



**MINUTES OF THE TWENTY SECOND MEETING OF THE BOARD OF MANAGEMENT HELD ON 22 DECEMBER 2016 AT 16:00 HRS AT THE CONFERENCE ROOM**

The Twenty Second meeting of the Board of Management was held on 22 December 2016 at 16:00 hours at the Conference Room.

**PRESENT:**

The following were present:

Dr Leena Srivastava	Chairperson
Dr Rajiv Seth	
Air Marshal K K Nohwar (Retd.)	
Prof Dipankar Gupta	
Dr Ashok Gulati	
Dr Ashok Khosla	
Mr Inder Walia	
Ms Anita Arjundas	
Mr Ishteyaque Amjad	
Dr Prateek Sharma	
Dr Anandita Singh	
Dr Smriti Das	
Dr Soumendu Sarkar	
Mr Dhanraj Singh	Special Invitee
Capt Pradeep Kumar Padhy (Retd.)	Secretary

Mr Tulsi Tanti and Dr Kamna Sachdeva were unable to attend the meeting.

At the outset, the Chairperson welcomed the following who had become members of the Board of Management :- Prof Dipankar Gupta, Dr Ashok Gulati, Mr Inder Walia, Dr Ashok Khosla, Ms Anita Arjundas, Dr Anandita Singh, Dr Smriti Das and Dr Soumendu Sarkar.

The Board placed on record its deep sense of appreciation of the services rendered by the following during their tenure as members of the Board of Management :- Mr T N Thakur,

Prof Parthasarathi Shome, Mr Prashant Bangur, Ms Yasmine Hilton, Mr Ashok Lavasa, Mr Amit Kumar and Prof Manipadma Datta.

The Chairperson informed the Board about the sad demise of Prof. Subhash Chander, who was a member of the Finance Committee and put on record the contributions made by Prof Chander in the University's growth.

**ITEM NO. 1: To confirm the minutes of the 21<sup>st</sup> meeting of the Board of Management held on 29 August 2016.** The Chairperson informed that the minutes of 21st Meeting of the Board of Management held on 29 August 2016 were circulated to the members of the Board. No comments on the minutes have been received.

The Board discussed and confirmed the minutes of 21<sup>st</sup> meeting of BoM held on 29 August 2016.

**ITEM NO. 2: Presentation on TERI University.** Dr.Rajiv Seth, Pro-Vice Chancellor gave a brief presentation on the University outlining the history, management structure, strength and future plans.

The Board noted the progress made by the University.

**ITEM NO. 3 (a) Convocation.** The Registrar informed the Board that the 9th Convocation of the TERI University was held on 04 Nov 2016 and Hon'ble Shri Prakash Javadekar, Union Minister of Human Resource Development, was the Chief Guest at the function.

The Board noted the matter.

**ITEM NO. 3(b) Visit of expert committee of UGC/AICTE:** The Registrar informed the Board that a committee comprising experts constituted by UGC visited the campus from 21-23 November, 2016 to review the functioning of TERI University. He stated that the committee held detailed deliberations with management, faculty, staff & students and on the basis of the inspection, had recommended continuation of the Deemed University status to the University. He further stated that the committee had pointed out certain deficiencies which were being rectified. Dr Rajiv Seth informed the Board that the UGC team had raised concerns about infrastructure limitations wrt hostel, library, laboratories and play area. To the query of members wrt to expansion plans, he intimated that vertical constructions could not be carried out due to restrictions in the height of the building, being in air flight zone(within 20km of Aerodrome Reference Point). He informed that though the Govt. had relaxed the FARs but not much expansion work could be undertaken in view of space limitations.

The Board considered the matter and noted the recommendations of the Review Committee.

**ITEM NO. 3(c) Recognition for offering programmes in open & distance learning mode from academic year 2016-17 :** The Registrar informed the Board that on a proposal submitted by TERI University in consideration of recognition in response to UGC observations and subsequent meeting held between the VC, TERI

University and the Additional Secretary, UGC, the UGC have accorded recognition to TERI University to offer PGDRE and APGDRE programmes through distance mode for two academic years i.e. 2016-17 and 2017-18.

The Board considered the matter and noted the extension of approval to distance education programmes of the University.

**ITEM NO. 3(d) Signing of lease deed:** The Registrar informed the Board that consequent to the approval of the BoM for subletting the office block premises of the University vide resolution No.TU/BM/20.7.1 dated 30 May 2016, a lease deed was signed with M/s International Tractors Limited for subletting the space at a cost of Rs.42, 17,875/- per month with the provision to enhance the amount by 15% every three years. The Registrar informed that 10 % of the revenue generated would be handed over to the DDA as per extant rules.

The Board considered the matter and noted the signing of the lease deed with M/s International Tractor's limited.

**ITEM NO. 3(e) Progress on the status of Hyderabad campus.** The Registrar informed that a Project Management Committee (PMC) had been constituted by the Vice Chancellor under the chair of the Registrar to monitor the progress of setting up of Hyderabad campus. He stated that the application for approval for the drawings had been submitted and efforts were on to identify suitable contractor for construction of the campus. He stated that the Board of Management had approved raising of loans for the campus and accordingly HDFC had been approached for a loan of Rs.30.60 crores towards expenditure to be incurred on construction of the campus. The Chair informed that the project would be implemented in two phases and the first phase would cover about 52000 sqft area encompassing the academic, admin and hostel spaces. AM Nowhar requested that the drawing of the building could be presented to the Board. The Chairperson informed that a presentation on the drawing would be scheduled in the next meeting of the Board.

**(Action:- Registrar)**

The Board considered the matter and noted the initiatives taken towards setting up the new campus at Hyderabad.

**ITEM No. 4. Action taken on previous points: Incorporation of code of conduct for the tenant in the Lease Deed.** The Registrar informed the Board that as resolved in the Board resolution 20.7.1 dated 30 May, 2016, a new clause has been incorporated in the lease deed with respect to compliance of statutory norms & regulations (UGC, AICTE etc.) by the tenant :-

“The Lessee shall not carry on or permit to be carried on in the demised premises or in any part thereof any activity which is or likely to be violation of statutory authority norms & regulations (UGC, AICTE etc.) issued from time to time,

unlawful, obnoxious or to cause nuisance, annoyance or disturbance to faculty, students, staff and other occupants of the TERI University campus/plot/building; or which is violating the decorum/atmosphere of the University and its residential campus.”

The Board considered the matter and noted the actions taken.

**ITEM No.5 To approve the award of degrees and other academic titles based on results of final examinations -2016.** The Registrar presented the list of 187 masters, 10 doctoral and 19 APGDRE/PGDRE students who had successfully completed their respective programmes as per the requirements established by the rules and regulations of the University.

**TU/BM 22.5.1** The Board resolved to approve the award of degrees and diplomas based on the result of examinations and tests to the students listed at Annexure 1.

**ITEM NO. 6. To approve opening of an escrow bank a/c linked with payment gateway facility for TERI University.** The Registrar informed the Board that the University was required to open an escrow bank a/c for purpose of signing an agreement with M/s AVAGMAH, who would be entrusted to take the responsibility of marketing and managing the distance education programmes. The chairperson informed that M/s AVAGMAH in addition to managing the distance education platform would take up the responsibility to increase no of students for the distance education programmes. On a query of Prof. Dipankar Gupta in regard to the mode of selection, the Chairperson informed that discussions were held with a couple of firms including TCS, however M/s AVAGMAH measured up competitively in view of their proposal of sharing 32% of revenue (admission fee) with the University. Mr Amjad suggested that the selection processes followed should be water tight and transparent. The Chairperson informed that due prudence had been observed while selecting the firm which provides similar kind of support services to Pondicherry University, Narsi Monjee Institute of Management, IIM-Bangalore etc.

**TU/BM 22.6.1** The Board resolved to approve opening of escrow bank Account.

**(Action – Finance Officer)**

**ITEM NO. 7 To report the decisions taken by the Chairperson on behalf of the Board of Management.**

**ITEM NO.7(a) To confirm the TERI University MoA/Rules 2016.** The TU MoA/Rules 2016 conforming to the Deemed University Regulations issued by UGC in 2016 was placed before the Board. The Registrar presented the list of amendments brought out in the new UGC regulations. He informed the Board that institutions accorded highest NAAC grade have been given certain privileges in the new policy.

**TU/BM 22.7(a).1** The Board resolved to confirm the revised ‘TERI University MoA & Rules-2016’ placed at Annexure 2.

**ITEM NO.7(b) Designation of faculty.**

**TU/BM/22.7(b).1** The Board resolved that the actions taken by Chairman, BoM be approved, reported and recorded as per details given below:-

<b>Ser.</b>	<b>Name</b>	<b>Designated as</b>	<b>With effect from</b>
(i)	Dr Montu Bose	Assistant Prof	25 Oct, 16
(ii)	Dr Prashant Kumar Singh	Assistant Prof	01 Sept, 16
(iii)	Dr Swarup Dutta	Assistant Prof	15 Nov, 16

**ITEM NO.8: To consider and approve the TERI University policy and guidelines for the prevention, prohibition and punishment of sexual harassment of women employees and students-2016.** The Registrar informed that based on the UGC notification dated 02 May 2016, the University had revised its policy and guidelines for the prevention, prohibition and punishment of sexual harassment of women employees and students. He informed the Board that the new policy envisaged treating sexual harassment as a gender neutral act, further it had provisions to have student representation in the Internal Complaints Committee (ICC) dealing with cases related to students.

**TU/BM 22.8.1** The Board resolved to approve ‘TERI University policy on prevention, prohibition and punishment of sexual harassment of women employees and students-2016’ placed at Annexure 3.

**ITEM NO.9: To approve the audited accounts of the FY 2015-16**

**TU/BM 22.9.1** The Board considered and approved the audited accounts of financial year 2015-16 based on the recommendations of the Finance Committee made at its meeting held on October 13, 2016 (Annexure 4).

**ITEM NO.10:To consider and approve the financial estimates for the FY 2016-17 & 2017-18**

**TU/BM 22.10.1** The Board approved the financial estimates for the financial year 2016-17 & 2017-18 as recommended by Finance Committee in its meeting on October 13, 2016 (Annexure 5).

**ITEM NO.11: To appoint auditor for ensuing Financial Year 2016-17.** The Registrar presented the name of M/s Sanjay Rastogi & Associates for appointment as the auditor for the University. The chairperson informed that the Companies Act

stipulated appointment of the auditor for a period of five years whereas, UGC rules did not specify any specific period.

**TU/BM 22.11.1** The Board discussed and approved the appointment of the auditor for ensuing Financial Year 2016-17.

**ITEM NO.12: To approve the recommendations of Selection Committee.** The Chairperson presented to the Board the internal promotions recommended by the Selection Committee, constituted as per UGC guidelines.

**TU/BM 22.12.1** The Board approved the following promotions:-

<b>Ser</b>	<b>Name</b>	<b>Designated as</b>	<b>With effect from</b>
(i)	Dr Naqui Anwer	Associate Professor	01.01.2017
(ii)	Dr Chaithanya Madhurantakam	Associate Professor	01.01.2017

**ITEM NO.13: New composition of Finance Committee members nominated by Board of Management:** - The Registrar informed the Board that as per UGC norms the Board was required to nominate two members for the Finance Committee with one member being a member of the Board of Management. He informed that the terms of existing members were about to expire hence the Board might consider nominating the new names so that the finance committee could be reconstituted.

**TU/BM 22.13.1** The Board resolved to approve the following members for the Finance Committee.

1. Dr.Manipadma Datta
2. Dr.Smriti Das (BoM member)

**ITEM NO.14: Discontinuation of Centre for Regulatory and Policy Research & Centre for Bio-resources and Biotechnology.** The Chairperson informed the Board that the UGC Review Committee had expressed certain reservation about recognising facilities at TERI as Centres of the University. She informed that the Centre for Regulatory and Policy Research & Centre for Bio-resources and Biotechnology were operating at TERI and were therefore required to be derecognised to comply with statutory norms. She further stated that the Depts. of Biotechnology & Department of Policy Studies of the University evolved from the research support provided by these centres and the departments were carrying out similar nature of works as was currently being done at the centres. She intimated that closing of these centres would not have any financial implication as no expenditures were incurred on the centres by the University. She informed the Board that all registered research scholars would be transferred to respective departments and would continue to get supervised by the existing guides/advisers (who would be designated as adjunct faculty in the existing departments). New scholars would be registered in compliance with the new regulations.

**TU/BM 22.14.1** The Board discussed the matter and resolved to approve de-recognition of the following Centres:-

- (a) Centre for Regulatory and Policy Research
- (b) Centre for Bio-resources and Biotechnology

**(Action – Registrar)**

There being no other items for discussion the meeting was adjourned.

These minutes have the approval of the Chairperson, Board of Management.

Sd/

Capt Pradeep Kumar Padhy (retd.)

Registrar

**Annexures: -**

1. List of students declared qualified.
2. TERI University MoA/Rules, 2016
3. TERI University policy for the prevention, prohibition and punishment of sexual harassment of women employees and students-2016
4. Audited accounts for the financial year 2015-16
5. Financial estimates for the financial year 2016-17 and 2017-18

**Distribution:-**

Electronic Copy:

1. Chancellor, TERI University
2. Vice-Chancellor, TERI University
3. All members of Board of Management
4. Website

Printed Copy:

5. Registrar, TERI University

**LIST OF STUDENTS DECLARED QUALIFIED**

	<b>Name of the student</b>	<b>Degree</b>	<b>in</b>
<b>M.A (Public Policy and Sustainable Development - 2014)</b>			
1	Janeet Pal Singh Anand	M.A.	PPSD
2	Narender Kumar Santoshi	M.A.	PPSD
3	Njacheun Ngahane Silas	M.A.	PPSD
4	Siriyal Subhra Patel	M.A.	PPSD
<b>M.A (Sustainable Development Practice)</b>			
5	Aayushi Jain	M.A.	SDP
6	Adil Peter Darama	M.A.	SDP
7	Akshita Marwah	M.A.	SDP
8	Anshula Thakwani	M.A.	SDP
9	Arshdeep Saluja	M.A.	SDP
10	Bakul Chugh	M.A.	SDP
11	Bhavya Tripathi	M.A.	SDP
12	Kanika Joshi	M.A.	SDP
13	Kidane Badeg Mirdeto	M.A.	SDP
14	Maria Mathew	M.A.	SDP
15	Navjyoti Ranawat	M.A.	SDP
16	Nikhila S	M.A.	SDP
17	Panchali Sharma	M.A.	SDP
18	Parul Rana	M.A.	SDP
19	Pooja Kini	M.A.	SDP
20	Pratyush Biswal	M.A.	SDP
21	Richa Goel	M.A.	SDP
22	Roshan Rathod	M.A.	SDP
23	Shreya Kuruvilla	M.A.	SDP
24	Tulenam Laloo	M.A.	SDP
<b>M.Sc. (Environmental Studies and Resource Management)-2014</b>			
25	Akshata Karnik	M.Sc	ESRM
26	Ankit Rana	M.Sc	ESRM
27	Anshika Kandhway	M.Sc	ESRM
28	Antara Kapoor	M.Sc	ESRM
29	Anuradha Garg	M.Sc	ESRM
30	Arsh Marwaha	M.Sc	ESRM
31	Ayesha Roy	M.Sc	ESRM



**Board of Management – 22 /22.12.2016**

32	Selam Melkamu Chanie	M.Sc	ESRM
33	Walgak Chuol Bel	M.Sc	ESRM
34	Aradhana Jebalia	M.Sc	ESRM
35	Ayesha Sehrawat	M.Sc	ESRM
36	Bhargavi Nagendra	M.Sc	ESRM
37	Divya Sunder	M.Sc	ESRM
38	Geetu Thakur	M.Sc	ESRM
39	Himani Malhotra	M.Sc	ESRM
40	Indu Gaur	M.Sc	ESRM
41	Josias Kharmawphlang	M.Sc	ESRM
42	Kavya Arora	M.Sc	ESRM
43	Latika Grover	M.Sc	ESRM
44	Medha Bantalpad	M.Sc	ESRM
45	Meeta Gupta	M.Sc	ESRM
46	Aastha	M.Sc	ESRM
47	Nidhi Sharma	M.Sc	ESRM
48	Nishtha Saxena	M.Sc	ESRM
49	Pritha Pande	M.Sc	ESRM
50	Pushpendra Mair	M.Sc	ESRM
51	Sakshi Katyal	M.Sc	ESRM
52	Sanhita	M.Sc	ESRM
53	Sushant Potdar	M.Sc	ESRM
54	Tanusri Sarker	M.Sc	ESRM
55	Tripti Shukla	M.Sc	ESRM
56	Tulika Rawat	M.Sc	ESRM
57	Samuel Luete	M.Sc	ESRM
58	Neetika Bahuguna	M.Sc	ESRM
<b>M.Sc. (Geoinformatics) - 2014</b>			
59	Aksheyta Gupta	M.Sc	GIS
60	Amritesh Singh	M.Sc	GIS
61	Ankit Khajuria	M.Sc	GIS
62	Anuja Negi	M.Sc	GIS
63	Ashima	M.Sc	GIS
64	Ashish Agarwalla	M.Sc	GIS
65	Brigit Maria Baby	M.Sc	GIS
66	Chanchal	M.Sc	GIS
67	Feven Zerihun Tesfaye	M.Sc	GIS
68	Lakshmi P	M.Sc	GIS
69	Madhur Chanana	M.Sc	GIS
70	G Navya Reddy	M.Sc	GIS

**Board of Management – 22 /22.12.2016**

71	Nilesh Maiti	M.Sc	GIS
72	Poonam Chandel	M.Sc	GIS
73	Saarthak Bhola	M.Sc	GIS
74	Vanshika Dhamija	M.Sc	GIS
<b>M.Sc. (Plant Biotechnology) - 2014</b>			
75	Harsh Pratap Singh	M.Sc	PBT
76	Aastha Joshi	M.Sc	PBT
77	Gaurav Geetanjali	M.Sc	PBT
78	Isiaka Ibrahim Muhammad	M.Sc	PBT
79	Khushboo Sharma	M.Sc	PBT
80	Nikita Gupta	M.Sc	PBT
81	Princy Jain	M.Sc	PBT
<b>M.Sc. (Climate Science and Policy) - 2014</b>			
82	Abha Tewary	M.Sc	CSP
83	Amit	M.Sc	CSP
84	Aprajita Singh	M.Sc	CSP
85	Deepti Roy	M.Sc	CSP
86	Greeshma Hegde	M.Sc	CSP
87	Himanshu Chinwan	M.Sc	CSP
88	Kalairasi Ka Sa	M.Sc	CSP
89	Ketki Rai	M.Sc	CSP
90	Nikhil Kumar	M.Sc	CSP
91	Payal Negi	M.Sc	CSP
92	Sudha Yadav	M.Sc	CSP
93	Surmai Kaushik	M.Sc	CSP
<b>M.Sc. (Economics) - 2014</b>			
94	Surbhi Chetwani	M.Sc	Eco
95	Tanvi Khurana	M.Sc	Eco
96	Vaibhav Jethi	M.Sc	Eco
97	Vasudha Chopra	M.Sc	Eco
98	Vernika Garg	M.Sc	Eco
99	Yuvraj Sharma	M.Sc	Eco
100	Abhinav Srivastava	M.Sc	Eco
101	Aishwary Kant Gupta	M.Sc	Eco
102	Arpita Chhikara	M.Sc	Eco
103	Baanie Sawhney	M.Sc	Eco
104	Disha Mendiratta	M.Sc	Eco
105	Divya Pahuja	M.Sc	Eco
106	Kirti Prabhakar	M.Sc	Eco
107	Mridhu Tandon	M.Sc	Eco

**Board of Management – 22 /22.12.2016**

108	Preeta Singh	M.Sc	Eco
109	Sanjana Kumari Sanjay Kumar	M.Sc	Eco
110	Shivani Gupta	M.Sc	Eco
111	Shobhna Jha	M.Sc	Eco
112	Sonal Dhawan	M.Sc	Eco
113	Srishti Goyal	M.Sc	Eco
114	Srishti Gupta	M.Sc	Eco
<b>M.Sc. (Water Science and Governance) - 2014</b>			
115	Aparna Gupta	M.Sc	WSG
116	Himanshi Gupta	M.Sc	WSG
117	Niyati Seth	M.Sc	WSG
118	Pallavi Kharbanda	M.Sc	WSG
119	Prapti Verma	M.Sc	WSG
120	Sakshi Chawla	M.Sc	WSG
121	Shoobhangi Tyagi	M.Sc	WSG
122	Bedashree Choudhury	M.Sc	WSG
<b>MBA (Infrastructure) - 2014</b>			
123	Amrita Kumari	MBA	Infra
124	Anju Choudhary	MBA	Infra
125	Syed Faizan Wasi Ali	MBA	Infra
<b>MBA (Business Sustainability) - 2014</b>			
126	Aditya Golatkar	MBA	B.S.
127	Aniket Kaushal	MBA	B.S.
128	Devina Anand	MBA	B.S.
129	Kingshuk Das	MBA	B.S.
130	Meenakshi Prashant	MBA	B.S.
131	Abhinav	MBA	B.S.
132	Mrityunjai Shekhawat	MBA	B.S.
133	Priyansha Chawla	MBA	B.S.
134	Shourya Shashwat	MBA	B.S.
135	Vedamitra Rao	MBA	B.S.
136	Vipasha Thakur	MBA	B.S.
<b>M.Tech (Renewable Energy Engineering and Management) - 2014</b>			
137	Akhilesh Gannavarapu	M.Tech.	REEM
138	Aman Agarwal	M.Tech.	REEM
139	Anushree Majumdar	M.Tech.	REEM
140	Arideep Halder	M.Tech.	REEM
141	Arijeet Boruah	M.Tech.	REEM
142	Arindam Roy	M.Tech.	REEM
143	Arshpreet Kalsi	M.Tech.	REEM

**Board of Management – 22 /22.12.2016**

144	Asif Nazar	M.Tech.	REEM
145	Avantika Mishra	M.Tech.	REEM
146	Avira Kallivayalil	M.Tech.	REEM
147	Bindusagar	M.Tech.	REEM
148	Devesh Kumar	M.Tech.	REEM
149	E Rajendra Bhargava	M.Tech.	REEM
150	Imon Kalyan Barua	M.Tech.	REEM
151	Meghana Jayakumar	M.Tech.	REEM
152	Nikhil	M.Tech.	REEM
153	Parikshith S Gargyan	M.Tech.	REEM
154	Pradipta Sekhar Paul	M.Tech.	REEM
155	Puneet Kamboj	M.Tech.	REEM
156	Saloni Sachdeva	M.Tech.	REEM
157	Saumendra Aggrawal	M.Tech.	REEM
158	Saurabh Motiwala	M.Tech.	REEM
159	Shankar Sadarangani	M.Tech.	REEM
160	Yagyavalk Bhatt	M.Tech.	REEM
	<b>M.Tech (Urban Development and Management) - 2014</b>		
161	Abir Nilosey	M.Tech.	UDM
162	Deepti Chaudhari	M.Tech.	UDM
163	Itishree Rana	M.Tech.	UDM
164	Kurapati Srividya	M.Tech.	UDM
165	Manish Kumar	M.Tech.	UDM
166	Manishankar Madishetty	M.Tech.	UDM
167	Rashi	M.Tech.	UDM
168	Palla Lakshmiprasanna	M.Tech.	UDM
169	Praveen Gupta	M.Tech.	UDM
170	Rajat Kapoor	M.Tech.	UDM
171	Sahil Singh Kapoor	M.Tech.	UDM
172	Gourisheety Satishwar	M.Tech.	UDM
173	Shivakumar Gurijala	M.Tech.	UDM
174	Siddharthsinh Suratia	M.Tech.	UDM
175	Sugandhita Wadhera	M.Tech.	UDM
176	Vaibhav Rao	M.Tech.	UDM
	<b>M.Tech (Water Science and Governance) - 2014</b>		
177	Akash Purohit	M.Tech.	WSG
178	Anurag Prakash	M.Tech.	WSG
179	Deepali Goyal	M.Tech.	WSG
180	Manas Awasthi	M.Tech.	WSG
181	Mohd Zeeshan	M.Tech.	WSG

**Board of Management – 22 /22.12.2016**

182	Praveen Kumar S	M.Tech.	WSG
183	Priyank Jain	M.Tech.	WSG
184	Qazi Syed Wamiq Ali	M.Tech.	WSG
185	Rajesh Ramamoorthy	M.Tech.	WSG
186	Ruchika Satish	M.Tech.	WSG
187	Vishal Pratap Singh	M.Tech.	WSG

**Doctoral Degrees**

1	Savita Gautam	Ph.D	
2	Sangeeta Sharma	Ph.D	
3	Suneel Kumar	Ph.D	
4	Priyanka Dhakate	Ph.D	
5	Pratima Singh	Ph.D	
6	Shivaraj S.M.	Ph.D	
7	Pratiksha Mayee	Ph.D	
8	Saumya Dhup	Ph.D	
9	Indranil Biswas	Ph.D	
10	Brij Mohan	Ph.D	

**Distance Education**

<b>Ser</b>	<b>Name</b>	<b>Diploma</b>
1	Preetika Suri	Advanced Post Graduate Diploma
2	Bhojane Amit Nareshrao	Advanced Post Graduate Diploma
3	Deepanjali Singh	Advanced Post Graduate Diploma
4	Ajitkumar Biradar	Advanced Post Graduate Diploma
5	Hiren M	Advanced Post Graduate Diploma
6	Rudra Prasad Narendra	Advanced Post Graduate Diploma
7	Bhargavi N Kulkarni	Advanced Post Graduate Diploma
8	Hardik Makhija	Advanced Post Graduate Diploma
9	Harish Kumar Bhagwani	Advanced Post Graduate Diploma
10	Hasan Zulfiqar Kamal	Advanced Post Graduate Diploma
11	Swamydoss K	Advanced Post Graduate Diploma
12	Umesh Raichandani	Advanced Post Graduate Diploma
13	Md Niaz Banda	Advanced Post Graduate Diploma
14	Naval Kishore Thakur	Post Graduate Diploma
15	Vikas Verma	Post Graduate Diploma
16	Atish Ganguly	Post Graduate Diploma
17	Hrishabh Singh	Post Graduate Diploma
18	Siddharth R	Post Graduate Diploma
19	Krishna Kant Rai	Post Graduate Diploma

**Memorandum of Association/Rules  
(Conforming to UGC –Deemed to be  
University regulations 2016)**

MEMORANDUM OF ASSOCIATION

TERI UNIVERSITY

(Declared as Deemed to be University under section 3 of the UGC Act)

**1.0 SHORT TITLE, APPLICATION AND COMMENCEMENT**

1.1 Name of the Society/ Trust : The name of the Trust/Society is TERI University. It was registered under the Societies Registration Act XXI of 1860 - Regd.No. J6299 dated 21 Sep 2006.

1.2 Name of the institution deemed to be university alongwith its constituent units : The name of the Institution is **TERI University (Deemed to be University)** declared as 'Deemed to be University' under Section 3 of the UGC Act, 1956

1.3 Office of the Society/Trust and deemed to be University

**Office of the Institution** : Plot No 10, Institutional Area, Vasant Kunj, New Delhi 110070.

**Office of Trust:** Darbari Seth Block, Habitat Place, Lodhi Road, New Delhi – 110003

**2.0. DEFINITIONS**

In these Regulations, unless the context otherwise requires:

2.1 "Act" means the University Grants Commission Act, 1956 [Act 3of 1956].

2.2 "Campus" means Campus of the institution deemed to be university at its headquarters, wherein its major facilities, faculty, staff, students and its Academic Departments are located in a city/town/village in India. While 'off-Campus centre' means an approved (by the Central Government) centre of the institution deemed to be university beyond its Campus in the country, Headquarters, includes all the campuses situated in the same city/town/village.

2.3 "Commission" means the University Grants Commission (UGC) constituted under the Act or any other body empowered to regulate an institution deemed to be university under any law for the time being in force.

2.4 "Committee of Experts" means a Committee appointed by the Commission consisting of academics, researchers or other experts in the relevant fields of knowledge and notified under these Regulations for such purpose as it may specify; and there may be as many Committees of Experts as the Commission may determine for different purposes.

2.5 "Constituent Institution" means an institution operating under the administrative, academic and financial control of the sponsoring body and declared as such under the Notification.

2.6 "Constituent Unit" means those units of the Institution which were existing at the time of submission of proposal to be declared as an Institution Deemed to be University.

- 2.7 “De-novo Institution” means an institution with a focus on teaching and research in unique and 'emerging areas of knowledge', so determined by peers of the academic community
- 2.8 "Emerging area of knowledge" In the context of *De-Novo* Institutions means such areas which are considered desirable and useful but not currently taught in the country.
- 2.9 "Government" means the Central Government, unless the context so specifies.
- 2.10 "Institution" means an institution for higher education engaged in teaching and research at the undergraduate, post-graduate or higher levels.
- 2.11 "Institution deemed to be university" means an institution for higher education so declared, on the recommendation of the Commission, by the Central Government under Section 3 of the Act.
- 2.12 “Necessary Infrastructure” means infrastructure as required under the norms of concerned statutory Body/Commission.
- 2.13 "Processing Fee" means the charges that have to be paid by the applicant institution to the Commission along with the application for processing such application. This amount shall take into account the expenditure to be incurred by the Commission for processing an application that shall include onsite visits of Expert Committees of the Commission. The Commission shall prescribe the processing fee and revise it from time to time.
- 2.14 "Notification” means a notification issued by the Central Government in the Official Gazette declaring an institution for higher education, as an institution deemed to be university u/s 3 of the Act.
- 2.15 "Sponsoring body" means a body being a charitable or not-for-profit Society or Trust making an application for declaring an institution under its administrative, academic and financial control as a deemed to be university.
- 2.16 "Statutory body" means a body constituted under any law for the time being in force for determining or maintaining standards of quality in the relevant areas of higher education and bodies known as All India Council for Technical Education (AICTE), Medical Council of India (MCI), Dental Council of India (DCI), National Council for Teacher Education (NCTE), Bar Council of India (BCI), Indian Nursing Council (INC), etc. shall be the Statutory bodies for the purposes of these Regulations.

### **3.0. OBJECTIVES OF AN INSTITUTION DEEMED TO BE UNIVERSITY**

The objectives for which an institution is declared by the Government as an institution deemed to be university shall be:

- 3.1 To provide for higher education leading to excellence and innovations in such branches of knowledge as may be deemed fit primarily at post-graduate and research degree levels fully conforming to the concept of university, namely, University Education Report (1948) and the Report of the Committee on Renovation and Rejuvenation of Higher Education in India (2009) and the Report of the Review Committee for Deemed to be Universities (2009).
- 3.2 To engage in areas of specialization with proven ability to make distinctive contributions to the objectives of the university education system.
- 3.3 To provide for high quality teaching and research and for the advancement of knowledge and its dissemination through various research programmes undertaken in- house by



substantial number of full time faculty / research scholars (PhDs and Post-Doctoral) in diverse disciplines.

- 3.4 To enable creation of institutions deemed to be university under the 'de nova' category devoted to unique and emerging areas of knowledge, not being pursued by conventional or existing institutions - particularly in specific areas of study and research preferably sponsored by the Government of a State / UT or the Central Government regarded as important for strategic needs of the country or for the preservation of our cultural heritage, so determined by a well laid-out process of wide consultation with the eminent peers of academic community.

**4.0 ELIGIBILITY CRITERIA FOR AN INSTITUTION TO BE DECLARED AS AN INSTITUTION DEEMED TO BE UNIVERSITY**

An institution applying to be declared as an institution deemed to be university shall have to meet the following stipulations:-

(a) Eligibility criteria

- 4.1 Has been accredited with highest grade by NAAC and/or by NBA continuously for two cycles and again gets highest grade in the third cycle continuously (five year cycle). In case of NBA, such accreditation should be for all its eligible courses.

OR

Should have the highest NAAC/NBA category at the time of application, and in the immediately previous NAAC/NBA cycle, and should be in top 20 in any specific category or in top 100 of overall ranking of National Institute Ranking Framework (NIRF) ranking at the time of application and in immediately previous two years. In case of NBA, such accreditation should be for all its eligible courses.

- 4.2 Has demonstrated the characteristics of a university through diverse curricular provisions, contribution to teaching; and, verifiable research output.
- 4.3 Has under graduate and atleast five post graduate departments in existence for 3 years with research programmes.
- 4.4 Shall be engaged in research activity, publications and scholarly works and shall have doctoral/post-doctoral research programmes. The faculty in Humanities, Social Sciences, Languages shall have at least 10 publications and Faculty of Sciences/Medicine/Engineering shall have at least 15 publications per year in refereed journals listed by UGC and having an impact factor.
- 4.5 Shall have adequate number of full-time fully qualified faculty for teaching and research as per UGC/concerned Statutory Council(s) norms.
- 4.6 Shall possess the necessary infrastructure for quality research and seamless access to modern information resources.
- 4.7 Shall have a proven record of securing merit-based extramural research funding from various public/private agencies.
- 4.8 Shall have a record of extension services and societal engagement.
- 4.9 Each constituent unit included in the original proposal shall have continuous accreditation for two cycles with the highest grade offered and also gets valid highest grade for third

cycle, either from National Assessment and Accreditation Council (NAAC) and/or all its eligible courses shall be accredited continuously for two cycles (five year each) with the highest grade offered and also gets highest grade in the third cycle, which is currently valid, by National Board of Accreditation (NBA) or an accreditation agency recognized by the Commission from time to time.

4.10 Shall undertake not to offer any programme in the distance mode.

(b) Conditions

4.11 The applicant institutions shall be a not-for-profit organization and shall not be engaged in commercialization of higher education.

4.12 The applicant institution shall not have violated any of the provisions of any of the statutes/guidelines of UGC/any Statutory Authority in the period of five years preceding the date of submission of the application seeking status of an institution deemed to be university.

## **5.0 GOVERNANCE SYSTEM FOR AN INSTITUTION DECLARED AS AN INSTITUTION DEEMED TO BE UNIVERSITY**

An institution declared as a Deemed to be University shall adhere to the following criteria :

5.1 The Institution deemed to be university shall be registered as a not-for-profit Society under the Societies Registration Act, 1860 or as a not-for-profit Trust under the Public Trust Act, or as a not-for-profit company under section 8 of the Companies Act, 2013 (hereinafter referred to as the Managing Society / Trust / Company), which shall be owned by a not-for-profit Society registered under the Societies Registration Act, or a not-for-profit Trust registered under the Public Trust Act, or a not-for-profit company registered under section 8 of the Companies Act, 2013 (hereinafter referred to as the Sponsoring Societies / Trust / Company), or in case of a Public Funded deemed to be university, by the Government.

Provided that the members / trustees of a Managing Society / Trust of a deemed to be a university, being a public funded deemed to be university, shall not be directly or indirectly connected with the members / trustees of the sponsoring Society / Trust.

5.2 Among the authorities of the deemed to be universities, there shall be a Chancellor who shall be appointed by the sponsoring society / Trust and shall be an eminent educationist or a distinguished public figure

5.3 The sponsoring body of deemed to be universities may also appoint a person as a Pro Chancellor, whose role would be limited to carrying out the tasks assigned to the Chancellor in these Regulations, when the latter is not available for carrying out the same.

5.4 The highest governing body of the deemed to be university shall be a Board of Management to be headed by the Vice Chancellor. This body shall consist of a minimum of ten members and a maximum of fifteen members.

5.5 The Board of Management of the institution shall be independent of the sponsoring Society / Trust with full autonomy to perform its academic and administrative responsibilities. The number of representative(s)/nominee(s) of the sponsoring Society / Trust on the Board of Management shall be limited to a maximum of four.

5.6 The Board of Management shall consist of eminent persons capable of contributing to and upholding university ideals and traditions.

- 5.7 There shall be a Board of Management consisting of the following:
- i) Vice Chancellor - Chairperson
  - ii) Pro Vice Chancellor
  - iii) Deans of Faculties not exceeding two (by rotation based on seniority)
  - iv) Three eminent academics as nominated by the Chancellor, who shall have worked at the rank of professor and shall neither be from the Institution or the sponsoring body nor be their relatives.
  - v) A representative of Government (respective Central Government Ministry/respective State Government) who shall be an eminent academic not below the rank of Professor, in case the institutions are controlled and managed by Government or receiving grants more than or equal to 50% of its expenditure (based on average of previous three year account) from the Government directly or through its agencies. In all other Deemed to be Universities, the UGC shall nominate a representative. The UGC will nominate its representative from a panel of names selected through a Search Committee. The Search Committee will be formed as per details & procedure as mentioned in Clause 5.0 of Rules of these regulations for selecting the panel of names.
  - vi) Two teachers (from Professors, Associate Professors) by rotation based on seniority
  - vii) One teacher by rotation of the rank of Assistant Professor
  - viii) Maximum of four nominee of the sponsoring society/trust/company
  - ix) The Registrar, who shall be the Secretary.

The term of membership of the Board of Management and its powers are as shown in Rules.

- 5.8 The Vice Chancellor shall be an eminent academic and shall be appointed in the manner laid down under clause 6.2 in Rules.
- 5.9 All other statutory bodies of the deemed to be university shall be as described in Rules of the Institution deemed to be University.
- 5.10 Notwithstanding anything contained in these Regulations, the governance system and management structure of a public funded institution Deemed to be University may be in accordance with the decision of the Central Government or the State Government, as the case may be.

## **6.0 ADMISSIONS AND FEE STRUCTURE**

- 6.1 No institution deemed to be university shall, for admission in respect of any course or programme of study conducted in such institution, accept payment towards admission fee and other fees and charges:
- (a) Which is a capitation fee or donation in whatever nomenclature or form;
  - (b) other than such fee or charges for such admission, which has been declared by it in the prospectus for admission against any such seat, and on the website of the institution, Provided if there are any fees prescribed in accordance with the Fee Regulations framed by

the Government or by the Commission from time to time, then the fees or other charges for admission shall not exceed the same;

(c) without a proper receipt in writing issued for such payment to the concerned student admitted in such institution.

6.2 (1) No institution deemed to be university shall charge any fee for an admission test other than an amount representing the reasonable cost incurred by it in conducting such test;

*Provided* further that an institution deemed to be university shall not engage in commercialization of education in any manner whatsoever, and shall provide for equity and access to all deserving students.

(2) In case an admitted student does not join the institution within 7 days of opening of the Institution, the Institution shall refund:

a) In case the student informs of his intention not to join the institution at least 7 days before the start of the academic session, then 100% of the fees collected minus the processing charges, which shall not be more than Rs10000, or any other amount fixed by UGC. The same shall be refunded within 15 days of receipt of information from the student.

b) In case no such information is given by the student but the Institution is able to fill up the seat so vacated, then 100% of the fees collected minus the processing charges, which shall not be more than Rs 10000, or any other amount fixed by UGC. The same shall be refunded within 15 days of request of refund from the student or the expiry of 30 days after opening of academic session, whichever is later.

c) In case no such information is given by the student and the Institution is not able to fill up the seat even by the end of 30 days after the opening of academic session, then 50% of the fees collected minus the processing charges, which shall not be more than Rs 10000, or any other amount fixed by UGC. The same shall be refunded within 15 days of request of refund from the student or the expiry of 30 days after opening of academic session, whichever is later.

(3) If a student joins the Institution, and then leaves it in mid-session then the entire fees collected shall be forfeited.

6.3 Admission of students to an institution deemed to be university shall be made in the following manner:

(i) In case the appropriate statutory authority has specified the process of selection for admission to any course, or programme of study in any institution which includes conducting competitive admission test for ascertaining the competence of any person to pursue such course or programme of study, in that case, no person shall be admitted to such course or programme of study in such institution, except through an admission test conducted by a recognized body or such institution or a group of institutions, if such institution or group of institutions have been so authorized by the central government or a state government or any statutory authority.

(ii) In case the process of selection for admission to any course or programme of study in any institution including conducting competitive admission test has not been specified under sub-clause (i), in that case, no person shall be eligible for admission to such course

or programme of study in such institution except through inter se merit to be specified in the prospectus of each institution;

*Provided* that admission of Non-Resident Indians (NRI) / Persons of Indian Origin (PIO) / Foreign students to institutions deemed to be universities shall be governed by the guidelines / regulations framed by the Commission in this behalf from time to time.

6.4 Institution deemed to be university shall –

- (a) Maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years,
- (b) Exhibit such records on its website; and
- (c) Be liable to produce such record, whenever called upon to do so by any statutory authority or by the government under any law for the time being in force.

6.5 Institution deemed to be university shall publish, before expiry of sixty days prior to the date of the commencement of admission to any of its courses or programmes of study, a prospectus containing the following for the purposes of informing those persons intending to seek admission to such institution and the general public, namely:

- (i) each component of the fee, deposits and other charges payable by the students admitted to such institution for pursuing a course or a programme of study, and the other terms and conditions of such payment;
- (ii) the percentage of tuition fee and other charges refundable to a student admitted in such institution in case such student withdraws from such institution before or after completion of course or programme of study and the time within, and the manner in which such refund shall be made to the student;
- (iii) the number of seats approved in respect of each course or programme of study for the academic year for which admission is proposed to be made;
- (iv) the conditions of eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or programme of study, where so specified by the institution;
- (v) the educational qualifications specified by the relevant statutory authority / body, or by the institution, where no such qualifying standards have been specified by any statutory authority;
- (vi) the process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or programme of study and the amount of fee to be paid for the admission test;
- (vii) details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is on regular basis or visiting basis;
- (viii) the minimum pay and other emoluments payable for each category of teachers and other employees;
- (ix) the ranking of the Institution under National Institutional Ranking Framework for the last three years (if available)

(x) information in regard to physical and academic infrastructure and other facilities including hostel accommodation, library, hospital or industry wherein the practice training to be imparted to the students and in particular the facilities accessible by students on being admitted to the institution;

(xi) broad outline of the syllabus specified by the appropriate statutory body or by institution, as the case may be, for every course or programme of study, including the teaching hours, practical sessions and other assignments;

(xii) all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution, and, in particular, such discipline relating to prohibition of ragging of any student or students and the consequences thereof and for violating the provisions of any regulation in this behalf made under the UGC Act, 1956 or other law for the time being in force.

*Provided* that the institution deemed to be university shall publish information referred to in items (i) to (xi) of this clause on its website, and the attention of the prospective students and the general public shall be drawn to such publication on the website through advertisements displayed prominently to the different newspapers and through other media;

*Provided* further that the institution deemed to be university may publish prospectus in accordance with this clause at any time before the expiry of sixty days specified under this clause.

- 6.6 Every institution deemed to be university shall fix the price of each printed copy of the prospectus, being not more than reasonable cost of its publication and distribution and no profit be made out of this publication, distribution or sale of prospectus.
- 6.7 No institution deemed to be university shall, directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a course or programme of study conducted by it.
- 6.8 No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a course or programme of study in any institution deemed to be university.
- 6.9 No institution deemed to be university, who has in its possession or custody, of any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any course or programme of study which such person does not intend to pursue or avail any facility in such institution.
- 6.10 In case a student, after having admitted to an institution deemed to be university, for pursuing any course or programme of study in such institution, subsequently withdraws from such institution, no institution in that case shall refuse to refund such percentage of fee deposited by such student and within such time as has been mentioned in the prospectus of such institution.
- 6.11 No institution deemed to be university shall, issue or publish –

(a) any advertisement for including students for taking admission in the institution, claiming to be recognized by the appropriate statutory authority where it is not so recognized, or

(b) any information, through advertisement or otherwise in respect of its infrastructure or its academic facilities or of its faculty or standard of instruction or academic or research performance, which the institution, or person authorized to issue such advertisement on behalf of the institution knows to be false or not based on facts or to be misleading.

6.12 An institution deemed to be university, shall admit students to its approved academic programme, under its enrolment, only from the academic session that follows the Notification issued by the Central Government.

Provided that enrolment of students to the institution, for any reason whatsoever, in anticipation of the declaration as an institution deemed to be university or inclusion of the institution under the ambit of an institution deemed to be university, shall render the application invalid:

Provided further that the students already on the rolls of the institution prior to the date of application for declaration as an institution deemed to be university or its inclusion under the ambit of an institution deemed to be university with whom they have already been enrolled, and shall also be awarded degree only by that affiliating university.

## **7.0 INFRASTRUCTURE AND OTHER FACILITIES**

7.1 It shall have the necessary financial and infrastructural viability for administering and maintaining the institution as an institution deemed to be university and the management capable of contributing to the university ideals and traditions and enhancing the quality of teaching, research and extension activities.

7.2 It shall have the following minimum infrastructure and other facilities:

### **7.2.1 Land and Buildings:-**

Administrative Building of at least 1,000 sq. meters.

ii) Academic Building, including library, lecture theatres and laboratories, of at least 15,000 sq. meters, of which the central library alone being of about 2000 sq. meters.

i) Some residential accommodation for teachers, guest house and hostel accommodation for students shall be in existence at the time of applying for declaration as an institution deemed to be university. Hostel accommodation shall be gradually increased to at least 25% of the students within 3 years of existence of institution deemed to be university. The floor area for hostel facilities shall be 10 sq. mts. Per student proposed to reside.

Provided that if the Institution is proposed to be set up in metropolitan area/urban area and if the proposed Institution has space constraints, the hostel facilities for students and residential facilities for academic and non-academic staff can be established at a place within 5 km radius from the main campus.

iv) The minimum requirement for open space shall be 40% of the total area of the Institution.

v) The minimum area for playground having multi sports facilities shall be 25,000 sq. mts.

vi) The Institution shall have adequate health care facility within the campus for students, faculties, staff or any other members.

vii) The Institute shall have barrier free approach and appropriate safety measures (fire fighting, etc.).

vii) Equipment, Books, Journals and other infrastructural facilities:

Equipment, Books and Journals of the institution shall be commensurate with the size and activities of the institution and shall satisfy the requirements of the Statutory/Regulatory body concerned. The institution shall also have Broadband Connectivity of appropriate level in order to cater to the needs of self-learning/virtual experiments /hands on techniques as well as provide electronic access to journals, books and other learning materials.

ix) In case of multi-disciplinary Institution, the aggregate land requirement shall be the sum of the land area prescribed by various Statutory Councils for all courses. In case the institution is engaged in conducting professional programmes of study, the prevailing norms and standards of the respective Statutory Body for building infrastructure shall be applicable, in addition to the above.

x) The infrastructure requirement shall be evaluated taking into consideration the future expansion proposed in the application along with requirement of land for hostel and allied facilities for the student. The infrastructure requirement shall be ensured before starting new courses/programme/department/school/centre in the existing campus.

### 7.3 Academic Programmes

#### 7.3.1

- Academic program shall offer sufficient scope for interdisciplinary learning and research
- Delivery of program shall be based on innovative teaching and learning process and evaluation system
- Shall be supported by adequate qualified faculty

7.3.2 It shall have under graduate and at least five postgraduate academic Departments with every Department having in position a minimum permanent faculty of one Professor, two Readers and three Lecturers for general courses and in case of courses in other disciplines such as Engineering & Technology, Medicine, Dental, Nursing, Pharmacy, Physiotherapy etc. the faculty shall be as per the no- and guidelines of the respective Statutory Council having the qualifications and pay scales prescribed by the Commission / respective Statutory Council together with the necessary supporting technical and ministerial staff as per the norms and standards laid down by the respective Statutory body.

Provided that for the first three years after notification as a deemed university, instead of a Professor, the Institution may appoint an Associate Professor or Assistant Professor , keeping the overall number of faculty as a minimum of seven per Department.

7.3.3 It shall have counseling facilities for weaker students and for students with different abilities and special teaching learning assistance programmes for such students.



7.4 Financial Viability:

The financial viability of the institution shall be verifiable by the audited statements of accounts of the institution for the previous five years immediately preceding the date of application for declaration as deemed to be university.

7.5 Corpus Fund:

7.5.1 In the case of Institutions not maintained or financed by the Government, the following Corpus Fund shall be created and maintained permanently in the name of the proposed institution deemed to be university by way of irrevocable Government Securities or other forms approved by the Commission:

- a. For institutions conducting professional programmes, such as Engineering & Technology, Medicine - Rs. 15 crores
- b. For institutions conducting programmes, such as Management, Law, Education - Rs. 8 crores
- c. For institutions conducting other programmes -Rs. 7 crores
- d. For institutions conducting both professional and other programmes - Rs. 18 crore
- e. For institutions under de novo category - Rs. 40 crore

7.5.2 The Corpus fund shall not be liquidated without prior permission of the Commission

7.5.3 The Commission shall have the power to direct any upward revision of the Corpus Fund from time to time. The extent of corpus fund shall be reviewed by the Commission every five years and any upward revision so ordered shall not exceed the rate of inflation (measured through Wholesome Price Index) for that period.

7.5.4 The interest accrued on the Corpus Fund may be used only for the purpose of development of the institution deemed to be university.

7.5.5 In the event of withdrawal of declaration of ‘deemed to be university’ status or dissolution of the Managing Society/Trust/Company of the institution deemed to be university, the Corpus Fund shall stand transferred to the Commission for meeting the liabilities, if any:

Provided that in case of a public funded deemed to be university, the Corpus Fund shall be transferred to the Central Government or the State Government, as the case may be.”

7.5.6 The provisions related to corpus fund shall be applicable only to those deemed universities which come into existence after notification of these Regulations. However, in the case of public funded institutions, the commitment of the State / UT or the Central Government to fund them continuously shall be considered as sufficient.

7.6 All movable and immovable properties of the institution or institutions that form the integral part of the proposed institution deemed to be university) shall remain legally vested in the name of the institution in the manner as recognized under the Transfer of Property Act, 1882 or any other law which may be in force. The land and other assets of the Institution shall be transferred legally by the sponsoring Trust/Society/Company to the institution deemed to be university within one year of the declaration of the Institution as Deemed to be University. The sponsoring Trust/Society/Company shall give an undertaking alongwith the application to the effect that the land and other assets shall be transferred legally to the Institution Deemed to be University within one year of the

notification declaring the Institution as Deemed to be University. However, in case the immovable property has been acquired by the institution by way of lease, the lease shall be perpetual in nature and initially for at least 30 years which shall be extended further

Provided that if such transfer of property does not take place within the one year period than the provisional status of deemed universities shall be withdrawn by the Government.

- 7.7 The income and property of the institution, howsoever derived, shall be utilized only for the promotion of the objectives of the institution including its growth and development. No portion of the income/property of the institution shall be paid or transferred, directly or indirectly by way of profit, to the persons who were/are members of the institution, provided that nothing herein contained shall prevent the payment in good faith or remuneration to any member thereof or to any other person in return for any service rendered to the institution or for travelling, halting and other similar charges, and all such expenditure shall be appropriately reflected in the accounts of the institution, maintained for the purpose.

## **8.0 PROCEDURE FOR BEING DECLARED AS AN INSTITUTION DEEMED TO BE A UNIVERSITY**

- 8.1 The institution fulfilling the minimum eligibility criteria as laid down in these Regulations for considering proposals for declaration as an institution deemed to be a university may send its application in duplicate in the prescribed Performa to the Secretary, Ministry of Human Resource Development, Department of Higher Education, Government of India. The application shall also be submitted online on UGC website. Processing fees for each application shall be paid to the Commission by way of a Demand Draft drawn in favour of The Secretary, University Grants Commission, Bahadurshah Zafar Marg, New Delhi 110002.
- 8.2 It shall submit a certificate as also an undertaking along with its application to the effect that the professional programmes already being conducted by it, if any have the approval of the relevant Statutory/Regulatory bodies like AICTE, MCI, DCI, NCTE, BCI, INC, etc., along with a duly attested copy of the letter of approval granted to it by such bodies. In addition, each application shall be accompanied by an essentiality certificate from the State Government concerned, wherever necessary.
- 8.3 It shall also submit, along with its application, a certificate from the affiliating university/affiliating universities, as the case may be, to the effect that the students already admitted in the institution or institutions that is / are to become integral part of the proposed institution deemed to be University institution enrolled under the said affiliating university/affiliating universities shall continue to be the students of that university for all purposes under the existing terms and conditions till they complete the relevant academic programmes.
- 8.4 The Ministry of Human Resource Development after preliminary scrutiny of the proposal, may return/reject or forward the application to the Commission for it advise, normally, within 30 days of the receipt of application.
- 8.5 The Commission shall make a preliminary scrutiny of the application submitted by the institution and, if necessary, write to the institution pointing out the lacuna(e), if any, and call, normally within 60 days for receipt of reference from Government, for clarification / additional information / requisite documents. As for as possible, such

clarification/additional information/requisite documents, shall be asked as the first instance itself and not in a piecemeal manner. If information is not received as asked for, then UGC would be liberty to recommend rejection of the application without taking further steps laid down in these regulations. The Commission shall also write to the State/UT Government concerned to elicit the latter's views on the application.

- 8.6 The Commission shall examine the application with the help of an Expert Committee constituted by Chairman UGC from a standing panel of names approved by the Commission. The Committee of Experts shall not include any sitting member of the Commission. The Expert Committee so constituted shall have one member as representative of the concerned Statutory Council(s), who may have the authorization to remit the advice.
- 8.7 The Expert Committee shall, *inter alia*,
- a) scrutinize and examine the application in detail;
  - b) visit the Institution, hold discussions with its major stake holders and make on the spot assessment of its academic viability to function as an institution adhering to the concept and ideals of a university as enunciated in these Regulations;
  - c) ascertain the academic and research excellence based on available records;
  - d) give specific information on matters like performance of students who have graduated, research scholars registered for PhD, sponsored research projects completed and on-going, research publications in indexed journals, faculty having PhD, etc., for the past five years;
  - e) verify its records to ascertain its financial viability; and
  - f) submit a report to the Commission to enable it to advise the Government appropriately, normally within three months of the matter being referred to it
- 8.7.1 The visit of the Expert committee to the Institution shall be video recorded and uploaded on the website of the UGC within 24 hours of the visit being completed.
- 8.8 The report of the Expert Committee shall be examined by the Commission along with the views of the State/UT Government, if any, and the Statutory/Regulatory body concerned and thereafter, the Commission shall submit its advice to the Ministry of Human Resource Development for the Ministry's consideration, normally within forty five days of the receipt of the report of the Expert Committee. The report of the Statutory body to the Commission shall indicate not: merely the fulfillment of minimum requirements for the institution's performance as a college, but shall include its assessment of the achievements of the institution in high standards of education and research as well as its capability to promote innovation and excellence commensurate with the status as a university in contrast to a conventional professional college. The report of the statutory body shall also indicate the minimum necessary requirement for its courses/programmes as issued from time to time.
- 8.9 The advice of the Commission shall state the reasons for advising the Central Government to declare the institution as an institution deemed to be university or otherwise, along with the number and names of institutions to be part of the institution deemed to be university.

- 8.10 The Commission, in its final recommendations to the Central Government, shall apprise the Government regarding submission of necessary documents related to transfer of moveable and immovable assets in the name of the proposed institution deemed to be university and other conditions, if any.
- 8.11 Each State/UT Government shall formulate a transparent policy for giving its views under article 8.05 and shall send their considered comments, in the proforma prescribed by the Commission, within 60 days, to the Commission and the Central Government, with a copy to the institution concerned. In case no such comments are received by the Commission within 60 days of the issue of the letter, it shall be presumed that the State/UT Government have no comments to offer on the application.
- 8.11.1 The State/UT Government recommending the proposal would have to indicate its willingness to safeguard the interest of the students admitted to the proposed deemed to be university in the event it ceases to exist as such, for any reason whatsoever.
- 8.12 Having been satisfied that the institution fulfills all the requirements as laid down in these Regulations the Central Government may, normally within 60 days of receipt of the report of the Commission, issue a notification under Section 3 of the Act, declaring such institution as an institution deemed to be university. This declaration would initially be made for a period of five years. Confirmation of the declaration of the 'deemed to be university' would be based on a review of the institution deemed to be university's compliance and the institution's satisfactory performance with the provisions of these Regulations.
- 8.13 If on the advice of the Commission, the Central Government comes to the conclusion that the institution does not qualify to be declared as an institution deemed to be university, it may inform the institution accordingly stating reasons there for.
- 8.13.1 In case the Government disagrees with the recommendation of the Commission, the Government shall provide reasons in writing and its decision shall be final.
- 8.14 The decision not to declare an institution as an institution deemed to be university shall be considered for review not before one year from the date of the earlier decision only on a specific request for review made by the institution concerned to the Central Government. Institutions may request the Central Government for such a review only after having rectified the deficiencies based on which the Central Government had rejected its earlier application / proposal.
- 8.15 The Central Government may refer the matter to the Commission for the latter's advice.
- 8.16 The Commission shall then initiate the process of review, in the manner prescribed in this Regulation as per articles 8'05 through 8.07 above, for scrutiny and evaluation of the revised application by constituting a new Expert Committee. This Committee shall be at least of the same size as the previous one that had recommended rejection earlier, with no expert member from the previous Committee as its member.
- 8.17 The decision taken on such a 'review' shall not be reconsidered or reviewed further. It is however permissible for the applicant institution to re-apply seeking declaration as an institution deemed to be university after a gap of not less than two years from the date on

which the decision of the Government on the 'review' was communicated to the institution concerned.

- 8.18 The Commission shall post information about the status of each application on a monthly basis on its website. Further, the Commission shall submit an annual report to the Central Government giving a progress report on the fulfillment of the conditions stipulated in the notifications issued by the Central Government in this regard.

**9.0 INSTITUTION DEEMED TO BE UNIVERSITY UNDER THE *de novo* CATEGORY**

- 9.1 An institution seeking declaration as an institution deemed to be University under this category shall provide verifiable evidence and validation by leading experts in the field of being devoted to unique and emerging areas of knowledge not being pursued by existing institutions – particularly in specific areas of study and research . Institutions sponsored by the Central/ State/UT Government shall be given preference provided they address to the strategic needs of the country, engage in preservation of cultural heritage, so determined by a well laid out process of consultation with the eminent peers of the academic community. Government owned institutions in areas specified under specific Government policy or under budget announcement shall also be given preference. For this purpose, the applicant shall give justification for grand of deemed university status in a specialized area, along with detailed syllabi of the courses and research programmes conducted/to be conducted by it in the emerging areas of knowledge.

- 9.1.1 *De novo* institutions desiring to expand their activities and enter into related / complementary areas shall do so after its declaration as an institution deemed to be university is confirmed by the Government following a review at the end of five years of the institution's existence as an institution deemed to be university. Such institutions shall have to seek prior permission of the Central Government, which shall cause the Commission to subject such institutions to a rigorous peer review before according such permission.

- 9.1.2 *De-novo* Institutions shall be exempted from the eligibility criteria as stipulated under Clauses 4.1, 4.2, 4.3, 4.4, 4.5, 4.6 4.7, 4.8 and 4.9 of these Regulations.

Provided that the Institution should include in their perspective plan the time frame for achieving the parameters mentioned in Clauses 4.1 to 4.9, which shall be put on the website of the institution.

Provided further that the Institution should be satisfying the parameters under Clauses 4.3, 4.5 and 4.6 on the day of notification declaring it as deemed university.

- 9.1.3 Applicant Institution under de-novo category shall submit a perspective plan/Strategic vision for 15 years and an Action Plan and implementation Plan for next five years. The application shall also be submitted online on UGC website.

- 9.2 On receipt of an application from an institution seeking declaration as an institution deemed to be university under the *de novo* category the Government shall reject/return or forward the same to the Commission normally within 30 days for advice. On receipt of such reference, the Commission shall follow the procedures laid down in Clause 8, the commission shall examine the application with the help of an Expert committee with members in the relevant discipline, who shall be nominated by the Chairman, UGC. The Committee shall also include a representative from the relevant Statutory Council if

required. The applicant institution shall also make a presentation before the expert Committee. The Committee shall make a recommendation whether or not it is an institution in emerging areas of knowledge and whether or not the institution can be considered under the de-novo category before deciding on a visit to the institution by another Expert Committee of the Commission to be constituted by the Chairman, UGC. The Commission shall examine the recommendations of the Committee and send its advice to Government, normally within 45 days, of the report of the committee.

- 9.3 On receipt of advice, the Central Government may follow the procedure in clause 8 and, after being satisfied that the institution fulfills the requirements as laid down in these Regulations, may issue a notification, normally within 60 days of receipt of the report of the Commission, declaring the institution provisionally as an institution deemed to be university under the *I de novo* category.

The fact that the Institution has a provisional status should be mentioned by the Institution on its website, as well by the Commission on its website, and its admission prospectus.

- 9.4 The Central Government may, on the advice of the Commission, confirm the declaration of an institution deemed to be University made under the *de novo* category, by way of a notification, after completion of five years of the institution as such. The Commission shall render its advice for this purpose on the basis of performance reports of Expert Committee(s) appointed by the Chairman of the Commission from the panel of names approved by the commission to review the institution concerned twice, once at the end of two years and, again, before the end of five years. If the Central Government comes to the conclusion that the institution does not qualify to be declared as an institution deemed to be university, it may inform such institution accordingly stating reasons there for.

- 9.5 Procedure for declaration of a new (yet to be established) Institution as Deemed to be University under *denovo* category:-

- 9.5.1 The applicant shall submit the application in the form of a Detailed Project Report (DPR)/Action Plan/Strategic Vision Plan and Implementation Plan the Ministry of Human Resource Development along with the prescribed processing fee. The application shall also be submitted online on UGC website.

- 9.5.2 The Ministry of Human Resource Development shall, normally within 30 days of the receipt of application, either reject or return the application to the applicant or forward the Detailed Project Report (DPR)/Action Plan/Strategic Vision Plan and Implementation Plan to the UGC for advice on feasibility of the proposal.

- 9.5.3 The Commission shall examine the application with the help of an Expert Committee with members in the relevant discipline, who shall be nominated by the Chairman, UGC. The Committee shall also include a representative from the relevant Statutory Council, if required. The applicant institution shall also make a presentation before the Expert Committee. The Committee shall make a recommendation, normally within two months of the matter being referred to it, whether or not it is an institution in emerging areas of knowledge and whether or not the institution can be considered under the de-novo category for issue of Letter of Intent (LoI).

- 9.5.4 Simultaneously, the UGC would address to the State Government, where the Institute is proposed to be located, asking for its no objection.

- 9.5.5 The Commission shall submit, normally within 30 days of receipt, the report of the UGC Expert Committee alongwith its advice on the proposal to the Ministry of Human Resource Development.
- 9.5.6 The Ministry of Human Resource Development shall issue, normally within 60 days of receipt of advice of the Commission, a Letter of Intent (LoI), or otherwise.
- 9.5.7. The applicant Society/Trust/Company will set up the Institution and indicate its readiness for commencing academic operations, as per the plan within 3 years of issue of the LoI.
- 9.5.8 Once the indication for readiness for commencing academic operations is received in the Ministry of Human Resource Development, the Ministry shall ask, normally within 30 days of receipt of such indication, the Commission to submit its advice after following the procedure elaborated in these Regulations.
- 9.5.9 The Ministry of Human Resource Development shall take the final decision on the proposal as per the provisions of these Regulations.
- 9.5.10 In case of an existing institution apply for Deemed to be University status under *de-novo* category but not having the infrastructure required under these Regulations, such institution may apply to the Ministry of Human Resource Development as per the procedure at Regulations 9.5.1 to 9.5.8.

## **10.0 FUNDING**

Institutions which are declared as institutions deemed to be universities shall continue to receive the funds for their maintenance and developmental expenditure, including the salary and non-salary increases in expenditure and the future expansion, from the same funding sources which have been funding them prior to such declaration. Such Institutions may also supplement their finances. However, Government as per its policy can withdraw the funds being given.

## **11.0 MAINTENANCE OF STANDARDS**

- 11.1 An institution deemed to be university shall maintain standards, higher than the minimum of instruction, academic and physical infrastructure, qualification of teachers, etc. as prescribed for college level institutions by the Commission or by the Statutory/Regulatory body concerned, such as All India Council for Technical Education (AICTE), Medical Council of India (MCI), Dental Council of India (DCI), National Council for Teachers Education (NCTE) Bar Council of India (BCI), Indian Nursing Council (INC), etc. and shall obtain their approval for running various programmes of study, wherever applicable. This shall be periodically monitored by the duly constituted Committee(s) of the Commission.
- 11.2 There shall be a mandatory intensive external review of every deemed to be university once in every five years based on the criteria prescribed by the Commission from time to time.

Provided that if an institution has been in the highest NAAC/NBA (for all eligible courses) grade for two continuous cycles, the review can be done by the Institution itself through external peer review mechanism.

11.3 The Institution shall give a regulatory compliance certificate every year in the format prescribed by UGC every year, which shall also be displayed on the subject to approval of the Government.

11.4 In case there have been found to be persistent or serious complaints being received against an institution, the UGC can order an inquiry against the institution, after taking approval of the Government, and take further action based on the result of the inquiry.

Provided that Government also can suo moto ask UGC to initiate an inquiry in such cases of malfeasance, cheating, serious student/staff/faculty complaints, etc.

11.5 The Institution shall provide to the Government, or to the agencies designated by it, all required details regarding the Institution for the All India Survey of Higher Education or for posting of specified details on the Know Your College Portal of the Government or for any other study approved by the Government.

11.6 The Institution shall participate in the National Institutional Ranking Framework every year and publish the same on its website prominently.

11.7 The Institution shall ensure that degrees/diplomas/certificates/awards are given to the passing out students within 180 days of completion of their academic programme.

#### **12.0 NEW COURSES/PROGRAMMES/DEPARTMENTS/SCHOOL CENTRE, OFF-CAMPUS CENTRES AND OFF-SHORE CAMPUS/CAMPUSES**

12.1 An institution deemed to be university shall normally operate within its own main Campus as is declared by the Central Government in the notifications and conduct approved programmes of study falling within the area of its specialization.

12.2 If an institution deemed to be university, accredited by NAAC with highest grade or all eligible courses accredited with the highest grade of NBA, wishes to start new Course/Programme/Department/School/Centre in its existing campus/off-campus in areas and disciplines that form a part of its existing academic framework, it may do so in such allied fields. The new course/programme/Department/School shall be started after the approval of the respective authorities of the Deemed to be University and the concerned Statutory Council(s), wherever required, and after creating all the necessary infrastructure and other facilities as per the norms of concerned statutory council(s). Institution Deemed to be University shall inform the Commission about starting

of a new course/programme/department/school/centre in its existing campus/off-campus within one month of the grant of approval by the competent authorities of the Deemed to be University and concerned Statutory Council(s).

In all other cases, prior approval of Commission shall be required to start/establish a new course/programme/Department /school/centre, which shall be given within 60 days of the application made to it.

12.3 An institution deemed to be university may be allowed to operate beyond its approved geographical boundaries and start Off-Campus (es) Off-shore Campus (es) under the following conditions:

12.3.1 It has been in existence as an institution deemed to be university for a minimum period of five years.

12.3.2 It has been conducting post-graduate programmes and research



- 12.3.3 It has earned a reputation for excellent and innovative teaching, which, inter alia, includes practicing academic and examination reforms like introducing modular structure, continuous internal evaluation, etc. and for meaningful and purposeful research and extension activities
- 12.3.4 It has a good track record of conforming to the relevant Regulations/norms of the Commission and other Statutory/Regulatory bodies regarding minimum standards of instruction, qualification of faculty, merit-based admission of students on an all India basis and reasonable fee structure;
- 12.3.5 It has obtained prior approval of the Statutory/Regulatory body to start the new course/department/programme/school/centre, wherever applicable, and undertakes to comply with all the requirements of the said body;
- Provided if the Statutory/Regulatory body requires a No Objection Certificate from the Commission before giving its approval, the same shall be given by the Commission within 30 days of receipt of such request.
- 12.3.6 It has a currently valid accreditation from National Accreditation and Assessment Council (NAAC) with the highest grade offered;
- 12.3.7 It has adequate financial resources for starting the proposed new department/ off-Campus Centre / off-shore Campus;
- 12.3.8 It has not entered into any franchise agreement, either overtly or covertly, with any other organization for establishing and running the off-Campus Centre / offshore Campus of the institution deemed to be university.
12. 3.9 Land, Infrastructure, faculty and other facilities at the off-campus centre(s) shall satisfy the requirements of the Statutory/Regulatory Council(s) concerned. The following shall be the minimum requirement in the off campus centre:-
- i) Administrative Building of at least 500 sq. meters.
  - ii) Academic Building, including library, lecture theatres and laboratories, of at least 5,000 sq. meters.
  - iii) Some residential accommodation for teachers and hostel accommodations for students. The floor area for hostel facilities shall be 10 sq. meters per student proposed to reside.
  - iv) Other central facilities including sports facilities for faculty, students and non-teaching staff.
  - v) The Institute shall have barrier free approach and appropriate safety measures (fire fighting, etc.).
  - vi) The Institution shall have adequate health care facility within the campus for students, faculties, staff or any other members.
  - vii) The infrastructure requirement shall be evaluated taking into consideration the future expansion proposed in the application along with requirement of land for hostel and allied facilities for the student. The infrastructure requirement shall be ensured before starting new courses/programme/department/school/centre in the off-campus.

The assets shall be legally registered in the name of the Institution Deemed to be University. However, in case the immovable property has been acquired by the Deemed to be University by way of lease, the lease shall be perpetual in nature and initially for at least 30 years which shall be extended further;

- 12.03 An institution deemed to be university shall be allowed to open an off-campus not before five years of getting a deemed university status and shall be allowed to create not more than two off-campus in any period of five years beyond its approved geographical boundaries.

Provided that the above restriction with regard to the number of off-campus in a period of five years shall not apply to the Institutions Deemed to be Universities that are established and managed by the Government.

Provided further that approval for next set of off-campus would be given only if the Institution Deemed to be University and the off-campus approved earlier also have valid highest grade of accreditation from NAAC/NBA (all eligible courses).

Provided further that those units which were notified by the Government as Constituent Units at the time of first notification shall not be treated as off-campus. Campuses (whether off-campus or other) in the same city/town/village shall be treated as one off-campus/campus.

- 12.4 An off-campus centre campus shall be established by an institution deemed to be university with the prior approval of the Central Government, on the recommendation of the Commission. The Central Government shall also consider the views of the State/UT Government concerned where the Off-Campus Centre is proposed to be established..

- 12.5 An offshore Campus of the institution deemed to be university shall be established with the prior permission of the Central Government, on the recommendation of the Commission.

Provided that there is No Objection from the Ministry of External Affairs and Ministry of Home Affairs.

Provided that the country, where such offshore Campus is proposed to be established, requires grant of approval by it for such establishment, then the application to the Central Government for permission shall be made along with the approval granted by that country:

Provided further that if the country where such off-shore Campus is proposed to be established requires prior concurrence of the Government of India for the approval, referred to the above proviso, of that country to be granted, then the Central Government, on the recommendation of the UGC, may give a 'No Objection' to the proposal but such 'No Objection' shall not be construed as permission of the Central Government to the

institution deemed to be university to establish an off-shore Campus. Such an institution deemed to be university shall also submit an undertaking that it shall comply with all laws, norms or standards prescribed by that country where the off-shore Campus is proposed to be established. Provided further that the Institution Deemed to be University shall maintain the standards at the off-shore campus as similar to that at its main campus.

- 12.6.1 An institution deemed to be university intending to start a new off-Campus Centre/ off-shore Campus and, if it has already created infrastructure and other facilities including appoint of faculty, then it shall apply to the Government in the prescribed proforma, in duplicate at least six months prior to the proposed date of starting the Centre / off-shore Campus in hard copies as well as online on the UGC website. The Government after preliminary scrutiny of application shall within 60 days of receipt, reject/return or forward the proposal to the Commission for its advice.
- 12.6.2 In case, the institution proposes to establish an off-campus and has not yet created its infrastructure, then it should submit a detailed proposal (in duplicate) including details of proposed infrastructure, funds, land, financial viability, etc. to the Government in hard copies as well as online on the UGC website. The Government would, after preliminary scrutiny of the application, shall, within 60 days of receipt, reject/return or forward the proposal to the Commission for its advice.
- 12.7.1 In case, of application made under Clause 12.6.1, the commission shall undertake a spot visit / verification of the proposed off-Campus(es) and off-shore Campus(es) to verify the infrastructure facilities, programmes, faculty, financial viability, etc. before sending its advice to the Central Government. The Commission should follow the procedure laid down in Clause 8.05, 8.06, 8.0701, 8.08, 8.09 and 8.10.
- 12.07.2 In case of application made under Clause 12.06.2, the Commission shall follow the procedure given in 9.5.3 to 9.5.5 and MHRD shall issue LOI, or otherwise. On getting of LOI, the procedure as mentioned in 9.5.7 to 9.5.9 shall be followed.
- 12.08 In case such permission is not granted, the institution deemed to be university may re-apply for such permission, but not before two years from the date of rejection of its earlier application.
- 12.19 The off-Campus Centre/ offshore Campus shall be directly administered by the parent institution deemed to be university in all the academic, administrative and financial matters.
- 12.10 The new Department / off-Campus Centre/ off-shore Campus shall offer only those programmes of study which are approved by the appropriate authorities of the institution deemed to be university and the statutory / regulatory body concerned such as ALL India Council for Technical Education (AICTE), Medical Council of India (MCI), Dental Council of India (DCI), Pharmacy Council of India (PCI), National Council for Teachers Education (NCTE), Bar Council of India (BCI), Indian Nursing Council (INC), etc. wherever applicable. In case of any new or existing institution of higher learning proposed to be brought under the ambit as a constituent institution of any existing institution deemed to be university, only those students who were admitted in such institution on a date subsequent to the date of notification of the declaration under Section 3 of the UGC Act 1956 in regard to bringing the institution under the ambit of the existing institution deemed to be University, shall be eligible for being examined by the institution deemed to be University and therefore, for the award of degree or any other qualification by the institution deemed to be University on successful completion of their respective courses or programmes of study.
- 12.11 The over-all performance of an off-Campus Centre Campus/off-shore campus shall be monitored by the Commission biennially for six years and subsequently after five years and whose directions on management,

academic development and improvement shall be binding on the Campus.

12.12 In the case of an offshore Campus, the remittances of funds from / to the main Campus shall be governed by the Reserve Bank of India rules.

12.13 If the functioning of the Campus/off-Campus Centre of an institution deemed to be university does not meet the standards stipulated by the Commission and remains unsatisfactory for two consecutive reviews, as assessed by the Commission, the institution deemed to be university may be instructed by the Central Government, on the advice of the Commission, to close down the off-Campus Centre/Campus concerned. The Commission may initiate action against erring institutions deemed to be universities even on the basis of complaints received against such Centres/Campuses. In the interest of the students, the Commission may allow the Centre/Campus to function till the last batch of students enrolled therein, as on the date of such instruction, passes out. The institution deemed to be university shall take appropriate steps to safeguard the interests of the faculty/staff at the Centre/Campus. In the event of closure of the Centre/Campus, the assets and liabilities thereof shall revert to the institution deemed to be university.

12.14 The Ministry of Human Resource Development may give an ‘in-principle No Objection’ to the institution deemed to be university for establishing an off-Campus Centre/off-shore campus, wherever required by the Statutory Councils. The Institution deemed to be university shall apply to the Ministry of Human Resource Development for the ‘in-principle No Objection’. The Ministry shall forward, normally within thirty days of receipt, the request to the Commission for its advice. The Commission, after satisfying itself about the viability of the proposal, shall forward, normally within 60 days of receipt of Ministry’s letter, its advice to the Ministry

of Human Resource Development for issuance of ‘in-principle No Objection’. Such ‘No Objection’ shall not be construed as permission of the Ministry of Human Resource Development to the institution deemed to be university to establish an off-Campus Centre/off-shore campus. In all such cases, formal proposal(s) shall be examined by the Commission under these Regulations. The institution deemed to be universities shall not admit

student(s) to its course(s) in such off-Campus Centre(s)/off-shore campus before the permission is granted by the Ministry of Human Resource Development to such proposal(s).

12.15 The Institution Deemed to be University shall mention the name with location of campus/off campus/constituent unit/Constituent institution on degree/diploma/certificate/ any other award given to the student.

### **13.0. INCLUSION OF OTHER INSTITUTIONS UNDER THE AMBIT OF INSTITUTION DEEMED TO BE UNIVERSITY**

13.1 An institution deemed to be University may apply, in the proforma prescribed by the Commission, for inclusion of institutions existing under the same management as its constituent institution / unit after confirmation of its declaration as an institution deemed to be University, as mentioned under article 8.12. The application shall also be submitted online on UGC website.

- 13.2 All institution deemed to be Universities shall necessarily comply with the conditions that the Commission may insist upon in this regard from time to time, to prevent franchising of education.
- 13.3 If an institution existing under the same management is affiliated to a university, it shall be included in the ambit of the institution deemed to be University only on its disaffiliation from the affiliating university. The affiliating university shall also give its consent to the effect that the students of that particular institution(s) who have already been enrolled under it, shall continue to pursue their courses under its affiliation for all purpose and that it shall also award degrees to these students upon successful completion of the courses they are presently pursuing at such institution(s).
- 13.4 Such institution shall have accreditation with the highest grade offered, which is currently valid, either from National Assessment and Accreditation Council (NAAC) or all its eligible courses shall be accredited with the highest grade offered, which is currently valid, by National Board of Accreditation (NBA) or an accreditation agency recognized by the Commission from time to time.
- 13.5 An institution deemed to be University intending to bring an institution within its ambit as its constituent unit shall submit a proposal, in duplicate, in the proforma prescribed to the Commission, to the Secretary, Ministry of Human Resource Development (Department of Higher Education) Government of India, subject to the said institution fulfilling the eligibility criteria and other relevant conditions stipulated under these Regulations. The application shall also be submitted online on UGC website.
- 13.6 The Ministry of Human Resource Development, Government of India shall return/reject or refer the proposal to the Commission for advice normally within 30 days of receipt of the proposal.
- 13.7 The Commission shall then adopt the procedure described under articles 8.05 to 8.07 to examine the proposal so received by it.
- 13.8 The Commission shall verify all the relevant factors and aspects through its Expert Committee before making a suitable recommendation to the Ministry of Human Resource Development, Government of India
- 13.9 The inspection report as well as the recommendation of the Expert Committee along with the opinion / comments of the Statutory / Regulatory body concerned and the views, if any, of the State Government concerned shall be examined by the Commission as per procedure before making recommendation to the Ministry of Human Resource Development, Government of India.
- 13.10 If rejected, the Central Government shall inform the institution, accordingly.
- 13.11 After taking the relevant steps of the procedure prescribed in article 8, the Central Government shall notify the inclusion of the institution under the ambit of the institution deemed to be university on being satisfied that institution deemed to be university has :
  - a) earned a reputation for excellent and innovative teaching, for meaningful and purposeful research, for practicing academic and examination reforms like modular structure, continuous internal evaluation, etc. and for extension activities; and
  - b) a good track record of conforming to the relevant Regulations / norms of the Commission and the Statutory / Regulatory body concerned regarding minimum

standards of instruction, qualifications of teachers, merit-based admission of students on an all India basis and reasonable fee structure.

13.12 On an institution coming under the ambit of the institution deemed to be university, the institution deemed to be university shall award degrees only to the students enrolled in the institution after the institution concerned disaffiliates itself from the affiliating university. The students enrolled in such an institution prior to its inclusion under the ambit of the institution deemed to be university, shall, receive their degrees from the university to which the institution was affiliated at the time of their enrollment.

13.13 Once an institution comes under the ambit of an institution deemed to be university, it shall be at par with an off-Campus of the institution deemed to be university, and all articles of these Regulations relating to off-Campus Centers of institution deemed to be universities shall be applicable to it.

Provided that if the institution under the ambit is located in the city where the headquarters of the Institution Deemed to be University is located, the institution would be treated as part of the main campus. If it is located in

some other city/town/village, it would be treated as an off-campus centre.

13.14 The entire movable and immovable property as well as the existing manpower of the institution and its records (except those pertaining to the students who had already registered till they pass out of the Institution) shall be transferred to the institution deemed to be university, before the notification.

13.15 If an institution, not being under the same registered Society / Trust, is desirous of coming under the ambit of an institution deemed to be university, it shall apply to the Society / Trust and become a part of the Society / Trust, as per procedure of Societies Registration Act or Trust Act, as the case may be. Thereafter, the Society / Trust shall follow these Regulations to bring it under the ambit of the institution deemed to be university.

13.16 If the application of an institution deemed to be university for bringing an institution under its ambit is rejected for any reason whatsoever, the institution deemed to be university shall be eligible to re-apply, but not before two years from the date of the rejection of its earlier such application.

#### **14.0 JOINT PROGRAMMES**

14.1 An institution deemed to be university may conduct joint academic programme(s) with other Universities / institution deemed to be universities in India and abroad with the prior approval of the Commission. The proposed joint programme(s) shall conform to the Acts and Rules of the Commission that shall apply to such programmes from time to time.

Provided that no such permission shall be required in case the Institution goes for collaboration with industry or for research purposes.

14.2 There shall be sufficient safeguards so as to protect the interests of students enrolled in such programmes.

14.3 The joint programmes shall be subjected to mandatory assessment an accreditation.

**15.0 INSTITUTION DEEMED TO BE UNIVERSITY OPEN TO ALL**

15.1 Admission and employment in an institution deemed to be university shall be open to all citizens of India regardless of race, religion, caste or creed and the area / place of residence of India.

15.2 All policies and procedures, as applicable to the University level Institutions of public and privately funded institutions respectively, shall apply to the appropriate category of Institutions Deemed to be Universities.

**16.0 INSTITUTION DEEMED TO BE UNIVERSITY TO BE UNITARY**

Once an institution is declared as a unitary institution deemed to be university, it shall not affiliate any other institution.

**17.0 RESERVATION POLICY**

The institution deemed to be University shall implement the reservation policy in admissions and recruitment, in accordance with any Act of Parliament for the time being in force.

**18.0 DISTANCE EDUCATION**

Institution deemed to be university, declared after the notifications of the UGC (Institution Deemed to be Universities) Regulations, 2010 shall not be allowed to offer courses in the open and distance learning mode.

*Provided* that the institution deemed to be university which is already offering programmes through open and distance learning mode, with the approval of UGC, shall be permitted to continue such programmes subject to further approval by the UGC.

**19.0 MEETINGS OF UNIVERSITY AUTHORITIES**

The institution deemed to be university shall conduct meetings of all authorities/bodies, like Board of Management, Academic Council etc. at regular intervals as per the regulations and the minutes of each such meeting shall be displayed in the website of the institution.

**20.0 USE OF THE WORD ‘UNIVERSITY’**

As directed vide Govt of India/MHRD letter No F-19/95-U.3 dated 16 Oct 2006, TERI University is using “deemed to be university” within parenthesis suffixed thereto.

**21.0 PROHIBITION OF USE OF CERTAIN WORDS IN NOMENCLATURE**

Educational institutions established by the Central Government alone may prefix the words, "Indian / National Institute (either in English or in vernacular) with their respective names. All other institutions are barred from prefixing the words “India/National/International Institute” (either in English or in vernacular) with their respective names.

**22.0 CONSEQUENCES OF VIOLATION OF REGULATIONS**

22.1 The Central Government / Commission shall have the right to cause an inspection of the institution deemed to be university, its buildings, laboratories, its examination, Teaching and other work conducted or done by the institution deemed to be University, and to cause an enquiry to be made, if considered necessary by the Central Government /UGC, in respect of any matter of the institution deemed to be University,

22.2 After conducting an inspection of the institution deemed to be university by the Commission on its own or on the basis of any other authentic information or report received from any other reliable source(s) and after considering the explanation submitted by the institution deemed to be university, if the Commission is satisfied that the institution deemed to be university has violated any of the provisions of these Regulation or any directives issued by the Commission, the Commission may direct the concerned institution deemed to be university not to admit new students for the period to be decided by the Commission or reduce the number of students to be admitted for the period to be decided by the Commission and in case of deliberate continuous violation of these Regulations, may advise the Central Government for withdrawal of the declaration notifying the institution as an institution deemed to be university.

In the event of such withdrawal of the declaration, the transfer of the entire movable and immovable properties of the institution deemed to be university shall be governed by the Society/Trust Company Act under which the Institution Deemed to be University is registered For first violation, the withdrawal may be restricted to one academic session which can be extended up to five academic sessions for repeated violations. However, for serious and deliberate violation, the status of deemed to be university shall be withdrawn permanently.

*Provided* that in case of a withdrawal of declaration notifying the institution as a deemed to be university of a public funded deemed to be university, the entire movable and immovable properties of the institution deemed to be university shall stand transferred to the Central Government/State Government/UT Government, as the case may be.

Provided further that the above provisions are not to the exclusion of the provision of any punishment given under Section 24 of the University Grants Commission, 1956.

If on the winding up or dissolution of the institution deemed to be university there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall be governed by the above provisions.

22.3 In the event of the withdrawal of the deemed university status, action shall be simultaneously initiated to protect the interests of the students according to such precedents and practices as applicable or determined for the specific situation.

22.4 If an institution deemed to be university wishes to withdraw itself or its constituents from the status of ‘institution deemed to be university’, it may do so with the prior permission of the Central Government. Such withdrawal shall take effect only after the last batch of students then enrolled, passes out of the institution deemed to be university.

### **23.0 CONSIDERATION OF OLD PROPOSALS**

All proposals (whether seeking declaration as an institution deemed to be university or seeking approval for establishing off-Campus Centres/off-shore Campus(es) or inclusion of other institutions in the ambit of the institution deemed to be university), which are either pending / in process in the Commission or have been received by the Central Government, shall be governed by these Regulations.

Provided if an institution has submitted its proposal to Government before 20th May 2016, and desires so in writing, its application would be processed under the UGC (Institutions Deemed to be Universities) Regulations, 2010. However, it would have to give an undertaking to become compliant with UGC (Institutions Deemed to be Universities) Regulations, 2016 within two years



of the notification, failing which the deemed university status would be withdrawn by the Government and he would have to apply afresh under these Regulations.

**Annexure – 1 to MoA**

**RULES**

**1.0** TERI University is declared as an institution deemed to be university under Section 3 of the UGC Act and is registered as a Trust in the name and style of the institution deemed to be university.

**2.0** The following information related to TERI University is unambiguous:

i) Name of the Society/ Trust: The name of the Trust/Society is ‘TERI University’. It is registered under the Trust Act - Regd.No. J6299 dated 21 Sep 2006.

Name of the institution deemed to be university along with its constituent units: The name of the Institution is TERI University (Deemed to be University).

ii) Office of the Society/Trust and deemed to be University

Office of the Institution : Plot No 10, Institutional Area, Vasant Kunj, New Delhi 110070.

Office of Trust: Darbari Seth Block, Habitat Place, Lodhi Road, New Delhi – 110003

iii) Objective: To provide for institution and training in energy studies, biosciences, environmental sciences, public policy and other such branches of learning as it may deem fit.

To provide for research and for the advancement of and dissemination of knowledge.

To do all such other acts and things as may be necessary or desirable to further the objects of the University. These may include, inter alia,

Establishment of and participation in collaborative activities with other educational institutions in and outside the country;

To sponsor and organize teaching and training programmes, conferences and seminars on subjects of theoretical or practical relevance to the courses of study; and

To establish, acquire and mention facilities such as offices, residential accommodation for staff, hostel for students, etc.

iv) The objectives as set forth above shall be regarded in law to be charitable in nature.

**Powers and functions of the deemed to be University**

(i) To establish faculties, institutions, departments, centre etc. as per the Byelaws.

(ii) To conduct the examinations for the students who have completed the courses of study prescribed by the TERI University in Regular and Distance Education modes.

(iii) To recommend or to discontinue faculties, institutions, departments and centres for reasons deemed sufficient to the Board of Management/Board of Trustees.

**3.0 Programmes of the University**

3.1 In keeping with objectives, the institution shall spell out the following :

- (i) The proposed programmes of study and research and facilities to provide for instruction in such branches of study as the institution deems appropriate for the advancement of learning and dissemination of knowledge.
- (ii) The nature of Degrees and Diplomas and/or Certificates to persons who have satisfactorily completed the approved programmes of study and/or research and the scheme prescribed for examination and evaluation.
- (iii) Details of other academic schemes such as visitor ship, fellowship, prizes, and medals.

#### **4.0. Management of the Institution**

- 4.1** The names, addresses, and occupation of the members of the first Board of Management to whom the management of the institution is entrusted till the various authorities are constituted in accordance with the Rules, shall be furnished at the time of application along with their letter of consent.
- 4.2** The Board of Management shall be compact and homogeneous body enabling it to promptly take and implement well considered decisions and to effectively handle crisis situations.
- 4.3** The Board of Management shall be as per clause 5.7 of the regulations

The term of membership of the Board of Management shall be as follows :

- 4.3.1 All the members of the Board of Management other than the ex-officio members and the members of the teaching staff shall hold office for a term of three years and shall be eligible for reappointment.
- 4.3.2 Members of teaching staff in the Board of Management shall hold office for a period of two years or till such time as they continue to be members of the teaching staff, whichever is earlier.

#### **4.4 Powers of the Board of Management**

The Board of Management shall be the principal organ of Management and principal executive body of the institution deemed to be university and shall have the following powers, namely:

- i) To establish, on the advice of the Academic Council, Divisions and Departments for the academic work and functions of the institution deemed to be university and to allocate areas of study, teaching and research to them.
- ii) To create teaching and academic posts, to determine the number, cadres and qualifications thereof as approved by the Commission and statutory body concerned and the emoluments of such posts in consultation with the Finance Committee.
- iii) To appoint such Professors, Associate Professors, Assistant Professors and other academic staff as may be necessary on the recommendation of the Selection Committee.
- iv) To lay down the duties and conditions of service of the Professors, Associate Professors and Assistant Professors and other academic staff of the institution deemed to be university in consultation with the Academic Council.
- v) To provide for appointment of visiting fellows and visiting professors.

- vi) To create administrative, ministerial and other necessary posts in terms of the cadres laid down and to make appointment thereof in consultation with the Finance Committee.
- vii) To constitute, for the benefit of the teaching, academic, technical, administrative and other staff, such pension, insurance, provident fund and gratuity as it may deem fit and aid in the establishment and support of Association, Institutions, Funds, Trusts and conveyances calculated to benefit the staff and the students of the institution deemed to be university.
- viii) To regulate and enforce discipline among the employees of the institution deemed to be university and to take appropriate disciplinary action, wherever necessary.
- ix) To entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the institution deemed to be university.
- x) To grant leave of absence to the Vice-Chancellor and to make necessary arrangements for carrying on his/her functions during the period of absence.
- xi) To approve the award of Degrees and diplomas based on the results of examinations and tests and to confer, grant or award Degrees, Diplomas, Certificates and other academic titles and distinctions.
- xii) To fix the emoluments and travelling and other allowances of examiners, moderators, tabulators and such other personnel appointed for examinations in consultation with the Academic Council and the Finance Committee;
- xiii) To institute Fellowships, including Travel Fellowships, Scholarships, Studentships, Medals and Prizes in accordance with the Rules to be framed for the purpose;
- xiv) To advise the Society/Trust/Company (if any) on matters regarding acquisition, management and disposal of any immovable property on behalf of the institution deemed to be university;
- xv) To purchase, take on lease or accept as gift or otherwise any land or buildings or works which may be necessary or convenient for the purpose of the institution deemed to be university, on such terms and conditions as it may deem fit and proper, and to construct or alter and maintain any such building(s) or work(s);
- xvi) To transfer or accept transfers of any movable property on behalf of the institution deemed to be university; Provided that the Board of Management shall not transfer or alter ownership in any manner whatsoever of any movable or immovable property of the institution deemed to be university without the approval of the sponsoring Society/Trust/Company.
- xvii) To execute in consultation with the Society/Trust/Company (if any) conveyance, transfer Government Securities, re-conveyances, mortgages, leases, bonds, licenses and agreements in respect of property, movable or immovable, belonging to the institution deemed to be university or to be acquired for the purposes of the institution deemed to be university;
- xviii) To issue appeals for funds for carrying out the objectives of the institution deemed to be university and, consistent with the provisions of the objectives, to receive grants, donations, contributions, gifts, prizes, scholarship, fees and other moneys, to give grants and donations, to award prizes, scholarships, etc;

- xix) To raise and borrow in consultation with the Society/Trust/Company (if any) money on bonds, mortgages, promissory notes or other obligations or securities founded or based on any of the properties and assets of the institution deemed to be university, or without any securities, upon such terms and conditions as it may think fit and to pay out of the funds of the institution deemed to be university, all expenses incidental to the raising of money and to repay and redeem the money borrowed;
- xx) To draw and accept and make and endorse discount and negotiate Government of India's and other promissory notes, bills of exchange, cheques or other negotiable instruments;
- xxi) To maintain a fund to which shall be credited :
  - (a) All moneys provided by the Central or State / UT Government(s) / University Grants Commission;
  - (b) All fees and other charges received by the institution deemed to be university;
  - (c) All money received by the institution deemed to be university as grants, gifts, donations, benefactions, bequest or transfers and
  - (d) All money received by the institution deemed to be university in any other manner or from any other source;
- xxii) To open account or accounts of the institution deemed to be university with anyone or more scheduled banks and to lay down the procedure for operating the same;
- xxiii) To deposit all moneys credited to the funds in scheduled banks or to invest them in consultation with the Finance Committee;
- xxiv) To invest the funds of the institution deemed to be university or money entrusted to the institution deemed to be university in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment;
- xxv) To maintain proper accounts and other relevant records and prepare Annual Statements of Accounts, including the balance sheet for every previous financial year, in such form as may be prescribed by the Regulations / Bye-Laws;
- xxvi) To manage, regulate and administer the revenue, the finance, accounts, investments, properties, business and all other administrative affairs of the institution deemed to be university and for that purpose to appoint such agent or agents as it may deem fit;
- xxvii) To provide building or buildings, premises, furniture, fittings, equipments, appliances and other facilities required for carrying on the work of the institution deemed to be university;.
- xxviii) To establish, maintain and manage residencies for faculty and staff and hostels for the students of the institution deemed to be university;
- xxix) To recognize and maintain control and supervision on hostels owned and managed by other agencies for the students of the institution deemed to be university; and to rescind such recognition;
- xxx) To appoint such committees for such purpose and with such powers as the Board of Management may think fit and to co-opt such persons on these Committees as it thinks fit;

- xxxi) To appoint in order to execute an instrument or transact any business of the institution deemed to be university, any person as attorney of the institution deemed to be university with such powers as it may deem fit;
- xxxii) To appoint Auditor(s) for the ensuing year;
- xxxiii) To select an emblem and to have a common seal for the institution deemed to be university and to provide for the custody and use of such seal;
- xxxiv) To delegate all or any of its powers to any Committee or sub-Committee constituted by it or the Vice-Chancellor of the institution deemed to be university or any other person;
- xxxv) To conduct all administrative affairs of the institution deemed to be university not otherwise specifically provided for;
- xxxvi) To take all necessary decisions for the smooth and efficient functioning of the institution deemed to be university.

#### **4.5 Meetings of the Board of Management**

- (i) The Board of Management shall meet at least four times a year. Not less than 15 days' notice shall be given of a meeting of the Board of Management. Eight (8) members shall make the quorum for a Board of Management meeting.
- (ii) Every meeting of the Board of Management shall be presided over by its Chairman and in his/her absence, by a member chosen by the members present, from amongst themselves.
- (iii) Each member of the Board of Management, including its Chairman, shall have one vote and decisions at the meetings of the Board shall be taken by simple majority. In case of a tie, the Chairman shall have a casting vote.
- (iv) Any business which it may be necessary for the Board of Management to perform may be carried out by circulating appropriate resolution thereon among its members and any resolution so circulated and approved by a simple majority shall be as effective and binding as if such resolution had been passed at the meeting of the Board.
- (v) A copy of the proceedings of each meeting shall be furnished to the Chancellor of the institution deemed to be university as soon as possible after the meeting.

#### **4.6 Termination of membership**

If a member other than the Vice-Chancellor, and those representing the teachers, accepts a full time appointment in the institution deemed to be university or does not attend three consecutive meetings of the Board of Management, without proper leave of absence, he/she shall cease to be a member of the Board of Management.

#### **4.7. Constitution of Standing Committee and Ad-hoc Committee by the Board of Management**

- 4.7.1 Subject to the provision of the Rules of the Institution Deemed to be University, the Board of Management may, by a resolution, constitute such Standing Committee or Ad-hoc Committee or Committees for such purposes and with such powers as the Board may think fit for discharging any function of the Institution Deemed to be University or for inquiring into, reporting and advising upon any matter of the Institution Deemed to be University.
- 4.7.2 The Board of Management may co-opt such persons on the Standing Committees or ad-hoc committees as it may consider suitable.

**4.8. Delegation of Powers of the Board of Management**

The Board of Management may, by a resolution, delegate to the Vice-Chancellor or any other officer of the institution deemed to be university of the Standing Committee or the Ad-hoc Committee such of its powers as it may deem fit subject to the condition that the action taken by the Vice-Chancellor or the officer concerned or the Standing Committee or the Ad-hoc Committee concerned in the exercise of the powers so delegated shall be reported at the next meeting of the Board of Management.

**5. Constitution of Panel:**

- (i) For constituting panel of names for nominating a UGC representative in the Board of Management under clause 5.7 of MoA and in Finance Committee under clause 3.1 (Annexure-2) of the Regulations, a Search Committee shall be constituted by the UGC with the prior approval of the Central Government. Such Search Committee shall be formed every two years.
- (ii) The Government while constituting the Search Committee shall lay down the eligibility criteria of qualification, experience, age, etc. separately for member to be in Board of Management and in Finance Committee on the recommendation of UGC.
- (iii) The Search Committee shall select a panel of names equal to two times the number of Institutions in which UGC has to give nominee, separately for Board of Management and Finance Committee. The validity of panel of names shall be for two years but the same can be extended with the approval of Central government, if Search Committee fails to meet in two years.
- (iv) A person cannot be nominated in more than two Committees either in Board of Management or in Finance Committee.
- (v) UGC shall select its representative in Finance Committee or Board of Management from the existing approved panel of names provided that such representative should not be associated with the Deemed to be University concerned in any other Committee(s) or in other capacity such as faculty, administrative post, etc. in the last five years.
- (vi) Panel of names for Board of Management and Finance Committee shall be displayed on the website of Commission along with the details of nomination in the committee.

**Annex 2**

**Other Authorities of the University**

The following shall be the other authorities of the University

- 1. Academic Council
- 2. Planning and Monitoring Board
- 3. Finance Committee
- 4. Board of Studies
- 5. Such other authorities as may be declared by the rules to be authorities of the TERI University

## **1.0. Academic Council (AC)**

1.1 The Academic Council shall be the principal academic body of the Institution Deemed to be University and shall, subject to the provision of the Rules, have the control over and be responsible for the maintenance of standards of teaching, research and training, approval of syllabus, co-ordination of research activities, examinations and tests within the Institution Deemed to be University and shall exercise such powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules of the Institution.

## **1.2 Composition of the Academic Council**

The Academic Council shall consist of the following persons, namely:

1. Vice-Chancellor - Chairperson
2. Pro Vice Chancellor
3. Deans of Faculties
4. Heads of Departments
5. All Professors other than the Heads of the Departments
6. Two Associate Professors from the Departments other than the Heads of the Departments by rotation of seniority
7. Two Assistant Professors from the Departments by rotation of seniority
8. Three persons from amongst educationists of repute or persons from any other field related to the activities of the Institution Deemed to be University who are not in the service of the Institution Deemed to be University, nominated by the Vice-Chancellor.
9. Three persons who are not members of the teaching staff, co-opted by the Academic Council for their specialized knowledge.
10. Registrar who shall be the Secretary of the Academic Council

NOTE :- The representation of different categories shall be only through rotation and not through election. It may also be ensured that no particular faculty dominates the membership of the Council.

## **1.3 Terms of Membership**

The term of members other than the Ex-officio members shall be two years.

## **1.4 Powers and Functions of the Academic Council :**

The Academic Council shall have the following powers and duties namely,

- i) To consider matters of academic interest either on its own initiative or at the instance of the Board of Management or those proposed by the departments/faculties and to take proper action thereon;
- ii) To exercise general supervision over the academic work of the institution deemed to be university and to give direction regarding methods of instruction, evaluation, and improvements in academic standards;
- iii) To promote research within the institution deemed to be university, acquire reports on such researches from time to time;
- iv) To prescribe courses of study leading to degrees and diplomas of the institution deemed to be university;
- v) To make arrangements for the conduct of examinations in conformity with the Bye-laws;
- vi) To appoint examiners, moderators, tabulators and such other personnel for different examinations;

- vii) To maintain proper standards of the examinations;
- viii) To recognize diplomas and degrees of universities and other institutions and to determine equivalence with the diplomas and degrees of the institutions deemed to be university;
- ix) To suggest measures for departmental co-ordination;
- x) To make recommendations to the Board of Management on :
  - a) measures for improvement of standards of teaching, research and training;
  - b) institution of fellowships, travel fellowships, scholarships, medals, prizes etc;
  - c) to recommend to the Board of Management, the establishment or abolition of departments/centres; and
  - d) to frame rules covering the academic functioning of the institution deemed to be university, admissions, examinations, award of fellowships and studentships, free-ships, concessions, attendance, discipline, residence etc.
- xi) To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Management;
- xii) To consider the recommendations of the sub-committees and to take such action as the circumstances of each case may require;
- xiii) To take periodical review of the activities of the Departments/Centres and to take appropriate action with a view to maintaining and improving standards of instruction;
- xiv) To recommend institution of teaching posts (Professors, Associate Professors and Assistant Professors) to the Board of Management; and
- xv) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Rules.

### **1.5 Meeting of the Academic Council**

- i) The Academic Council shall meet as often as may be necessary but not less than three times during an academic year. Not less than 15 days' notice shall be given of a meeting of the Academic Council.
- ii) One third of the total number of members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.
- iii) Each member, including its Chairman, shall have one vote and decisions at the meetings of the Academic Council shall be taken by simple majority. In case of a tie, the Chairman shall have a casting vote.
- iv) Any business which it may be necessary for the Academic Council to perform, except such as may be placed before its meeting, may be carried out by circulation of the resolution among all its members and the resolution so circulated and approved by a simple majority shall be effective and binding as if such resolution had been passed in the meeting of the Academic Council, provided that at least one half of the total number of the members of the Academic Council have recorded their views on the resolution.

## **2. Planning and Monitoring Board**

- 2.1 The Planning & Monitoring Board shall be the principal Planning Body of the institution deemed to be university and shall be responsible for the monitoring of the development programmes of the institution deemed to be university.



2. The Vice-Chancellor shall be the Chairman of the Planning and Monitoring Board. The Registrar shall be the Secretary. It may include seven internal members and three outside eminent experts, including one nominee of the UGC.
3. The constitution, powers and functions of the Planning and Monitoring Board shall be prescribed by the Rules.
4. The Planning & Monitoring Board would have the right to advise the Board of Management and the Academic Council on any matter which it considers necessary for the fulfillment of the objectives of the institution deemed to be university.
5. The recommendations of the Planning & Monitoring Board shall be placed before the Board of Management for consideration and approval. Proposals relating to the academic matters may be processed through the Academic Council.

### **3.0. Finance Committee (FC)**

#### **3.1 Composition of the Finance Committee :**

The Finance Committee shall consist of the following members :

1. Vice-Chancellor - Chairperson
2. Pro-Vice Chancellor
3. A person nominated by the Society or Trust
4. Two nominees of the Board of Management, one of whom shall be a member of the Board
5. A representative of the Central Government (respective ministry), not below the rank of Under Secretary to the Government of India
6. A representative of the State Government, in case the institution deemed to be university is receiving grants from the State Government
7. Finance Officer - Secretary

#### **3.2 Terms of the Finance Committee:**

All members of the Finance Committee other than Ex-officio members shall hold office for a term of three years.

#### **3.3 Powers and Functions of the Finance Committee**

- (i) To consider the annual accounts and financial estimates of the institution deemed to be university and submit them to the Board of Management for approval;
- (ii) To consider and recommend the annual budget and revised estimates to the Board of Management;
- (iii) To fix limits of the total recurring expenditure and the total non-recurring expenditure of the year based on the income and resources of the institution deemed to be university.

Note :- No expenditure other than that provided in the budget shall be incurred by the institution deemed to be university without the approval of the Finance Committee.

#### **3.4 Meetings of the Finance Committee**

The Finance Committee shall meet at least twice a year to examine the accounts and to scrutinize proposals for expenditure. Five members shall constitute the quorum for the meeting.

**4.0. Board of Studies**

4.1 There shall be one Board of Studies for each Department of the University

4.2 The Board of Studies of each faculty /Department shall consist of:

- (i) Dean of faculty/Head of the Department – Chairperson
- (ii) All professors of the faculty /Department
- (iii) Two Associate Professors of the faculty/Department by rotation of seniority
- (iv) Two Assistant Professors of the faculty/Department by rotation of seniority
- (v) Not more than two persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned.

4.3 The powers and functions of the Board of Studies shall be prescribed by the rules of the Institution deemed to be University.

**1. Selection Committee**

2. There shall be a Selection Committee for making recommendations to the Board of Management for appointment to the post of Professors, Associate Professors, Assistant Professors and such other posts as may be prescribed in accordance with the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 as amended from time to time.

3. Every Selection Committee shall be constituted in accordance with the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 as amended from time to time.

**4. Meetings of the Selection Committee**

- a) The meetings of the Selection Committee shall be convened by the Chairman of the Selection Committee as and when necessary.
- b) Four members of the Selection Committee shall consisting of at least two experts shall form the quorum.
- c) If the Board of Management is unable to accept the recommendations of the Selection Committee, it shall record its reasons thereof and require an appropriate review by a high power committee.

**6.0 Officers of the TERI University**

The following shall be the officers of the institution of deemed to be university:

- 1. Chancellor
- 2. Vice-Chancellor
- 3. Pro Vice Chancellor
- 4. Registrar
- 5. Finance Officer
- 6. Controller of Examinations
- 7. Dean of Faculties
- 8. Head of Departments
- 9. Such other officers as may be prescribed in the Rules of the institution deemed to be university

## **6.1 Chancellor**

The institution deemed to be university shall have a Chancellor who shall, when present, preside over the convocations of the institution deemed to be university but shall not be the Chief Executive Officer. The Chancellor, who will be appointed by the sponsoring Society/Trust/Company, shall hold office for a period of 5 years and shall be eligible for one more term.

Where power is conferred upon the Chancellor to nominate persons to authorities, he/she shall, to the extent necessary, nominate persons to represent the various interests for the furtherance of the objectives of the institutions deemed to be university.

## **2. Vice-Chancellor**

- (i) The Vice-Chancellor shall be whole time salaried officer of Institution Deemed to be University and shall be appointed by the Visitor/Chancellor from a panel of three names suggested by a Search-cum-Selection Committee.

Persons of the highest level of competence, integrity, morals and institutional commitment shall be appointed as Vice-Chancellors. The Vice-Chancellor to be appointed shall be distinguished academician, with a minimum of ten years of experience as Professor in the University system or ten years of experience in an equivalent position in a reputed research and/or academic administrative organization.

The procedure/composition of Search-Cum-Selection-Committee (SCSC) for selection of Vice-Chancellor shall be as under:

- I. In case, where Management Control of an Institution Deemed to be University is with the Central Government or the State Government, the Vice-Chancellor shall be appointed in accordance with the procedure laid down by the Central Government or the State Government, as the case may be.
  - II. In case, where the funding to the Institution Deemed to be University by the Government or by its Agencies is more than or equal to 50% of its expenditure (based on average of previous three year account) the composition of Search-cum-Selection-Committee shall be as under:
    - (a) A nominee of Chancellor
    - (b) A nominee of the Central Government; who shall be an eminent academic nominated by the Government in consultation with UGC
    - (c) A nominee of Board of Management
  - III. In case, where funding is less than 50% of its expenditure, the composition of Search-cum-Selection Committee shall be as under:
    - (a) A nominee of the Visitor/Chancellor, who shall be the Chairperson of the Committee
    - (b) A nominee of the Chairman, University Grants Commission
    - (c) A nominee of the Syndicate/Executive Council/Board of Management of the Institution Deemed to be University
- (ii) The Vice-Chancellor shall hold office for a term of 5 years. He shall be eligible for a second term, provided that in no case shall he hold office beyond the age of 70 years. Provided that notwithstanding the expiry of the period of 5 years, he/she may continue in office for not more than six months or till his/her successor is appointed and the latter assumes office, whichever is earlier.

- (iii) In case of the office of the Vice-Chancellor becoming vacant due to death, resignation or otherwise and in case of his/her absence due to illness or any other cause, the Pro Vice Chancellor, and in his/her absence the senior most Professor shall perform the duties of the Vice-Chancellor until a new Vice- Chancellor is appointed or the existing Vice-Chancellor resumes duties, as the case may be.
- (iv) The Vice-Chancellor shall not be a member of the sponsoring or managing Society/Trust/Company and/or a close relative of the President or members of the sponsoring or managing society/trust/company.

### **6.3 Powers of the Vice-Chancellor**

- i) The Vice-Chancellor shall be the Principal Executive Officer of the institution deemed to be university and shall exercise general supervision and control over the affairs of the institution deemed to be university and shall be mainly responsible for implementation of the decisions of all the authorities of the institution deemed to be university.
- ii) The Vice-Chancellor shall be the Ex-officio Chairman of the Board of Management, the Academic Council, the Finance Committee, the Planning and Monitoring Board and Selection Committees.
- iii) The Vice-Chancellor shall have the power to convene or cause to be convened meeting of the various authorities of the institution deemed to be university.
- iv) The Vice-Chancellor may, if he/she is of the opinion that immediate action is called for on any matter, he/she shall exercise any power conferred upon any authority of the institution deemed to be university under its Regulations and Rules, and take such action or proceed to take such action and shall report to the authority concerned on the action taken by him/her on such matters.

Provided that if the authority concerned as mentioned in clause (ii) above is of the opinion that such action ought not to have been taken, it may refer the matter to the Chancellor whose decision thereon shall be final.

Provided further that if any person in the service of the institution deemed to be university is aggrieved by the action taken by the Vice-Chancellor under the said clause, he/she shall have the right to appeal against such decision to the Board of Management within 30 days from the date on which such action is communicated to him/her and thereupon the Board of Management shall call the meeting in a subsequent meeting and may confirm, modify or reverse the action taken by the Vice-Chancellor.

- v) It shall be the duty of the Vice-Chancellor to ensure that Regulations and Rules of the institution deemed to be university are duly observed and implemented; and, he/she shall have all the necessary powers in this regard.
- vi) All powers relating to the proper maintenance and discipline of the institution deemed to be university shall be vested in the Vice-Chancellor.
- vii) The Vice-Chancellor shall have the power to re-delegate some of his powers to any of his/her subordinate officers with the concurrence and approval of the Board of Management.
- viii) The Vice-Chancellor shall exercise all other powers as may be delegated to him/her by the Board of Management.
- ix) The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Regulations, Rules and Bye-laws.

#### **6.4 Removal of Vice-Chancellor**

If the Vice-Chancellor of the Institution Deemed to be University does not have the qualification as required under these Regulations and also UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 as amended from time to time or not appointed as per the procedure stipulated in these Regulations or has committed any financial/administrative impropriety, the Vice-Chancellor can be removed on the recommendations of an Enquiry Committee constituted by the Chairman UGC, after due process. The Commission based on the report of enquiry committee will give direction to the Visitor/Chancellor to remove the Vice-Chancellor. However, in case of Government controlled Institutions, the Commission will send its advice regarding removal of Vice-Chancellor to respective Ministries in Government of India/State Government/UT Government.

#### **6.5 Pro Vice Chancellor**

- i) The post of the Pro Vice Chancellor may be created with the approval of the Board of Management and the Central Government.
- ii) The Pro Vice Chancellor shall be appointed by the Board of Management on the recommendation of the Vice Chancellor.
- iii) The Pro Vice Chancellor shall hold office co-terminus with the office of the Vice Chancellor and at the pleasure of Vice Chancellor.
- iv) The Pro Vice Chancellor shall have the powers and duties as prescribed by the Rules of the University.

#### **6.6 Registrar**

- i) The Registrar shall be a whole time salaried officer of the institution deemed to be university and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following :-
  - a) Vice-Chancellor–Chairperson
  - b) One nominee of the Chancellor
  - c) One nominee of the Board of Management
  - d) One expert appointed by the Board of Management who is not an employee of the institution deemed to be university.
- ii) The emoluments and other terms and conditions of service of the Registrar shall be as prescribed by Rules of the institution deemed to be university.
- iii) When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or any other reason, the duties and functions of the Registrar shall be performed by such other person as the Vice-Chancellor may appoint for the purpose.
- iv) The Registrar shall be ex-officio Secretary of the Board of Management, the Academic Council and the Planning & Monitoring Board, but shall not be deemed to be a member of any of these authorities.
- v) The Registrar shall be directly responsible to the Vice-Chancellor and shall work under his direction.
- vi) The following shall be duties of the Registrar –
  - 1) To be the custodian of the records and the funds and such other property of the institution deemed to be university as the Board of Management may commit to his/her charge;

- 2) To conduct the official correspondence on behalf of the authorities of the institution deemed to be university;
- 3) To issue notices convening meetings of the authorities of the institution deemed to be university and all Committees and sub-Committees appointed by any of these authorities;
- 4) To maintain the minutes of the meetings of all the authorities of the institution deemed to be university and of all the committees and sub-committees appointed by any of these authorities;
- 5) To make arrangements for and supervise the examinations conducted by the institution deemed to be university;
- 6) To represent the institution deemed to be university in suits or proceedings by or against the institution deemed to be university, sign powers of attorney and perform pleadings or depute his/her representatives for the purpose;
- 7) To enter into agreement, sign documents and authenticate records on behalf of the institution deemed to be university;
- 8) To make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the institution deemed to be university;
- 9) To perform such other duties as may be specified in the Rules or as may be assigned by the Board of Management or the Vice-Chancellor from time to time.

#### **6.7 Finance Officer**

- i) The Finance Officer shall be a whole time salaried officer of the institution deemed to be university and shall be appointed by the Board of Management.
- ii) The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by Rules of the institution deemed to be university.
- iii) The Finance Officer shall work under the direction of the Vice- Chancellor and shall be responsible to the Board of Management through the Vice- Chancellor.
- iv) He/she shall be responsible for the preparation of annual budget, estimates and statements of accounts for submission to the Finance Committee and the Board of Management.
- v) He/she shall be responsible for the management of funds and investments of institution deemed to be university, subject to the control of Board of Management.

#### **6.8. Controller of Examinations**

- i) The Controller of Examinations shall be appointed by the Board of Management.
- ii) The emoluments and other terms and conditions of service of the Controller of Examination shall be as may be prescribed by Rules of the institution deemed to be university.
- iii) The Controller of Examinations shall ensure that all the specific directions of the Board of Management, Academic Council and Vice-Chancellor in respect of examination and evaluation are compiled with.
- iv) The Controller of Examinations shall be a permanent invitee to the Board of Management.

#### **6.9. Dean**

The Departments dealing with allied subjects could be grouped into faculties. Each faculty may be headed by a Dean.

### **6.10. Head of the Department**

- i) There shall be a Head of the Department for each of the Departments in the institution deemed to be university who shall be appointed by the Vice-Chancellor from amongst the Professors of the Department. Provided that, if there is no Professor in the Department, or there is only one Professor in the Department whose term as Head of the Department is ending, the Vice-Chancellor may appoint an Associate Professor as Head of the Department.
- ii) The term of Head of the Department shall normally be three years and he/she shall be eligible for re-appointment for one more term, but not for two consecutive terms.
- iii) The powers and functions of the Head of the Department shall be prescribed by the Rules of the Institution deemed to be University.

### **7.0. Delegation of Powers**

Subject to the provisions of these Regulations and Rules, any authority or officer of the institution deemed to be university, with the approval of Board of Management, may delegate its power to any other authority or officer or person under their respective control and subject to the conditions that the overall responsibility for exercising the powers so delegated shall continue to rest in the authority or officer delegating such powers.

### **8.0. Seniority List**

- a) Whenever in accordance with these Rules, any person working is to hold an office or to be a member of an authority of the TERI University by rotation of seniority, such seniority shall be determined according to the length of the continuous service of such person in the grade in the institution deemed to be University in accordance with such other principles as the Board of Management may from time to time prescribe.
- b) It shall be the duty of the Registrar to prepare and maintain in respect of each class/cadre of persons to whom the provisions of these rules apply, a complete and up-to-date seniority list in accordance with the provisions of the foregoing clause.
- c) If two or more persons have equal length of continuous service in a particular grade/cadre or the relative seniority of any person or persons is in doubt, the Registrar may on his/her own notion and shall at the request of any such person, submit the matter to the Board, whose decision shall be final and binding.

### **9.0 Dispute as to Membership**

If any question arises, whether any person has been duly nominated or appointed, as or is entitled to be a member of any authority or any committee of the institution deemed to be university, the matter shall be referred to the Chancellor, whose decision thereon shall be final and binding.

### **10.0. Grievance redress mechanism**

For individual grievances and complaints, every institution deemed to be university shall have a Grievance Redressal mechanism as may be prescribed by the UGC.

#### **10.0A Special Provisions:**

Every Institution Deemed to be University shall have the following special provisions as per UGC norms:-

- (i) Anti Ragging Cell
- (ii) Anti discrimination Cell

(iii) Gender Sensitization Cell

(iv) Internal Complaints Committee for prevention of Sexual Harassment

(v) Barrier Free access in all places

10.0B Institution Deemed Universities shall be allowed to take credits earned from other institutions under Choice Based Credit System as per the norms of UGC.

10.0C Institution Deemed to be Universities shall review the syllabus every three years keeping in view the developments in the domains of knowledge.

10.0D Institution Deemed to be University shall adhere to all the Rules, Regulations, norms, guidelines, directions, etc. issued/notified by the UGC/Government of India from time to time.

10.0E The Commission can issue directions to an Institution Deemed to be University for implementation of any law or Government Policy or in case of any violation of any law or policy.

### **11.0. Resignation**

Any member other than an Ex-officio member of any authority may resign by a letter addressed to the Registrar and the resignation shall take effect as soon as it is accepted by the Chancellor or the Chairman of the Board of Management, as the case may be.

### **12.0. Acting Chairman of the Meetings**

Where no provision is made for a Chairman to preside over a meeting of an authority of the TERI University or any Committee of such authority, or if the Chairman so provided is absent, the members present may select one from amongst themselves to preside at such meeting.

### **13.0. Validation of certain actions, decisions**

No action or proceedings of any authority or anybody or any committee of the institution deemed to be university shall be invalid merely by reason of any vacancy therein.

### **14.0. Disqualification**

- a) A person shall be disqualified for being chosen as and for being a member of any of the authorities of the TERI University
  - i) if he/she is of unsound mind
  - ii) if he/she is an undischarged insolvent
  - iii) if he/she has been convicted by a court of law of an offence involving moral turpitude
  - iv) if he/she has not been appointed as per the provisions of UGC Regulations.
- b) If any question arises as to whether a person is or has been subjected to any disqualifications mentioned above, the question shall be referred for decision to the Chancellor and his decision shall be final

### **15.0. Filling of casual vacancies**

Casual vacancies among the members (other than Ex-officio members) of any authority or any Committee of the TERI University shall be filled as soon as it may be convenient by the such authority or the person who appointed or co-opted the member whose place has become vacant and the person appointed or co-opted to a casual vacancy shall be the member of such authority or Committee for the residual term for which the person whose place he / she fills would have been a member.



**16.0. Review of the Academic activities of the University**

The functioning of the institution deemed to be university may be reviewed after every 5 year or earlier, if necessary, by a Committee appointed by the Commission.

**17.0. Inspection of the Institution Deemed to be University by the Commission**

- i) The Commission may cause an inspection, to be made by such person or persons as it may direct, of the institution deemed to be university, its buildings, fixtures and fittings, laboratories and equipment as also examinations, teaching and other work carried on or done and, if necessary, to cause an inquiry to be made in respect of any matter connected with the administration or finance of the institution deemed to be university.
- ii) The Commission shall, in every case, give notice to the institution deemed to be university of its intension to cause an inspection or inquiry to be made and on receipt of such a notice, the institution deemed to be university shall have the right to make such representations to the Commission as it may consider necessary.
- iii) Where an inspection or inquiry has been caused to be made by the Commission, the institution deemed to be university shall be entitled to appoint a representative who shall have the right to be present and to be heard at such inspection or inquiry.
- iv) The Commission may communicate the result of such inspection or inquiry together with such advice as it may be pleased to offer as to the action to be taken by the institution deemed to be university to the Vice-Chancellor who shall communicate the same to the Board of Management.
- v) The Board of Management shall give proper consideration to the said communication regarding the result of inspection or inquiry and the proposals for action by the institution deemed to be university and communicate to the Commission the action, if any, which it proposes to take or has taken upon the result of such inspection or inquiry.
- vi) Where the Board of Management does not, within a reasonable time, take any action to the satisfaction of the Commission, the Commission may, after giving due consideration to the explanation furnished or representation made by the Board of Management to it, issue such directions as it may think fit and the Board of Management shall comply with such directions.

**18.0. Income and property of the Institution deemed to be University to be utilized for its objectives only**

The income and property of the institution deemed to be university shall be utilized solely for promoting the objectives of that institution deemed to be university.

**19.0. Ban on payment or transferring of income and property of the Institution deemed to be University by way of profit**

No portion of the income and property of the institution deemed to be university shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit to the persons who were at any time or are members of the institution deemed to be university or any persons claiming through them, provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other person as consideration for any service rendered to the institution deemed to be university or for traveling or other allowances and such other charges.

**20.0. Funds, Accounts, audits and annual report**

- i) The accounts of the institution deemed to be university shall be maintained in the name of the institution deemed to be university and not in the name of the sponsoring Society or Trust. The accounts of the institution deemed to be university shall be kept in such forms as may be laid down

by the Board of Management and shall conform to the rules, if any, prescribed by the Commission. The accounts of the institution deemed to be university shall be open for examination by the Controller and Auditor General of India. The accounts shall also be open for inspection by the Commission.

ii) The annual financial statements and accounts shall be audited by the Chartered Accountant of the institution deemed to be university. Provided that in case of reasonably credible reports being received of financial impropriety or of embezzlement or of illegal diversion of funds from the accounts of the University/Managing Society or of fees being collected against the provision of the regulations, then the Commission may order an additional audit to be done by a Chartered Accountant selected by the Commission and take further action deemed fit under the Regulations based on the audit report.

iii) Annual Reports and the Audit Reports shall be submitted by the institution deemed to be university to the Commission within nine months of the closure of the accounting year.

### **21.0. Rules of the Institution deemed to be University**

Subject to the provisions of the Regulations and the Rules of the Commission, the Board of Management shall, in addition to all other powers vested in it, have the power to frame the Rules of institution deemed to be university that may provide for all or any of the following matters: -

- (i) establishment of Departments of teaching;
- (ii) courses of study to be laid down for all degrees, diplomas and certificates of the institution deemed to be university;
- (iii) grant of academic awards (such as degrees and diplomas) and distinctions;
- (iv) admission of students to the institution deemed to be university and their enrolment as such;
- (v) the fees to be charged for courses of study and for admission to the examinations, degrees, diplomas and certificates of the institution deemed to be university;
- (vi) conduct of examinations, appointment of examiners and approval and publication of results thereof;
- (vii) institution of award of fellowships, scholarships, studentships, medals and prizes and prescription of the conditions thereof;
- (viii) maintenance of discipline among the students;
- (ix) maintenance of discipline among the employees;
- (x) establishment of halls of residence and conditions of residence and health of the students;
- (xi) classification, emoluments, method of appointment and determination of the terms and conditions of service of the staff;
- (xii) such other powers, functions and duties of the Academic Council as are not mentioned elsewhere;
- (xiii) constitution, powers and functions of the Planning & Monitoring Board;
- (xiv) Powers and functions of the Board of Studies;
- (xv) composition, powers and functions of the Grievance Redress Mechanism;
- (xvi) prescribing persons as such other officers of the institution deemed to be university;
- (xvii) such other powers and functions of the Vice-Chancellor as are not specified elsewhere;
- (xviii) emoluments, terms and conditions of service of the Registrar;

- (xix) emoluments, terms and conditions of service of the Finance Officer;
- (xx) constitution of pension, provident fund, insurance etc. for the benefit of the officers, teachers, and the other staff;
- (xxi) establishment of special centers;
- (xxii) creation, composition and functions of any committees or body, which is considered necessary for the work of the institution deemed to be university;
- (xxiii) procedure for preparation and submission of budget estimates;
- (xxiv) procedure for convening of meeting of any authority or committee;
- (xxv) laying down of procedures to be observed at any meeting of any authority or any committee;
- (xxvi) constitution of any other body as an authority of the institution deemed to be university;
- (xxvii) delegation of powers to any authority or officer;
- (xxviii) all other matters by this Regulation or the Rules may be provided but no rule shall be made affecting the condition of residence, health, discipline, admission, enrolment of students, conditions, mode of appointments, duties of examiners, conduct of and standard of examinations or any course of study without consulting the Academic Council.

## **22.0 Interpretation Clause**

In the event of conflict of opinion with regard to interpretation of Regulations or the Rules of the Commission, the opinion of the Commission shall be final.

## **23.0. Legal Proceedings**

- i) For the purpose of Section 6 of the Societies Registration Act, 1860, the person in whose name the TERI University may sue or be sued shall be the Registrar.
- ii) No suit or legal proceedings shall lie against the Central Government or the commission or the TERI University or an Officer of the TERI University or a member of the authority of the TERI University in respect of anything done or purported or intended to be done in pursuance of any of these Regulations.

## **24.0 Alteration, Amendments and additions to the rules governing the functioning of the Institution deemed to be University**

No Rule and Bye-law governing the functioning of the institution deemed to be university may be altered, amended and added to by the Board of Management or such other competent body to the effect that it is in conflict with or to the detriment of the provisions of these Regulations, and, no alteration, amendment or addition to the Rules and Bye-laws shall be given effect to without the prior approval of the Commission in accordance with the provision of the Societies Registration Act, 1860 or the relevant Public Trust Act as in force for the time being.

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**TERI University Policy on Prevention, prohibition and redressal of sexual harassment of Women Employees and Students - 2016**

**Preamble**

1. The TERI University is committed to creating and maintaining a gender-sensitive and congenial democratic working environment in which students, teachers and non-teaching staff can work together in a community free of all forms of gender violence, sexual harassment and discrimination on the basis of sex/gender. Every member of the University should be aware that while the University is committed to the right to freedom of expression and association, it strongly supports gender equality and opposes any form of gender discrimination and violence. Article 16 of the Constitution of India declares “There shall be equality of opportunity for all citizens in matters relating to employment or appointment to any office under the State.” In keeping with the spirit of the Constitution, the Government of India ratified the United Nations Convention on Elimination of All Forms of Discrimination against Women on 25 Jun 93. Subsequently, the Indian Parliament enacted *The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013* (Herein after referred to as Act). In pursuance to the above directive, the TERI University, New Delhi has decided to formulate the policy and guidelines to deal with the problem and cases of sexual harassment.

**Scope**

These rules may be called the TERI University Policy on Prevention , prohibition and redressal of sexual harassment of Women Employees and Students – 2016. These rules shall be applicable to all complaints of sexual harassment made by any woman member of the TERI University and students (any person on the rolls of TERI University including temporary, part-time or honorary employees by whatever name called and would include persons engaged on a casual or a project basis and also those engaged through a contractor, students and campus residents).

These Rules shall be applicable to sexual harassment taking place within the TERI University campus, hostels, any place visited by the employee or the student as part of official/study work including study trips provided by the TERI University.

**Definition - Sexual Harassment**

3. (a) **Aggrieved woman** means in relation to work place, a woman of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent:
  - (b) **Act** means the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013):
  - (c) **Campus** means the location or the land on which TERI University and its related institutional facilities like libraries, laboratories, lecture halls, residences, halls, toilets, student centres, hostel, dining hall, parking areas, parks-like settings and other amenities like health centres, canteens, etc. are situated and also includes extended campus and covers within its scope places visited as a student of TERI University including transportation provided for the purpose of commuting to and from the University, the locations outside the University on field trips, internships, study tours, excursions, short-term placements, places used for camps, cultural festivals, sports meets and such other activities where a person is participating in the capacity of an employee or a student of the University:
  - (d) **Commission**, means the University Grants Commission established under section 4 of the University Grants Commission Act, 1956 (3 of 1956).

(e) “**Covered individuals**” are persons who have engaged in protected activity such as filing a sexual harassment charge, or who are closely associated with an individual who has engaged in protected activity and such person can be an employee or a fellow student or guardian of the offended person.

(f) “**employee**” means a person as defined in the Act and also includes, for the purposes of these Regulations trainee, apprentice (or called by any other name), interns, volunteers, teacher assistants, research assistants, whether employed or not, including those involved in field studies, projects, short-visits and camps.

(g) “**Internal Complaints Committee**”(ICC) means Internal Complaints Committee to be constituted as required for ICC under these regulations. Provided further that such a body shall be bound by the provisions of these regulations;

(h) “**protected activity**” includes reasonable opposition to a practice believed to violate sexual harassment laws on behalf of oneself or others such as participation in sexual harassment proceedings, cooperating with an internal investigation or alleged sexual harassment practices or acting as a witness in an investigation by an outside agency or in litigation.

(i) “**student**” means a person duly admitted and pursuing a programme of study either through regular mode or distance mode, including short-term training programmes;

Provided that a student who is in the process of taking admission in TERI University campus, although not yet admitted, shall be treated, for the purposes of these regulations, as a student of that University, where any incident of sexual harassment takes place against such student;

Provided that a student who is a participant in any of the activities in the University other than the Institution where such student is enrolled shall be treated, for the purposes of these regulations, as a student of the TERI University where if any incident of sexual harassment takes place against such student;

(j) “**third Party Harassment**” refers to a situation where sexual harassment occurs as a result of an act or omission by any third party or outsider, who is not an employee or a student of the TERI University, but a visitor to the TERI University in some other capacity or for some other purpose or reason;

(k) “**victimisation**” means any unfavourable treatment meted out to a person with an implicit or explicit intention to obtain sexual favour;

(l) “**workplace**” means the campus of TERI University including;

(a) Any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established owned, controlled or wholly or subsequently financed by funds provided directly or indirectly by TERI University;

(b) Any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereof in TERI University;

(c) Any place visited by the employee or student arising out of or during the course of employment or study including transportation provided by the Vice Chancellor for undertaking such journey for study in TERI University.

(m) **Sexual Harassment.**

(i) “An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes

any one or more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely :-

- (a) Any unwelcome physical, verbal or non-verbal conduct of sexual nature;
  - (b) Demand or request for sexual favours;
  - (c) Making sexually coloured remarks
  - (d) Physical contact and advances; or
  - (e) Showing pornography
- (ii) Any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behaviour that has explicit or implicit sexual undertones-
- (a) Implied or explicit promise of preferential treatment as quid pro quo for sexual favours;
  - (b) Implied or explicit threat of detrimental treatment in the conduct of work
  - (c) Implied or explicit threat about the present or future status of the person concerned
  - (d) Creating an intimidating offensive or hostile learning environment;
  - (e) Humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned;

### **Procedure for Handling of Sexual Harassment Cases**

#### Constitution of ICC

4. The Vice Chancellor, by an order (format placed at Annexure 1.1) in writing shall constitute a Committee to be known as the “Internal Complaints Committee (ICC)”. The committee will consist of following:-
- (a) A Presiding Officer who shall be a woman faculty member employed at a senior level (Professor), Provided that in case of a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace; Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Offer shall be nominated from any other workplace of the same employer or other department or organization;”
  - (b) two faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Executive authority.
  - (c) Three students, **if the matter involves students**, who shall be enrolled at the, master’s and research scholar levels respectively, elected through transparent democratic procedure;
  - (d) One member from amongst non-government organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority.
  - (e) At least one-half of the total members of the ICC shall be women
  - (f) Persons in senior administrative positions in TERI University, such as Vice Chancellor, Pro Vice Chancellors, Registrar, Deans, Heads of Department, etc. shall not be members of ICCs in order to ensure autonomy of its functioning.

(g) The term of office of the members of the ICC shall be for a period of three years. A system to be put in place whereby one third of the members of the ICC may change every year.

(h) The Member appointed from amongst the non-governmental organisations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, as may be prescribed,

5. Where the Presiding Officer or any member of the Internal Committee;

(i) contravenes the provisions of section 16 of the Act, or

(ii) has been convicted for an offence or an inquiry into an offence under any law for the time being in force ins pending against him; or

(iii) He has been found guilty in any disciplinary proceedings or a disciplinary proceedings is pending against him; or

(iv) Has so abused his position as to render his continuance in office prejudicial to the public interest.

Such Presiding Officer or Member , as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.”

6. The ICC shall function from the office of its Presiding Officer.

7. The ICC shall create awareness about sexual harassment amongst its employees/students. It will help deal with and recommend punishment for non-consensual acts of sexual harassment. Members are expected to be sensitive to the issue and not let personal biases and prejudices and stereotypes affect their functioning as members of the ICC.

### **Complaint**

8. The ICC shall comply with the procedure prescribed in these Regulations and the Act, for making a complaint in a time bound manner.

(a) An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident.

(b) Provided further that the ICC may for the reasons to be accorded in the Presiding Officer or any Member of the Internal Complaints Committee shall render all reasonable assistance to the person for making the complaint in writing.

(c) Provided further that the ICC may for the reasons to be accorded in the writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period.:

(d) Friends, relatives, colleagues co-students, psychologist or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental in capacity or death.

9. The University shall develop a page in the website on the procedures of lodging complaint.

### **Duties of ICC**

10. **Administrative** (in liaison with University Admin);

(a) Publicly notify the provisions against sexual harassment and ensure their wide dissemination;

- (b) Organise training programmes or as the case may be, workplace for the officers, functionaries, faculty and students, as indicated in the SAKSHAM Report (Measures for ensuring the Safety of Women and Programmes for Gender Sensitizations on Campuses) of the Commission, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations;
- (c) Act decisively against all gender based violence perpetrated against employees and students of all sexes recognising that primarily women employee and students and some male students and student of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation;
- (d) Commit itself to a zero tolerance policy towards sexual harassment;
- (e) Reinforce its commitment to creating TERI University campus free from discrimination, harassment, retaliation or sexual assault at all levels;
- (f) Create awareness about what constitutes sexual harassment including hostile environment harassment and quid pro quo harassment;
- (g) Include in its prospectus and display prominently at conspicuous places or Notice Boards the penalty and consequences of sexual harassment and make all sections of the institutional community aware of the information on the mechanism put in place for redressal of complaints pertaining to sexual harassment, contact details of members of Internal Complaints Committee, complaints procedure and so on.
- (h) Inform employees and students of the recourse available to them if they are victims of sexual harassment.
- (i) Organise regular orientation or training programmes for the members of the ICC to deal with complaints, steer the process of settlement or conciliation, etc. with sensitivity;
- (j) Proactively move to curb all forms of harassment of employees and students whether it is from those in a dominant power or hierarchical relationship within TERI University or owing to intimate partner violence or from peers or from elements outside of the geographical limits of the TERI University;
- (k) Be responsible to bring those guilty of sexual harassment against its employees and students to book and initiate all proceedings as required by law and also put in place mechanisms and redressal systems like the ICC to curb and prevent sexual harassment on its campus;
- (l) Treat sexual harassment as a misconduct under service rules and initiate action for misconduct if the perpetrator is an employee;
- (m) Treat sexual harassment as a violation of the disciplinary rules (leading up to rustication and expulsion) if the perpetrator is a student;

11. **Support :**

- (a) provide assistance if an employee or student chooses to file a complaint with the police;
- (b) provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complaints rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;
- (c) protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint or also provide for the transfer of the offender;



(d) ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment; and

(e) ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

**12. Conducting Inquiry:**

(a) The ICC shall, upon receipt of the complaint duly acknowledge receipt.

(b) The inquiry has to be completed within a period of **ninety days** from the receipt of the complaint. The inquiry report with recommendations if any has to be submitted within **ten days** from the completion of the inquiry to the Vice Chancellor. Copy of the findings or recommendations shall also be served on both parties to the complaint.

(c) The identities of the aggrieved party or victim or the witness or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.

13. Any complaint received by the members should be immediately forwarded to the Presiding Officer, and this must be notified to other committee members at the earliest and not later than 3 days and a meeting should be called for discussing the matter.

14. No legal practitioner will be allowed to represent either the aggrieved woman or the respondent in proceedings before the ICC.

15. If the ICC finds any complaint to be outside the purview of sexual harassment as defined above, it shall inform the complainant of the same in writing within **five days** of receiving the complaint and close the case without any inquiry; furthermore, the ICC shall report such closure to the Vice Chancellor within **five days** from its decision.

16. The ICC may, before initiating an inquiry, at the request of the aggrieved woman, take steps to settle the matter between her and the respondent through conciliation. No monetary settlement shall be made as the basis of conciliation. The ICC shall provide the copies of the settlement as recorded to the aggrieved woman and the respondent. Where a settlement is arrived at, no further inquiry shall be conducted. The ICC shall then record the settlement so arrived and forward the same report to the Vice Chancellor.

17. If conciliation is found to be not feasible, notice will be issued to both parties for hearing. Notice shall be issued to the respondent within **7 working days** of receipt of the complaint and **10 working days** shall be given for submission of reply (along with the list of witnesses and documents).

18. If the ICC is satisfied that the complaint does fall under the purview of sexual harassment as defined above, it shall conduct an inquiry into the case, if the respondent is an employee/student. In case of other workers, if a prima-facie case exists, the ICC will forward the complaint to the police. During the inquiry, the ICC is authorized to take the following steps:-

a) Summon any employee/student of the TERI University, if required.

b) Examine the complainant / respondent / witness on oath, if required; every party involved in a case shall be given an opportunity of being heard, as mandated by section 11(1) of the Act; and

c) Demand the production of relevant documents, if required.

19. The ICC shall close a case if the complainant withdraws the complaint in writing; and report the closure to the Vice Chancellor within one week of the withdrawal as mandated in section 10(2) of the Act.

20. Complete the inquiry within a period of ninety days from the date of receiving the written complaint, as mandated by section 11(4) of the Act.

21. Report the findings of every inquiry to the Vice Chancellor within a period of 10 days from the date of completion of the same inquiry, as mandated by section 13(1) of the Act.
22. As mandated by section 16 of the Act, the ICC shall not communicate the nature of the complaint / identity / address of the complainant or respondent or witness in response to any application under the Right to Information Act or to the public / media.
23. Where the conduct of sexual harassment amounts to a specific offence under IPC (45 of 1860) or under any other law it shall be the duty of the ICC to immediately inform the complainant of her right to initiate action in accordance with the law.
24. Make inquiry into the complaint in accordance with the provisions of the service rules/ disciplinary rules applicable to the respondent considering sexual harassment as misconduct. The ICC shall provide reasonable opportunity to the aggrieved woman and the respondent for presenting and defending her/his case. The ICC may at any time during the enquiry proceedings, preclude the face-to-face examination of the respondent and the aggrieved woman and/or their witnesses. The past sexual history of the aggrieved woman shall not be probed into as such information shall be deemed irrelevant to a complaint of sexual harassment.
25. The ICC shall have the right to terminate the enquiry proceedings and to give an ex-5party decision on the complaint, should the respondent fail, without valid ground, to be present for three consecutive hearings convened by the Presiding Officer.
26. The aggrieved woman and the respondent, or any one person on her/his behalf, shall have the right to examine written transcripts of the recordings with the exclusion of witnesses' names and identities. Any person nominated by the aggrieved woman and/or the respondent on her/his behalf shall be (only) either a student, or a member of the academic or non-teaching staff. No person who has been found guilty of sexual harassment shall be accepted as a nominee. The aggrieved woman/respondent should inform the Presiding Officer specifically if they wish to exercise this right. The Presiding Officer shall allow access to such documents on a specific date to be intimated at least **two days** in advance to each of the parties concerned. At no point in time, however, can the concerned parties take these documents outside the office.
27. The aggrieved woman and the respondent shall be responsible for presenting their witnesses before the ICC. However, if the ICC is convinced that the absence of either of the parties to the disputes is on valid grounds, the ICC shall adjourn that particular meeting of the ICC for a period not exceeding five days. The meeting so adjourned shall be conducted thereafter, even if the person concerned fails to appear for the said adjourned meeting without prior intimation/valid ground.
28. All proceedings of the ICC shall be recorded in writing. The record of the proceedings and the statement of witnesses shall be endorsed by the persons concerned as well as the ICC members present. In case the minutes cannot be reduced in writing the same day, an audio recording of the proceedings may be made, and the written proceedings will be authenticated on a next available opportunity.
29. If the aggrieved woman desires to tender any documents by way of evidence, the ICC can supply true copies of such documents to the respondent. Similarly, if the respondent desires to tender any documents in evidence, the ICC shall supply true copies of such documents to the aggrieved woman. In the event the ICC thinks that supplementary testimony is required, the Presiding Officer shall forward to the persons concerned a summary of the proceedings

and allow for a time period of seven days to submit such testimony, in person or in writing, to the ICC.

30. The aggrieved woman and the respondent shall have the right of cross-examination of all witnesses. However such cross-examination shall be conducted in the form of written questions and responses via the ICC only. The respondent shall have no right to directly cross-examine the aggrieved woman or her witnesses. The respondent/aggrieved woman may submit to the ICC, a written list of questions that he/she desires to pose to the aggrieved woman/witness. The ICC shall retain the right to disallow any questions that it has reason to believe to be irrelevant, mischievous, slanderous, derogatory or gender-insensitive. Amicus Curie can be called for helping the ICC if and when required. After concluding its investigation, the ICC shall submit a detailed reasoned report to the Vice Chancellor.
31. The ICC shall maintain records with the following details of every complaint received:-
  - a) Date of receiving the complaint.
  - b) Name, designation/Roll No., Department and Programme of the complainant;
  - c) Summary of the complaint.
  - d) ICC's decision, in brief with signature of the ICC members and President.

#### **Decision of ICC**

32. The ICC's decisions shall be taken in the following manner:-
  - a) If the Office Bearers are in unanimity, then their opinion shall be considered as the ICC's decision;
  - b) If the Office Bearers are not in unanimity, then the opinion of their majority shall be considered as the ICC's decision;
  - c) If there is a tie among the Office Bearers, then the Presiding Officer's opinion shall be considered as the ICC's decision.

#### **ICC Recommendations**

33. The report of the ICC shall include any of the following recommendations:-

Appropriate action be taken against the respondent/s if the allegation has been proved in the inquiry, as mandated by section 13(3). The following actions may be recommended for:-
- 33.1 Employee :
  - 33.1.1 Written apology.
  - 33.1.2 Warning.
  - 33.1.3 Reprimand or censure.
  - 33.1.4 Withholding of promotion.
  - 33.1.5 Withholding of pay rise or increments.
  - 33.1.6 Undergoing a counseling session.
  - 33.1.7 Carrying out of community service.
  - 33.1.8 Terminating the respondent from service.
  - 33.1.9 Any other punishment according to the service rules applicable to the respondent.

### 33.2 Students:

- 33.2.1. **Reformative Punishment.** Mandatory counseling, Performance of Community Services
- 33.2.2 **Restrictions/Suspension of Privilege.** Prohibits participation in or attendance at certain events, activities, or class/lab; restricts specific campus student privileges.
- 33.2.2.1.Hostel Privileges
- 33.2.2.2Use of Lab Facilities
- 33.2.2.3.Use of Library facilities
- 33.2.2.4Use of Cafeteria Block
- 33.2.2.5. Use of Sports Facilities
- 33.2.2.6.Membership in Clubs and Other bodies
- 33.2.2.7.Placement Activity
- 33.2.2.8.Internship/academic association with partner institution
- 33.2.3 **Disciplinary Probation.** Written notification that further violations of Honour Code may result in suspension. The terms of disciplinary probation shall be determined on case-to case basis.
- 33.2.4 **Suspension.** Student will be withdrawn from all courses carried in that semester and forfeit fees. Student shall be refrained from visiting the university premises unless approved in writing by the Dean (Academics). Suspension may involve course drop, semester drop, rustication for a specified period depending on the severity of the offence(s). The student can be reinstated on receipt of a written request from him/her after completion of the suspension period.
- 33.2.5 **Expulsion.** Forfeiture of all rights and degrees not actually conferred at the time of the expulsion , forfeiture of right to study and fees. Student can only visit the university premises only if the permission is issued in writing by the Dean (academics).
- No action be taken against the respondent(s) if the allegation has not been proved in the inquiry, as mandated by section 13(2) of the Act;
34. **Action against frivolous complaint** – To ensure that the provisions of the protection of employees and students from sexual harassment do not get misused, provisions against false or malicious complaints have to be made and published within the TERI University. If the ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue, or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the provisions of sub regulations (1) of regulations 10, if the complainant happens to be an employee and as per sub-regulation (2) of that regulation, if the complainant happens to be a student. However, the mere inability to substantiate a complaint or provide adequate proof will not attract attention against the complainant. Malicious intent on the part of the complainant shall not be established without an inquiry, in accordance with the procedure prescribed, conducted before any action is recommended.
35. **Compensation/Damage.** The aggrieved person is entitled to the payment of compensation. The ICC may recommend direction for payment of the compensation for approval of Vice Chancellor, which shall be recovered from the offender. The compensation shall be determined on the basis of:
- (a) mental trauma, pain, suffering and distress caused to the aggrieved person;
  - (b) The loss of career opportunity due to the incident of sexual harassment;
  - (c) The medical expenses incurred by the victim for physical, psychiatric treatment;

## Board of Management – 22 /22.12.2016

- (a) The income and status of the alleged perpetrator and victim; and  
The feasibility of such payment in lump sum or in installments.
36. The Vice Chancellor shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report unless an appeal against the findings is filed within that time by either party.
37. **Appeal.** An appeal against the findings or/recommendations of the ICC may be filed by either party before the Vice Chancellor within a period of thirty days from the date of the recommendations.
38. If the Vice Chancellor decides not to act as per the recommendations of the ICC, then it shall record written reasons for the same to be conveyed to ICC and both the parties to the proceedings. If on the other hand it is decided to act as per the recommendations of the ICC, then a show cause notice, answerable within ten days shall be served on the party against whom action is decided to be taken. The Vice Chancellor shall proceed only after considering the reply or hearing the aggrieved person.
39. The aggrieved party may seek conciliation in order to settle the matter. No Monetary settlement should be made as a basis of conciliation.
40. The University shall facilitate a conciliation process through ICC, as the Case may be, once it is sought. The resolution of the conflict to the full satisfaction of the aggrieved part wherever possible, is preferred to purely punitive intervention.
41. The aggrieved woman or respondent may prefer an appeal to the competent authority.

### **Interim redressal –**

42. The University may,
- (a) transfer the complainant or the respondent to another section or department to minimize the risks involved in contact or interaction, if such a recommendation is made by the ICC.
- (b) grant leave to the aggrieved with full protection of status and benefits for a period up to three months;
- (c) Restrain the respondent from report on or evaluating the work or performance or tests or examinations of the complainant;
- (d) Ensure that offenders are warned to keep a distance from the aggrieved, and wherever necessary, if there is a definite threat, restrain their entry into the campus.
- (e) Take strict measures to provide a conducive environment of safety and protection to the complainant against retaliation and victimization as a consequence of making a complaint of sexual harassment.

### **Miscellaneous**

43. **Remuneration.** As provided for in section 4(4) of the Act, the external member(s) shall be paid such fees as mutually agreed upon in a contract with this institution for attending the ICC's proceedings as and when required by its Presiding Officer.
44. Additional General Manager (AS), TERI University shall provide the necessary administrative and logistical support to the ICC as requested by its Presiding Officer.
45. The ICC shall submit an annual report for every year (1<sup>st</sup> April to 31<sup>st</sup> March), with brief details of the cases filed and their status, to the **Registrar** by the 1<sup>st</sup> of April of the following year.
46. The admin office shall render a report to UGC as per letter Ref.No. F. 91-1/2013 (GS) dated 15<sup>th</sup> June'15, in the format placed at Annexure 1.2, for this policy.

47. In case of any doubts or ambiguity or difficulty in implementing the provision of these rules the decision of Vice Chancellor, TERI University in this regard shall be sought and shall be final.

**Annex 1.1 to Policy on SH**

**TERI UNIVERSITY**

(Deemed to be University)

Notification No:

Date:

**Internal Complaints Committee and a policy document to inquire into the complaint of Sexual Harassment at work place**

In accordance with the UGC (Prevention, prohibition and redressal of sexual harassment of woman employees and students of HEI) Regulations 2015 dated 02 May 2016, the Vice Chancellor has constituted the following “**Internal Complaints Committee(ICC)**” in the TERI University to inquire into the complaints of Sexual Harassment of woman employees and students:-

- (a) - Presiding Officer
- (b) - Member(faculty)
- (c) - Member(faculty)
- (d) - Member(non teaching employee)
- (e) - Member(non teaching employee)
- (f) - Member (External/NGO)
- (g) - Member (PG Student)
- (h) - Member (PG Student)
- (i) - Member (Research Scholar)

Annexure 1.2 to policy on SH

**Annual Return on cases of Sexual Harassment**

**Period : 1<sup>st</sup> April ..... To 31<sup>st</sup> March.....**

Ser .		Ministry/ Dept.	Autono mous Bodies
1.	Number of complaints of sexual harassment received in the year		
2.	Number of complaints disposed off during the year		
3.	Number of cases pending for more than 90 days		
4.	Number of workshops on awareness programmes against sexual harassment conducted during the year		
5.	Nature of action		

--XXX--



**Sanjay Rastogi & Associates**

Chartered Accountants

**FORM NO. 10B**

[See rule 17B]

**Audit report under section 12A (b) of the Income-tax Act, 1961, in the case of charitable or religious trusts or institutions**

We have examined the balance sheet of **TERI University** as at 31.03.2016 and the Income & Expenditure account for the year ended on that date which are in agreement with the books of account maintained by the said Trust or Institution. We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purposes of the audit. In our opinion, proper books of account have been kept by the head office and the branches of the above named trust or institution visited by us so far as appears from our examination of the books, and proper Returns adequate for the purposes of audit have been received from branches not visited by us, subject to the comments given below:

In our opinion and to the best of our information, and according to information given to us, the said accounts give a true and fair view-

- (i) In the case of the balance sheet, of the state of affairs of the above named trust as at 31st March 2016 and,
- (ii) In the case of the income & expenditure account, surplus of its accounting year ending on that date




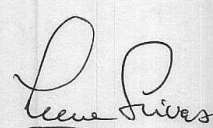
The prescribed particulars are annexed hereto.

Place: New Delhi  
Date: 16.09.2016

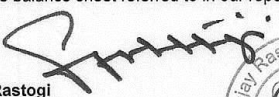
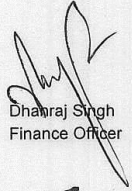
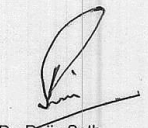
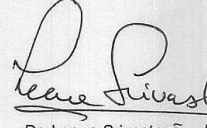


For Sanjay Rastogi & Associates  
Chartered Accountants  
(FRN : 014056N)

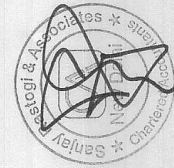
CA Sanjay Rastogi  
Partner  
(Membership No. 075033)

<b>TERI UNIVERSITY New Delhi</b>				
<b>STATEMENT OF FINANCIAL POSITION AS AT 31ST MARCH 2016</b>				
Schedule			Amount in INR	
			As on 31.3.2016	As on 31.3.2015
<b>Sources of Funds</b>				
<b>Grant From TERI</b>				
Opening Balance		82,742,701		
Received during the year		-	82,742,701	82,742,701
Corpus Fund - Wildlife Conservations Trust		2,500,000	2,500,000	2,500,000
Corpus Fund - Coca Cola		40,175,571.00		
Add : Corpus Grant Received		21,874,500.00		
		<b>62,050,071.00</b>		
Less : 10% Transferred for Project Activities		6,651,403.00	55,398,668	40,175,571
<b>Income &amp; Expenditure Account</b>			70,986,375	64,246,849
<b>Total</b>			<b>211,627,744</b>	<b>189,665,121</b>
<b>Application of Funds</b>				
<b>Fixed Assets</b>				
Balance as on 31.03.2016	1	55,016,228		
Less: Depreciation		1,964,326	53,051,900	51,588,354
<b>Investments</b>				
Fixed Deposits & Bonds			173,640,000	161,739,000
<b>Current Assets, Loans &amp; Advances</b>	2	114,227,440		
<b>Less:</b>				
<b>Current Liabilities and Provisions</b>				
Liabilities	3	129,291,596		
<b>Net Current Assets</b>			15,064,156	23,662,233
<b>Total</b>			<b>211,627,744</b>	<b>189,665,121</b>
<b>Significant Accounting Policies and Notes to the Accounts</b>	8			
<b>Schedule 1 to 8 form an integral part of the Accounts</b>				
This is the balance sheet referred to in our report of even date				
 Sanjay Rastogi For and on behalf of Sanjay Rastogi & Associates Chartered Accountants, New Delhi		 Dharmaj Singh Finance Officer	 Dr. Rajiv Seth Pro-Vice Chancellor	 Dr. Leena Srivastava Vice Chancellor
Place : New Delhi Date : 16.09.16				

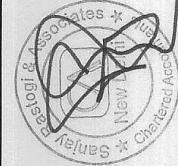


<b>TERI UNIVERSITY New Delhi</b>			
<b>Income &amp; Expenditure Account for the year ended on March 31, 2016</b>			
(Amount in INR)			
	Schedule	As on 31.3.2016	As on 31.3.2015
<b>Income</b>			
Academic Receipts	4 (a)	81,078,473	79,216,672
Interest Receipts	4 (b)	17,476,048	15,156,151
Others Receipts	4 (c)	10,095,433	10,305,374
Receipts from Completed Research Projects/Training Programme/Seminars & Workshop		87,090,660	104,373,548
<b>Total Income</b>		<b>195,740,614</b>	<b>209,051,745</b>
<b>Expenditure</b>			
Salary	5	82,001,873	63,915,854
Academic Course Expenses	6	17,801,028	18,683,910
Office Contingencies & Miscellaneous	7	41,314,106	42,333,820
Expenditure of Completed Research Projects/Training Programme/Seminars & Workshop		45,919,755	68,307,826
Depreciation		1,964,326	1,773,158
<b>Total Expenditure</b>		<b>189,001,088</b>	<b>195,014,568</b>
<b>Excess of Receipts over Expenditure (Surplus)</b>		<b>6,739,526</b>	<b>14,037,177</b>
Balance available for Appropriation		6,739,526	14,037,177
Less : Transferred in to Reserve & Surplus Account		6,739,526	14,037,177
Surplus/Deficit brought forward		64,246,849	50,209,672
Surplus/ Deficit Carried over to Income & Expenditure		70,986,375	64,246,849
<b>Significant Accounting Policies and Notes to the Accounts</b>	<b>8</b>		
<b>Schedule 1 to 8 form an integral part of the Accounts</b>			
This is the balance sheet referred to in our report of even date			
<p>  <b>Sanjay Rastogi</b>                      For and on behalf of  <b>Sanjay Rastogi &amp; Associates</b>                      Chartered Accountants, New Delhi</p>	<p>                      Dhawraj Singh                      Finance Officer</p>	<p>                      Dr. Rajiv Seth                      Pro-Vice Chancellor</p>	<p>                      Dr. Leena Srivastava                      Vice Chancellor</p>
<p>Place : New Delhi                      Date : 16.09.16</p>			

Particulars	Rate %	W.D.V. As on		Additions		Discarded	Balance as on 31.03.16	Depreciation for the year	W.D.V. As on 31.03.16
		01.04.2015	less than 180 days	more than 180 days	31.03.16				
Computer	60	811,537	542,849	-	-	-	1,354,386	649,777	704,609
Computer (project)	60	9,246	-	161,492	-	-	170,738	102,443	68,295
Office Equipment	15	4,251,032	861,481	1,946,228	-	-	7,058,741	994,200	6,064,541
Office Equipment (Project)	15	2,055,557	-	-	-	-	2,055,557	308,334	1,747,223
Scientific Equipment	15	538,213	-	-	-	-	538,213	80,732	457,481
Scientific Equipment (project)	15	6,279,565	-	-	-	-	6,279,565	941,935	5,337,630
Furniture	10	2,318,852	-	77,314	-	-	2,396,166	239,617	2,156,549
Furniture (Project)	10	38,585	-	-	-	-	38,585	3,859	34,726
Land - Delhi Campus		43,634,798	-	-	-	-	43,634,798	-	43,634,798
Capital Work in Progress - Mysore Campus		33,921	-	-	-	-	33,921	-	33,921
<b>Total</b>		<b>59,971,306</b>	<b>1,404,330</b>	<b>2,185,034</b>	<b>-</b>	<b>-</b>	<b>63,560,670</b>	<b>3,320,896</b>	<b>60,239,774</b>



Schedule 1 - Fixed Assets (Funded from Own Resources)									
Particulars	Rate %	W.D.V. As on 01.04.2015	Additions		Discarded	Balance as on 31.03.16	Depreciation for the year	W.D.V. As on 31.03.16	
			less than 180 days	more than 180 days					
Computer	60	811,537	542,849	-	-	1,354,386	649,777	704,609	
Office Equipment	15	4,251,033	861,481	1,946,228	-	7,058,742	994,200	6,064,542	
Scientific Equipment	15	538,213	-	-	-	538,213	80,732	457,481	
Furniture	10	2,318,852	-	77,314	-	2,396,166	239,617	2,156,549	
Land - Delhi Campus		43,634,798	-	-	-	43,634,798	-	43,634,798	
Capital Work in Progress - Mysore Campus		33,921	-	-	-	33,921	-	33,921	
<b>Total</b>		<b>51,588,354</b>	<b>1,404,330</b>	<b>2,023,542</b>	<b>-</b>	<b>55,016,226</b>	<b>1,964,326</b>	<b>53,051,900</b>	
Schedule 1 - Fixed Assets (Funded from Projects)									
Particulars	Rate %	W.D.V. As on 01.04.2015	Additions		Discarded	Balance as on 31.03.16	Depreciation for the year	W.D.V. As on 31.03.16	
			less than 180 days	more than 180 days					
Computer (project)	60	9,246	-	161,492	-	170,738	102,443	68,295	
Office Equipment (Project)	15	2,031,515	-	-	-	2,031,515	304,727	1,726,788	
Scientific Equipment (project)	15	6,303,607	-	-	-	6,303,607	945,541	5,358,066	
Furniture (Project)	10	38,585	-	-	-	38,585	3,859	34,726	
<b>Total</b>		<b>8,382,953</b>	<b>-</b>	<b>161,492</b>	<b>-</b>	<b>8,544,445</b>	<b>1,356,570</b>	<b>7,187,875</b>	



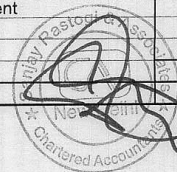


TERI UNIVERSITY	As on 31.3.2016	As on 31.3.2015
<b>Schedule 2: Current Assets</b>		
Loan & Advances	8,683,827	9,384,982
Interest Accrued but not due	-	393,333
Interest Accrued and due but not received	389,759	3,171,410
Project Work in Progress	61,485,369	51,575,170
Prepaid Expenses	380,386	1,131,761
Imprest Accounts	1,272,185	1,218,329
TERI - Students Fellowship	9,954,619	7,419,502
Amount Recoverable from Student - Course Fee	11,774,465	3,824,885
Amount Recoverable for Completed Projects	879,443	3,835,186
Earnest Money Deposit With Govt. Department	-	10,000
Amount Recoverable from Mr. Suneel Kumar	-	31,451
Amount Recoverable from Mr. T. D. Gupta	2,100	2,100
Amount Recoverable from State Bank of Hyderabad	-	41,644
Amount Recoverable from Dr. Leena Srivastava	-	21,000
Amount Recoverable from Mrs. Ria Sinha	20,000	
Security Deposit with Landlords	475,200	385,200
Service Tax Recoverable	-	420,022
TDS Recoverable	5,188,941	4,489,401
Water & Electricity Charges Receivable	2,968,000	1,853,091
<b>Cash &amp; Bank Balance</b>		
State Bank of Hyderabad SB A/c no. 52142908571	3,610,293	500,753
State Bank of Hyderabad SB A/c no. 52142908560	439,961	2,104,261
HDFC Bank A/c - 02731110000021	4,014,792	1,166,736
HDFC Bank FCRA A/c - 00031170000088	850,908	9,820,427
ICICI Bank - 000701263993	720,885	610,198
Canara Bank - 3159101000096	107,621	4,411,143
Canara Bank - 3159101001448	12,956	2,672,644
Cheque in Hand	-	9,588
Cash in Hand	995,730	1,031,138
<b>Total</b>	<b>114,227,440</b>	<b>111,535,355</b>



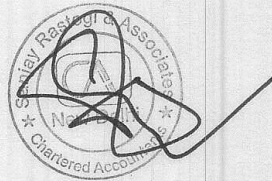
**Board of Management – 22 /22.12.2016**

TERI UNIVERSITY	As on 31.3.2016	As on 31.3.2015
<b>Schedule 3: Current Liabilities</b>		
Sundry Creditors	13,776,367	7,260,814
Amount Payable to Students	16,210	9,315
Amount Payable to Staff	26,000	
Project Contribution Received in Advance	99,923,464	115,669,915
Amount Payable to State Bank of India & HDFC Bank Limited - Credit Card	120,148	31,432
Security Deposit Received from Suppliers	115,000	25,000
Audit Fees Payable	71,500	65,000
Stale & Cancelled Cheques	4,926	32,945
Unutilised Contingent Grants - CSIR	79,178	73,097
Unutilised Contigent Grant - DBT	206,350	245,000
Unutilised Contigent Grant - UGC	97,914	72,914
Unutilised Contigent Grant - DST	48,450	40,000
Grant Recoverable from DST (Inspire) for Students	-	151,840
Grant received from DBT for Students	-	530,400
Grant received from UGC for Students	16,000	31,000
Grant received from DST for Students	130,000	-
Grant received for Manish Manjunath Fellowship	10,000	55,000
Misc. Fellowship Received	-	64,640
Amount transferred from Previous Employer for Retirement Benefits	1,273,429	1,273,429
Amount Payable to CSIR - Unutilised Grant - Aniruddha Ghosh	-	47,362
Outstanding Expenses	1,884,183	2,360,344
Provision - Faculty/Student Development Programme	-	342,494
Student Activities Fund	550,000	470,000
Salary Payable	56,893	-
Advance Money Received for Field Work - Dr. Sapna Narula	-	85,277
Received from University of Guelph for PhD Student	237,281	133,900
Duties & Taxes Payable	1,210,340	1,112,897
Security Deposits Refundable	5,473,803	4,551,803
Security Deposit from Employee - House Lease	161,000	166,000
Security Deposit Hostel Students	290,000	315,000
Course Fee Received in Advance	385,000	28,610
Course - MA (PPSD) Travelling Expenses Payable	3,280,000	-
<b>Total</b>	<b>129,291,596</b>	<b>135,197,588</b>
<b>Schedule 4: Income Receipts</b>		
<b>A. Academic Receipts</b>		
Course fees	79,163,451	77,311,071
Sale of Application Form	1,910,022	1,905,601
	<b>81,073,473</b>	<b>79,216,672</b>
<b>B. Interest Receipts</b>		
Interest Received on Deposits	13,581,512	11,063,630
Interest Received on Reserve Bank of India Bond	2,380,000	2,400,000
Interest Received on Tax Deducted at Sources	75,480	-
Interest on Home Loan/Vehicle Loan	454,429	627,700
Interest - Others	110,160	122,400
Interest on Saving Bank	874,467	942,421
	<b>17,476,048</b>	<b>15,156,151</b>
<b>C. Other Receipts</b>		
Sponsorship	280,500	270,000
Admission Cancellation Fees	541,240	1,296,890
Amount Written back	530,860	205,375
Miscellaneous income	1,483,227	2,061,831
Receipts from Hostel Fees	5,138,071	5,154,470
Recoveries against Notice Pay & Leave Encashment	30,320	75,426
Receipts from Seminar & Workshop	1,979,455	1,108,822
Transit Residence	111,760	132,560
	<b>10,095,433</b>	<b>10,305,374</b>
<b>Total</b>	<b>108,649,954</b>	<b>104,678,197</b>



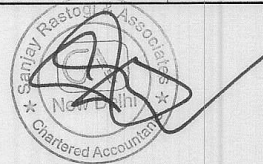
**Board of Management – 22 /22.12.2016**

TERI UNIVERSITY		
	As on 31.3.2016	As on 31.3.2015
<b>Schedule 5: Salary Components</b>		
Pay & Allowances	70,089,301	54,610,487
Performance Linked Gratuity (Faculty)	2,132,947	1,149,673
Employer's Provident Fund Contribution	5,996,441	4,874,541
Telephone Reimbursement	28,000	58,666
Medical Reimbursements	561,446	394,502
Gratuity Expenses	1,449,743	930,936
Leave Encashment	495,915	483,630
Leave Travel Allowance	1,248,080	1,413,419
<b>Total</b>	<b>82,001,873</b>	<b>63,915,854</b>
<b>Schedule 6: Academic Course Expenses</b>		
Advertisement	1,087,142	1,741,410
Bank Charges	5,005	8,493
Books & Periodicals - (Library)	582,085	1,083,867
Computer Software Maintenance Charges	96,536	464,624
Laboratory, Chemical, Glassware & Consumable Expenses	118,360	430,070
Conveyance & Hiring Expenses	615,194	596,274
Membership Fee - Academic	602,288	-
Meeting & Refreshment Expenses	89,773	141,111
Fellowship, Honorarium, Stipend & Internship Payment	1,369,070	1,222,441
Students Field Expenses	4,103,405	3,033,907
Misc. Expenses	1,274	6,046
Postage Expenses	3,236	11,175
Printing & Stationery	371,873	225,334
Professional Time Other Consultants	8,151,407	8,843,907
Repair & Maintenance Expenses	32,452	97,381
Seminar & Workshop	351,812	320,324
Travelling Expenses	220,116	457,546
<b>Total</b>	<b>17,801,028</b>	<b>18,683,910</b>





TERI UNIVERSITY	As on 31.3.2016	As on 31.3.2015
<b>Schedule 7: Office Contingencies and Miscellaneous</b>		
Annual Maintenance Contract	2,877,317	2,612,847
Alumni Meeting Expenses	39,650	58,022
Audit Fees	71,500	65,000
Annual Sports Day Expenses	23,729	13,420
Bank & Finance Charges	596,841	357,463
Celebration & Festival Exepenses	118,473	97,606
Computer Software and Repairs & Maintenance	1,016,115	1,272,766
Conveyance Expenses	63,662	83,494
Convocation Expenses	1,030,023	1,287,119
Entertainment/Event/ Hostel Operating Expenses	3,559,117	3,163,566
Electrical & Hardware Items	383,766	235,182
Guest House Operating Exp.	178,338	201,289
Hiring charge - Vehicle	1,126,320	1,073,411
Hostel Hiring Charges	-	285,411
Student Fellowship, Contingency & Honorarium Expenses	56,578	66,800
Insurance Premium	138,319	241,713
Email/Internet/LAN Network Expenses	1,166,940	1,009,253
Postage Expenses	72,494	80,122
Printing & Stationery	1,023,603	977,323
Misc. Expenses	278,903	212,270
Movie Production Charges	-	1,521,770
Provident Fund - Administration charges	397,077	428,959
Provident Fund - EDLI Charges	35,622	25,039
Provident Fund - Inspection Charge	2,409	504
Housekeeping Charges, Office Maintenance Charges & Other Professional Charges	9,227,421	8,064,176
Repair & Office Maintenance - Building	1,001,595	1,135,003
Registration Fee/ Renewal Fees /Subscription Fee	534,483	640,572
Repair & Maintance - Others	-	127,269
Repair & Maintenance - Furniture	675,348	353,983
Repair & Maintenance Office Equipment	607,454	915,935
Repair & Maintenance Vehicle	199,849	173,246
Security Service Charges	3,005,301	3,209,639
Service Tax Paid	2,463,030	1,676,144
Transit Residence	702,758	638,824
Telephone Expenses	496,371	386,040
Travelling Expenses	178,588	982,084
Vice Chancellor - Car Running Expenses	85,797	119,383
Water/Electricity/Diesel A/c	7,879,315	8,541,173
<b>Total</b>	<b>41,314,106</b>	<b>42,333,820</b>



**SCHEDULE 8 : SIGNIFICANT ACCOUNTING POLICIES AND NOTES TO THE ACCOUNTS**

**Significant Accounting Policies:**

**Accounting Convention:**

The accounts have been prepared on accrual basis.

**Revenue recognition**

- a) Course Fee & Hostel Fee are recognized as income on accrual basis.
- b) Sponsorship fees is recognized as income on receipts basis.
- c) Contribution & Expenditure related to Research Activities, Training Programme, Seminar & Workshop are recognized as income / expenditure in Income and Expenditure Account at the time of completion of the activities.
- d) Income from investment is recognized on accrual basis.

**Fixed Assets:**

Fixed assets are stated at cost of acquisition / construction less accumulated depreciation.

The cost of acquisition is inclusive of borrowing cost, freight, taxes and other incidental expenses incurred up to the date of installation and commissioning of the assets.

No write-off is made in respect of leasehold land.

**Depreciation**

Depreciation of fixed assets has been provided on the written down value method at the following rates :

Office and Scientific Equipment,	15%
Electric installations, Air – Conditioning plants,	10%
Generators	15%
Furniture & Fixtures	60%
Car	
Computers	





**Investment**

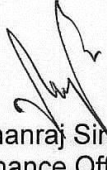
Long term investment is stated at cost. Current investment is stated at cost or net realizable value whichever is lower.

**NOTES TO THE ACCOUNTS**

The Trust is registered under section 12A (a) of the Income Tax Act 1961 and therefore, eligible for benefit of section 11 of the Income Tax Act. The donations made to the trust are exempt under section 80(G)(5)(V) of the Income Tax Act 1961.

Previous year figures have been regrouped – rearranged wherever considered necessary.

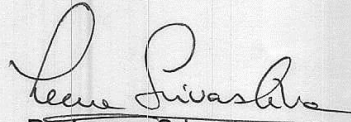
Signature to Schedule 1 to 8 of the Balance Sheet.



Dhanraj Singh  
Finance Officer



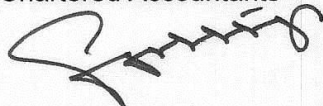
Dr. Rajiv Seth  
Pro-Vice Chancellor



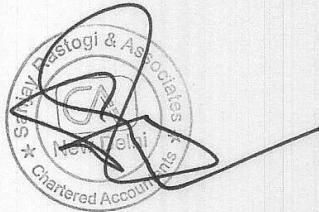
Dr. Leena Srivastava  
Vice Chancellor

As per Reports of even date attached:

For Sanjay Rastogi & Associates  
Chartered Accountants . . .



(Sanjay Rastogi)  
M.No. 75033



Place : New Delhi

Date :

**Income Estimates from 01.04.2016–31.03.2017**

(Rs. In Lacs)

Sr. no.	Account head	Budget
1.	Academic programme income	896.67
2.	Interest on Investment	184.26
3.	Hostel Fee/Seminars/Others	101.26
4.	Research & Training Activities	1054.74
5.	Rent Received from TERI University Campus	168.71
<b>Total</b>		<b>2,405.64</b>

**Recurring Expenditure from 01.04.2016–31.03.2017**

(Rs. in Lacs)

Sr. no.	Account head	Budget
1	Faculty Pay and allowances^	915.19
2.	Pay & allowances – Admin and Faculty Staff on Deputation with TERI University.	248.74
3.	Academic Course Expenses	203.32
4.	Library Expenses	6.40
5.	Laboratory/Chemical and glassware Expenses	1.30

6.	Office & Maintenance Expenses	261.35
7.	Housekeeping expenses/ Security expenses/Office Maintenance	101.50
6.	Electricity Expenses	82.73
8.	Research & Training Expenses	488.47
	Rent related expenditure	99.20
9.	Depreciation	28.32
<b>Total</b>		<b>2436.52</b>

**Non-Recurring Expenditure from 01.04.2016–31.03.2017**

		(Rs. in Lacs)
Sr. no.	Account head	Budget
1.	Equipment :-	
	Computers	32.00
	Office equipment	10.00
	Furniture	5.00
	Hyderabad Campus – Work in progress	50.00
<b>Total</b>		<b>97.00</b>

**Income Estimates from 01.04.2017–31.03.2018**

(Rs. In Lacs)

Sr. no.	Account head	Budget
1.	Academic programme income	1188.87
2.	Interest on Investment	192.69
3.	Hostel Fee/Seminars/Others	107.36
4.	Research & Training Activities	1160.21
5.	Rent Received from TERI University Campus	506.14
<b>Total</b>		<b>3,155.29</b>

**Recurring Expenditure from 01.04.2017–31.03.2018**

(Rs. in Lacs)

Sr. no.	Account head	Budget
1	Faculty Pay and allowances^	1327.37
2.	Pay & allowances – Admin and Faculty Staff on Deputation with TERI University.	307.86
3.	Academic Course Expenses	220.87
4.	Library Expenses	7.04
5.	Laboratory/Chemical and glassware Expenses	1.43

**Board of Management – 22 /22.12.2016**

6.	Office & Maintenance Expenses	271.90
7.	Housekeeping expenses/ Security expenses/Office Maintenance	106.57
6.	Electricity Expenses	86.86
8.	Research & Training Expenses	537.32
	Rent related expenditure	100.00
9.	Depreciation	42.64
<b>Total</b>		<b>3009.86</b>

**Non-Recurring Expenditure from 01.04.2017–31.03.2018**

		(Rs. in Lacs)
Sr. no.	Account head	Budget
1.	Equipment :-	
	Computers	35.00
	Office equipment	10.00
	Furniture	5.00
	Hyderabad Campus – Work in progress	50.00
<b>Total</b>		<b>100.00</b>