



**MINUTES OF THE TWENTY FOURTH MEETING OF THE BOARD OF MANAGEMENT HELD ON 15 JUNE 2017 AT 10:30 HRS AT THE CONFERENCE ROOM**

The Twenty Fourth meeting of the Board of Management was held on 15 June 2017 at 10:30 hours at the Conference Room.

**PRESENT:**

The following were present:

Dr Leena Srivastava	Chairperson
Dr Rajiv Seth	
Air Marshal K K Nohwar (Retd.)	
Mr Inder Walia	
Mr Ishteyaque Amjad	
Ms Anita Arjundas (through VC)	
Dr Arun Kansal	
Dr Anandita Singh	
Dr Smriti Das	
Dr Suresh Jain	Special Invitee
Dr Chaithanya Madhurantakam	Special Invitee
Capt Pradeep Kumar Padhy (Retd.)	Secretary

Mr Tulsi Tanti, Prof Dipankar Gupta, Prof Ashok Gulati, Dr Ashok Khosla, Dr Alok Adholeya, Dr Prateek Sharma and Dr Soumendu Sarkar were unable to attend the meeting.

**ITEM NO. 1 : To confirm the minutes of the 23<sup>rd</sup> meeting of the Board of Management held on 01 March, 2017.** The Registrar informed that the minutes of the 23<sup>rd</sup> Meeting of the Board of Management held on 01 March 2017, were circulated to the members of the Board. No comments on the minutes have been received.

**TU/BM 24.1.1** The Board discussed and confirmed the minutes of the 23<sup>rd</sup> meeting of BoM held on 01 March 2017.

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**ITEM NO.2: Action Taken Report: Flexible timing for Faculty.** The Vice Chancellor informed the Board that the guidelines for operationalization of flexi-timing for the faculty had been promulgated. She intimated that the new scheme would enable faculty members to have greater flexibility to plan their work, in consultation with the concerned Heads of Departments without disrupting the academic schedule/timetable while meeting their minimum obligations. Mr Inder Walia welcomed the step taken by the University. Dr Anandita stated that the flexi scheme would help faculty to optimally use the time and enhance efficiency. Mr Ishteyaque gave the example of corporate practices where within the flexi-time schemes; a sacrosanct time was adhered to by all stakeholders to deal with critical activities. Dr Suresh stated that departments would synergize the programmes to ensure that the essential activities were not affected. Air Marshal Nohwar suggested that a feedback on the scheme be obtained after six months. The VC assured the members that the University might withdraw the flexibility at any time if it was found detrimental to the efficient functioning of the University or it led to misuse.

The Board considered the matter and noted the action taken with respect to flexi-timing.

**ITEM NO.3(a): Shifting of UDM Programme to DEE.** The Registrar informed the Board that for better academic coordination, MTech (Urban Development and Management) programme would be offered from the Department of Energy and Environment (DEE) instead of from the Department of Policy Studies wef July 2017.

The Board considered the matter and noted the change.

**ITEM NO.3(b): Extension of Approval of M.Tech and MBA courses by AICTE for AY 2017-18.**

The registrar informed the Board about the Extension of Approval provided by AICTE on 30<sup>th</sup> March, 2017 for M.Tech and MBA courses.

The Board noted the content regarding extension of approval.

**ITEM NO.3(c)(i): Appointment of Director, Hyderabad Campus.** The Registrar informed the Board that Mr.Dinesh Varma had been appointed to carry out the roles and responsibilities of Director, Hyderabad Campus and would be assuming office in the first week of July, 2017. Dr Srivastava intimated that Mr. Varma had been Director of Human Resources at TERI and has over 35 years of experience in the areas of administration, project management, personnel and HR. She informed that prior to joining TERI, Mr. Varma was with Indian Institute of Management, Calcutta as the Chief Administrative Officer (CAO).

**TU/BM 24.3(c)(i).1** The Board considered the matter and approved the appointment of Mr Dinesh Varma.

**ITEM NO.3(c)(ii): Processing of the Tender for Civil Work.** The Registrar informed that two bid limited tendering process had been adopted for the civil work worth about 28 crores to improve the quality of tender and to ensure vendors with requisite experience and competence were given opportunity to submit the bids. He stated that the process would help reduce cost of tendering due to economic use of resources, reduced documentation and result in better management. The Registrar mentioned that the TERI, GRIHA Council had been contracted to analyze the design of the building and provide recommendations to improve the

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energy efficiency for achieving good GRIHA rating. The Vice Chancellor stated that 14 contractors were identified for pre-qualification bid and a Tender Evaluation Committee (TEC) had been constituted to monitor the process. She intimated that the members of TEC had carried out inspection of ongoing and completed project sites of the bidders to ascertain the competence as well as quality and after the preliminary scrutiny three contractors had been shortlisted in the first round for financial bids. Air Marshal Nohwar enquired about the comparison between two competing rating systems GRIHA & LEED. Ms. Arjundas stated that related to Indian context, GRIHA was the most comprehensive and most stringent rating system in the country and lot more contextual to our climate condition. Air Marshal Nohwar suggested that the University should set the benchmark and aim for the highest GRIHA rating. Mr Ishteyaque opined that the cost versus rating analysis could be shared with the Board. Mr Walia suggested that the new campus could be developed as a state of art facility by laying fibre optics right at the time of construction that could carry bandwidth of 100mbps which would provide seamless experience to the faculty and students. He further suggested that M/s Indus Towers who were involved in the smart city projects of Govt of India and ISB could be approached for understanding the elements required for a smart campus.

The Board considered the matter and noted the action taken towards tendering process.

**ITEM NO.3(d): MoU signed with Environment Protection Training and Research Institute (EPTRI).** The Registrar informed that a MoU had been signed between TERI University and EPTRI on 17<sup>th</sup> May, 2017. He stated that under the MoU, EPTRI would support TERI University in various ways and help explore engagements in mutually beneficial areas. Dr Rajiv Seth informed that EPTRI an autonomous body set up by the Govt of Telengana and the Chairman of its Board is the Chief Secretary of the State. He stated that the MoU would give the University an opportunity to tie up with an organisation which is very close to the campus at Hyderabad thus providing the off-campus a distinct advantage. He stated that collaborative PhD supervision had been envisaged under which doctoral candidates would work under the joint guidance of researchers from EPTRI and faculty members of TU. Dr Arun Kansal stated that synergy existed in research and the type of work carried out by both the institutions. He mentioned that in the long run the students and faculty in the collaborative programmes would be able to use lab facilities of EPTRI which were very good as far as the infrastructure was concerned.

The Board considered the matter and noted the action taken

**ITEM NO.3(e): New Wi-Fi Infrastructure.** The Registrar informed the Board that the wireless router system of the entire campus had been upgraded to facilitate better wi-fi access to students and faculty. The Vice chancellor stated that the new managed system supported latest networking standards and would provide more speed, coverage and reliability. Air Marshal Nohwar stated that cyber security had become a very sensitive issue and gave examples of intellectual theft being carried out by unscrupulous elements due to vulnerability of educational networks and suggested that efforts should be made to protect valuable research and seminal work. Dr Seth informed the Board that the networks of the University were protected by firewall systems and the University had similar security measures as was followed in other prominent academic institutions. Dr Seth stated that though the cyber security measures provided might not be able to deter persistent hackers but efforts would be made to make the systems less vulnerable to outside intrusion.

The Board considered the matter and noted the action taken

**ITEM NO.3(f): Accreditation by NAAC.** The Registrar informed the Board that TERI University would be due for its second round of NAAC accreditation in 2018. He intimated that an internal Quality Assurance Committee (iQAC) with Dr Arun Kansal, Dean (Research & Relationships), as its Director had been constituted to audit all the activities required to be inspected by NAAC and suggest remedial measures. The process for compiling the ‘Self-Study Report’ as mandated by NAAC was underway. Dr Kansal, Director IQAC informed the Board about the new structure of NAAC accreditation, and stated that the University would make an attempt for the highest grade. He intimated that during the month of July to August, the University would conduct its own internal audit to help compile a comprehensive report which would help in the preparedness for NAAC inspection. The Pro Vice Chancellor informed the Board that the Govt. had come up with a draft scheme of graded autonomy for Universities that proposed to classify all Universities into three categories namely CAT1, CAT2 and CAT3. He explained that institutions which had been accredited by NAAC with score of 3.5 or above or had achieved a ranking in the top 50 institutions of the NIRF ranking would be given CAT1 grade; similarly, institutions accredited by NAAC with score between 3.01 and 3.49 or if they had achieved a ranking from 51 to 100 in the NIRF ranking would get CAT2 grade and rest would fall under CAT3 grade. He stated that these CAT1 institutions would have full autonomy whereas CAT2 would have limited autonomy and the University would aspire to be in the topmost category.

The Board considered the matter and noted the preparations for NAAC inspection.

**ITEM NO.3(g): Setting up of Structural and Molecular Biology (SMB) Laboratory.** The Registrar informed that a Structural and Molecular Biology Laboratory had been set up at TERI University Campus for the Department of Biotechnology. He stated that the lab would be involved in deciphering the molecular architecture and intricacies of macromolecules (proteins & nucleotides) which play crucial role in human immunity, microbial resistance and pathogenicity as well as allergenic proteins through X-ray crystallography, protein engineering and biochemistry.

The Board considered the matter and noted the setting up of the Laboratory.

**ITEM NO.4: Presentation by Department of Biotechnology (DBT).** Dr Chaithanya Madhurantakam, Head of the Department of Biotechnology gave a presentation regarding the Department of Biotechnology, research and the future prospects envisaged by it. The following were covered within the presentation:

- i. A brief outline of chronology of major events for the department through time-line starting from 2008 till 2017 was presented.
- ii. Individual faculty profiles, as well as research contributions leading to extra mural funds, peer-reviewed publications, guidance of research scholars and interns, establishment of scientific laboratories through EMR grants were provided (3 research and 2 masters’ laboratories). Overall, the department has so far garnered EMR grant totalling around 4.5 crores.

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- iii. The recent development of establishing Structural and Molecular Biology laboratory (SMBL) through funds from RLS-DBT, GOI was provided along with the nature of projects being undertaken.
- iv. Clear emphasis was laid on research activities to be pursued by the faculty members and the Department was aiming at having a central research facility that would act as a backbone to major research projects in future.
- v. Thematic areas of research were being identified to have internal network of professional pool of researchers within the department.
- vi. Advanced open courses catering to research scholars had been designed and processed as required by core faculty members in their core specialization areas.
- vii. Further, the pedagogical process that the department follows, that of integrating research work led by core faculty members as case studies and teaching material within the courses designed for MSc Plant Biotechnology were discussed and deliberated.

Air Marshal Nohwar suggested that the University should make efforts to interact with R& D institutions like DRDO which could provide assistance in peer review process. The Board members were given a tour of the lab facilities of Department of Biotechnology.

The Board considered the matter and noted the research activities carried out in 'Department of Biotechnology' and its future plans.

### **ITEM NO 5(a). To report the decisions taken by the Chairperson on behalf of the Board of Management.**

**TU/BM 24.5(a).1** The Board resolved that the actions taken by Chairman, BoM be approved and recorded as per details given below:-

Ser	Name	Designed as	Wef
(i)	Dr Abhijit Datey	Assistant Prof	03 April, 2017
(ii)	Dr Anandita Singh	Professor	17 April, 2017
(iii)	Dr Sitaraman Ramakrishnan	Professor	17 April, 2017

**ITEM NO 5(b). Change of name of the Department.** The Registrar informed that the 'Department of Business Sustainability' had been renamed to the 'Department of Business and Sustainability' to portray the Department in different light and to provide emphasis to the specific disciplinary developments and relevance to capture new audiences and become more broadly appealing to graduate students.

**TU/BM 24.5(b).1** The Board resolved to approve the change of name of the Department from 'Department of Business Sustainability' to 'Department of Business and Sustainability'.

**ITEM NO.6: To finalise dates for forthcoming meetings of BoM.** The Registrar informed that the UGC required meetings of the BoM to take place at least four times a year out of which two meetings had already been planned. He sought the views of the members with respect to holding two additional meetings in the current calendar year. Members recommended holding the meetings in the months of August and November and at least one meeting at an off-campus location.

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**TU/BM 24.6.1** The Board resolved to hold the meetings in the month of August and November 2017.

**ITEM NO.7: To create administrative and other necessary posts and make appointment thereof.**

The Registrar informed that the administrative staff of TERI University had been on deputation from TERI and were being paid by TERI University as per the scales laid down by TERI. He stated that the University had introduced its own cadre of employees and presented the list of the cadre before the Board. He intimated that to maintain continuity of service, deputed staff had been absorbed in the corresponding posts thus avoiding any further recruitment process and the new cadre would be extended the VIth Pay Commission scales wef June 2017. He informed that the Finance Committee had recommended the proposal.

**TU/BM 24.7.1** The Board resolved to approve the creation and appointment of administrative and other necessary posts placed at annexure 1.

**ITEM NO. 8: To approve rules for management of Hostel.** The Registrar informed the Board that hostel rules had been revised and presented a copy of the rules. Dr Seth informed that a permanent staff had been appointed to look after the hostel as supervisor and the faculty members carried out the duties of warden-in charge in rotation. Dr Anandita and Ms Arjundas recommended that the dress code prescribed in the rules might be worded appropriately. Ms.Arjundas and Dr Anandita suggested that the timings of the hostel be relaxed as the students were postgraduate and grown up. The VC clarified that the specific timings for reporting back at the hostel in the night were being followed keeping in mind the isolated stretch as well the location of the University as no public transport was available.

**TU/BM 24.8.1.** The Board resolved that TERI University Hostel Rules 2017 placed at Annexure 2 be accepted as amended and approved.

**ITEM NO. 9: To open accounts of the University with HDFC.** The Registrar informed the Board about the requirement of opening of bank accounts for ease of administration of the off-campus centres at Hyderabad and Guwahati. He requested that the Dy Finance & Project Management Officer (DFPO) of the University be authorized to open bank accounts as necessary for the University with HDFC at New Delhi.

**TU/BM 24.9.1. The Board resolved to:-**

- (i) authorise HDFC bank to honour the deposits of the University and
- (ii) approve the authorities as mentioned below to sign and accept all cheques, instruments, promissory notes and all other order / documents for and on behalf of TERI University: -

<b>Ser</b>	<b>Account</b>	<b>Purpose</b>	<b>Any two of the following Signatories</b>
(a)	Escrow A/c	For processing	Vice Chancellor

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	(Loan A/c)	the loan received from HDFC Ltd. for execution of the Hyderabad Campus project.	Pro-Vice Chancellor Registrar Deans DFPO Director, Hyderabad Campus
(b)	Saving A/c- Hyderabad Campus	To support operation of the Hyderabad Campus.	
(c)	Saving A/c - Guwahati Campus	To support operation of the Guwahati Campus.	Vice Chancellor Pro-Vice Chancellor Registrar Deans DFPO Director, Guwahati Campus

**ITEM NO. 10: To approve undertaking indemnifying TERI.** The Registrar informed that University had sought permission of TERI to mortgage the immovable property in respect of the University owned by TERI for the loan being obtained from M/s HDFC for construction of Hyderabad Campus. He stated that the Governing Council of TERI while discussing the issue had resolved that a legal agreement between TERI and TERI University should be put into place which indemnifies TERI in case of non-repayment of loan by TERI University.

**TU/BM 24.10.1** The Board resolved to authorise the University to issue an undertaking indemnifying TERI from and against any claim or demand and any suit, action, litigation or other proceedings whatsoever, that TERI may suffer or incur or may be called upon to suffer or incur by reason of or as a consequence of the TERI University's failure to timely repay the loan or interest thereon obtained from HDFC.

**ITEM NO. 11: To approve leave of absence of the Vice Chancellor.** The Board was requested to sanction leave of absence of the Vice Chancellor wef 10<sup>th</sup> to 21<sup>st</sup> July 2017.

**TU/BM 24.11.1.** The Board approved the leave of absence of the Vice Chancellor.

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

Sd/  
Capt Pradeep Kumar Padhy (retd.)  
Registrar

**Annexure : -**

1. List of Posts
2. Hostel Rules

**Distribution:-**

Electronic Copy:

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

Printed Copy:

5. Registrar, TERI University



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(Refer to Item No 7)**List of Posts**

<b>Ser</b>	<b>Proposed Designation</b>	<b>Pay Band</b>	<b>Scale</b>	<b>Grade Pay</b>	<b>Transport allowance</b>
1	Associate Director (Admin)	PB IV	37400-67000	8700	3200
2	Dy Registrar (Academic Admin)	PB III	15600-39100	7600	3200
3	Deputy Finance & Project Management Officer	PB III	15600-39100	7600	3200
4	Executive Coordinator	PB III	15600-39100	5400	3200
5	Assistant Registrar (Academic Admin)	PB III	15600-39100	5400	3200
6	Placement & External Relations Officer	PB III	15600-39100	5400	3200
7	Senior Technical Assistant(IT)	PB II	9300-34800	4600	1600
8	Ass Lib Officer	PB II	9300-34800	4600	1600
9	Private Secretary	PB II	9300-34800	4600	1600
10	Assistant Admin Officer	PB II	9300-34800	4200	1600
11	Technical superintendent	PB II	9300 -34800	4200	1600
12	Deputy Personal Assistant	PB I	5200-20200	2800	600
13	Lab Supervisor	PB I	5200-20200	2800	600
14	Lab Assistant	PB I	5200-20200	2400	600
15	IT Assistant	PB I	5200-20200	2400	600
16	Programme Assistant	PB I	5200-20200	2400	600
17	Procurement Assistant	PB I	5200-20200	2400	600
18	Admin Assistant	PB I	5200-20200	2000	600
19	Accountant	PB I	5200-20200	2000	600
20	Receptionist	PB I	5200-20200	1900	600
21	Office Attendant	PB I	5200-20200	1800	600
22	Junior Technical Assistant	PB I	5200-20200	1800	600
23	Junior Programme Assistant	PB I	5200-20200	1800	600
24	Junior Admin Assistant	PB I	5200-20200	1800	600
25	Lab Attendant	PB I	5200-20200	1800	600
26	Carpenter	PB I	5200-20200	1800	600
27	Library Attendant	PB I	5200-20200	1800	600

**Hostel Rules**

1. Hostel Facilities at the TERI University:

- (a) The University shall provide hostel facility exclusively to women students.
- (b) Apart from hygienic food the hostel is to provide furnished rooms, recreational facilities, which would include a TV, indoor games, gym etc.
- (c) The Hostel is to be administered by a Warden-in-charge, who shall be appointed from amongst the faculty members of the University on rotation.
- (d) The hostel shall have its in-living Supervisor/Asst warden who will supervise day to day activities in the hostel.
- (e) In view of the limited hostel accommodation, grant of admission to a programme of study in the University does not ensure allotment of hostel accommodation and that the accommodation will be offered to the eligible applicants, subject to availability.
- (f) All selected students who need hostel accommodation will be required to apply in the prescribed application form available with the Registrar's office. The application forms received after the last date will be considered by the Registrar on a case to case basis.

2. Procedure for allotting hostel:

- (a) Hostel facility shall be provided to the women students who are not from Delhi & NCR.
- (b) Performance in the entrance test/ GD/PI shall be taken into consideration for students from post-graduate programmes.
- (c) Other vacant seats may be extended to woman students/interns/faculty at the discretion of the Registrar.
- (d) Hostel facilities shall be allocated to the students from each stream and the seats are to be reserved per programme. {In case there are fewer applications from any streams, the Registrar's discretion in allocation of resources shall be final}

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3. Fees: Hostel Charges shall be as follows: (To be paid at the time of admission to hostel)

Ser	Hostel Room Rent per month (including meals)	INR
(a)	Single Occupancy	14000
(b)	Double Occupancy	12000

Note:- Interest free refundable security – Rs 10000/-  
Fees to be paid per semester basis

4. Discipline:

- (a) Hostel residents are expected to observe the rules and instructions prescribed to them as well as meet all the requirements of social norms that living together demands.
- (b) If found at any stage that the information provided is incorrect or some material facts have been concealed, the student would be liable for eviction from the hostel.
- (c) Residents who wilfully violate the hostel rules are liable for any of the following punitive action(s) by the warden in charge of the hostel:
  - Oral reprimand
  - Written reprimand
  - Written warning
  - Fine for damages
- (d) If the violation is repeated or of grave nature then it is to be reported to Registrar / Dean (Academic) by the warden-in-charge for further necessary action.
- (e) Residents who violate hostel rules may also lose their hostel privileges as per the University Rules and have to vacate their hostel seat.

5. Rules for Hostel Residents:

- (a) Medical facilities shall be provided on call at the expense of the resident. Visiting doctor facility shall be extended once in a week. A 'First Aid' box shall be available at the hostel.
- (b) Basic furniture and mattresses shall be provided in the rooms. Residents are required to make their own arrangements for linen, blankets, pillow etc.
- (c) Consumption of alcohol, smoking and gambling is strictly prohibited within the hostel.
- (d) No personal guests are allowed to stay in the hostel.

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- (e) All residents are required to be back in the hostel everyday by 8:30 pm during summers (March to October) and by 7:30 pm in winters (November to February)
- (f) Strict action shall be taken as per University rules against residents who indulge in or encourage ragging of other students/residents.
- (g) Students would not be allowed to stay in the hostel during vacations however, a cloak room shall be provided for safe keeping of their luggage.

6. Mess Timings:

(Mondays to Saturdays)

(Sundays)

- |              |                    |                    |
|--------------|--------------------|--------------------|
| • Breakfast: | 0730hrs to 0830hrs | 0830hrs to 1000hrs |
| • Lunch:     | 1245hrs to 1345hrs | 1300hrs to 1400hrs |
| • Dinner:    | 2000hrs to 2130hrs | 2000hrs to 2200hrs |

7. Miscellaneous Instructions:

(a) Residents are;

- i. not allowed to make any additional extension from the electrical switches. They are required to switch off the electrical switches before leaving the room.
- ii. allowed to use mobile and laptop chargers only. Electrical appliances such as oven, cooking stove, gas cylinder and refrigerator are not allowed for safety reasons. The hostel management has the right to confiscate the appliances and penalize the errant resident.
- iii. not allowed to get involved in any business activity related to food and beverages in their respective rooms or within the hostel compound.
- iv. not allowed to cook in the hostel rooms. Disciplinary action would be taken against those who are found cooking in hostel rooms.
- v. not allowed to make noise especially after 10.00pm as it would disturb the privacy of other residents.
- vi. not allowed to change the position of room furniture and facilities.
- vii. not allowed to bring any personal furniture to the hostel.
- viii. prohibited to display any obscene picture / poster in their rooms or within the hostel area.
- ix. not allowed to put nails, dirty the walls or damage the room at any time.

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- (b) Arms and ammunition are strictly prohibited within the university premises.
- (c) Security of residents shall be the responsibility of the university only within the premises. Outside the campus premises, the security shall be the responsibility of the residents.
- (d) The cafeteria (Ground Floor) shall be used as the Meeting Room for visits. The visiting hours shall be from 1730hrs to 1830hrs.
- (e) In case of requests for night outs – the residents are required to take prior permission of the Warden-in- charge.
- (f) The respective timings provided in these rules should be strictly adhered to.

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