



MINUTES OF THE TWENTY NINTH MEETING OF THE BOARD OF MANAGEMENT HELD ON 31 AUGUST 2018 AT 10:30 HRS AT THE CONFERENCE ROOM

The twenty ninth meeting of the Board of Management was held on 31 August 2018 at 10:30 hours at the Conference Room.

PRESENT:

The following were present:

Dr Leena Srivastava	Chairperson
Dr Rajiv Seth	
Prof Dipankar Gupta	
Ms Anita Arjandas (through VC)	
Mr Ishteyaque Amjad	
Dr Sachin Chaturvedi	
Dr Ashok Khosla	
Mr Inder Walia	
Dr Alok Adholeya	
Dr Arun Kansal	
Dr Smriti Das	
Dr Soumendu Sarkar	
Mr Shri Prakash	Special Invitee
Ms Ranjana Saikia	Special Invitee
Ms.Zina Sinha	Special Invitee
Mr.Dhanraj Singh	Special Invitee
Capt Pradeep Kumar Padhy (Retd.)	Secretary

Dr Prateek Sharma and Dr Anandita Singh were unable to attend the meeting.

At the outset the Chairperson, welcomed and introduced Prof. Sachin Chaturvedi, Director General, RIS, to the Board members. She informed the members that the NAAC Peer Team, visiting the campus for assessment from September 17-19, 2018, has proposed an interaction with Board members on September 18, 2018 at 4.00 p.m. She said she would formally write to them about the date and time and requested the members to block the date and time.

ITEM NO.1. To confirm the minutes of the Twenty Eighth meeting of the Board of Management held on 04 June 2018. The Registrar informed that the minutes of 28th meeting of the Board of Management held on 04 June 2018 were circulated to

the members of the Board and the minutes have been updated based on the comments received from the members.

TS/BM/29.1.1. The Board discussed and confirmed the minutes of 28th meeting of BoM held on 04 June 2018.

ITEM NO.2. Action Taken Report: Grievance Redressal. The Registrar informed the members that the Grievance Redressal Committee had received a complaint from a student with respect to project evaluation process. Mr. Shri Prakash, Chairperson, Grievance Redressal Committee explained to the Board about the investigation methodology and the finding of the Committee

The Board noted the matter.

Matters for Information:

ITEM NO. 3(a). Progress on the status of setting up of Off-Campus Centre at Hyderabad:

The Registrar updated the members about the progress of status of the off-campus centre at Hyderabad. The Pro Vice Chancellor informed the members that he had visited the campus on 20th August 2018 and reviewed the progress of construction. He informed that the campus is expected to be ready by end of April next year and some programmes could be launched around July, 2019. He also informed that during his recent visit to Hyderabad he had a meeting with EPTRI who had agreed to share their lab facilities etc. for the Off-Campus Centre students.

The Board noted the matter.

ITEM NO. 3(b). MoU signed with Future Himalaya Institute: The Registrar informed that a MoU had been signed between TERI SAS and Future Himalaya Institute on 19 July 2018. He informed that under the MoU, the two parties have agreed to organize and promote joint research and academic programmes on issues and challenges of Himalayan regions of Nepal and India. Dr Arun Kansal, Dean (Research and Relationships) informed the members that it would help in providing publicity and outreach activities.

The Board noted the matter. Members suggested that a certain criterion for selection of institutions/universities be put in place for collaboration purpose.

Action : Dean (Research & Relationship)

ITEM NO. 3(c). Progress on 12-B application: The Registrar informed the members that the University Grants Commission (UGC) provides financial assistance to eligible institutions which are declared fit to receive central assistance under Section 12 (B) of UGC Act, 1956 as per approved pattern of assistance under various schemes. He stated that TERI SAS had applied to UGC on 27 Mar 2018 requesting for grant of 12(B) status. He informed that, in response the UGC had enquired about certain compliance issues, replies to which had been submitted.

The Board noted the matter.

ITEM NO. 3(d). Admission status of MSc, MBA, MA, MTech, LLM and PhD programmes AY 2018- 19: The Registrar presented the admission status of the AY 2018-19, The details were as follows:-

Ser	Programmes	No.
(i)	MSc: Environmental Studies & Resource Management, Climate Science and Policy, Geo-informatics, Economics, Water Science & Governance, Plant Biotechnology	112
(ii)	MBA: Business Sustainability, Infrastructure	21
(iii)	MA: Sustainable Development Practice, Public Policy & Sustainable Development	38
(iv)	MTech: Renewable Energy Engineering & Management, Urban Development and Management, Water Resource Engineering & Management	54
(v)	LLM	17
(vi)	PhD	14

ITEM NO. 3(e). Accreditation by NAAC: The Registrar informed that TERI SAS is due for its second round NAAC accreditation in 2018. He stated that as required by NAAC a comprehensive ‘Self Study Report’ had been submitted on 16 Jan 18 to NAAC for the 2nd cycle accreditation. The Chair stated that a number of processes have undergone change on the part of NAAC and they had completely transformed their evaluation system. She informed that NAAC had made the system much more transparent and data oriented and TERI SAS was amongst the first few universities who were coming up for evaluation after these changes had taken place. She informed that the University completed all the paper work despite a strict timeline.

The Board noted the matter.

ITEM NO.3(f). Resignations: The Registrar informed the Board members about the resignations of the following faculty/staff from their posts with the approval of the Vice Chancellor: -

(i)	Dr Jami Hussain
(ii)	Dr MV Shiju (On lien)
(iii)	Dr Suresh Jain
(iv)	Dr Prashant Kumar Singh
(v)	Mr Amrithnath Sreedevi Babu
(vi)	Ms Sangeeta Gupta

The Board noted the matter.

ITEM NO.3(g). No increase in Fee: The Registrar informed that the new fee structure approved by the Fee Committee has been implemented wef AY 2018-19. He stated that since the University was not proposing any further fee hike in AY 2019-20, hence the meeting of the Fee committee would not be convened in the FY 2018-19.

The Board noted the matter.

ITEM NO.3(h). Resolutions of Governing Council, TERI: The Registrar informed the Board that the following resolutions concerning the TERI School of Advanced Studies had been passed by Governing Council of sponsoring society TERI, at its 64th meeting on 07 June 2018: -

(i) Transfer of Grant, sanctioned by the Government of Assam, from TERI NE Regional Centre to TERI School of Advanced Studies. The grant amount of Rs 300 lakhs received from the Govt of Assam and interest earned on it thus far be transferred to TERI School of Advanced Studies towards establishment of the off-Campus Centre of TERI School of Advanced Studies in the land allotted by the Government of Assam.

(ii) Trusteeship of TERI School of Advanced Studies. The resignation of Dr Ajay Mathur as Trustee of the TERI SAS Trust is accepted and the Trustees of TERISAS with effect from 07 June 2018 are as follows: -

Dr (Ms) Vibha Dhawan

Mr Girish Sethi

Dr Banwari Lal

(iii) Mortgaging property of TERI at Vasant Kunj to raise additional loan for TERI School of Advanced Studies. The property of TERI at Vasant Kunj presently being used by TERI SAS be mortgaged in favour of M/s HDFC Ltd for raising an additional loan amount of Rs.7crores required for the establishment of TERISAS campus at Hyderabad. The obligation to service the loan will be entirely that of TERI SAS and no recourse to the funds of TERI will arise under any circumstances.

The Board noted the matter.

ITEM NO.4. Presentation on Climate Jamboree. The Vice Chancellor informed the members that the mega event Climate Jamboree would take place from November 1-3, 2018 and she would write to them formally about the dates. The organizing team of the event updated the members about the activities being undertaken for the organization of the event. The briefing was initiated with a short background of Climate Jamboree, outlining the vision behind the event and the three main activities - Pledges, Lead-up events and Grand Finale. Ms Zina Sinha, member, organising team shared the progress made in the last quarter by highlighting the names of the corporates, ministries and other stakeholders that were onboard as sponsors and partners for Climate Jamboree, with Dalmia Cement being the Title Sponsor for the mega event. She informed about the other activities that were carried out since the previous BoM as part of the Climate Jamboree- lead up events,

workshops, pledge and mobilization drive etc. She presented the names of prominent speakers and panelists that had confirmed to be a part of the Finale. Lastly, the major milestones reached by the social media sites (Facebook, Twitter & Instagram) and official website, in terms of engagement numbers and outreach efforts, since June were communicated to the Board of Management. The efforts were well received by everyone present in the meeting, with emphasis on the positive exposure for TERI SAS as the main host of Climate Jamboree.

The Board noted the matter.

ITEM NO.5. To report the decisions taken by the Chairperson on behalf of the Board of Management.

TS/BM/29.5.1. The Board resolved that the actions taken by Chairperson, BoM, reported and recorded as per details given below, be approved: -

S. No.	Name	Designation	w.e.f.	Type of appointment
(a)	Dr Deepty Jain	Asst Professor	19 June 2018	Re-designation
(c)	Dr Jaya Vasudevan Suseela	Assoc Professor	08 Aug 2018	Direct Appointment
(d)	Mr Azhaham Perumal Saravanan	Lecturer	23 Aug 2018	Direct Appointment

ITEM NO.6. To consider and approve amendment to Hostel Rules. The Registrar presented a list of amendments to the Hostel Rules. The Board discussed the amendments.

TS/BM/29.6.1. The Board resolved to approve the following amendments in the Hostel Rules:

- (i) At the time of Admission, fees for the entire first Semester will be collected on date of admission to hostel.
- (ii) Late fee of Rs 1000/- will be applicable for a period up to 15 days.
- (iii) Applicants not paying the dues by the late fee date will lose their seat and the seat will be allotted to the next applicant in the merit list.
- (iv) In special circumstances, with specific approval of Registrar the hostel fee may be accepted in maximum of two instalments for other semesters.
- (v) Applicants not paying the dues in other semesters within 15 days from the promulgated dates will be asked to vacate the hostel

ITEM NO.7. To consider and approve creation of Gratuity Fund and Trust. The Registrar proposed that a Gratuity Fund Trust be created for the regular employees at Delhi and other off-campus centre whose liability for gratuity accrues after completing five years of continuous service. He stated that the Gratuity Fund shall be managed by a

Trust for payment of gratuity benefit to the full-time employees as per the statutory conditions. He stated that the fund so set up by TERI SAS would pay the Gratuity liability as and when it occurs. The Board discussed the matter.

TS/BM/29.7.1. The Board resolved to approve: -

- (a) Creation of TERI School of Advanced Studies Gratuity Fund.
and
- (b) Constitution of 'TERI School of Advanced Studies Gratuity Trust'
with the following as the first trustees: -
 - i) Dr Leena Srivastava
 - ii) Capt PK Padhy (Retd.)
 - iii) Dr Prateek Sharma
 - iv) Mr Dhanraj Singh

ITEM NO.8. To consider and approve Recruitment Policy for Staff positions. The Registrar presented the Recruitment Policy to the Board members. He stated that the draft catered to the recruitment rules for all kind of staff (non faculty) positions in the University as well as promotion rules for the regular employees.

TS/BM/29.8.1. The Board resolved to approve the Recruitment Policy for Staff (non faculty) positions as amended (placed at Annexure 1).

ITEM NO.9. To approve the audited accounts of the financial year 2017-18. The Registrar informed that the audited accounts have been vetted by the Finance Committee at its meeting held on 21 Aug 18. Mr Dhanraj Singh presented the audited accounts of FY 2017-18.

TU/BM/29.9.1. The Board considered and approved the audited accounts (placed at Annexure 2) of the financial year 2017-18.

ITEM NO. 10. To consider and approve the financial estimates for the financial year 2018-19. Mr Dhanraj Singh presented the financial estimates for the FY 2018-19.

TU/BM/29.10.1 The Board approved the financial estimates (placed at Annexure 3) for the financial year 2018-19.

ITEM NO.11. To appoint auditor for ensuing financial year 2018-19. The Dy Finance Officer proposed that M/s Rajan K Gupta & Company be appointed as the Statutory Auditor for the financial year 2018-19.

TU/BM/29.11.1. The Board Considered and approved the re-appointment of M/s Rajan K Gupta & Company as Statutory Auditor for the financial year 2018-19.

There being no other items for discussion the meeting came to an end at 13:00 hrs.

Sd/
Capt Pradeep Kumar Padhy (retd.)
Registrar

Distribution: -

Electronic Copy:

1. Chancellor, TERI School of Advanced Studies
2. Vice Chancellor, TERI School of Advanced Studies
3. All members of Board of Management
4. Website

Printed Copy:

5. Registrar, TERI School of Advanced Studies

Annexure I

(Refer to TS/BM/29.8.1)

RECRUITMENT POLICY FOR NON-TEACHING STAFF POSITIONS

TERI School of Advanced Studies shall be an equal opportunity employer and follow the principle of providing employment opportunities regardless of gender, religion, caste, region and other diversities. Recruitments in TERI SAS shall be undertaken based on expertise/experience of the candidates and their fit with the University. Not all manpower needs are required to be advertised nor are all the advertised positions exhaustive. Personnel interested in working at the University are to be encouraged to send their CVs/applications to the Registrar, TERI SAS.

Types of Employment

1. Regular employment.

- a) Employees who shall be inducted with all the benefits applicable to regular employees of TERI SAS as full-time employees.
- b) Regular employment shall be normally given for three years initially which would include a one-year probation clause. Towards the end of one year, the employee's performance shall be evaluated prior confirmation. Based on the recommendation of Registrar on performance evaluation and with due approval of the Vice Chancellor, a confirmation letter shall be issued. A regular employee remains on probation, until confirmed in writing and can be terminated due to continuous poor performance.
- c) Around the completion of a regular employment contract tenure, a renewal process shall be undertaken to review the performance of the employee. Contract extensions may be given for 3 to 5 years.
- d) **Process of Recruitment.** The following procedure will be adopted for the recruitment of Regular employees. Exceptions may be made depending on the exigencies with the approval of VC/ProVC/Registrar –
 - i) Approval for need will be obtained from the VC in the Requisition Form placed at Enclosure I.
 - ii) The posts to be advertised along with approved eligibility conditions on the TERI SAS website for at least 15 days.
 - iii) Applications received shall be screened to judge the suitability.
 - iv) Once the initial shortlist is ready, a written test shall be conducted and the top 25% candidates (or three times the number of posts, whichever is higher) qualifying the written test will be subjected to an interview by a selection panel headed by the Registrar.
 - v) Based on the results of the interview, the final list of candidates shall be prepared.
 - vi) Meeting of these candidates with the Vice Chancellor will be arranged.

- vii) Once the Vice Chancellor approves the candidature of the candidates, they will be issued an offer letter by the Registrar.
- viii) Once the offer letter is issued to the candidates, they are required to accept the offer and indicate a date on which they would be able to join. Prior to joining the candidate is expected to give a certificate of sound physical and mental health appropriate for the job.

2. Consultancy contract.

- a) Consultancy contracts are to be entered with those who have expertise to contribute to TERI SAS's activities on a part-time basis. The specific purpose and the specific rules and procedures to be followed for employing Consultants shall depend on the circumstances of the particular case. However, following main considerations would guide the need and the selection process: -
 - Absence of required expertise in-house/requirement to augment in-house expertise;
 - The need for high quality services;
 - The need for economy and efficiency;
 - The need to have qualified Consultants for providing the specific services;
- b) A selection panel comprising of at least three members shall be constituted by the Registrar to carry out the selection of the consultants. The Committee shall be responsible for all aspects and stages of the consultant selection i.e. issuance of advertisement through Registrar office, short-listing of consultants, deciding the Terms of Reference, and final selection of the consultant.
- c) On approval of the VC, the offer letter will be issued.

3. Sub-contracts under projects.

- a) Specific tasks in a project requiring specialized expertise are assigned to personnel under projects within the budget provision and availability of line items of the project. Usually, the need for such sub-contracts are identified by Principal Investigators and sub-contracts are entered into.
- b) Personnel associated through such contracts shall not be considered as employees of the University, as their involvement is limited to completing the given task in the project for which he/she is compensated against deliverables as per terms agreed upon.
- c) A selection panel comprising of at least three members shall be constituted by the PI to carry out the selection procedure of such personnel. The Committee shall be responsible for all aspects and stages of the selection i.e. placing of advertisement through Registrar office, short-listing of candidates, deciding Terms of Reference, and final selection of the person for the project.
- d) The record of the entire selection process to be provided to the Registrar in the format placed at Enclosure II for issuance of offer letter.

4. Outsourced employment.

- a) Outsourced employees are those who shall be employed by a contracted vendor. It shall be ensured in the contract that the vendor looks after all the statutory compliance and other conditions set by the University.
- b) The contracted vendor shall be selected by the purchase committee based on quotations received from the vendors.
- c) Approval for need will be obtained from the VC in the Requisition Form placed at Enclosure I.
- d) The selection of such employees will be carried out by a three-member selection panel comprising of members of University and the selected vendor.

Internal recruitment/promotion of staff

5. Promotion: -

- a) On promotion, the staff from regular employment moves to a higher entry pay scale (with increment) or level with same or different job profile thus providing a career progression opportunity.
- b) **Process: -**
 - i) Based on the periodic assessment/performance appraisal, staff(s) in regular appointment shall be recommended by the Registrar for promotion.
 - ii) Approval of VC will be obtained for the recommended candidate(s).
 - iii) Letter to be issued by the Registrar to the selected employee communicating about the new scale/post.

6. Lateral absorption: -

- a) In lateral absorption, the staff enrolled in all the types of employment will be given an opportunity for absorption in regular employment.
- b) **Process: -**
 - i) A justification for the need shall be submitted in the requisition form (Enclosure I) to the VC for approval.
 - ii) On approval the post shall be advertised in the internal portal of the website.
 - iii) Personnel who have completed at least three years in any type of non-regular employment in the University shall be eligible to apply.
 - iv) Applicant shall forward candidature to the Registrar's office after necessary approval from the existing section head.
 - v) The Registrar office shall consolidate the applications received and carryout a preliminary level of screening to judge the suitability of the candidate.

- vi) Applications which fulfil the eligibility criteria as required in the job description shall be shortlisted for interview by a selection panel consisting of at least three members headed by Registrar.
- vii) Approval of VC will be obtained for the selected candidate and offer letter to be issued by Registrar.
- viii) Selected employee has to respond to the offer letter within 5 working days.
- ix) Necessary changes in the contract/offer and internal database be made to facilitate the lateral movement of the selected candidate(s).

---xxx---

Enclosure I

Staff Requisition Form I	
Department Proposing	
Date	
Job title	
New Position /Replacement	
Job description/Profile	
Eligibility Qualifications: Educational Qualification, Desired Experience etc.	
Key Skills /Abilities	
Proposed Salary	
Recommendation of PI/Section in Charge	
Recommendation of Registrar	
Signature of Vice Chancellor	

Enclosure II

Staff Requisition Form II	
Name of the Project	
Funded by	
Name of the Position/ Qualification	
Proposed Salary/Remuneration	
No of applications received to advertisement (applications enclosed)	
Name of recommended candidate	
Justification for selection	
Signed by:	
PI	Member I (Name)
	Member II(Name)

---XXX---

Rajan K. Gupta & Co.
Chartered Accountants

AUDITOR'S REPORT

We have examined the Balance Sheet of Teri School of Advanced Studies as at 31st March 2018 and the Income & Expenditure Account for the year ended on dates, which are in agreement with the books of account maintained, by the said trust.

We have obtained all the information and explanation, 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 head office and the branches of the above-named trust 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 comments given below:

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

- (i) In case of the Balance Sheet, of the state of affairs of the above-named Trust as at 31st March 2018 and
- (ii) In case of the income and Expenditure of the deficit of its accounting year ending on 31st March 2018.

For Rajan K. Gupta & Co.
Chartered Accountants



FRN-005945C

(Rajan Gupta)
Partner

M.NO-074696

Place: Delhi

Date: 20th August, 2018





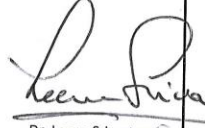
Cert. No. - 49


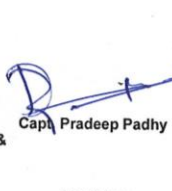
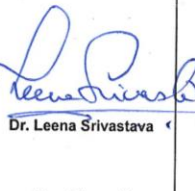
Vaishali Office : 2nd Floor, Corporate Suites, 34, Ansal Plaza Sector-1, Vaishali Ghaziabad U.P.-201010 • Ph : 0120-4552353, Mob.: 9818183850

Delhi Office : 19, Chawla Complex, A-215, Shakarpur, Vikas Marg, Delhi - 110092 • Ph.: +91-11-22440799, 43016468, Fax : +91-11-22444693

• E-mail : rajan@carajangupta.com • Web : www.carajangupta.com

Board of Management – 29/31.08.2018

TERI SCHOOL OF ADVANCED STUDIES New Delhi STATEMENT OF FINANCIAL POSITION AS AT 31ST MARCH 2018				
Schedule			Amount in INR	
			As on 31.3.2018	As on 31.3.2017
Sources of Funds				
Grant From TERI				
Opening Balance		82,742,701		
Received during the year		-	82,742,701	82,742,701
Corpus Fund - Wildlife Conservation Trust				
		2,500,000	2,500,000	2,500,000
Corpus Fund - Coca Cola				
Add : Corpus Grant Received		48,747,265		
		48,747,265		
Less : 10% Transferred for Project Activities		6,651,403.00	42,095,862	48,747,265
(Gross Value of Coca Cola Grant for Rs. 6,65,14,060/-)				
Secured Loan				
HDFC Limited - Hyderabad Campus			115,000,000	
Income & Expenditure Account				
			49,956,248	54,710,237
Total			292,294,811	188,700,203
Application of Funds				
Fixed Assets				
Balance as on 31.03.2018	1	61,547,140		
Less: Depreciation		3,738,739	57,808,401	54,951,153
Capital Work in Progress - Hyderabad Campus				
			98,040,392	21,659,660
Capital Work in Progress - Guwahati Campus				
			3,205,860	10,707
Investments				
Fixed Deposits			141,265,000	179,140,000
Current Assets, Loans & Advances				
	2	179,698,661		
Less:				
Current Liabilities and Provisions				
Liabilities	3	187,723,503		
Net Current Assets				
			8,024,842	67,061,317
Total			292,294,811	188,700,203
Significant Accounting Policies and Notes to the Accounts				
	8			
Schedule 1 to 8 form an integral part of the Accounts				
This is the balance sheet referred to in our report of even date				
<p>For Rajan K. Gupta & Co. Chartered Accountants (FRN : 005945C)</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  CA Rajan Gupta Partner (Membership No. 074696) </div> <div style="text-align: center;">  </div> <div style="text-align: center;">  Dhanraj Singh Deputy Finance & Project Management Officer </div> <div style="text-align: center;">  Capt. Pradeep Padhy Registrar </div> <div style="text-align: center;">  Dr. Leena Srivastava Vice Chancellor </div> </div>				
Place : New Delhi Date: 20.08.2018				

TERI SCHOOL OF ADVANCED STUDIES New Delhi Income & Expenditure Account for the year ended on March 31, 2018			
(Amount in INR)			
	Schedule	As on 31.3.2018	As on 31.3.2017
Income			
Academic Receipts	4 (a)	111,151,909	92,421,972
Interest Receipts	4 (b)	14,971,702	17,248,215
Others Receipts	4 (c)	68,052,540	44,959,302
Receipts from Completed Research Projects		93,802,712	46,577,668
Total Income		287,978,863	201,207,157
Expenditure			
Salary	5	144,094,576	116,264,712
Academic Course Expenses	6	17,728,353	20,976,710
Office Contingencies & Miscellaneous	7	79,252,868	57,351,107
Expenditure of Completed Research Projects		47,918,316	19,473,777
Depreciation		3,738,739	3,416,989
Total Expenditure		292,732,852	217,483,295
Excess of Receipts over Expenditure (Surplus)		4,753,989	16,276,138
Balance available for Appropriation		4,753,989	16,276,138
Less : Transferred in to Reserve & Surplus Account		4,753,989	16,276,138
Surplus/Deficit brought forward		54,710,237	70,986,375
Surplus/ Deficit Carried over to Income & Expenditure		49,956,248	54,710,237
Significant Accounting Policies and Notes to the Accounts	8		
Schedule 1 to 8 form an integral part of the Accounts This is the balance sheet referred to in our report of even date For Rajan K. Gupta & Co. Chartered Accountants (FRN : 005945C)			
CA Rajan Gupta Partner (Membership No. 074696)	 Dhanraj Singh Deputy Finance & Project Management Officer	 Capt. Pradeep Padhy Registrar	 Dr. Leena Srivastava Vice Chancellor
Place : New Delhi Date :			

Board of Management – 29/31.08.2018

TERI SCHOOL OF ADVANCED STUDIES		
	As on 31.3.2018	As on 31.3.2017
Schedule 2: Current Assets		
Loan & Advances - Delhi Campus	7,729,550	5,672,145
Loan & Advances - Hyderabad Campus	22,419,462	-
Security Deposit - KNK Construction Pvt. Limited - Electricity Connection	330,460	-
Interest Accrued but not due	38,896	4,193,487
Project Work in Progress	76,778,155	81,501,567
Prepaid Expenses	1,143,857	2,221,534
Imprest Accounts	1,792,035	2,181,102
Salary Recoverable from TERI for Deputation Staff	5,000	-
TERI - Students Fellowship	9,954,619	9,954,619
Amount Recoverable from Student - Course Fee	10,116,586	6,847,415
Amount Recoverable for Completed Projects	18,948,843	11,861,454
Amount Recoverable from Training, Seminar, Workshop and Sponsorship Activities	1,729,067	5,980,335
Amount Recoverable from Open Society Foundation	-	2,434,874
Amount Recoverable from Students against reimbursement	3,000	10,770
Security Deposit with Landlords	885,200	611,200
TDS Recoverable	14,946,941	9,314,291
Water & Electricity Charges Receivable	285,340	-
Cash & Bank Balance		
State Bank of India S.B. No. 52142908571	629,511	2,135,818
State Bank of India		
SB A/c No. 52142908560	4,958,260	15,382
HDFC Bank A/c - 02731110000021	2,004,871	431,919
HDFC Bank FCRA A/c - 00031170000088	970,313	596,593
HDFC Bank Limited - Guwahati - 50100209697657	29,625	-
ICICI Bank - 000701263993	3,140,164	146,634
Canara Bank - 3159101000096	22,268	227,012
Canara Bank - 3159101001448	6,959	6,702
Cash in Hand	829,679	300,201
Total	179,698,661	146,645,054



TERI SCHOOL OF ADVANCED STUDIES	As on 31.3.2018	As on 31.3.2017
Schedule 3: Current Liabilities		
Sundry Creditors	21,053,956	12,966,646
Loan against FDR - Short Term	-	36,000,000
Amount Payable to Students/OSF Students	-	703,641
Amount Payable to DBT - Pratiksha Jain	278,745	-
Amount Payable to TERI - P F & VPF	8,673	-
Course Fee Unidentified	679,029	-
Project Contribution Received in Advance	104,723,488	122,117,177
Amount Payable to State Bank of India & HDFC Bank Limited - Credit Card	226,081	279,595
Security Deposit Received from Suppliers	15,000	15,000
Audit Fees Payable	71,500	71,500
Interest Payable on Loan against FDR	-	1,796,456
Group Insurance Claim Payable	74,079	38,927
Stale & Cancelled Cheques - (Dr / Cr)	244,909	(118,343)
Unutilised Contingent Grants - CSIR	116,903	84,844
Unutilised Contingent Grant - DBT	102,304	205,588
Unutilised Contingent Grant - UGC	122,914	97,914
Unutilised Contingent Grant - DST	36,998	68,450
Grant Recoverable from DST (Inspire) for Students	-	59,800
Grant received from UGC/DBT for Students	7,661	15,000
Fellowship Grant received Unclaimed for Students	1,219,603	529,900
Grant received/Advanced Paid for Manish Manjunath Fellowship	15,600.00	7,400
Grant Received from TERI for Guwahati Campus	1,699,147	-
Amount transferred from Previous Employer for Retirement Benefits	1,273,429	1,273,429
Outstanding Expenses	7,645,652	2,212,292
Provision - Faculty/Student Development Programme	868,011	471,049
Student Activities Fund	550,000	400,000
Salary Payable	94,338	70,570
Advance Money Received for Field Work - Dr. Sapna Narula	254,200	254,200
Received from University of Guelph for PhD Student	237,281	237,281
Duties & Taxes Payable	3,972,084	1,685,330
Security Deposit Refundable - International Tractor Limited	25,307,250	25,307,250
Security Deposits Refundable	7,593,653	6,096,803
Security Deposit from Employee - House Lease	371,000	234,000
Security Deposit Hostel Students	600,000	375,000
Course Fee Received in Advance	625,000	149,672
Course - MA (PPSD) Travelling Expenses Payable	5,400,000	-
Retention Money - KNK Construction Pvt. Limited	2,756,033	-
Total	187,723,503	213,706,371
Schedule 4: Income Receipts		
A. Academic Receipts		
Course fees	109,791,387	89,532,946
Sale of Application Form	1,360,522	2,889,026
	111,151,909	92,421,972
B. Interest Receipts		
Interest Received on Deposits	13,779,120	15,930,840
Interest Received on Tax Deducted at Sources	151,241	-
Interest on Home Loan/Vehicle Loan/Education Loan	455,783	528,115
Interest - Others	-	110,159
Interest on Saving Bank	585,558	679,101
	14,971,702	17,248,215
C. Other Receipts		
Sponsorship		15,020,000
Admission Cancellation Fees	631,085	239,880
Rent Received from Rental Premises	50,974,500	16,871,500
Amount Written back	425,164	2,078,314
Miscellaneous income	652,736	1,439,110
Receipts from Hostel Fees	6,145,974	5,426,993
Recoveries against Notice Pay & Leave Encashment		12,067
Receipts from Training, Seminar & Workshop	9,042,001	3,665,018
Transit Residence	181,080	206,420
	68,052,540	44,959,302
Total	194,176,151	154,629,489



Board of Management –29/31.08.2018

TERI SCHOOL OF ADVANCED STUDIES		
	As on 31.3.2018	As on 31.3.2017
Schedule 5: Salary Components		
Pay & Allowances	126,108,626	103,836,628
Employer's Provident Fund Contribution	11,523,867	8,266,152
Telephone Reimbursement	73,998	48,634
Medical Reimbursements	1,126,183	868,813
Gratuity Expenses	1,085,324	410,639
Leave Encashment	678,333	291,075
Leave Travel Allowance	3,498,245	2,542,771
Total	144,094,576	116,264,712
Schedule 6: Academic Course Expenses		
Advertisement	2,240,544	1,028,846
Bank Charges	4,304	3,093
Books & Periodicals - (Library)	574,171	843,714
Computer Software Maintenance Charges	1,313,824	76,470
Laboratory, Chemical, Glassware & Consumable Expenses	297,424	127,409
Conveyance & Hiring Expenses	421,597	672,283
Membership Fee, Subscription and Registration Charges - Academic	828,727	607,956
Fellowship, Honorarium, Stipend & Internship and Award Expenses	1,283,745	1,679,026
Students Field Expenses	2,712,812	5,079,557
Misc. Expenses	5,058	1,709
Postage Expenses	4,190	442
Printing & Stationery	244,118	301,728
Professional Time Other Consultants	7,147,571	10,377,048
Repair & Maintenance Expenses	324,558	44,000
Meeting , Seminar & Workshop	162,993	64,440
Travelling Expenses	162,717	68,989
Total	17,728,353	20,976,710



TERI SCHOOL OF ADVANCED STUDIES		
	As on 31.3.2018	As on 31.3.2017
Schedule 7: Office Contingencies and Miscellaneous		
Annual Maintenance Contract	3,589,977	2,634,663
Audit Fees	71,500	71,500
Annual Sports Day Expenses	34,879	21,289
Bank, Interest & Finance Charges	1,148,663	1,984,115
Computer Software and Repairs & Maintenance	468,527	747,733
Conveyance Expenses	72,000	156,012
Convocation Expenses	1,295,742	1,430,674
Entertainment, Meeting and Hostel Operating Expenses	3,092,761	2,279,830
Training, Seminar & Workshop Expenses	5,341,202	2,789,566
Electrcial & Hardware Items	952,534	599,650
Guest House Operating Exp.	164,470	181,728
Hiring charge - Vehicle	1,150,424	1,030,621
Fellowship and Honorarium - Others	355,500	91,177
Internal Grant Committee - Grant for Faculty	500,000	500,000
Internal Grant Committee - Grant for Students	200,000	200,000
Insurance Premium	1,306,144	256,149
Email/Internet/LAN Network Expenses	1,323,563	1,015,621
Postage Expenses	130,242	103,331
Printing & Stationery	1,453,478	1,488,562
Misc. Expenses	157,081	170,794
NAAC Expenditure	250,750	-
Provident Fund - Administration charges	612,199	510,991
Provident Fund - EDLI Charges	72,079	42,750
Provident Fund - Inspection Charge	-	2,412
Housekeeping Charges, Office Maintenance Charges & Other Professional Charges	16,028,555	11,249,494
Repair & Office Maintenance - Building	17,767,157	12,024,037
Membership Fee, Subscription and Registration Charges	251,797	255,687
Repair & Maintenance - Furniture	1,438,169	614,766
Repair & Maintenance Office Equipment	1,517,461	818,564
Repair & Maintenance Vehicle	194,665	202,927
Security Service Charges	3,247,180	2,986,794
Service Tax / GST Charges	6,157,876	2,531,480
Transit Residence	517,000	521,688
Telephone Expenses	310,246	376,673
Travelling Expenses	885,907	799,093
Vice Chancellor - Car Running Expenses	385,139	233,612
Amount Written Off	135,718	273,695
Water/Electricity/Diesel A/c	6,672,283	6,153,429
Total	79,252,868	57,351,107



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 accrual basis.
- c) Project Contribution & Expenditure related to Research Activities, 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,	
Electric installations, Air – Conditioning plants,	
Generators	15%
Furniture & Fixtures	10%
Car	15%
Computers	40%

Investment

Present investment is stated at cost.



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
Deputy Finance
& Project Management
Officer


Capt, Pradeep Padhy
Registrar


Dr. Leena Srivastava,
Vice Chancellor

As per Reports of even date attached:

For Rajan K. Gupta & Co.
Chartered Accountants
(FRN : 005945C)



CA Rajan Gupta
Partner
Membership No. 074696

Place: New Delhi
Date : 20.08.2018

Particulars	Rate %	Schedule 1 - Fixed Assets (Gross)				Discarded	Balance as on 31.03.18	Depreciation for the year	W.D.V. As on 31.03.18
		W.D.V. As on 01.04.2017	less than 180 days	Additions	more than 180 days				
Computer	40	2,223,820	2,029,000	2,512,127	-	6,764,947	2,300,178.80	4,464,768	
Computer (project)	40	42,827	29,729	1,611,612	-	1,684,168	667,721.40	1,016,447	
Office Equipment	15	6,398,201	256,435	435,988	-	7,090,624	1,044,361	6,046,263	
Office Equipment (Project)	15	1,498,527	215,870	-	-	1,714,397	240,969	1,473,428	
Scientific Equipment	15	388,859	-	-	-	388,859	58,329	330,530	
Scientific Equipment (project)	15	10,299,002	148,066	565,543	-	11,012,611	1,640,787	9,371,824	
Furniture	10	2,305,475	-	125,636	-	2,431,111	243,111	2,188,000	
Furniture (Project)	10	31,253	-	-	-	31,253	3,125	28,128	
Motor Vehicle	15	-	1,236,801	-	-	1,236,801	92,760	1,144,041	
Land - Delhi Campus		43,634,798	-	-	-	43,634,798	-	43,634,798	
Total		66,822,762	3,915,901	5,250,906	-	75,989,569	6,291,343	69,698,227	



Schedule 1 - Fixed Assets (Funded from Own Resources)									
Particulars	Rate %	W.D.V. As on 01.04.2017	Additions		Discarded	Balance as on 31.03.18	Depreciation for the year	W.D.V. As on 31.03.18	
			less than 180 days	more than 180 days					
Computer	40	2,223,819	2,029,000	2,512,127		6,764,946	2,300,178.40	4,464,768	
Office Equipment	15	6,398,202	256,435	435,988		7,090,625	1,044,361	6,046,264	
Scientific Equipment	15	388,859	-	-		388,859	58,329	330,530	
Furniture	10	2,305,475	-	125,636		2,431,111	243,111	2,188,000	
Motor Vehicle	15	-	1,236,801	-		1,236,801	92,760	1,144,041	
Land - Delhi Campus		43,634,798	-	-		43,634,798	-	43,634,798	
Total		54,951,153	3,522,236	3,073,751	-	61,547,140	3,738,739	57,808,401	
Schedule 1 - Fixed Assets (Funded from Projects)									
Particulars	Rate %	W.D.V. As on 01.04.2017	Additions		Discarded	Balance as on 31.03.18	Depreciation for the year	W.D.V. As on 31.03.18	
			less than 180 days	more than 180 days					
Computer (project)	40	42,827	29,729	1,611,612		1,684,168	667,721.40	1,016,447	
Office Equipment (Project)	15	1,481,157	215,870	-		1,697,027	238,364	1,458,663	
Scientific Equipment (project)	15	10,316,372	148,066	565,543		11,029,981	1,643,392	9,386,589	
Furniture (Project)	10	31,253	-	-		31,253	3,125	28,128	
Total		11,871,609	393,665	2,177,155	-	14,442,429	2,552,602	11,889,827	



Income Estimates from 01.04.2018–31.03.2019

(Rs. In Lacs)		
Sr. no.	Account head	Budget
1.	Academic Course Fee	1250.00
2.	Interest on Investment	140.00
3.	Hostel Fee & Misc. Income	120.00
4.	Sponsorship	10.00
5.	Research Activities	700.00
6.	MDP - Training Programme,	100.00
7.	Seminar and Workshop	50.00
8.	Rental Income from TERI University Campus	509.00
Total		2,879.00

Recurring Expenditure from 01.04.2018–31.03.2019

(Rs. in Laacs)

Sr. no.	Account head	Budget
1.	Faculty Pay and Allowances	1300.00
2.	Non-Teaching - Pay & Allowances	300.00
3.	Academic Course Expenses^	200.00
4.	Non-Academic Expenses*	600.00
5.	Research Activities Expenses	400.00
6.	Training Programme, Seminar and Workshop Expenses	80.00
7.	Rental Income Associated Expenses# (Out of Rs. 300 lakh expenditures that Rs. 200 lakh would part of WIP Hyderabad)	100.00
8	Depreciation	40.00
	Total	3020..00

Note :

1) ^ Academic Course Expenses includes Cost of Visiting Faculty, Laboratory & Consumable charges, Library Book, Software, Outreach activities and Students Field Trip etc.

2) * Non-Academic Expenses includes cost of Building Repair & Maintenance, Computer Repairs & Maintenance, Hostel Expenses, Housekeeping Charges, Security Charges, Bank & Finance Charges, Communication & Email Charges and Water & Electricity Charges etc.

3) # Rental Income Associated Expenses includes Principal and Interest Payment on Loan to HDFC Limited, DDA Charges, Property Tax, Building Maintenance and Insurance etc.

TERI UNIVERSITY
NEW DELHI

Non-Recurring Expenditure from 01.04.2018–31.03.2019

(Rs. in Lacs)		
Sr. no.	Account head	Budget
1.	Equipment: –	
	Computers	20.00
	Office equipment	25.00
	Furniture	5.00
	Hyderabad Campus – Capital Work in Progress (Funded from HDFC Limited Loan – FY 2018-19 - Cost)	2000.00
	Total	2050.00