

Mandatory Disclosure

(Under section 34C of Private Universities Act,2006)

1.School wise courses number of seats, duration and eligibility criteria

1. SCHOOL OF HUMANITIES

Courses	No. of Seats	Duration	Eligibility Criteria	Annual Fee
B.A. Programme	120	3 Years	10+2 Pass	40000
B.A. (Hons.) in English/History/Political Science/Psychology/Economics	60 each	3 Years	10+2 Pass with 45% marks	40000
M.A. English/Economics/ Political Science/Public Administration	40 each	2 Years	Bachelor's degree with 45% marks	40000
M.A. Psychology/Counseling Psychology/	40 each	2 Years	Bachelor's degree with 45% marks	40000
M.A/M.Sc Clinical Psychology	40 each	2 Years	Bachelor's degree with 45% marks and Psychology as one of the subject	45000
PG Diploma in Psychology	40 each	1 Year	Bachelor's degree with 45% marks	45000

2. SCHOOL OF HOTEL MANGEMENT

Courses	No. of Seats	Duration	Eligibility Criteria	Annual Fee
Diploma in Food & Beverages Services	30	1 Year	12 th with 45% marks from Haryana Board of School Education, Bhiwani	150000
Diploma in Oenology	30	1 Year	or any other recognized board with as one of the subject English or	150000
Diploma in Front Office Operations	30	1 Year	Candidate within minimum 2 year of experience in the relevant field. For	200000
Diploma in House Keeping	30	1.5 Years	Bartending and Oenology courses, age should be 21 years and above.	150000(full course fee)
Diploma in Bartending	30	1.5 Years		

Bachelor of Hotel Management		4 Years	10+2 Pass with 45% marks from Haryana Board of School Education, Bhiwani or any other recognized board with as one of the subject English.	120000
B.Sc in Hotel Management & Catering Technology	60	3 Years		120000
Bachelors in Tourism Management	60	4 Years		120000
M.Sc in Hotel Management & Catering Technology	60	2 Years	Bachelor's /PG degree in any discipline with at least 50% marks	120000
Certificate in English for Hotel Mgmt.	60	3 months	Hotel Management Students	20000

3. SCHOOL OF COMMERCE AND MANAGEMENT

Courses	No. of Seats	Duration	Eligibility Criteria	Annual Fee
BBA/BBA (Financial Service and Banking)	60 each	3 Years		82000
B.Com (Pass)	60	3 Years	10+2 pass with 45% marks with	60000
B.Com. (Hons.)	60	3 Years	Commerce	65000
Bachelor in Hospital Management	30	3 Years		82000
M.Com.	40	2 Year	B.Com (Hons.)/Pass/BBA or B.A. with Economics/Marketing/Insurance of 3 years' duration with at least 45% marks	50000
Master in Hospital Management	30	2 Years	Bachelor's degree in any discipline minimum 3 years duration with 50% marks.(45% marks in case of reserved category	100000
MBA Executive/MBA Retail Management/ Business Analytics/ Real Estate	40 each	2 Year	Bachelor's degree of minimum 3 years duration and a minimum of 5 years relevant managerial/supervisory exp.	100000
MBA with Specialization in (Marketing/Finance/Human	40 each	2 Years	Bachelor's degree in any discipline minimum 3 years	100000

Resource Management/
International
Business/Information
Technology

duration with 50% marks (45% in
case of reserved category)

PG Diploma in Goods & 30
Service Tax (GST)

1 Year

Graduation with Commerce & 85000
Management background with
45% marks OR Diploma in GST

4. SCHOOL OF ENGINEERING AND TECHNOLOGY

Courses	No. of Seats	Duration	Eligibility Criteria	Annual Fee
B.Tech. in ME/CE/CSE/ECE	60 each	4 Years	10+2 Exams with Physics& Math as compulsory subjects alongwith one of the following	80000
B.Tech. (CSE) Cloud Technology and Information Security	30	4 Years	Chem./Bio-Tech./Bio./Technological Vocational subject with 45% marks (40% in case of SC candidates)	80000
Part Time B.Tech. (CSE)	30	4 Years	(ME/CE/CSE/ECE)	75000
B.Tech. Machine Learning & Artificial Intelligences	30	4 Years		80000
B.Tech. in Mechatronics	30	4 Years		80000
B.Tech. in Electronics and Comm. Engg.	30	4 Years		80000
M.Tech in Computer Science and Engineering	30	2 Years	B.E./B.Tech. in Comp. Sci./ECE/Electrical Engineering with 45% or MCA/M.Sc. Comp. Sci./IT/Math/Statistics/ Physics with minimum 50% marks (45% in case of SC candidates)	70000
Diploma in CSE/ME/CE/EE/ECE	60 each	3 Years	10 th with Science and Maths	40000

5.SCHOOL OF COMPUTER SCIENCE

Courses	No. of Seats	Duration	Eligibility Criteria	Annual Fee
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BCA	60	3 Years	10+2 Pass with 45% marks	65000
BCA-MCA (5 Year Integrated programme)	60	5 Years	10+2 Pass with at least 45% marks (40% in the case of SC candidates)	65000
B.Sc. in Computer Science	60	3 Years	10+2 Pass with PCM with at least 45% marks	65000
MCA	60	3 Years	BCA/B.Sc. (IT/Comp. Sc B.Tech) with 45% marks at graduate level	65000
M.Sc. in Computer Science	40	2 Years	Bachelor's/PG degree in any discipline with at least 45% marks	60000

6. SCHOOL OF PHYSICAL SCIENCES

Courses	No. of Seats	Duration	Eligibility Criteria	Annual Fee
B.Sc. Programme (Non-Medical)	60	3 Years	10+2 Pass with PCM with atleast 45% marks	55000
B.Sc.(Hons.) Chemistry/Physics	60 each	3 Years	10+2 Pass with PCM/PCB with atleast 45% marks	60000
B.Sc. (Hons.) Mathematics	60	3 Years	10+2 Pass with Mathematics as compulsory subject with at least 45% marks/ PCB	60000
M.Sc. Physics	40	2 Years	Bachelor degree with Physics as a compulsory subject with 45% aggregate marks	60000
M.Sc. Chemistry	40	2 Years	Bachelor degree with Chemistry as a compulsory subject with 45% aggregate marks	60000
M.A./M.Sc. Mathematics	40	2 Years	B.Sc./BA with Mathematics as a compulsory subject with 45% aggregate marks	50000
M.Sc. Statistics	40	2 Years	B.Sc./BA with Mathematics as a compulsory subject with 45% aggregate	60000

marks

7. SCHOOL OF LIFE SCIENCES

Courses	No. of Seats	Duration	Eligibility Criteria	Annual Fee
B.Sc. (Pass course) Medical	60	3 Years	10+2 Pass with Biology and Chemistry as compulsory subjects with at least 45% marks	55000
B.Sc. (Hons.) in Botany/Zoology/	60 each	3 Years		60000
B.Sc. Biotechnology/Microbiology/Biochemistry	30 each	3 Years		60000
B.Sc. Forensic Science	30	3 Years	10+2 Pass with Biology/Physics and Chemistry as compulsory subjects with at least 45% marks	60000
M.Sc. in Biotechnology/Microbiology /Bio- Chemistry/ Environmental Science	30 each	2 Years	Bachelor's degree in relevant subject with at least 45% marks	60000
M.Sc. Botany/Zoology	30 each	2 Years	Bachelor's degree in relevant subject with at least 45% marks	55000
PG Diploma in Bio-Informatics	30	1 Year	B.Sc. with Life Sciences/Physical Sciences with at least 45% marks	60000

8. SCHOOL OF PHARMACEUTICAL SCIENCES

Courses	No. of Seats	Duration	Eligibility Criteria	Annual Fee
Bachelor in Pharmacy	100	4 Years	10+2 Pass with Physics and Chemistry as compulsory subject along with one other subject Biology or Math having at least 45% marks (40% in case	100000
Diploma in Pharmacy	60	2 Years		110000

of reserved category)

9. STAREX COLLEGE OF PHARMACY

Courses	No. of Seats	Duration	Eligibility Criteria	Annual Fee
Diploma in Pharmacy	60	2 Years	10+2 Pass with Physics and Chemistry as compulsory subject along with one other subject Biology or Math having at least 45% marks (40% in case of reserved category)	110000

10. SCHOOL OF PARAMEDICAL SCIENCES

Courses	No. of Seats	Duration	Eligibility Criteria	Annual Fee
B.Sc. MLT/Optomerty/Nutrition and Dietetics/ Dialysis Technology/ Operation Theatre Technology/Radio and Imaging Technology	30 each	3 Years	10+2 Pass with Physics and Chemistry as compulsory subject alongwith one other subject with atleast 45% marks (40% in case of reserved category)	75000
B.Sc. in Physiotherapy	30	4.5 Years		75000
P.G. Diploma in Nutrition and Dietetics	60	1 Year	Bachelor's Degree in any discipline	60000
Diploma in Dialysis Technology/ MLT/ Cath Lab Technology/ Operation Theatre/Ophthalmic Technology/ Emergency and Trauma Care/ Nutrition and Dietetics/Physiotherapy/Radio Imaging Technology/Community Medical Service and Essential Drugs.	60 each	2 Years	10+2 Pass any PCB/PCM	60000
Certificate courses in Radio & Imaging Technology/Operation Theatre/MLT	60 each	1 year	10 th exam pass with science stream	60000

11. SCHOOL OF NURSING

Courses	No. of Seats	Duration	Eligibility Criteria	Annual Fee
B.Sc Nursing	60	4 Years	10+2 with PCB	90000

12. SCHOOL OF NATUROPATHY AND YOGA SCIENCES

Courses	No. of Seats	Duration	Eligibility Criteria	Annual Fee
MA in Yoga	40	2 Years	Bachelor degree in any discipline with minimum 40% marks and age below 35 years on 31 st July of the year in which admission is sought.	40000
PG Diploma in Yoga	40	1 Years	Bachelor degree in any discipline with 40% marks and age below 30 years on 31 st July in which admission is sought.	40000

13. SCHOOL OF LAW

Courses	No. of Seats	Duration	Eligibility Criteria	Annual Fee
B.A. LLB (Hons.)	60	5 Years	10+2 Pass with 45% marks age limit 20 years for General Category and 22 yrs for SC/ST & OBC as on 1 st Aug of the Year	75000
BBA LLB (Hons.)	60	5 Years	10+2 Pass with 45% marks age limit 20 years for General Category and 22 yrs for SC/ST & OBC as on 1 st Aug of the Year	75000
LLM	30	2 Year	Graduation in Law with 50% minimum marks	75000

14. SCHOOL OF LIBRARY AND INFORMATION SCIENCES

Courses	No. of Seats	Duration	Eligibility Criteria	Annual Fee
Bachelor of Library & Information Science (BLIS)	60	3 Years	10+2 in any stream with 45% marks	45000
Master of Library & Information Science (MLIS)	40	2 Years	Bachelor degree in Library Science	50000

15. SCHOOL OF EDUCATION

Courses	No. of Seats	Duration	Eligibility Criteria	Annual Fee
Diploma in Special Education	30	2 Years	10+2 Pass with 50% marks	50000
B.Ed.	50	2 Years	10+2 Pass with 50% marks	50000
Bachelor in Special Education	50	3 Years	10+2 Passwith 50% marks or Diploma in Special Education	55000
Master in Education (M.Ed)	50	2 Years	Bachelor in Education with 50% marks	50000
4 Year integrated Programme/s B.A.& B.Ed.	50	4 Years	10+2 Pass with 50% marks	45000
4 Year integrated Programme/s B.Sc. & B. Ed. B.Com. & B. Ed.	50 each	4 Years	10+2 Pass with 50% marks	50000

16. SCHOOL OF AGRICULTURE SCIENCE

Courses	No. of Seats	Duration	Eligibility Criteria	Annual Fee
B.Sc. (Hons.) in Agriculture Science	30	4 Years	10+2 Pass or equivalent with science subjects with a minimum 45% marks	70000

17. SCHOOL OF COMMUNICATION MEDIA

Courses	No. of Seats	Duration	Eligibility Criteria	Annual Fee
Bachelor of Journalism and Mass Communication	60	3 Years	10+2 or equivalent qualification in any stream, from a recognized educational Board, with a minimum aggregate score of 45%.	100000
PG Diploma in Journalism and Mass Communication	60	1 Year	Bachelor's degree in Journalism or an equivalent/bachelor's degree with 45% of marks from a recognized university	90000
Diploma in Desktop Publication	60	1.5 year	10+2 Pass with 45% marks or Diploma in Desktop Publication	60000 (Full

Certificate courses in Desktop Publication	60	6 months	10 th exam pass	Course) 30000 (Full Course)
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18. SCHOOL OF FASHION DESIGNING

Courses	No. of Seats	Duration	Eligibility Criteria	Annual Fee
Diploma in Fashion Designing	20	1 Year	10 th Pass	30000
Advance Diploma in Fashion Designing	20	2 Year	12 th or Diploma in Fashion Designing	50000
B.Sc. in Fashion Designing	30	3 years	12 th Pass	70000

19. SCHOOL OF ASTROLOGY

Courses	No. of Seats	Duration	Eligibility Criteria	Annual Fee
Basic Astrology Level-1	20	1 year	10 or 10+2 equivalent qualification in any stream, from a recognized educational Board, with a minimum aggregate score of 45%.	20000
Basic Astrology Level - 2	20	1Year	Completed Level-1	20000
Diploma Course (Gold medal in Astrology)	20	1Year	10 or 10+2 equivalent qualification in any stream, from a recognized educational Board, with a minimum aggregate score of 45%.	25000
Certificate Course(Silver medal in Astrology)	20	1Year	10 or 10+2 equivalent qualification in any stream, from a recognized educational Board, with a minimum aggregate score of 45%.	25000

20. CENTRE FOR ADVANCE STUDIES AND RESEARCH

Courses	No. of Seats	Duration	Eligibility Criteria
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MBA Advance Research	Studies and	60	2 years	Bachelor Degree with 45% marks
BBA Advance Research	Studies and	60	3 years	10+2 pass with 45% marks
BCA Advance Research	Studies and	60	3 years	10+2 pass with 45% marks
Ex-MBA Advance Research	Studies and	60	1 years	Bachelor Degree with 45% marks & 3-5 years' experience in relevent field
B.Com(H) Advance Research	Studies and	60	3 years	10+2 pass with 45% marks
BA-Eco(H) Advance Research	Studies and	60	3 years	10+2 pass with 45% marks
M.Sc (IT) Advance Research	Studies and	60	2 years	Bachelor Degree with 45% marks
B.Sc(IT) Advance Research	Studies and	60	3 years	10+2 pass with 45% marks

21. RESEARCH PROGRAMMES

Ph.D. Program/s in the following subjects is available:

1. Economics	2. English	3. Psychology	4. Commerce
5. Physics	6. Chemistry	7. Computer Science	8. Mathematics
9. Bio-technology	10. Microbiology	11. Hindi	12. History
13. Botany	14. Zoology	15. Sociology	16. Political Science
17. Hotel Management	18. Law	19. Mass Communication	20. Yoga & Naturopathy
21. Education	22. Library & Information Sciences	23. Nutrition and Dietetics	24. Computer Science & Engineering
25. Management			

Note:

- 1. The above mentioned fee is exclusive of one time refundable security of Rs.10000 and one time alumni fee of Rs.2000.**
- 2. Reservation of seats shall be as per Haryana Private Universities Act-2006.**

2. CRITERIA FOR SELECTION

Merit on the basis of score in relevant competitive exam / qualifying exam.

Selection of the candidate is subject to being found eligible during the Aptitude Test/GD/PI, whatever indicated.

3. SCHOLARSHIP & FEE CONCESSION POLICY

- The scholarships, assistantships, fellowships shall be awarded to the needy and meritorious students.
- The girls students, differently-abled students, belonging to SC/ST and OBC may avail scholarship as per University rules.
- Fee concession on merit-cum-need basis will be available to the students as per Haryana Private Universities Act-2006, as amended up to date.

4. CANCELLATION OF ADMISSION/REFUND OF ADMISSION FEE

- (1) All requests for cancellation/withdrawal of admission must be made in writing on or before the last date of admission along with the original fee receipt quoting the course in which admission was granted, Roll Number/Provisional Registration Number/Entrance Test/Joint Entrance test/All India Engineering Entrance Examination Roll Number & rank. Requests made verbally or by fax/e-mail or without the original fee receipt shall not be entertained.
- (2) Adequate time, from the time of publication of the admission notice shall be given to the aspiring candidates to submit their application forms and fee of the University.
- (3) If not provided in the admission notice, the notice shall clearly provide the uniform resource locator (URL) or address of the official website of the University from where the following information can be obtained.
 - a) Minimum eligibility condition of the applicants for application seeking admission.
 - b) The number of seats, branch wise/category wise to be filled up.
 - c) Fee to be paid by the students.
 - d) Schedule of entrance examination, if applicable.
 - e) The date, time and venue for the display of admission list and/or physical counseling, as case may be.
 - f) Any other relevant matter
- (4) Admission shall be made strictly on merit only from amongst the candidates, who have applied within the stipulated time limit prescribe in the admission notice/prospectus published by the University on the website and/or in newspaper and have deposited the processing fee in the time and whose admission has not been invalidate/rejected.

5.CONDUCT AND DISCIPLINARY PROVISIONS (U/S 34C (J) of the ACT. 2006)

1 Acts of Indiscipline and Misconduct

Any act of misconduct committed by a student inside or outside the campus shall be construed an act of violation of discipline of the University. Without prejudice to the generality of the foregoing provisions, violation of discipline, among other things, shall include:

- (i) Disruption of teaching, student examination, research or administrative work, curricular or extra-curricular activity or residential life of the members of the University, including any attempt to prevent any member of the University or its staff from carrying on his or her work; and any act reasonably to cause such disruption.
- (ii) Damaging or defacing University property or the property of members of the University or any other property inside or outside the University campus.
- (iii) Engaging in any attempt of wrongful confinement of teachers, officers, employees and students of the University or camping inside or creating nuisance inside the boundaries of houses of teachers, officers and other members of the University.
- (iv) Use of abusive and derogatory slogans or intimidatory language or incitement of hatred and violence or any act calculated to further the same.
- (v) **Ragging** in any form. The word ‘ragging’ means the action of teasing, playing a practical joke upon someone or holding comic parades and other activities during certain period in the College to raise money for charity.

Ragging includes display of noisy, disorderly conduct, teasing excitement by rough or rude treatment or handling, including rowdy indisciplined activities which cause or likely to cause annoyance undue hardship, physical or psychological harm or raise apprehension or fear in a fresher or asking the students to do any act or perform something which cause him/her shame or embarrassment or danger to his/her life. Forms of ragging to address seniors, perform mass drills; copy class notes for the seniors; sever various errands; do menial jobs for the seniors; asks/answer vulgar questions; force to look at pornographic pictures to freshers out of their innocence, force to drink alcohol, scaldingtea, etc. to do acts which can lead to physical injury, mental torture or death; strip kiss or do other obscene acts.

- (vi) Eve teasing or disrespectful behavior to women or girl students.
- (vii) An assault upon, or intimidation of or insulting behavior towards a teacher, officer, employee or student or any other person.

- (viii) Causing or colluding in the unauthorized entry of any person into the campus or in the unauthorized occupation of any portion of University premises, including hostels or halls of residence by any person;
- (ix) Getting enrolled in more than one course of study simultaneously in violation of the University rules;
- (x) Committing forgery, tampering with or misuse of the University documents or records, identification cards. Etc.
- (xi) Furnishing false certificate or false information to any office under the control and jurisdiction of the University;
- (xii) Consuming or possessing alcoholic drinks, dangerous drugs, tobacco or other intoxicants in the University premises.
- (xiii) Indulging in acts of gambling in the University premises, loitering.
- (xiv) Possession or using any weapons such as knives, Lathis, iron chains, iron rods, sticks, explosives and fire arms in the University premises.
- (xv) Arousing communal, caste or regional feelings or creating disharmony among students;
- (xvi) Not disclosing one's identity, or not showing University identity card, when asked to do so by an employee or officer of the University who is authorized to do so.
- (xvii) Tearing of pages, defacing, burning and destroying of books of any library or seminar.
- (xviii) Unauthorized occupation of hostel rooms or unauthorized acquisition or use of University furniture in one's hostel room or elsewhere.
- (xix) Accommodating guests or other persons in hostels without permission of the Provost or Warden.
- (xx) Improper rendering of accounts for money drawn from or through any office under the control and jurisdiction of the University.
- (xxi) Coercing the Medical Staff to render Medical Assistance to persons not entitled to the same or any other disorderly behavior.
- (xxii) Any act of moral turpitude;
- (xxiii) Any offence under Law.
- (xxiv) Committing any of the offences specified in the examination (Control of Unfair Means and Disorderly Conduct) Regulations of the University.
- (xxv) Violation of the Traffic Rules as notified by the Proctor/authorized person.
- (xxvi) Improper behavior while on tour or excursion.
- (xxvii) Pasting of posters or distributing pamphlets, handbills etc. of an objectionable nature or writing on walls and disfiguring buildings.
- (xxviii) Disobeying the teachers and displaying misdemeanor within and outside the University premises, and/or not wearing prescribed uniform/aprons/laboratory coats/safety glasses etc.
- (xxix) Indulging in vandalism/violence and damaging University and /or Public property or property of any other person.
- (xxx) Demonstrations, inciting protests, distributing hand bills etc.
- (xxx) Unauthorized use of mobile/satellite phone within the campus

- (xxxii) Any type of harassment whether physical, verbal, mental, sexual or electronic.
- (xxxiii) Quarrelling, fighting and passing derogatory remarks in the University premises against fellow students/Teachers/employees/canteen and mess workers etc. and
- (xxxiv) Any other act which may be considered by the Vice Chancellor or the Discipline Committee to be an act of violation of Discipline.

2 Imposition of Penalties

- (i) Any penalty enumerated in Rule 8.7 may be imposed by the Vice Chancellor upon the recommendation of the Disciplinary Committee constituted under the Ordinance.
- (ii) Penalties other than those specified in Clause (ix), (x), (xi), (xii) and (xiii) of Rule 8.7 may also be imposed by any of the Officers enumerated in Rule 8.5 within their respective jurisdictions.
- (iii) Penalties for the offences relating to Examinations will be dealt by the relevant bodies.

3 Nature of Penalties

The following penalties may, for the act(s) of indiscipline or misconduct for sufficient reasons, be imposed on a student, namely:

- (i) Written warning under information to the guardian with a copy to be placed in the dossier of the student.
- (ii) A fine of Rs. 500/- which may be extended up to Rs. 5,000/-.
- (iii) Suspension from the Class/Department/School/Faculty for the specified period with effect on attendance, suspension from Hostel/Mess/Library and/or withdrawal of any academic or other University activity, privilege, benefit, right or facility.
- (iv) Suspension or withdrawal of Scholarships, fellowships or any financial assistance from any source or recommendation to that effect to the sanctioning agency.
- (v) Recovery of pecuniary loss caused to University Property.
- (vi) Debarring from participation in Sports/NCC/NSS and other such activities.
- (vii) Disqualification from holding any representative position in the Class/ College/ Hostel/ Mess/ Sports/Clubs and in similar other bodies.
- (viii) Hostel Shifting.
- (ix) Sent down, Deduction from General Proficiency Marks; debar from all or certain number of Campus Placements.
- (x) Expulsion from the Department/Faculty/Hostel/Mess/Library/Club for a specified period
- (xi) Debarring from an examination;
- (xii) With holding the Migration Certificate for the Special period.
- (xiii) Expulsion from the University for a specified period or permanently.

- (xiv) Disqualification from further studies, or prohibition of further admission or re-admission.

4 Suspension Pending Enquiry

Any student against whom a charge of misconduct has been made may be suspended from the rolls of the University by the Vice-Chancellor, pending enquiry or pending trial of a cognizable offence by a court of law.

5 Conduct

- (a) Every student in the University shall at all times display good behavior, show diligence in studies, maintain decorum and dignity, take due interest in co-curricular activities, observe a code of conduct both within and outside the campus in a manner befitting to the student of a University of national stature and observe all the rules of discipline of the University.
- (b) Each student shall show due respect and courtesy to the teachers, administrators, and other employees in and outside the University and towards the fellow students including residents of the hostel and residents of surrounding areas and villages.
- (c) Any violation of code of conduct or breach of any rule or regulation of the University by a student shall constitute an act of indiscipline and shall make him/her liable for disciplinary action which will be taken by the duly constituted Disciplinary Committee.

6 Composition of Disciplinary Committee

The Disciplinary committee consisting of the following will be responsible for maintaining discipline among students.

- (a) Dean Students Welfare/Dean of the Faculty/School (Convener)
- (b) Proctor, if any
- (c) Two teachers appointed by the Vice-Chancellor
- (d) Chief Security Officer of the University
- (e) The Registrar

The term of office of members of the Students Disciplinary Committee shall be one year.

7 Procedure for Punishment

If a student is found indulging in any breach of discipline, misconduct, unruly behavior, provocation, instigation, harassment, idleness, any faculty or staff or student can report

the matter in writing or verbally to Disciplinary Committee of the University for appropriate Action.

(a) **Receipt of Complaint:** A disciplinary case will be initiated when an act indicating indiscipline is noticed by any authority or reported by any complainant (Faculty/Staff/Students) to the Chairman Disciplinary Committee (CDC). The complaint shall be reduced in writing. Depending on the gravity of the offence, if the CDC is convinced that prima facie evidence exists against the defaulter, the CDC can suspend the student pending investigation.

(b) Investigation:

Minor Cases: The CDC will issue a Show Cause Notice to the defaulter based on the facts of the case within 24 hours of the complaint. After having the matter investigated, the defaulter having been given an opportunity to be heard, a warning will be issued to the defaulter if he/she is found guilty. If a written apology is submitted by the defaulter, it shall be placed in the student's record held with the Warden/Registrar. The CDC may close a case on receipt of such a written apology by the defaulter and his/her parents. If any detailed inquiry is required, the CDC may constitute an inquiry committee consisting of one or more members of the Discipline Committee, to conduct a detailed inquiry into the matter.

Serious Cases: In serious cases, a Show Cause Notice will be issued to the defaulter, giving brief details of the incident. The reply by the defaulter needs to be submitted to the CDC by hand within 24 hours. If the CDC is not satisfied with the reply, it will issue a letter to the defaulter, to appear before the Disciplinary Committee. (if necessary, along with his/her parents) on a specified date/time. A copy of this letter will be placed on the table of the Disciplinary Committee. The Disciplinary Committee will award punishment after giving the defaulter an opportunity to be heard.

(c) Disciplinary Committee Meeting

- (i) Presence of a minimum of three members is mandatory for Disciplinary Committee meeting to be held.
- (ii) Disciplinary Committee will generally meet once in a month or on the date/time specified by the Chairman as and when required. The Committee shall decide the punishment within two days and issue the punishment award letter where defaulter has been found guilty. The award of punishment will also be put up on the Discipline Notice Board which may include a photograph of the defaulter.

- (iii) Copies of punishment award shall be placed in the registration record of the student and will also be sent to the Vice Chancellor, Dean (Academics), Department concerned, Registrar, Deputy Registrar, and Training and Placement Officer as required.

8 Community Service

At sole discretion of Discipline Committee, the defaulter can be given depending on merits of the case an option to undertake University Community Service, such as work at Library, Records, and Security. Administration, Sports, Editorial work.

9 Appeals

Appeals, if any shall lie with the Vice Chancellor whose decision in the matter shall be final. Only those cases will merit review by the Vice Chancellor where any new information or evidence is produced by the defaulter, other than what has already been considered by the Disciplinary Committee.

10 Amendments and Repeal

The Starex University Students Conduct and Disciplinary provisions may be amended or repealed with the approval of the competent authorities from time to time

Prevention of Sexual Harassment and Eve Teasing

The university has 'zero tolerance' policy for any act of sexual harassment. A standing committee for prevention of sexual harassment and eve teasing has been constituted to look into any complaint in this regard.

1. Constitution of Internal Complaints Committee on Sexual Harassment and Eve Teasing

In compliance to the 'The Sexual Harassment of Woman at Workplace (Prevention, Prohibition and Redressal) Act-2013', the Starex University has constituted an Internal Complaints Committee on Sexual Harassment and Eve Teasing as per provision of this Act for the effective enforcement of the basic human rights of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work place.

2. Objectives of the Committee

The objectives of the Committee are:

- i. To prevent discrimination and sexual harassment against women, by promoting gender equality among students and employee.
- ii. To make recommendation to the University authorities for changes/elaborations in the rule and regulation for the students and staff to make them gender just and to lay down procedures for the prohibition, resolution, settlement and prosecution for acts of discrimination and sexual harassment against women, by the students and the employees.

- iii. To deal with the case of discrimination and sexual harassment against women, in a time bound manner, aiming and ensuring support services to the victimized and termination of the harassment.
- iv. To recommended appreciate punitive action against the guilty party to the University authorities.

3. Procedure for Approaching the Committee

An aggrieved woman shall make, in writing, a complaint to the Internal Complain Committee within a period of three months of the date of incident and in case of service of incidents within a period of three months from the date of last incident. The written complaint may be address by victim or a third party to the Convener to the Internal Complaints Committee. If the complaint is made to the Head of the Department/Dean of the faculty, or any Committee Member or any other Officer of the University, the same shall be forwarded to the Convener of the Committee. The Committee shall deal with all the complaints of sexual harassment relating to students, staff and faculty studying/working at the Starex University in consonance with the provision of the Act.

4. The following acts shall be deemed as “unwelcome” sexually determined behaviour (whether directly or by implication):

- i. Physical contact and advances.
- ii. Demanded and requested for sexual favours.
- iii. Sexually coloured remarks.
- iv. Showing pornography.
- v. Other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- vi. Eve-teasing.
- vii. Unsavory remarks.
- viii. Joke causing or likely to cause awkwardness or embracement.
- ix. Gender-based innuendos and taunts.
- x. Gender-based insult or sexist remarks.
- xi. Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like.
- xii. Touching or brushing against any part of the body and the like.
- xiii. Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or saying.
- xiv. Forcible physical touch or molestation.
- xv. Physical confinement against one’s will any other act likely to violate one’s privacy.