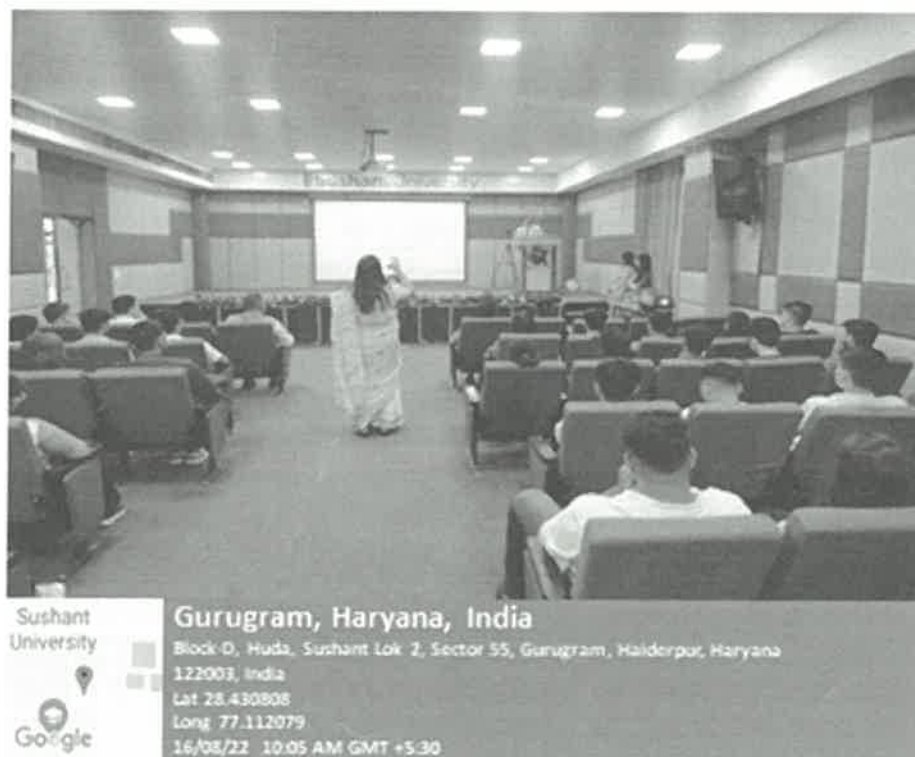




Photograph-1\*



(Geotag)  
Photograph-2



**Description (min 250 to max 800 words)\***

The **PRARABHM: Orientation 2022** at **Sushant University (Erstwhile)** was conducted entirely in-person from **August 16 to August 18, 2022**, at the university campus. This event was designed to help new students integrate into university life by offering a comprehensive introduction to the academic, social, and extracurricular aspects of the institution. The program commenced each day at 9:30 AM and ran until 4:30 PM, providing students with ample opportunities to interact with faculty, staff, and peers in a fully

immersive environment.

The event began with an **inaugural ceremony** on August 16, where **Vice-Chancellor** welcomed the new students, emphasizing the importance of embracing the diverse learning opportunities available at the university. Deans from various schools also addressed the students, offering insights into the academic expectations, course structures, and opportunities for interdisciplinary learning. These addresses were aimed at helping students understand the academic culture of the university and prepare for the journey ahead.

Over the three days, students participated in multiple orientation sessions that included overviews of their respective programs, interaction with faculty, and introductions to key academic and administrative policies. The **Registrar's Office** and other administrative departments briefed the students on important university guidelines, including student conduct, attendance, and assessment procedures. The sessions were designed to provide clarity on academic expectations and to ensure that students are well-versed with the functioning of the university.

In addition to academic introductions, a special focus was placed on familiarizing students with the university's vibrant extracurricular life. Various **student clubs and societies** showcased their activities through engaging presentations, encouraging new students to get involved in cultural, sports, and technical clubs. A **campus tour** was conducted, allowing students to explore key areas such as the **library, research labs, design studios, and sports facilities**. This hands-on exploration provided students with a deeper understanding of the resources and spaces they would be using throughout their academic careers.

The final day included sessions dedicated to **mental health and wellness**, led by the **Student Wellness and Counseling Center**. These sessions provided practical advice on managing stress and balancing the demands of academic and personal life. Team-building activities were also organized to promote camaraderie among the students, helping them build relationships and create a supportive peer network.

The **PRARABHM: Orientation 2022** successfully concluded on August 18, with closing remarks from the **Dean of Student Affairs**, who encouraged students to take full advantage of the university's academic and extracurricular offerings. Feedback from the students was overwhelmingly positive, with many expressing appreciation for the detailed academic sessions, the opportunity to meet faculty and peers in person, and the engaging extracurricular presentations. The orientation program effectively prepared students for the academic year ahead, fostering a sense of belonging and excitement as they embarked on their journey at Sushant University.

**List of faculty -  
event members**

1. Dr. Anjali Sehrawat  
2. Dr. Isha Sainia, 3. Dr. Shaily Bhashanjaly. 3. Mr. Deepak 4. Prof. Deepak. 5. Prof Amit Kumar Singh 6. Mr. Dheeraj 7. Sindhuree 8. Ms. Kanika 9. Mr. Robin

**Report Submitted**

Dr. Anjali Sehrawat

*Anjali*



August 2, 2022

**CIRCULAR**

This is to inform that Sushant (Erstwhile Ansal) University is organizing **Code of Conduct - Annual Awareness Session** for all faculties and staff members. Request all to be present on time.

Attendance is mandatory

Date : 9<sup>h</sup> August 2022

Time : 3 pm to 5 pm

Venue : D 421

Agenda :

- Responsible Use of Institutional Technology and Digital Resources
- Email and Internet Usage Guidelines
- Social Media Conduct: Personal vs. Professional Boundaries

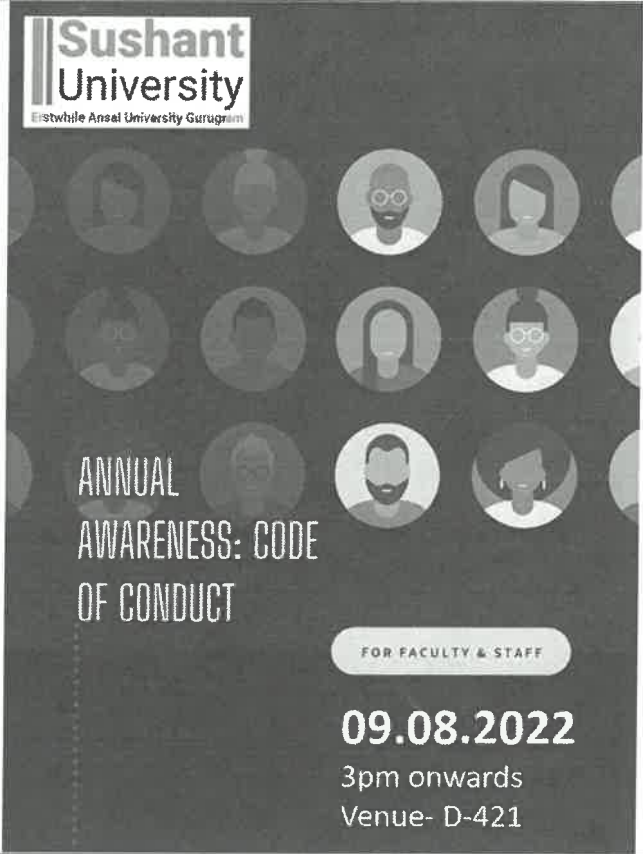
  
HR Manager

Copy to:

- Secretary to Vice Chancellor.
- Secretary to Pro Vice Chancellor.
- All Deans /HODs



## Event Report

<b>Title of Activity*</b>	<b>Annual Awareness- Code of Conduct (Faculties &amp; Staff)</b>
<b>Organized by (School/Centre Name)*</b>	<b>Sushant University</b>
<b>Program Theme*</b>	<b>Annual Awareness- Code of Conduct</b>
<b>Date*</b>	<b>09-08-2022</b>
<b>Time*</b>	<b>3pm to 5pm</b>
<b>Poster*</b>	
<b>YouTube/Facebook Link: (if live steamed or video posted on FB/YT)</b>	NA
<b>Social media link (promoting in any one Facebook/Instagram/Twitter is mandatory)</b>	NA
<b>No. of Students* (only no. to be written, list in excel or word should be maintain at department level as proof for any further requirement)</b>	NA
<b>No. of Faculty* (only no. to be written , list in excel or word should be maintain at department level as proof for any further requirement)</b>	59
<b>No. of External Participants (students+faculty) [write NA if not applicable]</b>	0



**Geotagged Photograph-1\***



GPS Map Camera



**Gurugram, Haryana, India**

Block-D, Huda, Sushant Lok 2, Sector 55, Gurugram, Haiderpur, Haryana  
122003, India  
Lat 28.430808  
Long 77.112079  
9/08/22 03:16PM GMT +5:30

**Geotagged Photograph-2**



GPS Map Camera



**Gurugram, Haryana, India**

Block-D, Huda, Sushant Lok 2, Sector 55, Gurugram, Haiderpur, Haryana  
122003, India  
Lat 28.430808  
Long 77.112079  
9/08/22 04:36PM GMT +5:30

**Description (min 250 to max 800 words)\***

On 9th August 2022, Sushant University (formerly known as Ansal University) held its **Annual Awareness Session** on the **Code of Conduct** for all faculty and staff members. The session, which took place from 3 p.m. to 5 p.m. in room D421, focused on ensuring the responsible use of institutional technology, email, internet usage, and appropriate social media conduct. Attendance was mandatory, reflecting the importance of adhering to these guidelines in maintaining a professional and ethical work environment.



## **Responsible Use of Institutional Technology and Digital Resources**

The first part of the session covered the **responsible use of institutional technology and digital resources**. Faculty and staff were reminded of the significant role technology plays in the daily operations of the university, from handling academic records and communication to research and administrative tasks. Attendees were encouraged to use these resources efficiently and ethically, following the guidelines set by the university to protect data security and privacy.

The session addressed the importance of using university-provided technology strictly for work-related purposes. Faculty and staff were informed about the risks of unauthorized access to sensitive data and the potential for data breaches if these technologies are misused. Proper handling of student information, research data, and other institutional materials was emphasized. Faculty were reminded to ensure that student records are securely stored and that digital tools are used appropriately to manage academic tasks such as grading, feedback, and communication.

Furthermore, the session emphasized the importance of regularly updating passwords, being cautious about phishing scams, and refraining from downloading unauthorized software or applications that could compromise the university's digital infrastructure. IT personnel were available to answer any questions related to the safe use of institutional technology, offering practical advice on how to protect personal and institutional data.

## **Email and Internet Usage Guidelines**

The next segment focused on **email and internet usage guidelines**. The university stressed the significance of professional communication through institutional email, urging faculty and staff to maintain a formal tone when corresponding with students, colleagues, and external stakeholders. Guidelines were provided on how to compose professional emails, including the appropriate use of language, clarity, and the importance of timely responses.

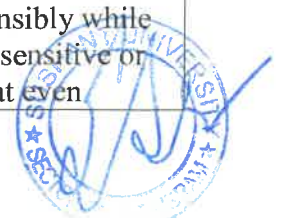
The session also highlighted the risks associated with using the university's internet services for personal purposes. Faculty and staff were reminded that browsing non-work-related websites or engaging in inappropriate online activities could not only violate university policies but also pose security risks to the institution's network. The misuse of the internet during working hours was discouraged, with the university stressing the need to remain focused on professional responsibilities.

Additionally, the university reiterated that all online communication and activities, whether through email or internet browsing, should comply with legal and ethical standards. Faculty and staff were informed that internet usage is monitored to ensure compliance with institutional policies, and any violations could result in disciplinary action.

## **Social Media Conduct: Personal vs. Professional Boundaries**

The final part of the session discussed **social media conduct** and the fine line between personal and professional boundaries. In today's digital age, social media platforms play a large role in both personal and professional lives. However, the university emphasized the importance of maintaining a distinction between the two, particularly for faculty and staff who are in leadership or mentorship roles.

The session provided guidance on how to manage personal social media accounts responsibly while upholding the university's reputation. Faculty and staff were reminded to avoid sharing sensitive or confidential information related to the university on public platforms. It was stressed that even



personal opinions shared on social media could be perceived as representative of the university if they are not clearly distinguished as private views.

In terms of professional boundaries, faculty were advised to be cautious about engaging with students on social media. The university encouraged keeping interactions professional and suggested using institutional platforms like emails or designated learning management systems for communication with students. Faculty and staff were also reminded to be mindful of the content they post and the potential impact it could have on their professional image and relationships within the university community.

The session also addressed the growing need for faculty and staff to act as ambassadors of the university's values online. Maintaining integrity, respect, and professionalism in online spaces was emphasized as essential to upholding the institution's image and fostering a positive academic environment.

**Attendance Sheet\***

Neha Gupta  
Sandeep Gulia  
Rajan Bansal  
Virendra Kumar Malik  
Mohd Anees  
Isha Saini  
Sobia Ahsan  
Arti Vaish  
Preetha Ravisree Sajin  
Sunil Kumar  
Radha Dayal  
Neha Mallick  
Mareena Thomas  
Deepak Thakur  
Farah Ahmed  
Saniya Siddiqui  
Navneet Vinayak  
Kulmohan Singh  
Mohd Shadab Alam  
Manvi Aggarwal  
Samruddhi Bhalerao  
Saurabh Saraswat  
Naveen Nandal  
Kirti Dahiya  
Chhavi Singla  
Tajinder Kaur Anand  
Tinu Yadav  
Nain Lulla  
Debanjali Bhattacharjee  
Anushka Choudhary  
Purva Mujumdar  
Himanshu Rawat  
Varsha Khetrapal Kumar  
Kiran G Singh  
Madhur Prakash  
Jagbir Singh Dahiya  
Nisha Nandal



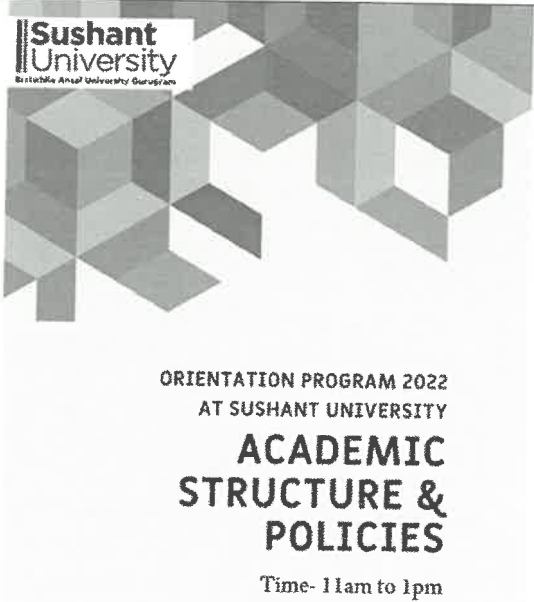
	<p>Anil Dawra Payal Taneja Sunil . Ankita Yadav Shenbagam Narasimhan Usman Khan Amit Kumar Bhavya Arora Shalini Sharma Md Shahroz Alam Surabhi Mathur Aashiyan . Teenu J Thaikattil Ishani Garg Aanchal Dangwal Anupama Singh Vipul Gaur Pooja Nanda Yashika Ashish Divyanshu Sinha Rakesh Ranjan Laurent J G Guiraud Payal Taneja</p>
<p><b>Report Submitted by</b> (write faculty coordinator name)</p>	<p>Payal Taneja</p> 





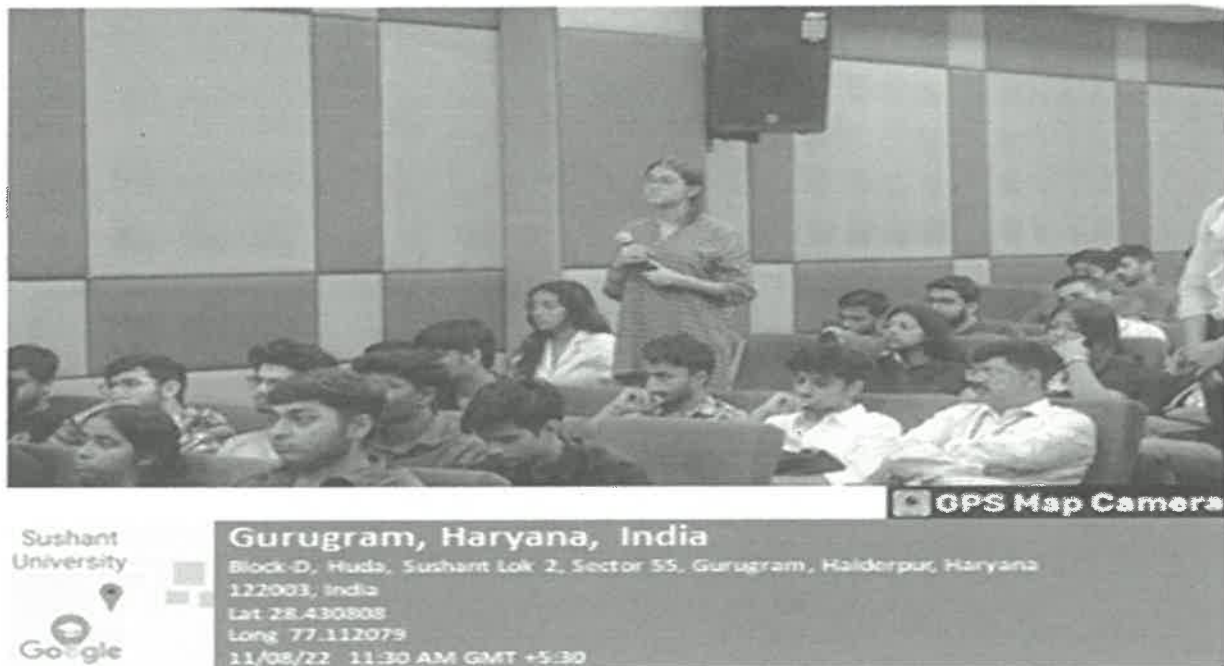
# Annual Orientation Program 2022

## Event Report

<b>Title of Activity*</b>	<b>Academic Structure &amp; Policies</b>
<b>Organized by (School/Centre Name)*</b>	<b>Sushant (Erstwhile Ansal) University</b>
<b>Program Theme*</b>	<b>Orientation Programme- 2022-23</b>
<b>Date*</b>	<b>11-08-2022</b>
<b>Time*</b>	<b>11am to 1pm</b>
<b>Poster*</b>	
<b>YouTube/Facebook Link:</b> <i>(if live steamed or video posted on FB/YT)</i>	NA
<b>Social media link</b> <i>(promoting in any one Facebook/Instagram/Twitter is mandatory)</i>	NA
<b>No. of Students*</b> <i>(only no. to be written, list in excel or word should be maintain at department level as proof for any further requirement)</i>	385
<b>No. of Faculty*</b> <i>(only no. to be written, list in excel or word should be maintain at department level as proof for any further requirement)</i>	NA
<b>No. of External Participants (students+faculty)</b> <i>[write NA if not applicable]</i>	0



### Geotagged Photograph-1\*



### Description (min 250 to max 800 words)\*

The **Examination Cell** of the Department at Sushant University organized a session on **Academic Structures and Policies** for all first-year students on 11th August 2022, held in room D421. Attendance was mandatory, ensuring that all students were present to gain an understanding of the key academic guidelines, systems, and expectations that will govern their studies at the university. The session was crucial in helping students transition smoothly into university life by familiarizing them with the academic framework.

### Introduction to Academic Programmes, Courses, and Curriculum

The session began with an introduction to the various academic programmes offered at Sushant University. Students were provided with an overview of their specific courses and the curriculum structure, including core subjects, electives, and co-curricular activities. The importance of understanding the course outlines, learning objectives, and expected outcomes was emphasized, enabling students to plan their academic journey efficiently. Each programme was designed to ensure a balance between theoretical knowledge and practical application, preparing students for industry standards and future career opportunities. Faculty members encouraged students to take an active role in their learning, engage with the curriculum fully, and make the most of the university's resources.

### Academic Calendar, Timetables, and Schedules

Students were also introduced to the **academic calendar**, which outlines key dates and deadlines for the entire academic year. The calendar includes important events such as semester start and end dates, exam periods, holidays, and breaks. Understanding this calendar is crucial for students to manage their time effectively and meet academic deadlines. Additionally, the timetable structure for classes was explained in detail, ensuring students are aware of their weekly schedules. Students were

advised to stay updated with any changes to the timetable through official university communication channels. The clarity on how academic schedules function was aimed at promoting punctuality and organizational skills among the students.

### **Grading System and Evaluation Methods**

A significant part of the session was dedicated to explaining the **grading system** and methods of evaluation. Students were informed about the grading scale used at the university, which consists of letter grades associated with specific grade points. The session also covered the different types of assessments that will be used to evaluate student performance, such as quizzes, assignments, presentations, mid-semester tests, and final exams. Faculty emphasized the importance of continuous assessment, which contributes to a significant portion of the final grade. The objective was to make students understand that performance throughout the semester is as important as the final examination. Transparency in the evaluation process was discussed, ensuring students know the weightage of each component and how their overall performance will be measured.

### **Attendance and Discipline Policies**

The final section of the session covered **attendance** and **discipline policies**, both of which are vital for academic success. Attendance is considered an important aspect of student discipline at Sushant University, and students were informed about the minimum attendance requirement that must be met to be eligible for exams. The importance of maintaining consistent attendance was stressed, as regular participation in classes is essential for understanding the material and performing well in assessments. In addition to attendance, students were briefed on the disciplinary policies of the university, including expectations regarding classroom behavior, submission deadlines, and academic honesty. Consequences for failing to meet attendance or disciplinary standards were clearly outlined, ensuring that students understand the importance of adhering to university guidelines.

<b>Attendance Sheet*</b>	Attached 
<b>Report Submitted by</b> <i>(write faculty coordinator name)</i>	Riya Shukla 



**Attendance of Students Academic Structure & Policies**

S. No.	Name of the Student	Programme/ Semester	Signature
1	Barbie Chauhan	B.Des (ID) - SEM 7	Barbie Chauhan
2	Riyali Majumdar	B.Des	Riyali
3	Bojany	B.Des	Bojany
4	Priyanshi	B.Des	Priyanshi
5	Mohsina	B.Des	Mohsina
6	Kaati Tripathi	B.Des (UX) - SEM 5	Kaati
7	Alita Nair	B.Des (IA) - SEM 5	Alita
8	HARKOMAL KAUR	M.Des (ID) Sem 1	Harkomal
9	Vinay Verma	M.Des UI/UX Sem 1	Vinay
10	Priya Jomari	M.Des UI/UX Sem 1	Priya
11	Prachi	M.Des UI/UX Sem 1	Prachi
12	Manu Rastogi Singh	M.Des UI/UX Sem 1	Manu Rastogi
13	Vashica Bhatia	M.Des UI/UX Sem 1	Vashica
14	Ayushi Agarnal	M.Des UI/UX Sem 1	Ayushi
15	Knick	B.Des IA Sem 3	Knick
16	Bhavya Gupta	B.Des CD Sem 3	Bhavya
17	Ashok	B.Des Animation Sem 1	Ashok
18	Tanushika	B.Des (Animation VFX) I	Tanushika
19	Manya	B.Des (ID) I	Manya
20	SIYAL JOLLY	B.Des Sem 1	Siyal
21	Tanita Arora	B.Des Sem 1	Tanita
22	Subanir	B.Des Sem 1	Subanir
23	Prachi Jaiswal	B.Des Sem 1	Prachi
24	Lakshita Bahiya	B.Des Sem 1	Lakshita
25	Aayush Bansal	B.Des Sem 1	Aayush
26	Lokesh Bantol	B.Des Sem 1	Lokesh
27	Karti Khera	B.Des Sem 1	Karti
28	Daksh Rao	B.Des Sem 1	Daksh
29	Jaavan Jot Singh	B.Des Sem 1	Jaavan
30	Ashut Nagpaul	B.Des Sem 1	Ashut
31	Sunishtha	M.Des Sem 1	Sunishtha
32	Yashika Yadav	M.Des Sem 1	Yashika
33	Angali	M.Des Sem 1	Angali
34	Devanshi Yadav	M.Des Sem 1	Devanshi
35	Vandana Kataria	B.Des - Sem 7	Vandana
36	Shubhangi Sharma	B.Des - Sem - 7	Shubhangi
37	Rishika Bhandari	B.Des - Sem - 7	Rishika



S. No.	Name of the Student	Programme/ Semester	Signature
38	Mahi Dudeja	B.Des - Sem - 7	Mahi
39			
40			
41			
42			
43			
44			
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46			
47			
48			
49			
50			

Name and Signature of the Faculty

- ~~Vineeta Kachur~~  
VINEETA-KACHUR
- Anand Bajpai A.P. Bajpai
- Mareena Thomas ~~Mareena Thomas~~
- Anjali Marwah
- Sumar Dhillon Sumar



**August 12, 2022**

**CIRCULAR**

This is to inform that Sushant University is organizing session about Administrative Efficiency and Skill development for all faculties and staff on 19<sup>th</sup> August 2022 between 10am to 12 noon in D421. Attendance is mandatory. Request all to be present on time.

**Agenda:**

- Using of Administrative Software
- Effective Record Keeping
- Stress Management




**Registrar**

**Copy to:**

- Secretary to Vice Chancellor.
- Secretary to Prò Vice chancellor.
- All Deans HODs



### Event Report

<b>Title of Activity*</b>	<b>Administrative Efficiency and Skill Development</b>
<b>Organized by (School/Centre Name) *</b>	<b>Sushant University</b>
<b>Program Theme*</b>	<b>Faculty &amp; Staff Awareness</b>
<b>Date*</b>	<b>19-08-2022</b>
<b>Time*</b>	<b>10am to 12noon</b>
<b>Poster*</b>	
<b>YouTube/Facebook Link: (if live steamed or video posted on FB/YT)</b>	NA
<b>Social media link (promoting in any one Facebook/Instagram/Twitter is mandatory)</b>	NA
<b>No. of Students* (only no. to be written, list in excel or word should be maintain at department level as proof for any further requirement)</b>	NA
<b>No. of Faculty* (only no. to be written , list in excel or word should be maintain at department level as proof for any further requirement)</b>	51
<b>No. of External Participants (students+faculty) [write NA if not applicable]</b>	0





**Geotagged Photograph-1\***



Sushant University  
Google

**Gurugram, Haryana, India**  
Block-D, Huda, Sushant Lok 2, Sector 55, Gurugram,  
Haiderpur, Haryana  
122003, India  
Lat 28.430808  
Long 77.112079  
19/08/22 11:04PM GMT +5:30

**Geotagged Photograph-2**



Sushant University  
Google

**Gurugram, Haryana, India**  
Block-D, Huda, Sushant Lok 2, Sector 55, Gurugram,  
Haiderpur, Haryana  
122003, India  
Lat 28.430808  
Long 77.112079  
19/08/22 11:59 AM GMT +5:30



**Description (min 250 to max 800 words)\***

On 19th August 2022, Sushant University organized a session titled **Administrative Efficiency and Skill Development** for all faculty and staff members. The session, held from 10 a.m. to 12 noon in room D421, aimed to enhance the administrative skills of the university's personnel, ensuring that they are better equipped to handle their roles and responsibilities. Attendance was mandatory, emphasizing the importance of the event for improving institutional efficiency and the well-being of the staff. The session focused on three key areas: the use of administrative software, effective record keeping, and stress management.

### **Using Administrative Software**

The session began with an in-depth discussion on the **use of administrative software**, a crucial tool for streamlining university operations. Faculty and staff were introduced to the latest software systems being implemented at the university, designed to handle everything from student records and grading to payroll and leave management. The goal of this segment was to familiarize attendees with the tools that can automate repetitive tasks, reduce manual errors, and improve the overall efficiency of administrative processes. The university's IT team provided a demonstration of how to use these systems effectively, explaining key features such as data entry, reporting, and communication functionalities.

The use of administrative software is essential in today's educational institutions, allowing for smoother operations, faster access to information, and better coordination between departments. The training emphasized that by adopting these technologies, staff and faculty members could significantly reduce paperwork and focus more on their core responsibilities, such as teaching and student engagement.

### **Effective Record Keeping**

The next topic of discussion was **effective record keeping**, which is an essential skill for ensuring the smooth functioning of any academic institution. The session highlighted the importance of maintaining accurate, organized, and up-to-date records for both students and faculty. Effective record keeping not only ensures compliance with university regulations and government policies but also supports better decision-making, tracking of academic performance, and resource allocation.

The university's administrative team outlined best practices for organizing both physical and digital records. This included maintaining a proper filing system, ensuring that sensitive information is protected, and regular updates of student and faculty data. Faculty members were also reminded of their responsibility in maintaining records related to student attendance, grading, and assessments, while administrative staff were trained on handling payroll, leave records, and other HR-related documents. Clear guidelines were provided on how long records should be retained and when they should be archived or disposed of securely, to avoid data breaches or loss of important information.

### **Stress Management**

The final segment of the session focused on **stress management**, acknowledging that the pressures of administrative work can sometimes lead to high stress levels among faculty and staff. Managing



workload, meeting deadlines, and balancing administrative responsibilities with teaching duties can create an overwhelming environment if not handled properly.

To address this issue, the session introduced participants to various techniques for managing stress in the workplace. These included time management strategies, the importance of taking regular breaks, mindfulness exercises, and breathing techniques to alleviate anxiety. Faculty and staff were encouraged to prioritize tasks effectively, delegate responsibilities when necessary, and avoid burnout by maintaining a healthy work-life balance. The importance of recognizing early signs of stress and taking proactive steps to manage it was emphasized, alongside the university's commitment to providing mental health support and counselling services to employees who may be struggling.

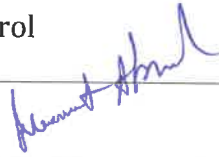
**Attendance Sheet\***

1. Mr. Shadab Alam
2. Dr Pooja Nanda
3. Prof Susan George
4. Ms. Nupur
5. Ms. Anushka
6. Dr. Sachin Datt
7. Mr. Amit Kumar
8. Ms. Ankita
9. Dr..Sindhuree
10. Ms. Meenakshi Gupta
11. Dr Richa Agarwal
12. Mr. Amit Singh
13. Ms. Debanjali
14. Kaustabh dass
15. Ms. Shalini Sharma
16. Mr. Kulmohan Singh
17. Ms Ria
18. Ms. Durga Upadhyay



19. Dr. Anjali
20. Mr. Anand Sharma
21. Prerana
22. Arjun
23. Dr. Chhavi Singla
24. Ms. Deepti Chauhan
25. Ms. Tajinder Kaur Anand
26. Dr Priyanka Pradhan
27. Dr. Deepak Miglani
28. Mr Sunil Verma
29. Aditi Padhi
30. Mr. Tinu Yadav
31. Dr. Bindu Thakral
32. Dr Atul Kumar Agarwal
33. Dr. Divyanshu Sinha
34. Ms Nisha Nandal
35. Mr Amit Kumar
36. Ms. Anjali Marwah
37. Ms. Varsha
38. Ms. Pallavi
39. Mr. Pankaj Malhotra
40. Mr. Harminder singh
41. Mr. Antim Dev Mishra
42. Ms. Neha Pathak



	43. Dr Neetu Jora 44. Abhishek Bhardwaj 45. Mr. Vipul Gaur 46. Dr Naveen Nandal 47. Ms. Arushi Malik 48. Ms Aanchal Dangwal 49. Dr. Sulakshana 50. Dr. Somya Tiwari 51. Mannat Abrol
<b>Report Submitted by</b> (write faculty coordinator name)	Mannat Abrol 



September 1, 2022

**CIRCULAR**

This is to inform that Sushant (Erstwhile Ansal) University is organizing Anti **Ragging Awareness** for all students. Request all to be present on time.

Attendance is mandatory

Date: 8<sup>th</sup> September 2022

Time: 11 am to 1pm

Venue: D421

**Agenda:**

- Ragging and impact on Victims, perpetrators
- Role of institution in enforcing anti-ragging policies
- Encouraging a culture of inclusion and respect among students.



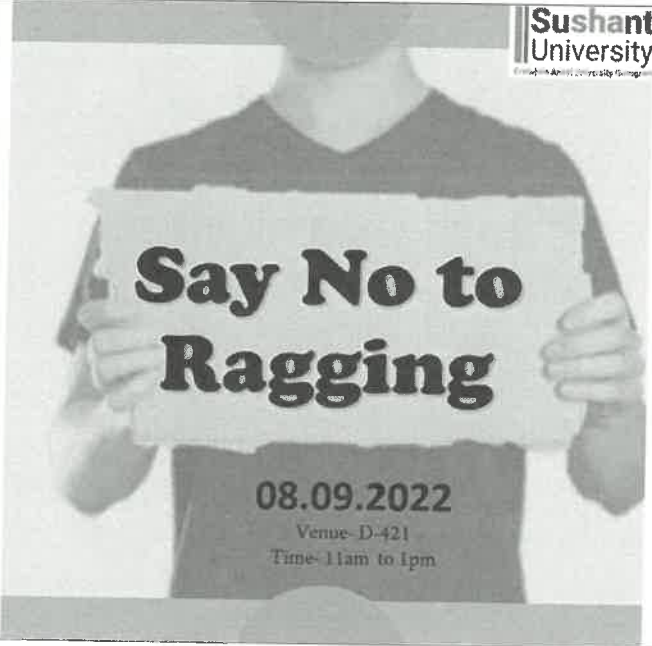
**Registrar**

Copy to:

- Secretary to Vice Chancellor.
- Secretary to Pr. Vice chancellor.
- All Deans HODs

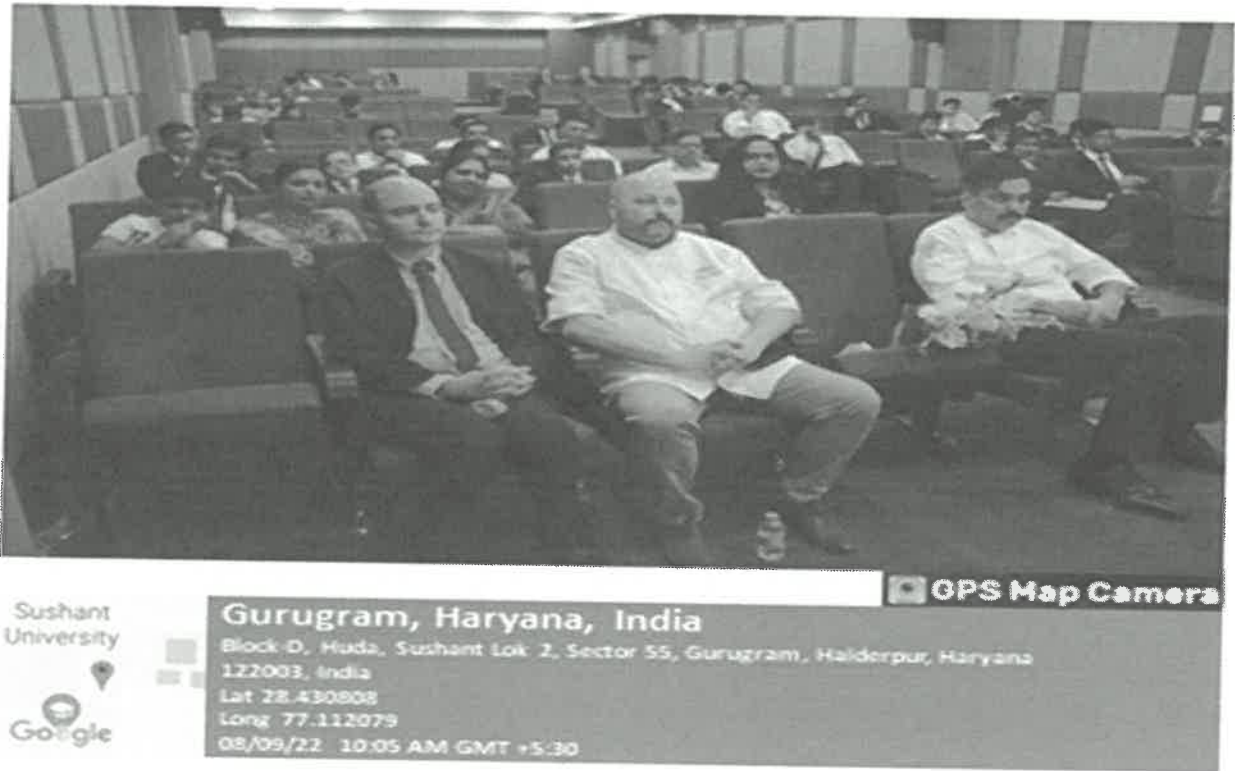


## Event Report

<b>Title of Activity*</b>	Anti-Ragging Awareness
<b>Organized by (School/Centre Name)*</b>	Sushant University
<b>Program Theme*</b>	Anti-Ragging Awareness Program
<b>Date*</b>	08-09-2022
<b>Time*</b>	11am to 1pm
<b>Poster*</b>	
<b>YouTube/Facebook Link:</b> (if live steamed or video posted on FB/YT)	NA
<b>Social media link</b> (promoting in any one Facebook/Instagram/Twitter is mandatory)	NA
<b>No. of Students*</b> (only no. to be written, list in excel or word should be maintain at department level as proof for any further requirement)	297
<b>No. of Faculty*</b> (only no. to be written, list in excel or word should be maintain at department level as proof for any further requirement)	4
<b>No. of External Participants (students+faculty)</b> [write NA if not applicable]	0



**Photograph-1\***



**Description (min 250 to max 800 words)\***

On 8th September 2022, Sushant University (formerly known as Ansal University) organized an **Anti-Ragging Awareness** session for all students to address the growing concern of ragging and its harmful consequences on campus life. The session was held from 11 a.m. to 1 p.m. in room D421, with attendance made mandatory to ensure the message reached the entire student body. The session aimed to educate students about the detrimental effects of ragging on both victims and perpetrators, highlight the institution's role in enforcing anti-ragging policies, and encourage a culture of inclusion and mutual respect among students.

**Ragging and its Impact on Victims and Perpetrators**

The first part of the session focused on the **impact of ragging on both victims and perpetrators**, emphasizing that ragging is not a harmless initiation practice but a serious offense that can have lasting psychological and legal consequences. Students were informed that ragging is a criminal offense under Indian law, with strict penalties that include suspension, expulsion, and even imprisonment. Faculty members explained how ragging often results in physical, emotional, and mental trauma for victims. It can lead to anxiety, depression, social isolation, and, in extreme cases, suicidal tendencies. The harmful effects on victims can last for years, affecting their academic performance and personal growth.

On the other hand, students were also made aware of the severe consequences for those who engage in ragging. Beyond the legal ramifications, perpetrators often face social ostracism and lasting damage to their academic and professional futures. A criminal record for ragging can hinder future career opportunities, as many companies and institutions refuse to associate with individuals involved in such activities. The session conveyed that ragging dehumanizes both the victim and the perpetrator, creating a toxic culture that goes against the principles of education and personal



development.

### **Role of the Institution in Enforcing Anti-Ragging Policies**


The second segment of the session highlighted the **role of Sushant University in enforcing anti-ragging policies**. The university's strict stance against ragging was reiterated, with an emphasis on the measures that have been put in place to prevent ragging incidents on campus. Faculty members provided an overview of the university's anti-ragging committee, which actively monitors student behavior and ensures compliance with anti-ragging regulations.

Students were informed about the anonymous channels available for reporting any instances of ragging or harassment, with assurances that the university would take immediate and strict action against those found guilty. The administration emphasized that all students have the responsibility to uphold these policies, not only for their own protection but also to contribute to a safe and positive environment for everyone. The session stressed that prevention is a collective effort, requiring cooperation between students, faculty, and administrative staff.

### **Encouraging a Culture of Inclusion and Respect Among Students**

The final part of the session focused on **encouraging a culture of inclusion and respect among students**, as an essential element in preventing ragging. The university promotes a culture where every student, regardless of their background, is treated with dignity, respect, and kindness. Faculty members emphasized the importance of building relationships based on mutual trust and support, rather than dominance and coercion.

The session included discussions on how senior students can take an active role in welcoming and supporting new students, especially first-year students who are often more vulnerable to ragging. By fostering friendships and mentoring junior students, seniors can set a positive example and contribute to creating a welcoming atmosphere on campus. The session also encouraged students to celebrate diversity and respect individual differences in a spirit of empathy and inclusion.

<b>Faculty Incharge</b>	Dr. Somya Tiwari Dr. Gunjan Rana Dr Latika Singh Dr. Sachin Datt
<b>Report Submitted by</b> <i>(write faculty coordinator name)</i>	Dr. Gunjan Rana 



**September 21, 2022**

**CIRCULAR**

This is to inform that Sushant(Erstwhile Ansal) University is organizing **Code of Conduct - Annual Awareness Orientation Session** for all students. Request all to be present on time. Attendance is mandatory

Date : 26<sup>th</sup> September 2022

Time : 11am to 1 pm

Venue : D 421

**Agenda :**

- Attendance-
- Dress Code
- Use of Resources
- Conduct on Campus

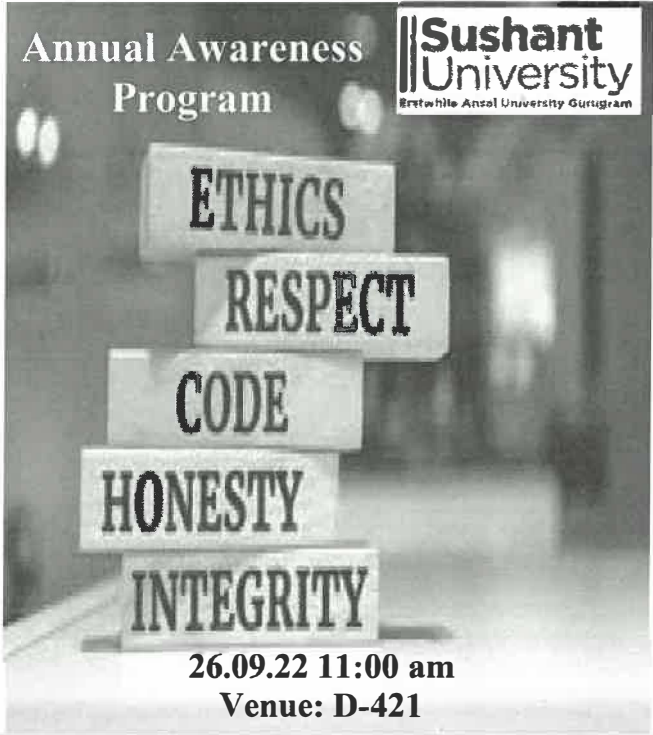
**Orientation Incharge /Academic Department**



Copy to:

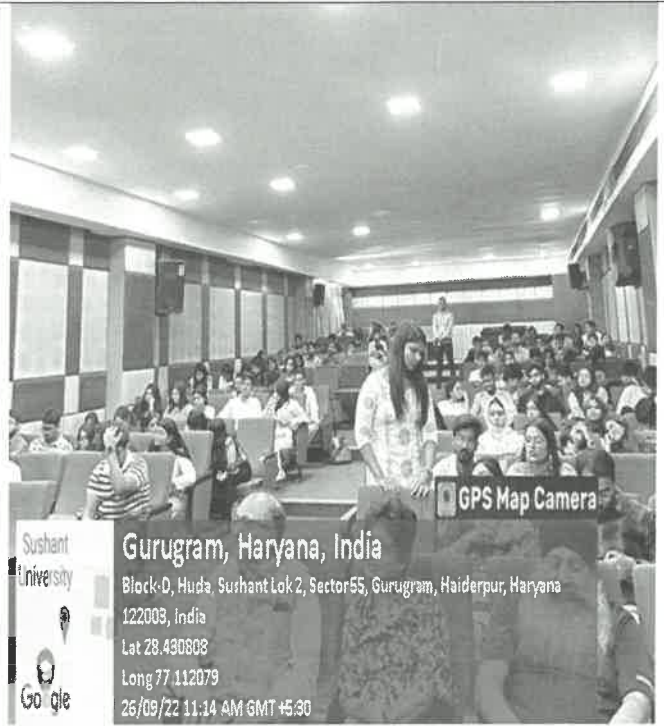
- Secretary to Vice Chancellor.
- Secretary to Pro Vice Chancellor.
- All Deans /HODs

### Event Report

<b>Title of Activity*</b>	Annual Awareness Orientation Session - Code of Conduct for Students
<b>Organized by (School/Centre Name) *</b>	Sushant University
<b>Program Theme*</b>	Annual Awareness Orientation Session
<b>Date*</b>	26.09.2022
<b>Time*</b>	11:00 am – 01:00 pm
<b>Poster*</b>	
<b>YouTube/Facebook Link: (if live steamed or video posted on FB/YT)</b>	NA
<b>Social media link (promoting in any one Facebook/Instagram/Twitter is mandatory)</b>	NA
<b>No. of Students* (only no. to be written, list in excel or word should be maintained at department level as proof for any further requirement)</b>	NA
<b>No. of Faculty* (only no. to be written, list in excel or word should be maintained at department level as proof for any further requirement)</b>	73
<b>No. of External Participants (students + faculty) [write NA if not applicable]</b>	NA



**(Geotag) Photograph-1\***



**Description**

Creating an annual awareness program can be a great way to promote important issues within a community or organization. Creating a code of conduct is essential for establishing clear expectations and guidelines for behavior within an organization or community. Sushant University has organizing Code of Conduct – Annual Awareness Session on 26th September 2022 at 11:00 am to 01:00 pm which was held at D - 421 auditorium. The agenda for the same for to discuss institutional policies on attendance, dress code, and use of resources, along with-it adherence to legal and regulatory requirements were also discussed & Emergency Procedures and Contact Information, Personal Safety: Self-Defense and Situational Awareness, Orientation in charge, Admin Department.

**Attendance Sheet\***

Attached

**Report Submitted by** *(write faculty coordinator name)*

Shenbagam N

*Shenbagam N*



**Attendance for Annual Awareness Orientation – Code of Conduct**

1. Shruti - P
2. Chiluka - P
3. Nikita - P
4. Syed - P
5. Dharm - A
6. Rasula - P
7. Pratima - P
8. Sunny - P
9. Akshita - A
10. Vivek - A
11. Nandani - P
12. Rashi - P
13. Afsha - P
14. Kunika - P
15. Aishwarya - P
16. Nancy - P
17. Avanie - P
18. Mansi - P
19. Shrutika - P



20. Tamanna - P
21. Kavita - P
22. Deepa - P
23. Madhury - A
24. Anshika - P
25. Zarqua - P
26. Mahima - P
27. Aaditya - P
28. Shivani - P
29. Komal - P
30. Athul - P
31. Riya - P
32. Khushi - P
33. Fauziyya - P
34. Sakshi - P
35. Anjali - P
36. Kashish - P
37. Bandi - P
38. Sahil - P



39. Ashmita - P
40. Parmod - P
41. Shoaib - P
42. Abdoulie - P
43. Njatteh - P
44. Webster - P
45. Tannu - P
46. Jesstej - P
47. Sujal - P
48. Mr. - P
49. Vansh - P
50. Yuvraj - P
51. Lubina - P
52. Lubina - P
53. Lubina - P
54. Harsh - P
55. Aashish - P
56. Sentiyangla - P
57. Rahul - P



58. Saffiya - P

59. Kush - P

60. Vivek - P

61. Sonali - P

62. Ganesh - P

63. Nasim - P

64. Manshi - P

65. Manshi - A

66. Raja - P

67. Rahul - P

68. Umesh - P

69. Ayushi - P

70. Akshay - P

71. Pragati - P

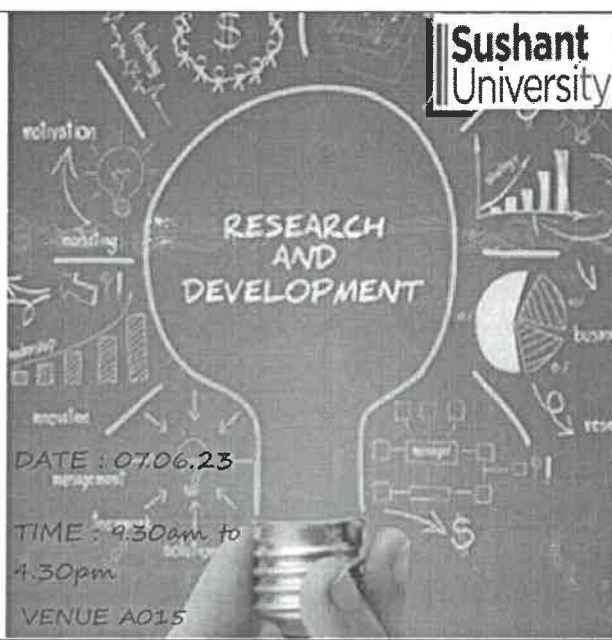
72. Prachi - P

73. Anuj - P







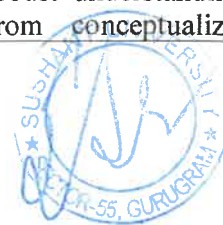
### Event Report


<b>Title of Activity*</b>	Faculty Induction Program
<b>Organized by (School/Centre Name)*</b>	Research Cell
<b>Program Theme*</b>	Research and Development
<b>Date*</b>	07.06.2023
<b>Time*</b>	9am to 5 pm
<b>Poster*</b>	
<b>YouTube/Facebook Link: (if live steamed or video posted on FB/YT)</b>	NA
<b>Social media link (promoting in any one Facebook/Instagram/Twitter is mandatory)</b>	NA
<b>No. of Students* (only no. to be written, list in excel or word should be maintain at department level as proof for any further requirement)</b>	NA
<b>No. of Faculty* (only no. to be written, list in excel or word should be maintain at department level as proof for any further requirement)</b>	47
<b>No. of External Participants (students+faculty) [write NA if not applicable]</b>	NA




<p><b>(Geotag) Photograph-1*</b></p>	 <p>GPS Map Camera</p> <p>Sushant University Gurugram, Haryana, India Block-D, Huda, Sushant Lok 2, Sector 55, Gurugram, Haryana, India 122003, India Lat 28.430808 Long 77.112079 07/06/23 11:45 AM GMT +5:30</p>
<p><b>(Geotag) Photograph-2</b></p>	 <p>GPS Map Camera</p> <p>Sushant University Gurugram, Haryana, India Block-D, Huda, Sushant Lok 2, Sector 55, Gurugram, Haryana, India 122003, India Lat 28.430808 Long 77.112079</p>
<p><b>Description (min 250 to max 800 words)*</b></p>	<p>Faculty Induction Program was conducted in 7<sup>th</sup> June 2023, aiming to familiarize academicians , researchers, and professionals with key concepts and strategies in scientific inquiry, innovation, and technological advancement. The program highlighted the vital role of R&amp;D in fostering a culture of discovery across various industries, including healthcare, engineering, and information technology. Participants were encouraged to develop critical thinking, problem-solving abilities, and a comprehensive understanding of the research processes driving innovation.</p> <p>The primary goal of the program was to provide participants with a robust understanding of the research process, from conceptualization to</p>

*[Handwritten signature]*



	<p>implementation. The program introduced essential components of research methodology, such as formulating research questions, hypothesis development, experimental design, data collection, analysis, and the importance of publishing results. Participants were also made aware of the ethical considerations and regulatory requirements necessary for conducting responsible research that contributes positively to society.</p> <p>For students and early-career researchers, the program aimed to instill a research-oriented mindset that was inquisitive, methodical, and persistent. For professionals, the focus was on translating research into innovations that address industry challenges and promote sustainable growth</p>
<p><b>Attendance Sheet*</b></p>	<p>Attached</p>
<p><b>Report Submitted by</b> <i>(write faculty coordinator name)</i></p>	<p>Ms Monika Khurana </p>




**Code of Conduct - Faculty Induction Program Research and  
Development -7th June 2023**

<b>S.No.</b>	<b>Faculty Name</b>	<b>Attendance</b>
1	Himanshu Sanghani	P
2	Sanjeev Kumar Sharma	P
3	Suruchi Modi	P
4	Monika Khurana	P
5	Alpana Jijja	P
6	Dinesh Rai	P
7	Somya Tiwari	P
8	Bindu Thakral	P
9	Tejwant Singh Brar	P
10	Antim Dev Mishra	P
11	Kumud Ranjan Halder	P
12	Sherry Verma	A
13	Nidhi Dandona	P
14	Suman Dahiya	A
15	Neetu Jora	P
16	Monisha Sharma	P
17	Aruna Bhardwaj	P
18	Atul Kumar Agarwal	P
19	Nidhi Chowdhry	P
20	Anand Sharma	P
21	Anjali Sehwat	P
22	Amit Kumar Singh	P
23	Mani Mala	P
24	Deepak Miglani	P
25	Neha Gupta	P
26	Rajan Bansal	P
27	Virendra Kumar Malik	P
28	Mohd Anees	P
29	Isha Saini	P
30	Sobia Ahsan	P
31	Radha Dayal	P
32	Neha Mallick	P
33	Arjun Kamal	P
34	Jagat Narayan Giri	P
35	Pooja Lalit Kumar	P
36	Saif Anjum	P
37	Avitesh Vaishnavi Nayak	P
38	Anjali Marwah	P



39	Parshati Dutta	A
40	Latika Singh	A
41	Inderjeet Kaur	P
42	Arushi Mallik Mehta	A
43	Sachin Datt	P
44	Gunjan A Rana	A
45	Anshu Rawal	A
46	Chandana Paul	P
47	Meenakshi Dhingra	P



**Sushant**  
University

**2023-2024**

August 2, 2023

**CIRCULAR**

This is to inform that Sushant University is organizing **Code of Conduct - Annual Awareness Session** for all faculties and staff members.

Request all to be present on time.

**Attendance is mandatory.**

Date : 9<sup>th</sup> August 2023

Time : 3 pm to 5 pm

Venue : D 421

Agenda :

- Institutional Policies on Attendance, Dress Code, and Use of Resources
- Adherence to Legal and Regulatory Requirements (e.g., data protection, equal employment opportunities)

HEAD-HR  
Sushant University  
Sector-55 Gurugram

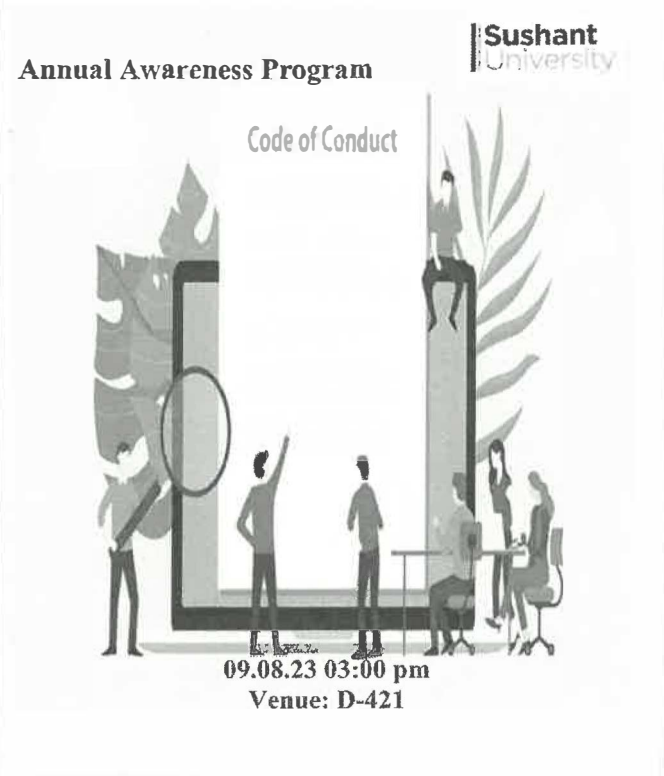
**HR Manager**

Copy to:

- Secretary to Vice Chancellor.
- Secretary to Pro Vice chancellor.
- All Deans /HODs



**Event Report**

<b>Title of Activity*</b>	Code of Conduct
<b>Organized by (School/Centre Name) *</b>	Sushant University
<b>Program Theme*</b>	Annual Awareness Program - Code of Conduct
<b>Date*</b>	09.08.2023
<b>Time*</b>	03:00 pm – 05:00 pm
<b>Poster*</b>	
<b>YouTube/Facebook Link: (if live steamed or video posted on FB/YT)</b>	NA
<b>Social media link (promoting in any one Facebook/Instagram/Twitter is mandatory)</b>	NA
<b>No. of Students* (only no. to be written, list in excel or word should be maintained at department level as proof for any further requirement)</b>	NA
<b>No. of Faculty* (only no. to be written, list in excel or word should be maintained at department level as proof for any further requirement)</b>	32
<b>No. of External Participants (students + faculty) [write NA if not applicable]</b>	NA






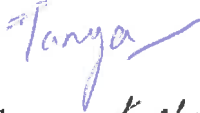






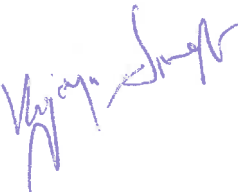









<p><b>(Geotag) Photograph-1*</b></p>	
<p><b>Description</b></p>	<p>Creating an annual awareness program can be a great way to promote important issues within a community or organization. Creating a code of conduct is essential for establishing clear expectations and guidelines for behavior within an organization or community. Sushant University has organizing Code of Conduct – Annual Awareness Session on 9th August 2023 at 03:00 pm to 05:00 pm which was held at D- 421 auditorium. The agenda for the same for to discuss institutional policies on attendance, dress code, and use of resources, along with-it adherence to legal and regulatory requirements (e.g., data protection, equal employment opportunities) were also discussed.</p>
<p><b>Attendance Sheet*</b></p>	<p>Attached</p>
<p><b>Report Submitted by</b> <i>(write faculty coordinator name)</i></p>	<p>Shenbagam N</p>

*Handwritten signature in blue ink.*

*Handwritten signature in blue ink.*



**Attendance for Annual Awareness Programme**

1. Himanshu Sanghani - 
2. Tanaya Verma 
3. Sanjeev Kumar Sharma 
4. Suruchi Modi 
5. Monika Khurana 
6. Sangeeta Trehan 
7. Alpana Jijja 
8. Dinesh Rai 
9. Vijaya Lakshmi Singh 
10. Jyoti Mor 
11. Pramneet Kaur 
12. Garima Bakshi
13. Megha 
14. Somya Tiwari 
15. Bindu Thakral 
16. Meha Sharma 
17. Tejwant Singh Brar .
18. Kumud Ranjan Halder 
19. Kartikeya Chandra 



20. Vibhuti Sachdev Tillotson

*Vibhuti*

21. Sherry Verma

*Sherry Verma*

22. Bhawna Dandona

*Bhawna*

23. Nidhi Dandona

*Nidhi*

24. Niraja Adloori

*Niraja*

25. Manoj Dahiya

*MD*

26. Hitesh Gahlawat

*Hitesh*

27. Suman Devi

*Suman*

28. Neetu Jora

*-*

29. Monisha Sharma

*Monisha*

30. Tapasya Samal

*Tapasya*

31. Aruna Bhardwaj

*-*

32. Suruchi Shah

*SS*

*SS*



# Annual Orientation Program -2023



<b>Title of Activity*</b>	PRARAMBH: Orientation 2023
<b>Organized by (School/Centre Name)*</b>	Sushant University
<b>Program Theme*</b>	Orientation 2023
<b>Date*</b>	7 AUG to 11 AUG 2023
<b>Time*</b>	9:30 am- 5:00 pm

Poster\*



**Sushant University**

Cordially invites you to

# प्रारम्भे

*Orientation* **2023**

*7<sup>th</sup> - 11<sup>th</sup> August*

- Campus Unlocked
- Creative Confluence
- Insightful Dialogue
- Experiential Visits
- Sports fiesta

Sector 85, Golf Course Road, Gurugram, Haryana - 122003



**Sushant University**

# प्रारम्भे

*Orientation* **2023**

## SPORTS FIESTA

*10<sup>th</sup> - 11<sup>th</sup> August*

Cricket | Football | Basketball |  
Volleyball | Lawn Tennis | Table Tennis  
| Chess | Carrom | Athletics | Badminton

Mr. Shodab 98736 66175  
Mr Akram 80056 85449

Venue: Sports Ground, Sushant University

Scan QR Code



**Campus TO CORPORATE**

**8th August, 2023 | 11:00 AM Onwards**

**EMINENT SPEAKERS**



**Prof. Rakesh Ranjan**  
Hon'ble Vice Chancellor  
Sushant University



**Dr. Sanjeev Sharma**  
Pro-Vice Chancellor  
Sushant University



**Govind Singh Negi**  
Head of Talent - Europe & India  
3Pillar Global (Moderator)



**Neha Rana Dutta**  
Chief Human Resource Officer  
Espire Hospitality Group



**Riddhima Bajaj**  
Vice President & Head HR  
FPZ Services (CS Realty Group)



**Gaurav Mathur**  
Head - Learning & Development  
CDE | Leadership Development



**Mohit Sethi**  
Partner  
Triguna

**प्रारम्भ**  
*Orientation 2023*

**“HOSPITALITY UNVEILED”**

A Hotel Tour for Future Hospitality Professionals

8th August 2023 | 10 AM - 04 PM  
Hotel Expolinn, Greater Noida, UP



**Key Highlights**

- Property tour
- Familiarization with different departments
- Overview of hotel operations

Follow us on

[www.sushantuniversity.edu.in](http://www.sushantuniversity.edu.in)

**YouTube/Facebook Link:** (if live steamed or video posted on FB/YT)

N/A



<p><b>Social media link</b> (promoting in any one Facebook /Instagram/ Twitter is mandatory)</p>	<p><a href="https://www.instagram.com/p/CvprUcJy5Qf/?igshid=N2ViNmM2MDRjNw==">https://www.instagram.com/p/CvprUcJy5Qf/?igshid=N2ViNmM2MDRjNw==</a></p> <p><a href="https://www.instagram.com/p/Cvpwyo5SS_y/?igshid=N2ViNmM2MDRjNw==">https://www.instagram.com/p/Cvpwyo5SS_y/?igshid=N2ViNmM2MDRjNw==</a></p> <p>≡</p> <p><a href="https://www.instagram.com/p/CvsMounqjy9/?igshid=N2ViNmM2MDRjNw==">https://www.instagram.com/p/CvsMounqjy9/?igshid=N2ViNmM2MDRjNw==</a></p> <p><a href="https://www.instagram.com/p/CvuOXI_y3tS/?igshid=N2ViNmM2MDRjNw==">https://www.instagram.com/p/CvuOXI_y3tS/?igshid=N2ViNmM2MDRjNw==</a></p> <p><a href="https://www.instagram.com/p/Cvu2ldhser3/?igshid=N2ViNmM2MDRjNw==">https://www.instagram.com/p/Cvu2ldhser3/?igshid=N2ViNmM2MDRjNw==</a></p> <p><a href="https://www.instagram.com/p/CvxiFFXPxRL/?igshid=N2ViNmM2MDRjNw==">https://www.instagram.com/p/CvxiFFXPxRL/?igshid=N2ViNmM2MDRjNw==</a></p> <p>≡</p>
<p><b>No. of Students*</b> (only no. to be written, list in excel or word should be maintain at department level as proof for any further requirement)</p>	<p>1) SOL- 35 2) SET-108 3) VHTBS-14 4) SOB-60 5) SOD-24 6) SHS-57 7) SAA-42</p>
<p><b>No. of Faculty*</b> (only no. to be written , list in excel or word should be maintain at department level as proof for any further requirement)</p>	<p>150</p>
<p><b>No. of External Participants</b> (students+faculty ) [write NA if not</p>	<p>NA</p>



applicable]

**(Geotag)**  
**Photograph-1\***



**(Geotag)**  
**Photograph-2**



**Description (min 250 to max 800 words)\***

Sushant University, Welcomed its new batch 2023 by organising a 2 week orientation program - PRARAMBH: Orientation 2023! (7 Aug-11 Aug 2023)

In the first week, over the course of five days, students were guided through a meticulously crafted schedule that covered every facet of university life. From getting to know the campus, to understanding the academic programs, and from forging connections with their peers and faculty, to discovering the wealth of resources. The week also included 2 days of sports. The





enthusiasm and energy displayed by students in the Sports Fiesta was an absolute triumph. The competitive spirit, sportsmanship, and unity showcased during the various events truly set the tone. Orientation geared students towards ensuring their step into the academic year fully prepared and brimming with confidence.

Before you arrive, please take note of the following:

1. Check-in: New student registration begins at 09:00 AM on Day 1 of your orientation at the university campus. Please look for your respective school registration desks at the reception.

2. Documents to bring: Please bring at least one identity proof issued by the government of India and 6 passport-size photographs (including 2 for the I-card) and the documents in the checklist (attached by the School).

3. Day 2 and 3- Industrial visits and expert panel talks are planned to provide practical insights and foster a well-rounded perspective for future career success followed by Students Interaction Sessions.

4. Day 4 and 5- The Sports Fiesta is planned to ignite the spirit of competition and camaraderie among students, promoting physical fitness and a sense of teamwork.

5. Nomination for sports activities: The interested students can nominate for the various sports activities to be carried out on Day 4 & 5 of the orientation as per their choice. Following is the link for the nomination – <https://shorturl.at/cnpF9>

6. Students who wish to avail of the hostel facility are requested to get in touch with Mr. Amit Singh (Warden, Boys hostel) at 9654027789 or Ms. Avitesh (Warden, Girls Hostel) at 70179 81647.

**List of faculty -  
event members**

1. Dr. Anjali Sehrawat  
2. Dr. Isha Sainia, 3. Dr. Shaily Bhashanjaly. 3. Mr. Deepak 4. Prof. Deepak. 5. Prof Amit Kumar Singh 6. Mr. Dheeraj 7. Sindhuree 8. Ms. Kanika 9. Mr. Robin

**Report Submitted  
by (write faculty  
coordinator name)**

Dr. Anjali Sehrawat

*Anjali*



August 24, 2023

**CIRCULAR**

This is to inform that Sushant University is organizing **Anti Ragging Awareness: Ragging Vs Positive Interaction**, for all students .Request all to be present on time.

Attendance is mandatory

Date: 31<sup>st</sup> August 2023

Time: 10am to 1pm

Venue: D421 .

**Agenda:**

- The importance of ethics in student behaviour and leadership.
- Promoting values of respect, empathy, and integrity.
- How ragging goes against the principles of human dignity and equality



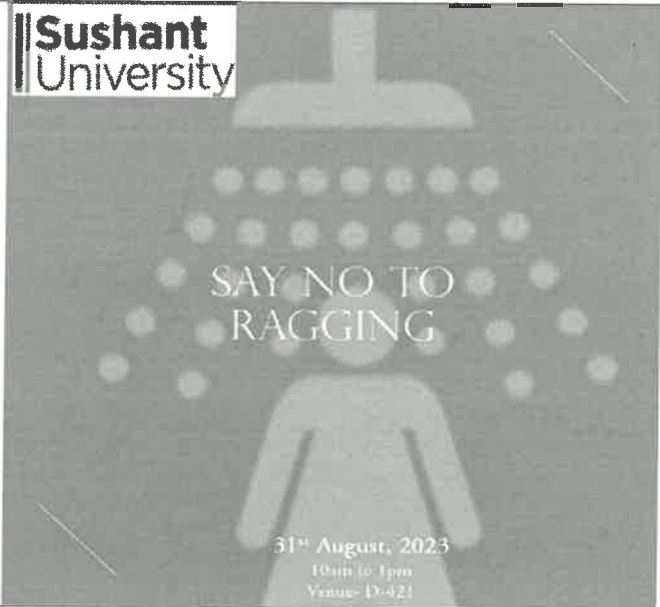
Registrar

Copy to:

- Secretary to Vice Chancellor.
- Secretary to Pr. Vice Chancellor.
- All Deans HODs



## Event Report

<b>Title of Activity*</b>	<b>Ragging Vs Positive Interaction</b>
<b>Organized by (School/Centre Name) *</b>	<b>Sushant University</b>
<b>Program Theme*</b>	<b>Anti-Ragging Awareness</b>
<b>Date*</b>	<b>31-08-2023</b>
<b>Time*</b>	<b>10am to 1pm</b>
<b>Poster*</b>	 <p>The poster features the Sushant University logo at the top left. The central text reads 'SAY NO TO RAGGING' in large, bold, white letters. Below this, it specifies the date '31<sup>st</sup> August, 2023', the time '10am to 1pm', and the venue 'Venue- D-42'. The background is dark with a silhouette of a person and a showerhead with water droplets.</p>
<b>YouTube/Facebook Link: (if live steamed or video posted on FB/YT)</b>	<b>NA</b>
<b>Social media link (promoting in any one Facebook/Instagram/Twitter is mandatory)</b>	<b>NA</b>
<b>No. of Students*</b> (only no. to be written, list in excel or word should be maintain at department level as proof for any further requirement)	<b>267</b>
<b>No. of Faculty*</b> (only no. to be written , list in excel or word should be maintain at department level as proof for any further requirement)	<b>2</b>
<b>No. of External Participants (students+faculty) [write NA if not applicable]</b>	<b>0</b>
<b>Geotagged Photograph-1</b>	





GPS Map Camera



**Gurugram, Haryana, India**

Block-D, Huda, Sushant Lok 2, Sector 55, Gurugram, Haiderpur, Haryana  
122003, India  
Lat 28.430808  
Long 77.112079  
31/08/23 12:26PM GMT +5:30

### **Description (min 250 to max 800 words)\***

On 31st August 2023, Sushant University organized a session titled **Anti-Ragging Awareness: Ragging vs Positive Interaction** for all students. Held from 10 a.m. to 1 p.m. in room D421, the session aimed to educate students on the harmful effects of ragging and promote values such as respect, empathy, and integrity in their interactions. The event focused on distinguishing between ragging and positive social interactions, encouraging students to uphold ethics and dignity in their behavior. Attendance was mandatory, ensuring that all students received crucial guidance on these important issues.

### **The Importance of Ethics in Student Behavior and Leadership**

The session began by addressing the **importance of ethics** in student behavior and leadership. Faculty members stressed that student life is not only about academic achievements but also about developing strong moral values that shape a person's character. As future professionals and leaders, students are expected to uphold ethical standards in all aspects of life, including their interactions with peers. Ethical behavior fosters trust, respect, and a sense of community on campus.

Leadership among students was also discussed, where students were encouraged to lead by example. Leaders are expected to mentor and support their peers, particularly first-year students, to help them integrate into the campus community. Rather than engaging in harmful practices like ragging, students were reminded that ethical leadership requires kindness, patience, and understanding. By exhibiting positive behavior, they contribute to a healthy, inclusive environment that allows everyone to thrive academically and socially.



### **Promoting Values of Respect, Empathy, and Integrity**

The second segment of the session focused on **promoting values of respect, empathy, and integrity**. Faculty emphasized the need for students to respect one another's differences, whether based on culture, ethnicity, gender, or background. These values are essential in fostering a harmonious campus life. Empathy was highlighted as a crucial trait for building meaningful relationships among students. The importance of putting oneself in another's shoes, especially when dealing with junior students or newcomers, was discussed as a way to foster understanding and compassion rather than engaging in bullying or exclusionary practices.

### **How Ragging Goes Against the Principles of Human Dignity and Equality**

The final agenda item explored how **ragging goes against the principles of human dignity and equality**. Students were made aware that ragging is not merely a harmless tradition but a serious violation of a person's dignity and rights. Faculty members explained that every individual has the right to be treated with respect and equality, regardless of their age, experience, or background. Ragging, in any form, is an act of bullying and exploitation, stripping individuals of their dignity and potentially causing lasting emotional harm.

The university reinforced its zero-tolerance policy on ragging, with strict consequences for those who participate in such behavior, including suspension or expulsion. Students were encouraged to report any incidents of ragging, either as victims or witnesses, to ensure that the campus remains a safe space for everyone. The distinction between **ragging** and **positive interaction** was a key takeaway, emphasizing that while making new friends and engaging with juniors is encouraged, it must be done in a respectful and supportive manner.

Faculties Incharge	Amit Kumar Singh Mannat Abrol
<b>Report Submitted by</b> ( <i>write faculty coordinator name</i> )	Mannat Abrol <i>Mannat Abrol</i>



September 20, 2023

**CIRCULAR**

This is to inform that Sushant (Erstwhile Ansal) University is organizing **Code of Conduct - Annual Awareness Orientation Session** for all students. Request all to be present on time. Attendance is mandatory

Date : 26<sup>th</sup> September 2023

Time : 2pm to 4 pm

Venue : D 421

**Agenda :**

- Understanding Your Rights as a Student (Freedom of Speech, Privacy, etc.)
- Procedures for Addressing Complaints and Grievances
- Understanding the Disciplinary Process for Code of Conduct Violations

**Orientation Incharge/Admin Department**

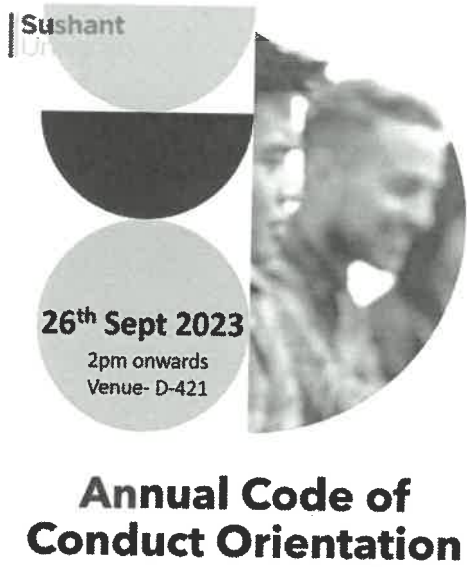


Copy to:

- Secretary to Vice Chancellor.
- Secretary to Pro Vice Chancellor.
- All Deans /HODs



**Event Report**

<b>Title of Activity*</b>	Annual Awareness- Code of Conduct (Students)
<b>Organized by (School/Centre Name)*</b>	Sushant University
<b>Program Theme*</b>	Annual Awareness- Code of Conduct
<b>Date*</b>	26-09-2023
<b>Time*</b>	2pm to 4pm
<b>Poster*</b>	
<b>YouTube/Facebook Link: (if live steamed or video posted on FB/YT)</b>	NA
<b>Social media link (promoting in any one Facebook/Instagram/Twitter is mandatory)</b>	NA
<b>No. of Students* (only no. to be written, list in excel or word should be maintain at department level as proof for any further requirement)</b>	22
<b>No. of Faculty* (only no. to be written , list in excel or word should be maintain at department level as proof for any further requirement)</b>	2
<b>No. of External Participants (students+faculty) [write NA if not applicable]</b>	NA



**Geotagged Photograph-1\***



**Description (min 250 to max 800 words)\***

On 26th September 2023, Sushant University organized a **Code of Conduct - Annual Awareness Orientation Session** for all students to familiarize them with their rights and responsibilities. The session, held from 2 p.m. to 4 p.m. in room D421, was designed to help students understand the university's code of conduct, the procedures for addressing complaints, and the disciplinary process for violations. Attendance was mandatory, reflecting the importance of the session in ensuring that students are aware of the guidelines they must follow to maintain a respectful and productive academic environment.

**Understanding Your Rights as a Student**

The first topic on the agenda was **Understanding Your Rights as a Student**, focusing on key areas such as freedom of speech, privacy, and personal rights within the university. Faculty members outlined that students at Sushant University have the right to express their opinions and ideas freely, whether in class discussions, university events, or other forums, as long as this expression does not infringe on the rights of others or disrupt the academic environment. Students were encouraged to use their voices responsibly, ensuring that their contributions to debates and discussions remain respectful and constructive.

Students also learned about their **right to privacy**. The university is committed to protecting personal information, including academic records, medical details, and other sensitive data. Faculty emphasized that student privacy will be maintained in compliance with institutional policies and applicable laws. However, students were also reminded of their responsibility to respect the privacy of others and to avoid sharing personal or sensitive information about their peers without consent.

Additionally, the session highlighted that students have the right to be treated with fairness and respect, regardless of their background, beliefs, or personal characteristics. Discrimination and harassment are strictly prohibited, and any violation of these principles would result in disciplinary action.

**Procedures for Addressing Complaints and Grievances**





The second segment of the session focused on the **Procedures for Addressing Complaints and Grievances**. Students were introduced to the university's well-established grievance redressal mechanism, designed to ensure that any issues related to academics, behavior, or administrative processes are resolved promptly and fairly.

Students were informed that if they encounter any issues—whether related to academic disputes, unfair treatment, or harassment—they should first approach the concerned faculty member or department head. If the issue is not resolved at that level, they can escalate the matter to the university's grievance redressal committee, which is responsible for reviewing complaints and ensuring that proper actions are taken.


Faculty members outlined the steps involved in submitting a formal complaint, emphasizing the importance of providing accurate and clear information to facilitate the investigation process. Students were assured that all complaints would be handled confidentially and that the university is committed to providing a supportive and safe environment for everyone. Additionally, the session highlighted that false or malicious complaints could result in disciplinary action, underlining the need for students to use the grievance system responsibly.

### **Understanding the Disciplinary Process for Code of Conduct Violations**











The final part of the session focused on the **Disciplinary Process for Code of Conduct Violations**. Students were informed about the importance of adhering to the university's code of conduct, which outlines acceptable behavior both inside and outside the classroom. The university's code of conduct covers a wide range of issues, including academic honesty, respectful interactions, and compliance with institutional policies on attendance, punctuality, and behavior.

Faculty members explained that violations of the code of conduct are taken seriously and that the university has a structured disciplinary process in place to address any breaches. Depending on the severity of the violation, consequences may range from verbal warnings to more serious actions such as suspension, expulsion, or legal action, in cases involving criminal behavior.

Students were encouraged to familiarize themselves with the code of conduct and to approach the disciplinary process with an understanding that it exists not to punish, but to maintain a safe, respectful, and productive learning environment. Faculty emphasized that the goal of discipline is to encourage personal growth, accountability, and ethical behavior, which are crucial not only during a student's time at university but also in their future professional and personal lives.

<b>Attendance Sheet*</b>	Attached
<b>Report Submitted by</b> (write faculty coordinator name)	Anjali Marwah 





Sr. no	Name of the Student	Programme/ Semester	Signature
1	Meet Sharma	B.Des - 3 <sup>rd</sup> Sem	
2	Divya Rawat	B.Des - 3 <sup>rd</sup> Sem	
3	Sapshom Berry	B.Des - 3 <sup>rd</sup> Sem	
4	Aryan Sachdeva	B.Des - 3 <sup>rd</sup> Sem	
5	Sehaj Kaur	B.Des - 3 <sup>rd</sup> Sem	
6	Aniket Nain	B.Des - 3 <sup>rd</sup> Sem	
7	Shruti Sharma	B.Des - 3 <sup>rd</sup> Sem	
8	Krishank Sharma	B.Des - 3 <sup>rd</sup> Sem	
9	Umeshi Pradhan	B.Des - 3 <sup>rd</sup> Sem	
10	Ritika Sandona	B.Des - 3 <sup>rd</sup> Sem	Ritika
11	Tanishq Sharma	B.Des - 3 <sup>rd</sup> Sem	



12	Ajwari	B.Des - 3rd sem	<del>Ajwari</del>
13	Krish	B.Des - 3rd sem	<del>Krish</del>
14	Tohira	B.Des - 3rd sem	Tohira
15	Ashmita	B.Des - 3rd sem	Ashmita
16	Kalind Lalun	B.Des - 1 sem	Kalind Lalun
17	Salman	D.Des - 1 sem	Salman
18	Anjali Srivastava	D.Des - 1 sem	Anjali
19	Sakshi	D.Des - 1 sem	Sakshi HBR
20	Palat	B.Des - 3rd sem	Palat
21	Preksha	B.Des - 3rd sem	Preksha
22	Tanisha	B.Des - 3rd sem	Tanisha
23			
24			

Name and Signature of the Faculty

1. Sanjay Dhanraj 

2. Anjali Masrur 

3. \_\_\_\_\_



22<sup>nd</sup> January 2024

**CIRCULAR**

This is to inform that the **Faculty and Staff Induction Programme** has been organized on the theme **Health, Safety and Well-being** for all faculty members on 30<sup>th</sup> Jan 2024, between 9 am to 5 pm, near Sports Ground, Sushant University. Attendance is mandatory.

Kindly be present on time.

Agenda:

- Safety protocols and emergency procedures
- On-campus health services and employee wellness programs
- Work-life balance initiatives
- Basic Life Support

*Jyoti Sinha*

**Dean, Dept of Pharmacy**

Copy to:

- Secretary to Vice Chancellor.
- Secretary to Pr. Vice Chancellor.
- All Deans HODs

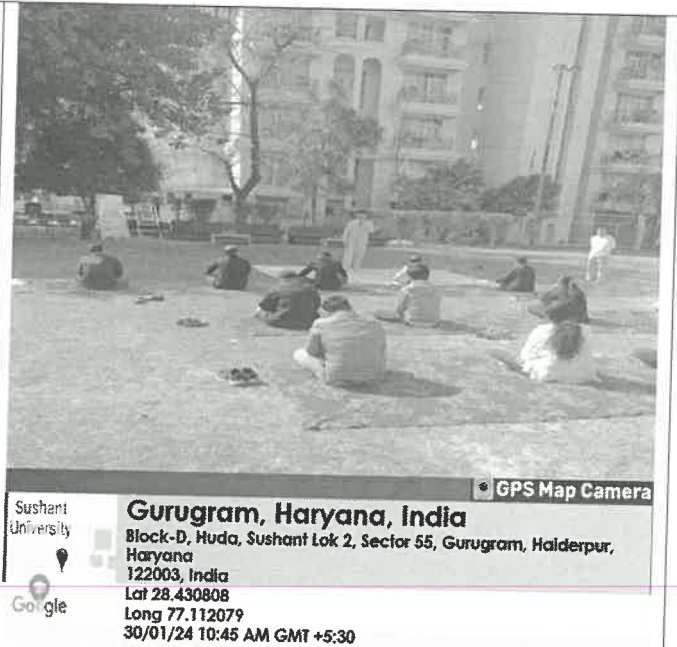


**Event Report**

<b>Title of Activity*</b>	Health and Well Being
<b>Organized by (School/Centre Name)*</b>	School of Health Sciences
<b>Program Theme*</b>	Health, Safety and Well Being
<b>Date*</b>	30.01.2024
<b>Time*</b>	9.30am to 4.30pm
<b>Poster*</b>	
<b>YouTube/Facebook Link: (if live steamed or video posted on FB/YT)</b>	NA
<b>Social media link (promoting in any one Facebook/Instagram/Twitter is mandatory)</b>	NA
<b>No. of Students* (only no. to be written, list in excel or word should be maintain at department level as proof for any further requirement)</b>	NA
<b>No. of Faculty* (only no. to be written , list in excel or word should be maintain at department level as proof for any further requirement)</b>	62
<b>No. of External Participants (students+faculty) [write NA if not applicable]</b>	NIL



**(Geotag) Photograph-1\***



**Description (min 250 to max 800 words)\***

On January 30, 2024, an informative event focused on "Health, Safety, and Wellbeing" was held at our institution. The event was aimed at raising awareness about the importance of these three pillars in both personal and professional settings. The program attracted faculty members, and healthcare professionals, all eager to engage in discussions about the strategies to enhance health, safety, and overall wellbeing in clinical environments and daily life.

**Objectives of the Event**


The event had several key objectives:

1. To educate attendees on best practices for maintaining personal health and safety in healthcare settings.
2. To discuss the integration of health and safety protocols within college set up, particularly for students ,staffs and faculties
3. To provide strategies for improving mental and emotional wellbeing, both for healthcare providers and patients.
4. To emphasize the legal and ethical responsibilities associated with health and safety measures in clinical environments.

**Keynote Address**

The event began with a keynote address by Dr Jyoti Sinha, an esteemed health and safety expert. Dr. Elina Dewanji Sen outlined the importance of adopting a holistic approach to health, safety, and wellbeing, particularly in healthcare fields like



	optometry, where practitioners must ensure their own health while safeguarding their patients.
<b>Report Submitted by</b> ( <i>write faculty coordinator name</i> )	Ms Nikita Savita 



**Health and Well Being**  
**Date 30th Jan 2024**

<u>S.No.</u>	<u>Name</u>	<u>Attendance</u>
1	Himanshu Sanghani	A
2	Sanjeev Kumar Sharma	P
3	Suruchi Modi	P
4	Monika Khurana	A
5	Alpana Jijja	P
6	Dinesh Rai	P
7	Somya Tiwari	P
8	Bindu Thakral	P
9	Tejwant Singh Brar	P
10	Antim Dev Mishra	P
11	Kumud Ranjan Halder	P
12	Sherry Verma	P
13	Nidhi Dandona	A
14	Suman Dahiya	P
15	Neetu Jora	P
16	Monisha Sharma	P
17	Aruna Bhardwaj	P
18	Atul Kumar Agarwal	P
19	Nidhi Chowdhry	P
20	Anand Sharma	A
21	Anjali Sehwat	P
22	Amit Kumar Singh	P
23	Mani Mala	P
24	Deepak Miglani	P
25	Neha Gupta	P
26	Rajan Bansal	A
27	Virendra Kumar Malik	P
28	Mohd Anees	P
29	Isha Saini	P
30	Sobia Ahsan	P
31	Radha Dayal	P
32	Neha Mallick	P
33	Arjun Kamal	P
34	Jagat Narayan Giri	P
35	Pooja Lalit Kumar	P
36	Saif Anjum	P
37	Avitesh Vaishnavi Nayak	P
38	Anjali Marwah	A





39	Parshati Dutta	P
40	Latika Singh	P
41	Inderjeet Kaur	P
42	Arushi Mallik Mehta	A
43	Sachin Datt	P
44	Gunjan A Rana	P
45	Anshu Rawal	P
46	Chandana Paul	P
47	Meenakshi Dhingra	P
48	Mareena Thomas	P
49	Deepak Thakur	P
50	Farah Ahmed	P
51	Mohd Shadab Alam	P
52	Manvi Aggarwal	P
53	Saurabh Saraswat	A
54	Naveen Nandal	P
55	Pankaj Vyas	P
56	Ayesha Mukherjee	P
57	Saurav Chhabra	P
58	Tanya .	P
59	Sulakshana Banerjee Mukherjee	P
60	Simar Preet Dhingra	P
61	Rupa Gupta	P
62	Roshni Sengupta	P
63	Richa Dwivedi	P
64	Kanika Sachdeva	P
65	Indu Prabha Pathak	P
66	Sagarika Goswami	P
67	Shaily Bhashanjaly	P
68	Tajinder Kaur Anand	P
69	Anushka Choudhary	P
70	Purva Mujumdar	P



14<sup>th</sup> February 2024

**CIRCULAR**

This is to inform that Sushant University is organizing **Code of Conduct and Campus life** on 22<sup>th</sup> Feb 2024 in D421, Sushant University for all students .

Attendance is mandatory.

Agenda

- Student code of conduct: Expectations and responsibilities
- Anti-ragging policy, bullying prevention, and harassment guidelines
- Social media usage and online etiquette
- Dress code and campus decorum (if applicable)



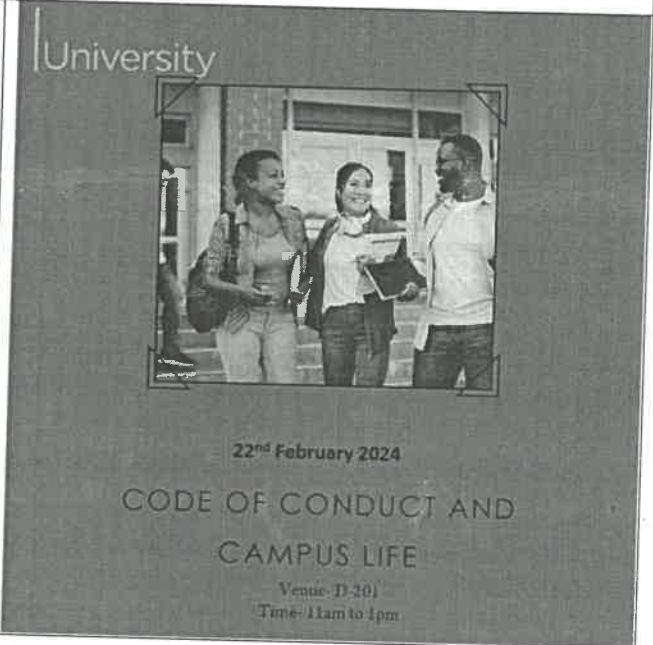
**Registrar**

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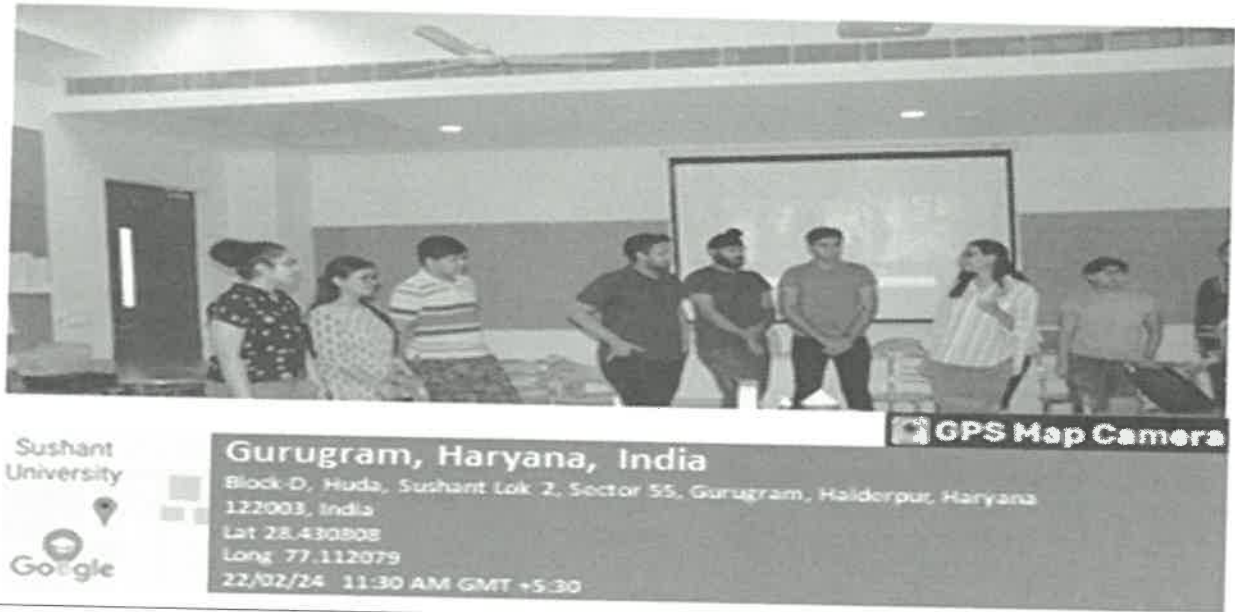
- Secretary to Vice Chancellor.
- Secretary to Pr. Vice Chancellor.
- All Deans HODs



**Event Report**

<b>Title of Activity*</b>	<b>Code of Conduct &amp; Campus Life</b>
<b>Organized by (School/Centre Name)*</b>	<b>Sushant University</b>
<b>Program Theme*</b>	<b>Understanding Campus Life</b>
<b>Date*</b>	<b>22-02-2024</b>
<b>Time*</b>	<b>11am to 1pm</b>
<b>Poster*</b>	
<b>YouTube/Facebook Link: (if live steamed or video posted on FB/YT)</b>	NA
<b>Social media link (promoting in any one Facebook/Instagram/Twitter is mandatory)</b>	NA
<b>No. of Students* (only no. to be written, list in excel or word should be maintain at department level as proof for any further requirement)</b>	385
<b>No. of Faculty* (only no. to be written, list in excel or word should be maintain at department level as proof for any further requirement)</b>	2
<b>No. of External Participants (students+faculty) [write NA if not applicable]</b>	0



**Geotagged Photograph-1\*****Description (min 250 to max 800 words)\***

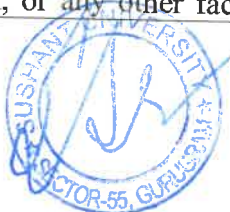
Sushant University organized a session titled **Code of Conduct and Campus Life** on 22nd February 2024 in room D421. This session, designed for all students, aims to provide a clear understanding of the university's expectations regarding behavior, online and offline interactions, and campus life standards. Attendance is mandatory, ensuring that all students are well-versed in the rules and regulations that foster a safe, inclusive, and respectful environment.

**Student Code of Conduct: Expectations and Responsibilities**

The session will begin with an introduction to the **Student Code of Conduct**, which outlines the behavioral expectations for students on campus. It is important for students to understand their responsibilities in maintaining a positive academic and social environment. Key areas include integrity, honesty, and respect for both faculty and peers. Students will be reminded that they are representatives of the university, both on and off-campus, and should act in ways that reflect the values of the institution. This part of the session will emphasize academic honesty, collaboration, and ethical behavior, especially regarding assignments, exams, and group projects. Students are encouraged to foster a respectful and supportive environment, contributing positively to campus life.

**Anti-Ragging Policy, Bullying Prevention, and Harassment Guidelines**

An essential part of the session will focus on the **Anti-Ragging Policy** and measures for preventing bullying and harassment. Sushant University adheres to strict anti-ragging laws to ensure the safety and well-being of all students, especially first-year students who may be more vulnerable to such activities. The session will make it clear that any form of ragging, bullying, or harassment will result in severe disciplinary actions, including suspension or expulsion. Students will be informed about the channels available for reporting such incidents anonymously, ensuring their protection and support from the university. Harassment guidelines will also be discussed, particularly emphasizing the need for mutual respect in personal interactions. This includes harassment based on gender, ethnicity, religion, or any other factor, ensuring that students understand the zero-tolerance policy



toward any form of discrimination.

### **Social Media Usage and Online Etiquette**

With the rise of digital platforms, **social media usage** and **online etiquette** are critical topics that will be addressed during the session. Students will be reminded that their actions and words online reflect not only on themselves but also on the university. The importance of maintaining professionalism in social media posts, comments, and interactions will be emphasized. The session will highlight the consequences of inappropriate behavior online, such as posting offensive or harmful content, engaging in cyberbullying, or sharing misinformation. Proper digital communication, both in academic and social contexts, will be encouraged, ensuring that students are aware of privacy concerns and the potential long-term impact of their digital footprint.

**Faculties Incharge**

Amit Kumar Singh  
Anand Mohan Bajpai

**Report Submitted by** *(write faculty coordinator name)*

Anand Mohan Bajpai

