



10, Institutional Area, Vasant Kunj,
New Delhi 110 070

MINUTES OF THE THIRTY NINTH MEETING OF THE BOARD OF MANAGEMENT

The Thirty-ninth meeting of the Board of Management was held on 14th August, 2021 at 10:30 hours online on Microsoft team platform. The following were present:-

PRESENT:

Members

Professor Eklabya Sharma, Chairperson
Professor Manipadma Datta
Dr V P Singh
Dr Nimmi Singh
Dr Sachin Chaturvedi
Professor George John
Dr Bhim Singh
Professor Arun Kansal
Professor Shaleen Singhal
Professor Ramakrishnan Sitaraman
Mr Kamal Sharma, Secretary

Special Invitees

Dr Vibha Dhawan
Dr Manish Shrivastava
Dr Fawzia Tarannum
Mr Dhanraj Singh
Ms. Pooja Chaudhary

Leave of absence: Professor E Somanathan and Mr RR Rashmi could not join the meeting.

Item No. 1: To confirm the minutes of the Thirty Eighth meeting of the Board of Management held on 29 December 2020.

It was informed that the minutes of the Thirty Eighth meeting of the Board of Management held on 29th December, 2020 were circulated to the members of the Board and no comments had been received on the same.

TS/BM/39.1.1. The Board resolved that the minutes of the 38th meeting of the Board of Management held on 29th December, 2020 be confirmed.

Item No. 2: To consider and approve Policy on Research Promotion

The Registrar requested Prof. Shaleen Singhal, Dean (Research & Relationships) to present the policy.

Prof. Shaleen Singhal informed that the Vice Chancellor has set up a Committee to look into the institution research facilities and come up with a policy for promotion of research at the TERI SAS and an Action Plan for its adoption and

implementation. The Committee has prepared a draft policy on Research Promotion and is presented to the Board as placed in **Enclosure 1**.

Prof. Sachin Chaturvedi lauded the efforts put in preparing the Policy on Research Promotion and said that the Institution Innovation Council and Entrepreneurship Development Cell of the institution should work together. Research accomplishments of students should be highlighted and it would be good to engage the students in more research activities. It would be good to showcase the achievement of the students. Dr Nimmi Singh suggested that it would be good to collaborate with companies from the beginning which would be helpful in filling up the data gaps. Prof. Bhim Singh said it would be a good initiative to set up a separate cell which could collaborate with government agencies for funding. Prof Ramakrishnan suggested allocation of bridge funding in the research policy and a provision for incentive be included in the policy. Prof. Eklabya Sharma welcomed the suggestions of the members and said that showcasing student research activities is important which can enhance TERI SAS' reputation. He requested that the suggestions of the members to be incorporated in the policy.

TS/BM/39.2.1 The Board resolved to approve the Policy on Research Promotion after incorporating the suggestion of the members as placed in **Enclosure 1**.

Item No. 3: To consider and approve the amended rules for the Students Council

The Registrar requested Dr Manish Shrivastava to present the matter to the Board. Dr Manish Shrivastava informed that the rules for the Students Council at TERI School of Advanced Studies were approved in the 35th BoM meeting held on 29th July, 2020 (TS/BM/35.5.1). Based on the comments received during the operationalising of the rules, a Committee was set up to review the rules and the revised rules are presented to the Board as placed in **Enclosure 2**.

TS/BM/39.3.1 The Board resolved to approve the amended rules for the Students Council as placed in **Enclosure 2**.

Item No. 4: To consider and approve IT Policy of TERI SAS

The Registrar requested Dr Fawzia Tarannum to present the IT Policy of TERI SAS. Dr Fawzia Tarannum explained in detail to the Board members the IT Policy of TERI SAS as placed in **Enclosure 3**. With regard to the validity of the students' official email ID for life time, Board members raised their apprehension and suggested suitable security measures should be taken so that it cannot be misused. Members suggested that strong cyber security and monitoring mechanism should be in place and provision of deactivation should be there. Proper handing over and taking over should be in place. Prof. Eklabya Sharma welcomed the views of the members and informed that the suggestions would be incorporated in the revised policy and be sent to the Board members for approval along with the minutes.

TS/BM/39.4.1 The Board resolved to approve the IT Policy of TERI SAS after taking into consideration the suggestions put forth by the members and as placed in **Enclosure 3**.

Item No. 5: To consider and approve the formation of the Institutional Ethics Committee

The Registrar requested Prof. Shaleen Singhal to inform the Board Members about the matter.

Prof. Shaleen Singhal informed that the Institutional Ethics Committee was constituted on 7th July, 2021 vide Notification No.46 of 2020-21 to address ethical issues relating to research and consultancy engagements as placed in **Enclosure 4**. He further stated that detailed note along with Terms of Reference of the Committee will be formulated and approval of the Board members will be sought but in the meantime he requested the Board members to approve the formation of the Institutional Ethics Committee.

TS/BM/39.5.1 The Board resolved to approve the formation of the Institutional Ethics Committee as placed in **Enclosure 4**.

Item No.6: To record approval by circulation of BoM for opening FCRA account: Presently, TERI SAS is having its FCRA bank account with HDFC Bank Limited, Surya Kiran Building, New Delhi - 110001. As per the Foreign Contribution (Regulation) Amendment Act, 2020, the FCRA registered associations have to open a mandatory FCRA bank account only with the State Bank of India, New Delhi Main Branch, 11, Sansad Marg, New Delhi - 110001. Hence approval by circulation was sought from Board members on 21 June 2021 on the resolution to be submitted to the State Bank of India for opening of the FCRA Account. On receipt of signed documents from the Board members, it was submitted to the State Bank of India and FCRA account has been opened. Dr Ramakrishnan suggested that the Vice Chancellor's name should be there as one of the signing authorities for operation of the FCRA account. Prof. Eklabya Sharma informed that since he was not in station at the time of opening the account and hence the account was opened without including his name but now since he has joined back, his name be included for operation and maintenance of the FCRA account.

The Board noted the matter.

Item No 7: To consider and approve audited statement of accounts of the financial year 2019-20

Mr Dhanraj Singh, Project Management and Deputy Finance Officer, informed that the audited accounts for the financial year 2019-20 are attached as **Enclosure 5**. The Board is requested to approve the financial accounts for the period 2019-20.

TS/BM/39.7.1 The Board considered and resolved to approve the audited statement of accounts for the financial year 2019-20 as placed in **Enclosure 5**.

Item No. 8: Matters for information

- (a) **Update on Hyderabad campus:** The Registrar informed that the status report with regard to the Hyderabad campus is placed as **Enclosure 6**. He requested Prof. Manipadma Datta to update the Board regarding the Hyderabad campus. Prof. Datta stated that the civil work is almost complete and will be ready by 15th September, 2021. The process of obtaining requisite licenses and no objection certificate would be over by 31 December 2021. The campus would be ready for operation from 1 January 2022. Prof. Datta informed that we are planning for landscaping and establishing a knowledge park which will be thematically aligned to what TERI SAS is doing and we are presently looking for partnership which will add to the revenue. To a query from the Chairperson with regard to the programmes planned for Hyderabad campus, Prof Datta stated that we cannot use Hyderabad campus as an off-campus centre as TERI SAS does not have the required NAAC rating. TERI SAS have developed a bunch of short-term courses and MDPs for its Delhi campus which will be replicated in Hyderabad. We are also looking to introduce some undergraduate courses for which we are in talks with the sponsors. To a query from Dr Ramakrishnan for conduct of external audit of finances, Dr Datta replied, it has already been done and presented to the Board of Trustees who has approved it.

The Board noted the matter.

- (b) **Transfer of Loan:** Mr Dhanraj Singh informed the Board that TERI School of Advanced Studies had approached the AU Small Bank Limited for the transfer of Hyderabad campus construction loan of Rs 30.00 crores for getting benefit of lower rate of interest and longer re-payment tenure. The institution also has an additional requirement of Rs 10:00 crores as loan from the bank. Out of this, an amount of Rs 5.00 crore would be required for the purchase of furniture and IT infrastructure for Hyderabad campus and Rs 5:00 crore is for Delhi campus to meet out liquidity gaps during the lean period of the receipts at the institution. So, the total amount is Rs 40.00 crores. The repayment of the total loan of Rs 40 crore would be settled from the existing receipt of monthly rental income of Delhi Campus. He further stated that since the interest rate is less than the HDFC Bank, we would be able to save around Rs.5.00 crore and even if we take additional amount, we would be saving around Rs.1.00 crore.

Prof. Datta further informed the members that not only Rs.30.00 crores loan is transferred to other bank at reduced cost but we would also be saving on the additional Rs.5 crores being taken for Hyderabad campus for purchase of furniture and IT infrastructure. As we are not sure of the actual cost, so whatever amount we withdraw, we have to pay interest on that amount only. This flexibility arrangement we have got with the AU Small Bank Limited.

The Board noted the matter

- (c) **Resignations:** The Registrar informed that the following faculty have resigned from their posts with the approval of the Vice Chancellor:-

Ser	Name	Wef
(a)	Dr Soumendu Sarkar	31-01-2021
(b)	Dr Udit Soni	06-07-2021
(c)	Dr Vishnu Konoorayar	23-7-2021
(d)	Dr Jaya Vasudevan	23-7-2021

The Board noted the matter.

- (d) **Appointment:** The Registrar informed that the following appointment have been made:

Ser	Name	Wef
(a)	Prof Eklabya Sharma, Vice Chancellor	09-04-2021

The Board noted the matter.

- (e) **Promotions:** The Registrar informed that the following promotions have been proposed:

Ser	Name	Designation	Eligible Wef
(a)	Dr Nandan Nawn	Associate Professor to Professor	4 April 2018
(b)	Dr Vinay S P Sinha	Associate Professor to Professor	1 January 2020
(c)	Dr Chander Kumar Singh	Assistant Professor to Associate Professor	12 September 2019

The Registrar wanted the Board's view whether the promotions should be applicable from the date of eligibility or from the date of approval of the promotion policy by the Board which was done in 35th Board meeting held in July 2020. Members were of the opinion that we should follow UGC rule which states that it should be from the date of eligibility. Prof Chaturvedi suggested that it would be good to form a small committee which can go through the guidelines and decisions taken in the past and can come up with a clear policy to be followed to avoid such things in the future.

TS/BM/39.8(e).1 The Board resolved to approve the above mentioned three cases of promotion from the date of their eligibility and to form a committee to come out with clear cut policy on promotion to avoid such things in the future.

- (f) **MoUs signed:** The Registrar informed the Board that the following MoUs have been signed:-

- (i) MoU with Centre for Public Policy Research, Kerala: TERI School of Advanced Studies signed a MoU with Centre for Public Policy Research, Kerala on 20th January, 2021. Areas of

cooperation agreed were to collaborate on internship opportunities, student placement support, research projects and organising workshops and short term courses relevant to research projects.

- (ii) MoU with Emerson Electric Co (I) Pvt. Ltd, Pune, Maharashtra: TERI School of Advanced Studies signed a MoU with Emerson Electric Co (I) Pvt. Ltd, on 25 January 2021. Areas of cooperation agreed were collaboration on R&D activities, conduct of joint workshops, internship opportunity, conduct of expert lectures, etc.
- (iii) MoU with National Centre for Policy Research of Kabul University: TERI School of Advanced Studies signed a MoU with National Centre for Policy Research of Kabul University on 12 July 2021. Areas of cooperation agreed were capacity building activities, undertaking case studies and consultancy projects, publication of joint articles/journals/books, conducting and supporting conferences, workshops, internship for post graduate students/research scholars, etc.
- (iv) MoU with The University of Rhode Island, Kingston, USA: TERI School of Advanced Studies signed a MoU with The University of Rhode Island, USA, on July 29, 2021. Areas of cooperation agreed were exchange of faculty members, exchange of students, joint research activities, participation in seminars and academic meetings, staff development training programs and projects, etc.

The Board noted the matter.

(g) Annual Examination report for the period 2015 to 2020 and the status of examination related grievances

Dr Seema Sangita, Controller of Examination, presented the annual examination report for the period 2015 to 2020 and the status of examination related grievances as submitted by the Controller of Examination for information of the Board as placed in **Enclosure 7**. Chairperson complimented the efforts of the Controller of Examination for preparing such a detailed report and requested the members to send their comments, if any, to the Registrar office for onward transmission to the Controller of Examination. It was also mentioned that it would be presented to the Board members annually for their approval.

TS/BM/39.8(g).1 The Board resolved to approve the the annual examination report for the period 2015 to 2020 and the status of examination related grievances as placed in **Enclosure 7**.

(h) To report submission of AQAR 2018-19 and 2019-2020.

The Registrar informed that the AQAR reports for the year 2018-2019 and 2019-2020 were circulated to the Board members for their approval. These reports were uploaded on the NAAC portal and are approved by NAAC.

The Board noted the matter.

(i) Report on the development of e-governance at TERI SAS

Dr. Fawzia Tarannum explained to the Board members the salient aspects of e-governance system at TERI SAS like organisation structure of IT Department, software being used, how it helps the administration etc. Prof. Eklabya Sharma suggested that the ERP should be used more effectively instead of having different systems. Prof. Shaleen Singhal suggested that it would be better for faculty if greater emphasis is given for maintaining separate vertical of research projects. Dr Tarannum informed that it is being looked into and a separate sheet in the format is being prepared. Dr Nimmi Singh wanted to know whether there is any provision of student grievance related to admission process etc. Dr Tarannum informed that as of now there is no provision but it is a good suggestion to include in the student portal for grievance

The Board noted the information.

(j) Preparing Self Study Report (SSR) for reassessment by National Assessment & Accreditation Council (NAAC)

The Registrar informed that the Board of Management in its 33rd meeting held on 16.09.2019 minuted the following matter:

"ITEM No.2(e). Appeal to NAAC for re consideration of Grade:

The Registrar informed that NAAC had reviewed the appeal filed by TERI SAS for reconsideration of the grade conveyed in November 2018 and retained the original score of 2.84 at "B++" Grade valid for a period of five years from May 1, 2019. He stated that the issue was discussed in the Academic Council meeting held on July 26, 2019. As advised by the Council an in-depth analysis of the NAAC report is being carried out to find the gaps so that corrective measures for the same could be adopted. The Chairperson informed that regular meetings of the Internal Quality Assessment Cell (IQAC) was being held to monitor the progress on various NAAC related issues."

It was decided that TERI SAS shall make an application for re-assessment. Preparations towards making a Self-Study Report (SSR) meeting the Data Validation and Verification requirements are in full swing. Prof. Eklabya Sharma requested Prof. Datta to share the timeline and process of review with the members. Prof. Datta stated that AQAR has been uploaded and within 14 days we have to upload the SSR. SSR is the last document of our application process for reassessment. SSR will be uploaded on 31 August 2021. The SSR will be reviewed by two external experts and then our Dean (Academic), Prof. Arun Kansal, will review it, who has got experience since he is one of the

team members of NAAC Accreditation team. Before submission Prof. Eklabya Sharma will go through it for any gaps.

The Board noted the matter.

Item No. 9: Any other item with the permission of the Chair.

- (h) **Working of TERI SAS:** The Registrar informed the Board that presently the TERI School of Advanced Studies is following 5-days a week for both teaching and non-teaching staff. However, keeping in view, the UGC guidelines and meeting with the credit alignment, it is suggested to observe a 6 days teaching week with effect from the new academic session commencing 31 August 2021. He also informed that this has already been informed to the Academic Council in its last meeting. He requested the Board for its approval so that necessary amendments be done in the Compendium of Rules.

TS/BM/39.9(i).1 The Board resolved to approve amendment to the Compendium of Rules by adopting the 6-days a week of teaching for its teaching and non-teaching staff.

- (ii) **Member of Finance Committee:** The Registrar informed the Board that consequent to Dr Vishnu Konoorayar leaving the TERI School of Advanced Studies, the position of a Board member in the Finance Committee of TERI SAS has fallen vacant. Prof. Eklabya Sharma has nominated Prof Manipadma Datta as a Board member of Finance Committee of TERI SAS and requested the Board's approval.

TS/BM/39.9(ii).1 The Board resolved to approve the name of Prof. Manipadma Datta to be a Board member in the Finance Committee of TERI SAS.

- (iii) **Terms of Reference:** Registrar informed that Terms of Reference of Institutional Ethics Committee has to be expanded and not limited to research as placed in **Enclosure 8** and requested the Board's approval. Dr Ramakrishnan suggested that the terms of reference should also include granting official approval for any proposal.

TS/BM/39.9(iii).1 The Board resolved to approve the amended Terms of Reference of the Institutional Ethics Committee after incorporating the suggestion of the members.

There being no other points the meeting concluded at 1250 hours.

Sd/-
Kamal Sharma
Registrar (Acting)

Enclosures:-

1. Policy on Research Promotion
2. Rules for the Students Council
3. IT Policy of TERI SAS
4. Notification of Institutional Ethics Committee
5. Audited statement of accounts of the financial year 2019-20
6. Update on Hyderabad campus
7. Annual Examination report from 2015 to 2020
8. Terms of Reference of the Institutional Ethics Committee

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



New Delhi

Research Promotion Policy

TERI School of Advanced Studies was established as an outcome of cutting-edge research being undertaken by its parent organisation TERI in the area of environment, renewable energy, biotechnology and policy research. The School had been demonstrating research leadership in examining the complex dimensions of sustainable development since its founding in 1999. The School has a mission to accelerate the transition towards a more sustainable world through knowledge and by building human capacity based on research and through active engagement with the discourse for sustainability solutions. The intellectual atmosphere of TERI School is defined through an interdisciplinary approach adopted to undertake advanced research. The School aims to demonstrate its research excellence through an extensive record of high-impact, multidisciplinary research in overarching and interrelated themes such as natural resources, energy and environment, water studies, biotechnology, business and sustainability, and policy studies. The research excellence in thematic areas is led by the distinct departments at TERI School. The TERI School adopts a combination of active promotion and incentivisation as well as subtle promotion and motivation for advancing the research profile of faculty members through their respective departments.

The mechanisms aiming to incentivise faculty members shall include:

- Provision of seed funding for young faculty members (mainly assistant professor/ lecturer level) to support them for research and collaborative efforts, facilitated through the Internal Grant Committee (IGC) administering a dedicated internal grant. Over time, TERI School shall make continual efforts to strengthen IGC through access to enhanced funding.

- Encouragement for faculty members for accessing external funding for research and national and international collaboration.
- Recognition of research related efforts and outputs (including patents and scholarly publications) into the annual appraisals of individual faculty member.
- Recognition of research achievements and agenda in the faculty direct recruitment process and recognition of research outputs into career progression through the Career Advancement Scheme application process of individual faculty applicant.
- Provision of efficient research related administrative support and streamlined decision making by concerned personnel at the TERI School.
- Promotion of the research profile of individual faculty members and departments by offering the services of its faculty members and researchers for collaborative research and consultancy services. Enabling mutually beneficial opportunities for TERI School and its faculty members and researchers to engage into collaborative research and consultancy services, facilitated through the provision of policy on revenue sharing.

The mechanisms aiming to evaluate, motivate and guide faculty members shall include:

- Stock taking and recognition by each respective Departmental Research Committee (DRC), of the efforts by faculty members towards success as well as failures of research proposals, active collaborations, project delivery, challenges, outreach and outputs. Brainstorming and assistance by the DRC for faculty members to structure and steer their respective research agenda in alignment with the department's research plan and academic programmes with emphasise on the impact of research measurable as 'Research into Use' (RIU).
- Guidance and assistance from the Research Advisory Committee (RAC), Dean (R&R) and VC, on each department's research plan, progression, outreach and policy influence in alignment with the TERI School's vision.
- Provision of an enabling environment for ideas and innovation at TERI School, facilitated through the Institution's Innovation Council (IIC) and the Entrepreneurship Development Cell (EDC).
- Awareness generation about responsible conduct of research, academic thesis and dissertation work, academic integrity and prevention of misconduct including plagiarism among students, faculty, researcher and associated staff members, facilitated through the Institutional Academic Integrity Panel (IAIP).

- Registration with the Department of Scientific and Industrial Research (DSIR) for the purpose of availing customs duty exemption on the import of articles such as equipment, instrument, spares and consumables and deriving benefits of DSIR recognition as a Scientific and Industrial Research Organization (SIRO).
- Strengthening of research process through assistance from committees such as the DRC, Institutional Academic Integrity Panel, Research Ethics Committee, Institutional Bio Safety Committee (IBSC) and through provision of the Intellectual Property Policy.

Enclosure 2

Rules for TERI School of Advanced Studies Students Council, 2021

1. Short Title and Commencement

This Rules shall be called as the Rules for the TERI School of Advanced Studies Students Council, 2021 and shall come into effect from the academic year 2021-22.

2. Definitions

- a) TERI SAS means TERI School of Advanced Studies having its campus at 10, Institutional Area, Vasant Kunj, New Delhi -70
- b) TSSC means the elected Students Council of TERI SAS for a tenure of one academic year to function without any direct or indirect political party/ideology affiliation or influence whatsoever.
- c) Academic Year means the academic year commences and ends as per the academic calendar of TERI SAS.
- d) Programme means all regular fulltime academic degree programmes approved and offered by TERI SAS in the academic year.
- e) Patron means the Vice Chancellor of TERI SAS.
- f) Programme Representatives means the directly elected student representatives of each programme in an academic year without any direct or indirect political party/ideology affiliation or influence whatsoever. All Programme Representatives will be members of the Executive Committee.
- g) Teacher means all regular teachers, part-time/ contractual lecturer and other persons engaged by TERI SAS for imparting teaching.
- h) Student means duly enrolled regular student of any of the Programmes with minimum one year duration and do not include a student of distance education programmes/courses or certificate courses offered by TERI SAS.
- i) Chief Electoral Officer and Electoral Officer: The Patron shall designate a teacher as Chief Electoral Officer and an admin member equal to or above the rank of Assistant Registrar as an Electoral Officer at least seven days before the electoral process. The Chief Electoral Officer and Electoral Officer shall facilitate/supervise the processes of election.

3. Name of the Council

The Council shall be called 'The TERI SAS Students Council' hereinafter referred to as TSSC.

4. Office

The office of the TSSC shall be located at the TERI SAS Campus at 10, Institutional Area, Vasant Kunj, New Delhi-110070. It shall also be its official address.

5. Aims and Objectives

- a) To promote spirit of oneness and to nurture academic, scientific and sustainable outlook amongst the students of TERI SAS
- b) To foster harmonious relationship based on mutual respect amongst the students and other teaching and non-teaching staff of TERI SAS
- c) To encourage and assist social, cultural, linguistic and intellectual development of the students of TERI SAS and enable their participation in society towards the fulfilment of the vision of TERI SAS.

6. Activities

Towards achieving the aims and objectives, TSSC may organize events/activities with prior permission of the Registrar. The activities may include:

- a) Debates, lectures, discussions, study circles, essay competitions etc.
- b) Cultural performance and contests.
- c) Sports activities and competitions.
- d) Film clubs, painting exhibitions, photography clubs etc.
- e) Trips and tours to places of academic importance
- f) Social service and relief activities
- g) The Executive Committee will nominate representatives to various committees of TERI SAS as and when needed. These representatives could be from the members themselves or any student from the programmes they represent.

7. Membership

All students shall be members of TSSC.

8. Funds

All member shall pay Rupees 200/- as annual subscription to TSSC and will be collected along with other fee at the time of admission to TERI SAS.

9. Bank Account

The Executive Committee shall open one bank account and the same shall be jointly operated by the President, the Secretary and the Treasurer. A cheque issued on behalf of TSSC shall be signed by any two of the authorised signatories above. The outgoing Executive Committee will be responsible for updating the particulars related to change in operating of the bank account are made within two weeks of the final notification of the election of the executive committee. Failing to do so will be liable for penalties for financial irregularities as per the TERI SAS rules.

10. Mentor to TSSC

The Faculty coordinator of the Student Engagement, Sports, and Club Committee shall be the ex-officio mentor to TSSC Mentor to ensure that TSSC functions in accordance with the Rule and also to advise the students in achieving the objectives TSSC.

11. Executive Committee:

The Executive Committee of TSSC shall include:

- a) **President:** A student elected by the electoral college as the President of TSSC for a tenure of one academic year. The President will function in accordance with this Rule for achieving the objectives. The President shall represent TSSC, preside the meetings of the Executive Committee and conduct the meetings in an orderly and peaceful manner.
- b) **Secretary:** A student elected by the electoral college as the Secretary of TSSC for a tenure of one academic year. The Secretary of TSSC will act in consultation with the President. In the absence of the President, the Secretary will discharge the functions of the President in addition to his duties. The Secretary shall prepare the minutes of all the meetings of the Executive Committee and keep the records of these meetings properly and in safe custody. The Secretary will also carry on all correspondence on behalf of TSSC and will keep and maintain all records. The Secretary, in consultation with the Executive Committee, will prepare a report of activities, along with documentary evidence, at the end of the tenure and submit the same to the Registrar's office and a copy to the new Executive Committee at the time of handing over of charge, as well as to the Convenor of the Student Engagement, Sports, and Club Committee.
- c) **Treasurer:** A student elected by the electoral college as the Treasurer of TSSC for a tenure of one academic year. The treasurer shall manage the finance of TSSC, keep the records of the finances in the prescribed accounting format. The Treasurer will submit at the end of the tenure the records of finance in prescribed format to the Finance Officer, TERI SAS and a copy of the same to the new Executive Committee, as well as to the Convenor of the Student Engagement, Sports, and Club Committee at the time of handing over the charge. The financial records, after approval by the Finance Officer, TERI SAS shall be uploaded on the TSSC page on the TERI SAS website. Any financial misconduct will be subject to penalties as per the rules of the TERI SAS.
- d) **Secretary, Eco club:** A student elected by the Executive Committee as the Secretary, Eco-Club for a tenure of one academic year
- e) **Secretary, Media & Arts Club:** A student elected by the Executive Committee as the Secretary of Media & Arts Club for a tenure of one academic year
- f) **Secretary, Sports Club:** A student elected by the Executive Committee as the Secretary of Sports Club for a tenure of one academic year
- g) **All Programme Representatives** as defined in clause 2(f) of this Rule.

12. Meetings of Executive Committee

The Executive Committee shall meet at least once a semester and plan the activities of TSSC. A notice of at least three days shall be given for meetings of the Committee by the Secretary on the authorization of the President. Fifty percent shall be the quorum for the Executive meeting. Two elected hostel representatives, one from the masters programme and one from the Ph.D. programme shall be the permanent non-voting invitees to the executive committee. The election for these hostel representatives shall be conducted

along with the election of the Executive Committee. Their presence will not be considered for the quorum requirement.

13. Number of Elected Representatives

Programme Representatives, constituting the Executive Committee, shall be directly elected in each of the eligible Programmes by students enrolled in a specific Academic Year. There would be one elected representative for every masters batch of the students enrolled in a programme in the academic year. Accordingly, a two year programme would have 2 representatives while a one year programme would have 1. For PhD programme, two Programme Representatives shall be elected for a one-year term.

14. Code of Conduct for election

- a) During the period of the elections no person, who is not a student on the rolls of TERI SAS, shall be permitted to take part (either directly or indirectly) in the election process in any capacity.
- b) Campaigns and processes will be apolitical, and any reference/affiliation of political party/ideology is strictly prohibited.
- c) There shall be no appeal/reference to religious, caste, communal or any other divisive feelings for securing votes and no candidate shall indulge in, nor shall abet, any activity of this nature.
- d) Criticism of other candidates, when made, shall be confined to their policies and programs, past record and work. Candidates shall refrain from criticism of all aspects of private life and criticism of other candidates, or their supporters based on unverified allegations or distortion is prohibited.
- e) All candidates shall be prohibited from indulging or abetting all activities which are considered to be ‘corrupt practices’ such as bribing of voters, intimidation of voters, impersonation of voters etc.
- f) No candidate shall be permitted to make use of printed posters, printed pamphlets, or any other printed material for the purpose of canvassing.
- g) No candidate shall be permitted to carry out processions, or public meetings, or in any way canvass or distribute propaganda outside the TERI SAS campus.
- h) No candidate shall, nor shall their supporters, deface or cause any destruction to any property of TERI SAS, for any purpose whatsoever. All candidates shall be held jointly and severally liable for any destruction / defacing of any TERI SAS property.
- i) During the election period the candidates may campaign through interactions with voters verbally or through email or other messaging services only. No campaigning activity should not in any manner disturb the classes and other academic and co-curricular activities of TERI SAS.
- j) The use of loudspeakers, vehicles and animals for the purpose of canvassing is prohibited.
- k) On the day of polling, student organizations and candidates shall co-operate with the officers on election duty to ensure peaceful and orderly polling and complete freedom to the voters to exercise their franchise without being subjected to any annoyance or obstruction;
- l) Distribution of any eatables/drinks is prohibited as part of the campaign or as a reward for casting votes in one favour.
- m) The Chief Electoral Officer and Electoral Officer shall supervise the strict obedience

to the code of Conduct. Any contravention of any of the above recommendations may make the candidate liable to be stripped of their candidature, or their elected post, as the case may be. TERI SAS may also take appropriate disciplinary action against such a violator.

15. Eligibility Criteria for Candidates

- a) For Post-Graduate students the maximum age limit to contest an election would be 25 years.
- b) For PhD Students the maximum age limit to contest an election would be 30 years.
- c) The candidate should have attained the minimum 75 percentage of attendance as prescribed by TERI SAS.
- d) The candidate shall not have any criminal record and should not have been tried and/or convicted for any criminal offence or misdemeanour. The candidate shall also not have been subject to any disciplinary action by the TERI SAS authorities.
- e) The candidate must be a regular, full time student of TERI SAS.
- f) No final year student enrolled in the Ph.D. can contest the election to the Executive Committee.
- g) No terminal year student shall be allowed to put forth his/her candidature for the posts of President, Secretary, Treasurer and Convenors of different clubs.

16. Administration of Election

- a) Election of Programme Representatives shall be conducted on the 30th day from the beginning of the academic year (if it is a holiday on the next working day) through a secret ballot and shall be counted immediately after the election by the Programme Coordinator in the presence of another regular faculty member and the candidates.
- b) Election of the President, Secretary, Treasurer, and Club Convenors shall be through a secret ballot among the elected Programme Representatives, within a week of the election of the Programme Representatives. The CEO will notify the schedule of election allowing at least one day between expression of candidature and election. Votes will be counted by the CEO in presence of EO, two faculty members, and the elected Programme Representatives immediately after the ballot.
- c) Election of the Executive Council shall be notified 30 days prior to the date of election.
- d) Last date of submission of nomination to the Executive Council shall be twentieth day of the notification (if it is a holiday on the next working day).
- e) Last date for withdrawal of notification shall be twenty third day from the date of notification (if it is a holiday on the next working day).

17. Grievance Redressal

Any grievance arising from and/or of the election process shall be first brought before the Chief Electoral Officer who shall endeavor to dispose off the said complaint within 48 hours of its receipt. An appeal from the order of the Chief Electoral Officer shall lie before the Patron. Such appeal must be filed within 48 hours of the order of the Chief Electoral Officer. Patron shall endeavor to dispose off the appeal within 48 hours of its receipt. The principles of natural justice shall be followed in the process of hearing and decision processes. The competent authority can cancel the candidature of a student who violates the election norms. The decision of the Patron shall be final and binding.

18. Election -Related Expenditure and Financial Accountability

The maximum permitted expenditure per candidate shall be Rs. 2000/-. Each candidate shall, within two weeks of the declaration of the result, submit complete accounts to the EO. TERI SAS shall publish such accounts, within 2 days of the submission of such accounts, through a suitable medium so that any member of the student body may freely examine the same. Any objections must be raised within 48 hrs of publication as per the grievance rules. The election of the candidate will be nullified in the event of any non-compliance or in the event of any excessive expenditure. With the view to prevent the inflow of funds from political parties into the student election process, the candidates are specially barred from utilizing funds from any other sources than voluntary contributions from the student body.

The Chief Electoral Officer and Electoral Officer shall supervise the strict obedience to the 'Rules for TERI School of Advanced Studies Students Council, 2020' as amended from time to time and appropriate actions shall be taken whenever necessary for the smooth functioning of the election.

19. Transparency

All public notification related to TSSC election and activities shall be published on the TSSC page of the TERI SAS website. The CEO will be the issuing authority during the election process. After the final declaration of results, the President will be the issuing authority.

20. Amendment of the Rule

The Executive Committee may recommend the amendment of this Rule by a majority of not less than two-thirds of the members present and voting to the Board of Management of TERI SAS. However, no such amendment shall come into force unless it has been approved by the Board of Management of TERI SAS.

21. Interpretation of this Rule

Question relating to the interpretation of this Rule or any part of the same shall be referred to the Patron whose decision thereon shall be final.

--XX--

Enclosure 3

IT Policy

LAN & Desktop connection policy

For Faculty members and Administrative Staff

- The request to generate username and password for login into the domain system () is made from the registrar office.
- The convention used for creating the user id is FirstName.LastName@terisas.ac.in For e.g. A person with first name as Ajay and last name as Sharma shall be assigned the user id as ajay.sharma@terisas.ac.in . The assigned password can be changed after logging in for the first time.
- After Login, the following network/share drive are accessible by default
 - a. A common scratch drive (S :) for data sharing within TERI SAS. The files will remain there for 24 Hours only. It can also be deleted earlier in case the need arises.
- Software Restrictions is enabled: Users are not allowed to install any software on his/her desktop computing system. However, they can reach out to the administrator in case they have a requirement to install software on their system.
- Default TERI SAS wallpaper is enabled, and the user does not have the rights to change it.
- Basic softwares like MS Office 2010/2013/2016, Adobe Reader, Chrome and IE9 etc. are preinstalled in the system.
- The system has a Screen Saver Policy which allows it to hibernate after 45 minutes of idle state. The screen locks after 15 minutes of idle time.
- Specialized hardware and software are provided after approval from the competent authority.

For students

- Students are assigned a username and password at the time of joining. The convention that is followed is like the admin and faculty members. In case there are two or more students with similar names a numeric digit starting from 1 is added after the last name. E.g Another student by the name Ajay Sharma shall be give the mail id as ajay.sharma1@terisas.ac.in.
- Common username and password are used by the students to login and access the LAN system. Default TERI University wallpaper is enabled at the time of access which cannot be changed.
- Basic softwares like MS Office 2010/2013/2016, Adobe Reader, Chrome and IE9 etc. are preinstalled in the system.
- The system has a Screen Saver Policy which allows it to hibernate after 45 minutes of idle state. The screen locks after 15 minutes of idle time.
- After Login, the following network/share drives are accessible by default.
 - a. A common scratch drive (S :) for data sharing within TERI SAS. The files will remain there for 24 Hours only. It can also be deleted earlier in case there is a low space warning.

- Specialized software is installed on the lab systems, like ArcGIS, ERDAS in the GIS Lab, MATLAB, RET Screen, Homer, Stata, etc. in computer Lab. Student can access these systems and use them during the allocated time or with prior permission of the Lab In-charge

Backup Policy

- Dedicated backup system is implemented for backup and recovery of data stored in the Active Directory files system.
- Full back up of DC (Domain Controller) machine data is taken monthly and is stored in the tape drives and stored in a safe place.
- Auto-Backup of portal server's database is taken on daily basis and the codes are backed up on monthly basis in OneDrive then later its stored in the tape drive and kept in a safe place.
- Backup of individual users is taken only when a request is made to the IT Help desk, otherwise all the users are instructed to copy their data in their OneDrive. Restoration is done as per the need and request by the user. Backup of critical users is taken in external Hard Drive which is then copied to a tape and as per the request of the user it is extracted and given back to them.
- To ensure that all data related to the departments are retrievable, a folder for each department shall be created in the shared drive of the University. Faculty members and Program Assistants shall save everything related to the administration, projects, and activities of the department on the shared drive in the assigned folder. The edit and delete rights of the files once placed in the shared drive shall be with the system administrator only.

Wi-Fi Policy:

- The Wireless network for Internet access for the Students, Hostellers, Staff and Guests is separate from the office LAN.
- Wi-Fi Access points are available on the Academic, Dining, Admin blocks and in the hostel. There are some areas on campus where the signal strength may not be very good.
- WPA2-Enterprise encryption and network user id and password is required for connecting to the WiFi.
- User id & Password to connect to the WiFi is shared with every faculty, student and staff by the IT Helpdesk
- Guests can take coupon from the reception to access the WiFi. However, such coupons are issued only after verification of the guests' identity.
- Full bandwidth is allocated to Students and Hostellers after office hours that is from 5.30 PM till 7AM.

Printing policy

- Printers are installed in the identified location for the staff and faculty members only.
- All printers are with credential security system and require password to enable printing.
- Network Multi-Functional devices with both black and white and colour printing facility and features to print, scan and photocopy are installed in the administrative department.
- For students, third party printing facility is available in the basement.
- The configuration of the printers are as follows:
 - a. Two Printers are Capable of printing A3/A4 sizes.
 - b. Duplex printing with auto feeder.
 - c. Canon printers can Scan and send to a file (shared folder).
 - d. All printers have photocopy feature.

Network

- Connectivity from TERI SAS to TERI-IHC is with NDE leased circuits.
 - I. 2 NDE Links: From TATA Communications
 - II. ILL Link: From TATA Communications
- Capacity:
 - I. ILL: 100 MBPS
 - II. NDE Link: 18 MBPS TERI SAS – TERI IHC
 - III. NDE Link: 18 MBPS TERI SAS – DATA CENTER
- Floor-wise VLAN is created to create smaller broadcast domain.
- The switches are configured with Storm-Control feature to disable the port in case the broadcast OR multicast traffic reaches the threshold limit of 1 mbps
- There are few ports in the selected location where no storm-control feature is enabled for WebEx and Printers.

EMAIL POLICY



TERI SAS

10, Institutional Area,

Vasant Kunj.

Email Policy

Purpose

The purpose of this policy is to describe the acceptable use of Email service to support, research and administrative functions. The institute encourages the use of email system to share information, to improve communication, to exchange ideas and to transact business.

It is aimed to ensure that email service remains available and reliable and is used for purposes appropriate to the mission of the institute. Users have the responsibility to use this resource in an efficient, effective, ethical, and lawful manner.

Scope

This policy covers appropriate use of any email sent from a TERI SAS email address and applies to all members (Faculty, Staff and Students) of the institute who are entitled to email services for sending and receiving email messages and attachments.

Email usage

General use

TERI SAS main purpose of providing email services is to share information, to improve communication, to exchange ideas and to impart education. This facility should not be abused by any user of the institute which includes but not limited to:

- Creation and distribution of content which brings dishonor to the institute
- Creation and distribution of illegal content
- Distribution of unsolicited commercial or advertising material and other junk email of any kind
- Unauthorized transmission of any confidential content of the institute
- Transmission of content which is the copyright/ intellectual property rights of another person/ organization
- Activities that unreasonably waste staff effort or IT resources, or activities that unreasonably serve to deny service to other users

- Activities that corrupt or destroy other user's data or disrupt the work of other users
- Unreasonable or excessive personal use
- Creation or transmission of any offensive, obscene, or indecent images, data or other material
- Creation or transmission of material which is designed or likely to cause annoyance, inconvenience, or anxiety
- Creation or transmission of material that is abusive or threatening to others, serves to harass or bully others, discriminates, or encourages discrimination on racial or ethnic grounds, or on grounds of gender, sexual orientation, marital status, disability, political or religious beliefs
- Creation or transmission of defamatory material or material that includes claims of a deceptive nature
- Activities that violate the privacy of others or unfairly criticize, misrepresent others; this includes copying distribution to other individuals
- Creation or transmission of anonymous messages or deliberately forging messages or email header information, (i.e., without clear identification of the sender) or for 'flaming'
- The unauthorized provision of access to University services and facilities by third parties

Personal use

The institute allows reasonable level of email services for personal use. An absolute definition of abuse is difficult to achieve but certainly includes (but is not necessarily limited to):

- A level of use that is not detrimental to the main purpose for which the facilities are provided
- Priority must be given to use of resources for the main purpose for which they are provided
- Not being of a commercial or profit-making nature, or for any other form of personal financial gain
- Not be of a nature that competes with the Institute in business
- Not relate to any use or application that conflicts with an employee's obligations to the institute as their employer

- Not be against the Institute's rules, regulations, policies, and procedures and in particular this email policy

Microsoft Outlook

- The Office 365 license for Educational Institutes is free
- MS Office applications i.e., MS Word, Excel & PowerPoint are essentially required applications for education and research work. But the desktop version of MS Office is not free for educational institutes like TERI SAS and many others.
- All students get web version of MS Office applications free in addition to all other Office 365 applications.
- The Office 365 platform have following useful applications required for TERI SAS Operation:
 - a. Outlook: 50 GB mailbox
 - b. TEAMS
 - c. ONE DRIVE: 1TB space on cloud mapped with local system
 - d. SHAREPOINT
 - e. MS PLANNER
 - f. STREAM VIDEO
 - g. One user license of Office 365 valid on 5 devices
 - h. Students get online version of word

Single Sign-on: all applications of Office 365 are integrated and only one login required

Usage monitoring

TERI SAS accepts that the use of email is a valuable productivity tool. However, misuse of this facility can have a negative impact upon productivity and the reputation of the institute.

In addition, all the institute's email resources are provided for official work purposes. Therefore, the institute maintains the right to examine any systems and inspect any data recorded in those systems.

To ensure compliance with this policy, the institute also reserves the right to use monitoring software in order to check upon the use and content of emails. Such monitoring is for legitimate purposes only and will be undertaken in accordance with a procedure agreed with the employees. Therefore, employees shall have no expectation of privacy in anything they store, send, or receive on the institute's email system.

General Guidelines

Quotas and limits

All users have access to the centrally managed email server. All accounts have quota limits placed on them as listed below:

Default mailbox Size of all users is 50 GB and attachment (sending & receiving) size is limited to 35 MB.

Users shall receive email notification when they are approaching their quota limit and are encouraged to follow guidance in the email to manage their account. The mails will be delivered to the inbox only till such time that the quota is available. Once filled, the delivery of the emails shall be suspended till the time the inbox is cleared to create the storage space.

There are limits on the size of an email that can be received and transmitted. No email greater than 35 MB can be accepted for transmission by the email servers.

Mailing Groups

A new user is added to different mailing lists as per his/ her role in the organization at the time of account creation. The different mailing groups are described below:

- **Administrative staff:** admin-tu
- **Faculty staff:** Faculty
- **Student:** Students
- **Program:** Programme short name followed by year.
- **Personal group:** Users can create their own personal mailing list for specific activity requirement

Calendar / Scheduling

The Calendar option is provided in the Outlook where the user can view their calendar entries like meetings, appointments etc. for a day, week or month by selecting the different viewing options. The user can also view the availability of other colleagues and from there one can schedule the meeting/ appointment.

Access Modes

The emailing and collaboration applications can be accessed through the following three modes:

a) Desktop Application

The desktop application which is by default installed at the time when a system is allocated to a user to access the emailing and collaboration services.

b) Outlook Web App (OWA)

The user can also use the applications to access the emailing functionality along with other Office 365 products through any web browser connected to the internet by browsing the URL: portal.office.com

c) Mobile App

The applications can also be accessed through mobile apps. For e.g. users can download the app “**Microsoft Outlook**” from the App Store to access the emailing functionality. The app provides all the notifications related to emails and reminders to the user.

Virus checking

Computer viruses, trojan horses and worms are collectively known as malware. One common method of distributing malware is via email. All email communication through the Computer Services email gateways is checked for malware. Checking strategies include refusing messages containing executable attachments, scanning messages for known malware or a combination of both techniques. Please note that this is a separate procedure and not related to the virus scanning policy applied to the central fileserver.

The sender of messages containing malware will be informed of the viral content of their email. A similar message will be sent to the administrator of the email server.

Email Security

Email provides an important platform for cyber-attacks. Phishing is one such important form of attacks. It refers to emails that appear to be coming from a legitimate source but are infact scams that are designed to steal sensitive private information.

Thus employees are requested to follow the below instructions:

- Be suspicious of unknown links or requests sent through email or text message.
- Do not open email attachments from unknown sources, and only open attachments from known sources after confirming the sender.
- Click on links in emails cautiously.
- Do not respond to requests for personal or sensitive information via email, even if the request appears to be from a trusted source.
- Verify the authenticity of requests from companies or individuals by contacting them directly.
- Sending of any proprietary information via email should be done cautiously and sharing of sensitive information like credit card details should be avoided.

Usage Monitoring

The institute's email services are provided for official work purposes. To ensure compliance with this policy, the institute reserves the right to monitor the use and content of the emails.

Such monitoring is for legitimate purposes only and the employees shall have no expectation of privacy in anything they store, send or receive on the institute's email system.

Aliases and lists

All members of staff will be allocated email aliases based on their First name and Last name. Email alias duplications are possible, so it is sometimes not possible to offer the exact email alias to users. Specific email aliases can be requested for individual or group use if there is a legitimate requirement. Email aliases will not be changed for arbitrary or trivial reasons and the final decision on whether a reason is valid lies with IT Services.

Email distribution lists are created for various institutional groups like Administrative, Faculties, Students, Programme, location-based etc. Generally, individuals requesting a list will be responsible for the ownership and management of the list.

Automatic email forwarding

Automatic forwarding or redirection of email to other mail domains is possible. IT Services is not responsible to forward emails outside the TERI SAS network. It is the individual's responsibility to set forwarding rule and make sure the forwarding address is correct and the email service being used is reputable and reliable. Users must exercise caution when automatically forwarding any email to an outside network and question the need to even do so. All our email services are accessible to authorized users from the Internet.

Automatic forwarding or redirection of email within the terisas.ac.in mail domain is not allowed. Allowing other people to access email can be achieved directly by delegation of mailbox.

Logging

Traffic through the IT Services email gateways is logged. Logs include details of the flow of email but not the email content. Transaction logs are kept online for 30 days. Logs are available to authorized systems personnel for diagnostic and accounting reasons.

Standards

Standards are adhered to wherever possible. The IT Services email gateways will attempt to verify the source and destination of email before being passed on. The postmaster and abuse email addresses are implemented in accordance with RFC 2142.

Spam and junk mail

Spam can be defined as "the mass electronic distribution of unsolicited email to individual email accounts". Junk mail is usually a result of spamming. In reality spam and junk mail are regarded as interlinked problems.

A certain amount of junk mail is blocked at the mail gateways. Any mail reaching the email gateways which has been marked by these services will be rejected. Incoming email is also checked against for Spam and junk by a third part anti-spam service.

Incident handling and data protection

The institute will investigate complaints received from both internal and external sources, about any unacceptable use of email that involves IT Services. IT Services, in conjunction with other departments as appropriate, will be responsible for the collation of information from a technical perspective. It should be noted that logs are only kept for limited periods of time so the prompt reporting of any incidents which require investigation is recommended.

Where there is evidence of an offence it will be investigated in accordance with the institute's disciplinary procedures applicable to all members of the institute. In such cases IT Services will act immediately with the priority of preventing any possible continuation of the incident. That is, accounts may be closed or email may be blocked to prevent further damage or similar occurring.

Password Protection

Institute's policy requires the use of strong passwords for the protection of email. A strong password should contain digits, special characters as well as letters. The IT Passwords Policy contains information on how to choose and maintain compliant passwords.

Mass mailing

Institute may use email to market to existing and potential customers. There is significant legislation covering bulk email and use of email for marketing through CRM account. Users must not send bulk emails using the standard email system by doing so their email account will be blocked by default email policy.

Email Account Management

7.1 Individual user account

Email id length:

- FIRST NAME (.) LAST NAME @ TERISAS.AC.IN (**PREFERRED**)
- FIRST NAME (.) FIRST INITIAL OF LAST NAME @ TERISAS.AC.IN (IN CASE OF LONG NAME)

- FIRST NAME (.) LAST NAME FOLLOWED BY NUMBERS (2), (3) @ TERISAS.AC.IN (IN CASE OF SAME NAME EXISTS)

1.2 Account deactivation

Staff/Faculty Email id: Following action is taken when any staff member gets a Clearance Form signed by the IT Department at the time of leaving the institute.

- Account is deactivated after one month of leaving the institution.
- Membership of any distribution list is revoked.

If the user requires their account to remain active for a certain period, she/he must get a written approval from appropriate authority namely VC / Registrar / HoDs.

The HoD/Registrar shall ensure that there is a proper handing over of all data relevant to the projects/portfolio being handled by the outgoing staff/faculty.

Student Email id: Students are permitted to retain their university e-mail id till one month after the convocation. The institute mail id is deactivated thereafter. The personal e-mail ids of the graduating students are collected at the time of submission of the clearance form. Every graduating student's mail id gets added to the group id alumni@teriuniversity.ac.in which is used for all future communications with the Alumni.

In case any alumnus approaches the university to access the university id mailbox, he/she is provided temporary access after approval of the request from the Registrar. Graduating students are encouraged to use the message forwarding feature in Office 365 to divert their mails to their personal ids.

1.3 Proxy Access

An approval-based provision for Proxy Access has been provided through which an employee can provide proxy access of his/her mailbox to some other colleague for e.g. the Directors can delegate their mailbox access to their Secretary.

Benefits for Students

It may be noted that academic institutes that are Microsoft customers and hold licensed Office Software at the institutional level are eligible to offer Office 365 to their students at no extra cost.

Also, students can take benefit of free Office 365 by logging in to the Office 365 portal. The services which are included in it are Office Online (Word, PowerPoint, Excel, and OneNote), 1TB of OneDrive storage, Microsoft Teams, Yammer, and SharePoint sites.

Since Office 365 is based in the cloud, it can be accessed for anywhere and from any device like mobiles, tablets, and laptops on the go. It can help to maintain record of all communications, documents, meetings, and other items without any additional cost.

It allows better collaboration as it permits team members to edit one document. Microsoft Office 365 offers increased storage, accessibility, and file sharing from wherever you may be as well as 1TB Mailbox.

Service Level management

Monitoring and Performance of the Email System

Managed by Microsoft Office 365 Cloud solutions

Review

This policy will be reviewed annually or as and when required at any point of time during the year.



10, Institutional Area, Vasant Kunj, New Delhi - 110 070
Phone: 26122222

NOTIFICATION
No.46 of 2020-21

Ref.: NOT/R35

7 July 2021

Sub: Institutional Ethics Committee

The composition of the Institutional Ethics Committee with effect from 7 July 2021 will be as follows:-

Prof. Shaleen Singhal	Convenor
Prof Manipadma Datta	
Prof. Arun Kansal	
Dr Shashi Bhushan Tripathi	
Dr Kamna Sachdeva	
Dr Vinay S P Sinha	
Dr Sukanya Das	
Dr Vidhi M Chadda	

The above Committee shall focus on and address ethical issues relating to research and consultancy engagements. The Committee is requested to submit its report to the Vice Chancellor by 26 July 2021 so that it could be placed in the next Board of Management meeting.

This is issued with the approval of the competent authority.

Kamal Sharma
Registrar (Officiating)

Copy to:

Notification file
Concerned faculty members



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 SCHOOL OF ADVANCED STUDIES** as at 31.03.2020 and the Profit and loss 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 and Institution as at 31st March 2020 and,
- (ii) In the case of the Income and Expenditure account, of the deficit of its accounting year ending on 31st March 2020.

The prescribed particulars are annexed hereto.

Place: New Delhi
Date: 4th February '2021



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

CA Sanjay Rastogi
Proprietor
(Membership No. 075033)
UDIN No 21075033AAAABB2738

TERI SCHOOL OF ADVANCED STUDIES
New Delhi
STATEMENT OF FINANCIAL POSITION AS AT 31ST MARCH 2020

Schedule			Amount in INR	
			As on 31.3.2020	As on 31.3.2019
Sources of Funds				
Grant From TERI				
Opening Balance		82,742,701		
Received during the year		-	82,742,701	82,742,701
Grant Received from TERI for Guwahati Campus				
Corpus Fund - Wildlife Conservations Trust		2,500,000	2,500,000	2,500,000
Corpus Fund - Coca Cola		35,444,459		
Add : Corpus Grant Received		-		
		35,444,459		
Less : 10% Transferred for Project Activities (Gross Value of Coca Cola Grant for Rs. 6,65,14,060/-)		6,651,403.00	28,793,056	35,444,459
Secured Loan				
HDFC Limited - Hyderabad Campus			229,100,000	154,100,000
Income & Expenditure Account			-	
			15,557,698	15,163,334
Total			327,578,059	289,950,494
Application of Funds				
Fixed Assets				
Balance as on 31.03.2020	1	60,407,425		
Less: Depreciation		3,437,504	56,969,921	59,282,457
Capital Work in Progress - Hyderabad Campus			318,257,134	223,312,747
Capital Work in Progress - Guwahati Campus			8,184,104	8,184,104
Investments				
Fixed Deposits			64,537,261	136,265,000
Current Assets, Loans & Advances	2	144,529,187		
Less:				
Current Liabilities and Provisions				
Liabilities	3	264,899,548		
Net Current Assets			-	
			120,370,361	137,093,814
Total			327,578,059	289,950,494
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

Sanjay Rastogi

For and on behalf of
Sanjay Rastogi & Associates
Chartered Accountants, New Delhi

Place : New Delhi
Date :



Dhanraj Singh
Deputy Finance &
Project Management
Officer

Kamal Sharma

Registrar

Dr. Manipadma Datta

Vice Chancellor

TERI SCHOOL OF ADVANCED STUDIES
New Delhi
Income & Expenditure Account for the year ended on March 31, 2020


(Amount in INR)

	Schedule	As on 31.3.2020	As on 31.3.2019
Income			
Academic Receipts	4 (a)	110,615,215	110,786,114
Interest Receipts	4 (b)	9,098,484	13,461,851
Others Receipts	4 (c)	70,861,719	69,164,395
Receipts from Completed Research Projects		47,145,969	101,440,028
Total Income		237,721,387	294,852,388
Expenditure			
Salary	5	163,652,316	170,065,084
Academic Course Expenses	6	21,087,205	18,107,461
Office Contingencies & Miscellaneous	7	58,047,715	68,491,182
Expenditure of Completed Research Projects		22,217,679	68,796,871
Depreciation		3,437,504	4,184,704
Total Expenditure		268,442,419	329,645,302
Excess of Receipts over Expenditure (Surplus)	-	30,721,032	34,792,914
Balance available for Appropriation	-	30,721,032	34,792,914
Less : Transferred in to Reserve & Surplus Account	-	30,721,032	34,792,914
Surplus/Deficit brought forward		15,163,334	49,956,248
Surplus/ Deficit Carried over to Income & Expenditure	-	15,557,698	15,163,334
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)


Sanjay Rastogi




For and on behalf of
Sanjay Rastogi & Associates
Chartered Accountants, New Delhi


Place : New Delhi
Date :


Dhanraj Singh

Deputy Finance &
Project Management
Officer


Kamal Sharma

Registrar


Dr. Manipadma Datta

Vice Chancellor

Schedule 1 - Fixed Assets (Gross)								
Particulars	Rate	W.D.V.	Additions			Balance	Depreciation	W.D.V.
	%	As on	less than	more than	Discarded	as on	for the	As on
		01.04.2019	180 days	180 days		31.03.20	year	31.03.20
Computer	40	3,992,336	280,000	278,000	-	4,550,336	1,764,134	2,786,202
Computer (project)	40	916,827	128,175	-	-	1,045,002	392,366	652,636
Office Equipment	15	7,263,675	24,804	530,164	-	7,818,643	1,170,936	6,647,707
Office Equipment (Project)	15	1,909,710	12,816	177,189	-	2,099,715	313,996	1,785,719
Scientific Equipment	15	280,950	-	-	-	280,950	42,143	238,807
Scientific Equipment (project)	15	10,554,064	3,025,529	1,627,393	-	15,206,986	2,054,133	13,152,853
Furniture	10	3,138,263	12,000	-	-	3,150,263	314,426	2,835,837
Furniture (Project)	10	25,315	-	-	-	25,315	2,532	22,783
Motor Vehicle	15	972,435	-	-	-	972,435	145,865	826,570
Land - Delhi Campus		43,634,798	-	-	-	43,634,798	-	43,634,798
Total		72,688,373	3,483,324	2,612,746	-	78,784,443	6,200,531	72,583,912



Schedule 1 - Fixed Assets (Funded from Own Resources)								
Particulars	Rate	W.D.V.	Additions			Balance	Depreciation	W.D.V.
	%	As on	less than	more than	Discarded	as on	for the	As on
		01.04.2018	180 days	180 days		31.03.19	year	31.03.19
Computer	40	3,992,336	280,000	278,000		4,550,336	1,764,134	2,786,202
Office Equipment	15	7,263,675	24,804	530,164		7,818,643	1,170,936	6,647,707
Scientific Equipment	15	280,950	-	-		280,950	42,143	238,807
Furniture	10	3,138,263	12,000	-		3,150,263	314,426	2,835,837
Motor Vehicle	15	972,435	-	-		972,435	145,865	826,570
Land - New Delhi Campus		43,634,798	-	-		43,634,798	-	43,634,798
Total		59,282,457	316,804	808,164	-	60,407,425	3,437,504	56,969,921
Schedule 1 - Fixed Assets (Funded from Projects)								
Particulars	Rate	W.D.V.	Additions			Balance	Depreciation	W.D.V.
	%	As on	less than	more than	Discarded	as on	for the	As on
		01.04.2018	180 days	180 days		31.03.19	year	31.03.19
Computer (Project)	40	916,827	128,175	-		1,045,002	392,366	652,636
Office Equipment (Project)	15	1,909,710	12,816	177,189		2,099,715	313,996	1,785,719
Scientific Equipment (project)	15	10,554,064	3,025,529	1,627,393		15,206,986	2,054,133	13,152,853
Furniture (Project)	10	25,315	-	-		25,315	2,532	22,783
Total		13,405,916	3,166,520	1,804,582	-	18,377,018	2,763,027	15,613,991



TERI SCHOOL OF ADVANCED STUDIES	As on 31.3.2020	As on 31.3.2019
Schedule 2: Current Assets		
Loan & Advances - Delhi Campus	7,704,621	5,453,328
Loan & Advances - Hyderabad Campus	10,923,865	10,923,865
Security Deposit - KNK Construction Pvt. Limited - Electricity Connection	330,460	330,460
Interest Accrued but not due	166,445	5,720,655
Project Work in Progress	47,393,547	42,638,410
Prepaid Expenses	1,232,570	1,724,207
Imprest Accounts	1,268,856	2,018,165
Salary Recoverable from TERI for Deputation Staff	3,000	5,000
TERI - Students Fellowship	9,954,619	9,954,619
Amount Recoverable from Student - Course Fee	12,259,104	11,375,688
Amount Recoverable for Completed Projects	26,054,630	15,178,740
Amount Recoverable from Training, Seminar, Workshop and Sponsorship Activities	600,136	766,830
Security Deposit with Landlords	638,200	672,200
TDS Recoverable	17,629,226	22,800,533
Water & Electricity Charges Receivable	285,340	285,340
Library Fine Recoverable	74,160	70,490
Cash & Bank Balance		
State Bank of India S.B. No. 52142908571	2,314,702	4,744,996
State Bank of India SB A/c No. 52142908560	2,456,744	2,401,969
HDFC Bank A/c - 02731110000021	2,608,623	377,881
HDFC Bank FCRA A/c - 00031170000088	12,401	399,978
HDFC Bank Limited - Guwahati - 50100209697657	152,548	147,314
HDFC Bank A/c - 50100129911511	22,684	9,937
HDFC Bank A/c - 50100209697644	14,089	18,468
ICICI Bank - 000701263993	46,441	44,851
Canara Bank - 3159101000096	17,956	18,394
Canara Bank - 3159101001448	20,680	117,198
Cash in Hand	343,540	939,628
Total	144,529,187	139,139,144



Schedule 3: Current Liabilities

Sundry Creditors	22,726,263	13,699,340
Loan against FDR - Short Term	45,818,750	95,018,750
TERI - Financial Assistance	25,000,000	-
Amount Payable to Staff - Leave Travel Allowance	214,900	65,700
Amount Payable to DBT - Pratiksha Jain	278,745	278,745
Amount Payable to TERI - P F & VPF	9,807	9,807
Project Contribution Received in Advance	63,844,672	70,506,823
Amount Payable to State Bank of India & HDFC Bank Limited - Credit Card	345,314	379,058
Security Deposit Received from Suppliers	25,772	25,772
Audit Fees Payable	71,500	71,500
Interest Payable on Loan against FDR	3,287,463	4,935,356
Group Insurance Claim Payable	71,514	5,281
Stale & Cancelled Cheques - (Dr / Cr)	299,171	197,739
Unutilised Contingent Grants - CSIR	66,821	75,516
Unutilised Contingent Grant - DBT	145,782	130,889
Unutilised Contingent Grant - UGC	15,000	65,914
Unutilised Contingent Grant - ICMR	21,421	6,398
Unutilised Contingent Grant - DST	20,000	36,998
Unutilised Contingent Grant - Tanushri	50,914	-
Fellowship- DBT - Anju Goel	-	7,339
Fellowship- DBT - Simran Kaur	-	7,500
Fellowship- UGC - Aparna Tyagi	-	689,703
Fellowship- UGC - Tanushri	15,000	15,000
Fellowship- ICMR - Preeti Rana	201,600	-
Living Expenses Payable - Duke Ojo Patrick	679,495	-
Field Expenses Refundable - Dyuti Aggarwal	10,000	-
Fellowship Grant received Unclaimed for Students	60,000	40,000
DST - Workshop Fund Unutilised Payable	-	514,318
Grant received/Advanced Paid for Manish Manjunath Fellowship	44,400	29,400.00
Grant Received from TERI for Guwahati Campus	7,292,385	7,292,385
Amount transferred from Previous Employer for Retirement Benefits	-	554,292
Outstanding Expenses	30,539,740	21,094,794
Provision - Faculty/Student Development Programme	1,923,175	1,395,427
Student Activities Fund	-	430,000
Salary Payable	110,746	222,442
Received from University of Guelph for PhD Student	237,281	237,281
Duties & Taxes Payable	5,065,172	3,523,748
Security Deposit Refundable - K R Engineers	160,000	160,000
Security Deposit Refundable - International Tractor Limited	25,307,250	25,307,250
Security Deposits Refundable	9,318,353	8,369,003
Security Deposit Refundable - AD Air Conditioner	214,336	-
Security Deposit from Employee - House Lease	268,000	313,000
Security Deposit Hostel Students	785,000	775,000
Course Fee Received in Advance	3,880,475	8,880,352
Staff Rent Lease Payable	326,925	-
Course - MA (PPSD) Travelling Expenses Payable	6,048,000	3,600,000
Retention Money - Shine Combine Pvt Limited	837,274	837,274
Retention Money - KNK Construction Pvt. Limited	9,268,471	6,838,020
Total	264,899,548	276,232,958



Schedule 4: Income Receipts

A. Academic Receipts		
Course fees	109,472,715	108,612,214
Sale of Application Form	1,142,500	2,173,900
	110,615,215	110,786,114
B. Interest Receipts		
Interest Received on Deposits	6,503,714	12,435,235
Interest Received on Tax Deducted at Sources	1,660,829	-
Interest on Home Loan/Vehicle Loan/Education Loan	255,650	429,018
Interest - Others	157,407	149,634
Interest on Saving Bank	520,884	447,964
	9,098,484	13,461,851
C. Other Receipts		
Admission Cancellation Fees	599,200	1,182,660
Rent Received from Rental Premises	53,912,606	50,974,500
Donations	50,000	-
Alumni Contribution	13,000	-
Amount Written back	1,910,585	1,993,890
Miscellaneous income	660,030	728,788
Receipts from Hostel Fees	6,822,906	7,047,607
Recoveries against Notice Pay & Leave Encashment	176,580	377,223
Receipts from Training, Seminar & Workshop	6,716,812	6,676,452
Transit Residence	-	183,275
	70,861,719	69,164,395
Total	190,575,418	193,412,360

Schedule 5: Salary Components

Pay & Allowances	139,919,823	146,999,773
Employer's Provident Fund Contribution	15,961,803	11,260,713
Telephone Reimbursement	147,155	114,631
Medical Reimbursements	1,288,425	1,329,625
Gratuity Expenses	1,140,623	3,445,391
Leave Encashment	1,912,037	3,530,901
Leave Travel Allowance	3,282,450	3,384,050
Total	163,652,316	170,065,084

Schedule 6: Academic Course Expenses

Advertisement	1,167,662	1,869,249
Bank Charges	20,337	15,871
Books & Periodicals - (Library)	3,526,295	3,576,788
Computer Software Maintenance Charges	47,291	177,000
Laboratory, Chemical, Glassware & Consumable Expenses	220,141	287,330
Conveyance & Hiring Expenses	693,385	421,069
Membership Fee, Subscription and Registration Charges - Academic	743,144	367,900
Fellowship, Honorarium, Stipend & Internship and Award Expenses	1,267,768	629,622
Students Field Expenses	3,679,138	4,233,371
Misc. Expenses	11,095	63,597
Postage Expenses	24,661	2,950
Printing & Stationery	73,809	156,015
Professional Time Other Consultants	9,120,600	6,094,400
Repair & Maintenance Expenses	248,790	70,904
Meeting, Seminar & Workshop	55,326	66,284
Travelling Expenses	187,763	75,111
Total	21,087,205	18,107,461



Schedule 7: Office Contingencies and Miscellaneous

Audit Fees	71,500	71,500
Annual Sports Day Expenses & Fest	141,335	119,853
Bank, Interest & Finance Charges	2,376,428	1,093,045
Convocation Expenses	911,262	1,230,462
Entertainment, Meeting and Hostel Operating Expenses	3,437,797	4,330,439
Training, Seminar & Workshop Expenses	2,635,819	3,695,288
Electrcial & Hardware Items	500,895	599,982
Guest House Operating Exp.	-	179,813
Conveyance and Vehicle Hiring charge	842,934	1,335,797
Fellowship and Honorarium - Others	429,043	444,931
Internal Grant Committee - Grant for Faculty	500,000	500,000
Internal Grant Committee - Grant for Students	200,000	200,000
Insurance Premium	2,333,651	1,966,414
Computer Repair Maintenance /Email/Internet/LAN Network Expenses	4,467,696	3,216,506
Postage Expenses	123,672	41,278
Printing & Stationery	1,451,903	1,767,721
Misc. Expenses	114,308	570,483
NAAC Expenditure	25,801	740,259
Provident Fund - Administration charges	577,850	581,806
Provident Fund - EDLI Charges	85,652	82,853
Housekeeping Charges, Office Maintenance Charges & Other Professional Charges	11,727,697	15,392,109
Repair & Office Maintenance - Building	5,613,858	5,591,445
Membership Fee, Subscription and Registration Charges	200,984	250,900
Repair & Maintenance - Furniture	114,068	66,495
Repair & Maintenance Office Equipment	2,965,322	3,509,073
Repair & Maintenance Vehicle	177,396	269,950
Security Service Charges	3,458,451	3,428,789
Service Tax / GST Charges	4,254,165	7,977,504
Transit Residence	-	591,500
Telephone Expenses	250,135	268,788
Travelling Expenses	211,538	607,500
Vice Chancellor - Car Running Expenses	193,762	359,696
Vice Chancellor Search Committee Expenses	422,577	-
Water/Electricity/Diesel A/c	7,230,216	7,409,003
Total	58,047,715	68,491,182



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,	15%
Electric installations, Air – Conditioning plants,	10%
Generators	15%
Furniture & Fixtures	40%
Car	
Computers	



Investment

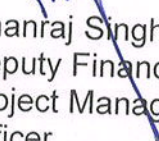
Present investment is stated at cost.


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 and
Project Management
Officer


Kamal Sharma
Registrar


Dr. Manipadma Datta
Vice Chancellor

As per Reports of even date attached:


Sanjay Rastogi



For and on behalf of
Sanjay Rastogi & Associates
Chartered Accountants, New Delhi

Place : New Delhi

Date :

Current progress till 31.07.2021

Enclosure 6

Tentative % of works completed, till 31.07.2021

Sl.	Vendor	Tentative % of work completed	Remarks
1	M/s Pavilion - Civil	65%	●Expected target date 15.09.21
2	M/s TEJA - Electrical	75%	
3	M/s JAPS - Air conditioning	75%	
4	M/s SVR - Fire fighting	65%	
5	M/s NICE & Ryali -Plumbing	65%	
6	M/s Letin – IT cabling	55%	
7	M/s Ryali (WTP/STP/RO)	40%	●Expected target date 30.09.21
8	M/s Riya – Interior		

Note : We expect external works like power connection, street lighting would take about one more moth, Water connection will take 3 months

Statutory compliances:

Statutory compliances:	Process	Time line
FIRE NOC	Application will be submitted by 20 th Aug, once complete the fire fighting works –it will take one month after application submitted.	20 Sep 2021
Occupancy Certificate from GHMC	Application will be submitted after fulfillment of above works - will take 40/45 days after application submitted.	30 Oct 2021
Permanent electrical connection	HT line work under progress, it will take one month to get the connection (after occupancy certificate obtained)	10 th Nov 21
Municipal water connection	<p>Balance connection and development charges to be paid to Water board Rs.36,76,200. It will take 3 months from application submitted, (After occupancy certificate obtained).</p> <p>Currently we have one bore well, and 2nd bore-well creation is under progress</p>	31 Dec 2021

TERI School of Advanced Studies

Annual Examination Reports 2015-16 to 2019-20

Office of the Controller of Examinations



Contents

1. Examination Report of Academic Year 2015-16
2. Examination Report of Academic Year 2016-17
3. Examination Report of Academic Year 2017-18
4. Examination Report of Academic Year 2018-19
5. Examination Report of Academic Year 2019-20
6. Annual Status of Automation from 2015-16 to 2019-20
7. Annual Status of Examination Related Disciplinary Actions from 2015-16 to 2019-20

Academic Year 2015-16

Table 1: CGPA of the Graduating Class (Class of 2014, awarded degree in 2016)

Department Name	Programme Name	No. of students appeared in the final year examination	No. of students passed in final year examination	Average CGPA (4 th Sem)	Maximum CGPA (4 th Sem)	Minimum CGPA (4 th Sem)	No. of 4 th Sem Students with CGPA < 6	No. of requests for re-evaluation
Department of Energy and Environment	M.Tech (Urban Development and Management)	16	16	7.87	8.19	6.96	0	0
Coca-Cola Department of Regional Water Studies	M.Tech (Water Science and Governance)	11	11	7.72	8.82	6.47	0	0
Department of Policy Studies	MA (Public Policy and Sustainable Development)	16	14	8.01	8.66	7.69	0	0
Department of Policy Studies	MA (Sustainable Development Practice)	21	20	7.87	9.33	6.95	0	0
Coca-Cola Department of Regional Water Studies	MSc (Water Science and Governance)	8	8	7.90	8.89	6.93	0	0
Department of Energy and Environment	MSc (Climate Science and Policy)	13	11	7.58	8.87	6.14	0	0
Department of Policy Studies	MSc (Economics)	21	21	7.89	8.97	6.99	0	0
Department of Energy and Environment	MSc (Environmental Studies and Resource Management)	34	30	7.63	9.23	6.22	0	0
Department of Natural Resources	MSc (Geoinformatics)	16	16	7.50	9.08	6.43	0	0
Department of Biotechnology	MSc (Plant Biotechnology)	7	7	7.96	8.76	6.78	0	0
Department of Energy and Environment	MTech (Renewable Energy Engineering & Management)	24	24	7.79	9.29	6.63	0	0
Department of Business and Sustainability	MBA (Business Sustainability)	11	11	7.61	8.91	6.03	0	0
Department of Business and Sustainability	MBA (Infrastructure)	3	3	7.23	8.28	6.27	0	0

* A minimum CGPA of 6 is required for award of the Masters' degree. This column indicates the number of students who did not meet this criterion. This includes students with "Incomplete" or "Absent" grades

Academic Year 2016-17

Table 2: CGPA of the Graduating Class (Class of 2015, awarded degree in 2017)

Department Name	Programme Name	No. of students appeared in the final year examination	No. of students passed in final year examination	Average CGPA (4 th Sem)	Maximum CGPA (4 th Sem)	Minimum CGPA (4 th Sem)	No. of 4 th Sem Students with CGPA < 6	No. of requests for re-evaluation
Department of Energy and Environment	M.Tech (Urban Development and Management)	9	9	7.44	8.76	5	1	0
Coca-Cola Department of Regional Water Studies	M.Tech (Water Science and Governance)	4	4	7.27	9.07	6	0	0
Department of Policy Studies	MA (Sustainable Development Practice)	23	23	7.83	9.05	5.71	1	0
Coca-Cola Department of Regional Water Studies	MSc (Water Science and Governance)	3	3	8.59	9.38	7.91	0	0
Department of Energy and Environment	MSc (Climate Science and Policy)	17	15	7.52	8.68	6.45	0	0
Department of Policy Studies	MSc (Economics)	28	28	7.59	9.19	6.40	0	0
Department of Energy and Environment	MSc (Environmental Studies and Resource Management)	43	43	7.66	9.49	6.24	0	0
Department of Natural Resources	MSc (Geoinformatics)	6	5	7.18	8.47	5.71	1	0
Department of Biotechnology	MSc (Plant Biotechnology)	14	14	8.05	9.53	6.79	0	0
Department of Energy and Environment	MTech (Renewable Energy Engineering & Management)	34	34	7.6	8.93	6.24	0	0
Department of Business and Sustainability	MBA (Business Sustainability)	8	8	7.29	8.21	6.69	0	0
Department of Business and Sustainability	MBA (Infrastructure)	3	3	7.23	8.28	6.27	0	0
Centre for Postgraduate Legal Studies	LLM	10	10	8.05	9.14	6.76	0	0

* A minimum CGPA of 6 is required for award of the Masters' degree. This column indicates the number of students who did not meet this criterion. This includes students with "Incomplete" or "Absent" grades

Academic Year 2017-18

Table 3: CGPA of the Graduating Class (Class of 2016, awarded degree in 2018)

Department Name	Programme Name	No. of students appeared in the final year examination	No. of students passed in final year examination	Average CGPA (4 th Sem)	Maximum CGPA (4 th Sem)	Minimum CGPA (4 th Sem)	No. of 4 th Sem Students with CGPA < 6	No. of requests for re-evaluation
Department of Energy and Environment	M.Tech (Urban Development and Management)	12	12	7.54	8.37	6.58	0	0
Coca-Cola Department of Regional Water Studies	M.Tech (Water Science and Governance)	9	9	7.17	8.93	6.11	0	0
Department of Policy Studies	MA (Sustainable Development Practice)	24	24	7.88	9.03	6.20	0	0
Coca-Cola Department of Regional Water Studies	MSc (Water Science and Governance)	6	6	6.75	9.10	5.63	1	0
Department of Energy and Environment	MSc (Climate Science and Policy)	19	17	6.59	8.78	5.28	1	0
Department of Policy Studies	MSc (Economics)	31	31	7.52	9.16	5.84	2	2
Department of Energy and Environment	MSc (Environmental Studies and Resource Management)	43	42	7.38	9.08	6.04	0	0
Department of Natural Resources	MSc (Geoinformatics)	12	12	7.22	8.79	5.64	2	0
Department of Biotechnology	MSc (Plant Biotechnology)	19	19	7.85	9.23	6.41	0	0
Department of Energy and Environment	MTech (Renewable Energy Engineering & Management)	34	34	7.36	9.93	5.82	1	10
Department of Business and Sustainability	MBA (Business Sustainability)	24	24	7.32	9.44	5.78	1	1
Department of Business and Sustainability	MBA (Infrastructure)	8	8	7.54	9.13	6.68	0	0
Centre for Postgraduate Legal Studies	LLM	20	20	7.77	9.06	6.13	0	0

* A minimum CGPA of 6 is required for award of the Masters' degree. This column indicates the number of students who did not meet this criterion. This includes students with "Incomplete" or "Absent" grades

Academic Year 2018-19

Table 4: CGPA of the Graduating Class (Class of 2017, awarded degree in 2019)

Department Name	Programme Name	No. of students appeared in the final year examination	No. of students passed in final year examination	Average CGPA (4 th Sem)	Maximum CGPA (4 th Sem)	Minimum CGPA (4 th Sem)	No. of 4 th Sem Students with CGPA < 6	No. of requests for re-evaluation
Department of Energy and Environment	M.Tech (Urban Development and Management)	14	13	7.50	8.96	6.44	0	0
Coca-Cola Department of Regional Water Studies	M.Tech (Water Science and Governance)	5	5	7.33	8.10	6.22	0	0
Department of Policy Studies	MA (Public Policy and Sustainable Development)	4	4	8.27	9.05	7.33	0	0
Department of Policy Studies	MA (Sustainable Development Practice)	31	28	7.72	9.84	5.67	1	0
Coca-Cola Department of Regional Water Studies	MSc (Water Science and Governance)	2	2	7.74	8.19	7.29	0	0
Department of Energy and Environment	MSc (Climate Science and Policy)	11	10	7.47	9.39	5.76	1	0
Department of Policy Studies	MSc (Economics)	33	31	7.55	9.13	5.72	2	1
Department of Energy and Environment	MSc (Environmental Studies and Resource Management)	41	41	7.40	9.30	6.07	0	0
Department of Natural Resources	MSc (Geoinformatics)	10	9	7.46	8.78	6.13	0	1
Department of Biotechnology	MSc (Plant Biotechnology)	9	9	8.14	9.24	7.10	0	0
Department of Energy and Environment	MTech (Renewable Energy Engineering & Management)	42	42	7.55	9.54	6.12	0	0
Department of Business and Sustainability	MBA (Business Sustainability)	23	23	7.22	9.10	6.06	0	0
Centre for Postgraduate Legal Studies	LLM	15	14	7.70	9.24	5.52	1	0

* A minimum CGPA of 6 is required for award of the Masters' degree. This column indicates the number of students who did not meet this criterion. This includes students with "Incomplete" or "Absent" grades

Academic Year 2019-20

Table 5: CGPA of the Graduating Class (Class of 2018, awarded degree in 2020)

Department Name	Programme Name	No. of students appeared in the final year examination	No. of students passed in final year examination	Average CGPA (4 th Sem)	Maximum CGPA (4 th Sem)	Minimum CGPA (4 th Sem)	No. of 4 th Sem Students with CGPA < 6	No. of requests for re-evaluation
Department of Energy and Environment	M.Tech (Urban Development and Management)	17	17	7.50	8.92	6.31	0	0
Coca-Cola Department of Regional Water Studies	M.Tech (Water Resources Engineering and Management)	9	9	7.91	9.24	6.67	0	0
Department of Policy Studies	MA (Public Policy and Sustainable Development)	2	2	8.46	8.73	8.19	0	0
Department of Policy Studies	MA (Sustainable Development Practice)	24	24	7.85	9.63	6.21	0	1
Coca-Cola Department of Regional Water Studies	MSc (Water Science and Governance)	3	3	7.44	7.73	6.91	0	0
Department of Energy and Environment	MSc (Climate Science and Policy)	9	9	7.67	8.86	6.45		1
Department of Policy Studies	MSc (Economics)	20	20	7.65	8.88	6.74	0	0
Department of Energy and Environment	MSc (Environmental Studies and Resource Management)	38	37	7.93	9.33	6.22	0	4
Department of Natural Resources	MSc (Geoinformatics)	17	16	7.52	9.04	6.33	0	1
Department of Biotechnology	MSc (Plant Biotechnology)	7	7	8.57	8.99	7.75	0	0
Department of Energy and Environment	MTech (Renewable Energy Engineering & Management)	28	27	7.67	9.36	6.33	0	1
Department of Business and Sustainability	MBA (Business Sustainability)	16	15	7.55	9.11	6.18	0	0
Department of Business and Sustainability	MBA (Infrastructure)	4	4	7.38	7.91	6.74	0	0
Centre for Postgraduate Legal Studies	LLM	22	21	7.62	9.5	5.88	1	0

* A minimum CGPA of 6 is required for award of the Masters' degree. This column indicates the number of students who did not meet this criterion. This includes students with "Incomplete" or "Absent" grades

Table 6: Annual Status of Automation from 2014-15 to 2019-20*

	2015-16	2016-17	2017-18	2018-19	2019-20
Level of Automation	C	C	A	A	A

*Codes:

A: 100% automation of entire division & implementation of Examination Management System (EMS)

B: Only student registration, Hall ticket issue & Result Processing

C: Only student registration and result processing

D: Only result processing

E: Only manual methodology

Note: Given the small class strength and policy of continuous evaluation throughout the semester, hall tickets are not issued to the students. Instead, Exam attendance sheet is checked by the invigilator. Therefore, apart from the process of "issue of hall tickets" the entire examination management is carried out through our portal system or UMS or EMS

Table 7: Annual Status of Examination Related Disciplinary Actions from 2014-15 to 2019-20

	2015-16	2016-17	2017-18	2018-19	2019-20
No. of Cases	0	0	6*	0	0

*Details of Cases of Examination Related Disciplinary Action in 2017-18

1. Total Cases reported: 6
 - Malpractices during the Exam: 5
 - Plagiarism: 1
2. Action Taken by Disciplinary Committee:
 - F grade in the entire course: 4
 - Zero marks in the specific exam: 1
 - No penalty (insufficient evidence): 1
3. Constitution of Disciplinary Committee:
 - Nominee of VC (Chairperson)
 - Deans
 - Concerned HoD
 - Registrar

Enclosure 8

Title: Formation of Institutional Ethics Committee

TERI SAS through an Office Order No.46 of 2020-21 dated 7 July 2021, the VC has established the Institutional Ethics Committee with the following composition and ToR.

- Dean (Research)
- Chairperson of DRC of all Dept and Centres or their nominee
- A non-member Secretary to be provided by the Registrar for keeping Minutes.

This is to propose expanding the ToR to the following:

1. Initial review of research proposals.
2. Deciding the status of a research proposal in accordance with the SOPs laid out by the university.
3. Periodic appraisal of the progress of approved research proposals for ensuring ethical conduct of research.
4. Determining the efficacy of the research methods on scientific measures.
5. Examining the ethical implications of the proposed research.

Term of every member shall be two years.

It shall report to the VC. At the end of every academic year, it shall submit an Annual Report to VC's office.

Members shall decide a convenor among themselves and Minute it accordingly.