

**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)**

**Handbooks, manuals and  
Brochures on human values and  
Professional ethics  
APPENDIX – V**



**2019-2020**

**ANSAL UNIVERSITY**  
**STUDENT HANDBOOK**

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## Message from Vice-Chancellor

### To All Prospective Students

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

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

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

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

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

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

Let us learn and excel together...



**Dr. Raj Singh**  
Vice Chancellor, Ansal University



## I. ABOUT UNIVERSITY

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

## II. RECOGNITIONS & APPROVALS

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

## III. VISION & MISSION

### VISION

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

### MISSION

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

## IV. AWARDS & ACHIEVEMENTS

### ANSAL UNIVERSITY

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

### SCHOOL OF ART AND ARCHITECTURE

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



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

#### SCHOOL OF DESIGN

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

#### SCHOOL OF LAW

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

#### SCHOOL OF ENGINEERING AND TECHNOLOGY

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

#### V. PEDAGOGY

- Strong focus on experiential learning with the help of latest tools and techniques using case studies, role-plays, field visits, projects, classroom exercises etc.
- Seminars and presentations given by students, which help them in developing their skills in effective expression and public speaking
- Teaching and assessment in every school is done not only to award degrees but to validate the learning outcomes of the particular course
- Practical sessions
- Every student is required to submit his/her work, including dissertations, long essays or research projects, for evaluation and critical discussions regularly
- Holistic development of the students
- Scientific testing and measurement tools like conceptual tests, continuous assessment and critical evaluation
- Industry visit, corporate internship, field studies and surveys



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

**1. PREAMBLE**

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

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

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

**2. JURISDICTION**

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

2.2 University may also exercise jurisdiction over conduct, which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus, which shall include

- a) Any violations of the Sexual Harassment Policy of the University against other students of the University
- b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the University
- c) Possession or use of weapons, explosives, or destructive devices off-campus
- d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
- e) Conduct, which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

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

**3. ETHICS AND CONDUCT**

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

3.2 At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that

- a) he/she shall be regular and must complete his/her studies in the University



- b) In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the University subject to written consent of the Deans
- c) As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the University on a scholarship, the said grant shall be revoked

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

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

- a) Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- b) Intentionally damaging or destroying University property or property of other students and/or faculty members
- c) Any disruptive activity in a classroom or in an event sponsored by the University
- d) Unable to produce the identity card, issued by the University, or refusing to produce it on demand by campus security guards

3.5 Participating in activities including

- a) Organizing meetings and processions without permission from the University.
- b) Accepting membership of religious or terrorist groups banned by the University/Government of India
- c) Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
- d) Unauthorized possession or use of harmful chemicals and banned drugs
- e) Smoking on the campus of the University
- f) Possessing, Consuming, distributing, selling of alcohol in the University and/or throwing empty bottles on the campus of the University
- g) Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
- h) Rash driving on the campus that may cause any inconvenience to others
- i) Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer, which may cause hindrance to the academic progress
- j) Theft or unauthorized access to others resources
- k) Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the University.

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

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

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

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



**4. BREACH OF CODE OF CONDUCT:** If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

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

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

4.3 COMMUNITY SERVICE - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.

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

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

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

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



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

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

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

## 6. ACADEMIC INTEGRITY

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

### 6.1 Scope and Purpose

A. This Policy on academic integrity, which forms an integral part of the Code, applies to all students at the University and are required to adhere to the said policy. The purpose of the Policy is twofold:

- To clarify the principles of academic integrity, and
- To provide examples of dishonest conduct and violations of academic integrity.

NOTE: These examples are only illustrative, NOT exhaustive.

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

C. The principles of academic integrity require that a student,

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

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

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

Examples of plagiarism include:



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

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

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

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

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

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

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

- a) Use proper methodology for experiments and computational work. Accurately describe and compile data.
- b) Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny, if required, and the changes made should be clearly described.
- c) Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as "cherry picking").

- d) Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. Date should be indicated on each page.
- e) Write clearly in your own words. It is necessary to resist the temptation to “copy and paste” from the Internet or other sources for class assignments, manuscripts and thesis.
- f) Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

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

- a) **Student roles:** Before submitting a thesis to the department, the student is responsible for checking the thesis for plagiarism using software that is available on the web. In addition, the student should undertake that he/she is aware of the academic guidelines of the University, has checked the document for plagiarism, and that the thesis is original work. A web-check does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy he/she is strongly encouraged to report the misconduct in a timely manner.
- b) **Faculty roles:** Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the University’s academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.
- c) **Institutional roles:** A breach of academic integrity is a serious offence with long lasting consequences for both the individual and the University, and this can lead to various sanctions. In the case of a student, the first violation of academic breach will lead to a warning. A repeat offence, if deemed sufficiently serious, could lead to expulsion. It is recommended that faculty bring any academic violations to the notice of the Director/Dean. Upon receipt of reports of scientific misconduct, the Director/Dean may appoint a committee to investigate the matter and suggest appropriate measures on a case-by-case basis.

**7. ANTI-RAGGING**

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

**7.1 Ragging constitutes one or more of the following acts:**

- a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- b) indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e) exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;



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

## 7.2 ANTI-RAGGING COMMITTEE

Please find the link of University Anti-Ragging Committee at <https://ansaluniversity.edu.in/admin-assets/uploaddata/Anti-Ragging-Committeev2.pdf>

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

- Suspension from attending classes and academic privileges
- Withholding / withdrawing scholarship / fellowship and other benefits
- Forfeiting Campus Placement opportunities / recommendations
- Debarring from appearing in any test/examination or other evaluation process
- Withholding of results
- Debarring from representing the University in any regional, national or international meet, tournament, youth festival etc.
- Suspension/ expulsion from the hostel
- Cancellation of Admission
- Rustication from the University for a period, ranging from 1 to 3 years
- Expulsion from the university and consequent debarring from admission to any other for a specific period
- Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the University shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.
- In addition, in case of every single incident of ragging, a First Information Report (FIR) will be filed with the local police authorities. The possible punishment includes rigorous imprisonment (in compliance with the order of Supreme Court of India)

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



## 8. SEXUAL HARASSMENT

The University's Policy on prevention and prohibition of sexual harassment at workplace, 2016 shall apply mutatis mutandis to the students of the University which can be accessed and reviewed by the students at [https://ansaluniversity.edu.in/admin-assets/uploaddata/INTERNAL-COMPLAINTS-COMMITTEE-\(ICC\)v3.pdf](https://ansaluniversity.edu.in/admin-assets/uploaddata/INTERNAL-COMPLAINTS-COMMITTEE-(ICC)v3.pdf).

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

## 9. STUDENT GRIEVANCE

Any student of the University aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarised hereinabove can approach the Student Grievance Redressal cell at the University. Further, any student who is aware of any violations must report the same to the Cell. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognisance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints. Please find the link of Student Grievance Committee at <https://ansaluniversity.edu.in/admin-assets/uploaddata/Student-Grievance-Redressal-Committeev2.pdf>

## 10. STUDENT PARTICIPATION IN GOVERNANCE

As Students are members of the University campus, they have a substantial interest in the governance of the University. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision-making. Student Participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the University and who are going to be enrolled in the University are advised to uphold the policy and inform the University of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

## 11. E-LIBRARY RESOURCES

Ansal University has membership of following an online digital library, e-resources and e-database for students and faculty. There are more than 50,00,000 digital contents available, covering subject-wise academic text books, eBooks access to resources across disciplines such as Business & Economics, Computer Science, Architecture, Design, Engineering, Science, Health Science, Law, Humanities & competitive exam preparations.

### Subscribed Online Digital Library

- J-STOR
- DELNET
- SCCONLINE
- Manupatra
- EBSCO
- NDL

### Online Learning Resources by HRD Ministry

- [www.swayam.gov.in](http://www.swayam.gov.in)
- <http://ugcmooocs.inflibnet.ac.in>
- [www.epgp.inflibnet.ac.in](http://www.epgp.inflibnet.ac.in)
- <http://cec.nic.in>
- [www.swayamprabha.gov.in](http://www.swayamprabha.gov.in)



- <http://www.toutube.com/user/cecedusat>
- <http://ndliitkqp.ac.in>
- <http://shodhganga.inflibnet.ac.in>
- <http://ess.inflibnet.ac.in>
- <http://vidwan.inflibnet.ac.in>

## 12. HOSTEL LIFE AND FACILITIES

Hostel life for any student is one of the unforgettable moments and the University makes stay memorable by providing a holistic atmosphere. Staying at hostel encourage the students to become responsible and independent. It also gives an opportunity to work in a team and develop a sense of understanding of the society as students are from diversified areas and families. There are separate hostels for girls and boys on campus for about 300 residents on triple sharing basis, which give them greater opportunities to interact and learn from each other. Students maintain a healthy environment, which by working together for projects, assignments and extend a sagacity of togetherness.



### Facilities

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

### 13. SPORTS FACILITIES

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

The sports facilities includes

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

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

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

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

The recreation facilities are top-notch. Our entertainment groups bring a variety of shows to campus each year, which includes greatest musicians, and singers performing live in our campus. So don't sit on the sidelines. Come make the best of your campus experience!





## 15. MEDICAL FACILITIES

### Infrastructure:

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

### Equipment:

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

### Staff:

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

## 16. FEE PAYMENT DETAILS

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

- Pay via student portal <https://c01.digialm.com/EForms/configuredHtml/2254/60831/login.html>
- Use E-Collect (RTGS/NEFT/IMPS) setup as follows:
  - “AUCODE” is e-collect code allocated for ANSAL UNIVERSITY.  
Beneficiary Account Number: AUCODE..... followed by 15 digit Registration Number. If the registration no is less 15 digit then prefix zero with Reg. No. just after AUCODE to complete 15 digit. (Example, If a Registration No. is 190BARCHA0001 then Bank A/c no will be AUCODE 00 190BARCHA0001
  - Beneficiary Name : ANSAL UNIVERSITY
  - IFS Code : YESB0CMSNOC (5th digit is zero rest all alphabets)
  - Bank Name : Yes Bank
  - Branch : Worli, Mumbai“Please note that currently E-Collect setup doesn’t support UPI. Please use only RTGS/NEFT/IMPS.”
- Demand Draft / Cheque in favor of ‘ANSAL UNIVERSITY’ (payable at New Delhi). Note: Need to mention Student Name, Registration No. & Contact No. on the back side of cheque/DD & send it on below address (Date of receiving of valid cheque will be consider as Fee Received date, subject to realization:  
Accounts Department,  
ANSAL UNIVERSITY  
Sector-55, Golf Course Road,  
Gurugram, Haryana-122003.



**17. UNIVERSITY ACADEMIC CALENDAR 2019-20**

ODD SEMESTER	DATES
Orientation	10.09.2019 & 11.09.2020
Start of ODD Semester	
All 3rd, 5th, 7th and 9th Semester Batches	03.08.2019
All PG 1st Semester Batches	14.09.2019
All UG 1st Semester Batches	21.09.2019
Mid Semester Evaluation (MSE)	
All 3rd, 5th, 7th and 9th Semester Batches	28.09.2019 to 16.10.2019
All PG & UG 1st Semester Batches	23.11.2019 to 27.11.2019
Fresher's Day	02.11.2019
Diwali Break	13.11.2019 to 16.11.2019
Convocation	Last Week of November 2019
End Semester Examination (ESE)	
All 3rd, 5th, 7th and 9th Semester Batches	07.12.2019 to 24.12.2019
All PG & UG 1st Semester Batches	11.01.2020 to 22.01.2020
Winter Break (For Students Only)	
All 3rd, 5th, 7th and 9th Semester Batches	25.12.2019 to 17.01.2020
All PG & UG 1st Semester Batches	25.01.2020 to 31.01.2020

EVEN SEMESTER	DATES
Start of EVEN Semester	
All 4th, 6th, 8th and 10th Semester Batches	18.01.2020
All PG & UG 2nd Semester Batches	01.02.2020
Sports Meet and Annual Function	20.02.2020 to 22.02.2020
Mid Semester Evaluation (MSE)	
All 4th, 6th, 8th and 10th Semester Batches	15.03.2020 to 26.03.2020
All PG & UG 2nd Semester Batches	29.03.2020 to 02.04.2020
End Semester Examination (ESE)	24.05.2020 to 11.06.2020
Summer Break (For Students Only)	12.06.2020 onwards

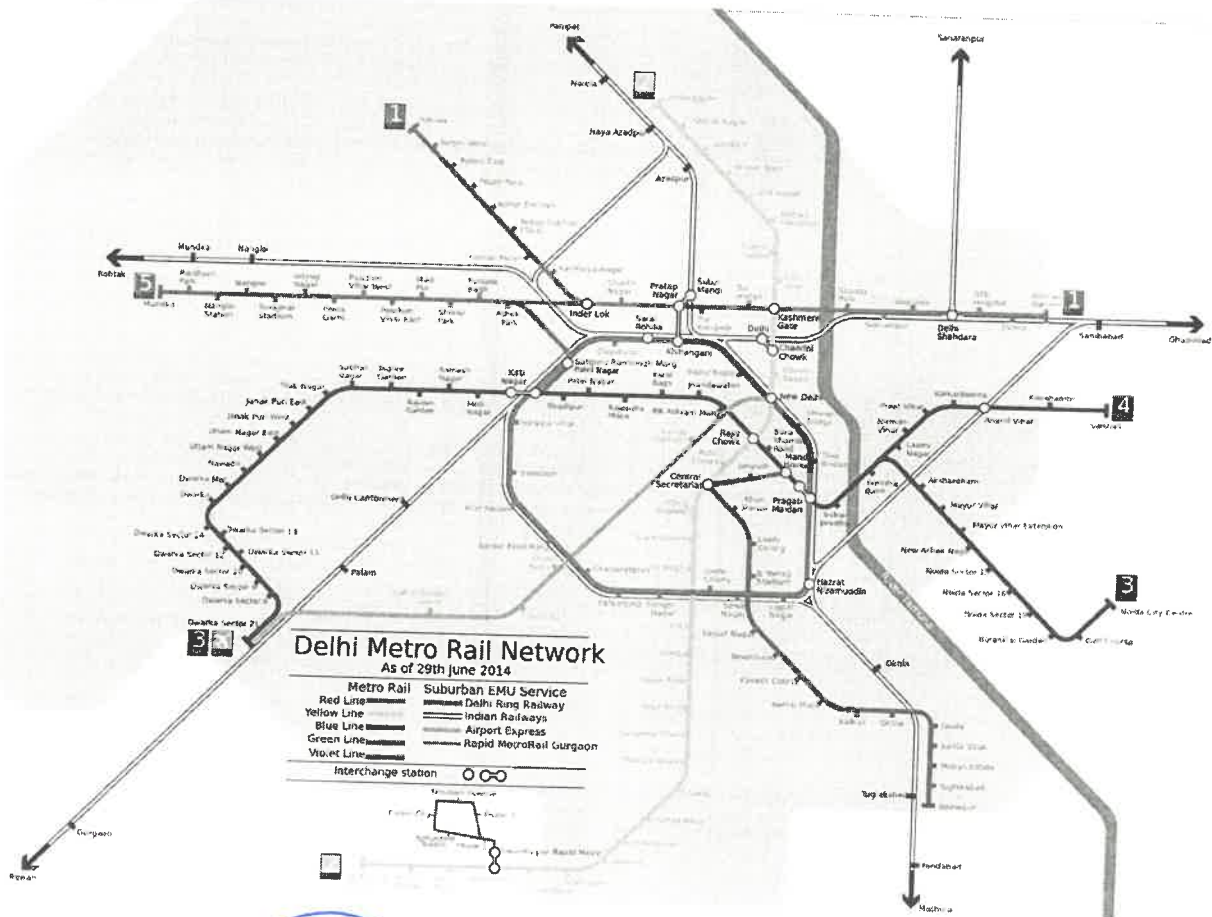
**17. CONTACT NO. OF UNIVERSITY OFFICIALS**

Name of Staff	Name of Schools/Departments	Mobile Nos.
Mr. Laurent Guiraud	Director Campus Life	9811232992
Prof. Ashwani Kher	Dean (Students Welfare)	9810195721
Dr. Navdeep Barwal	Associate Professor (School of Business) and Hostel Warden - Boys	9711935419
Ms. Subhashini Bonkuri	Assistant Professor (School of Health Sciences) and Hostel Warden - Girls	9108428088
Mr. Ram Baran Singh	Fire Officer	9899448456

**18. METRO ROUTE MAP**

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

**DELHI METRO**



**20. BUS ROUTE 2019-20**

**DELHI**

**ITO (ROUTE -D-1)**

<u>Time</u>	<u>Stop</u>
(AM)	
6:50	I.T.O.
6:55	Laxmi Nagar
7:00	Mother Dairy
7:15	Ashram (opp. Mother Dairy)
7:20	Lajpat Nagar Gupta market 1 (Near Sub Way)
7:25	Moolchand Flyover
7:30	R Block GK 1
7:35	Nehru Place
7:37	Savitri Cinema
7:42	Sheikh Sarai (opposite authority)
7:50	Select city walk
8:00	Saket M.B. Road (Near Metro Station)
8:05	Lado Sarai
8:45	Campus

**AZADPUR (ROUTE -D-2)**

<u>Time</u>	<u>Stop</u>
(AM)	
6:50	Azad Pur
6:55	Model Town (AlpanaCinema)
7:05	Shalimar Bagh
7:10	Wazirpur
7:15	Britania
7:20	Punjabi Bagh
7:25	Raja Garden
7:30	Mayapuri
7:35	Naraina Village
7:45	Dhaura Kuan
7:53	Safdarjang Enklav
8:00	Basant Vihar
8:05	JIIMS
8:10	VS sect-D-3
8:15	VS sect-A
8:45	Campus

**UTTAM NAGAR (ROUTE-D-3)**

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



**ROHINI (ROUTE -D-4)**

<b><u>Time</u></b> <b>(AM)</b>	<b><u>Stop</u></b>
6:40	Sai Baba Chowk
6:45	Madhuban Chowk
6:50	Dipali Chowk
7:00	Peera Garhi
7:10	Paschim Vihar
7:15	Pastry Palace (Outer Ring Road Vikaspuri)
7:20	District Center (Janak Puri)
7:15	Tilak Nagar
7:20	Hari Nagar Bus Depot
7:25	Lajwanti Garden
7:30	Aggarwal Light Sagarpur
7:40	Kirbi Place
7:45	Sadar Bazar
8:05	Mahipalpur
8:10	Rangpuri
8:45	Campus

**MALKA GANJ (ROUTE -D-5)**

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

**GURUGRAM**

**Gurugram (Route G-1)**

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



**Gurugram (Route G-2)**

<b><u>Time</u></b>	<b><u>Stop</u></b>
<b><u>(AM)</u></b>	
8:00	Hema Engg. Sec. 10 A
8:05	Hero Honda Chowk
8:15	Rajeev Chowk
8:25	OMAX Mall
8:30	South City II
8:35	Sec. 46/39 Round About
8:38	Residency Green
8:40	Amity Inter School
8:45	Wazirabad Signal
8:50	Campus

**Gurugram (Route G -3)**

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

Note: Bus seats are available on **FIRST COME FIRST SERVE** basis Contact

Name & No. – **Mr. Ram Baran Singh; 9899448456**



**21. LOCATION AND CONTACT DETAILS**

**Address** – Ansal University Sector-55, Golf Course Road, Gurugram

**Website URL** – [www.ansaluniversity.edu.in](http://www.ansaluniversity.edu.in)

**General Contact Nos.** - +91 124 4750400/501

**Nearest Metro Station** – Sector 54 Chowk Metro (900 meters from the University Campus) on Rapid Metro Line Gurugram

**Nearest Airport** – Terminal 3, Indira Gandhi International Airport, New Delhi (19 Kms from the University Campus)

**Nearest Railway Junction Station** – New Delhi Railway Station (30 Kms from the University Campus)

**Nearest Bus Station** – Gurugram Bus Station (13 Kms from the University Campus)



  
Registrar:



2020-2021

**SUSHANT UNIVERSITY (ERSTWHILE ANSAL UNIVERSITY)**

**STUDENTS HANDBOOK**

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**Message from Vice-Chancellor**

To All Prospective Students

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

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

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

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

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

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

Let us learn and excel together...

  
**Prof. (Dr.) D. N. S. Kumar, Vice Chancellor**  
**Sushant University (Erstwhile Ansal University),**



## I. ABOUT UNIVERSITY

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

## II. RECOGNITIONS & APPROVALS

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

## III. VISION & MISSION

### VISION

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

### MISSION

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

## IV. AWARDS & ACHIEVEMENTS

### SUSHANT UNIVERSITY

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

### SCHOOL OF ART AND ARCHITECTURE

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

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

#### **SCHOOL OF DESIGN**

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

#### **SCHOOL OF LAW**

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

#### **SCHOOL OF ENGINEERING AND TECHNOLOGY**

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

#### **V. PEDAGOGY**

- Strong focus on experiential learning with the help of latest tools and techniques using case studies, role-plays, field visits, projects, classroom exercises etc.
- Seminars and presentations given by students, which help them in developing their skills in effective expression and public speaking
- Teaching and assessment in every school is done not only to award degrees but to validate the learning outcomes of the particular course
- Practical sessions
- Every student is required to submit his/her work, including dissertations, long essays or research projects, for evaluation and critical discussions regularly
- Holistic development of the students
- Scientific testing and measurement tools like conceptual tests, continuous assessment and critical evaluation
- Industry visit, corporate internship, field studies and surveys



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

**1. PREAMBLE**

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

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

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

**2. JURISDICTION**

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

2.2 University may also exercise jurisdiction over conduct, which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus, which shall include

- a) Any violations of the Sexual Harassment Policy of the University against other students of the University
- b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the University
- c) Possession or use of weapons, explosives, or destructive devices off-campus
- d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
- e) Conduct, which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

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

**3. ETHICS AND CONDUCT**

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

3.2 At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that

- a) he/she shall be regular and must complete his/her studies in the University



- b) In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the University subject to written consent of the Deans
- c) As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the University on a scholarship, the said grant shall be revoked

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

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

- a) Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- b) Intentionally damaging or destroying University property or property of other students and/or faculty members
- c) Any disruptive activity in a classroom or in an event sponsored by the University
- d) Unable to produce the identity card, issued by the University, or refusing to produce it on demand by campus security guards

3.5 Participating in activities including

- a) Organizing meetings and processions without permission from the University.
- b) Accepting membership of religious or terrorist groups banned by the University/Government of India
- c) Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
- d) Unauthorized possession or use of harmful chemicals and banned drugs
- e) Smoking on the campus of the University
- f) Possessing, Consuming, distributing, selling of alcohol in the University and/or throwing empty bottles on the campus of the University
- g) Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
- h) Rash driving on the campus that may cause any inconvenience to others
- i) Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer, which may cause hindrance to the academic progress
- j) Theft or unauthorized access to others resources
- k) Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the University.

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

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

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

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



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

3.11 Damage to, or destruction of, any property of the University, or any property of others on the University premises.

3.12 Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.

3.13 Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition

**4. BREACH OF CODE OF CONDUCT:** If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

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

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

4.3 **COMMUNITY SERVICE** - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.

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

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

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

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



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

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

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

## 6. ACADEMIC INTEGRITY

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

### 6.1 Scope and Purpose

A. This Policy on academic integrity, which forms an integral part of the Code, applies to all students at the University and are required to adhere to the said policy. The purpose of the Policy is twofold:

- To clarify the principles of academic integrity, and
- To provide examples of dishonest conduct and violations of academic integrity.

NOTE: These examples are only illustrative, NOT exhaustive.

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

C. The principles of academic integrity require that a student,

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

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

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

Examples of plagiarism include:



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

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

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

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

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

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

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

- a) Use proper methodology for experiments and computational work. Accurately describe and compile data.
- b) Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny, if required, and the changes made should be clearly described.
- c) Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as "cherry picking").





- d) Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. Date should be indicated on each page.
- e) Write clearly in your own words. It is necessary to resist the temptation to “copy and paste” from the Internet or other sources for class assignments, manuscripts and thesis.
- f) Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

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

- a) **Student roles:** Before submitting a thesis to the department, the student is responsible for checking the thesis for plagiarism using software that is available on the web. In addition, the student should undertake that he/she is aware of the academic guidelines of the University, has checked the document for plagiarism, and that the thesis is original work. A web-check does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy he/she is strongly encouraged to report the misconduct in a timely manner.
- b) **Faculty roles:** Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the University’s academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.
- c) **Institutional roles:** A breach of academic integrity is a serious offence with long lasting consequences for both the individual and the University, and this can lead to various sanctions. In the case of a student, the first violation of academic breach will lead to a warning. A repeat offence, if deemed sufficiently serious, could lead to expulsion. It is recommended that faculty bring any academic violations to the notice of the Director/Dean. Upon receipt of reports of scientific misconduct, the Director/Dean may appoint a committee to investigate the matter and suggest appropriate measures on a case-by-case basis.

## 7. ANTI-RAGGING

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

7.1 Ragging constitutes one or more of the following acts:

- a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- b) indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e) exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;



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

## 7.2 ANTI-RAGGING COMMITTEE

Please find the link of University Anti-Ragging Committee at  
<https://sushantuniversity.edu.in/admin-assets/upload.data/Anti-Ragging-Committeev2.pdf>

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

- Suspension from attending classes and academic privileges
- Withholding / withdrawing scholarship / fellowship and other benefits
- Forfeiting Campus Placement opportunities / recommendations
- Debarring from appearing in any test/examination or other evaluation process
- Withholding of results
- Debarring from representing the University in any regional, national or international meet, tournament, youth festival etc.
- Suspension/ expulsion from the hostel
- Cancellation of Admission
- Rustication from the University for a period, ranging from 1 to 3 years
- Expulsion from the university and consequent debarring from admission to any other for a specific period
- Suitable Fine
- Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the University shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

In addition, in case of every single incident of ragging, a First Information Report (FIR) will be filed with the local police authorities. The possible punishment includes rigorous imprisonment (in compliance with the order of Supreme Court of India)

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



## 8. SEXUAL HARASSMENT

The University's Policy on prevention and prohibition of sexual harassment at workplace, 2016 shall apply mutatis mutandis to the students of the University which can be accessed and reviewed by the students at [https://sushantuniversity.edu.in/admin-assets/uploaddata/INTERNAL-COMPLAINTS-COMMITTEE-\(ICC\)v3.pdf](https://sushantuniversity.edu.in/admin-assets/uploaddata/INTERNAL-COMPLAINTS-COMMITTEE-(ICC)v3.pdf).

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

## 9. STUDENT GRIEVANCE

Any student of the University aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarised hereinabove can approach the Student Grievance Redressal cell at the University. Further, any student who is aware of any violations must report the same to the Cell. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognisance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints. Please find the link of Student Grievance Committee at <https://sushantuniversity.edu.in/admin-assets/uploaddata/Student-Grievance-Redressal-Committeev2.pdf>

## 10. COVID COMMITTEE

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

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

- a) The move to a greater level of online teaching, learning and assessment to protect student's education as far as possible. Students were given relevant support in terms of study material, online books and necessary assistance for online classes.
- b) Regular communications from Vice-Chancellor as advisories to cope with a set of challenges that our students could not have imagined.
- c) Constitutions of a COVID 19 helpline committee including the Registrar, Deans and Senior Professors of the University. This team could be contacted by any students on 24X7 basis for any kind of support and advice. Please find the link of COVID Committee at <https://sushantuniversity.edu.in/about-us/statutory-compliance/covid-19-committee>.
- d) Sharing the online literature to create awareness about the preventive methods against spread of Novel Corona Virus.
- e) Conducted a workshop by medical expert Padamshree Dr. K K Aggarwal, President National Heart Care Foundation on Respiratory Hygiene and prevention from COVID 19 infection.
- f) Interaction with parents and everyone who has been involved in the move to online teaching for their patience and heeding the advice and information over recent days.
- g) Continuous communication and interaction of students with Deans, Program Directors and Coordinators on daily basis for their well-being and interactive classes through digital & social media platforms.
- h) One to one interaction of Vice Chancellor, Registrar and Deans through digital platform with members of student's council and class representative to know the well-being of these students,



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

## 11. STUDENT PARTICIPATION IN GOVERNANCE

As Students are members of the University campus, they have a substantial interest in the governance of the University. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision-making. Student Participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the University and who are going to be enrolled in the University are advised to uphold the policy and inform the University of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

## 12. E-LIBRARY RESOURCES

Sushant University has membership of following an online digital library, e-resources and e-database for students and faculty. There are more than 50,00000 digital contents available, covering subject-wise academic text books, eBooks access to resources across disciplines such as Business & Economics, Computer Science, Architecture, Design, Engineering, Science, Health Science, Law, Humanities & competitive exam preparations.

### Subscribed Online Digital Library

- J-STOR
- DELNET
- SCCONLINE
- Manupatra
- EBSCO
- NDL

### Online Learning Resources by HRD Ministry

- [www.swayam.gov.in](http://www.swayam.gov.in)
- <http://ugcmooocs.inflibnet.ac.in>
- [www.epgp.inflibnet.ac.in](http://www.epgp.inflibnet.ac.in)
- <http://cec.nic.in>
- [www.swayamprabha.gov.in](http://www.swayamprabha.gov.in)
- <http://www.toutube.com/user/cecedusat>
- <http://ndliitkgp.ac.in>
- <http://shodhganga.inflibnet.ac.in>
- <http://ess.inflibnet.ac.in>
- <http://vidwan.inflibnet.ac.in>

## 13. HOSTEL LIFE AND FACILITIES

Hostel life for any student is one of the unforgettable moments and the University makes stay memorable by providing a holistic atmosphere. Staying at hostel encourage the students to become responsible and independent. It also gives an opportunity to work in a team and develop a sense of understanding of the society as students are from diversified areas and families. There are separate hostels for girls and boys on campus for about 300 residents on triple sharing basis, which give them greater opportunities to interact and learn from each other. Students maintain a healthy environment, which by working together for projects, assignments and extend a sagacity of togetherness.



### Facilities

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

### 14. SPORTS FACILITIES

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

The sports facilities includes

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

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

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

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

The recreation facilities are top-notch. Our entertainment groups bring a variety of shows to campus each year, which includes greatest musicians, and singers performing live in our campus. So don't sit on the sidelines. Come make the best of your campus experience!



## 15. MEDICAL FACILITIES

### Infrastructure:

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

### Equipment:

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

### Staff:

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

## 16. FEE PAYMENT DETAILS

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

- Pay via student portal <https://e01.digialm.com/EForms/configuredHtml/2254/60831/login.html>
- Use E-Collect (RTGS/NEFT/IMPS) setup as follows:
  - "AUCODE" is e-collect code allocated for SUSHANT UNIVERSITY.  
Beneficiary Account Number: AUCODE..... followed by 15 digit Registration Number.  
If the registration no is less 15 digit then prefix zero with Reg. No. just after AUCODE to complete 15 digit. (Example, If a Registration No. is 190BARCHA0001 then Bank A/c no will be AUCODE 00 190BARCHA0001
  - Beneficiary Name : SUSHANT UNIVERSITY
  - IFS Code : YESB0CMSNOC (5th digit is zero rest all alphabets)
  - Bank Name : Yes Bank
  - Branch : Worli, Mumbai
  - "Please note that currently E-Collect setup doesn't support UPI. Please use only RTGS/NEFT/IMPS."
- Demand Draft / Cheque in favor of 'SUSHANT UNIVERSITY' (payable at New Delhi). Note: Need to mention Student Name, Registration No. & Contact No. on the back side of cheque/DD & send it on below address (Date of receiving of valid cheque will be consider as Fee Received date, subject to realization:  
Accounts Department,  
SUSHANT UNIVERSITY  
Sector-55, Golf Course Road,  
Gurugram, Haryana-122003.



**17. UNIVERSITY ACADEMIC CALENDAR 2020-21**

<b>ODD SEMESTER</b>	<b>DATES</b>
Orientation	10.09.2020 & 11.09.2020
Start of ODD Semester	
All 3rd, 5th, 7th and 9th Semester Batches	03.08.2020
All PG 1st Semester Batches	14.09.2020
All UG 1st Semester Batches	21.09.2020
Mid Semester Evaluation (MSE)	
All 3rd, 5th, 7th and 9th Semester Batches	28.09.2020 to 16.10.2020
All PG & UG 1st Semester Batches	23.11.2020 to 27.11.2020
Fresher's Day	02.11.2020
Diwali Break	13.11.2020 to 16.11.2020
Convocation	Last Week of November 2020
End Semester Examination (ESE)	
All 3rd, 5th, 7th and 9th Semester Batches	07.12.2020 to 24.12.2020
All PG & UG 1st Semester Batches	11.01.2021 to 22.01.2021
Winter Break (For Students Only)	
All 3rd, 5th, 7th and 9th Semester Batches	25.12.2020 to 17.01.2021
All PG & UG 1st Semester Batches	25.01.2021 to 31.01.2021

<b>EVEN SEMESTER</b>	<b>DATES</b>
Start of EVEN Semester	
All 4th, 6th, 8th and 10th Semester Batches	18.01.2021
All PG & UG 2nd Semester Batches	01.02.2021
Sports Meet and Annual Function	20.02.2021 to 22.02.2021
Mid Semester Evaluation (MSE)	
All 4th, 6th, 8th and 10th Semester Batches	15.03.2021 to 26.03.2021
All PG & UG 2nd Semester Batches	29.03.2021 to 02.04.2021
End Semester Examination (ESE)	24.05.2021 to 11.06.2021
Summer Break (For Students Only)	12.06.2021 onwards

**Please note:** For 2020 admitted students, classes will be held on Saturdays as well



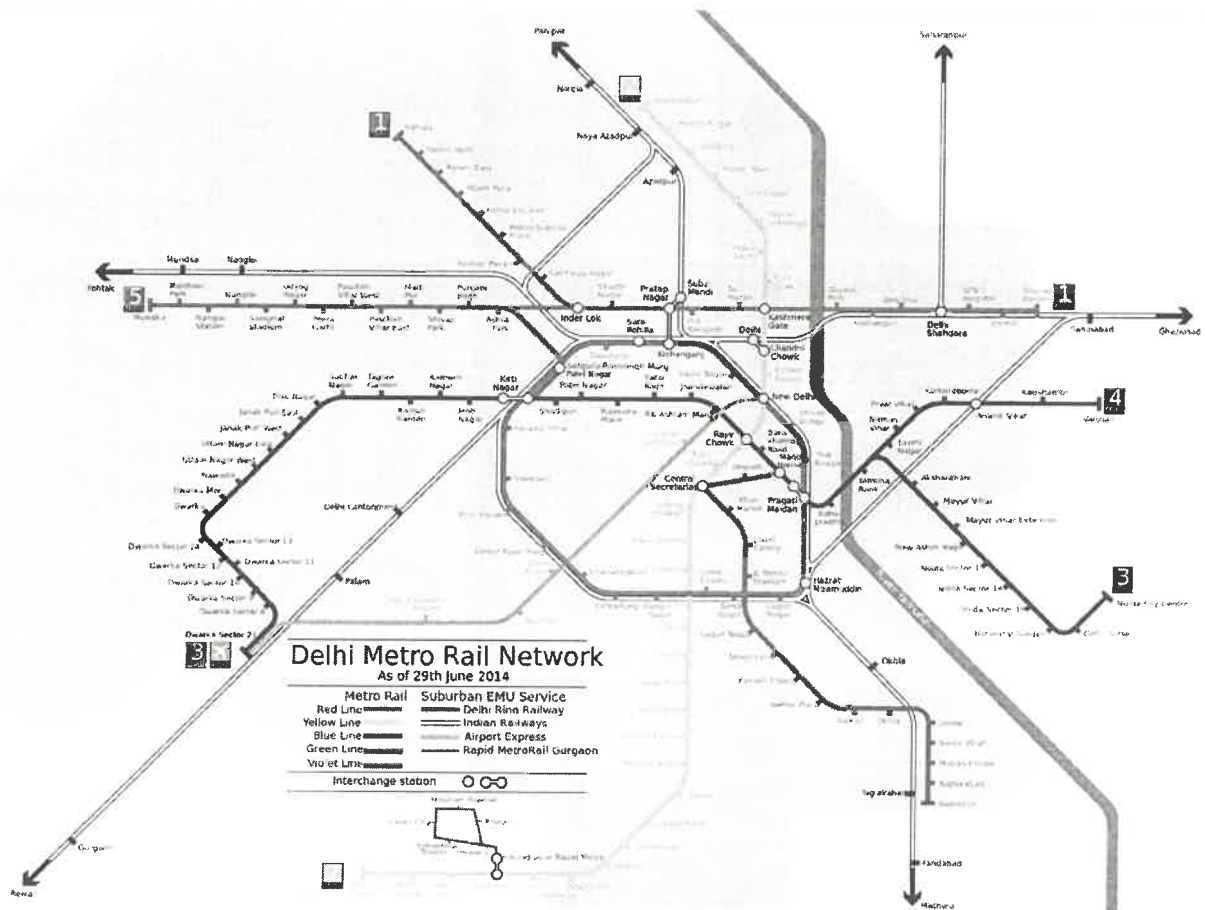
**18. CONTACT NO. OF UNIVERSITY OFFICIALS**

Name of Staff	Name of Schools/Departments	Mobile Nos.
Mr. Laurent Guiraud	Director Campus Life	9811232992
Prof. Ashwani Kher	Dean (Students Welfare)	9810195721
Dr. Navdeep Barwal	Associate Professor (School of Business) and Hostel Warden - Boys	9711935419
Ms. Subhashini Bonkuri	Assistant Professor (School of Health Sciences) and Hostel Warden - Girls	9108428088
Mr. Ram Baran Singh	Fire Officer	9899448456

**19. METRO ROUTE MAP**

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

**DELHI METRO**





**20. BUS ROUTE 2020-21**

**DELHI**

**ITO (ROUTE -D-1)**

<u>Time</u> (AM)	<u>Stop</u>
6:50	I.T.O.
6:55	Laxmi Nagar
7:00	Mother Dairy
7:15	Ashram (opp. Mother Dairy)
7:20	Lajpat Nagar Gupta market 1 (Near Sub Way)
7:25	Moolchand Flyover
7:30	R Block GK 1
7:35	Nehru Place
7:37	Savitri Cinema
7:42	Sheikh Sarai (opposite authority)
7.50	Select city walk
8.00	Saket M.B. Road (Near Metro Station)
8:05	Lado Sarai
8:45	Campus

**AZADPUR (ROUTE -D-2)**

<u>Time</u> (AM)	<u>Stop</u>
6:50	Azad Pur
6:55	Model Town (Alpana Cinema)
7:05	Shalimar Bagh
7:10	Wazirpur
7:15	Britania
7:20	Punjabi Bagh
7:25	Raja Garden
7:30	Mayapuri
7:35	Naraina Village
7:45	Dhaura Kuan
7:53	Safdarjang Enklav
8:00	Basant Vihar
8:05	JIIMS
8:10	VS sect-D-3
8:15	VS sect-A
8:45	Campus

**UTTAM NAGAR (ROUTE-D-3)**

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



**ROHINI (ROUTE –D-4)**

<u>Time</u> (AM)	<u>Stop</u>
6:40	Sai Baba Chowk
6:45	Madhuban Chowk
6:50	Dipali Chowk
7:00	Peera Garhi
7:10	Paschim Vihar
7:15	Pastry Palace (Outer Ring Road Vikaspuri)
7:20	District Center (Janak Puri)
7:15	Tilak Nagar
7:20	Hari Nagar Bus Depot
7:25	Lajwanti Garden
7:30	Aggarwal Light Sagarpur
7:40	Kirbi Place
7:45	Sadar Bazar
8:05	Mahipalpur
8:10	Rangpuri
8:45	Campus

**MALKA GANJ (ROUTE –D-5)**

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

**GURUGRAM**

**Gurugram (Route G-1)**

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



**Gurugram (Route G-2)**

<b><u>Time</u></b> <b><u>(AM)</u></b>	<b><u>Stop</u></b>
8:00	Hema Engg. Sec. 10 A
8:05	Hero Honda Chowk
8:15	Rajeev Chowk
8:25	OMAX Mall
8:30	South City II
8:35	Sec. 46/39 Round About
8:38	Residency Green
8:40	Amity Inter School
8:45	Wazirabad Signal
8:50	Campus

**Gurugram (Route G -3)**

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

Note: Bus seats are available on **FIRST COME FIRST SERVE** basis Contact

Name & No. – **Mr. Ram Baran Singh; 9899448456**



## 21. LOCATION AND CONTACT DETAILS

**Address** - Sushant University (Erstwhile) Sector-55, Golf Course Road, Gurugram

**Website URL** – [www.sushantuniversity.edu.in](http://www.sushantuniversity.edu.in)

**General Contact Nos.** - +91 124 4750400/501

**Nearest Metro Station** – Sector 54 Chowk Metro (900 meters from the University Campus) on Rapid Metro Line Gurugram

**Nearest Airport** – Terminal 3, Indira Gandhi International Airport, New Delhi (19 Kms from the University Campus)

**Nearest Railway Junction Station** – New Delhi Railway Station (30 Kms from the University Campus)

**Nearest Bus Station** – Gurugram Bus Station (13 Kms from the University Campus)



*[Handwritten Signature]*  
Registrar:



2021-2022



**SUSHANT UNIVERSITY (ERSTWHILE ANSAL UNIVERSITY)**

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**Message from Vice-Chancellor**

To All Prospective Students

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

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

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

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

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

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

Let us learn and excel together...

  
**Prof. (Dr.) D. N. S. Kumar, Vice Chancellor**  
**Sushant University (Erstwhile Ansal University),**



## I. ABOUT UNIVERSITY

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

## II. RECOGNITIONS & APPROVALS

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

## III. VISION & MISSION

### VISION

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

### MISSION

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

## IV. AWARDS & ACHIEVEMENTS

### SUSHANT UNIVERSITY (ERSTWHILE ANSAL UNIVERSITY)

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

### SCHOOL OF ART AND ARCHITECTURE

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



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

#### **SCHOOL OF DESIGN**

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

#### **SCHOOL OF LAW**

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

#### **SCHOOL OF ENGINEERING AND TECHNOLOGY**

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

#### **V. PEDAGOGY**

- Strong focus on experiential learning with the help of latest tools and techniques using case studies, role-plays, field visits, projects, classroom exercises etc.
- Seminars and presentations given by students, which help them in developing their skills in effective expression and public speaking
- Teaching and assessment in every school is done not only to award degrees but to validate the learning outcomes of the particular course
- Practical sessions
- Every student is required to submit his/her work, including dissertations, long essays or research projects, for evaluation and critical discussions regularly
- Holistic development of the students
- Scientific testing and measurement tools like conceptual tests, continuous assessment and critical evaluation
- Industry visit, corporate internship, field studies and surveys





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

**1. PREAMBLE**

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

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

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

**2. JURISDICTION**

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

2.2 University may also exercise jurisdiction over conduct, which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus, which shall include

- a) Any violations of the Sexual Harassment Policy of the University against other students of the University
- b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the University
- c) Possession or use of weapons, explosives, or destructive devices off-campus
- d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
- e) Conduct, which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

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

**3. ETHICS AND CONDUCT**

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

3.2 At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that

- a) he/she shall be regular and must complete his/her studies in the University



- b) In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the University subject to written consent of the Deans
- c) As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the University on a scholarship, the said grant shall be revoked

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

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

- a) Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- b) Intentionally damaging or destroying University property or property of other students and/or faculty members
- c) Any disruptive activity in a classroom or in an event sponsored by the University
- d) Unable to produce the identity card, issued by the University, or refusing to produce it on demand by campus security guards

3.5 Participating in activities including

- a) Organizing meetings and processions without permission from the University.
- b) Accepting membership of religious or terrorist groups banned by the University/Government of India
- c) Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
- d) Unauthorized possession or use of harmful chemicals and banned drugs
- e) Smoking on the campus of the University
- f) Possessing, Consuming, distributing, selling of alcohol in the University and/or throwing empty bottles on the campus of the University
- g) Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
- h) Rash driving on the campus that may cause any inconvenience to others
- i) Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer, which may cause hindrance to the academic progress
- j) Theft or unauthorized access to others resources
- k) Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the University.

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

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

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

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



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

3.11 Damage to, or destruction of, any property of the University, or any property of others on the University premises.

3.12 Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.

3.13 Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition

**4. BREACH OF CODE OF CONDUCT:** If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

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

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

4.3 COMMUNITY SERVICE - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.

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

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

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

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



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

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

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

## 6. ACADEMIC INTEGRITY

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

### 6.1 Scope and Purpose

A. This Policy on academic integrity, which forms an integral part of the Code, applies to all students at the University and are required to adhere to the said policy. The purpose of the Policy is twofold:

- To clarify the principles of academic integrity, and
- To provide examples of dishonest conduct and violations of academic integrity.

NOTE: These examples are only illustrative, NOT exhaustive.

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

C. The principles of academic integrity require that a student,

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

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

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

Examples of plagiarism include:



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

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

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

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

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

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

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

- a) Use proper methodology for experiments and computational work. Accurately describe and compile data.
- b) Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny, if required, and the changes made should be clearly described.
- c) Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as "cherry picking").



- d) Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. Date should be indicated on each page.
- e) Write clearly in your own words. It is necessary to resist the temptation to “copy and paste” from the Internet or other sources for class assignments, manuscripts and thesis.
- f) Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

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

- a) **Student roles:** Before submitting a thesis to the department, the student is responsible for checking the thesis for plagiarism using software that is available on the web. In addition, the student should undertake that he/she is aware of the academic guidelines of the University, has checked the document for plagiarism, and that the thesis is original work. A web-check does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy he/she is strongly encouraged to report the misconduct in a timely manner.
- b) **Faculty roles:** Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the University’s academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.
- c) **Institutional roles:** A breach of academic integrity is a serious offence with long lasting consequences for both the individual and the University, and this can lead to various sanctions. In the case of a student, the first violation of academic breach will lead to a warning. A repeat offence, if deemed sufficiently serious, could lead to expulsion. It is recommended that faculty bring any academic violations to the notice of the Director/Dean. Upon receipt of reports of scientific misconduct, the Director/Dean may appoint a committee to investigate the matter and suggest appropriate measures on a case-by-case basis.

## 7. ANTI-RAGGING

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

### 7.1 Ragging constitutes one or more of the following acts:

- a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- b) indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e) exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;



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

## 7.2 ANTI-RAGGING COMMITTEE

Please find the link of University Anti-Ragging Committee at  
<https://sushantuniversity.edu.in/admin-assets/upload.data/Anti-Ragging-Committeev2.pdf>

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

- Suspension from attending classes and academic privileges
- Withholding / withdrawing scholarship / fellowship and other benefits
- Forfeiting Campus Placement opportunities / recommendations
- Debarring from appearing in any test/examination or other evaluation process
- Withholding of results
- Debarring from representing the University in any regional, national or international meet, tournament, youth festival etc.
- Suspension/ expulsion from the hostel
- Cancellation of Admission
- Rustication from the University for a period, ranging from 1 to 3 years
- Expulsion from the university and consequent debarring from admission to any other for a specific period
- Suitable Fine
- Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the University shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

In addition, in case of every single incident of ragging, a First Information Report (FIR) will be filed with the local police authorities. The possible punishment includes rigorous imprisonment (in compliance with the order of Supreme Court of India)

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



## 8. SEXUAL HARASSMENT

The University's Policy on prevention and prohibition of sexual harassment at workplace, 2016 shall apply mutatis mutandis to the students of the University which can be accessed and reviewed by the students at [https://sushantuniversity.edu.in/admin-assets/uploaddata/INTERNAL-COMPLAINTS-COMMITTEE-\(ICC\)v3.pdf](https://sushantuniversity.edu.in/admin-assets/uploaddata/INTERNAL-COMPLAINTS-COMMITTEE-(ICC)v3.pdf).

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

## 9. STUDENT GRIEVANCE

Any student of the University aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarised hereinabove can approach the Student Grievance Redressal cell at the University. Further, any student who is aware of any violations must report the same to the Cell. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognisance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints. Please find the link of Student Grievance Committee at <https://sushantuniversity.edu.in/admin-assets/uploaddata/Student-Grievance-Redressal-Committeev2.pdf>

## 10. COVID COMMITTEE

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

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

- a) The move to a greater level of online teaching, learning and assessment to protect student's education as far as possible. Students were given relevant support in terms of study material, online books and necessary assistance for online classes.
- b) Regular communications from Vice-Chancellor as advisories to cope with a set of challenges that our students could not have imagined.
- c) Constitutions of a COVID 19 helpline committee including the Registrar, Deans and Senior Professors of the University. This team could be contacted by any students on 24X7 basis for any kind of support and advice. Please find the link of COVID Committee at <https://sushantuniversity.edu.in/about-us/statutory-compliance/covid-19-committee>.
- d) Sharing the online literature to create awareness about the preventive methods against spread of Novel Corona Virus.
- e) Conducted a workshop by medical expert Padamshree Dr. K K Aggarwal, President National Heart Care Foundation on Respiratory Hygiene and prevention from COVID 19 infection.
- f) Interaction with parents and everyone who has been involved in the move to online teaching for their patience and heeding the advice and information over recent days.
- g) Continuous communication and interaction of students with Deans, Program Directors and Coordinators on daily basis for their well-being and interactive classes through digital & social media platforms.
- h) One to one interaction of Vice Chancellor, Registrar and Deans through digital platform with members of student's council and class representative to know the well-being of these students,





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

## 11. STUDENT PARTICIPATION IN GOVERNANCE

As Students are members of the University campus, they have a substantial interest in the governance of the University. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision-making. Student Participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the University and who are going to be enrolled in the University are advised to uphold the policy and inform the University of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

## 12. E-LIBRARY RESOURCES

Sushant University (Erstwhile Ansal University) has membership of following an online digital library, e-resources and e-database for students and faculty. There are more than 50,00,000 digital contents available, covering subject-wise academic text books, eBooks access to resources across disciplines such as Business & Economics, Computer Science, Architecture, Design, Engineering, Science, Health Science, Law, Humanities & competitive exam preparations.

### Subscribed Online Digital Library

- J-STOR
- DELNET
- SCCONLINE
- Manupatra
- EBSCO
- NDL

### Online Learning Resources by HRD Ministry

- [www.swayam.gov.in](http://www.swayam.gov.in)
- <http://ugcmoocs.inflibnet.ac.in>
- [www.epgp.inflibnet.ac.in](http://www.epgp.inflibnet.ac.in)
- <http://cec.nic.in>
- [www.swayamprabha.gov.in](http://www.swayamprabha.gov.in)
- <http://www.toutube.com/user/cecedusat>
- <http://ndliitkgp.ac.in>
- <http://shodhganga.inflibnet.ac.in>
- <http://ess.inflibnet.ac.in>
- <http://vidwan.inflibnet.ac.in>

## 13. HOSTEL LIFE AND FACILITIES

Hostel life for any student is one of the unforgettable moments and the University makes stay memorable by providing a holistic atmosphere. Staying at hostel encourage the students to become responsible and independent. It also gives an opportunity to work in a team and develop a sense of understanding of the society as students are from diversified areas and families. There are separate hostels for girls and boys on campus for about 300 residents on triple sharing basis, which give them greater opportunities to interact and learn from each other. Students maintain a healthy environment, which by working together for projects, assignments and extend a sagacity of togetherness.



### Facilities

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

### 14. SPORTS FACILITIES

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

The sports facilities includes

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

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

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

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

The recreation facilities are top-notch. Our entertainment groups bring a variety of shows to campus each year, which includes greatest musicians, and singers performing live in our campus. So don't sit on the sidelines. Come make the best of your campus experience!



## 15. MEDICAL FACILITIES

### Infrastructure:

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

### Equipment:

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

### Staff:

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

## 16. FEE PAYMENT DETAILS

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

- Pay via student portal <https://g01.digialm.com/EForms/configuredHtml/2254/60831/login.html>
- Use E-Collect (RTGS/NEFT/IMPS) setup as follows:
  - "AUCODE" is e-collect code allocated for SUSHANT UNIVERSITY.  
Beneficiary Account Number: AUCODE..... followed by 15 digit Registration Number. If the registration no is less 15 digit then prefix zero with Reg. No. just after AUCODE to complete 15 digit. (Example, If a Registration No. is 190BARCHA0001 then Bank A/c no will be AUCODE 00 190BARCHA0001
  - Beneficiary Name : SUSHANT UNIVERSITY (ERSTWHILE ANSAL)
  - IFS Code : YESB0CMSNOC (5th digit is zero rest all alphabets)
  - Bank Name : Yes Bank
  - Branch : Worli, Mumbai
  - "Please note that currently E-Collect setup doesn't support UPI. Please use only RTGS/NEFT/IMPS."
- Demand Draft / Cheque in favor of 'SUSHANT UNIVERSITY (ERSTWHILE ANSAL UNIVERSITY)' (payable at New Delhi). Note: Need to mention Student Name, Registration No. & Contact No. on the back side of cheque/DD & send it on below address (Date of receiving of valid cheque will be consider as Fee Received date, subject to realization:  
Accounts Department,  
SUSHANT UNIVERSITY (ERSTWHILE ANSAL UNIVERSITY)  
Sector-55, Golf Course Road,  
Gurugram, Haryana-122003.



**17. UNIVERSITY ACADEMIC CALENDAR 2021-22**

<b>ODD SEMESTER</b>	<b>DATES</b>
Orientation	08.09.2021 & 09.09.2021
Start of ODD Semester	
All 3rd, 5th, 7th and 9th Semester Batches	03.08.2021
All PG 1st Semester Batches	14.09.2021
All UG 1st Semester Batches	21.09.2021
Mid Semester Evaluation (MSF)	
All 3rd, 5th, 7th and 9th Semester Batches	28.09.2021 to 15.10.2021
All PG & UG 1st Semester Batches	23.11.2021 to 26.11.2021
Fresher's Day	02.11.2021
Diwali Break	13.11.2021 to 18.11.2021
Convocation	Last Week of November 2021
End Semester Examination (ESE)	
All 3rd, 5th, 7th and 9th Semester Batches	07.12.2021 to 24.12.2021
All PG & UG 1st Semester Batches	11.01.2022 to 21.01.2022
Winter Break (For Students Only)	
All 3rd, 5th, 7th and 9th Semester Batches	24.12.2021 to 17.01.2022
All PG & UG 1st Semester Batches	25.01.2022 to 31.01.2022

<b>EVEN SEMESTER</b>	<b>DATES</b>
Start of EVEN Semester	
All 4th, 6th, 8th and 10th Semester Batches	18.01.2022
All PG & UG 2nd Semester Batches	01.02.2022
Sports Meet and Annual Function	18.02.2022 to 22.02.2022
Mid Semester Evaluation (MSE)	
All 4th, 6th, 8th and 10th Semester Batches	15.03.2022 to 25.03.2022
All PG & UG 2nd Semester Batches	29.03.2022 to 01.04.2022
End Semester Examination (ESE)	24.05.2022 to 10.06.2022
Summer Break (For Students Only)	11.06.2022 onwards

**Please note:** For 2021 admitted students, classes will be held on Saturdays as well



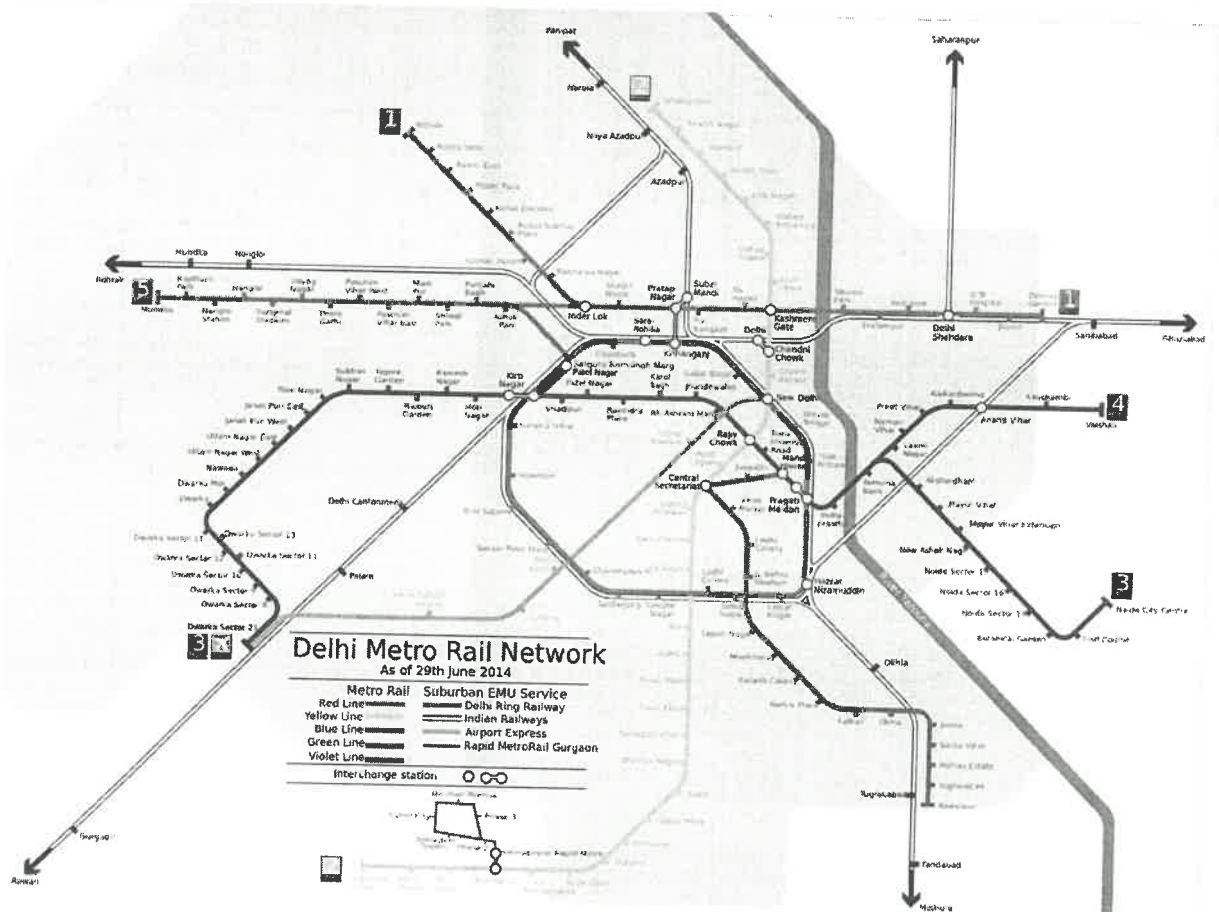
**18. CONTACT NO. OF UNIVERSITY OFFICIALS**

Name of Staff	Name of Schools/Departments	Mobile Nos.
Mr. Laurent Guiraud	Director Campus Life	9811232992
Prof. Ashwani Kher	Dean (Students Welfare)	9810195721
Dr. Navdeep Barwal	Associate Professor (School of Business) and Hostel Warden - Boys	9711935419
Ms. Subhashini Bonkuri	Assistant Professor (School of Health Sciences) and Hostel Warden - Girls	9108428088
Mr. Ram Baran Singh	Fire Officer	9899448456

**19. METRO ROUTE MAP**

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

**DELHI METRO**



**20. BUS ROUTE 2021-22**

**DELHI**

**ITO (ROUTE -D-1)**

<u>Time</u> <u>(AM)</u>	<u>Stop</u>
6:50	I.T.O.
6:55	Laxmi Nagar
7:00	Mother Dairy
7:15	Ashram (opp. Mother Dairy)
7:20	Lajpat Nagar Gupta market I (Near Sub Way)
7:25	Moolchand Flyover
7:30	R Block GK I
7:35	Nehru Place
7:37	Savitri Cinema
7:42	Sheikh Sarai (opposite authority)
7:50	Select city walk
8:00	Saket M.B. Road (Near Metro Station)
8:05	Lado Sarai
8:45	Campus

**AZADPUR (ROUTE -D-2)**

<u>Time</u> <u>(AM)</u>	<u>Stop</u>
6:50	Azad Pur
6:55	Model Town (AlpanaCinema)
7:05	Shalimar Bagh
7:10	Wazirpur
7:15	Britania
7:20	Punjabi Bagh
7:25	Raja Garden
7:30	Mayapuri
7:35	Naraina Village
7:45	Dhaura Kuan
7:53	Safdarjang Enklav
8:00	Basant Vihar
8:05	JIIMS
8:10	VS sect-D-3
8:15	VS sect-A
8:45	Campus

**UTTAM NAGAR (ROUTE-D-3)**

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



**ROHINI (ROUTE -D-4)**

<u>Time</u> (AM)	<u>Stop</u>
6:40	Sai Baba Chowk
6:45	Madhuban Chowk
6:50	Dipali Chowk
7:00	Peera Garhi
7:10	Paschim Vihar
7:15	Pastry Palace (Outer Ring Road Vikaspuri)
7:20	District Center (Janak Puri)
7:15	Tilak Nagar
7:20	Hari Nagar Bus Depot
7:25	Lajwanti Garden
7:30	Aggarwal Light Sagarpur
7:40	Kirbi Place
7:45	Sadar Bazar
8:05	Mahipalpur
8:10	Rangpuri
8:45	Campus

**MALKA GANJ (ROUTE -D-5)**

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

**GURUGRAM**

**Gurugram (Route G-1)**

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



**Gurugram (Route G-2)**

<b><u>Time</u></b>	<b><u>Stop</u></b>
<b><u>(AM)</u></b>	
8:00	Hema Engg. Sec. 10 A
8:05	Hero Honda Chowk
8:15	Rajeev Chowk
8:25	OMAX Mall
8:30	South City II
8:35	Sec. 46/39 Round About
8:38	Residency Green
8:40	Amity Inter School
8:45	Wazirabad Signal
8:50	Campus

**Gurugram (Route G -3)**

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

Note: Bus seats are available on **FIRST COME FIRST SERVE** basis

Contact Name & No. – **Mr. Ram Baran Singh; 9899448456**





## 21. LOCATION AND CONTACT DETAILS

**Address** - Sushant University Sector-55, Golf Course Road, Gurugram

**Website URL** – [www.ansaluniversity.edu.in](http://www.ansaluniversity.edu.in)

**General Contact Nos.** - +91 124 4750400/501

**Nearest Metro Station** – Sector 54 Chowk Metro (900 meters from the University Campus) on Rapid Metro Line Gurugram

**Nearest Airport** – Terminal 3, Indira Gandhi International Airport, New Delhi (19 Kms from the University Campus)

**Nearest Railway Junction Station** – New Delhi Railway Station (30 Kms from the University Campus)

**Nearest Bus Station** – Gurugram Bus Station (13 Kms from the University Campus)



*Shankar*  
Registrar:



2022-2023



**SUSHANT UNIVERSITY (ERSTWHILE ANSAL UNIVERSITY)**

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**Message from Vice-Chancellor**

To All Prospective Students

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

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

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

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

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

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

Let us learn and excel together...

  
**Prof. (Dr.) D. N. S. Kumar, Vice Chancellor**  
Sushant University (Erstwhile Ansal University),



## I. ABOUT UNIVERSITY

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

## II. RECOGNITIONS & APPROVALS

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

## III. VISION & MISSION

### VISION

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

### MISSION

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

## IV. AWARDS & ACHIEVEMENTS

### SUSHANT UNIVERSITY (ERSTWHILE ANSAL UNIVERSITY)

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

### SCHOOL OF ART AND ARCHITECTURE

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



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

#### **SCHOOL OF DESIGN**

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

#### **SCHOOL OF LAW**

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

#### **SCHOOL OF ENGINEERING AND TECHNOLOGY**

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

#### **V. PEDAGOGY**

- Strong focus on experiential learning with the help of latest tools and techniques using case studies, role-plays, field visits, projects, classroom exercises etc.
- Seminars and presentations given by students, which help them in developing their skills in effective expression and public speaking
- Teaching and assessment in every school is done not only to award degrees but to validate the learning outcomes of the particular course
- Practical sessions
- Every student is required to submit his/her work, including dissertations, long essays or research projects, for evaluation and critical discussions regularly
- Holistic development of the students
- Scientific testing and measurement tools like conceptual tests, continuous assessment and critical evaluation
- Industry visit, corporate internship, field studies and surveys



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

**1. PREAMBLE**

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

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

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

**2. JURISDICTION**

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

2.2 University may also exercise jurisdiction over conduct, which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus, which shall include

- a) Any violations of the Sexual Harassment Policy of the University against other students of the University
- b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the University
- c) Possession or use of weapons, explosives, or destructive devices off-campus
- d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
- e) Conduct, which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

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

**3. ETHICS AND CONDUCT**

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

3.2 At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that

- a) he/she shall be regular and must complete his/her studies in the University



- b) In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the University subject to written consent of the Deans
- c) As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the University on a scholarship, the said grant shall be revoked

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

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

- a) Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- b) Intentionally damaging or destroying University property or property of other students and/or faculty members
- c) Any disruptive activity in a classroom or in an event sponsored by the University
- d) Unable to produce the identity card, issued by the University, or refusing to produce it on demand by campus security guards

3.5 Participating in activities including

- a) Organizing meetings and processions without permission from the University.
- b) Accepting membership of religious or terrorist groups banned by the University/Government of India
- c) Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
- d) Unauthorized possession or use of harmful chemicals and banned drugs
- e) Smoking on the campus of the University
- f) Possessing, Consuming, distributing, selling of alcohol in the University and/or throwing empty bottles on the campus of the University
- g) Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
- h) Rash driving on the campus that may cause any inconvenience to others
- i) Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer, which may cause hindrance to the academic progress
- j) Theft or unauthorized access to others resources
- k) Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the University.

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

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

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

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



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

3.11 Damage to, or destruction of, any property of the University, or any property of others on the University premises.

3.12 Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.

3.13 Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition

**4. BREACH OF CODE OF CONDUCT:** If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

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

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

4.3 COMMUNITY SERVICE - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.

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

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

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

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





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

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

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

## 6. ACADEMIC INTEGRITY

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

### 6.1 Scope and Purpose

A. This Policy on academic integrity, which forms an integral part of the Code, applies to all students at the University and are required to adhere to the said policy. The purpose of the Policy is twofold:

- To clarify the principles of academic integrity, and
  - To provide examples of dishonest conduct and violations of academic integrity.
- NOTE: These examples are only illustrative, NOT exhaustive.

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

C. The principles of academic integrity require that a student,

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

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

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

Examples of plagiarism include:



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

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

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

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

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

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

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

- a) Use proper methodology for experiments and computational work. Accurately describe and compile data.
- b) Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny, if required, and the changes made should be clearly described.
- c) Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as "cherry picking").



- d) Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. Date should be indicated on each page.
- e) Write clearly in your own words. It is necessary to resist the temptation to “copy and paste” from the Internet or other sources for class assignments, manuscripts and thesis.
- f) Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

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

- a) **Student roles:** Before submitting a thesis to the department, the student is responsible for checking the thesis for plagiarism using software that is available on the web. In addition, the student should undertake that he/she is aware of the academic guidelines of the University, has checked the document for plagiarism, and that the thesis is original work. A web-check does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy he/she is strongly encouraged to report the misconduct in a timely manner.
- b) **Faculty roles:** Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the University's academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.
- c) **Institutional roles:** A breach of academic integrity is a serious offence with long lasting consequences for both the individual and the University, and this can lead to various sanctions. In the case of a student, the first violation of academic breach will lead to a warning. A repeat offence, if deemed sufficiently serious, could lead to expulsion. It is recommended that faculty bring any academic violations to the notice of the Director/Dean. Upon receipt of reports of scientific misconduct, the Director/Dean may appoint a committee to investigate the matter and suggest appropriate measures on a case-by-case basis.

## 7. ANTI-RAGGING

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

### 7.1 Ragging constitutes one or more of the following acts:

- a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- b) indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e) exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;



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

## 7.2 ANTI-RAGGING COMMITTEE

Please find the link of University Anti-Ragging Committee at  
<https://sushantuniversity.edu.in/admin-assets/upload.data/Anti-Ragging-Committeev2.pdf>

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

- Suspension from attending classes and academic privileges
- Withholding / withdrawing scholarship / fellowship and other benefits
- Forfeiting Campus Placement opportunities / recommendations
- Debarring from appearing in any test/examination or other evaluation process
- Withholding of results
- Debarring from representing the University in any regional, national or international meet, tournament, youth festival etc.
- Suspension/ expulsion from the hostel
- Cancellation of Admission
- Rustication from the University for a period, ranging from 1 to 3 years
- Expulsion from the university and consequent debarring from admission to any other for a specific period
- Suitable Fine
- Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the University shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggars.

In addition, in case of every single incident of ragging, a First Information Report (FIR) will be filed with the local police authorities. The possible punishment includes rigorous imprisonment (in compliance with the order of Supreme Court of India)

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



## 8. SEXUAL HARASSMENT

The University's Policy on prevention and prohibition of sexual harassment at workplace, 2016 shall apply mutatis mutandis to the students of the University which can be accessed and reviewed by the students at [https://sushantuniversity.edu.in/admin-assets/uploaddata/INTERNAL-COMPLAINTS-COMMITTEE-\(ICC\)v3.pdf](https://sushantuniversity.edu.in/admin-assets/uploaddata/INTERNAL-COMPLAINTS-COMMITTEE-(ICC)v3.pdf).

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

## 9. STUDENT GRIEVANCE

Any student of the University aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarised hereinabove can approach the Student Grievance Redressal cell at the University. Further, any student who is aware of any violations must report the same to the Cell. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognisance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints. Please find the link of Student Grievance Committee at <https://sushantuniversity.edu.in/admin-assets/uploaddata/Student-Grievance-Redressal-Committeev2.pdf>

## 10. COVID COMMITTEE

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

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

- a) The move to a greater level of online teaching, learning and assessment to protect student's education as far as possible. Students were given relevant support in terms of study material, online books and necessary assistance for online classes.
- b) Regular communications from Vice-Chancellor as advisories to cope with a set of challenges that our students could not have imagined.
- c) Constitutions of a COVID 19 helpline committee including the Registrar, Deans and Senior Professors of the University. This team could be contacted by any students on 24X7 basis for any kind of support and advice. Please find the link of COVID Committee at <https://sushantuniversity.edu.in/about-us/statutory-compliance/covid-19-committee>.
- d) Sharing the online literature to create awareness about the preventive methods against spread of Novel Corona Virus.
- e) Conducted a workshop by medical expert Padamshree Dr. K K Aggarwal, President National Heart Care Foundation on Respiratory Hygiene and prevention from COVID 19 infection.
- f) Interaction with parents and everyone who has been involved in the move to online teaching for their patience and heeding the advice and information over recent days.
- g) Continuous communication and interaction of students with Deans, Program Directors and Coordinators on daily basis for their well-being and interactive classes through digital & social media platforms.
- h) One to one interaction of Vice Chancellor, Registrar and Deans through digital platform with members of student's council and class representative to know the well-being of these students,



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

## 11. STUDENT PARTICIPATION IN GOVERNANCE

As Students are members of the University campus, they have a substantial interest in the governance of the University. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision-making. Student Participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the University and who are going to be enrolled in the University are advised to uphold the policy and inform the University of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

## 12. E-LIBRARY RESOURCES

Sushant University (Erstwhile Ansal University) has membership of following an online digital library, e-resources and e-database for students and faculty. There are more than 50,00000 digital contents available, covering subject-wise academic text books, eBooks access to resources across disciplines such as Business & Economics, Computer Science, Architecture, Design, Engineering, Science, Health Science, Law, Humanities & competitive exam preparations.

### Subscribed Online Digital Library

- J-STOR
- DELNET
- SCCONLINE
- Manupatra
- EBSCO
- NDL

### Online Learning Resources by HRD Ministry

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

## 13. HOSTEL LIFE AND FACILITIES

Hostel life for any student is one of the unforgettable moments and the University makes stay memorable by providing a holistic atmosphere. Staying at hostel encourage the students to become responsible and independent. It also gives an opportunity to work in a team and develop a sense of understanding of the society as students are from diversified areas and families. There are separate hostels for girls and boys on campus for about 300 residents on triple sharing basis, which give them greater opportunities to interact and learn from each other. Students maintain a healthy environment, which by working together for projects, assignments and extend a sagacity of togetherness.



### Facilities

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

### 14. SPORTS FACILITIES

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

The sports facilities includes

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

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

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

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

The recreation facilities are top-notch. Our entertainment groups bring a variety of shows to campus each year, which includes greatest musicians, and singers performing live in our campus. So don't sit on the sidelines. Come make the best of your campus experience!



## 15. MEDICAL FACILITIES

### Infrastructure:

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

### Equipment:

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

### Staff:

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

## 16. FEE PAYMENT DETAILS

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

- Pay via student portal <https://g01.digialm.com/FForms/configuredHtml/2254/60831/login.html>
- Use E-Collect (RTGS/NEFT/IMPS) setup as follows:
  - "AUCODE" is e-collect code allocated for SUSHANT UNIVERSITY.  
Beneficiary Account Number: AUCODE..... followed by 15 digit Registration Number. If the registration no is less 15 digit then prefix zero with Reg. No. just after AUCODE to complete 15 digit. (Example, If a Registration No. is 190BARCHA0001 then Bank A/c no will be AUCODE 00 190BARCHA0001
  - Beneficiary Name : SUSHANT UNIVERSITY (ERSTWHILE ANSAL)
  - IFS Code : YESB0CMSNOC (5th digit is zero rest all alphabets)
  - Bank Name : Yes Bank
  - Branch : Worli, Mumbai"Please note that currently E-Collect setup doesn't support UPI. Please use only RTGS/NEFT/IMPS."
- Demand Draft / Cheque in favor of 'SUSHANT UNIVERSITY (ERSTWHILE ANSAL UNIVERSITY)' (payable at New Delhi). Note: Need to mention Student Name, Registration No. & Contact No. on the back side of cheque/DD & send it on below address (Date of receiving of valid cheque will be consider as Fee Received date, subject to realization:  
Accounts Department,  
SUSHANT UNIVERSITY (ERSTWHILE ANSAL UNIVERSITY)  
Sector-55, Golf Course Road,  
Gurugram, Haryana-122003.





**17. UNIVERSITY ACADEMIC CALENDAR 2022-23**

<b>ODD SEMESTER</b>	<b>DATES</b>
Orientation	08.09.2022 & 09.09.2022
Start of ODD Semester	
All 3rd, 5th, 7th and 9th Semester Batches	03.08.2022
All PG 1st Semester Batches	14.09.2022
All UG 1st Semester Batches	21.09.2022
Mid Semester Evaluation (MSF)	
All 3rd, 5th, 7th and 9th Semester Batches	28.09.2022 to 14.10.2022
All PG & UG 1st Semester Batches	23.11.2022 to 28.11.2022
Fresher's Day	02.11.2022
Diwali Break	14.11.2022 to 17.11.2022
Convocation	Last Week of November 2022
End Semester Examination (ESE)	
All 3rd, 5th, 7th and 9th Semester Batches	07.12.2022 to 23.12.2022
All PG & UG 1st Semester Batches	11.01.2023 to 23.01.2023
Winter Break (For Students Only)	
All 3rd, 5th, 7th and 9th Semester Batches	25.12.2022 to 17.01.2023
All PG & UG 1st Semester Batches	25.01.2023 to 31.01.2023

<b>EVEN SEMESTER</b>	<b>DATES</b>
Start of EVEN Semester	
All 4th, 6th, 8th and 10th Semester Batches	18.01.2023
All PG & UG 2nd Semester Batches	01.02.2023
Sports Meet and Annual Function	20.02.2023 to 22.02.2023
Mid Semester Evaluation (MSE)	
All 4th, 6th, 8th and 10th Semester Batches	15.03.2023 to 27.03.2023
All PG & UG 2nd Semester Batches	29.03.2023 to 03.04.2023
End Semester Examination (ESE)	24.05.2023 to 12.06.2023
Summer Break (For Students Only)	13.06.2023 onwards



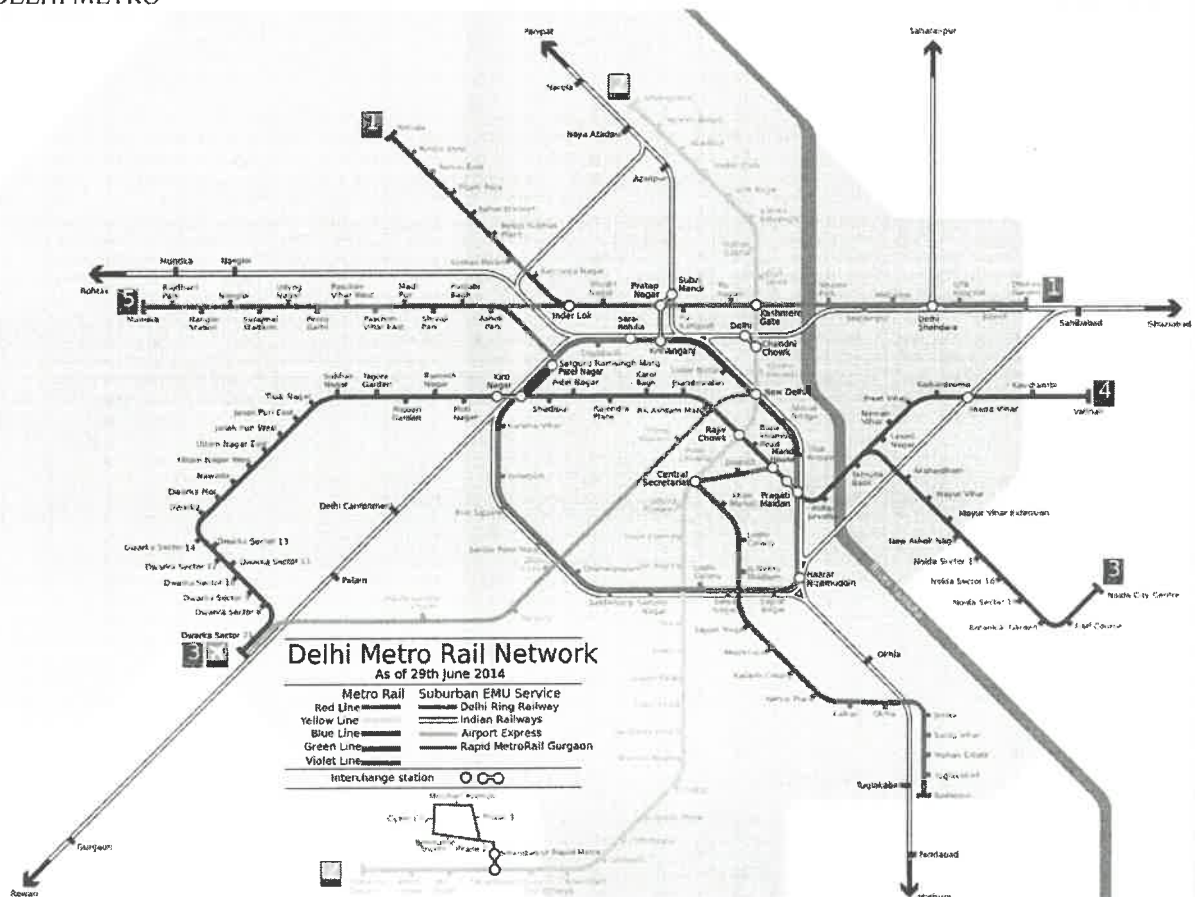
**18. CONTACT NO. OF UNIVERSITY OFFICIALS**

Name of Staff	Name of Schools/Departments	Mobile Nos.
Mr. Laurent Guiraud	Director Campus Life	9811232992
Prof. Ashwani Kher	Dean (Students Welfare)	9810195721
Dr. Navdeep Barwal	Associate Professor (School of Business) and Hostel Warden - Boys	9711935419
Ms. Subhashini Bonkuri	Assistant Professor (School of Health Sciences) and Hostel Warden - Girls	9108428088
Mr. Ram Baran Singh	Fire Officer	9899448456

**19. METRO ROUTE MAP**

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

**DELHI METRO**



**20. BUS ROUTE 2022-23**

**DELHI**

**ITO (ROUTE -D-1)**

<u>Time</u> (AM)	<u>Stop</u>
6:50	I.T.O.
6:55	Laxmi Nagar
7:00	Mother Dairy
7:15	Ashram (opp. Mother Dairy)
7:20	Lajpat Nagar Gupta market I (Near Sub Way)
7:25	Moolchand Flyover
7:30	R Block GK I
7:35	Nehru Place
7:37	Savitri Cinema
7:42	Sheikh Sarai (opposite authority)
7:50	Select city walk
8:00	Saket M.B. Road (Near Metro Station)
8:05	Lado Sarai
8:45	Campus

**AZADPUR (ROUTE -D-2)**

<u>Time</u> (AM)	<u>Stop</u>
6:50	Azad Pur
6:55	Model Town (Alpana Cinema)
7:05	Shalimar Bagh
7:10	Wazirpur
7:15	Britania
7:20	Punjabi Bagh
7:25	Raja Garden
7:30	Mayapuri
7:35	Naraina Village
7:45	Dhaura Kuan
7:53	Safdarjang Enklav
8:00	Basant Vihar
8:05	JIIMS
8:10	VS sect-D-3
8:15	VS sect-A
8:45	Campus

**UTTAM NAGAR (ROUTE-D-3)**

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



**ROHINI (ROUTE –D-4)**

<u>Time</u> (AM)	<u>Stop</u>
6:40	Sai Baba Chowk
6:45	Madhuban Chowk
6:50	Dipali Chowk
7:00	Peera Garhi
7:10	Paschim Vihar
7:15	Pastry Palace (Outer Ring Road Vikaspuri)
7:20	District Center (Janak Puri)
7:15	Tilak Nagar
7:20	Hari Nagar Bus Depot
7:25	Lajwanti Garden
7:30	Aggarwal Light Sagarpur
7:40	Kirbi Place
7:45	Sadar Bazar
8:05	Mahipalpur
8:10	Rangpuri
8:45	Campus

**MALKA GANJ (ROUTE –D-5)**

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

**GURUGRAM**

**Gurugram (Route G-1)**

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



**Gurugram (Route G-2)**

<b><u>Time</u></b>	<b><u>Stop</u></b>
<b>(AM)</b>	
8:00	Hema Engg. Sec. 10 A
8:05	Hero Honda Chowk
8:15	Rajeev Chowk
8:25	OMAX Mall
8:30	South City II
8:35	Sec. 46/39 Round About
8:38	Residency Green
8:40	Amity Inter School
8:45	Wazirabad Signal
8:50	Campus

**Gurugram (Route G -3)**

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

Note: Bus seats are available on **FIRST COME FIRST SERVE** basis

Contact Name & No. – **Mr. Ram Baran Singh; 9899448456**



## 21. LOCATION AND CONTACT DETAILS

**Address** - Sushant University (Erstwhile) Sector-55, Golf Course Road, Gurugram

**Website URL** – [www.sushantuniversity.edu.in](http://www.sushantuniversity.edu.in)

**General Contact Nos.** - +91 124 4750400/501

**Nearest Metro Station** – Sector 54 Chowk Metro (900 meters from the University Campus) on Rapid Metro Line Gurugram

**Nearest Airport** – Terminal 3, Indira Gandhi International Airport, New Delhi (19 Kms from the University Campus)

**Nearest Railway Junction Station** – New Delhi Railway Station (30 Kms from the University Campus)

**Nearest Bus Station** – Gurugram Bus Station (13 Kms from the University Campus)



*[Handwritten Signature]*  
Registrar:



2023-2024

**SUSHANT UNIVERSITY**

**STUDENTS HANDBOOK**

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## Message from Vice-Chancellor

Dear Students,

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

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

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

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

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

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

Let us learn and excel together....

**Vice Chancellor, Sushant University**

*Ranish Rana*





## I. ABOUT UNIVERSITY

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

## II. RECOGNITIONS & APPROVALS

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

## III. VISION & MISSION

### VISION

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

### MISSION

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

## IV. AWARDS & ACHIEVEMENTS

### SUSHANT UNIVERSITY

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

### SCHOOL OF ART AND ARCHITECTURE

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



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

#### SCHOOL OF DESIGN

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

#### SCHOOL OF LAW

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

#### SCHOOL OF ENGINEERING AND TECHNOLOGY

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

#### V. PEDAGOGY

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



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

**1. PREAMBLE**

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

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

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

**2. ADMINISTRATIVE AUTHORITY**

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

2.2 The University may also exercise authority over conduct, which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus, which shall include

- a) Any violations of the Sexual Harassment Policy of the University against other students of the University;
- b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the University;
- c) Possession or use of weapons, explosives, or destructive devices off-campus;
- d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.;
- e) Conduct, which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

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

**3. ETHICS AND CONDUCT**

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

3.2 At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that

- a) He/She shall be regular and complete his/her studies as per the University norms.



- b) In the event, if a student is discontinued from his/her studies for any reason, the student will follow all such processes/procedures of exit.
- c) As a result of such discontinuation, the student shall be required to clear pending hostel / mess dues and if a student had joined the University on a scholarship, the said grant shall be revoked.

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

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

- a) Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, sexual orientation, marital or family status, physical or mental disability etc.;
- b) Intentionally damaging or destroying University property or property of other students, faculty members and authorized visitors;
- c) Any disruptive activity in a classroom or in an event sponsored by the University;
- d) Unable to produce the identity card, issued by the University, or refusing to produce it on demand by campus security guards.

3.5 Activities not permitted

- a) Organizing meetings and processions without permission from the University;
- b) Accepting membership of religious or terrorist groups banned by the University/Government of India/State Government;
- c) Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy;
- d) Unauthorized possession or use of harmful chemicals and banned drugs;
- e) Smoking on the campus of the University;
- f) Possessing, Consuming, distributing, selling of alcohol in the University and/or throwing empty bottles on the campus of the University;
- g) Parking a vehicle in a no parking zone or in area earmarked for parking other types of vehicles;
- h) Rash driving on the campus that may cause any inconvenience to others;
- i) Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer at the time of admission or during study, which may cause hindrance to the academic progress;
- j) Theft or unauthorized access to others resources;
- k) Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the University.

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

## 6. ACADEMIC INTEGRITY

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

### 6.1 Scope and Purpose

A. This Policy on academic integrity is an integral part of the Code which applies to all students at the University and they are required to strictly adhere to the said policy. The purpose of the Policy is two-fold:

- To clarify the principles of academic integrity
- To provide examples of dishonest conduct and violations of academic integrity

NOTE: These examples are only illustrative, NOT exhaustive.

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

C. The principles of academic integrity require that a student,

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

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

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



Examples of plagiarism include:

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

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

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

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

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

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

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

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



- c) Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as “cherry picking”).
- d) Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. Date should be indicated on each page.
- e) Write clearly in your own words. It is necessary to resist the temptation to “copy and paste” from the Internet or other sources for class assignments, manuscripts and thesis.
- f) Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

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

- a) **Student roles:** Before submitting a thesis/ assignment/ project to the department, the student is responsible for checking the thesis for plagiarism using software that is available on the web. In addition, the student should undertake that he/she is aware of the academic guidelines of the University, has checked the document for plagiarism, and that the research work is an original work. A web-check does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy, he/she is strongly encouraged to report the misconduct in a timely manner.
- b) **Faculty roles:** Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the University’s academic integrity policy within their specific courses, to ensure academic honesty and to respond appropriately and timely to violations of academic integrity.
- c) **Institutional roles:** A breach of academic integrity is a serious offence with long lasting consequences for both the individual and the University, and this can lead to various sanctions. In the case of a student, the first violation of academic breach will lead to a warning. A repeat offence, if deemed sufficiently serious, could lead to expulsion. It is recommended that faculty bring any academic violations to the notice of the Director/Dean. Upon receipt of reports of misconduct, the Vice-Chancellor/Director/Dean may appoint a committee to investigate the matter and suggest appropriate measures on a case-to-case basis.

## 7. ANTI-RAGGING

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

7.1 Ragging constitutes one or more of the following acts:

- a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- b) indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;





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

## 7.2 ANTI-RAGGING COMMITTEE

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

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

- Suspension from attending classes and academic privileges
- Withholding / withdrawing scholarship / fellowship and other benefits
- Debarring from Campus Placement opportunities / recommendations
- Debarring from appearing in any test/examination or other evaluation process
- Withholding of results
- Debarring from representing the University in any regional, national or international meet, tournament, youth festival etc.
- Suspension/ expulsion from the hostel
- Cancellation of Admission
- Rustication from the University for a period, ranging from 1 to 3 years
- Expulsion from the university and consequent debarring from admission to any other program for a specific period
- Levy of appropriate Fine
- Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the University shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggings

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

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



## 8. SEXUAL HARASSMENT

The University's Policy on prevention and prohibition of sexual harassment at workplace, 2016 shall apply mutatis mutandis to the students of the University which can be accessed and reviewed by the students at [https://sushantuniversity.edu.in/admin-assets/uploaddata/INTERNAL-COMPLAINTS-COMMITTEE-\(ICC\)v3.pdf](https://sushantuniversity.edu.in/admin-assets/uploaddata/INTERNAL-COMPLAINTS-COMMITTEE-(ICC)v3.pdf).

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

## 9. STUDENT GRIEVANCE

Any student of the University aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarised hereinabove can approach the Student Grievance Redressal cell at the University. Further, any student who is aware of any violations must report the same to the Cell. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognisance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints. Please find the link of Student Grievance Committee at <https://sushantuniversity.edu.in/admin-assets/uploaddata/Student-Grievance-Redressal-Committeev2.pdf>

## 10. COVID COMMITTEE

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

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

- a) The move to a greater level of online teaching, learning and assessment to protect student's education as far as possible. Students were given relevant support in terms of study material, online books and necessary assistance for online classes.
- b) Regular communications from Vice-Chancellor as advisories to cope with a set of challenges that our students could not have imagined.
- c) Constitutions of a COVID 19 helpline committee including the Registrar, Deans and Senior Professors of the University. This team could be contacted by any students on 24X7 basis for any kind of support and advice. Please find the link of COVID Committee at <https://sushantuniversity.edu.in/about-us/statutory-compliance/covid-19-committee>.
- d) Sharing the online literature to create awareness about the preventive methods against spread of Novel Corona Virus.
- e) Conducted a workshop by medical expert Padamshree Dr. K K Aggarwal, President National Heart Care Foundation on Respiratory Hygiene and prevention from COVID 19 infection.
- f) Interaction with parents and everyone who has been involved in the move to online teaching for their patience and heeding the advice and information over recent days.
- g) Continuous communication and interaction of students with Deans, Program Directors and Coordinators on daily basis for their well-being and interactive classes through digital & social media platforms.
- h) One to one interaction of Vice Chancellor, Registrar and Deans through digital platform with members of student's council and class representative to know the well-being of these students, their family members and their classmates / friends.



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

## 11. STUDENT PARTICIPATION IN GOVERNANCE

As Students are members of the University campus, they have a substantial interest in the governance of the University. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision-making. Student Participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the University and who are going to be enrolled in the University are advised to uphold the policy and inform the University of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

## 12. E-LIBRARY RESOURCES

Sushant University has membership of following an online digital library, e-resources and e-database for students and faculty. There are more than 50,00,000 digital contents available, covering subject-wise academic text books, eBooks access to resources across disciplines such as Business & Economics, Computer Science, Architecture, Design, Engineering, Science, Health Science, Law, Humanities & competitive exam preparations.

### Subscribed Online Digital Library

- J-STOR
- DELNET
- SCCONLINE
- Manupatra
- EBSCO
- NDL

### Online Learning Resources by HRD Ministry

- [www.swayam.gov.in](http://www.swayam.gov.in)
- <http://ugcmoocs.inflibnet.ac.in>
- [www.epgp.inflibnet.ac.in](http://www.epgp.inflibnet.ac.in)
- <http://cec.nic.in>
- [www.swayamprabha.gov.in](http://www.swayamprabha.gov.in)
- <http://www.toutube.com/user/cecedusat>
- <http://ndliitkgp.ac.in>
- <http://shodhganga.inflibnet.ac.in>
- <http://ess.inflibnet.ac.in>
- <http://vidwan.inflibnet.ac.in>





**Code of Conduct**

**Employee Handbook**

## 1. CODE OF CONDUCT

### 2.1 Application

The provisions contained in this schedule shall apply, without exception, to all employees of the University whether, ad-hoc temporary, contractual, part time, probationary or permanent. All employees shall be governed by the code of conduct, as specified therein and every employee, without exception shall be liable to strict disciplinary action, including suspension and or termination for the breach of any provision(s) of the code of conduct.

The Vice-Chancellor shall initiate disciplinary proceedings for non-compliance of the code of conduct/ service regulations/ leave rules or any other regulations of the University that may be in force from time to time by any employee and shall have the power to appoint an enquiry officer(s) to conduct an inquiry into the charges against such an employee. In exceptional circumstances the Vice-Chancellor can be empowered to make his own opinion without appointing an enquiry committee and initiate action against the employee.

The Vice Chancellor by a resolution passed by the sponsoring body will be authorised to administer and control all the matters relating to implementation of these service & leave regulations in adherence to all applicable laws, prevailing from time to and as may be applicable to the University.

### 2.2 General:

- i. Every employee shall at all times maintain absolute integrity and commitment to duty, honesty and impartial in his/her official dealings.
- ii. The University expects all employees to display courtesy in his/her dealings with other members of the staff, students and members of the public.
- iii. Unless otherwise stated specifically in the terms of appointment, every employee is a full time employee of the University, and may be called upon to perform such duties as may be assigned to him/her by the Vice-Chancellor or his/her higher officer, beyond scheduled working hours and on closed holidays and Sundays. These duties inter alia shall include attendance at meetings of committees to which he/she may be appointed by the University.
- iv. An employee shall be required to observe the schedule hours of work, as may be notified from time to time, during which he/she must be present at the place of his/her duty. Unless otherwise stated, all employees of the University are required to work effectively for at least 40 hours per week. Working hours for the employees associated with the essential services will be 48 hours per week. The lunch break will be only for 30 minutes during the day as per the time schedule conducive to the various departments of the University and as determined by the HOD of the concerned department.
- v. Except for valid reasons and/or unforeseen contingencies no employee shall absent himself/ herself from duty without prior permission of the designated authority, the just explanations not limited to the Documentary evidences of



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such contingencies can be asked by the authorities and permission may be declined for such absenteeism. Failing to provide the explanations such absenteeism shall be treated as LWP, Absenteeism beyond 3 days without Notice shall be treated as absconding and a legal action may be initiated.

- vi. No employee shall leave station (Delhi/ Gurugram) except with the prior permission of the Vice-Chancellor or his functional head or designated authority, even during leave or vacation.
- vii. Whenever leaving the station, an employee shall inform the Vice-Chancellor or his functional head or designated authority to which he/she is attached, the address where he/she would be available during the period of his/her absence from station.
- viii. All employees are expected to behave according to the ideals of national integration showing love, concern, respect to all without any discrimination whatsoever of gender, caste, creed or community. Any act or speech against this rule will be considered a serious breach of discipline and will invite strict disciplinary action including suspension and/or termination from service.
- ix. Any association, active or passive by any employee with any unlawful organization is strictly forbidden.
- x. Consumption or distribution of alcohol/ drugs/prohibited substance, by an employee within the University's premises is prohibited.
- xi. Possession or carrying of any kind of arms and ammunition or weapon of assault by an employee, within the University's premises, is strictly prohibited.
- xii. All correspondence addressed to an employee or by him/her on behalf of the University or by the University including press and other such copies of correspondence, all vouchers, books including all note books containing all notes or records or prices or other data and apparatus, samples and/or other goods belonging to the University, circulars and all other papers and document of any nature whatsoever, relating to the University's affairs which shall come into his/ her possession in the course of his/ her employment shall be the absolute property of the University and he/she shall, at any time, during service or termination thereof or upon his/ her leaving the services of the University hand-over the same to the University without demand or claim thereof.
- xiii. All appointment done by the University shall be treated as private service contracts and will be dealt with the law of contract and equity. No specific performance of the private service contract will be enforced by the employees and by having accepted the terms and conditions of the service contract the employees deemed to have understood this provision hence barred in seeking reinstatement of service through legal recourse, in case of termination of services.
- xiv. NO FACULTY MEMBER (TEACHER) SHALL: -



*Signature*

*Signature*

- Accept or give private tuition to any student of the University or any other person without the written permission of the Vice-Chancellor.
- Prepare or publish any book(s) commonly known as guides, or assist, in their publication other than under authority of the University, obtained through the Vice-Chancellor.
- Enter into any monetary transactions with any student or parent. Accept or permit any member of his/her family or any other person acting on his/her behalf to accept any gift or receive advantage from any student, parent or any person(s) with whom he/she has come into contact by virtue of his/her being in the employment of the University.

**NOTE:**

- A casual meal, gift or other social hospitality of a casual nature shall not be considered as a gift.
- On occasions such as weddings, anniversaries, funerals or religious functions when the making of a gift is in conformity with the prevailing religious or social customs, a teacher may accept a gift from students/ parents if the value thereof is not unreasonably high.
- Besides academic problems, teachers are expected to solve personal and behavioral problems of student (s) as well. If in any event a student does not show any improvement despite



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counseling and, if the teacher is convinced that the student needs special help, he/ she must immediately bring this fact to the notice of the Vice-Chancellor /course coordinator/Dean/ designated authority.

- A teacher shall not be unreasonable in his/her demands from a student and should avoid any favoritism. Whilst the teacher may be firm and consistent with his/ her student(s), every teacher must remember that student(s) have their self respect and must not be subjected to any threat, ridicule, sarcasm, or unreasonable punishment.

**Every employee shall: -**

- Be punctual and adhere to attendance norms specified from time to time. Abide by the Regulations of the University and also show due respect to his/her higher authority.
- All the full time regular staff or staff appointed on contract irrespective of the period of appointment shall have to register their daily attendance through bio-metric attendance sensors installed in the campus of the institution. The monthly salary will be processed based on the attendance data generated by the bio metric system. The detailed guidelines which may be amended time to time are appended with these service regulations as **Annex. - I.**
- Be responsible for the discipline of students even outside the classrooms on the premises of the



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University. Since supervision during the break or off time is vital for the protection of the property of the University employees may, from time to time, be allotted such duties to maintain discipline and orderliness at the University.

- Be responsible for the proper care, operation and maintenance of all equipment and machinery, aids, furniture and fixture and sports equipment etc. under their care. The appropriate authority should immediately be informed of any damage caused or any repairs/ replacements that may be required.
- Ensure that no student(s) indulges in ragging, canvassing and/or cause harassment of any kind to other student(s) by whatsoever name called as it is strictly prohibited under law.
- Not through any action or omission or any form of speech etc. disturb or vitiate, in any manner whatsoever, the peace, dignity and harmony of the University.



**Employee Hand Book**  
**SERVICE REGULATION, LEAVE RULES & Travel Policy**  
**(Under Section 34 of Haryana State Private Universities Act 2006)**

**Extracted from the**  
**"SERVICE REGULATION & LEAVE RULES"**

To Be referred along with the amendments annexed herewith based on the changes approved in the Statutory body meetings and accordingly incorporated in the revised Employee Hand Book.



**Sushant University Service Regulations**

HEAD OFFICE  
Sushant University  
Sector-55 Gurugram

**PART –I**

**SERVICE REGULATIONS**

In these Regulations, unless the context otherwise requires, all Definitions specified in the act, the Statues and Ordinances shall also apply.

**SERVICE REGULATIONS**



**1. SHORT TITLE**

- 1.1 These REGULATIONS shall be called the “SUSHANT UNIVERSITY SERVICE REGULATIONS”. These REGULATIONS shall apply to all employees, whether ad-hoc, temporary, part time, contractual or permanent, in the service of the SUSHANT University
- 1.2 The Board of Management herein after called “BOM” with the approval of the Governing Body, reserves the exclusive right, at any time hereafter and without notice, to amend,

*Sushant University Service Regulations*

Sushant University  
Sector-55, Gurgaon

alter, modify, add or delete any provision to all or any of these service regulations, from time to time and, to bring such amendments, alterations, modifications, additions, deletions into effect from a date to be notified by the "BOM".

Such amendments, alterations, modifications, additions, deletions if any, shall become binding on all the employees covered by these service regulations from the date of their notification by the University.

The Chancellor of the University or the person empowered by the Chancellor shall have the exclusive power to clarify any issue or to remove any doubt relating to these "service regulations" and or its implementation.

### 1.3 Definitions

In these rules, unless there is anything repugnant to the subject or context:

- a. "CCT" means "CHARANJIV CHARITABLE TRUST" hereinafter called 'CCT' which is responsible for the establishment and management of the SUSHANT University, as sponsoring body.
- b. The "University" means SUSHANT University, hereinafter called "SU" established by the CCT under the Haryana Private Universities Act, 2006 and the Haryana Private Universities (Amendment) Act, 2012 and also implies the authorities of the University and the Management.
- c. "Employee" includes all employees, in whole or part time employment of the University, whether such employment is probationary, adhoc, temporary, regular or contractual.
- d. "Sponsoring Body" means Chiranjiv Charitable Trust.
- e. "Governing Body" means governing body of the university constituted in consonance with the act and statutes.
- f. "Board of Management" means board of management of the university constituted in consonance with the act and statutes.
- g. "Members of the family" in relation to an employee includes:-
  - i. The spouse, child or step child of such employee residing with and dependent on him/ her and
  - ii. Any other person related, whether by blood or by marriage to the employee or to such employee's wife or husband and wholly dependent on such University employee, but does not include a wife or husband legally separated from the employee or child or step child who is no longer in any way dependent upon him or her, or whose custody the employee has been deprived of by law.
- h. "Service" means service with the University.



- i. "Management" means management of the sponsoring body i.e. Chiranjiv Charitable trust and inter-alia signifies the authorities of the university also unless the context requires otherwise.
- j. The "BOM" means the Board of Management of SUSHANT University
- k. The "Vice-Chancellor" means the persons appointed by Chancellor of the University, who shall be the principle academic and executive officer/executive head of the University and who shall be responsible for the proper and efficient administration of the University in accordance with the rules and guidelines laid down in this respect by the act and statutes for the imparting of instruction and maintenance of discipline therein and compliances of all applicable laws.
- l. "Registrar" means Registrar of the SUSHANT University, who shall be the member Secretary to the authorities of the University established as per the act of 2006 and also shall be the signing authority and custodian of the records of the university
- m. "Chancellor" means Chancellor of the University.
- n. "Chairman" means the chairman of the Chiranjiv Charitable trust
- o. "Pay" means the monthly pay (excluding allowances and reimbursements) including increments drawn by the employee from time to time.
- p. "An emolument" means the total amount including pay and allowances drawn by the employee from time to time.
- q. "Temporary employee" means an employee appointed on probation and who has not been confirmed in his post. It includes a person whose period of probation has been extended for any reason.
- r. "Leave" means various kinds of leave as detailed in the Leave Rules at Part-II of these regulations.
- s. "Probationary employee" means an employee appointed on probation and who has not been confirmed in his post. It includes a person whose period of probation has been extended for any reason.
- t. "Regular employee" means an employee, who upon satisfactory completion of his period of probation, has been confirmed in his employment by a written order.

## 2. CODE OF CONDUCT

### 2.1 Application

The provisions contained in this schedule shall apply, without exception, to all employees of the University whether, ad-hoc temporary, contractual, part time, probationary or regular. All employees shall be governed by the code of conduct, as specified therein and every employee, without exception shall be liable to strict



*Sushant University Service Regulations*

HEAD  
Sushant University  
Sector 55 Gurugram

disciplinary action, including suspension and or termination for the breach of any provision(s) of the code of conduct.

The Vice-Chancellor shall initiate disciplinary proceedings for non compliance of the code of conduct/ service regulations/ leave rules or any other regulations of the University that may be in force from time to time by any employee and shall have the power to appoint an enquiry officer(s) to conduct an inquiry into the charges against such an employee. In exceptional circumstances the Vice-Chancellor can be empowered to make his own opinion without appointing an enquiry committee and initiate action against the employee.

The Vice Chancellor by a resolution passed by the sponsoring body will be authorised to administer and control all the matters relating to implementation of these service & leave regulations in adherence to all applicable laws, prevailing from time to and as may be applicable to the University.

## 2.2 General:

- i. Every employee shall at all times maintain absolute integrity and commitment to duty, honesty and impartial in his/her official dealings.
- ii. The University expects all employees to display courtesy in his/her dealings with other members of the staff, students and members of the public.
- iii. Unless otherwise stated specifically in the terms of appointment, every employee is a whole time employee of the University, and may be called upon to perform such duties as may be assigned to him/her by the Vice-Chancellor or his/her higher officer, beyond scheduled working hours and on closed holidays and Sundays. These duties inter alia shall include attendance at meetings of committees to which he/she may be appointed by the University.
- iv. An employee shall be required to observe the schedule hours of work, as may be notified from time to time, during which he/she must be present at the place of his/her duty. Unless otherwise stated, all employees of the University are required to work effectively for at least 40 hours per week. Working hours for the employees associated with the essential services will be 48 hours per week. The lunch break will be only for 30 minutes during the day as per the time schedule conducive to the various departments of the University and as determined by the HOD of the concerned department.
- v. Except for valid reasons and/or unforeseen contingencies no employee shall absent himself/ herself from duty without prior permission of the designated authority.



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- vi. No employee shall leave station (Delhi/ Gurgaon) except with the prior permission of the Vice-Chancellor or his functional head or designated authority, even during leave or vacation.
- vii. Whenever leaving the station, an employee shall inform the Vice-Chancellor or his functional head or designated authority to which he/she is attached, the address where he/she would be available during the period of his/her absence from station.
- viii. All employees are expected to behave according to the ideals of national integration showing love, concern, respect to all without any discrimination whatsoever of gender, caste, creed or community. Any act or speech against this rule will be considered a serious breach of discipline and will invite strict disciplinary action including suspension and/or termination from service.
- ix. Any association, active or passive by any employee with any unlawful organization is strictly forbidden.
- x. Consumption or distribution of alcohol/ drugs/prohibited substance, by an employee within the University's premises is prohibited.
- xi. Possession or carrying of any kind of arms and ammunition or weapon of assault by an employee, within the University's premises, is strictly prohibited.
- xii. All correspondence addressed to an employee or by him/her on behalf of the University or by the University including press and other such copies of correspondence, all vouchers, books including all note books containing all notes or records or prices or other data and apparatus, samples and/or other goods belonging to the University, circulars and all other papers and document of any nature whatsoever, relating to the University's affairs which shall come into his/ her possession in the course of his/ her employment shall be the absolute property of the University and he/she shall, at any time, during service or termination thereof or upon his/ her leaving the services of the University hand-over the same to the University without demand or claim thereof.
- xiii. All appointment done by the University shall be treated as private service contracts and will be dealt with the law of contract and equity. No specific performance of the private service contract will be enforced by the employees and by having accepted the terms and conditions of the service contract the employees deemed to have understood this provision hence barred in seeking reinstatement of service through legal recourse, in case of termination of services.
- xiv. NO FACULTY MEMBER (TEACHER) SHALL:-



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- Knowingly or willfully neglect his/her duties.
- Propagate through his/her teaching lesson or otherwise, a communal or sectarian outlook, or incite or allow any student to indulge in communal or sectarian activities.
- Discriminate against any student or any other person on grounds of caste, creed, gender, language, place of origin, social and cultural background etc.
- Indulge in or encourage, any form of malpractice connected with the examination or any other activity of the University.
- While being present at the University, absent himself/ herself from classes except with the prior permission of the Vice-Chancellor or his/her functional head or designated authority to which he/she is attached, from class which he/she is required to attend.
- Provided that where such absence without leave or without the prior permission of the Vice-Chancellor or his /her functional head and in his/her absence, the designated authority to which he/she is attached, is due to reasons beyond the control of the teacher, it shall not be deemed to be a breach of discipline and or the code of conduct, if on return to duty, the teacher has applied for and obtained, ex post facto, the necessary sanction for the leave availed.
- Accept or give private tuition to any student of the University or any other





person without the written permission of the Vice-Chancellor.

- Prepare or publish any book(s) commonly known as guides, or assist, in their publication other than under authority of the University, obtained through the Vice-Chancellor.
- Enter into any monetary transactions with any student or parent. Accept or permit any member of his/her family or any other person acting on his/her behalf to accept any gift or receive advantage from any student, parent or any person(s) with whom he/she has come into contact by virtue of his/her being in the employment of the University.

**NOTE:**

- A casual meal, gift or other social hospitality of a casual nature shall not be considered as a gift.
- On occasions such as weddings, anniversaries, funerals or religious functions when the making of a gift is in conformity with the prevailing religious or social customs, a teacher may accept a gift from students/parents if the value thereof is not unreasonably high.
- Besides academic problems, teachers are expected to solve personal and behavioral problems of student (s) as well. If in any event a student does not show any improvement despite counseling and, if the teacher is convinced that the student needs special help, he/ she must immediately bring this fact to the notice of the Vice-Chancellor /course



coordinator/Dean/ designated authority.

- A teacher shall not be unreasonable in his/her demands from a student and should avoid any favoritism. Whilst the teacher may be firm and consistent with his/ her student(s), every teacher must remember that student(s) have their self respect and must not be subjected to any threat, ridicule, sarcasm, or unreasonable punishment.

**Every employee shall: -**

- Be punctual and adhere to attendance norms specified from time to time. Abide by the Regulations of the University and also show due respect to his/her higher authority.
- All the full time regular staff or staff appointed on contract irrespective of the period of appointment shall have to register their daily attendance through bio-metric attendance sensors installed in the campus of the institution. The monthly salary will be processed based on the attendance data generated by the bio metric system. The detailed guidelines which may be amended time to time are appended with these service regulations as **Annex. - I.**
- Be responsible for the discipline of students even outside the classrooms on the premises of the University. Since supervision during the break or off time is vital for the protection of the property of the University employees may, from time to time, be allotted such duties to maintain



discipline and orderliness at the University.

- Be responsible for the proper care, operation and maintenance of all equipment and machinery, aids, furniture and fixture and sports equipment etc. under their care. The appropriate authority should immediately be informed of any damage caused or any repairs/ replacements that may be required.
- Ensure that no student(s) indulges in ragging, canvassing and/or cause harassment of any kind to other student(s) by whatsoever name called as it is strictly prohibited under law.
- Not through any action or omission or any form of speech etc. disturb or vitiate, in any manner whatsoever, the peace, dignity and harmony of the University.

### 3. TAKING PART IN POLITICS AND ELECTION

- 3.1 No employee shall take part in politics or be associated with any party or organization which takes part in political activity.
- 3.2 No employee shall canvas or otherwise interfere or use his influence in connection with or take part in any election to a legislative body or local authority.

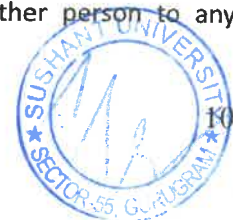
Provided that an employee of the University qualified to vote at such election may exercise his right to vote but where he does - so, he shall give no indication of the manner in which he proposes to vote or has voted.

### 4. CONNECTION WITH PRESS OR RADIO OR PATENTS

- 4.1 No employee shall, except with the prior sanction of the Vice-Chancellor own wholly or in part, or conduct or participate in the editing or managing of any newspaper or other periodical publications.
- 4.2 No employee shall, except with the prior sanction of the Vice-Chancellor or any other authority empowered by him/ her in this behalf, or in the bona-fide discharge of his/her duties, participate in a radio broadcast or contribute any article or write any letter either anonymously or in his/her own name or in the name of any other person to any newspaper or periodical.



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Provided that no such sanction shall be required if such broadcast or such contribution is of a purely literary, artistic or scientific character.

**NOTE:**

Members of the staff are at liberty however, without any sanction, to publish their original scientific works in journals of repute in India and abroad. However, in case of any financial implication involving the University in publishing the work, prior sanction of the Vice-Chancellor will be necessary.

Such articles must be strictly confined to purely scientific subjects and should not touch upon administrative matters related to the University. They shall be free from all political leanings.

Publications of articles relating to India's boundary areas and the tribal population in such areas is prohibited without prior permission of the Vice-Chancellor and if necessary, the Government of India.

4.3 If during the term of his/ her employment, an employee shall make any inventions or improvements relating to the manufacture of any materials or products, all rights in respect of such invention or improvement shall belong to the University, and he/she will, if required, at the cost of the University cause such inventions or improvements to be patented in such countries as the University may desire and shall when required to do concur in all things necessary to cause or procure any patent or patents so obtained, to be vested in the University.

**5. CRITICISM OF THE UNIVERSITY:**

No employee shall, in any radio broadcast or in any document published anonymously or in his/ her own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion:

- 5.1 Which has the effect of any adverse criticism of any current or recent policy or action of the University; or
- 5.2 Which is capable of embarrassing the relations between the University and the Central Government or any State Government including any of their agencies or any other institution or Organization or members of the public.

Provided that nothing in this paragraph shall apply to any statements made or view expressed by an employee in his/ her official capacity or in the due performance of duties assigned to him/her.

**6. EVIDENCE BEFORE COMMITTEE OR ANY OTHER AUTHORITY:**

- 6.1 No employee shall, except with the prior sanction of the Vice-Chancellor, give evidence in connection with any inquiry conducted by any person, committee or authority.



6.2 Where any sanction has been accorded; no employee giving such evidence shall criticize the policy or any action of the University or the Central Government or any State Government or their respective agencies. Nothing in this paragraph shall apply to:-

- a. Evidence given at any inquiry before any authority appointed by the University by Parliament or by a State Legislature; or
- b. Evidence given in any judicial enquiry; or
- c. Evidence given in any departmental enquiry ordered by the Vice-Chancellor of the University.

**7. UNAUTHORIZED COMMUNICATION OF INFORMATION:**

7.1 No employee shall, except in accordance with any general or special order of the Vice-Chancellor or in the performance in good faith of the duties assigned to him/ her, communicate, directly or indirectly any official document or information to any person to whom he/she is not authorized to communicate such document or information.

7.2 During the term of his/ her employment with the University, or at any time thereafter, an employee shall not use or disclose to the other society, firm, organization or person any information concerning the secrets, activities or affairs of the University, nor countenance any act prejudicial to the interest of the University.

7.3 By virtue of his/ her assignment with the University, an employee may acquire technical knowhow and gain access to secrets relating to the University's activities. It is, distinctly understood that in the event of his/ her relinquishing his/her employment with the University, he/she will under no circumstances divulge the technical knowhow and secrets of the University or uses these in any manner detrimental to the University. In the event of an employee violating this condition, the University will be entitled to claim damages at his /her cost and take any action as it may deem fit against him/her.

**8. PRIVATE TRADE EMPLOYMENT**

No employee shall, except with the permission of the Vice Chancellor /Management/BOM engage directly or indirectly in any trade or business or any private tuition or undertake any employment outside his/her official assignments.

Provided that the above restrictions shall not apply to academic work and consultative practice undertaken with the permission of the Vice-Chancellor which may be given subject, to as regards acceptance of remuneration, as may be laid down by the University from time to time.

**9. INVESTMENTS, LENDING AND BORROWING:**

9.1 No employee makes or permits his/her spouse or any member of his/ her family to make any investment likely to embarrass or influence him / her in the discharge of his /her official duties. In case the employee comes to know of any such interest, he/she shall promptly bring it to the notice of the Vice-Chancellor in writing.



9.2 No employee shall lend money at interest to any person or shall he/she borrow money from any person with whom he/she is likely to have official dealings of any kind whatsoever

**10. INSOLVENCY, HABITUAL INDEBTEDNESS AND CRIMINAL PROCEEDINGS**

10.1 An employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to be arrested for debt he/she may be liable for dismissal. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the University.

10.2 An employee who gets involved in some criminal proceedings shall immediately inform the Vice-Chancellor through the Head of Department to which he/she is attached, irrespective of the fact whether he / she has been released on bail or not.

10.3 An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 8 hours shall not join his/her duties at the University unless he/she has obtained written permission to that effect from the Vice-Chancellor of the University.

**11. VINDICATION OF ACTS AND CHARACTER OF EMPLOYEES**

No employee shall, except with the prior sanction of the Vice-Chancellor, take recourse to any court of law or to the press for the vindication of any act, which has been the subject matter of adverse criticism or an attack of defamatory character.

Provided nothing in this rule, shall be deemed to prohibit an employee, from vindicating his private character or any act done by him/ her in his/her private capacity.

**12. REPRESENTATIONS**


Whenever an employee wishes to put forth any claim, or seeks redress of any grievances or of any wrong done to him/ her, he/she must forward his/her case through proper channel, and shall not forward such advance copies of his/ her application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.

**13. JURISDICTION**

Dispute(s) if any, arising out of these Service regulations or any other regulations that may be in force from time to time or the terms of employment of any employee shall be subject to the jurisdiction of Gurgaon Courts only.

**14. IDENTIFICATION**

It shall be mandatory for every employee of the University to carry on his/her personal identity card or any other mark of identification, as may be prescribed by the university from time to time while in the University and produce the same on demand. An employee shall on resigning and/or termination from the services of the University, immediately hand over identity card issued by the University, failing which, full and final settlement of his/her account shall be withheld.



The use of such identity card and/or mark of identification shall be governed by the terms and conditions of the University from time to time.

**15. MISCONDUCT**

Without prejudice to the generality of the meaning of misconduct the following acts of omission or commission on the part of the employee shall amount to misconduct.

**15.1 Minor Misconduct**

- a) Absence from the appointed place of work without permission.
- b) Idling or loitering during duty hours.
- c) Entering or leaving or attempting to enter or leave the establishment except in accordance with the standing orders or any regulations framed or instructions given by the Employer.
- d) Absence without leave for a day
- e) Late attendance or leaving work earlier
- f) Creating or contributing to insanitary conditions.
- g) Abetment of or incitement to commit any act of minor misconduct
- h) An employee found guilty of minor misconduct may be:-
  - i) Warned or censured or reprimanded.
  - j) Suspended without pay for a period not exceeding 7 days.
  - k) Fined subject to the provisions of payment of wages act.

**15.2 Major Misconducts**

- a) Insubordination, refusal to work, or disobedience whether alone or with others of any lawful and reasonable order of a superior including the orders which the Employer may issue under these regulations.
- b) Striking work either singly or with others in contravention of these Service regulations, or agreement, or any statute, law rule on enactment for the time being in force or participating or inciting any employee to strike work or bring about activities detrimental to employer's interest or any interruptions in the work whatsoever.
- c) Hunger strike, go-slow, dharna, gherao, stay in strike for any reason whatsoever.
- d) Blocking or obstructing the gate or gates of the establishment or any of its department.
- e) Thefts, fraud, or dishonest in connection with the employer's business or property or the theft or property of another person or employee on the premises of establishment.



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- f) Soliciting, taking offering, or giving bribes or any illegal gratification or accepting costly presents or borrowing from subordinates.
- g) Habitual absence without leave or absence without leave for more than seven consecutive days or over staying the sanctioned leave without sufficient cause.
- h) Late attendance on three occasions or more within a month.
- i) Soliciting or collecting contributions for any purposes whatsoever or distribution, working or affixing any hand bill poster etc. or canvassing union membership or doing any union activity or personal work at any time in the establishment without the written permission of the employer.
- j) Unauthorized use or occupation of Employer's quarters or permitting others to use them.
- k) Engaging in Trade including money lending within the premises of the establishment without the written permission of the employer.
- l) Riotous, disorderly indecent behavior or wrongfully interfering with work of other employees or any improper act within the establishment premises or preaching or inciting violence.
- m) Commission of any act subversive of discipline.
- n) Neglect of work or gross or habitual negligence.
- o) Breach of the service regulations or any provision of law for the maintenance and running of any department or equipment.
- p) Damage, due to irresponsible action or inadvertence, to any property of the employer or tampering with any equipment, thing or any written record including notice put upon the notice board.
- q) Organization, holding, attending or taking part in any meeting within the establishment without the prior sanction of the employer in writing.
- r) Disclosing to any unauthorized person any information in regard to the process o business of the establishment which may come into possession of an employee in the course of his employment.
- s) Gambling or drinking within the premises of the establishment.
- t) Smoking within the establishment except in places where smoking is permitted.
- u) Refusal to accept, a charge sheet, order or other communication served in accordance with these regulations or refusal to explain when required by superiors.
- v) Unauthorized possession of any lethal weapon in the establishment.
- w) Engaging in other employment while still in the service of the establishment without the prior permission of the employer.



Sushant University  
HR Program





- x) Sleeping during working hours.
- y) Making or publishing false, derogatory defamatory or malicious statements against the establishment or its products or its officers/employees of the establishment.
- z) Willful falsification, defacement or destruction of records of the establishment.
- aa) Failure by an employee to inform the employer of the occurrence in his house of a communicable disease viz., cholera, small pox, Leprosy, diphtheria, , Meningitis, plague, Bacillary, dysentery, yellow fever, typhoid or enteric fever, Mumps, epidemic, dropsy, Measles and any other contagious disease etc.
- bb) Habitual commission of any act of minor misconduct.
- cc) Abetment of or incitement to commit any act of major misconduct.

### 15.3 Punishment for major misconduct

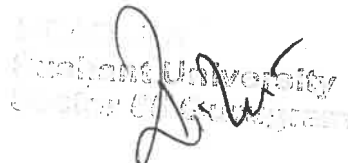
An employee guilty of major misconduct may be:-

- a) Suspended for a period not exceeding one month
- b) Demoted with consequential reduction in salary and status or reduced to a lower stage in the grade or stoppage of increment.
- c) Discharge without notice or compensation in lieu thereof.
- d) Dismissal without notice or compensation in lieu thereof.
- e) The penalties mentioned above (a) and (d) shall only be imposed after employee concerned has had an opportunity to explain his conduct. Before any penalty is imposed, a charge sheet clearly setting forth the allegations against him will be issued requiring him to give an explanation within the specified time limit which will not be less than 24 hours. If no explanation is received within the time fixed or explanation is not satisfactory, an enquiry may be held in which the employee concerned will be given full opportunity to produce evidence and to cross examine management witnesses. The enquiry Officer will submit his report to the university, which in turn, issue final orders in writing and a copy of the said order will be supplied to the employees concerned. In case any previous bad record is relied upon then such record will be brought to the notice to the employee concerned and he will be given opportunity to explain the record before the final orders are passed in his case. If the employee concerned wishes to rely on his past good record as mitigating circumstances he shall produce such record during the enquiry, if any.

### 16. SAFETY OF WOMEN EMPLOYEES

All male employees of the Company are strictly prohibited to indulge in any sexual harassment, directly or indirectly, at any time, at the workplace, towards any women employee/s

Sexual harassment includes such unwelcomed sexually determined behavior (whether directly or by implication) as: (a) physical contact and advances; (b) a demand or request for sexual favors; (c)



Sexually coloured remarks; (d) showing pornography; (e) any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Sexual harassment by male employee towards a female employee shall constitute a Major Misconduct as per Service regulations of the University resulting in appropriate disciplinary action by the University and punishment shall be imposed on the male employee after he has been given an opportunity to explain his conducts.

A separate SOP has already been prepared and circulated in consonance with the "Vishakha guidelines" as laid down by the Hon'ble Supreme Court of India.

## 17. TERMS OF TEMPORARY EMPLOYMENT

17.1 The service of a temporary employee shall be liable to termination at any time by notice in writing given either by the employee to the university or by the university to the employee. The period of such notice shall be one day, unless otherwise agreed to by the University and the employee.

17.2 The other terms and conditions of service of such employee shall be such as may be specified by the university in his/her letter of appointment.

## 18. APPOINTMENTS ON SPECIAL CONTRACT/HONARARY/EMIRITUS POSITIONS

Notwithstanding anything contained in these service REGULATIONS, the Chancellor on behalf of the university may, in special circumstances, appoint an eminent person on contract for a period of 2 years subject to renewal for a further period of two years, on appropriate terms and conditions as the management may think fit at the time of such engagement.

## 19. VICE-CHANCELLOR

The Vice-Chancellor shall be the Principal academic and executive officer of the University and shall be responsible for the proper administration of the University and for the imparting of instruction and maintenance of discipline therein.

## 20. DEAN/HEAD OF DEPARTMENT

Each School/department of the University shall have a Head who shall be selected by the Vice-Chancellor on rotation basis from amongst the Professors, Associate Professors, provided that when in the opinion of the Vice-Chancellor the situation so demands, the Vice-Chancellor may himself/herself take temporary charge of a department(s) or place under the charge of such other Professor/ Associate Professor from another Department for a period not exceeding six months. The Head of Department shall be responsible for the entire working of the Department, subject to the general and overall control of the Vice-Chancellor.

It shall be the duty of the Head of the Department to ensure that the decisions of the university and of the Vice-Chancellor are faithfully carried out. He/ she shall perform such other duties as may be assigned to him/her by the Vice-Chancellor from time to time. The position of the Dean/ HOD will be rotational and or for a maximum period of three years or any other period which may be decided by the Management.



**21. CLASSIFICATION OF MEMBERS OF THE STAFF**

The members of the staff of the University shall be classified as:

- a) Academic – which term shall include Vice-Chancellor, Director, Dean, Associate Dean, Asstt. Dean, Professor, Associate Professor, Assistant professor, controller of examination, part time faculty, Visiting faculty, Workshop superintendent,, Instructor, Scientific Officer, and such other academic posts as may be decided by the university.
- b) Technical – which term shall include, System Manager, System Analyst, Software Engineer, Programmer, Civil Engineer, Superintendent, Lab Assistant, foreman, Supervisor (workshop),Carpenter, Mechanic, Overseer, Medical Staff, House Surgeon and other Medical staff, Wardens/ Matron and such other administrative and other staff as may be decided by the university.
- c) Administrative and others – which term shall include Registrar, Director, Joint Registrar, Chief Finance and Accounts Officer , Dy. Registrar, Dy. Director, Assistant Registrar, Assistant Director, Administrative Officer, Asstt. Administrative officer, Section Officer, Training and Placement Officer, Manager/Senior Manager (Marketing) Manager/Senior Manager (Finance and Accounts), Accounts Officer, Audit Officer, Stores Officer, Estate Officer, Accountants, Chief Store Keeper, Steward, Office Superintendent and such other administrative and other staff as may be decided by the university. The term shall also include Head, Training and Placement, Head Marketing/Branding...

Cleaning and other staff – which term shall include Security Guards, Gardeners, Sweepers, Electrician, skilled and unskilled Attendants, Peons etc., and such other staff as may be decided by the university.

**RECRUITMENT BY PROMOTION:**

- 22.1 Appointment to a post in any grade by promotion shall be made, whether in a permanent or officiating capacity, from amongst employees serving in posts in the next lower grade.
- 22.2 Every appointment by promotion shall be on the basis of merit and record of service due regard being paid to seniority.

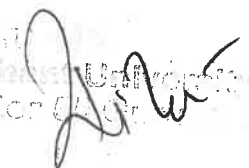
**23. ADHOC APPOINTMENTS:**

Notwithstanding anything contained in the above rules, the Board of Management may by a general or special order and subject to such conditions as it may specify in such order delegate to any authority in the University the power to make ad hoc appointments.

**24. CONDITIONS OF SERVICES**



1. P. 41  
Sushant University  
Sector 14, Gurgaon



Every teacher and such other employee as are mentioned in the Regulations shall be appointed under a written contract, which shall be lodged with the University and a copy thereof shall be furnished to the employee concerned.

**25. PLACE OF POSTING:**

Place of posting will be SUSHANT University, Gurgaon, Haryana. However, the management may transfer any Teaching Faculty & other staff to any other offices/campuses/ locations existing or to be opened in future by the University and the sponsoring body. Consequent upon such transfer, the rules and regulations of service applicable to such post or at the place of posting will become applicable.

**26. STANDARD PAY SCALES:**

The standard scales of pay are as given under:

Professor	37400-67000 AGP Rs. 10000
Associate Professor	37400-67000 AGP Rs.9000
Assistant Professor	GR 115600-39100 AGP Rs.6000
	GR 215600-39100 AGP Rs.7000
	GR 315600-39100 AGP Rs.8000

The management reserves the right to offer different pay scales, consolidated honorarium or alternative pay packages to the teachers of the university besides the above standard pay scale. A professor holding substantive post may additionally be assigned Deanship for academic administration of School of study of the university and a separate special allowance/honorarium in addition to the normal pay package of the post of Professor, as may be decided by the management of the University, keeping in view the stature and credentials of the said professor may also be paid for such additional assignment as Dean till the incumbent holds the position. This will be applicable only for the Dean of the School of study of the University and not for other equivalent positions.

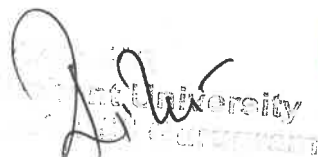
**27. INCENTIVES FOR PH.D.**

If a candidate is appointed as Asstt. Prof. with Ph.D. two increments may be made admissible, as per the discretion of the appointing authority.

**28. FITNESS:**

No person shall be appointed to any post unless the appointing authority is satisfied that he possesses good character and antecedents.

The appointment and its continuance is subject to being found and remaining medically (physically and mentally) fit. The University reserves the right to have any employee medically examined at any time during the course of employment through a medical practitioner



nominated by the management and a report of medical examination will be submitted to the management whose decision in this regard will be final and binding.

**29. VARIATIONS IN TERMS AND CONDITIONS OF SERVICE:**

Every teacher of the University shall be bound by the Regulations which are in force in the University from time to time.

**30. SPECIAL CONTRACTS:**

Notwithstanding anything contained in the Ordinance, the Board of Management may, in special cases, appoint teachers on contract on such terms and conditions as it may deem fit:

Provided that no appointment shall be made under this clause for a period exceeding two years at a time.

**31. TERM OF EMPLOYMENT OF TEACHERS:**

No teacher of the University, without the permission of the Board of Management shall engage directly or indirectly in any Trade or Business or any private tuition or any other work to which an emolument or honorarium is attached except in work the work undertaken in connection with the examination of Universities or learned Bodies or Public Service Commissions or to any literary work or publication or radio talk or extension lectures or, to any other academic work with the permission of the Vice-Chancellor.

**32. NATURE OF DUTIES:**

Every teacher shall take part in the teaching and research programmes activities of the University and perform such duties as may be assigned to him/her from time to time in accordance with the Act, the Statutes and Ordinances framed there under, for the time being in force, and generally act under the direction of the authorities of the University.

**33. PROBATION:**

Teachers shall be appointed on probation ordinarily for a period of twelve months, but in no case the total period of probation shall exceed twenty four months.

Provided further that the condition of probation shall not apply in the case of teachers appointed on invitation by the Board of Management with specific provisions.

**34. CONFIRMATION/ANNUAL APPRAISAL:**

Annual appraisal will be done by the University for the purpose of annual review of the performance of the employees/ confirmation/grant of annual increment/ promotions.

This appraisal consists of:

**34.1** Self appraisal of the employee.

**34.2** Appraisal by the immediate authority (with feedback session with the subordinate)

**35.3** Such appraisals will be placed before the committee that may be constituted by the Vice- Chancellor for the purpose, in which Vice Chancellor will be the Chairman and



Registrar as member Secretary. The decision taken by the committee will be implemented/communicated by the Registrar or officer authorized by the Vice Chancellor

**36 AGE OF RETIREMENT:**

All appointments to posts under the University shall ordinarily be made on probation for a period of one year after which period the appointee, if confirmed, shall continue to hold his office subject to the provisions of the Service Rules, till the end of the month in which he attains the age of 60 years .As per the Haryana Private Universities Act 2006 the Vice Chancellor can initially be appointed for a period of 3 Years which can be extended for a similar term at the discretion of the management. This signifies that the tenure of the Vice Chancellor will be maximum 6 yrs or completion of 65 years of age whichever is earlier unless expressly revised by the management beyond 65 years. However, any extension beyond the age of 65 years cannot be more than the age limit prescribed by the Government of Haryana for Vice Chancellors of State Universities.

**37. RE-EMPLOYMENT IN SERVICE BEYOND THE DATE OF RETIREMENT:**

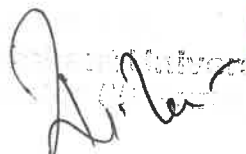
Nothing in these rules shall be construed to limit or abridge the power of the Board of Management to re-employ persons in the service of the University who have reached the date of retirement prescribed by the Board of Management provided that:-

**37.1** such re-employment is certified to be in the interest of the University.

**37.2** For other special circumstances to be recorded in writing and sanctioned by the Vice-Chancellor.

Appointment after superannuation shall only be done on contract basis with a fixed honorarium. All service benefits such as leave encashment, gratuity etc. shall cease with effect from the date of superannuation as mentioned in the clause 26 above.

**37.3** Provided that where the University considers that in the interest of students and for the purpose of teaching and guiding the research scholars, any member of the academic staff should be re-employed, it may re-employ such a member till the end of the semester of the academic session as may be considered appropriate in the circumstances of each case. However no member of academic staff shall be retained in service beyond the age of 60 years on regular employment term and can only be given contract appointment on year to year basis or for a period of 2 to 3 years from the date of attaining the age of superannuation at the sole discretion of the BOM/Governing Body/management. All such contract appointment after the age of superannuation shall be on a fixed Honorarium as may be decided by the management. No appointment for academic post shall be done beyond the age of 65 years under any circumstances. In case of non academic staff the management at its sole discretion can re-employ any staff beyond 60 years of age on contract basis and on a consolidated salary as the



management may deem fit at the time of re-employment. However, this type of engagement is restricted up to the maximum age of 65 years.

**37.4** A reemployed teacher shall not normally be eligible to be appointed as Chairperson of a Centre or Dean of a School or for any other administrative assignment such as Dean of Students welfare, Chief Proctor, Provost, etc. However, in the remaining situations not involving administrative functions and responsibilities such as Advisory and Consultative Bodies, the University will continue to utilize the expertise of all its faculty members. The superannuated teacher will continue to contribute not only in teaching and research guidance but also for academic evaluation and assessment as well as management of research projects. They will also continue to be members of various academic bodies such as Board of Studies, Special Committees, Selection Committees and various other committees constituted at the level of University, School or Centre for making recommendations for the consideration of the Authorities of the University.

**37.5** Notwithstanding the provisions of sub-clause (1) above, an employee shall be retired: -

- a) On his being declared medically unfit for service by a Medical Board to be appointed by the Board of Management in this behalf, or
- b) On the imposition of the penalty of compulsory retirement.

## **38. RESIGNATION:**

An Employee may, at any time, terminate his engagement by giving 15 days notice during probation. Thereafter, the notice period required will be One month in case of confirmed employees or the specific term stipulated in the appointment letter.

Management may waive or reduce the requirement of notice period at its discretion on case to case basis.

## **39. TERMINATION:**

**39.1** During the initial or extended period of probation, the service can be terminated at any time without assigning any reason and without any notice and vice versa.

**39.2** The Management of the University shall have the power to terminate the services of any regular/confirmed member (academic or non academic) of the staff without assigning any reason thereof for such termination by giving one month notice or payment in lieu of notice.

**39.3** All appointment done by the University shall be treated as private service contracts and will be dealt with the law of contract and equity. No specific performance of the private



service contract will be enforced by the employees and by having accepted the terms and conditions of the service contract the employees deemed to have understood this provision hence barred in seeking reinstatement of service through legal recourse, in case of termination of services.

- 39.4** The Management may terminate the services of any employee, if the result of the background check reveal information that is inconsistent with the standard of the University; if there is a reasonable ground to believe that an employee is guilty of misconduct or negligence or have committed any breach of the terms and conditions of his/her appointment or if any point of time if it is observed that the performance of the employee is not up to the mark even after the opportunity given to improve; absence from service without prior notice in writing or without sufficient cause for seven days or more; causing damages to the property of the University; disclosure of any information that the University may consider confidential or breach of the employee non competition, non disclosure; on solicitation agreement, violation of any University policy ; In such cases proper notice is to be served to the employee and be given chance to defend himself in writing. If the management does not deem the explanation of the employee tenable it will be at a liberty to terminate the services of the employee.
- 39.5** Any confirmed employee of the University may terminate his/her engagement by giving one months notice in writing or surrender of salary in lieu of notice, provided that the management may, for sufficient reasons, either reduce this period or call upon the employee concerned to continue till the end of the academic session in which the notice is received. Acceptance of resignation should be there to bring an end to contractual relationship of employment.
- 39.6** In the event of any violation whatsoever of the terms of employment or service rules or any breach of trust or commitment or any act prejudicial to the interests of the University by an employee, his/ her services may be terminated by the University on the basis of recommendation by the Vice chancellor only without any notice or payment in lieu of notice.
- 39.7** Service of an ad-hoc temporary, contractual or part time employee shall come to an end on completion of the specified work for which he/she was employed or on the expiry of the period for which he/she was appointed, whichever is earlier.

In principle, any Faculty wishing to resign cannot be relieved in the mid semester irrespective of the period of notice as per the letter of appointment.

#### **40. Increments:**

An increment shall ordinarily be drawn as a matter of course unless it is withheld by the Management, if the conduct of the employee has not been good or his work has not been satisfactory.



**40.1 Service counted for Increment:**

The following service shall count for increment on the time-scale of post: - If the employee is on loss of pay for long duration, that period will not be counted as service and consequently it will not be taken for increment purpose. Also if any employee is on leave for a period more than a month except during vacation in the university the increment month will also be deferred till rejoining of the duties by such employee.

**40.2 Pay during suspension:**

An employee under suspension shall, during the period of suspension, draw subsistence allowance, equivalent to half the rate of pay (basic plus dearness allowance, (DA) if any and in case who are not in receipt of DA, basic pay plus HRA) which is admissible immediately before commencement of the suspension and such compensatory allowances admissible from time to time on the basis of pay which he/she was in receipt on the date of suspension, subject to fulfillment of other conditions laid down for the drawal of such allowances.

Provided that where the period of suspension exceeds three months, the authority which made or is deemed to have made the order of suspension, shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first three months as follows:-

- a) the amount of subsistence allowance may be increased by a suitable amount, not exceeding 50 percent of the subsistence allowance admissible during the period of the first three months, if in the opinion of the said authority the period of suspension has been prolonged for reasons to be recorded in writing not directly attributable to the University employee;
- b) the amount of subsistence allowance may be reduced by a suitable amount, not exceeding 50% of the subsistence allowance admissible during the period the first three months, if in the opinion of the authority, the period of suspension has been prolonged due to the reasons to be recorded in writing , directly attributable to the University employee;

- 40.3** No payment under sub-rule 40.2 shall be made unless the University employee furnishes a certificate that he is not engaged in any other employment, business, profession or vocation:

**41. Compulsory deductions:**



*Sushant University Service Regulations*



- 41.1** Income-tax (provided the employee's yearly income calculated with reference to subsistence allowance is taxable).
- 41.2** House Rent and allied charges, i.e. electricity, water, furniture etc.
- 41.3** Repayment of loans and advances taken from the University at such rates as the Vice-Chancellor may decide.

**41.4 Special pay, personal pay, honorarium and fee:**

The University may sanction to an employee in any special circumstances, such special pay, personal pay, honorarium or fee and on such conditions as it may deem fit.

**41.5 Drawal of Pay:**

- 41.5.1** An employee shall be entitled to draw the pay of the post to which he is appointed from the date on which he assumes charge of the post.
- 41.5.2** Pay in respect of any month shall become payable on or after the first working day of the following month.
- 41.5.3** An employee resigning from the service of the University without the notice prescribed shall not, unless the Vice-Chancellor directs otherwise, be allowed to draw the pay due to him.

**41.6 Different Allowances**

The employees will be eligible to Dearness allowance, House Rent Allowance, Transport allowance, and other allowances as may be sanctioned by the University according to the rules in force from time to time.

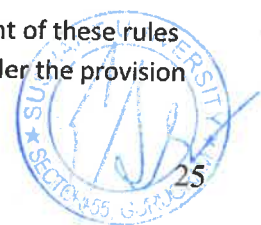
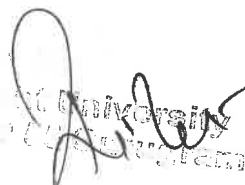
**42. APPOINTMENT OF THE TEACHING AND NON-TEACHING STAFF:**

This section will be referred and copied from the appointment policy after its approval which is under process.

**43. MISCELLANEOUS**

**43.1 Special provision for existing employees:**

Every person holding a post under the University at the commencement of these rules shall, on such commencement be deemed to have been appointed under the provision



to these rules to the corresponding post and shall draw the pay drawn by him immediately before such commencement.

**44. SERVICE BOOKS AND APPRAISAL FILE:**

**44.1** The University shall maintain a Service Book and an appraisal file for each employee.

**44.2** The entries in the Service Book of an employee shall be authenticated by an Officer authorised in this behalf by the Vice-Chancellor.

**45. RESIDUARY CONDITIONS OF SERVICE:**

Any matter relating to the conditions of service of an employee for which no provision is made in these rules shall be determined by the Board of Management.

**46. REMOVAL OF DOUBTS:**

Where a doubt arises as to the interpretation or application of any of the provisions of these rules, the matter will be referred to the Board of Management for decision, which shall be final.

**47. PAY AND ALLOWANCES FOR THE EMPLOYEES**

**48. Scales of Pay:**

The scales of pay for the posts in the University service shall be as specified from time to time by the University.

**48.1** The pay scales to be followed for employees may be in accordance with the regulations prescribed by the statutory bodies or any other pay package evolved by the management.


All employees working under the sanctioned post are entitled to pay according to pay scale of their post and in addition allowances as may be prescribed by the University time to time.

**48.2 Special pay, personal pay, honorarium and fee:**

The University may sanction to an employee in any special circumstances, such special pay, personal pay, honorarium or fee and on such conditions as it may deem fit.

**49. OTHER ALLOWANCES:**

The employees will be eligible to House Rent Allowance, Transport allowance/Travelling Allowance/conveyance reimbursement/telephone reimbursement and other allowances as sanctioned by the University according to the rules practice prevalent or in force time to time.



## 50. PAYMENT OF SALARIES

As far as possible, under normal circumstances, every employee shall be paid his/ her salary on or before the 7<sup>th</sup> day of each succeeding month.

## 51. DEDUCTIONS

All payments to an employee of the University are subject to deductions at source under the Income tax Act, and any other enactment that may be in force at any time during the period of his/ her appointment, including professional tax, service tax, if any.

The University shall also be entitled to deduct from the payment due to any employee, any dues payable by him/ her to the University.

## 52. PROVIDENT FUND AND OTHER BENEFITS

All employees shall subscribe to the Provident Fund by contribution to be deducted from their salary in accordance with the EPF Act and regulations, as may be applicable from time to time. The University shall contribute to the employees' Provident fund in accordance with the regulations of the EPF Act from time to time.

**Gratuity:** All employees eligible for payment of gratuity as per the payment of gratuity act 1972 shall be paid the gratuity as per the payment of gratuity act 1972. However, all these benefits will stop after attaining the age of superannuation, even if the employee continues to be in service.

### 52.1 NOMINATION:

A subscriber shall, at the time of joining the EP fund, send to the Registrar/ Dy. Registrar/administrative officer, a nomination conferring on one or more persons the right to receive the amount that may stand to his credit in the EP fund, in the event of his death before that amount has become payable or having become payable has not been paid as per the provisions of EPF Act.

## 53. LEAVE

An employee will be entitled to leave as per regulations laid down in this respect by the University for time to time. Sanction of leave shall be in accordance with the regulations of the University from time to time.

## 54. MEDICLAIM FACILITY.

All the employees and their family members who are not covered under the ESI scheme shall be provided mediclaim facility as per the separate policy notified in this regard from time to time by the promoters of the university.

## 55. TRAVELLING EXPENSES

In case an employee is required to travel on official work, he / she shall be reimbursed traveling expenses in accordance with the relevant policy laid down in this respect from time to time. The policy framed by the management in this regard is appended with these regulations as **Annexure II**.

**56. SERVICE RECORD**

Personal files for each employee will be maintained containing all relevant information of the employees such as copies of the certificates for education qualifications etc. Leave account for each employee shall be maintained and updated from time to time. The entries relating to family history, permanent and present address, date of birth, medical history, educational and professional qualifications, past service record, emergency contact details etc. shall also be made.

Employees are obliged to immediately inform in writing to the Registrar, any change in their particulars and ensure that the change if any has been entered in the service record.

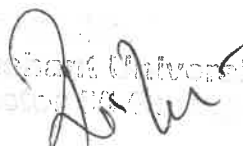
Suppression, concealment or misrepresentation of any information shall be a serious breach of the service regulations and shall invite strict disciplinary action including suspension and or termination from service.

**57. POWER TO RELAX:**

Notwithstanding anything contained in these rules, the Chancellor may, in the case of any employee, relax any of the provisions of these rules to relieve him of any undue hardship arising from the operation of such provisions, or in the interests of the University.



Sushant University  
Registrar





**Code of Conduct  
Guidelines for Ethics in  
Research**

# SUSHANT UNIVERSITY

## (Erstwhile Ansal University)

### GUIDELINES FOR ETHICS IN RESEARCH

Research at any institution should bring innovation, creativity and creation of new knowledge/ideas without compromising on the ethical practices/academic integrity. Research that is being carried out should have societal/environmental impact and should not be done just for the sake of publishing. Recently, there has been an increase in number of publications in dubious/predatory journals in India. Hence, there is a need to frame these guidelines to make the researchers aware of the ethical practices to be followed while doing research at Sushant University

Guidelines suggested by several Government agencies (Sources 1 & 2) have provided a basis for the preparation of the below guidelines for the Sushant University.

#### 1. Conduct of Research

While conducting research, whether independently or jointly, it is necessary to ensure that data collected (including raw data) are reliable, properly recorded and dated, and carefully stored. Fabrication and falsification of data, even data that may be perceived to be of relatively lower importance to the research outcome, clearly constitute scientific misconduct. The procedure followed should be described in sufficient detail to permit independent verification. Selective use of data without scientifically valid reasons is unacceptable. Not following the above guidelines on data collection can lead to scientific misconduct.

##### 1.1 Scientific Misconduct

Scientific misconduct is the violation of the codes of scholarly conduct and ethical behaviour in the publication of professional scientific research. These include all acts from the initiation of an idea, its experimental verification, accuracy of results, accurate reporting without resorting to any malpractice in the presentation of data/images, due acknowledgement of all sources of information and people. Scientific misconduct(s) can be of various types and can occur at various stages from the initiation of the scientific



study to publications and/or patent generation. While these involve violation of generally accepted research practices, inadvertent errors or genuine differences in interpretation or judgement in assessment of the results may not constitute scientific misconduct. Scientific misconduct may be categorized into the following:

- 1.1.1 **Embezzlement of ideas:** Claiming an idea to be one's own while it was obtained from privileged access while reviewing manuscripts, grant proposals or through participation in lectures and personal discussions and earlier publications (but not citing them). This also includes acts wherein ideas of others are presented as one's own through slight changes of words, phrases and illustrations.
- 1.1.2 **Plagiarism:** Using other's words, results, or published work without appropriate citation. This includes using one's own published work (self-plagiarism) without appropriate disclosure/citations.
- 1.1.3 **Falsification:** Misrepresentation or suppression/ addition of a part of data to generate cherry picked results or improper reporting of results in order to present a misleading outcome.
- 1.1.4 **Fabrication:** Reporting 'results' of experiments which were never done. This also includes images/ photographs being morphed to reach a particular interpretation.
- 1.1.5 **Fraud:** Deliberate suppression of previous work in publications and inappropriately claim originality and/or avoiding quoting previous publications which are contrary to present results.
- 1.1.6 **Non-compliance of Regulatory Guidelines:** Deliberate violation of ethical guidelines accepted for scientific research, non-adherence to safety regulations or inappropriate use of research funds.
- 1.1.7 **Inappropriate Authorship:** Excluding genuine contributors from authorship, including non-contributors, or claiming authorship for oneself without having made any meaningful contribution is inappropriate. In cases of publication of work carried out during a Ph.D. thesis, due care should be taken by the thesis Supervisor to ensure that the scientific contributions of a student are neither diluted nor exaggerated.
- 1.1.8 **Withholding data from Validation:** Not providing data or research material to the institute/journal for verification/validation purpose.
- 1.1.9 **Wrong versus Fraudulent paper:** It occasionally happens that a conclusion drawn in an earlier publication is negated, modified or shown



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where it went wrong- either by the same author or others. This is how science progresses. The earlier paper is thus not fraudulent.

## 2. Good Research Practices

**2.1 Laboratory Records:** It is vital to keep proper records of each experiment, details of materials obtained from varied sources and how they were used, procedures, analysis and other related material. Graphs and printouts from instruments should be numbered and filed appropriately. If any software is used for handling and analysing the data, its name, version and other details should be recorded. The laboratory records of experiments carried out using a publicly funded institution should carry every single detail of the experiment. Such records are the property of the laboratory and are to be kept for archival and later retrieval purposes; a copy will of course be that of the researcher and can be used by anyone till after a defined moratorium period of 18 months. Due permission and acknowledgement of the researchers who carried out the experiments is essential at all times.

**2.2 Consultancy work:** External consultation should be done with explicit permission from the Institutional Head where the scientist/technologist works. At the same time, permissions, if denied, should be justified and the reasons thereof be formally recorded. If the facilities of the institution are used, the details should be declared and recorded with due confidentiality in terms of the interest of the client. A clear statement on the resources to be used and finances that would accrue to the consultant and the institution should be recorded ab initio.

**2.3 Project grants and awards** Project proposals, as well as selection of candidates for awards and fellowships, are usually evaluated by committees with the help of peer review. It is important that the highest ethical standards are observed by committee members. Both positive and negative bias, due to one's personal position, role or involvement, are inappropriate.

## 3. Publication

**3.1 Authorship:** The authorship of scientific publications is a very important issue since it is the way in which scientists receive credit for their contributions. All listed authors of a publication should have contributed significantly to it. It is inappropriate to offer 'guest authorship' to anyone who has not made a significant contribution. Likewise, it is wrong to exclude from authorship anyone who deserves to be an author. It is unethical to include



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anyone as an author of a paper without their knowledge and clear consent. The order of authorship is very important. In this matter, conventions vary in different fields, and in general, one should be consistent with the conventions in the field and the criteria laid down by the journal to which the work is submitted.

**3.2 Plagiarism:** The Oxford English Dictionary defines plagiarism as 'the practice of taking someone else's work or ideas and passing them off as one's own'. In the context of scientific research, it can involve unattributed lifting of textual material or scientific ideas or actual research results. The most extreme example would be a deliberate attempt to pass off someone else's entire research project as one's own. However, it can also involve (deliberate or unintentional) incorporation of some ideas or results of other researchers, without proper attribution, within one's own research publication. Though the degree of severity can vary, plagiarism always amounts to ethical misconduct. Use of someone else's work in one's own is not by itself unethical. A limited amount of textual material in someone else's paper can be copied if it is clearly marked as a quote (typically by enclosing it within quotation marks) and the source is explicitly cited where the quote starts or ends. Alternatively, text may be paraphrased with a general indication of where the concepts originated. Occasional re-ordering or substituting of words is not sufficient to count as paraphrasing: the recommended procedure is to read and understand the source material, and then to put it away and express the idea in one's own words. Besides textual material, incorporation of ideas, figures, graphs, etc. from other sources in a manner that conveys a false impression that they are original amounts to plagiarism. Taking one's own published results and reproducing them in another published work as if they were new is 'self-plagiarism'. 'Duplicate publication' – submitting the same research results to two or more journals and treating them as separate publications – is also a form of self-plagiarism and must be avoided. Plagiarism is an issue not only for publications in journals but also for reports, textbooks, monographs and grant proposals. The above considerations apply equally in all these cases.

**3.3 Redundant /Salami Publications:** Resorting to 'Redundant' publications for artificial enhancement of the number of publications is also a serious act of misconduct. Also, the simultaneous submission of the same manuscript in multiple journals, in order to have one of them accepts it, is gross misconduct.

**3.4 Responsibility of Reviewers:** Scientists who are asked to review a manuscript or a research proposal have the responsibility to ensure they do not misuse their advance access to the information and ideas in these documents. The use of such advance access to publish a competing work, or to carry out research that pre-empts a proposed project is unethical.



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**3.5 Peer review:** Scientists often act as referees in review of manuscripts submitted for publication as well as project proposals submitted for financial support. This exercise should be carried out with the maximum possible objectivity. It is essential to avoid personal bias and/or conflicts of interest.

## 4. Dealing with Misconduct

A University level Committee on Ethics called the Ethical Committee, involving people at different levels (scientific and administrative) have been established. The committee is chaired by an Associate Dean of the School of Law. Scientific misconducts would be investigated by the Ethical committee and the recommendations would be made to the Vice-Chancellor by the chairperson of the committee.

## References

1. University Grants Commission (Promotion of Academic Institution and Prevention of Plagiarism in Higher Educational Institutions) Regulation, 2018. The Gazette of India, Extraordinary, Part III-Section 4, July 31, 2018.
2. "Our Core Practices", Committee On Publication Ethics (COPE), 1999.
3. Williams C. L. et al., Errors, Sloppy Science and Fraud: Keeping Eyes on Your Data. J. Clin Invest 2019; 129(5): 1805-07. <https://doi.org/10.1172/JCI128380>.

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1. [https://www.ias.ac.in/About\\_IASc/Scientific\\_Values:\\_Ethical\\_Guidelines\\_And\\_Procedures/](https://www.ias.ac.in/About_IASc/Scientific_Values:_Ethical_Guidelines_And_Procedures/)
2. "Draft National Policy on Academic Ethics", Office of the Principal Scientific Advisor to the Government of India, 11-6-2019.





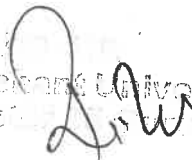
## **Code of Conduct**

**Guidelines for Participation  
FDP, Conferences, Seminars,  
Workshops, QIP**

**GUIDELINES FOR PARTICIPATION IN  
FDPs, CONFERENCES, SEMINARS,  
WORKSHOPS, QIPs**

VII



Sushant University  


**POLICY FOR FINANCIAL SUPPORT FOR PARTICIPATION OF FACULTY IN SEMINARS, CONFERENCES,  
WORKSHOPS, QIPS, TEACHERS' TRAINING PROGRAMMES ETC.**

SUSHANT University encourages its teachers to go for higher education, to be actively engaged in research and also enhance and broaden their knowledge by attending various training programs and academic research works in the allied fields. The following Policy has been laid down for providing financial support to faculty members for attending Conferences / Seminars/Workshops in India and abroad:

**Policy guidelines for Staff (Teaching / Non-teaching) Development Programs:**

**1. Eligibility**

- a) Teachers who are confirmed should only be allowed in such development programs maximum twice in an academic year. Teachers desirous of attending such programs should make/suggest alternative arrangements to conduct the classes and academic assignments without any inconvenience to the students.
- b) Nomination for participation in such training programmes must be recommended by the concerned Head / Dean of the School. Also, relevance of such programmes has to be established by the forwarding authority with regard to academic applications, relevance, reputation/standing of the Organization and benefit to institution as to how such participation would improve the teaching and pedagogic process. Also such programmes must relate to the field / branch of the faculty member.

**2. Frequency and Duty Leave**

- a) For the first time nomination in the academic year, Registration fee, subject to maximum of Rs 10000/-, and travelling expenses for national/International level seminars, workshops & conferences in India may be considered for reimbursement. Duty leave will be at most for three days for local venue and one week for outstation. Conveyance reimbursement as per the institute policy for local travel shall be considered.

- b) Participation during 2<sup>nd</sup> time in a year will be subject to sanctioning of 50% of registration charges or 50% of travelling expenses whichever is less along with duty leave of maximum three days for local venue and one week for outstation.
- c) For participation in international Seminar, conference, workshops etc. that are being held abroad Head/Dean of the School shall recommend to the Vice-Chancellor for allowing a faculty member to attend international conference to present his research paper, after adjudging the relevance, academic application and importance of such participation, stability of the faculty, his / her contributions to the institution and students' feedback. Head/Dean of the School may recommend reimbursement of registration fee or 50% of the travel cost. Maximum one week duty leave may be considered for presenting research paper in international conferences. The IPR of such research paper shall remain with SUSHANT University. Participation in the international conference to present a paper shall be considered once in three years. The concerned faculty has to submit a bond to work at least for one year after his / her return from the conference (Proforma for the Bond is given at **Annexure - I**)

A written report of proceedings of such conferences/seminars/ training has to be submitted to the Head/Dean of the School within one week of the conclusion of such programme.

### **3. Incentive for publication in a refereed international journal of repute**

If a faculty member publishes a research paper in a refereed international journal of high reputation, he / she may be awarded upto Rs. 10,000/- cash prize on recommendation of HOI to Vice Chancellor

### **4. Complementary Support**

Several organizations support participation in Conferences / Seminars being held in India and abroad such as DST, INSA, UGC CSIR, DBT, etc. The faculty concerned should be encouraged to apply for complementary financial support also from such organizations.

### **5. Procedure**

Along with the application in a prescribed format (attached as **Annexure - II**), the following documents will be forwarded to Jt. Registrar (Academics) through the Head/Dean of the School for approval at least 15 days in advance to give time for proper processing:

- (a) Synopsis and a copy of the Paper to be presented
- (b) Certificate from the Author about originality of paper and "No Objection" Certificates from the Co-Authors, if any
- (c) Brochures of Seminar / Conference



- (d) Letter of Acceptance / Invitation from the organizers
- (e) Detailed information about the organizers of the International Conference/ Seminar and their credibility
- (f) Expenditure details as under:
  - (i) Registration Fee
  - (ii) Fare
  - (iii) Board & lodging / other expenses
- (g) Detailed recommendation of the Head of the Institution
- (h) Documentary proof of action taken on Para-4 above for complimentary financial support and progress thereafter.

## **6 Study Leave (For Higher Education / Research)**

If a staff (Academic or Non-Academic) wishes to go on an long-term leave for career enhancement, depending on the exigencies of the situation, the University may sanction study leave without any salary and without any financial liability on the University for such a training; however the concerned staff shall have to give an undertaking to join the University after the expiry of the study leave and serve the University at least for one year.

## **7. Permission to pursue higher Studies**

Faculty may be permitted to pursue further studies provided it will not affect the duties and responsibilities in the institution and will be without detrimental to the teaching assignments throughout the academic year except the leave for appearing in examination on scheduled days. Prior permission is mandatory for enrollment for further studies.

No leave of any kind will be considered for preparation of examinations. Leave will be granted only on the examination days as per the date sheet submitted by the faculty/staff and as per eligibility of the faculty/staff.

## **8. Consultancy Work**

- a) Faculty members are encouraged to take up consultancy assignments. 33% of the total proceeds through consultancy, after deducting the amount spent by the faculty, will be paid by the faculty to the University. If a faculty pays back his/her annual salary, the net proceeds to be given to the University will be reduced to 20% in that year
- b) For any Projects, Consultant Work Orders, Project Bidding etc the Signatory will be Jt. Registrar (Establishment). These will also need administrative approval with signatures of Coordinator, Head/Dean of School, Accounts and Vice Chancellor.
- c) Projects/Proposals to be bid in the name of respective Schools, SUSHANT University. Turnover and Service Tax records need be filed and declared accordingly.





**PART II**

**LEAVE RULES**

THESE LEAVE RULES HAVE BEEN FRAMED BY THE MANAGEMENT OF THE UNIVERSITY AND ARE EFFECTIVE W.E.F. 1st August 2020. THEY ARE SUBJECT TO ALTERATION / MODIFICATION/ REVIEW AT THE EXCLUSIVE DISCRETION OF THE MANAGEMENT, EITHER IN PART OR WHOLE, AT ANY TIME HEREAFTER.

**1. APPLICABILITY**

These Leave rules, shall apply to all employees who are on regular service of the University. To be considered as confirmed, every employee's appointment shall necessarily have to be approved by a Review Committee duly constituted by the Vice-Chancellor of the University.

**2. RIGHT TO LEAVE**

Leave cannot be claimed as a right by any employee whatsoever, and when the exigencies so demand, leave of any description may be refused or revoked, postponed or reduced by the authority empowered to sanction leave.

**3. AUTHORITY EMPOWERED TO SANCTION LEAVE**

- a) Application for leave shall be addressed to Chancellor or to the trustee empowered by the Chancellor, by the Vice-Chancellor. The Chancellor or the trustee empowered by the Chancellor may sanction leave of any description to the Vice-Chancellor.
- b) For all other staff as per the procedure laid down and notified by the University time to time.

**4. COMMENCEMENT AND TERMINATION OF LEAVE**



- a) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding the one on which duty is resumed.
- b) The unauthorized absence of an employee for three days or over stay of sanctioned leave for three days without information will attract disciplinary action. The Vice-Chancellor shall be within his/her right to presume that such employee has abandoned the job of his/ her own accord if there is no information available about the whereabouts of the employee beyond the reasonable period as may be deem fit and the University shall be at liberty to dispense with the services of such employee.
- c) Any Holiday, Weekly offs comes between the beginning of leave and ending of leaves will be consider as leave.

**5. GENERAL**

- a. Leave should always be applied for on the prescribed format and sanction obtained before it is taken except in cases of emergency only. Any leave availed without prior sanction shall not only invite disciplinary action, but shall also be treated as unauthorized absence without pay.
- b. Leave shall be availed of only after it is sanctioned by the competent authority, but one day's casual leave may be availed of without prior sanction, in case of unforeseen circumstances only, provided the competent authority to sanction leave is promptly informed by phone or otherwise of the circumstances under which, prior sanction could not be obtained.
- c. During the period of leave, an employee shall not take up or accept any employment or work whether on remuneration or without remuneration without the permission of the Vice chancellor.
- d. Before proceeding on leave, an employee shall intimate to the sanctioning authority his/her address and telephone number, if any while he/she is on leave and shall keep the said authority informed of the changes in address if any.
- e. If an employee, after proceeding on leave, desires an extension thereof, he/she shall make an application in writing to the sanctioning authority with reasons. Such application shall contain full postal and telegraphic address (including telephone number, if any) and shall be made in sufficient time to enable the office to process the application and communicate the decision to him/her.
- f. No leave or extension of leave of any description shall be deemed to have been granted unless an order to that effect is posed and communicated to the employee concerned.
- g. An employee on leave on medical grounds has to submit a medical fitness certificate at the time of resuming duties. The competent authority may require an employee who has availed of leave, of any kind, for reasons of health to produce a medical certificate of fitness, even though such leave was not granted on medical grounds.



- h. The sanctioning authority may, at his discretion secure a second medical opinion either for grant of leave or for satisfying that the employee is fit to resume duty, from a medical examiner of its choice, if considered necessary. The cost of such second medical examination will be borne by the University. An employee not getting the said medical examination done will be liable for appropriate disciplinary action.
- i. Any absence of more than the number of days allowed for casual leave shall, when not due to sickness, be treated as unauthorized absence from duty.
- j. When leave is not taken with the prior sanction of the sanctioning authority, Registrar/Jt.. Registrar or concerned Administrative officer shall notify the absence to the sanctioning authority in writing.
- k. Taking leave or extending leave without sanction will be treated as absence from duty and renders an employee liable to disciplinary action including suspension and/or termination from the services of the University.
- l. An employee on leave shall be allowed to return to duty before the expiry of leave with prior information to the concerned authority or to the sanctioning authority.
- m. It shall be obligatory on part of the academic staff to suggest alternative arrangement for classes assigned to them during the period of leave.
- n. Leave entitlement of the Vice-Chancellor or any other academic staff who is exclusively disposing the administrative duties and does not avail vacation period during the academic year shall be same as entitled to non teaching staff.

## 6. KINDS OF LEAVE

The following kinds of leave shall be admissible to member staff.

- i. Casual Leave (CL)
- ii. Earned Leave (EL)
- iii. Maternity Leave (ML)
- iv. Special Leave (Spl. L)
- v. Medical Leave(MDL)/Half Pay Leave
- vi. Extraordinary Leave (EOL)
- vii. Vacation Leave (VL)
- viii. Study Leave (SL)

## 7. CASUAL LEAVE (CL)

An employee will be entitled to take casual leave for personal or any special reasons up to a maximum of 12 days per calendar year (including two restricted holidays).

Application for and grant of casual leave will be governed by the following REGULATIONS:

- a) CL may be granted at the exclusive discretion of the concerned authorities empowered to grant leave by the Vice-Chancellor as and when occasion arises, provided that the total period of absence from duty does not exceed 3 days at a time excluding Sundays and Holidays.



- b) CL will be credited to the employees, those are on probation or yet to be confirmed, on 1st of every month on prorata basis. For all those employees whose services are confirmed in writing, CL will be credited in 2 parts, 05 CL will be credited on 1st day of January and 2nd set will be credited on 1st day of July every year. Casual leave shall not be encashable..
- c) CL cannot be combined with any form of leave.
- d) CL should be evenly spaced in calendar year. Prior to proceeding on casual leave, alternative arrangements of assigned work are to be made and brought to the notice of the sanctioning authority, except in cases of emergency when, leave could not be applied for and the necessary sanction obtained.
- e) Unutilized CL in any calendar year can neither be carried forward nor encashed.
- f) CL, as far as possible, should be sanctioned prior to the date on which the employee wishes to take leave. Circumstances beyond the control of the employees are the only reason that the employee may fail to get sanction of leave in advance. The decision of the Vice-Chancellor on the question whether the circumstances were beyond the employee's control will be final.
- g) Even if circumstances are beyond the employee's control the employee should use other means of communication (phone, SMS etc.) to contact the office of the University and give the necessary information to his/her functional head. A written application should be forwarded to the sanctioning authority immediately on reporting for duty.

#### **8. EARNED LEAVES (EL)**

All employees are entitled to earned leaves, grant of earned leave (EL) will be subject to the following regulations:

- a) EL may be granted to all teaching and non-teaching staff, on entering the service, two and half days per month for each completed calendar month of service subject to maximum of 30 days in a year. (15 days in case of employees appointed on contract basis). EL will be credited to the employees at Pro-Rata basis every month during probation and contractual period on 1st of every month. For all those employees whose services are confirmed in writing, EL will be credited in 2 parts, 15 EL will be credited on 1st day of January and 2nd set will be credited on 1st day of July every year. EL cannot be availed in without prior approval. However, if an employee has no other leave to his/her credit the competent authority may relax this condition on case to case basis & depending upon the merit of the case.
- b) The leave to the credit of the employee at the close of the previous year shall be carried forward to the next year, subject to the condition that The total accumulation of Earned Leave for the purpose of leave encashment shall be restricted to 45 days only during entire service, or as may be revised time to time by the management.
- c) The maximum amount of accumulated EL that can be granted to a member of non teaching staff shall not exceed 30 days in a year and 45 days in case of Teaching staff. However, this condition

may be relaxed at the discretion of the granting authority and per the merit of the case as the sanctioning authority may deem fit.

- d) An employee wishing to avail of EL must submit his application at least one week in advance to the sanctioning authority as per the procedure laid down in the Clause no 3 above. The sanctioning authority may refuse to grant the leave from the requested date if he feels that it is not in the interest of the University. Instead, the leave may be granted from an earlier or a subsequent date. However, the employees those have no other leave credit except the earned leave the condition of advance application may be relaxed at the discretion of the sanctioning authority.
- e) The employees those who have no other leave at their credit the EL will be deducted for the purpose of bio-metric attendance compliance and the restrictions afore-mentioned for availing EL will not be applicable in this case.

#### **9. MATERNITY LEAVE (MTL)**

Only female employees are eligible to maternity leave. Grant of Maternity leave (MTL) is subject to the following regulations:

- a. MTL may be granted to a permanent woman member of the staff on full pay for a period up to 182 days from the date of its commencement.
- b. MTL may be combined with EL.
- c. MTL can only be availed of once in a period of three years and only twice during the entire period of the employee's service.
- d. MTL can be applied 15 days prior to expected date of delivery in case of so desired by the employee due to medical reasons. MTL shall not be debited to the leave account.
- e. During the period of MTL she will be paid leave salary equal to the pay drawn immediately before proceeding on leave. MTL will not be applicable for contractual/ temporary or ad-hoc appointees.
- f. MTL can be extended beyond the prescribed limit of 182 days, as leave without pay if a female employee is not in a position to resume duties for various compelling reasons. However such leave without pay shall not be given for more than a period of six months. The sanction of leave without pay beyond the MTL will be on a specific written request made to the Vice Chancellor and is dependent upon the discretion of the Vice Chancellor keeping in view his assessment of the circumstances on case to case basis.

#### **10. SPECIAL LEAVE (SPL)**

Members of the academic staff only, who have completed six years' continuous service with the University desirous of availing study leave for training in or out of India, may apply and be considered for special leave as determined by the University in case and on such terms and conditions as may be decided by the university management.

An employee shall not be entitled to any increment for and during the time of special leave and the same period will not be counted for calculating service period. The maximum period for which such special leave may be considered will be two (2) years.

## 11. MEDICAL LEAVE (MDL)/ HALF PAY LEAVE

- a) Employees shall be eligible for 10 days half pay leave in respect of each completed year of service and the said leave could be availed on account of illness duly supported by Medical certificate from a registered medical practitioner having registration with the medical council of India.
- b) Commuted leave not exceeding half the number of half pay leave due may be granted on medical grounds, subject to the following conditions, namely;
- c) Such leave can be availed on full pay on medical ground subject to production of valid medical certificate.
- d) Every application for half pay leave (commuted) for more than two days must be accompanied by a medical certificate from an authorised medical practitioner registered with the Medical Council of India. However, the authorities of the University shall be at liberty to subject an employee seeking medical leave to have him/her medically examined by the doctor on panel of the University and produce the medical certificate thereon.
- e) MDL will be credited to the employees on prorata basis, those are on probation or yet be confirmed, account on 1st of every month. For all those employees whose services are confirmed in writing, Medical Leave will be credited in 2 parts, 05 MDL will be credited on 1st day of January and 2nd set will be credited on 1st day of July every year. Medical leave shall not be encashable.

## 12. EXTRAORDINARY LEAVE (EOL)/ STUDY LEAVE (SL)

Another leave by whatsoever name called shall be granted at the exclusive discretion of the University only, on a case to case basis and on such terms and conditions as may be decided by it depending on the merits of the case and tenure/ service record of the employee concerned.

If a staff (Academic or Non- Academic) wishes to go on an extended leave for career enhancement; depending on the exigencies of the situation, the University may sanction study leave without any salary and without any financial liability on the University for such a training; however, the concerned staff shall have to give an undertaking to join the University after the expiry of the study leave before proceeding on such leave. Such study leave without pay cannot be given for more than a period of 2 Years.

## 13. DUTY LEAVE

- a. Faculty members and non academic staff can be deputed in India for specialized training for career enhancement to meet the academic and administrative requirements of the University at the sole discretion of the management.
- b. Faculty member can be given duty leave for the academic assignments such as evaluation, external examiner/jury with prior recommendation of the concerned HOD and duly approved by the Vice-Chancellor. No more than 7 days (working Days) duty leave be considered in an academic year. The faculty member engaged in institutional consultancy practice shall be considered duty leave subject to the condition that such leave should not adversely affect their normal teaching assignments. The total number of days allowed for institutional consultancy work shall be guided by the rules of consultancy practice framed and notified separately.

#### **14. FOREIGN DEPUTATION**

A staff may be deputed on official visit overseas over an extended period to participate in teaching and research in his/her area of interest. The Vice-Chancellor shall recommend such deputations for getting a formal approval from the Chancellor or a Trustee empowered by the Chancellor. No salary and allowances on such foreign deputation will be permissible for payment by the University. It is expected that adequate subsistence allowance will be paid by the host University being visited by the deputed staff on foreign visit. Such a staff sent on official deputation will be required to sign a bond for serving the University for a minimum period of 3 years. The above guidelines on overseas official visits are based on the following stipulations.

- a. Approval of the Chancellor or any other officer of the university empowered by the Chancellor is mandatory.
- b. Visit will be less than six month in accordance with the approval of the Chancellor or any other officer of the university empowered by the Chancellor.



Annexure-1

**BIOMETRIC ATTENDANCE POLICY**

- Reporting time for all employees (teaching & non-teaching) including Dean/HOD, Director, Registrar, and CFAO are either 8.00AM, 9.00AM or 10.00AM depending upon the time slot allotted to the employees on all working days. This is subject to change as per the policy of the University as may be notified from time to time., All employees as mentioned shall have to mark their attendance through biometric sensors placed at the ground floor of block B & D and any other place in future, immediately upon reporting in the morning(s) and also at time of leaving office in the evening(s) after the stipulated working hours.

Employees reporting for duty after 10 minutes but between 10 minutes to 30 minutes from his/ her reporting time, will have to forfeit half day leave (or salary in lieu thereof), for every fourth late coming in a month.

- Employee reporting duty after 30 minutes from his/ her reporting time will surrender their half day leave (or salary in lieu thereof) for each late coming but reporting duty after 5 Hours from his/ her reporting time shall be treated as a absence from the duties and full day leave/ salary will be deducted.
- Employee/s leaving early after 4.30 Hours will surrender their half day leave (or salary in lieu thereof), for on each occasion of such early leaving.
- Marking the attendance through bio-metric sensors, at the time of arrival and departure is mandatory for all employees also in case of outdoor duties assigned during the work hours, if the employee does not return back for the day.
- In case an employee misses to finger punch his/her attendance either in morning or in the evening, half day leave (or salary in lieu thereof), will automatically be deducted on each such occasion, even if he or she is actually in the campus as the system on its own will not have any way to indicate his/her presence. Similarly, in case a faculty/staff member misses to finger punch his presence both times in day he/she will be treated as absent for the day and one-day leave (or salary in lieu thereof) will automatically be deducted on each such occasion. The monthly payment of the salary will be prepared based on the data generated by the bio-metric attendance.
- The Vice Chancellor, in case of faculty members and Registrar in case of non teaching staff may relax any inadvertent omission in this regard, for the reasons to be recorded for such omissions.
- If any employee is assigned or performs outside duty during the working hours, they have to apply OD in ERP and get it approved by the competent authority (reporting authority) -



- An employee can take one short leave of 2 hours (morning / evening) in an Attendance cycle, subject to prior written approval from the reporting officer.
- Under no circumstances below 8 hours working in a day shall be allowed except for the outdoor duty assigned for which prior approval of the assigning authority should be obtained and submitted in the EPR in advance.
- The flexibility in arrival and departure timings may be given to the executive administrative authorities of the University as defined in the act of 2006, keeping in view of their arduous nature of duties and higher responsibilities, however such authorities has to account for the reasons, if there are any shortcomings in the daily working hours or in working schedule notified, except for the VC.

\*Attendance month - 21<sup>st</sup> day of previous month to 20<sup>th</sup> day of subsequent month.



A handwritten signature in black ink, appearing to be 'Sushant'.

A handwritten signature in black ink, appearing to be 'Sushant', written over a faint, partially obscured stamp that reads 'Sushant University Sector-55, Gurugram'.

**Annexure-2**  
**Sub: Domestic Travel Policy**

The Travel Policy shall be applicable to all employees of University subsequent to the implementation of the service regulations w. e. f. 21.03.2014. It shall cover exhaustively the Entitlements of Travel, Hotel stay & other expenses. It shall act as a comprehensive document covering all grades of employees for journeys on official business and shall be as follows:

**ENTITLEMENTS**

Employees are entitled to claim Daily Allowance and Traveling charges in accordance with the schedule and conditions stated hereunder:

**Boarding – Lodging Entitlements (per day)**  
**(In Indian Rupees)**

Entitlement: Boarding 30% Max. & Lodging 70% Max.

Category/ Designation	Metros	Sub-Metros	Others	Mode of Travel
Vice-Chancellor/Pro Vice-Chancellor/ Registrar	Actual	Actual	Actual	'J' Class/ 1AC/ AC TAXI
Director/CFAO/DEAN/COE	9000	7500	5000	I AC / AC TAXI
Professor /Associate Professor/Joint Registrar/ Dy. Registrar/ Dy. Director and equivalent	7000	5000	4000	II AC SLEEPER/ AC TAXI
Asst. Prof. / Asstt. Registrar & equivalent cadre	5000	3500	2500	III AC/ AUTO/ BUS
Admin. Officers / Officer / Jr. Engineer/Executives & employees drawing grade pay up to Rs. 4200 or equivalent.	2500	2000	1500	III AC/AUTO/BUS
Employees drawing grade Pay between Rs. 1800 - 4200 or equivalent (Clerks)	1500	1500	1000	Ordinary SL/ Bus Fare
Other Employees drawing grade pay below Rs. 1800/- or equivalent (Office Boy/ Others/ Drivers / Electrician)	750	750	350	Ordinary SL/Bus Fare

**Note:**

- All Air travel can be undertaken only with the approval of the competent authority. The Chancellor or any other officer of the university empowered by the Chancellor can relax the class of travel in case of upper management level employees for meeting any exigency which may arise while performing their official duties.
- Boarding and lodging are subject to production of the bills. In Case where lodging facility is not available/availed the maximum 30% of the entitlement for lodging and boarding will be reimbursed subject to production of bills and 15% without bills. The combined amount towards Boarding and Lodging shall be termed as Daily Allowance.
- Entitlement for the members of Governing Body will be as per actual.

### **BOARDING/LODGING ENTITLEMENTS**

Limits of reimbursement as above, have been drawn based on a mix 70% towards boarding i.e. stay in hotels/room rent and 30% (with bills, else 15%) towards lodging i.e. food and miscellaneous expenses other than room rent.

### **OWN ARRANGEMENTS –Own boarding & Own Lodgings:**

Employees, who neither avail of stay at a hotel or at guest house, but elect to either stay with their friends or relatives, in the process, save University costs on account of boarding and lodging, will be paid a fixed sum irrespective of the bills @ 40% (40% for the first 3 days of stay and thereafter 20%) of the total reimbursement limits/ entitlements (Refer page-1)

### **GENERAL TRAVEL REGULATIONS**

- a. Boarding (accommodation charges) includes taxes/services/charges, as shown in bills produced for reimbursement of accommodation charges.
  - b. Lodging Entitlement shall include the expenses for food and miscellaneous expenses covering personal expenses such as laundry, coolie charges, tips, local telephone calls, post/courier charges, etc. (Where ever possible, bills may be submitted).
  - c. "Actual" means any amount which is reasonable and justified and within the parameters of the status of the employee and the situation prevailing at the time of the expenditure.
- Air Meal Allowance: Employees entitled for Air Travel for official purposes shall be given an additional allowance of Rs. 500/- per single journey i.e. Rs. 1000/-per return journey, if they use a Low Cost Carrier primarily Go Air, Indigo or Spice jet, under AMA (Air Meals allowance) in the domestic travel reimbursement policy. (No any bills or receipts required for claiming AMA)

e. State Capitals will be considered as sub Metros.

All Hill Station for the purpose of these REGULATIONS will be treated as Sub-Metros.

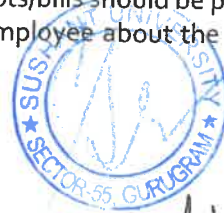
All other town/cities will be treated as "other Cities"

### **BILLS/RECEIPTS**

It is distinctly understood that any amount paid by the University to the employees, as per this REGULATIONS, is reimbursement of expenses incurred by them for the business purpose of the Company, unless the colleague elect to be paid on fixed allowance basis as above. Hence all receipts/bills should be provided. In case this is not possible a suitable declaration has to be given by the employee about the amount spent by him for the official purpose of the University.

### **TRAVEL TO NEARBY STATIONS**

Signature of the official



Signature of the official

Travel from Delhi to following stations – Sonapat, Panipat, Rohtak, Ghaziabad, Meerut, Gurgaon, Faridabad, Surajkund, Bahadurgarh, Noida or Greater Noida or any other nearby station as notified by HRD where one can return on the same day will be considered as a local duty, without payment of full DA. However, colleagues will be reimbursed 30% of lodging component to meet their local/miscellaneous expenses.

The following cities will be classified as Sub Metros:-

(The University, depending on requirements, may add or delete to this list)

Kanpur, Allahabad, Varanasi, Lucknow, Yamuna Nagar, Bhatinda, Jodhpur, Jaipur, Bhilwara, Bikaner, Ajmer, Amritsar, Agra, Ludhiana, Jalandhar, Mohali, Kurukshetra, Ambala, Jammu, Baroda, Indore, Pune, Karnal, Bhilwara, Bikaner and such other city as may be notified by HRD.

## CALCULATION OF D.A

For purpose of the Daily Allowance a period of less than 4 hours will not be considered and period from 4 hours to 14 hours will be considered as half day, and the period exceeding 14 hours, will be considered as one day. For all calculations 12 O' Clock (Mid-night) shall be the base Hotel charges are payable only up to 12.00 noon (or check out time) only for the day of departure. Delay in flights, trains, etc. not exceeding four hours, will be considered for the total hours for calculating Daily allowance.

## CLAIM

All T.A. bills must be submitted in the prescribed form only. All T.A. bills along with receipts/bills etc must be submitted within 7 days of the completion of tour, through Head of the Department, duly verified along with the unutilized advance drawn for traveling, to the Accounts Department. In case of non submission of T.A. bills or balance Advanced within the specified time, all further payments on account of salary, etc whatsoever payable, will be stopped without any notice till the settlement of account.

## CLARIFICATION

HR & Administration Department shall give clarification/s as and when required.

### Mode of Local Travel Permitted on Tour:

Office Boy//Drivers/Electricians/Attendants

-Bus/Rickshaw

Clerks /Assistants

- Bus/ Auto

Rickshaw

Officers/Executives/Admin. Officers/

-Auto Rickshaw/Bus

Asst. Prof. /Asstt. Registrar & equiv. Cadre

Associate Professor/Registrar/CFAO/ Joint Registrar/

Dy. Registrar/Deans/HOD & equiv. cadre

Vice-Chancellor/Pro Vice-Chancellor/

Dy. Director or equiv. cadre

-AC Taxi

Local Travel by personal vehicles

For Four wheelers

- Rs. 8.00 per km

For Two wheelers

- Rs.4 .00 per km



***These rules will supersede all the earlier provisions and service conditions mentioned in the appointment letters of the staff of the university at the beginning and till the date of these rules come to effect.***

**Addendum – 1 ( Leave Policy)**

**LEAVE POLICY**

**Purpose:**

To communicate the leave rules and regulations application to all employees.

**Policy Statement & Objective:**

This Policy encourages its employees to take break from work as this provides for a healthy and efficient staff. The leave policy sets out the various types of leaves that an employee is eligible for and outlines the procedure for taking leave.

**Leave Types and annual Credit:**

<b>Types of Leaves :</b>	
Casual Leave (CL):	12 days per calendar year including 2 days of restricted holiday.
Medical Leave (MDL):	10 Days for per calendar year.
Earned Leave (EL):	18 Days for per calendar year for Teaching staff 25 Days for per calendar year for Non-Teaching Staff.

- All leaves may be granted to all teaching and non-teaching staff, on entering the service.
- Leaves will be credited on 1<sup>st</sup> day of every calendar month to the employees at Pro-Rata basis during probation and contractual period as per the eligibility of the Leaves.
- Any unutilized/ Remaining CL & Restricted Holiday will be lapsed on 31<sup>st</sup> December
- Any unutilized/ Remaining Medical and Earned Leave will carry forwarded to the next year.

**Applicability:**

These Leave rules, shall apply to all employees who are on regular service (i.e Probation. Confirmed or contractual) of the University on accrual basis

## General Guideline and Procedure for availing leave/s

- Leave should always be applied in advance and it shall be availed only after its sanctioned from the competent authority.
- In case of exigency or emergency or in any circumstances that are beyond the employee's control the employee should use other means of communication (phone, SMS etc.) to contact the office of the University and give the necessary information to his/her functional head. A written application should be forwarded to the sanctioning authority immediately on reporting for duty.
- Employees should submit application for leave of more than 3 days, in the prescribed format, 7 days in advance to his/ her functional head which will further sent to the management.
- Simultaneously employee should also need to apply leaves in the ERP.
- All leaves sanctioned by the Management will be sent to the HR department for records.
- Any employee's absents without prior sanction/information will be marked absent for the day and salary for the same will be deducted.

### Leave Rules:

- Leave is a privilege and is not a right. It is earned and does not automatically become admissible as soon as one joins the service.
- The leave admissibility in respect of all the employees shall be governed by the rules framed as under:
  - ix. Casual Leave (CL)
  - x. Earned Leave (EL)
  - xi. Maternity Leave (ML)
  - xii. Medical Leave (MDL)
  - xiii. Vacation Leave (VL)
  - xiv. Compensatory Casual Leave (CCL)
- Leave year is the calendar year viz. 01<sup>st</sup> January to 31<sup>st</sup> December.
- On severance of the services, if an individual has availed Earned Leave/ Casual Leave/ Medical in excess of the entitlement, the same shall be recovered at the time of settlement of the accounts.
- In the event of an individual resigning from the services of the University then,



during the notice period, no leave of any kind/ nature shall be allowed.

**A. CASUAL LEAVE (CL)**

- i. Casual leave is catered to meet emergent/unforeseen requirements of an employee. However, an employee shall get it sanctioned in advance unless unavoidable. HODs/ Deans are the only authority to sanction leave over the telephone.
- ii. CL can be availed up to a number of CL earned or up to three days whichever is less.
- iii. Casual leave can be availed for even the half day. Two half day will be counted as 1 CL.
- iv. The restricted holidays, 02 per year, will be a part of Casual leave only.

**B. MEDICAL LEAVE (MDL)**

- f) Employees shall be eligible for 10 days medical leave and the said leave could be availed on account of illness duly supported by Medical certificate from a registered medical practitioner having registration with the medical council of India.
- g) Such leave can be availed on medical ground subject to production of valid medical certificate for leaves applied for 2 or more days.
- h) Every application for MDL for two or more days must be accompanied by a medical certificate from an authorised medical practitioner registered with the Medical Council of India. However, the authorities of the University shall be at liberty to subject an employee seeking medical leave to have him/her medically examined by the doctor on panel of the University and produce the medical certificate thereon.
- i) MDL will be credited to the employees on prorata basis, account on 1st of every month. Medical leave shall not be encashable.
- j) 50% of MDL may be carried forwarded to next year with max. ceiling of 60 Leaves.

e.g if you have 8 MDL remaining at the end of the 1<sup>st</sup> year then only 4 will be carried forwarded to the next year. Subsequently In the Beginning of Next Year you will have 4 MDL but in case you did not take any MDL during the Year then in December you have 14 MDL remaining in your account then only 9 will be carried forwarded to the 3<sup>rd</sup> Year. (5 of the unavailed 10 leaves in the 2<sup>nd</sup> Year)

**C. EARNED LEAVE (EL)**

- i. Earned leave means the leave earned by an employee for the services rendered during the calendar year.
- ii. The request for EL shall be made well in advance (generally 1 month); and requests made less than 7 days in advance may not be entertained.
- iii. However, if an employee has no other leave to his/her credit the competent authority may relax this condition on case to case basis & depending upon the merit of the case.

- iv. The immediate superior/departmental head shall recommend EL.
- v. EL shall not be admissible during the teaching classes of the academic session except in case of emergency.
- vi. The leave to the credit of the employee at the close of the previous year shall be carried forward to the next year.
- vii. The total accumulation of Earned Leave for the purpose of leave encashment shall be restricted to 45 days only during entire service, or as may be revised time to time by the management.
- viii. 50% of EL may be carried forwarded to next year with max. ceiling of 45 Leaves.

e.g if you have 20 EL remaining at the end of the particular calender year then only 10 will be carried forwarded to the next year. Subsequently In the Beginning of Next Year you will have 10 EL but in case you did not take any EL during the Year then in December you have either 28 EL remaining in your account then only 19 (10 from previous year and half of the 18 i.e. 9 from current year) will be carried forwarded to the 3<sup>rd</sup> Year.

#### **D. MATERNITY LEAVE (MTL)**

Only female employees are eligible to maternity leave. Grant of Maternity leave (MTL) is subject to the following regulations:

- i. MTL may be granted to a permanent woman member of the staff on full pay for a period up to 182 days from the date of its commencement. MTL will be granted to Confirmed Female Employees who have served the organization for a min. period of 245 days prior to applying Maternity Leave.
- ii. MTL can only be availed of once in a period of three years and only twice during the entire period of the employee's service at SU or elsewhere
- iii. MTL can be applied 15 days prior to expected date of delivery in case of so desired by the employee due to medical reasons. MTL shall not be debited to the leave account.
- iv. During the period of MTL she will be paid leave salary equal to the pay drawn immediately before proceeding on leave only after resuming duty and serving a declaration that employee will tender services for the next 1 year at the very least after resuming her duty. MTL will not be applicable for on probation or contractual/ temporary or ad-hoc appointees.
- v. MTL can be extended beyond the prescribed limit of 182 days, as leave without pay if a female employee is not in a position to resume duties for various compelling reasons. However, such leave without pay shall not be given for more than a period of six months. The sanction of leave without pay beyond the MTL will be on a specific written request made to the Vice Chancellor and is dependent upon the discretion of the Vice Chancellor keeping in view his assessment of the circumstances on case to case basis.



**E. Vacation Leave (VL)**

- i. Summer Break -: Summer break for a period of 12 Days during non-academic period as per the Academic Calender during which Teaching Staff can avail a maximum of 6 Days of Summer Break in 1 stretch on Rostered Basis during this period. Non-Teaching or Administrative staff cannot avail Summer Break.
- ii. Winter Break --: Winter Break is for 7 Days between 25<sup>th</sup> December to 01<sup>st</sup> January and can be availed by everyone.

**F. Compensatory Casual Leave (CCL)**

All employees are entitled to compensatory leaves, grant of compensatory leave (CCL) will be subject to the following regulations:

- a) CCL may be granted to all teaching and non-teaching staff, on entering the service, in lieu of working on a Holiday/Weekoff as approved by the reporting officer. CCL will be credited to the employees on monthly Basis. CCL cannot be availed in without prior approval and can only be availed during Vacation Period in a multiple of 3 only.
- b) The leave to the credit of the employee at the close of the previous year shall be carried forward to the next year.

An employee wishing to avail of CCL must submit his application at least one week in advance to the sanctioning authority as per the procedure laid down in **service rule book**. The sanctioning authority may refuse to grant the leave from the requested date-if he feels that it is not in the interest of the University. Instead, the leave may be granted from an earlier or a subsequent date.

**Closing Statement:**

To know more about the leave policy please refer to the Service rule book



**Addendum -2 (Appointment Policy)**

## Appointment Policy

### Recruitment and Selection

#### 1. Objective

- 1.1. The objective of this policy is to lay down guidelines for hiring qualified and competent professionals in line with the Mission and Vision of the SU.
- 1.2. We are committed to select and offer candidates based on their Qualification and Experience as seem fit for the vacant position.
- 1.3. We do not support any kind of discrimination while employing people.

#### 2. Applicability

- 2.1. This policy is applicable to all full-time and part-time employees, including those appointed on contract basis.

#### 3. Classification of Staff

The members of the employee of the University shall be classified as:

- d) Academic – which term shall include Vice-Chancellor, Director, Dean, Associate Dean, Assistant Dean, Professor, Associate Professor, Assistant professor, controller of examination, part time faculty, Visiting faculty, Workshop superintendent, Instructor, and such other academic posts as may be decided by the university.
- e) Technical – which term shall include, System Manager, System Analyst, Software Engineer, Programmer, Civil Engineer, Superintendent, Lab Assistant, foreman, Supervisor (workshop), Carpenter, Mechanic, Overseer, Medical Staff, House Surgeon and other Medical staff, Wardens/ Matron and such other administrative and other staff as may be decided by the university.
- f) Administrative and others – which term shall include Registrar, Director, Joint Registrar, Chief Finance and Accounts Officer, Dy. Registrar, Dy. Director, Assistant Registrar, Assistant Director, Administrative Officer,

Assistant Administrative officer, Section Officer, Training and Placement Officer, Assistant Manager/ Manager/ Senior Manager (Marketing, Finance & Accounts, HR, CRC etc) Accounts Officer, Audit Officer, Stores Officer, Estate Officer, Accountants, Store Keeper, Steward, Office Superintendent and such other administrative and other staff as may be decided by the university. The term shall also include Head-Training and Placement, Head- Marketing/Branding, Head-HR.

Cleaning and other staff – which term shall include Security Guards, Gardeners, Sweepers, Electrician, skilled and unskilled Attendants, Peons etc., and such other staff as may be decided by the university.

**4. Classification of Appointment :**

**4.1 APPOINTMENT BY PROMOTION:**

- 4.1.i. Appointment to a post in any grade by promotion shall be made, whether in a permanent or officiating capacity, from amongst employees serving in posts or in the next lower grade.
- 4.1.ii Every appointment by promotion shall be based on the recommendation of the promotion committee as per the policy lay down by the university under the “Promotion Policy”.

**4.2. TEMPORARY EMPLOYMENT**

- 4.2.i Appointment of the temporary employee will be for short duration or fixed term for 3 months to 10 months.
- 4.2.ii. The service of a temporary employee shall be liable to termination at any time by notice in writing given either by the employee to the university or by the university to the employee. The period of such notice shall be one day, unless otherwise agreed to by the University and the employee.
- 4.2.ii. The other terms and conditions of service of such employee shall be such as may be specified by the university in his/her letter of appointment



#### **4.3. APPOINTMENTS ON SPECIAL CONTRACT/ HONARARY/ EMIRITUS POSITIONS**

In order to meet higher quality bench marks in teaching and research, acclaimed academicians and/or person of eminence from industry are required in the University. Such eminent and competent faculty are required to be invited by the university as Professor Emeritus. It is experienced that Professor Emeritus will supplement teaching and collaborate with the faculty to stimulate activities for quality education & research besides playing mentoring and inspirational roles.

#### **PROFESSOR EMERITUS**

1. Professor Emeritus is prestigious faculty position that may be conferred upon to fully retired (more than 65 years of age), distinguished personality and who meet the eligibility criteria as per UGC norms. Emeritus position provides an opportunity to the superannuated distinguished teachers/ industry experts who have been actively engaged in research and teaching programmes in the preceding years to undertake teaching and research, without any restriction of position or pay scales.
2. The eligibility will be based on the quality of research and published work contributed by the teacher in her/his service career. The awardee (superannuated) can work under this scheme with a well-defined time bound action plan up to the age of 70 years (annually renewed). No extension under the scheme is admissible beyond 70 years of age.
3. Consolidated pay shall be admissible as per the university norms.

#### **4.4 APPOINTMENT OF PERMANENT OR REGULAR EMPLYEES**

- 4.4.i All the employees hired on permanent or regular basis will be hired as per guideline and criteria laid down in the Annexure 1.
- 4.4.ii. All the appointment made under this category will hired on the initial probation for 1(one) year, but in no case the total period of probation shall exceed four years.
- 4.4.iii. Criteria for Confirmation of Services is completion of PhD in relevant fields failing which the Contract of Appointment stands terminated.

4.4.iv. PhD in relevant field from an institute of repute with or without teaching experience can be appointed on permanent basis subject to confirmation of probation period of 1 year.

**4.4. ADHOC APPOINTMENTS:**

Notwithstanding anything contained in the above rules, the Board of Management may by a general or special order and subject to such conditions as it may specify in such order delegate to any authority in the University the power to make ad hoc appointments.

**4.5. SPECIAL CONTRACTS:**

Notwithstanding anything contained in the Ordinance, the Board of Management may, in special cases, appoint teachers on contract on such terms and conditions as it may deem fit:

Provided that no appointment shall be made under this clause for a period exceeding two years at a time.

**5. CATEGORIZATION OF EMPLOYEES**

**5.1 Regular employees**

Person engaged on permanent basis and includes any person engaged against permanent position and confirmed.

**5.2 Probationary Employee**

Person hired against any permanent position will on probation for the 1<sup>st</sup> year of their service. Based on the evaluation/ review and recommendation of Dean (in case of School) and HoD (in case of Non- Teaching Department), probation will be extended for the next 3 month or services will be terminate in accordance to the policy laid down by the university.

**5.3. Fixed Term (Contractual) Employees**

Person who has been appointed for the Specific Project or appointed for fixed tenure, whose services are terminable at the end of the tenure. Their Contract may be extended for another term depending upon the requirement of their services.

**5.4 Other Categories**

Management Trainee/Graduate Trainee means candidates fresh from institutes (MBA, CA, ICWA, B.Tech, M.Tech, LL.B) and with no initial or prior work experience in past.

### **5.5 Part Time**

Part time employees are those hired for work less than the normal working hour on a consolidated monthly salary. They will not be entitled nor they could claim any benefit provided to full time employees.

## **6. RECRUITMENT**

To attract and retain people with multi-dimensional skills and experience that matches with the present and future requirement of SU.

### **Categories of Vacancies**

- A. As per Annual and Semi-Annual Manpower Plan
- B. Replacement Vacancy
- C. New Positions, Due to Expansion of Statutory Obligations.

### **Modes of Recruitment**

- i. Advertisement in Local and National Newspaper/ Social Media
- ii. Internal Job Posting / Transfer
- iii. Existing Data Bank
- iv Job Portal
- v. Rehires
- vi. By Invitation: The Board shall have the power to decide on the recommendations of the Director that a particular post be filled by invitation, or by promotion from amongst the members of the staff of the Institute under a scheme approved by the Board.



**Points to be noted**

- a. No family relation of an existing employee will be considered for a position when the existing employee can directly or indirectly influence the recruitment & have any relation/role in supervising the employee or be in any position to determine/decide the performance of the new employee.
- b. In case of the hire of a family relation of any employee, the same will have to be brought to the notice of the Vice Chancellor and decision to hire finally rests with the Vice Chancellor. In case it is found at a later stage a hire has been made of a family relation of an employee without prior approval, then it will be deemed as a violation to this policy & appropriate action will be initiated that can ultimately result in termination of the employee. In the event that an existing employee becomes related to another employee through their own marriage or the marriage of their child, or otherwise, then the same will need to be declared to the Registrar.

i. Newspaper advertisement

An advertisement in newspaper/social media/magazine shall be published at least once a year taking into consideration the following points.

- a) Target publications for advertisements (Geographical Spread - Regional/Pan; India/Global)
- b) All relevant information will be contained in the advertisement (About SU; Position; Job description; Compensation, if needed to be stated; relevant contact details; etc.)
- c) Budget for publishing the advertisement.
- d) Outcome of the screening committee results should be communicated to the shortlisted candidates within 1 month from the date of interview so that TSU does not lose good candidates.

ii. Internal Job Posting / transfer

- a). Open positions can be filled by either transferring or deputing employees from different departments/divisions.



b). Internal transfer has to be in consultation and agreement between the Dean/HOD's of the employees, HR and the Vice Chancellor.

iii. Existing Data Bank

a). Applications received from candidates directly, through any advertisement, web-portals, other sources will be filed for future use in a data bank.

b). HR will maintain the updated Data Bank & before commencing any recruitment through consultant, job portal, or any other source, etc., the relevant data bank will be searched for suitable applicants.

c). Candidates rejected will be removed from the databank.

iv. Consultants/Search Firms

a. HR will recommend to the Vice Chancellor for the empanelment of search firms & recruitment consultants for the hiring needs of the Institute based on the current recruitment norms at various levels.

b. Director on recommendations of HR shall approve the empanelment of consultants and search firms. SU shall enter into a contract with each of the empaneled consultants before awarding the assignment.

v Job Portal

a. All Job portals to be used by the institute will be recommended by HR to the Vice Chancellor. The contract will specify the commercials and terms of service to be rendered.

b. The performance of all job portals in terms of applications coming in will be monitored against defined parameters and decision to continue their services, terminate the contract or to modify the nature of the contract/service will be taken periodically.

vi. Rehiring of Former Employees





a. As a policy, SU is open to consider former employees for rehiring which will be against specific needs. Rehiring them may be considered a good move, since they already know who's who in the University; they are familiar with the internal policies, practices and culture and are well versed with the working of the Institute. The cost and time of hiring, induction, and training is significantly reduced by recruiting former employees. They bring along with them experience and knowledge that they gained while outside the University.

b. Rehiring of former employees must happen against the open positions

c. For the purpose of recruitment, all former employees shall be considered as new candidates and similar recruitment process will be followed as what is applicable for any new hiring.

d. Former employees who have good performance ratings, who have exceptionally contributed to the growth of the Institute will be considered for rehiring.

e. The HR Division is however, precluded from arriving at a decision to rehire former employee who have earlier:

i) Been tagged as 'not good for rehiring' by the Dean/ HOD in the exit feedback.

ii) Already been rehired once & have exited again.

iii) Absconded.

iv) Who have not served their notice period

v) Been removed from service on grounds of misconduct, acts of moral turpitude or otherwise on lack of integrity.

vi) If were asked to leave due to performance issues

f). To ensure a right selection is made the second time, when and if a rehire opportunity comes up, the following aspects of an employee's exit are taken into consideration by the HR Division.

i) If the former employee exited even when the corrective actions were taken to control their exit, is most likely to leave again.

- ii) If the reason for leaving still exists, this would indicate that the rehire is likely to leave again.
- iii) If the former employee had stated their disinterest in rejoining the institute at the time of exit, they will be probed to identify the reason of change of mind.
- iv) Refer to Dean/ HOD's comment. If the manager had recommended 'good for rehiring', the rehiring process must be initiated for the former employee

**7. PROBATION:**

Employee shall be appointed on probation ordinarily for a period of twelve months, but in no case the total period of probation shall exceed Forty Eight months.

Provided further that the condition of probation shall not apply in the case of teachers appointed on invitation by the Board of Management with specific provisions.

**8. APPOINTMENT OF VICE-CHANCELLOR**

The Vice-Chancellor shall be the Principal academic and executive officer of the University and shall be responsible for the proper administration of the University and for the imparting of instruction and maintenance of discipline therein.

**9. DEAN/ HEAD OF DEPARTMENT**

Each School/department of the University shall have a Head who shall be selected by the Vice-Chancellor on rotation basis from amongst the Professors, Associate Professors, provided that when in the opinion of the Vice-Chancellor the situation so demands, the Vice-Chancellor may himself/herself take temporary charge of a department(s) or place under the charge of such other Professor/ Associate Professor from another Department for a period not exceeding six months. The Head of Department shall be responsible for the entire working of the Department, subject to the general and overall control of the Vice-Chancellor.

It shall be the duty of the Head of the Department to ensure that the decisions of the university and of the Vice-Chancellor are faithfully carried out. He/ she shall perform such other duties as may be assigned to him/her by the Vice-Chancellor from time to time. The position of the Dean/ HOD will be rotational and or for a maximum period of three years or any other period which may be decided by the Management.

**10. PLACE OF POSTING:**

Place of posting will be Ansal University, Gurgaon, Haryana. However, the management may transfer any Teaching Faculty & other staff to any other offices/campuses/ locations existing or to be opened in future by the University and the sponsoring body. Consequent upon such transfer, the rules and regulations of service applicable to such post or at the place of posting will become applicable.

**11. STANDARD PAY SCALES:**

The standard scales of pay are as given under:

Professor / Sr. Professor	67000-79000 AGP Rs. 10000 (Academic Level-15)
	37400-67000 AGP Rs. 10000 (Academic Level-14)
Associate Professor	37400-67000 AGP Rs.9000 (Academic Level-13A)
Assistant Professor	15600-39100 AGP Rs.6000 (Academic Level-10)
	15600-39100 AGP Rs.7000 (Academic Level-11)
	15600-39100 AGP Rs.8000 (Academic Level-12)

The management reserves the right to offer different pay scales, consolidated honorarium or alternative pay packages to the teachers of the university besides the above standard pay scale. A professor holding substantive post may additionally be assigned Deanship for academic administration of School of study of the university and a separate special allowance/honorarium in addition to the normal pay package of the post of Professor, as may be decided by the management of the University, keeping in view the stature and credentials of the said professor may also be paid for such additional assignment as Dean till the incumbent holds the position. This will be applicable only for the Dean of the School of study of the University and not for other equivalent positions.

**12. INCENTIVES FOR PH.D.**

If a candidate is appointed as Asstt. Prof. with Ph.D. two increments may be made admissible, as per the discretion of the appointing authority.

**13. Fitness:**

## 19. Guidelines for Appointment

- 19.1 All posts at the University shall normally and as, far as possible, be filled by advertisement; but, the Chancellor on behalf of the Governing Body shall have the exclusive power to decide, either on its own or on the recommendations from the Vice-Chancellor, that a particular post be filled by invitation, or by promotion from amongst the members of the staff of the University.
- 19.2 Every appointment for the faculty positions and senior administrative post (upper management) shall be filled by the selection committee of the University constituted as per the procedure and the proceedings to be forwarded to the Management for information and concurrence. For all other ministerial staff the Vice-Chancellor shall be empowered to fill the vacancy or he may suggest constitution of a three member committee for the purpose. Appointments so done shall be reported to the Chancellor/management. Appointments, with or without grades, in the University will be created on ad-hoc, Temporary and Regular basis by the University as per the requirement shall be ascertained on the basis of the norms prescribed by the appropriate authority from time to time. Additional posts may also be created, as required, for the extension of specific projects and or research and development activities.
- 19.3 All appointments shall be approved by the "BOM" and reported to the Governing Body.
- 19.4 The selection committee will judge the suitability of all the candidates for the members of the teaching faculty. Letters of confirmation in services shall only be issued by the Registrar for all employees except to the Vice Chancellor; on the recommendations of the Vice-Chancellor on the basis of the recommendation of the review committee formed time to time for the purpose of review the cases for annual increment /promotion etc. In case of the Vice-Chancellor, the Chancellor, on behalf of the Management has the sole power to confirm his services as the Vice-Chancellor.
- 19.5 Every appointment, whether temporary, contractual or part time will be made for a specific tenure and all such appointments shall become invalid from the date specified in their appointment letter/ contract. Such appointments, may however, be extended, subject to a written confirmation of such extension duly approved by the Vice-Chancellor, for such period (s) as he may deem fit, failing, which, no extension shall be considered valid and binding on the University.

- 19.6 All appointments shall be made on mutually accepted Terms & Conditions between the parties.

## 20. Constitution of Selection Committee

### Standard Operating Procedure appointments of academic and non-academic staff at Ansal University

- a) **Purpose:** The purpose of this Standard Operating Procedure is to establish a procedure to be followed before appointing any academic and non-academic staff at Sushant University.
- b) **Responsibility:** All concerned members/officers entrusted with the responsibility of recruitment would be responsible for maintaining, documenting and implementing this procedure.
- c) **Rationale:**

Ansal University is committed to establish itself as a paragon of excellence in the Indian higher education space by providing world class learning environment to its students. In order to achieve this goal it is of paramount importance that we adhere to the set of processes and standards that are followed in leading educational institutions across the world.

- Transparency and governance are pre requisite in winning trust and confidence of the public. Respect of an institution, valuation of an enterprise, standing of a nation is directly proportional to the transparency and governance. Transparency and governance are two touchstones to fathom the character and gravitas of an organization. As a university we are committed to instill transparency and governance in every process and procedure that we employ in pursuit of the University's mission, objectives and goals.
- As a leading educational institution we are answerable to not only to our board but also to our students, government, educational bodies and the public at large.
- In this age of transparency every detail is available to public at large through Right to Information (RTI) act coupled with enormous reach of information through internet. Therefore it is imperative that we establish well defined

procedures and processes that are transparent and objective and that can stand any test or scrutiny.

- Academic and non academic staff plays a critical role in the development of a stimulating teaching and learning environment and therefore appointment of these personnel is very critical. Therefore it is of utmost importance that we define, document and implement standard processes for the hiring of the human resources.
- Implementation of these standard processes would be a step forward in implementing transparency and good governance at Ansal University.

**d) Process of Selection:**

- Every vacancy (for academic and non-academic staff) would be advertised and a pool of applicants would be generated
- Resumes of all applicants would be rated and documented
- Selected applicants would be called for interviews

**e) Selection Committees:** The following will be the constitution of selection committees for various positions:

**28.1 Director/Deans/Professors & Equivalent Positions and Above:**

- Chancellor or his nominee
- Vice Chancellor
- Director- Human Recourse
- Three Experts of the concerned subject/field (not connected with the University) nominated by Chancellor/Vice chancellor.
- For Architecture discipline, Nominee of COA will also be called.

**28.2 Other Teaching Positions (Associate Professors, Assistant Professors and below):**

- Chancellor or his nominee
- Vice Chancellor
- Director- Human Resource
- Three Experts of the concerned subject/field (not connected with the University) nominated by Chancellor/Vice chancellor.
- Dean/ Head of Institution of concerned subject/field

- For Architecture discipline, Nominee of COA will also be called
- Registrar-Member Secretary

**28.3 Non - Teaching Upper Management Level**

- Chancellor or his nominee
- Vice Chancellor
- Director- Human Resource
- Dean/HOI of the concerned School
- Registrar - Member Secretary

**28.4 Others ministerial Staff:**

- Vice Chancellor or his nominee
- Registrar, Joint Registrars, HODs as applicable.

**28.5 Visiting Faculty:**

The appointments of visiting faculty will be decided by the concerned Dean/ Head of Institution in consultation with the Vice Chancellor.

**28.6 Procedure for holding selection committee meeting.**

- a) The meeting of a Selection Committee shall be convened by the Vice-Chancellor.
- b) The Vice-Chancellor shall preside at the meetings of a Selection Committee.
- c) The Registrar, and or his nominee shall be the ex-officio Secretary wherever it may be required. However, he will be a nonvoting member in the selection committee for teaching staff above the label of Associate professor.
- d) Ordinarily a week's notice of a meeting shall be given.
- e) Four members inclusive of the Chairman shall form quorum.
- f) The Chairman shall be entitled to vote at the meeting and shall have and exercise a casting vote in the case of an equality of votes.
- g) The meeting of every Selection Committee shall be held at AU or at such other place as the Vice-Chancellor may decide.

- h) The Selection Committee shall consider and submit to the Board of Management recommendations as to the appointment(s) referred to it.
- i) The Chairman shall have the power to lay down the procedure in respect of any matter not mentioned herein.
- j) If the Board of Management is unable to accept any recommendation made by the Selection Committee, it may remit the same to the Selection Committee for reconsideration and if the difference is not resolved, the Board of Management shall record its reasons and submit the case to the Chancellor for orders.
- k) The constitution of the Selection Committee for the purpose of recognizing teachers shall be as suggested by the Board of management.
- l) All Appointments should be approved by the BOM and reported to the Governing Body/Management
- m) The appointment of Dean, Associate Dean and Assistant Dean in various Schools across the University, shall strictly be on rotational basis for the period as may be determined by the University, which however should not be more than three years. These positions should be offered to the senior professors having requisite qualifications and experience as per the prescription of the UGC. All the benefits entangled with such kind of additional responsibilities shall be automatically withdrawn when the Professor incumbent is reverted back in the event of rotational change of assignments as Dean, Associate Dean and Assistant Dean.

**Annexure A**

<b>Designation</b>	<b>Minimum Qualification</b>	<b>Mandatory Qualification</b>	<b>Minimum Teaching Experience</b>	<b>Research Publication</b>	<b>No. of Books Published</b>	<b>Citation index</b>
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<b>Teaching Assistant / Faculty / Lecturer</b>	Master's degree with 60% marks (or an equivalent grade in a point scale wherever grading system is followed)		Nil			
<b>Assistant Professor (Academic Level – 10)</b>	Master's degree with 60% marks (or an equivalent grade in a point scale wherever grading system is followed)	Qualified UGC- NET	Nil			
<b>Assistant Professor (Academic Level – 11)</b>	Master's degree with 60% marks (or an equivalent grade in a point scale wherever grading system is followed)	Qualified UGC- NET	min. 3 Years	3 (at least 1 in journal of International repute)		
<b>Assistant Professor (Academic Level – 12)</b>	Master's degree with 60% marks (or an equivalent grade in a point scale wherever grading system is followed)	Qualified UGC- NET	min. 5 years	4 (at least 2 in journal of international repute)		
<b>Associate Professor</b>	Master's Degree with at least 60% marks (or an equivalent grade in a point scale wherever grading system is followed)	Ph. D Degree	min. 8 years (Min. 5 Years Post PhD)	5 (at least 2 in journal of International Repute)		
<b>Professor</b>	An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 research publications(of which 3 in journals of		min. 10 years post PhD (min. 4 Years as Associate Professor)			



Sushant University  
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	International Repute) in the peer reviewed/ UGC listed journals and a total research score of 120				
<b>Senior Professor in Universities</b>	A minimum of twelve years of teaching/research experience as Professor or an equivalent grade in the University/ College/ National level institute with Ph. D Degree	The selection shall be based on ten best publications in the Peer reviewed/UGC C listed journals and award of minimum two Ph.D. degrees under his/her supervision during last 3 years and interaction with a Committee constituted.			

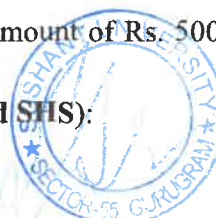
**Note: in case of specific program falling under PCI/COA/BCI/ NCTE/ other statutory body, minimum qualification and experience shall be as defined by concerned specific statutory body.**

**Addendum – 3 (Reimbursement Policy)**

**Disbursement of Remuneration/Reimbursement/Conveyance Charges**

**FOR SCHOOL EXAMINATION**

1. Conveyance charges for the External Examiners/Jurors (Answer Books/Project/Thesis)
  - a) Rs. 600/- (for Gurugram)
  - b) Rs. 1000/- (for any other part of NCR)
  - c) Rs. 12/- per km (Outside NCR) or taxi fare (subject to the production of actual bill) + Actual Toll Expenses
  
2. Remuneration rates for the External Examiners/Jurors for End Term Practical/Lab/Viva-Voce Examinations
  - a) For schools (SAA, SoD and SoPD): A Fixed amount of Rs. 5000/- exclusive of applicable conveyance charges and staycation.
  - b) For other schools (SoB, SET, SOL, VHTBS and SHS):



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- i. A Fixed amount of Rs. 2000/- exclusive of applicable conveyance charges subject to the minimum of 20 students (even if he/she conducts two different examinations on the same day).
  - ii. If number of students is more than 20, Rs. 100/- per student for over and above 20 students will be added to Rs. 2000.
3. Remuneration rates for the Evaluation and Viva-Voce examination of Dissertation/Thesis/Project for UG/PG programme
  - a) **Project Report**
    - a. Fixed amount of Rs. 2500/- exclusive of applicable conveyance charges subject to the minimum of 20 students
    - b. If number of students is more than 20, Rs. 150/- per UG/PG Project report and applicable conveyance charges
  - b) **Dissertation**
    - a. Fixed amount of Rs. 3500/- exclusive of applicable conveyance charges subject to the minimum of 20 students
    - b. If number of students is more than 20, Rs. 200/- per PG dissertation and applicable conveyance charges
4. Remuneration rates for the External- Answer Book Evaluator (External/Visiting) /Re-evaluator (External/Visiting) for End Term Examination
  - a) Fixed amount of 750/- subject to the minimum of 20 Answer Books plus applicable conveyance charges
  - b) Rs. 35/- per Answer Book if number of students is more than 20 plus applicable conveyance charges
5. Remuneration rates for the Evaluators- Ph.D Thesis including Viva-Voce
  - a) Rs. 5000/- per thesis for evaluation/Pre examination
  - b) Rs. 3500/- for Viva-Voce and exclusive conveyance charges
6. Remuneration rates for the External- Question Paper Setter
  - a) Rs. 1000/- per question paper for UG/PG/Ph.D programme

**FOR REGISTRAR OFFICE**

1. Remuneration rates for the external experts of Executive Committee - Youth Red Cross, Academic Council, Board of Management, Governing Body and any other University Level Statutory Committee
  - a) A Fixed amount of Rs. 6000/- per meeting attended (exclusive of conveyance charges)

- b) A conveyance charges of Rs. 1500/- per meeting attended. In case of Government officials, Government policy of conveyance charges will apply.

**AT SCHOOL LEVEL**


1. Remuneration rates for the external experts of Board of Studies (BOS)
  - a) A Fixed amount of Rs. 5000/- per meeting attended (exclusive of conveyance charges)
2. Remuneration rates for the external experts of School Research Committee (SRC)
  - a) A Fixed amount of Rs. 5000/- per meeting attended (exclusive of conveyance charges)
3. Remuneration rates for the external experts of School Advisory Council
  - a) A Fixed amount of Rs. 5000/- per meeting attended (exclusive of conveyance charges)
4. Remuneration rates for the lecture/seminar/workshop of industry external experts
  - a) Rs. 2000/- per hour rate (exclusive of conveyance charges) up to maximum of Rs. 6000/- in a day
  - b) Conveyance Charges
    - i. Rs. 600/- (for Gurugram)
    - ii. Rs. 1000/- (for any other part of NCR)
    - iii. Rs. 12/- per km (Outside NCR) or taxi fare (subject to the production of actual bill) + Actual Toll Expenses
5. Remuneration rates for the Visiting Faculty
  - a) Rs. 900/- per hour rate (exclusive of conveyance charges) for having less than 5 years of academic/professional experience up to maximum of Rs. 2700/- in a day
  - b) Rs. 1100/- per hour rate (exclusive of conveyance charges) for having between 6-10 years of academic/professional experience up to maximum of Rs. 3300/- in a day
  - c) Rs. 1300/- per hour rate (exclusive of conveyance charges) having for more than 10 years of academic/professional experience up to maximum of Rs. 3900/- in a day
  - d) Conveyance Charges
    - i. Rs. 600/- (for Gurugram)
    - ii. Rs. 1000/- (for any other part of NCR)
    - iii. Rs. 12/- per km (Outside NCR) or taxi fare (subject to the production of actual bill) + Actual Toll Expenses

Remunerations rates for the visiting faculty having sound technical knowledge and expertise may be revised with the prior approval of competent authority

**Disclaimer: Service rules approved in BOM: 21.03.2014 are to be interpreted with the revised Rules/Policy/Amendments made in BOM dated 19.11.2022**



## SYLLABUS- Value added course

	<b>Sushant School of Health Sciences</b>		
	<b>Detailed Teaching Plan</b>		
<b>Value added Course Code:</b>	<b>value added Course Title : Stress Management</b>		
<b>Academic Year: 2019-20</b>	<b>Term :</b>	<b>Core/Elective: Elective</b>	<b>Credits: NIL</b>
<b>Course Designed by: Ms. Elina</b>		<b>Course Instructor: Dr.Elina , Ms. Shweta</b>	
<b>Course Pre-requisites: None</b>		<b>No. of sessions: 36 hrs.</b>	

### 1. Course Description

#### Stress Management:

Stress management starts with identifying the sources of stress in our life. This is not as easy as it sounds. Our true sources of stress aren't always obvious, and it's all too easy to overlook Our own stress-inducing thoughts, feelings, and behaviours. Sure, we may know that we're constantly worried about work deadlines. But maybe it's our procrastination, rather than the actual job demands, that leads to deadline stress. Stress is necessary for life. We need stress for creativity, learning, and your very survival. Stress is only harmful when it becomes overwhelming and interrupts the healthy state of equilibrium that your nervous system needs to remain in balance. In fact, the simple realization that we're in control of your life is the foundation of stress management. Managing stress is all about taking charge: of our thoughts, emotions, schedule, and the way you deal with problems.

#### Employability-level: Foundation Skill

1. Foundation Core	2. Foundation Skill	3. Professional Core	4. Professional Skill	5. Premier Skill
		✓	✓	

### 2. Course Objectives



Effective stress management helps you break the hold stress has on your life, so you can be happier, healthier, and more productive. The ultimate goal is a balanced life, with time for work, relationships, relaxation, and fun—and the resilience to hold up under pressure and meet challenges head on

### 3. Course Learning Outcomes

Upon successful completion of the course, the students should be able to:

- CO1: Recognize your stress triggers and how to manage them.
- CO2: Develop proactive responses to stressful situations.
- CO3: Use coping tips for managing stress both on and off the job.
- CO4: Learn to manage stress through diet, sleep and other lifestyle factors.

### Course Content:

**Module 1.** (i) Introduction to Stress: Meaning, Definition, Eustress, Distress,

(ii) Types of stress: Acute stress, Episodic Acute stress and chronic stress, signs and Symptoms.

**Module 2.** Sources of stress: (i) Psychological, Social, Environmental (ii) Academic, Family and Work stress.

**Module 3.** Impact of stress: (i) Physiological Impact of stress -Autonomic Nervous System Changes, Changes in Brain, General adaptive syndrome (GAD), Quality of sleep, Diet and Health effects.

(ii) Psychological Impact of stress - Impaired Mental functions, Poor memory (iii) Social Impact of stress - Stressful Life Events, Social support and health.

**Module 4.** Stress Response: 'Fight or Flight' Response, Stress warning signals BLOCK – II: Stress and Coping.


**Module 5.** Coping Mechanisms: Appraisal focused, Emotional focused and Problem focused.

### Reference Books:

1. Cooper C.L. (1995) Handbook of Stress Medicine and Health, CRC Press.
2. Cooper C., Palmer S. (2000) Conquer Your Stress, Chartered Institute of Personnel and Development.
3. Davis M. (2000) The Relaxation and Stress Reduction Work Book, New Harbinger inc.
4. Everly G.S. (1989) A Clinical Guide to the Treatment of the Human Stress Response, Plenum Press.
5. Fried R. (1990) The Breath Connection, Plenum Press.



## SYLLABUS- Value added course

 <p><b>Sushant University</b> Erstwhile Ansal University Gurugram</p>	<p><b>School of Health Sciences</b></p>		
<b>Detailed Teaching Plan</b>			
<b>Value added Course Code:</b> 21SSHS-VA01	<b>Value added Course Title :</b> Health and COVID-19: Understanding, Prevention, and Well-being		
<b>Academic Year:</b> 2020-21	<b>Term :</b>	<b>Core/Elective:</b> Elective	<b>Credits:</b> NIL
<b>Course Designed by:</b> Tsering Lamu shongmu e-mail: tseringshongnu@sushantuniversity.edu.in		<b>Course Instructor:</b> Ms Roshni Sengupta	
<b>Course Pre-requisites:</b> None		<b>No. of sessions:</b> 30	

### 1. Course Description

The "Health and COVID-19" course aims to provide comprehensive knowledge and practical strategies for understanding, preventing, and promoting well-being during the COVID-19 pandemic. This course will cover various aspects of the virus, including its origins, transmission, symptoms, and impact on physical and mental health. Participants will gain insights into effective preventive measures, self-care practices, and strategies for maintaining overall well-being during challenging times.

**Employability-level:** Foundation Skill

1. Foundation Core	2. Foundation Skill	3. Professional Core	4. Professional Skill	5. Premier Skill
		✓	✓	

### 2. Course Objectives

This course on fundamentals of employability aims to:

- ✓ Understand the origins and global spread of COVID-19.
- ✓ Explain the impact of COVID-19 on public health and healthcare systems.
- ✓ Recognize the importance of accurate information and responsible communication during a pandemic.
- ✓ Understand different types of COVID-19 tests and their purpose.
- ✓ Explain the procedures for testing and diagnosis.





- ✓ Develop a comprehensive understanding of COVID-19 and its impact on health
- ✓ Acquire knowledge on effective preventive measures to reduce the risk of transmission
- ✓ Learn strategies for maintaining physical and mental well-being during the pandemic
- ✓ Gain practical insights on healthy lifestyle choices to support overall health
- ✓ Connect with a community of learners and experts for shared learning and support

### 3. Course Learning Outcomes

Upon successful completion of the course, the students should be able to:

- ✓ Understand the origins, transmission, and impact of COVID-19 on global health.
- ✓ Recognize and describe the common symptoms associated with COVID-19.
- ✓ Demonstrate knowledge of effective preventive measures to minimize the risk of COVID-19 transmission.
- ✓ Explain the importance of hand hygiene, mask-wearing, and respiratory etiquette in preventing the spread of the virus.
- ✓ Interpret COVID-19 test results and understand the procedures for testing and diagnosis.
- ✓ Identify strategies to maintain overall physical health during the COVID-19 pandemic.
- ✓ Demonstrate an understanding of the psychological impact of the pandemic and develop coping strategies to manage stress and anxiety.
- ✓ Describe the importance of self-care practices and resilience-building for mental well-being.
- ✓ Discuss the role of nutrition, exercise, and sleep in supporting a strong immune system and overall health during the pandemic.
- ✓ Apply knowledge gained to make informed decisions regarding personal and community health during the COVID-19 pandemic.
- ✓ Engage in discussions and exchange experiences with fellow learners to enhance understanding and promote shared learning.



- ✓ Access and utilize relevant resources, readings, and practical exercises to enhance knowledge and skills related to COVID-19.
- ✓ Reflect on personal experiences and develop strategies for maintaining a healthy work-life balance during challenging times.
- ✓ Demonstrate awareness of the ethical considerations and responsible behavior necessary to prevent the spread of COVID-19.

#### 4. Course Pedagogy

- ✓ Blended Learning Approach: The course will employ a blended learning approach, combining online lectures, multimedia resources, interactive activities, and discussion forums to engage learners and facilitate knowledge acquisition.
- ✓ Multimedia Content: Lectures will be delivered through video modules, incorporating visual aids, graphics, and animations to enhance understanding and engagement. Supplementary materials such as infographics, articles, and case studies will be provided to reinforce key concepts.
- ✓ Interactive Assessments: Regular quizzes and assessments will be incorporated to assess learners' understanding of the course material. These assessments will provide immediate feedback to reinforce learning and identify areas that require further clarification.

#### 5. Course Contents and Schedule

##### Module 1: Introduction to COVID-19

- ✓ Understanding the origins and spread of COVID-19
- ✓ Overview of COVID-19 symptoms and severity
- ✓ The global impact of the pandemic

##### Module 2: Transmission and Prevention

- ✓ Modes of transmission and how to minimize the risk
- ✓ Importance of hand hygiene, mask-wearing, and respiratory etiquette



- ✓ Social distancing and its effectiveness in preventing the spread

### Module 3: COVID-19 Testing and Diagnosis

- ✓ Different types of COVID-19 tests and their accuracy
- ✓ Procedures for testing and diagnosis
- ✓ Interpreting test results and understanding their implications

### Module 4: Physical Health and COVID-19

- ✓ Impact of COVID-19 on the respiratory system and other organs
- ✓ Managing symptoms and seeking medical help
- ✓ Strategies for maintaining overall physical health during the pandemic

### Module 5: Mental Health and Well-being

- ✓ Understanding the psychological impact of the pandemic
- ✓ Coping with stress, anxiety, and uncertainty
- ✓ Promoting mental well-being through self-care and resilience-building

### Module 6: Healthy Lifestyle and COVID-19


- ✓ Importance of nutrition, exercise, and sleep for a strong immune system
- ✓ Developing healthy habits amidst the pandemic
- ✓ Balancing work, family, and personal life during challenging times
- ✓ Course Delivery:
  - ✓ Lectures and presentations delivered through video modules
  - ✓ Interactive quizzes and assessments to reinforce learning
  - ✓ Discussion forums for participants to engage and share experiences
  - ✓ Recommended readings, resources, and practical exercises
  - ✓ Live webinars or Q&A sessions with experts in the field

## 6. Course Assessment

The course is of 100 marks at the end of the end of all sessions. A minimum of **40%** score and **75%** attendance is required to get a certificate. Final Grades will be based on the relative performance of a student in the class.



## SYLLABUS- Value added Course

 <b>ansal</b> <b>University</b> <small>Gurgaon</small>	<b>Sushant School of Health Sciences</b>		
<b>Detailed Teaching Plan</b>			
<b>Value added Course Code:</b> 20SHS-VA01	<b>Value added Course Title :</b> Self-Grooming and Care: Enhancing Personal Well-being and Confidence		
<b>Academic Year:</b> 2020-21	<b>Term :</b>	<b>Core/Elective:</b> Elective	<b>Credits:</b> NIL
<b>Course Designed by:</b> Ms Roshni Sengupta e-mail: roshnisengupta@sushantuniversity.edu.in		<b>Course Instructor:</b> Ms Roshni Sengupta	
<b>Course Pre-requisites:</b> None		<b>No. of sessions:</b> 30	

### 1. Course Description

The "Self-Grooming and Care" course is designed to empower individuals with essential skills and knowledge to enhance their personal well-being, self-confidence, and overall appearance. Participants will learn practical techniques for grooming, skincare, hairstyling, makeup application, and wardrobe management. Through interactive lessons and hands-on activities, this course aims to help individuals develop a positive self-image, improve self-care practices, and boost their confidence in various social and professional settings.

**Employability-level:** Foundation Skill

1. Foundation Core	2. Foundation Skill	3. Professional Core	4. Professional Skill	5. Premier Skill
		✓	✓	

### 2. Course Objectives

The objective of the "Self-Grooming and Care: Enhancing Personal Well-being and Confidence" course is to empower individuals with the knowledge, skills, and confidence to take care of their physical appearance, develop effective grooming routines, and enhance their overall well-being. Through practical lessons and interactive activities, participants will learn techniques for skincare, hairstyling, makeup application, and wardrobe management, leading to improved self-image and increased self-confidence.



### 3. Course Learning Outcomes

Upon successful completion of the course, the students should be able to:

- ✓ Understand the importance of self-grooming and its impact on personal well-being and confidence.
- ✓ Identify personal grooming goals and develop realistic expectations for self-improvement.
- ✓ Demonstrate knowledge of skincare techniques and develop a personalized skincare routine for different skin types.
- ✓ Apply hairstyling techniques to create versatile hairstyles for everyday and special occasions.
- ✓ Apply basic makeup techniques to enhance natural features and achieve desired looks.
- ✓ Understand body proportions and personal style preferences to build a versatile wardrobe with essential pieces and accessories.
- ✓ Mix and match outfits to create stylish and appropriate looks for different occasions.
- ✓ Demonstrate professional grooming standards and workplace etiquette for professional settings.
- ✓ Develop effective communication skills, body language, and grooming practices to project a professional image.
- ✓ Practice self-care rituals and develop a personalized self-care routine for physical, mental, and emotional well-being.
- ✓ Build self-confidence through positive self-talk, mindset development, and embracing personal uniqueness.
- ✓ Reflect on personal growth and apply learned techniques to maintain long-term self-grooming habits.



- ✓ Engage in discussions and share experiences with fellow participants to enhance learning and support personal growth.
- ✓ Access and utilize resources, recommended readings, and additional grooming tips for continuous self-improvement.
- ✓ Develop a positive self-image and enhance overall well-being through improved self-grooming practices.

#### 4. Course Pedagogy

- ✓ Online Discussions and Peer Feedback: Discussion forums and online communities will be provided to facilitate interaction among participants. Learners can share their experiences, ask questions, and provide feedback to their peers, fostering a collaborative and supportive learning environment.
- ✓ Case Studies and Real-life Scenarios: Case studies and real-life scenarios will be presented to allow participants to apply their knowledge and skills in practical situations. They will analyze and propose appropriate grooming techniques, skincare routines, and styling options based on the given contexts.
- ✓ Personal Reflection and Goal Setting: Participants will be encouraged to engage in personal reflection activities to assess their own grooming habits, self-image, and confidence levels. They will set personal goals for self-improvement and track their progress throughout the course.

#### 5. Course Contents and Schedule

##### Module 1: Introduction to Self-Grooming

- Understanding the importance of self-grooming and its impact on personal well-being and confidence.



- Identifying personal grooming goals and setting realistic expectations.

## Module 2: Skincare and Healthy Complexion

- Understanding different skin types and common skin concerns.
- Developing a skincare routine for cleansing, moisturizing, and protecting the skin.
- Exploring natural remedies and skincare products suitable for individual skin types.

## Module 3: Hairstyling Techniques

- Identifying different hair types, textures, and styling tools.
- Learning basic hairstyling techniques for everyday and special occasions.
- Exploring hair care tips and tricks for maintaining healthy and lustrous hair.

## Module 4: Makeup Application Basics

- Understanding the purpose and benefits of makeup.
- Learning fundamental makeup techniques for a natural and enhanced look.
- Exploring different makeup products, tools, and their proper usage.

## Module 5: Enhancing Facial Features

- Understanding facial anatomy and proportions.
- Exploring techniques for enhancing eyes, lips, and brows through makeup application.



- Practicing contouring, highlighting, and blush application to accentuate facial features.

#### Module 6: Wardrobe Essentials and Styling

- Assessing personal style preferences and body shape analysis.
- Building a versatile wardrobe with essential pieces and accessories.
- Learning how to mix and match outfits, creating stylish looks for different occasions.

#### Module 7: Professional Grooming and Etiquette

- Exploring professional grooming standards and workplace etiquette.
- Developing effective communication skills, body language, and grooming practices for professional settings.
- Understanding the importance of personal branding and maintaining a professional image.

#### Module 8: Confidence Building and Self-Care Practices

- Building self-confidence through positive self-talk and mindset development.
- Practicing self-care rituals for emotional well-being and stress management.
- Developing a personalized self-care routine to nurture physical, mental, and emotional health.

### 6. Course Assessment






The course is of 100 marks at the end of the end of all sessions. A minimum of **40%** score and **75%** attendance is required to get a certificate. Final Grades will be based on the relative performance of a student in the class.



## SYLLABUS

 Erstwhile Ansal University Gurugram	<b>School of Health Sciences</b>		
	<b>Detailed Teaching Plan</b>		
<b>Value added Course Code:</b> 22SHS-VA02	<b>Value added Course Title : Human values and Professional ethics</b>		
<b>Academic Year:</b> 2022-23	<b>Term :</b>	<b>Core/Elective:</b> Elective	<b>Credits:</b> NIL
<b>Course Designed by:</b> Ketki Sahore <b>e-mail:</b> Ketkisahore@sushantuniversity.edu.in		<b>Course Instructor:</b> <b>e-mail:</b>	
<b>Course Pre-requisites:</b> None		<b>No. of sessions:</b> 36 hrs (Online)	

### 1. Course Description

This course intends to provide a broad view regarding the principles and concepts of human values and ethics. This course comprises the aspects of professional ethics in education and emerging digital healthcare. This will enable students to develop emotional intelligence which helps them to understand ethical perspectives and ethical issues and serve the society.

**Employability-level:** Professional Skill

1. Foundation Core	2. Foundation Skill	3. Professional Core	4. Professional Skill	5. Premier Skill
			✓	

### 2. Course Objectives

The broad objectives of this course are to

- Provide comprehensive knowledge to the students regarding the principles and concepts of human values and ethics.
- Assess a new idea and the rationale to contribute for social awareness in public regarding the ethical issues that can be encountered in public relations, corporate communication and society
- Able to develop an understanding of the ethical perspectives, ethical issues, ways of understanding and overcoming the ethical dilemmas.
- After the course you will be able to learn about ethics in general.



### 3. Course Learning Outcomes

Upon successful completion of the course, the students should be able to:

- CO1:** Understand the need and importance of Human values and ethics
- CO2:** Recognize professional ethics in education and healthcare
- CO3:** Develop healthy relationships and harmony in society
- CO4:** Build balanced life with environment
- CO5:** Significance of emotional intelligence to build trust

### 4. Course Pedagogy

The course follows the pedagogy of “learning by sharing”.

### 5. Course Contents and Schedule

**Module 1: Introduction to Human values and Ethics:** Universal human values, Ethics code and principles, key branches of ethics, understand your own moral and ethical values.

**Module 2: Code of Professional ethics:** Code of professional ethics, Professional ethics in healthcare, emerging professional ethics in digital healthcare

**Module 3: Emotional Intelligence:** Need for emotional intelligence, Being mindful, Relationship management- Building trust and empathy.

**Module 4: Environment values and education:** Importance of harmony in nature, Ecosystem-balance, care and nourishment, Sustainability-The three R’s rule.

**Module 5: Hope, Optimism and Resilience:** Positive attitude towards life, developing resilience and adaptability

**Module 6: Ethics and Well being:** Well being- Physical, mental, social and spiritual, Ways to enhance well being- Self awareness, Meditation, Positive attitude, Gratitude

#### ***Weblinks/ ebooks/ articles/ magazines pages or course material***

1. World Health Organization (<https://www.who.int>)
2. Ministry of Health and Family Welfare, Government of India(<https://mohfw.gov.in>)
3. Directorate General of Health Services (<https://www.dghs.gov.in>)
4. National Centre for Disease Control (<https://ncdc.gov.in>)

The class would meet weekly 1 hour (dedicated beyond regular curriculum)



## 6. Course Assessment

### Course Assessment Components for Value Added Courses

The course is of 100 marks at the end of all sessions. A minimum of 40% score and 75% attendance is required to get a certificate. Final Grades will be based on the relative performance of a student in the class.

## 7. Course Conduct Policy

### A. Academic Honesty

Students are expected to uphold the standard of conduct for students relating to avoidance of academic dishonesty. Academic Dishonesty is defined as an intentional act of deception in which a student seeks to claim credit for the work or effort of another person or uses unauthorized materials or fabricated information in any academic work.

Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity is that a student's submitted work, examinations, reports, and projects must be that student's own work for individual assignments, and the group's own work for group assignments/ projects. Students are guilty of academic dishonesty if they:

- Use or obtain unauthorized materials or assistance in any academic work; i.e. cheating.
- Falsify or invent any information regarded as cheating by the course instructor; i.e. fabrication.
- Give unauthorized assistance to other students, i.e. assisting in dishonesty.
- Represent the work of others as their own; i.e. plagiarism.
- Modify, without facilitator approval, an examination paper, record or report for the purpose of obtaining additional credit; i.e. tampering.

The penalty for academic dishonesty is severe. Any student guilty of academic dishonesty may be subject to receive a failing grade for the examination, assignment, quiz, or class participation exercise as deemed appropriate by the instructor. In addition, the penalty could also imply that the student receives a failing grade for the course and be reported to the SU competent authority as in case of UMC during University examinations (Refer Policies on "Use of Unfair means in Examination").

### B. Students with Disability/ Different-Ability

SU is committed to promoting full participation of students of all abilities in all aspects of the academic and social life of the University. We have initiated an ongoing process of reviewing and developing our policy and practices for promoting full inclusion for students and staff with disabilities and we consult regularly with them as part of this process. The main elements of our policy are listed below:



- **Environment.** We are committed to a systematic review and improvement of physical access across all of our sites. Where physical or sensory barriers limit access to services, we will endeavour to provide the service at a suitable alternative venue.
- **Access to facilities and support.** All facilities and equipment will be made as accessible as possible so that students of all abilities have access to the same range of support services.
- **Information for applicants, students and staff.** All publicity, Program details, and general information will be offered in accessible formats with sufficient time to allow for modification into alternative formats where necessary, for familiarization by students or personal support workers, and early application for support.



## VALUE ADDED COURSE OUTLINE



**Course name: Skills II (Entrepreneurship and Leadership)**

**Course Code: 22SAA-VA04**

**Name of Faculty : Pooja Lalit Kumar, Neha Mallick Contact**

**Days / Hours: 32 hours**

### Aim

The course aims to nurture future leaders, who are familiar with leadership attributes and understand the process of setting up an entrepreneurial establishment. This will develop entrepreneurship as an alternate career option and strengthen the developing economy in line with the National Education Policy 2020. The course will help the learners establish plans and programmes to formulate an enterprise by creative ideas, along with translating opportunities and motivating others in the organisation. The course will include introduction to key concepts and skills of leadership in terms of styles and adaptations, and philosophy and concepts of entrepreneurship.

### Teaching Method

Primarily lectures and group discussions supported with powerpoint presentations, videos etc. The students will be encouraged to discuss and analyse the readings in the context of Heritage- led Development. The assignments will include write- ups, presentations, movies etc.

### Course Outcomes (cos)

The student will be able to:

- CO1. Recognise leadership attributes.
- CO2. Identify business opportunities
- CO3. Formulate a Business Plans

### Approach

Develop an understanding and ability with readiness to organise and run a business enterprise, along with any of its uncertainties in order to make a profit.

### Weekly Schedule

(Refer to academic calendar for dates)

WEEK DATE	LECTURE	TASK
9 <sup>th</sup> Jan 2023 Week 1	Orientation session	
11 <sup>th</sup> Jan 2023 Week 2	Your understanding of entrepreneurship.	Discussion
18 <sup>th</sup> Jan 2023 Week 3	What is entrepreneurship? Roles and responsibilities Different typologies of entrepreneurship. <i>Introduction to assignment 1</i>	Discussion
25 <sup>th</sup> Jan 2023 Week 4	<i>Introduction and discussion to assignment</i> Picking up an example of an entrepreneur and explaining in detail	Class exercise and discussion

1 <sup>st</sup> Feb 2023 Week 5	Guest Lecture	Lecture and discussion
8 <sup>th</sup> Feb 2023 Week 6	Summary on the guest lecture and its implications. <b>Submission of assignment 2</b>	Class exercise and discussion
15 <sup>th</sup> Feb 2023 Week 7	Difference between entrepreneur and a leader. Is an entrepreneur a leader and vice versa?	Discussion
22 <sup>nd</sup> Feb 2023 Week 8	<b>Presentation of assignment 1A- Stage 1:</b> Development of premise and framework of the project	Presentation and discussion
1 <sup>st</sup> March 2023 Week 9	Guest Lecture	Lecture and discussion
<b>8<sup>th</sup> March 2023</b>	<b>Holiday</b>	
13 <sup>th</sup> March 2023 Week 10	<b>Presentation of assignment 1B- Stage 2:</b> Strategy and probable output of the project	Presentation and discussion
15 <sup>th</sup> March 2023 Week 11	Raising financial resources. Searching for different funding bodies and how they are relevant with the help of an example.	Class exercise and discussion
22 <sup>nd</sup> March 2023 Week 12	Guest Lecture	Lecture and discussion
29 <sup>th</sup> March 2023 Week 13	Innovation and entrepreneurship. Summary on the guest lecture and its	Discussion
5 <sup>th</sup> April 2023 Week 14	Innovation and entrepreneurship. Summary on the guest lecture and its implications	
12 <sup>th</sup> April 2023 Week 15	<b>Submission of assignment 1C: Stage 3</b> Pitching the final idea to the panel	Presentation and discussion
19 <sup>th</sup> April 2023 Week 16	<b>Submission of assignment 3</b> Summary of the guest lectures held. Running through all topics Revisions and Recap	Discussion



**Deliverables:**

**Assignment 1A: Designing a start-up- Stage 1**

Submission Date: Week 6

Marks: 20 marks

Discussing the concept and idea of your start up.

**Assignment 2: Your entrepreneur!**

Submission Date: 8<sup>th</sup> Feb 2023- Week 5

Marks: 20 marks

Describing and understanding a start up with the help of a suitable and viable example

**Assignment 1B: Designing a start-up- Stage 2**

Submission Date: Stage 2- Week 10

Marks: 15 marks

Discussion about the final framework and the flexibility of the project.

**Assignment 1C: Designing a start-up- Stage 3**

Submission Date: Stage 3- Week 14

Marks: 30 marks

Pitching the final idea, strategy, and framework of your start up to the panel.

**Assignment 3: Summary**

Submission Date: 26<sup>th</sup> April 2023- Week 15 Marks:

15 marks

Creating a summary and developing a relationship of the understanding from the guest lectures with your start up.

**Summative Assessment Components and Criteria**

<b>Assignment No.</b>	<b>Assignment Type</b>	<b>Specifications</b>	<b>Weightage</b>	<b>Submission Date</b>	<b>Course Outcomes</b>
Assignment 1A	Group	PPT Presentation	20%	Due week 6	CO1, CO2, CO3
Assignment 1B	Group	PPT Presentation	15%	Due week 10	CO1, CO2, CO3
Assignment 1C	Group	PPT Presentation	30%	Due Week 14	CO1, CO2, CO3
Assignment 2	Individual	PPT Presentation	20%	Due Week 5	CO1, CO2
Assignment 3	Individual	Summary of 1000 words	15%	Due Week 15	CO1, CO2





### Grading Criteria and Assessment Rubrics

Dimensions	Below Average (0 to 5)	Average (5 to 6)	Above Average (6 to 7)	Good (7 to 8)	Excellent (8 to 10)
<b>CO1.</b> Recognise leadership attributes.	The student lacks basic understanding or is incomplete with respect to the brief.	The student demonstrates a basic understanding of the analytical skills to understand the attributes of leadership.	The student demonstrates a fair understanding of the analytical skills to understand the attributes of leadership.	The student demonstrates a comprehensive understanding of the analytical skills to understand the attributes of leadership.	Demonstrate excellent analytical skills to understand the attributes of leadership.
<b>CO2. Identify business opportunities</b>	The student lacks understanding or is incomplete with respect to the brief.	The student demonstrates basic understanding of the relevance of the environment,	The assignment demonstrates fair understanding of the relevance of the	The assignment demonstrates a comprehensive understanding of the	Demonstrate the relevance and appropriateness of the opportunity with respect to environment, policies, economy, community.
<b>CO3. Formulate a Business Plans</b>	Assignment is plagiarised.	The student has a basic knowledge to formulate and pitch for the idea keeping the aspects of environment,	The student has a fair knowledge to formulate and pitch for the idea keeping the aspects of	The student has a comprehensive knowledge to formulate and pitch for the idea keeping the	The student is able to formulate and pitch for the idea keeping the aspects of environment, Policy, execution, economy and community.



## Plagiarism

What is Plagiarism?

The theft of ideas (such as the plots of narrative or dramatic works) or of written passages or works, where these are passed off as one's own work without acknowledgement of their true origin; or a piece of writing thus stolen.

-- The Oxford Dictionary of Literary Terms. 2008. Oxford University Press.

### Common Forms of Plagiarism

- Copying directly from others without acknowledgement of the original source
- Using ideas or rephrasing text from without acknowledgement of the original source
- Using charts, tables, pictures, or diagrams from others without referencing
- Reusing some parts of your previous work
- Submitting other people's work as your own

How to avoid plagiarism?

- Use your own ideas.
- Paraphrase + give proper credit to the original source.
- Use quotation marks when using exact words from other authors + give proper credit to the original source.
- Organise and track your sources and materials

**Essential Text (Reference Book) (Please look for the number of copies available in the library and available pdf and online sources)**

**Recommended Text (Reference Book)**

### Recommended Databases

*JSTOR Full Text*

*Web of Science Full Text*

*Oxford Art Online (trial till October)*

*These and other databases can be found in <http://libguides.lib.xitlu.edu.cn/architecture>*

Prof. Col. Virendra Kumar Malik  
Dean  
School of Art and Architecture

Asst. Professor Neha M  
VAC Course Faculty



**VAC 2022-2023 Even semester**

**1. Course - GIS Analysis in design and Planning : Thematic mapping and data linking/ 22SAA-VA01**

**Course Objective**

The aim of this course is to acquaint architecture students with the fundamentals of mapping and data linking so they may apply the knowledge in their research as well as in practice. The software may be used in alignment with AutoCAD and Sketchup to create more accurate and realistic architecture models.

**Student Learning Outcomes**

- Students understood about the Spatial data visualization techniques along with introductory knowledge of effective cartography and additional software for the production of maps and other information graphics
- Skills were developed to execute a project requiring GIS as a management, analytical, and/or visualization tool
- Students were able to identify and access publicly available data sets, tools necessary to create GIS data through a variety of methods including those offered by global positioning system (GPS) technologies

Problems encountered : Lack of registered software and lab

**2. Course - Entrepreneurship and Leadership / 22SAA-VA04**

**Course Objective**

The course aims to nurture future leaders, who are familiar with leadership attributes and understand the process of setting up an entrepreneurial establishment. This will develop entrepreneurship as an alternate career option and strengthen the developing economy in line with the National Education Policy 2020.

The course will help the learners establish plans and programs to formulate an enterprise by creative ideas, along with translating opportunities and motivating others in the organization. The course will include introduction to key concepts and skills of leadership in terms of styles and adaptations, and philosophy and concepts of entrepreneurship.

**Student Learning Outcomes**

The students were able to:

- Recognise leadership attributes.
- Identify business opportunities
- Formulate a Business Plans

Problems encountered : None



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**3. Course : Regional planning/ 22SAA-VA03**

**Course Objective**

This course tends to provide a comprehensive overview of how towns, cities, and regions have evolved and provides the option to focus on environmental or urban regeneration challenges. Understanding the factors and dynamics affecting the built environment as well as how planning may be used to reconcile divergent and conflicting interests would be aided by doing this.

The infrastructure gap in a region can be studied by students with the help of this course. Students who are interested in the social infrastructure, environmental studies, and regional planning of a region should take this course.

**Student Learning Outcomes**

- Identified and discussed planning vocabulary linked with urban, region and environmental aspects related to spaces.
- Analysed the procedure of planning, it's methodology through case studies and articulate the analysis.
- Evaluated the learning and do the research.

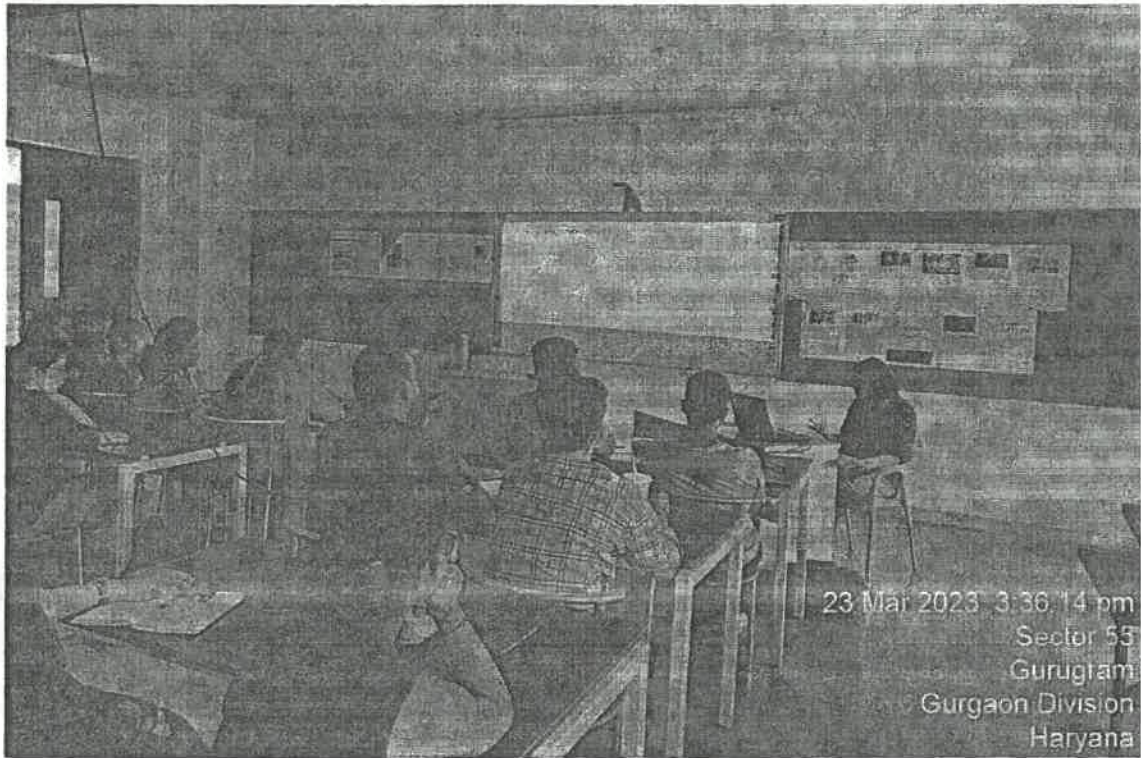
Problems encountered : None

**GEOTAGGED IMAGES-**

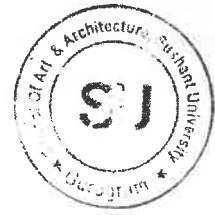


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*Arjun Singh*



**VICE-CHANCELLORS CONCLAVE**

**Transformation in Global Higher Education**

With an aim to revolutionize Higher Education Space and to promote Academic Excellence, SUcon2021 hosted an international conclave on “**Transformation in Global Higher Education**” where eminent Chancellors/Vice Chancellors discussed the evolving roles/functions and strategies of HEIs for serving the best interest of global community.

Different areas of higher education were discussed and intellectual perspectives were shared by eminent Vice - Chancellors. The topics of discussion ranged from- **Transformative steps towards strengthening higher education space; Technology led blended education- A synergistic approach; Formulating Educational Ecosystem for the Distressed Environment; Emerging Trends in the Educational Domain- NEP A New Ray of Hope; to Education Metamorphosis – Conceiving New Educational Framework and Need for Collaborative Programs.**

The conclave highlighted the problems faced in higher education such as job readiness, that is colleges lack skills and technology to start job readiness process, lack of industry connects. fruitful panel discussion further brought forth important points and critical insights into the session theme. The intellectual discussions enlightened the participants with a plethora of solutions towards these challenges.



Presents

## SUcon2021

A Unique Congregation of Chancellors and Vice-Chancellors  
of Higher Education

on

## Transformation in Global Higher Education

17th and 18th June 2021 (10:00 AM to 02:00 PM)

Inaugural Address



**Dr. Anil Sahasrabudhe**  
Chairman,  
AICTE, New Delhi

Welcome Address



**Dr. DNS Kumar**  
Vice Chancellor,  
Sushant University

### Day 1

## Transformative Steps Towards Strengthening Higher Education Space



**Prof. H.P. Khincha**  
Former Vice Chancellor,  
Visvesvaraya Technological  
University,  
Belgaum, Karnataka



**Dr. Amit Kapoor**  
Honorary Chairman,  
Institute for Competitiveness,  
Gurugram



**Dr. Samir Karkhanis**  
Chief Executive Officer,  
Yangpoo Executive Education,  
Mumbai



**Day 2**

**Capacity Building through Pedagogical Advancements**



**Dr. Ananth Rao**  
Former Vice Chancellor  
University of Dubai,  
Dubai



**Dr. Kamlesh Misra**  
Vice Chancellor  
Rishikood University,  
Sonipat



**Mr. Surendra Nath Tripathi**  
Director General  
Indian Institute of Public  
Administration

**Education Metamorphosis – Conceiving New Educational  
Framework and Need for Collaborative Programs**



**Dr. S. Shanthakumar**  
Director/ Vice Chancellor  
Gujarat National Law University,  
Gujarat



**Dr. C. Raj Kumar**  
Vice Chancellor  
O.P Jindal Global University,  
Sonipat



**Dr. Sanjeev Sharma**  
Registrar  
Sushant University  
Gurugram

**Futurescapes of Research - R3 (Rethink, Realign and Reorganize)**



**Dr. Deependra Kumar Jha**  
Vice Chancellor  
Adamas University,  
Kolkata



**Dr. Chavi Bhargava Sharma**  
Executive Director  
Manav Rachna Educational  
Institutions,  
Faridabad



**Dr. Latika Singh**  
Associate Dean  
SET, Sushant University,  
Gurugram





### Technology Led Blended Education - A Synergetic Approach



**Mr. Shivaam Sharma**  
Founder and CEO  
Trans Neuron Technologies,  
Bengaluru, Karnataka



**Prof. Atul Khosla**  
Founder and Vice Chancellor  
Shoolini University,  
Solun, Himachal Pradesh



**Mr. Himanshu Batra**  
Strategic Advisor  
NIIT Limited,  
Delhi

### Formulating Educational Ecosystem for the Distressed Environment



**Dr. M.K. Sridhar**  
Member  
UGC and NEP Draft Committee,  
Government of India



**Dr. P.B. Sharma**  
Vice Chancellor  
Amity University,  
Gurugram



**Dr. M.M. Salunkhe**  
Vice Chancellor  
Bhartiya Vidyapeeth,  
Pune

### Emerging Trends in the Educational Domain – NEP A New Ray of Hope



**Shree Raj Nehru**  
Vice Chancellor  
Shri Vishwakarma Skill University,  
Haryana



**Prof (Dr.) Prem Vrat**  
Pro-Chancellor and Professor of  
Eminence  
The NorthCap University,  
Gurugram



**Dr.N.V. Varghese**  
Vice Chancellor  
National Institute of Educational  
Planning and Administration  
New Delhi



## **LEADERSHIP\_CONCLAVE: UNHEARD**

### **an Academic leadership Program: Future Models and Strategies**

The two-days programme on **UNHEARD: an Academic leadership Program: Future Models and Strategies** started with a welcome address by Dr. Shaily Bhashanjaly. The programme aimed at listening to various unheard voices from different academic stakeholders, from students, parents, industrial experts and academic gurus. Dr. Vibhuti Sachdeva, Dean School of Art and Architecture, Sushant University elaborated the concept of the programme. Dr. Sachdeva, in her brief words, shared how the topic is relevant to the present hour to take cognizance of what is happening today and what perspective, role and responsibility the academic world has to play.

Bearing in mind the present time, the theme of the 1<sup>st</sup> session -Disruptive Times, threw light on the various challenges, perspectives and ways to overcome both emotional turmoil and professional hiccups. The panellists, comprising the various academic stakeholders ranging from students, parents, academic leaders and industrial experts, shared their personal and professional challenges and how did they overcome them. The session began with the students voices, with Shaurya Chauhana and Anjora Khatri. Mr. Shauraya put the theme as a "time for recollection".

In his poetical way, he articulated that it is the time to assess and recalibrate life, accepting the change. Ms. Anjora Khatri shared her experience and the difficulty during this crucial phase. She beautifully, in her inspiring words shared that the mantra to overcome disruptive times is by working at the moment and not bothering about the future uncertainties, as future is unpredictable and is not in our hands, whereas present is the time where we can put our best for a better future.

Sharing her thoughts as a parent and a Counsellor, Dr. Namrita Khurmi explained the term disrupt and explained its existence in the cycle of life. Moving forward to the industrial perspective, Dr. Ankita Singh, Senior Vice President and Global Head of HR at CIGNEX Datamatics, talked about the need of skill enhancement and take this time for self - transformation. She very relevantly shared that disruption has always been there and will be there, it is upto the individual how he or she look at it- either as a crisis or opportunity to hone skills and utilise the time.

In the panel discussion, various perspectives looking into the present challenge as 'disruptive time' was discussed at length. Where youth took self- realisation as the mantra, the parent perspective was on mindfulness and introspection for excellence and industry perspective on skill enhancement and utilise the present time. As it is rightly said- 'Rolling stone gathers no mosses' the session fruitfully substantiated the statement.

The theme of the Session II of Day I was collaboration and inclusivity. It was moderated by Prof. Shaily Bhashanjaly. The session commenced on a brief



concept note by Dr. Milind who set the tone of the session by throwing some light on integration of diversity, collaboration and inclusion.

Ms. Zohra, representing student's voice elaborated how inclusion and exclusion are two sides of a coin. She emphasised the need to reach out to the deprived segment of society. She further added that feeling included and being included are two different things. She also focused on tapping the potential of radio broadcasting for educational purposes.

Building on that Ms. Sahana, said that feeling included internally is of immense importance. One must be internally motivated to embrace the changes, in the context of online learning. Ms. Manjari Singh who brought forth the perspective of parents as well as academicians delved deep on the need to include all groups and create multiple learning centres. She highlighted how extraordinary times like these offer a promising future of learning as well as reinventing resilience and innovation.

Mr. Bikram Nayak, representing the voice of Corporate, shared some contemporary examples and through that voiced the opinion of empowering all and tapping the talent to lead organizations to a higher level. He also shared his own experiences on the structure of hierarchy transformed over the last decade.

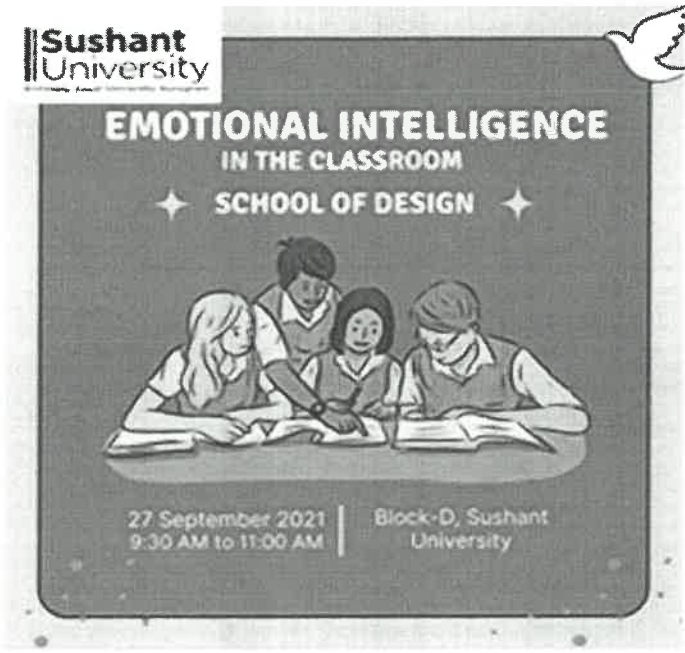
During the panel discussion on a question asked on ways to increase online engagement Mr. Nayak replied that accepting the current situation and remaining empathetic remain the only resort in contemporary times. Another question which was asked during the panel discussion was on unheard voices. Reverting to that Ms. Johra stated that a genuine effort from both the sides; facilitator as well as the learners is required to motivate the students who have lost their interest in active participation during online learning.

Further Ms. Sahana added that embracing opportunities is equally important in online learning scenario. Ms. Manjari, another Panellist on a question of the role of external stakeholders in Education, expounded that adopting a reverse approach, creating multiple regional nodes and realizing the integrated role of diversity, difference and discrimination would pave the path for this.

Mr. Nayak deliberating on the similar question accentuated the need to respect individuality. The session was culminated by vote of thanks from Dr. Tanaya Verma who briefly encapsulated the gist of the session in an explicit manner.



### Event Report

<b>Title of Activity*</b>	Emotional Intelligence in the Classroom
<b>Organized by (School/Centre Name)*</b>	School of Design, Sushant University
<b>Program Theme*</b>	Emotional Intelligence in the Classroom
<b>Date*</b>	27 September, 2021
<b>Time*</b>	9:30-11:00 am
<b>Poster*</b>	
<b>YouTube/Facebook Link: (if live streamed 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*</b>	NA



<p><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><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>	32
<p><b>No. of External Participants (students+faculty )</b> <i>[write NA if not applicable]</i></p>	NA
<p><b>(Geotag) Photograph-1*</b></p>	 <p>erpur  Google</p> <p><b>Gurugram, Haryana, India</b> Vashisht Complex Huda, Sector 56 122002, Huda, Sushant Lok 2, Sector 55, Gurugram, Haryana 122003, India Lat 28.490717° Long 77.111822° 27/09/21 10:36 AM</p>



**(Geotag)  
Photograph-2**



Sushant University

**Gurugram, Haryana, India**

Block D, Huda, Sushant lok 2, Sector 55, Gurugram, Haryana  
122001, India  
Lat 28.430808  
Long 77.112079  
27/09/21 10:35 AM GMT +5:30

GPS Map Camera

Google

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


The School of Design at Sushant University organized an enlightening session on "Emotional Intelligence in the Classroom" on September 27, 2021, from 9:30 AM to 11:00 AM. The event aimed to explore the importance of emotional intelligence (EI) in educational settings and its impact on both teaching and learning processes. Recognizing the critical role of EI in fostering a supportive and effective learning environment, the session sought to provide educators with practical strategies to enhance their emotional intelligence and apply it in their interactions with students.

The session emphasized on the significance of emotional intelligence in the holistic development of students. It highlighted how incorporating EI into teaching practices can improve student engagement, enhance classroom dynamics, and promote a positive learning atmosphere. An expert in educational psychology and emotional intelligence, delivered an insightful presentation on the core components of EI, which include self-awareness, self-regulation, motivation, empathy, and social skills. She discussed how these components are essential for educators to effectively manage classroom situations, understand student needs, and build strong teacher-student relationships.

The session emphasized the importance of self-reflection and mindfulness practices to enhance self-awareness and self-regulation. Additionally, she discussed techniques for fostering empathy, such as active listening and perspective-taking, which can help teachers better understand and respond to students' emotional states.

The session also included interactive activities where participants engaged in role-playing scenarios to practice EI skills. These exercises allowed educators to experience real-life classroom situations and apply the strategies discussed, receiving immediate feedback from peers and the speaker. This hands-on approach helped reinforce the importance of EI in everyday teaching practices. A Q&A segment followed the interactive activities, providing participants an opportunity to ask questions and seek



	<p>advice on specific challenges they face in the classroom.</p> <p>Overall, the session on "Emotional Intelligence in the Classroom" was a significant success, providing educators with essential tools and strategies to foster a more emotionally intelligent and supportive learning environment. The event underscored the importance of emotional intelligence in improving educational outcomes and left participants motivated to apply these principles in their daily interactions with students.</p>
<b>Attendance Sheet*</b>	Attached
<b>Report Submitted by</b> (write faculty coordinator name)	Dr. Sachin Datt 

Fields marked with '\*' are mandatory



**SUSHANT UNIVERSITY**  
**SCHOOL OF DSEIGN (SOD)**

**EVENT ATTENDANCE SHEET**

DATE: - 27<sup>th</sup> September 2021

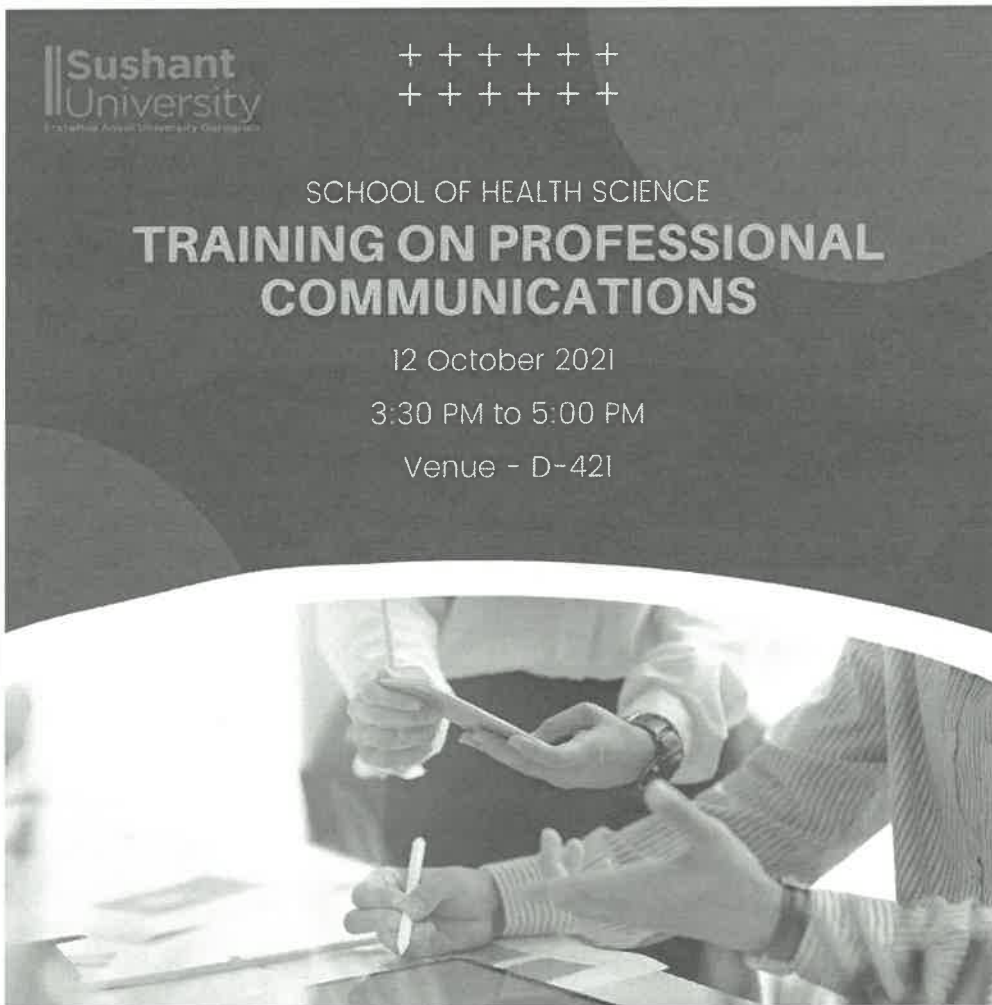
EVENT: - Emotional Intelligence in the Classroom

S.NO	NAME	Attendance
1.	Tajinder kaur anand	P
2.	Shaily bhashanjaly	P
3.	Kiran singh	P
4.	Prerna hazarika	P
5.	Sehba saleem	P
6.	Mohd anees	P
7.	Anuj seth	P
8.	Isha saini	P
9.	Inderjeet kaur	P
10.	Meenakshi gupta	P
11.	Deepak thakur	P
12.	Richa dwivedi	P
13.	Shenbagam narasimhan	P
14.	Pankaj malhotra	P
15.	Pooja mehra	P
16.	Ketki sahore	P
17.	Kanika sachdeva	P
18.	Geetu singal	P
19.	Mareena thomas	P
20.	Indu prabha pathak	P
21.	Jagat narayan giri	P
22.	Aparajita shrivastava	P
23.	Pallavi keswani	P
24.	Kumud ranjan halder	P
25.	Arjun kamal	P
26.	Rinky ahuja	P
27.	Stephen devaraj n	P
28.	Kriti sharma	P
29.	Aashiyan.	P
30.	Sulakshana banerjee mukherjee	P
31.	Vipul gaur	P
32.	Shreya	P






## Event Report

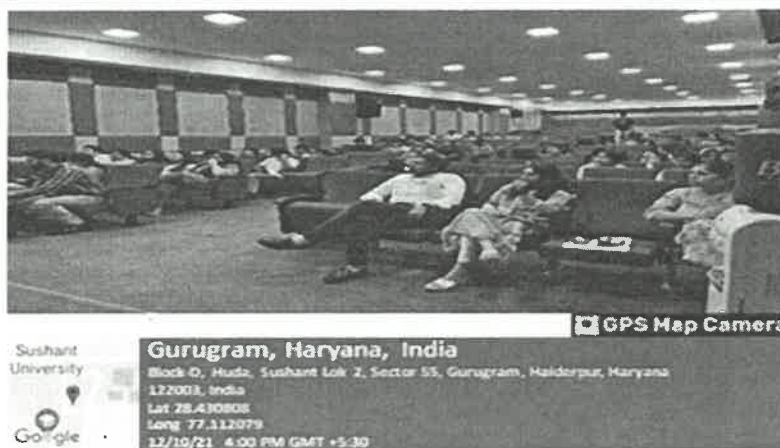
<b>Title of Activity*</b>	Seminar
<b>Organized by (School/Centre Name)*</b>	School of Health Science, Sushant University
<b>Program Theme*</b>	Training on Professional Communication
<b>Date*</b>	12/10/2021
<b>Time*</b>	3:30 PM-5:00PM
<b>Poster*</b>	
<b>YouTube/Facebook Link: (if live steamed or video posted on FB/YT)</b>	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>	50
<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>	20
<b>No. of External Participants (students+faculty )</b> <i>[write NA if not applicable]</i>	NA
<b>(Geotag) Photograph-1*</b>	



**(Geotag)  
Photograph-2**



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

On the 12th of October 2021, School of Health Science, Sushant University held a highly informative workshop on Professional Communication from 3:30 PM to 5:00 PM. This workshop aimed to equip participants with essential communication skills that are critical for success in professional environments. Students, faculty members, and staff gathered to enhance their understanding of effective communication practices in the workplace.

The session commenced with an introduction to the fundamentals of professional communication, highlighting its importance in building strong professional relationships, ensuring clear and efficient information exchange, and fostering a positive organizational culture. The facilitator emphasized key components such as clarity, conciseness, and coherence in both verbal and written communication.

Participants engaged in interactive activities designed to improve their communication skills. These activities included role-playing scenarios to practice assertiveness, active listening exercises, and group discussions on common communication barriers and strategies to overcome them. The facilitator also provided practical tips on writing professional emails, creating impactful presentations, and conducting effective meetings.

A notable segment of the workshop focused on non-verbal communication, where participants learned about the significance of body language, facial expressions, and tone of voice in conveying messages. Through video demonstrations and group exercises, attendees gained insights into how to align their non-verbal cues with their verbal messages to enhance overall communication effectiveness.

The workshop concluded with a Q&A session, allowing participants to seek advice on specific communication challenges they face in their professional lives. The facilitator offered personalized feedback and encouraged continuous practice and reflection to develop and refine their communication skills further.

In summary, the Training on Professional Communication workshop at Sushant University was a great success. Participants left with a deeper

	gained from this session are expected to contribute to their professional growth. and success, fostering a more collaborative and effective work environment.
<b>Attendance Sheet*</b>	<b>Attached</b>
<b>Report Submitted by (write faculty coordinator name)</b>	Ms. Neha Pathak

*Fields marked with '\*' are mandatory*



**SUSHANT UNIVERSITY**  
**EVENT ATTENDANCE SHEET**

DATE: - 12<sup>th</sup> October 2021

EVENT: - Training on Professional Communication

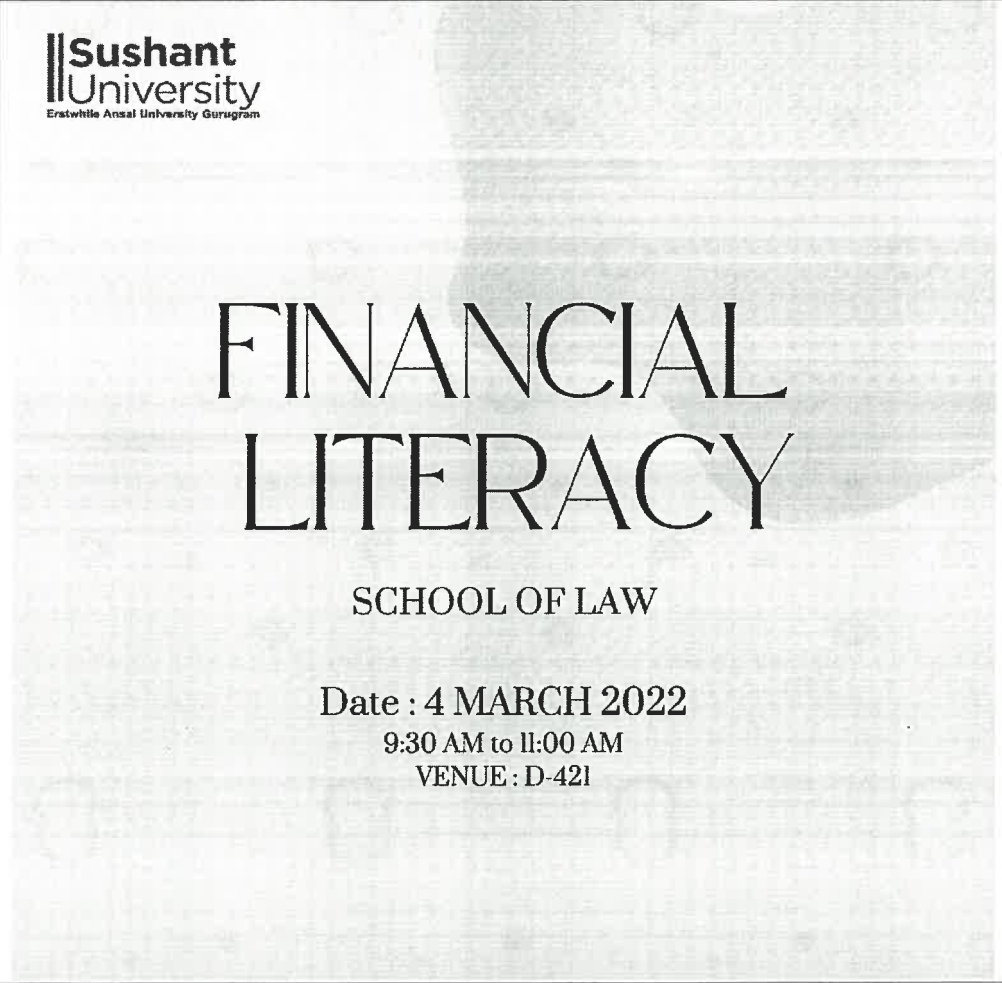
S.NO	NAME	ATTENDENCE
1.	Arjun Kalra	P
2.	Damini Rajput	P
3.	Manav Bais	P
4.	Anjali Devkota	P
5.	Mohammad Danish	P
6.	Bikita Bhusal	P
7.	Soumik Chakraborty	P
8.	Prateek Mehta	P
9.	Naveen	P
10.	Deepak Singh	P
11.	Sidhi Yadav	P
12.	Aarav Vachher	P
13.	Rahul	P
14.	Sachin	P
15.	Reetika Shrivastav	P
16.	Shweta Kaushik	P
17.	Raj Kumar	P
18.	Heena Khan	P
19.	SAHIL	P
20.	RASULA PRAVEEN	P
21.	Sahil Verma	P
22.	shivam tyagi	P
23.	Rajat YADAV	P
24.	Shubham Tyagi	P
25.	yadoven .	P
26.	Rishi Deb	P
27.	Vishakha Gupta	P
28.	Chatan ..	P
29.	Ashwani Sharma	P
30.	Udit Singh	P
31.	yash yadav	P
32.	Ansh Tokas	P
33.	Pranav Kapoor	P
34.	Gopal Ghudaiya	P
35.	Siddhant Kotak	P
36.	Inder Das	P
37.	Aditya Kalra	P
38.	Kushagra Narayan	P
39.	Arshdeep singh	P



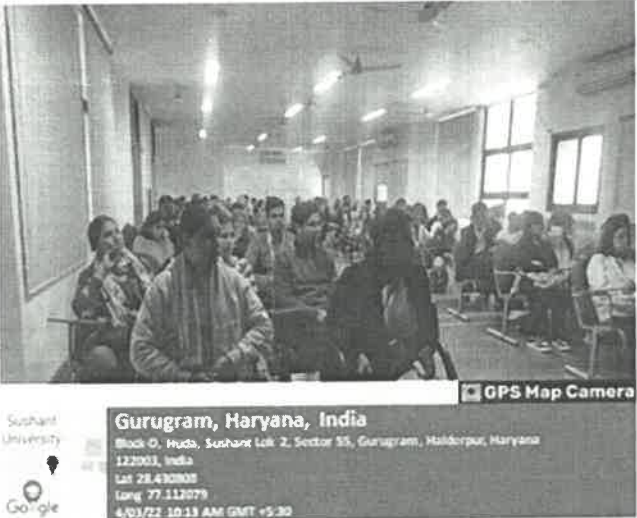
40.	Ranvir singh	P
41.	Tushar Das	P
42.	Yash Sharma	P
43.	Prashant Yadav	P
44.	Manish Lohia	P
45.	Harish Dhillon	P
46.	Rohan Lohia	P
47.	Anmol Azad	P
48.	Anil Adhana	P
49.	Atikant Rathee	P
50.	Nripesh Mahlawat	P
51.	Mr. Pankaj Malhotra	P
52.	Mr. Harminder singh	P
53.	Asso Prof Arjun	P
54.	Dr. Chhavi Singla	P
55.	Dr Neetu Jora	P
56.	Ms. Deepti Chauhan	P
57.	Ms. Tajinder Kaur Anand	P
58.	Dr Priyanka Pradhan	P
59.	Ms. Arushi Malik	P
60.	Dr. Deepak Miglani	P
61.	Mr Sunil Verma	P
62.	Dr. Somya Tiwari	P
63.	Ms. Nandini Bhandari	P
64.	Mr Saif anjum	P
65.	Dr Himadri	P
66.	Dr. Anjali	P
67.	Asst Prof Abhishek Bhardwaj	P
68.	Mr. Vipul Gaur	P
69.	Dr Navcen Nandal	P
70.	Ms. Anupama	P



## Event Report

<b>Title of Activity*</b>	Financial Literacy
<b>Organized by (School/Centre Name)*</b>	School of Law, Sushant University
<b>Program Theme*</b>	Financial Literacy
<b>Date*</b>	4/03/2022
<b>Time*</b>	9:30 AM-11:00 AM
<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*</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>	30
<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>	10
<b>No. of External Participants (students+faculty)</b> <i>[write NA if not applicable]</i>	NA
<b>(Geotag) Photograph-1*</b>	





(Geotag)  
Photograph-2



Description (min  
250 to max 800  
words)\*

On the 4th of March 2022, School of Law, Sushant University hosted an enlightening workshop on Financial Literacy from 9:30 AM to 11:00 AM. This workshop was aimed at enhancing the financial knowledge and skills of participants, which are essential for making informed and effective financial decisions in both personal and professional contexts.

The session commenced with a welcome address by the facilitator, who introduced the importance of financial literacy in today's fast-paced and complex financial environment. The facilitator emphasized the need for understanding basic financial concepts such as budgeting, saving, investing, and managing debt to achieve financial stability and independence.

The workshop was structured into several key segments:

- **Budgeting and Financial Planning:** Participants were introduced to the fundamentals of creating and managing a budget. The facilitator explained how to track income and expenses, set financial goals, and prioritize spending. Attendees were provided with practical tools and templates to help them develop their personal budgets.
- **Saving and Investing:** This segment focused on the importance of saving and different investment options available. The facilitator discussed the benefits of having an emergency fund, the power of compound interest, and various investment vehicles such as stocks, bonds, mutual funds, and real estate. Participants learned about the risk and return associated with each investment option and the importance of diversification.
- **Debt Management:** The workshop addressed strategies for managing and reducing debt. The facilitator provided insights into different types of debt, such as credit card debt, student loans, and mortgages, and discussed effective repayment strategies. Tips on how to improve credit scores and avoid common debt pitfalls were also shared.
- **Financial Protection and Risk Management:** Attendees were educated on the importance of insurance and other risk management tools to protect their financial well-being. The facilitator covered topics such as health insurance, life insurance, and property insurance, explaining how to assess coverage needs and choose appropriate



	<p>policies.</p> <p>Throughout the workshop, participants engaged in interactive activities and group discussions, allowing them to apply the concepts learned and share their experiences. Case studies and real-life examples were used to illustrate the practical application of financial principles.</p> <p>The session concluded with a Q&amp;A segment, where attendees had the opportunity to ask specific questions and seek personalized advice from the facilitator. Participants expressed their appreciation for the practical knowledge gained and the clarity provided on complex financial topics.</p> <p>In summary, the Financial Literacy Workshop at Sushant University was a great success. It equipped participants with essential financial skills and knowledge, empowering them to make informed decisions and achieve greater financial security. The insights and tools provided during this workshop are expected to have a lasting positive impact on the financial well-being of the attendees.</p>
<b>Attendance Sheet*</b>	<b>Attached</b>
<b>Report Submitted by (write faculty coordinator name)</b>	Dr. Deepak Miglani

Fields marked with '\*' are mandatory

*Dr. Deepak Miglani*



## SUSHANT UNIVERSITY

### EVENT ATTENDANCE SHEET

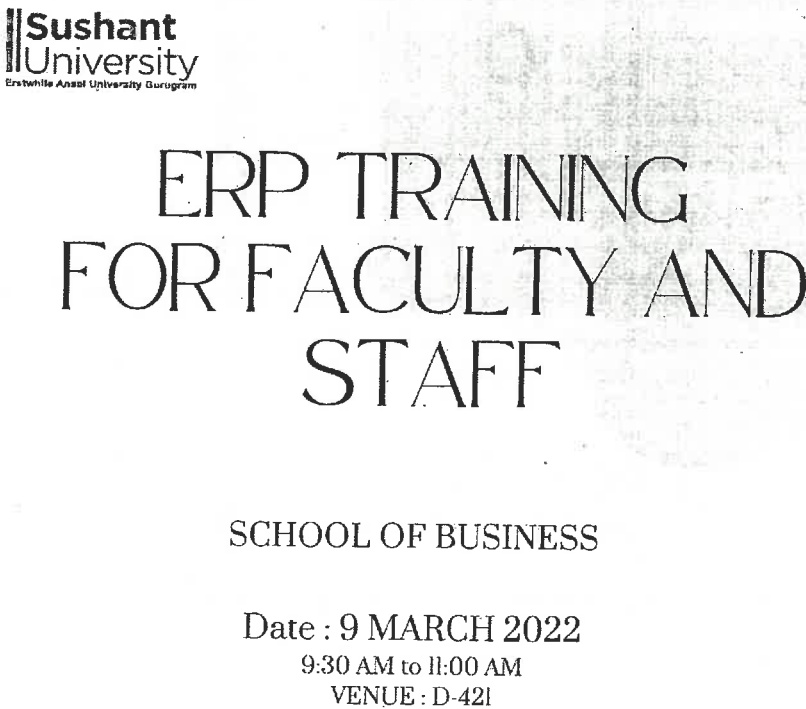
DATE: - 4<sup>th</sup> March 2022

EVENT: - Financial Literacy



S.NO	NAME	ATTENDANCE
1.	Mohammed Muaaj Hussain	P
2.	Mithun Cherian	P
3.	Aryaman Singh	P
4.	Aryaman Sharma	P
5.	Navya Singh	P
6.	Kavya Marwah	P
7.	Gautam Yadav	P
8.	Vinay Kumar	P
9.	Dhruv Kumar	P
10.	Mokshika Tuteja	P
11.	Bhavik Saluja	P
12.	Preeti	P
13.	Ipsita Dash	P
14.	Nikhil Yadav	P
15.	Aryan Tomar	P
16.	Himanshu	P
17.	Eshita Jaiswal	P
18.	Rahul Yadav	P
19.	Rohit Yadav	P
20.	Krish Sharma	P
21.	Saniya Ahmed	P
22.	Kanika Jain	P
23.	Vinit Janu	P
24.	Ujjwal Khatana	P
25.	Michelle Tevatia	P
26.	Yash Yadav	P
27.	Parag Yadav	P
28.	Gaurav	P
29.	Yogesh Gujjar	P
30.	Yash Tiwari	P
31.	Anshu Rawal	P
32.	Anjali Marwah	P
33.	Sachin Datt	P
34.	Apurva Gupta	P
35.	Sindhuree Iyengar	P
36.	Payal Taneja	P
37.	Pooja Lalit Kumar	P
38.	Sachin Datt	P
39.	Pankaj Malhotra	P
40.	Pankaj Viyas	P



### Event Report

<b>Title of Activity*</b>	Seminar
<b>Organized by (School/Centre Name)*</b>	School of Business, Sushant University
<b>Program Theme*</b>	ERP training for Faculty and Staff
<b>Date*</b>	9/03/2022
<b>Time*</b>	9:30 AM-11:00 AM
<b>Poster*</b>	
<b>YouTube/Facebook Link: (if live streamed 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</b>	NA



<p>written, list in excel or word should be maintain at department level as proof for any further requirement)</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>	35
<p><b>No. of External Participants (students+faculty)</b> [write NA if not applicable]</p>	NA
<p><b>(Geotag) Photograph-1*</b></p>	
<p><b>(Geotag) Photograph-2</b></p>	
<p><b>Description (min 250 to max 800 words)*</b></p>	<p>On the 9th of March 2022, School of Business, Sushant University conducted an insightful seminar on ERP (Enterprise Resource Planning)</p>



words)\*

training for its faculty and staff from 9:30 AM to 11:00 AM. The seminar aimed to provide participants with a comprehensive understanding of the university's ERP system, essential for streamlining administrative tasks and improving operational efficiency across various departments.

The session commenced with an opening address by the facilitator, who emphasized the significance of ERP systems in modern educational institutions. The facilitator outlined how ERP systems integrate multiple functions such as finance, human resources, academic records, and student services into a unified platform, thereby enhancing data accuracy, process efficiency, and decision-making capabilities.

The seminar was divided into several key segments:

- **Introduction to ERP Systems:** The facilitator began by explaining the basics of ERP systems, their evolution, and their role in higher education. The importance of a centralized database and seamless information flow within the university was highlighted.
- **Navigation and Interface Overview:** Participants were given a detailed walkthrough of the ERP system's user interface. The facilitator demonstrated how to access different modules and navigate through various features, ensuring that attendees felt comfortable using the system.
- **Module-Specific Training:**
  - **Finance Module:** This segment covered financial management tasks such as budgeting, accounting, and financial reporting. Participants learned how to input financial data, generate budget reports, and manage financial transactions within the ERP system.
  - **Human Resources Module:** The facilitator explained how to manage employee records, track attendance, and process payroll through the ERP system. The session also covered performance management and recruitment processes.
  - **Academic Records Module:** Participants were trained on managing student information, course registrations, and grade entries. The facilitator demonstrated how to generate academic reports and track student progress.
  - **Student Services Module:** This segment focused on managing student inquiries, providing support services, and handling student activities. The facilitator showed how to maintain detailed records of student interactions and services provided.
- **Data Entry and Report Generation:** The seminar included hands-on training where participants practiced entering data and generating various reports. This practical approach helped attendees understand how to utilize the ERP system effectively in their daily tasks.
- **User Roles and Permissions:** The importance of setting up appropriate user roles and permissions to ensure data security and integrity was discussed. Participants learned how to assign roles based on job functions and responsibilities.
- **Workflow Automation:** The facilitator explained how the ERP system automates routine tasks such as approvals, notifications, and reminders. Participants were shown how to configure and customize workflows to



	<p>match their specific needs.</p> <p>The seminar concluded with a Q&amp;A session, allowing participants to seek clarification on any doubts or challenges they might face while using the ERP system. The facilitator provided personalized feedback and practical tips to enhance the participants' proficiency with the system.</p> <p>Overall, the ERP Training for Faculty and Staff Seminar at Sushant University was a resounding success. It equipped the attendees with essential skills and knowledge to effectively use the ERP system, thereby contributing to more efficient and streamlined administrative operations within the university. The seminar provided a valuable opportunity for faculty and staff to enhance their technical competencies and support the university's mission of achieving operational excellence.</p>
<b>Attendance Sheet*</b>	<b>Attached</b>
<b>Report Submitted by</b> <i>(write faculty coordinator name)</i>	Dr. Priyanka Pradhan

*Fields marked with '\*' are mandatory*

*Priyanka*



**SUSHANT UNIVERSITY**  
**EVENT ATTENDANCE SHEET**

DATE: - 9<sup>th</sup> March 2022

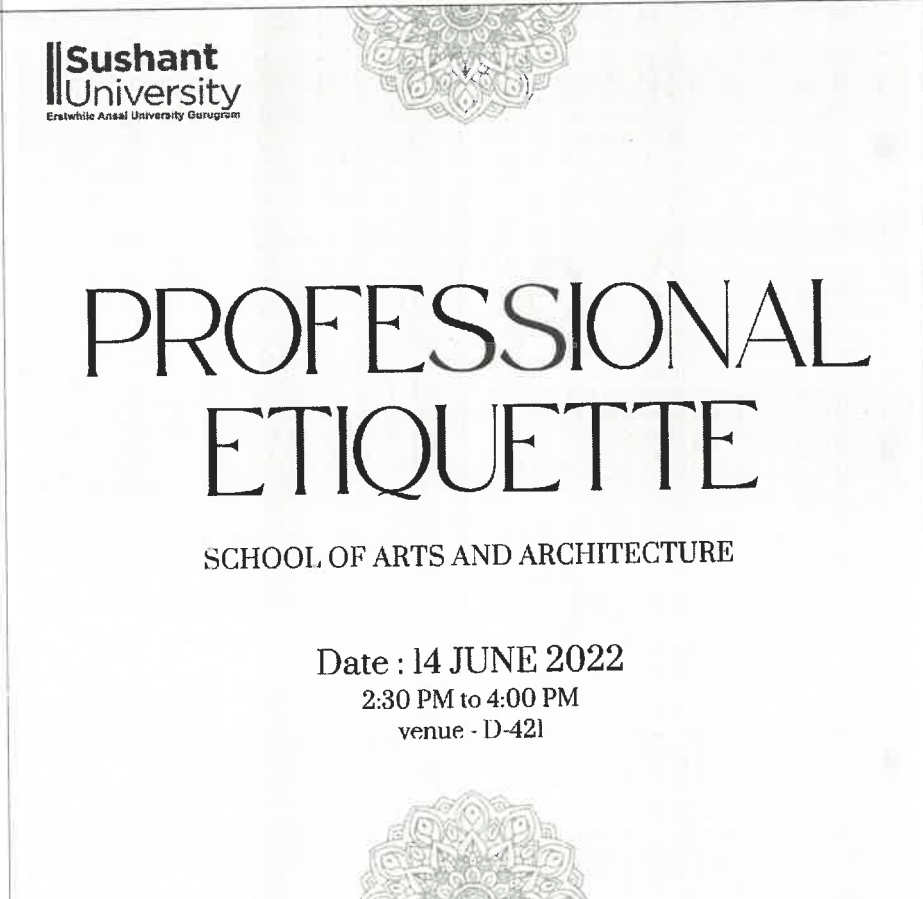
EVENT: - ERP training for Faculty and Staff

S.NO	NAME	ATTENDANCE
1.	Shruti S Hippalgaonkar	P
2.	Purva Mujumdar	P
3.	Anshu Rawal	P
4.	Anjali Marwah	P
5.	Sachin Datt	P
6.	Apurva Gupta	P
7.	Anjali Sehrawat	P
8.	Sombit Mukherjee	P
9.	Robbin Dwivedi	P
10.	Harsha Yadav	P
11.	Sindhuree Iyengar	P
12.	Payal Taneja	P
13.	Pooja Lalit Kumar	P
14.	Sachin Datt	P
15.	Mareena Thomas	P
16.	Sombit Mukherjee	P
17.	Anand Mohan Bajpai	P
18.	Apurva Gupta	P
19.	Vikram	P
20.	Naresh	P
21.	Mehak	P
22.	Nikhil	P
23.	Anil	P
24.	Heena Kousar	P
25.	Santanu Dey	P
26.	Pooja Lalit Kumar	P
27.	Shanu Agarwal	P
28.	Aparajita Shrivastava	P
29.	Shruti Sarkar	P
30.	Mareena Thomas	P
31.	Simar Preet Dhingra	P
32.	Anand Mohan Bajpai	P
33.	Mannat Abrol	P
34.	Pankaj Malhotra	P
35.	Deepti Chauhan	P






### Event Report

<b>Title of Activity*</b>	Professional etiquette in the workplace
<b>Organized by (School/Centre Name)*</b>	School of Art & Architecture, Sushant University
<b>Program Theme*</b>	Professional etiquette in the workplace
<b>Date*</b>	14/06/2022
<b>Time*</b>	2:30-4:00
<b>Poster*</b>	
<b>YouTube/Facebook Link: (if live steamed or video posted on FB/YT)</b>	NA



<p><b>Social media link</b> (promoting in any one Facebook /Instagram/ Twitter is mandatory)</p>	<p>NA</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>NA</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>30</p>
<p><b>No. of External Participants (students+faculty )</b> [write NA if not applicable]</p>	<p>NA</p>
<p><b>(Geotag) Photograph-1*</b></p>	



(Geotag)  
Photograph-2



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

On June 14, 2022, School of Art & Architecture, Sushant University hosted a session on professional etiquette in the workplace, focusing on the critical role of adhering to established norms and practices that ensure respectful and efficient interactions among colleagues and clients. This session covered various aspects of professional etiquette essential for fostering a productive and positive work environment.

**Effective Communication** is a cornerstone of professional etiquette. Verbal communication should be clear, concise, and respectful. Avoiding slang and overly casual language helps maintain a professional tone. Non-verbal communication, including body language and eye contact, also plays a crucial role; maintaining positive body language and being mindful of personal space helps convey respect. Additionally, email etiquette was emphasized, highlighting the importance of using professional salutations, keeping messages brief and to the point, and thoroughly proofreading to avoid errors.

**Dress Code and Grooming** are fundamental to presenting oneself professionally. Participants were advised to adhere to the organization's dress code, opting for conservative and formal attire when unsure. Proper grooming and personal hygiene were also stressed as essential aspects of a professional appearance.

**Punctuality** was underscored as a sign of professionalism. Arriving on time for work, meetings, and appointments demonstrates respect for others' time and commitment to one's responsibilities. Meeting deadlines consistently was also highlighted as a key factor in showcasing reliability and dedication.

**Respect for Colleagues** is integral to a harmonious workplace. This includes addressing colleagues with politeness and consideration, being aware of cultural and personal differences, and fostering a collaborative spirit. Constructive feedback and active listening were encouraged to enhance teamwork and mutual respect.

**Workplace Conduct** was another significant area of focus. Avoiding gossip, using appropriate language, and displaying professional behavior were stressed to maintain a positive work environment. Conflict resolution should be handled calmly and professionally, with an emphasis on constructive dialogue and mediation if needed. Meeting requires preparation



	<p>should come prepared with relevant materials and a clear understanding of the agenda. Respectful engagement in discussions and attentiveness to others' viewpoints is crucial for productive meetings.</p> <p><b>Digital Etiquette</b> was also discussed, with guidelines on managing social media presence and appropriate use of electronic devices. Participants were advised to be cautious about sharing content that could negatively impact their professional image and to avoid distractions from devices during work hours and meetings.</p> <p>Adhering to these principles of professional etiquette not only enhances interpersonal relationships and career growth but also contributes to a positive and efficient work environment. The session underscored that professional etiquette is vital for both individual success and organizational harmony, recommending ongoing training and reinforcement to uphold high standards of professionalism in the workplace.</p>
<b>Attendance Sheet*</b>	<b>Attached</b>
<b>Report Submitted by (write faculty coordinator name)</b>	Asst Prof. Abhishek Bhardwaj

Fields marked with '\*' are mandatory




# SUSHANT UNIVERSITY

## EVENT ATTENDANCE SHEET

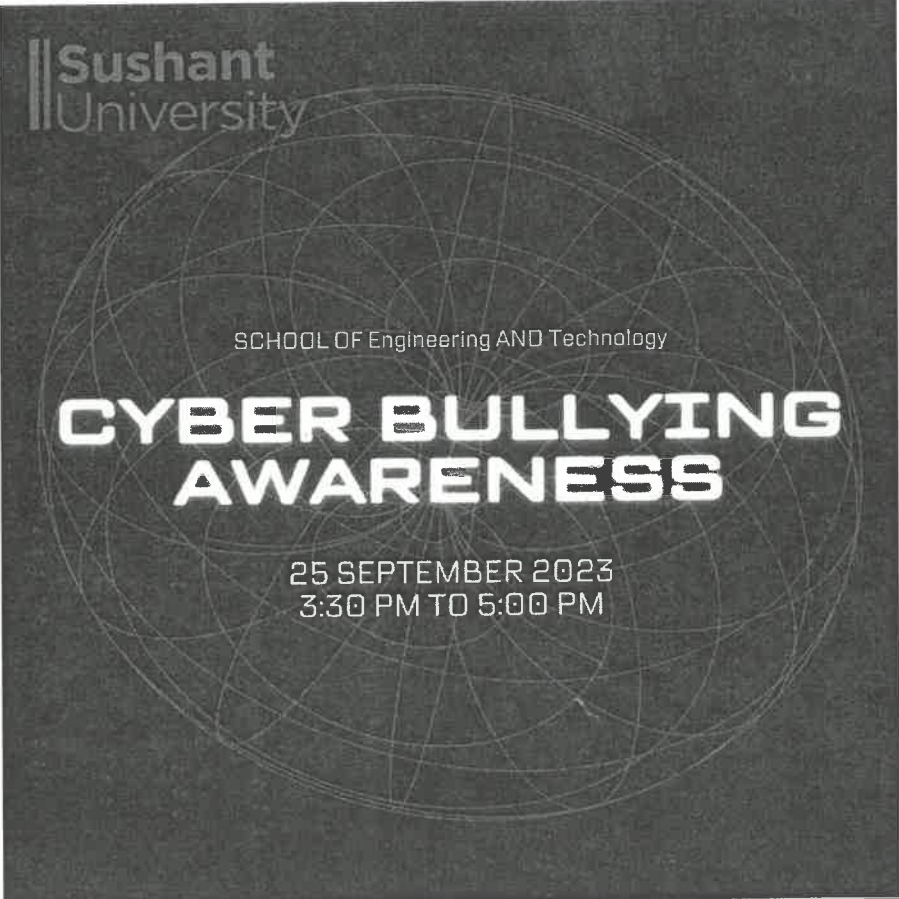
DATE: - 14<sup>th</sup> June 2022

EVENT: - Professional etiquette in the workplace


S.NO	NAME	ATTENDENCE
1.	Pooja Lalit Kumar	P
2.	Kiran Singh	P
3.	Shanu Agarwal	P
4.	Avitesh	P
5.	Santanu Dey	P
6.	Monika Khurana	P
7.	Alpana Jijja	P
8.	Deepak Thakur	P
9.	Manvi Aggarwal	P
10.	Pankaj Vyas	P
11.	Anjali Marwah	P
12.	Sachin Datt	P
13.	Apurva Gupta	P
14.	Anjali Sehrawat	P
15.	Sombit Mukherjee	P
16.	Aparajita Shrivastava	P
17.	Shruti Sarkar	P
18.	Mareena Thomas	P
19.	Simar Preet Dhingra	P
20.	Anand Mohan Bajpai	P
21.	Mannat Abrol	P
22.	Aparajita Shrivastava	P
23.	Sindhuree Iyengar	P
24.	Payal Taneja	P
25.	Pooja Lalit Kumar	P
26.	Robbin Dwivedi	P
27.	Aruna Bhardwaj	P
28.	Yash Pratap Singh	P
29.	Mohd Anees	P
30.	Mohd Shadab Alam	P



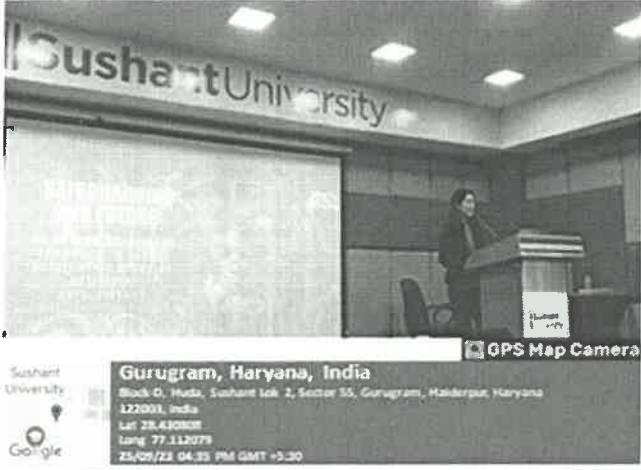

### Event Report

<b>Title of Activity*</b>	Workshop
<b>Organized by (School/Centre Name)*</b>	School of Engineering & Technology, Sushant University
<b>Program Theme*</b>	Cyber-bullying Awareness
<b>Date*</b>	25/09/2023
<b>Time*</b>	3:30 PM-5:00 PM
<b>Poster*</b>	
<b>YouTube/Facebook Link: (if live streamed or video posted on FB/YT)</b>	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>	25
<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>	20
<b>No. of External Participants (students+faculty )</b> <i>[write NA if not applicable]</i>	NA
<b>(Geotag) Photograph-1*</b>	
<b>(Geotag) Photograph-2</b>	



	
<p><b>Description (min 250 to max 800 words)*</b></p>	<p>On September 25, 2023, the School of Engineering &amp; Technology at Sushant University hosted a highly informative and engaging workshop on Cyber-bullying Awareness. The event, which took place from 3:30 PM to 5:00 PM, brought together students, faculty, and experts to address the growing issue of cyber-bullying and its impact on individuals and communities. The workshop commenced with a keynote address by Dr. Ayesha Khan, a renowned expert in cyberpsychology, who provided an overview of cyber-bullying, its forms, and its psychological effects. Following this, an interactive session was held where participants shared their experiences and discussed strategies to combat cyber-bullying. The workshop also featured a panel discussion with cybersecurity professionals, legal advisors, and mental health counselors, who provided insights into the legal ramifications of cyber-bullying and the importance of mental health support for victims. The event concluded with a Q&amp;A session, allowing attendees to seek further advice and clarification on the topic. Overall, the workshop was a significant step towards raising awareness and equipping participants with the knowledge and tools to address cyber-bullying effectively.</p> <p>An interactive session followed the keynote address, where participants were encouraged to share their personal experiences and thoughts on cyber-bullying. This session facilitated open dialogue and helped attendees understand the real-life impact of cyber-bullying. Several students recounted their experiences, highlighting the emotional toll and the need for stronger support systems.</p> <p>Overall, the Cyber-bullying Awareness Workshop at Sushant University's School of Engineering &amp; Technology was a resounding success. It provided attendees with a deeper understanding of cyber-bullying, equipped them with practical tools to combat it, and fostered a sense of community and support among participants. The event marked a significant step towards creating a safer and more inclusive online environment for all.</p>
<p><b>Attendance Sheet*</b></p>	<p><b>Attached</b></p>
<p><b>Report Submitted by (write faculty coordinator name)</b></p>	<p>Dr. Bindu thakral</p> 



Fields marked with '\*' are mandatory



**SUSHANT UNIVERSITY**  
**EVENT ATTENDANCE SHEET**



DATE: - 25<sup>th</sup> September 2023

EVENT: - Cyber-bullying Awareness

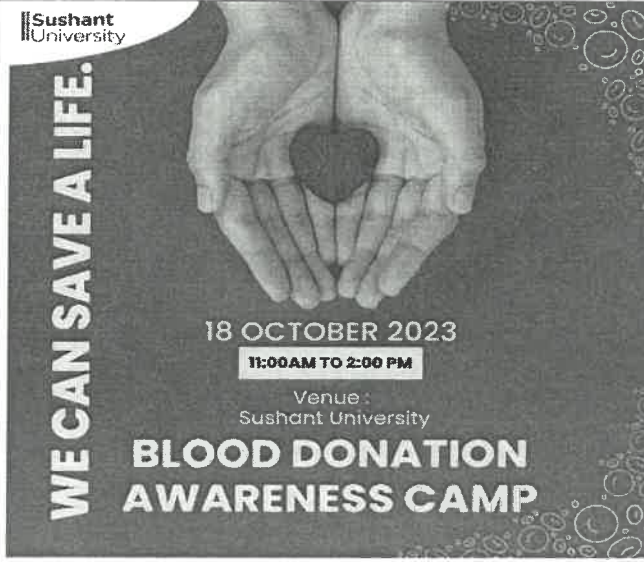
S.NO	NAME	ATTENDANCE
1.	Sumit	P
2.	Mahadev	P
3.	Vishal	P
4.	Pura akang	P
5.	Shubham	P
6.	Aryan	P
7.	Tushar	P
8.	Avi	P
9.	Manish	P
10.	Sachin	P
11.	Ekta	P
12.	Prachi	P
13.	Kanchan	P
14.	Piyush Sharma	P
15.	Shilpa	P
16.	Deepa	P
17.	Nikki	P
18.	Janhvi Roy	P
19.	Ashish	P
20.	Rahul	P
21.	Tannu	P
22.	Sentiyangla	P
23.	Harsh	P
24.	Jesstej	P
25.	Himanshu	P
26.	Ketki shaore	P
27.	Mani mala	P
28.	Rajan bansal	P
29.	Pankaj vyas	P
30.	Pooja bidlan	P
31.	Jagat narayan giri	P
32.	Kanika sachdeva	P
33.	Pooja mehra	P
34.	Deepika Yadav	P
35.	Inderjeet kaur	P
36.	Rinky ahuja	P
37.	Meenakshi gupta	P
38.	Deepak Thakur	P
39.	Anshu rawal	P
40.	Bindu thakral	P
41.	Antim dev Mishra	P
42.	Nikita savita	P





43.	Deepti chauhan	P
44.	Maanvi agarwal	P
45.	Saurabh saraswat	P




**Event Report**

<b>Title of Activity*</b>	Blood Donation Awareness Camp
<b>Organized by (School/Centre Name) *</b>	Sushant University
<b>Program Theme*</b>	Blood Donation Awareness Camp
<b>Date*</b>	18 October 2023
<b>Time*</b>	11.00 am – 2.00 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>	50
<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>	20
<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</p> <p><b>Gurugram, Haryana, India</b> Block D, Huda, Sushant Lok 2, Sector 55, Gurugram, Haryana 122003, India Lat: 28.430803 Long: 77.122079 18/10/23 11:30 AM GMT+5:30</p>
<p><b>(Geotag) Photograph-2</b></p>	 <p>GPS Map Camera</p> <p>Sushant University</p> <p><b>Gurugram, Haryana, India</b> Block D, Huda, Sushant Lok 2, Sector 55, Gurugram, Haryana 122003, India Lat: 28.430803 Long: 77.122079 18/10/23 11:30 AM GMT+5:30</p>
<p><b>Description (min 250 to max 800 words) *</b></p>	<p>On 18th October 2023, Sushant University organized a Blood Donation Awareness Camp from 11:00 AM to 2:00 PM. The event aimed to raise awareness about the importance of blood donation, educate participants about the process and benefits, and encourage voluntary blood donations. This initiative was part of the university's ongoing efforts to contribute to community health and wellbeing.</p> <p>The Blood Donation Awareness Camp was organized by the university's health and wellness committee in collaboration with a local blood bank. Extensive planning and coordination were involved to ensure the event's success. The university auditorium was selected as the venue, equipped with informational booths, seating arrangements, and medical equipment.</p>



	<p>Promotion for the camp was conducted through various channels including emails, social media, posters, and announcements in classes to ensure maximum participation from students, faculty, and staff. Informative pamphlets and brochures about blood donation were distributed in advance to generate interest and educate the university community.</p> <p>The camp began at 11:00 AM with an introductory speech by the university's Vice-Chancellor, who emphasized the critical need for blood donations and the lifesaving impact they have. Following this, a representative from the partnering blood bank provided an overview of the day's activities and outlined the donation process, addressing common myths and concerns.</p> <p>A donor registration desk was set up where interested participants could register their details. This was followed by a preliminary health check-up, which included measuring blood pressure, hemoglobin levels, and overall health assessment to ensure donor eligibility. The medical staff provided personalized advice to potential donors and ensured they met all the required criteria.</p> <p>While the primary focus of the camp was awareness, a parallel blood donation drive was also conducted for eligible and willing participants. The blood bank had set up mobile donation units equipped with all necessary facilities. Trained phlebotomists supervised the donation process, ensuring a safe and comfortable experience for all donors. Refreshments and rest areas were provided post-donation to help donors recuperate.</p> <p>Participants were invited to share their feedback about the camp. Many expressed a greater understanding and appreciation of the importance of blood donation. The camp successfully registered numerous first-time donors, who were motivated by the information and support provided. Follow-up emails were sent to thank participants and remind them of future donation opportunities.</p>
<p><b>Attendance Sheet*</b></p>	<p>Attached</p>
<p><b>Report Submitted by</b> (write faculty coordinator name)</p>	<p>Shweta Thusoo </p>

Fields marked with '\*' are mandatory



EVENT ATTENDANCE SHEET

DATE: - 18<sup>th</sup> October 2023

EVENT: - Blood Donation Awareness Camp

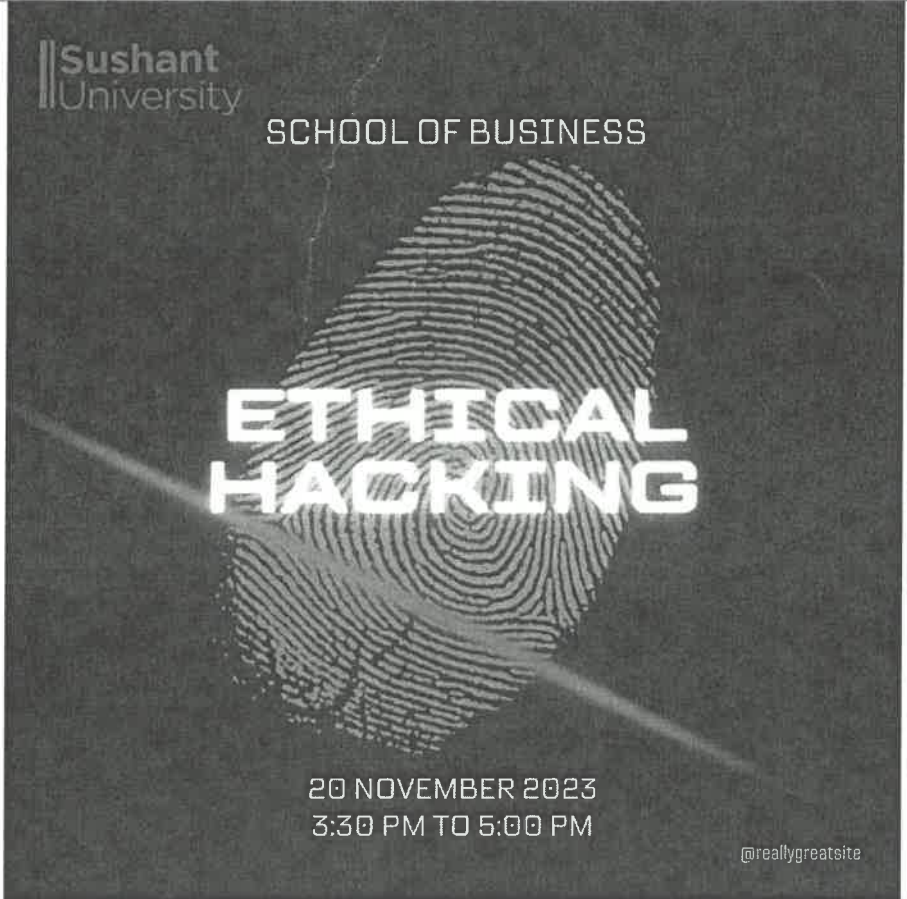
S.NO	NAME	SIGNATURE
1.	Deepika yadav	Deepika
2.	Vipul gaur	Vipul Gaur
3.	Shreya	Shreya
4.	Amit kumar singh	Amit kumar
5.	Madhuri	Madhuri
6.	Bindu thakral	Bindu thakral
7.	Anand sharma	Anand sharma
8.	Shalu chaudhary	Shalu
9.	Shewta thusoo	Shewta Thusoo
10.	Sunil kumar	Sunil
11.	Lalit yadav	Lalit
12.	Shaily bhashanjaly	Shaily
13.	Amit dev mishra	Amit
14.	Neha mishra	Neha Mishra
15.	Sagarika goswami	Sagarika
16.	Swati shrivastava	Swati
17.	Deepti sehrawat	Deepti
18.	Richa nangia	Richa
19.	Sachin datt	Sachin datt
20.	Kirty lamba	Kirty lamba
21.	S V Tanvi	Tanvi
22.	Anurag Chauhan	Anurag Chauhan
23.	Prashant Yadav	Prashant
24.	Prashant Yadav	Prashant Yadav
25.	Harish Dhillon	Harish
26.	Udit Singh	Udit
27.	Manvi Yadav	Manvi
28.	Aashna Ahuja	Aashna
29.	Sukriti Nautiyal	Sukriti
30.	Harsh kukreja	Harsh
31.	Stuti Agrawal	Stuti
32.	Kavya Sharma	Kavya
34.	Dhruv Gupta	Dhruv
35.	Srishti aggarwal	Srishti Aggarwal
36.	Prarthana Gupta	Prarthana
37.	Bianca karbak	Bianca
38.	Nandini Sharma	Nandini
39.	Arshdeep singh	Arshdeep
40.	Hemant Verma	Hemant
	Akarsh panwar	Akarsh
42.	Spardha Mehta	Spardha
43.	NEHA BHANDARI	Neaha
44.	Geetanjali Batra	Geetanjali
45.	Sanaya Singh	Sanaya
46.	PALASH BHAGAT	Palash



47.	Aashi Mittal	<i>Aashi</i>
48.	Sharika Shameem	<i>Sharika</i>
49.	Kartik Chaturvedi	<i>Kartik Chaturvedi</i>
50.	Anand lakra	<i>Anand Lakra</i>
51.	Aamrit khanna	<i>Aamrit Khanna</i>
52.	Aditya Singh Badhwar	<i>Aditya Singh Badhwar</i>
53.	Aditya sharma	<i>Aditya Sharma</i>
54.	Parvesh harsana	<i>Parvesh Harsana</i>
55.	Tarun Gupta	<i>Tarun Gupta</i>
56.	Gurleen Choudhary	<i>Gurleen Choudhary</i>
57.	ASHU BHARDWAJ	<i>ASHU BHARDWAJ</i>
58.	Harshit yadav	<i>Harshit Yadav.</i>
59.	Shobhit Singhal	<i>Shobhit Singhal</i>
60.	Preet Lohia	<i>Preet Lohia</i>
61.	pragti	<i>Pragti</i>
62.	Dhriti Makhija	<i>Dhriti Makhija</i>
63.	Drishti Garg	<i>Drishti Garg</i>
64.	Sneha Sharma	<i>Sneha Sharma</i>
65.	Atika Mehrotra	<i>Atika Mehrotra</i>
66.	Yashika soni	<i>Yashika Soni</i>
67.	Aastha jain	<i>Aastha Jain</i>
68.	Nabhanya	<i>Nabhanya</i>
69.	Vedaansh Cairae	<i>Vedaansh Cairae</i>
70.	Bhavuk yadav	<i>Bhavuk Yadav</i>




**Event Report**

<b>Title of Activity*</b>	Workshop
<b>Organized by (School/Centre Name)*</b>	School of Business, Sushant University
<b>Program Theme*</b>	Ethical Hacking
<b>Date*</b>	20/11/2023
<b>Time*</b>	3:30 PM-5:00 PM
<b>Poster*</b>	
<b>YouTube/Facebook Link: (if live streamed or video posted on FB/YT)</b>	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>	35
<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>	15
<b>No. of External Participants (students+faculty )</b> <i>[write NA if not applicable]</i>	NA
<b>(Geotag) Photograph-1*</b>	 <p data-bbox="954 1736 1129 1758">GPS Map Camera</p> <p data-bbox="491 1758 555 1870">Sushant University Google</p> <p data-bbox="603 1758 1034 1870"> <b>Gurugram, Haryana, India</b>        Block-D, Huda, Sushant Lok 2, Sector 55, Gurugram, Haryana        122003, India        Lat 28.430808        Long 77.112079        20/11/23 03:43 PM GMT +5:30     </p>



**(Geotag)  
Photograph-2**



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

On November 20, 2023, Sushant University organized a detailed workshop on Ethical Hacking from 3:30 PM to 5:00 PM, focusing on the principles, techniques, and applications of ethical hacking in cyber-security. The workshop aimed to equip participants with a comprehensive understanding of ethical hacking practices, which are vital for identifying and mitigating security vulnerabilities in various digital systems.

The workshop commenced with an overview of ethical hacking, differentiating it from malicious hacking. The facilitator explained that ethical hacking involves authorized and legal testing of systems to uncover vulnerabilities before they can be exploited by malicious hackers. This proactive approach is crucial for enhancing cybersecurity measures and protecting sensitive information.

Participants were introduced to various ethical hacking methodologies, including penetration testing, vulnerability assessment, and network scanning. The session provided insights into each method's purpose and application. Penetration testing involves simulating attacks to find weaknesses in systems, vulnerability assessment focuses on identifying and evaluating security flaws, and network scanning is used to discover open ports and potential points of attack.

A significant portion of the workshop was dedicated to practical demonstrations. Participants engaged with ethical hacking tools such as Nmap for network scanning, Metasploit for penetration testing, and Wireshark for network traffic analysis. These hands-on activities allowed attendees to apply theoretical knowledge and experience firsthand how these tools can be used to assess and secure systems.

The workshop also covered essential ethical and legal considerations in ethical hacking. Participants learned about the importance of obtaining explicit permission before conducting security assessments and adhering to legal guidelines to ensure ethical practices. The facilitator emphasized that ethical hackers must operate within the scope of their authorization and use their skills to enhance security rather than exploit vulnerabilities.

Real-world case studies were presented to illustrate common security issues and how ethical hacking techniques can effectively address them. These



	<p>Real-world case studies were presented to illustrate common security issues and how ethical hacking techniques can effectively address them. These case studies highlighted various scenarios where ethical hacking successfully identified and mitigated security risks, reinforcing the practical value of these methods.</p> <p>The session concluded with a discussion on emerging trends and challenges in cybersecurity. The facilitator highlighted the evolving nature of cyber threats and the need for continuous learning and adaptation in the field of ethical hacking. Participants were encouraged to pursue further education and professional certifications, such as CEH (Certified Ethical Hacker) and CISSP (Certified Information Systems Security Professional), to advance their skills and career prospects.</p> <p>Overall, the workshop on Ethical Hacking at Sushant University provided a thorough and practical exploration of ethical hacking principles and techniques. By combining theoretical knowledge with hands-on experience and real-world examples, the session equipped participants with the tools and understanding necessary to contribute effectively to the field of cybersecurity and safeguard digital assets against emerging threats.</p>
<b>Attendance Sheet*</b>	<b>Attached</b>
<b>Report Submitted by</b> <i>(write faculty coordinator name)</i>	MR. ATUL KUMAR AGARWAL

Fields marked with '\*' are mandatory



# SUSHANT UNIVERSITY

## EVENT ATTENDANCE SHEET



DATE: - 20<sup>th</sup> November 2023

EVENT: - Ethical Hacking

S.NO	NAME	ATTENDENCE
1.	Sumit Yadav	P
2.	Devaang Sharma	P
3.	Ayush Sharma	P
4.	Siddharth Shrivastava	P
5.	Siddharth Shrivastava	P
6.	Nishant .	P
7.	Ashwani Sharma	P
8.	Sahil Yadav	P
9.	Ashwani Sharma	P
10.	Vihaan Nanda	P
11.	Haardhik Parhee	P
12.	Naman Arora	P
13.	Afaf Haider	P
14.	Nethra Raja Mylapalli	P
15.	Vihaan Nanda	P
16.	Ankit Chopra	P
17.	Ankit Yadav	P
18.	Kushagra Narayan	P
19.	Sahil Yadav	P
20.	Surya Bharadwaj	P
21.	Srinsh Dayma	P
22.	Avdeep Sorout	P
23.	Naman Yadav	P
24.	Ayush Kumar Jha	P
25.	Ayush Kumar Jha	P
26.	Hardik Tyagi	P
27.	Tarush Grover	P
28.	Pratham Sharma	P
29.	Parkritee Bansal	P
30.	Hriju Kirti Singhal	P
31.	Hriju Kirti Singhal	P
32.	Inder Das	P
33.	Vasu Gupta	P
34.	Penny	P
35.	Pura Akang	P
36.	Ms. Neha	P
37.	Dr. Gunjan	P
38.	Neetu Jora	P
39.	Aanchal Dangwal	P
40.	Atul Kumar Agarwal	P
41.	Apurva Gupta	P
42.	Anjali Marwah	P



43.	Simar Preet Dhingra	P
44.	Deepak Thakur	P
45.	Manvi Aggarwal	P
46.	Pankaj Vyas	P
47.	Mohd Shadab Alam	P
48.	Bindu Thakral	P
49.	Chandana Paul	P
50.	Shenbagam Narasimhan	P

