

Compendium of Policies, Rules and Guidelines for TERI SAS

Part - II

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Vasant Kunj
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CHAPTER I - DELEGATION OF POWERS

A. Vice Chancellor

(Vide **Resolution No. TSAS/BM/20/2001** of the Board of Management, following powers have been delegated to the Vice Chancellor of the University)

- (i) The power of the Head of the Organisation/Department for purpose of rules in the account code, the fundamental and supplementary rules of the Government so far as they are applicable to the business of the University.
- (ii) To incur expenditure subject to the budget provisions made for the specific purpose.
- (iii) To approve admission of Students to the laid down programmes by the Academic Council.

B. Dean (Academic)

A senior faculty member shall be designated as Dean (Academic). He shall be responsible for the effective and efficient operations of all the academic activities within the policies, directions and plans of the University. The Dean (Academic)'s responsibilities include, but are not limited to:

- (i) Coordinating the development of and implementing the University's Academic Vision and Goals.
- (ii) Leading and coordinating strategic planning for curriculum development and revisions;
- (iii) To ensure adherence to the decisions and guidelines issued by the Board of Management and Academic Council with respect to the academic programs.
- (iv) Playing a key oversight role in accreditation, program review and other processes that are important for continuous improvement of the University's activities.
- (v) Supervising, evaluating, and supporting Departments/Centres in a manner that promotes excellence in teaching, scholarly and creative productivity.
- (vi) Coordinating the professional development of faculty;
- (vii) Providing recommendations to the VC regarding sabbaticals and other leave for faculty;
- (viii) Engaging with the Committee of Deans & HoDs in key University academics policy and other key activities;

- (ix) Appoint Committees of Experts, to review courses and curriculum in consultation with the Chairman of Boards of Study.
- (x) Approve the examination results of all courses.
- (xi) Facilitate periodic academic audits on delivery of programmes/evaluation
- (xii) Convene joint meetings of Boards of Study of various Departments and Centres to consider all academic matters pertaining to the Departments/ Centres and advise the Academic Council on the same.
- (xiii) Developing, leading, and encouraging fundraising in support of the University's goals and the goals of its departments and programs, as well as outreach and public service efforts.
- (xiv) Safeguarding, and further building, the reputation of the University
- (xv) To undertake any other activities assigned from time to time by the Vice-Chancellor/ Pro-Vice-Chancellor.

The term of the Dean (Academic) would be a maximum of 5 years

C. Dean (Research & Relationships)

The Dean (Research & Relationships) shall lead the planning, implementing and evaluating activities related to research, consultancy and external relationships. The Dean (Research & Relationships)'s responsibilities include, but are not limited to:

- (i) Facilitate the development of research goals, themes and programs for the University and for the Departments and Centres.
- (ii) Develop recommendations for the nomination, retention, promotion and tenure of research positions and scientific/technical staff members.
- (iii) Coordinate and promote project proposals, changes, reviews, and coordinate research matters with other Deans of the University, as well as with other universities, institutions and agencies;
- (iv) Develop and coordinate research policies, planning functions of research facilities, laboratories and their utilization;
- (v) Ensure capacity building on research within the University through calendarized events.
- (vi) Allocate internal research funds appropriately such that research by the faculty and the research centre are adequately spread across the chosen thrust areas and aligned with the vision of the University.

- (vii) To establish and maintain recognition of the University as an international centre of excellence in research and knowledge transfer.
- (viii) Oversee Post Doc / PhD programmes of the University and award fellowship to Doctoral students.
- (ix) Sanction leave to research faculty/post docs and to Doctoral students.
- (x) Develop external research relationships for the purposes of enhancing research opportunities.
- (xi) Effectively communicating the research priorities and research outputs of the University.
- (xii) To undertake any other activities assigned from time to time by the Vice-Chancellor /Pro-Vice-Chancellor.

The term of the Dean (Research & Relationships) would be a maximum of 5 years

D. Head of Department

(Vide Resolution No. **TSAS/BM/22/2001** of the BoM, following powers have been delegated to the Heads of the Departments/Centres)

- (i) Each Department / Centre shall be placed in charge of the Head who shall be selected by the Vice Chancellor.
- (ii) The Vice Chancellor may himself/herself take temporary charge of the Department / Centre or place under the charge of a Dean or a Professor from any Department / Centre for a period not exceeding six months, if in the opinion of the Vice Chancellor, the situation demands such an action.
- (iii) The Head of the Department / Centre shall
 - a. be responsible for the entire work of the Department / Centre subject to general control of the Vice Chancellor.
 - b. have the power to convene meetings of the Department/Centre Research Committees as well as Board of Studies.
 - c. have the power to sanction leave to the students in consultation with the supervisor in case of Ph.D. students and Master's Course Coordinator in case of Master's student.
 - d. have the power to sanction up to five expert lectures per course per semester at the approved rates of the University.
 - e. ensure that the decisions of the Authorities of the University and that of the Vice Chancellor are faithfully carried out.

- f. have the power to sanction casual leave to the Faculty as prescribed in the Rules.
- g. Safeguard and further build the reputation of the Department
- h. perform such other duties as may be assigned to him/her by the Vice Chancellor.

The term of the HoD will be as per UGC norms.

E. Controller of Examinations

- (i) The Controller will be responsible for making all arrangements necessary for holding examinations and tests and declaration of results. It will be his/her responsibility:
- (ii) to prepare and announce in advance the calendar of examinations for all programmes;
- (iii) to ensure that the respective faculty members conduct their examinations at the scheduled time;
- (iv) to prepare for and coordinate all common entrance examinations of the University; to ensure that question papers (question banks, in case of on-line examination) are ready in time;
- (v) To ensure that all examinations and tests at the University are carried out in a fair manner, without prejudice of any manner, and with no possibility of using unfair means.
- (vi) to arrange to get performance of the candidates at the examinations properly assessed, and process the results after the meetings of the Master's Programme Executive Committees duly signed by the HoD and the Dean(Academic);
- (vii) to ensure the timely publication of results of examinations and other tests;
- (viii) to postpone or cancel examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant, initiate disciplinary action or initiate any civil or criminal proceedings against any person or a group of persons alleged to have committed malpractices;
- (ix) to initiate disciplinary action where necessary against the candidates, faculty members, examiners, moderators, or any other persons connected with examinations and found guilty of malpractices in relation to the examinations;
- (x) to review from time to time, the results of university examinations and forward reports thereon to the Registrar.
- (xi) To safeguard the reputation of the University.

The Controller of Examinations, if a faculty member, will have a maximum term of 5 years.

F. Board of Studies

The Board of Studies of each Department shall consist of:

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

G. Power & Functions of BoS

Vide **Resolution No. TSAS/BM/19/2001** of the BoM, following powers have been delegated to the Board of Studies

- (i) The Board of Studies for each Department / Centre shall be constituted for each Academic Year by the Vice Chancellor.
- (ii) The BoS shall meet at least once a year. Not less than 15 days notice shall be given of a meeting and its minutes shall be placed before the next meeting of the Academic Council.
- (iii) The meetings of the BoS shall be convened by the Chairman, Board of Studies.
- (iv) The Chairman will nominate one of the members as the Secretary of the BoS.
- (v) The Board of Studies of the Department/Centre, shall advise the Academic Council on all matters relating to:
 - (a) Prescribing courses of Study leading to degree and diploma in the Department/ Centre.
 - (b) Course Syllabus, methods of instruction, evaluation and research.
 - (c) Measures for improvement of standard of teaching and research.
- (vi) The Board shall assist the Academic Council in all matters referred to it by them.

H. Programme Coordinator

- (i) The Programme Coordinator (PC) is a faculty member, designated to be responsible for the efficient and effective running of the respective programme. The PC will be appointed by the Dean(Academic)/Head of

the Department (HoD) and will function within the overall objectives and plans of the department specifically and the University in general.

- (ii) The duties of a PC will include (but will not be limited to) the following:-
- a. To represent the programme within and off the University campus.
 - b. To provide general leadership for the discipline, creating a productive and positive work environment and collegial relations among faculty, staff and students.
 - c. To develop and implement programme goals, objectives and plans (tactical and strategic) linked to those of the University.
 - d. To attend and coordinate activities/events related to the programme, both in and off the campus.
 - e. To monitor programme quality and bring any issues regarding same to the attention of the HoD/Dean(Academic).
 - f. To bring out and improve synergies in courses and programmes across the University, so that the potential of interdisciplinary and cross-disciplinary work is realized.
 - g. To lead and encourage other faculty members associated with the programme to continuously review and update courses in the programme.
 - h. To obtain feedback on the courses/programme, and discuss these with the Dean(Academic)/HoD for incorporating into the programme.
 - i. Where applicable, identify guest faculty, visiting faculty, popular lectures and coordinate with students.
 - j. To provide inputs (reports, inventories, surveys etc.) related to the programme as requested by the HoD/Dean(Academic).
 - k. Where applicable, to coordinate the implementation of special exams and independent study for students, and to report the results as requested or required by the HoD/Dean(Academic).
 - l. To coordinate study tours in various courses in the programme, so that the study tours feed into the overall objective of the programme.
 - m. To coordinate courses/lectures being taken by visiting/guest faculty and ensure that they are briefed on the overall objective of the programme/course, so that courses/lectures taken by them fit seamlessly into the overall curricula.
 - n. To continuously review the programme time table, so as to ensure availability of faculty members for scheduled classes, and to avoid clashes of classes for students.

- o. To interact with students with regard to day-to-day problems/grievances related to the courses being offered, classes, field-excursions and bring these to the knowledge of the HoD.
- p. To monitor students' progress in the programme, ensuring that all requirements (academic, discipline etc.) have been met.
- q. To support students by providing letters of recommendation, referral and recognition as required by the student.
- r. To initiate and be active in local, regional and/or national associations/conferences, especially those related to the programme.
- s. To organise all meetings relating to the effective functioning of the Programme.
- t. To be responsible for the reputation building and marketing of the programme

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CHAPTER II - COMMITTEES

A. Executive Committee of the Academic Council

(Vide Resolution No. BM/05/2001 of the Board of Management)

Composition

- i. Vice Chancellor – Chairperson
- ii. Pro VC
- iii. Deans/Heads of Departments/ Heads of Centres
- iv. Registrar (Secretary)

Responsibilities

To consider any urgent matter within the purview of Academic Council, as decided by the Vice Chancellor.

B. Department/Centre Research Committee (DRC/CRC)

Department/Centre Research Committee are to be formed by each Department/Centre with the following composition and functions:

Composition

- i. Head of Department – Chairperson
- ii. Faculty members of the Department/Centre supervising PhD scholars
- iii. Secretary – To be nominated by Chairperson

Functions

- i. Prepare and periodically review the research plans of the Department/Centre, such that they align with the overall vision of the University.
- ii. Discuss and periodically review the research plans and objectives of each faculty member in the Department/Centre, such that they align with the overall vision of the Department/Centre/University.
- iii. Review the progress of each Ph.D. candidate and recommend, after due consultation with supervisor (s), such steps to the candidate as are necessary to improve his/her performance.
- iv. Review all SRC reports and check for involvement of all SRC members in the research of the doctoral candidates.

C. Masters Programme Executive Committee

(Vide Resolution No. TSAS/BM/05/2001 of the BoM)

Composition

- i. Programme Coordinator – Chairman
- ii. All faculty members contributing to the Programme.

Responsibilities

The Committee will be responsible for admissions, running of courses, moderation of grades and all day to day academic matters.

D. Students Research Committee (SRC)

Composition

- i. Supervisor - Chairperson
- ii. One expert from within the Department
- iii. One expert from outside the Department
- iv. Any other expert nominated by Chairperson

Responsibilities

The committee will be responsible for advising and monitoring the progress of the doctoral scholar.

E. Sponsored Research and Development Board

(Vide Resolution No. TSAS/BM/05/2001 of the BoM)

Composition

- i. Dean (Research & Relationships) – Chairperson
- ii. All Heads of Department/Centre or their nominees
- iii. Two outside experts nominated by Chairperson
- iv. Secretary – As nominated by the Chairperson

F. Adhoc Committees

- i. The following Committees will be constituted for a specific period to provide measured advice on various issues concerning the University.

- ii. Each Committee would have a convenor who would be responsible for ensuring the smooth and timely functioning of the Committee. All the committees are required to :-
 - (a) Assign various roles to members after discussions.
 - (b) Have regular meetings (at least one each by 30 Jun & 31 Dec of calendar year). Convener may convene more meetings as per the requirements.
 - (c) Record minutes of meetings and submit a copy of the same to The Registrar, TERI SAS
 - (d) Wherever necessary the committee may invite voluntary participation of faculty from different departments and staff to be a part of a particular session.
 - (e) Keep regular checks on the implementation of recommendations as decided.
 - (f) Assume such other functions as deemed necessary by the Vice Chancellor.
- iii. Each member shall hold office for a minimum period of two years from the date of appointment. Any Office Bearer would be removed/changed through a communication in the following circumstances:-
 - a) If an inquiry against the Office Bearer is initiated,
or
 - b) If the Office Bearer is convicted for an offence.
or
 - c) On dismissal/resignation/withdrawal of the office bearer from the employment of TERI SAS.
 - d) On expiry of the office term or before
- iv. Specific Roles & Responsibilities of Committees :-
 - a) Alumni Committee**
 - i. Develop and recommend policies and actions that will strengthen Alumni Network.
 - ii. Recommend measures to increasing interaction of alumni with University.
Coordinating with Alumni Association Executive Committee for conduct of :-
 - o Alumni Meet
 - o Elections for next term office bearers of Alumni Association Executive Committee.

- Encourage alumni in outreach & placement activity and establishing network with the industry.

b) Internal Quality Assurance Cell (I –QAC)

- i. Carry out peer review of development and implementation of TERI SAS's quality assurance procedures.
- ii. Scrutinise quality standards wrt academic and non-academic administration; quality of teaching and research; responsiveness of learning outcomes to the changing needs and international standards; support for students; relations with stakeholders and community; management of resources; and maintenance of records for institutional memory.
- iii. Recommend correct processes as per national accreditation standards and promulgate detailed matrix of procedures.
- iv. Ensure periodic reports as required by NAAC/UGC are sent out in time.

c) Library Committee

- i. Guide the Librarian in formulating general library policies and regulations which govern the functions of the library.
- ii. Work towards modernization and improvement of Library and documentation Services.
- iii. Formulate policies and procedures for efficient use of Library resources.
- iv. Compile & recommend list of books, journals and e-documents for procurement.
- v. Seek feedback on Library functions from readers and suggest measures to increase the readership.

d) Student Engagement, Sports and Clubs Committee

- i. Monitor activities of all students clubs in the University, co-ordinate students' extracurricular activities and ensure maximum participation.
- ii. Facilitate selection of University teams for various inter-college /university competitions and encourage maximum participation in those events.

- iii. Co-ordinate and encourage conduct of TERI SAS extracurricular programmes, competitions and events like Sports Day, Ethnic Day, etc.
- iv. Recommend cost effective measures for improvement of students' clubs.
- v. Maintain a database of gifted students in the field of arts, culture, music and sports etc.

e) Hostel, Canteen, Hygiene and Security Committee

Hostel and Canteen

- i. Take active interest in general welfare of the students residing in the hostel and guide the warden in maintaining the living and disciplinary standards.
- ii. Coordinate timely allotment of the rooms;
- iii. Bring to notice of Registrar any untoward incidence occurring in the Hostel premises.
- iv. Recommend list of items to be sold in the canteen, approve the sale prices of new items and ensure that canteen menu and price list is displayed and quality of items monitored.
- v. Recommend cost effective measures to improve the ambience and smooth running of the Canteen.
- vi. Develop new ideas and activities to link the classroom with nutrition education and monitor, condition of the canteen's facilities and major equipment.

Hygiene, Safety and Security

- i. Promote a safe campus environment by coordinating programs and services to reduce safety, health and environmental risks to the TERI SAS community.
- ii. Proactively assess potential health and security issues, by responding to concerns raised by TERI SAS community, and wrt applicable regulatory requirements.
- iii. Recommend policies and procedures related to hazardous materials operations (radiological, biological, chemical and occupational) and actions that will reduce sources and levels of risk to TERI SAS community.

- iv. Recommend policies and procedures related to physical security.

f) Admissions & Scholarship Committee

Admissions

- i. Recommend the most effective methodology for evaluating applications, informed by best practices.
- ii. Prepare the schedule of the admissions and ensure admission process followed is as per laid down policies.
- iii. Review admissions policies and practices and ensure they are based on the policy guidelines promulgated by TERI SAS.
- iv. Consider all complaints regarding admissions and submit recommendations.
- v. Recommend preparation of Information brochure/ Prospectus/students handbook of the TERI SAS.

Scholarships

- i. Interact with various Govt./Non Govt.agencies to facilitate scholarship schemes for the students of the University.
- ii. Maintain a record of external and internal scholarships available at TERI SAS.
- iii. Advise in establishing and modifying scholarship criteria and other elements of the scholarship program.
- iv. Recommend a mechanism to assess the performance of students after they receive scholarships every semester.
- v. Coordinate the application, delivery and selection process for scholarships, including: design and distribution of scholarship applications, review of applications and selection of scholarship recipients and recommend list of scholarship recipients.

g) University/ Faculty Seminars Committee

- i. Plan, orchestrate and deliver internal seminars and workshops
- ii. Suggest and network with eminent speakers for having a vibrant institutional seminar series throughout the year.

- iii. Monitor the resources of rooms used for seminar/conference and suggest cost effective up-gradation and maintenance protocols.
- iv. Provide wide publicity amongst colleges/institutions in and around NCR to institutional seminars/conferences attended by eminent speakers.

h) Outreach, IT & Website Committee

- i. Recommend ways to build and develop relationships with government agencies, corporate, external academics.
- ii. Recommend outreach policies and suggest measures that can inspire prospective students and employees about the opportunities at TERI SAS.
- iii. Recommend briefs/methods to coordinate the activities of agencies hired by TERI SAS for PR and Outreach activities.
- iv. Recommend and design policy instruments and implement the same in respect of the following:-
 - o Advertising coordination (online and offline)
 - o Production of Publicity Materials including prospectus
 - o CRM service, including emails to enquirers and applicants
 - o Planning and delivery of key recruitment & placement events
 - o Funding for outreach activities
 - o TERI SAS Website & other social media
 - o Media Briefs and release protocols
- v. Audit ITES (IT enabled Services) infrastructure, audio visual facility, other smart features in the campus and suggest measures for their efficient use

i) Diversity, Equality & Ethics Committee

Diversity & Equality

TERI SAS policy TU/BM/19.4.1(e) dated 12 February 2016 is relevant

Ethics

- i. Consult with the University administration to define model code of conduct and promote ethics & discipline amongst faculty, staff and students.
- ii. Develop and recommend policies for codes on ethics & discipline at work place and learning environment.

j) Internal Grants Committee

- i. Play a central role in the scrutiny and recommendations for all internal grants supporting faculty, staff & students.
- ii. Maintain a database of information on grants provided to faculty and students in the University.
- iii. Develop and recommend a policy on sanction of grants.
- iv. Encourage and support new faculty and students to avail the provisions as per approved policy.

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CHAPTER III - POST DOCTORAL POSITIONS

(Vide resolution TU/AC/38.7.1 dated 30 June 16)

Preamble

The TERI SAS aspires to become a research-led global institution with the finest repository of knowledge in the field of sustainability and development. The research work undertaken shall strive for innovative and inclusive solutions for the benefit of the society, while encouraging intellectual growth. To facilitate the desired platform, the University actively encourages Post-Doctoral Fellows to join TERI SAS in specific areas of research.

Scope

These rules may be called the **TERI SAS Policy on Postdoctoral Positions**. The rules embodied in this policy shall apply to all categories of Postdoctoral scholars working in the TERI SAS and shall include the following:-

- (a) Post-docs who earn a fellowship of their own via a funding agency and indicate TERI SAS as their host institution.
- (b) Post docs recruited as Fellows under extramurally funded research projects that the University is awarded with.
- (c) Post Docs recruited by the University for internally funded projects.

A. Eligibility

- (a) Person who possesses a Doctoral (Ph.D) degree and has significant publication research work/patents to their credit.
- (b) An individual who has submitted the thesis and awaiting the award of PhD degree can also be admitted with a lesser fellowship till he/she qualifies for the eligible degree. The candidate Full fellowship shall be admissible from the date of degree, on submission of the relevant PhD degree document.
- (c) The Fellowship is open to Indian and International candidates.

B. Selection

Interested individuals who intend to use TERI SAS as the host institution (Para 2(a)) should make their inquiries directly to the appropriate academic department/faculty member. Faculty members shall respond to correspondence regarding possible postdoctoral research, after determining whether the area of interest is appropriate for study, and whether there is sufficient office/laboratory space and other resources needed to support the scholar exist.

Where the Post doc is to be recruited under other categories the concerned Department/Centre shall forward complete details including eligibility criteria to the Office of the Registrar 60 days in advance of the proposed start date for the fellowship. On account of Visa processing and other government statutory clearances, longer period may be required for International fellows.

Candidates shortlisted by Faculty/PI will be required to appear for an interview before the Selection Committee. University is at its discretion to pay for the travel in connection with the interview.

Selection for the fellowship shall be approved by a selection committee consisting of the following members:-

- (a) Dean (Academic)/Nominee of Dean
- (b) The Head of the Department in which a candidate intends to carry out research work.
- (c) Advisor (Faculty under whom the Postdoctoral Fellow wishes to work).

Once approved by the selection committee the list of names shall be forwarded to the Office of the Registrar for initiating the offer of appointment/attachment to the candidate. A standard offer letter is to be generated by the Office of the Registrar and communicated electronically.

C. Tenure

The tenure of a Postdoctoral Fellow for category 2(a) shall be governed by the terms and conditions of the funding agency as specified.

For all others the following rules shall be applicable:-

- (a) In the first instance, the appointment shall be made for one year beginning from the date of joining.

- (b) The tenure can be extended on consideration of the research work carried out in the preceding year by the Department Research Committee (DRC) but not more than one year at a time.
- (c) Reappointment approval will not be granted without submission of the annual evaluation by the Advisor.

D. Termination

Contract for Postdoctoral positions can be terminated under the following circumstances:-

- (a) **Lack of Funding.** If the sponsoring agency stops funding the fellowship/project, the appointment may be terminated.
- (b) **Unsatisfactory Performance.** The University may terminate the appointment of a person at any time on the basis of a report from the DRC for reasons of unsatisfactory performance.
- (c) **Disciplinary Ground.** Should a violation of research integrity and/or research misconduct appear to occur it has to be forwarded to the University Disciplinary Committee to establish the degree of breach and in cases of expulsion; termination process is to be initiated.

The post doc shall have the right to appeal to the Vice chancellor, whose decision shall be final in all the cases.

E. Resignation

If a Postdoctoral Fellow wishes to resign his or her appointment prior to the ending date indicated in the appointment letter or subsequent written understandings, he/she is expected to provide a minimum of one month's notice in writing.

F. Fellowship

Postdoctoral Fellow funded by external agency shall be eligible for fellowship as per the norms of the sponsoring/funding agency. For candidates recruited by TERI SAS the norms/rates set by the University shall be applicable.

G. Responsibilities of the Advisor

A faculty member shall be designated to monitor and evaluate the program undertaken by the Postdoctoral fellow who will be termed as the Advisor. The Advisor shall:-

- (a) Provide training experience that will foster the individual's intellectual, technical and professional development.

- (b) Treat the Postdoctoral Fellow as a colleague while at the same time mentor him/her in the performance of high quality research leading to timely publication.

Postdoctoral Fellow shall not be exploited nor their research compromised in the service of other sponsored research or for the financial gain of the Advisor. Annual performance evaluation must be conducted by the Advisor for each Postdoctoral Fellow.

H. Responsibilities of the Postdocs

The Postdoctoral Fellow will be attached to the Department/Centre and devote himself/herself to full time research & teaching in an approved area. Post joining the department she/he shall submit a joining report to the Registrar office and complete the formalities as per the funding/ sponsoring agency guidelines for release of fund.

He/She shall not accept or hold any appointment, paid or otherwise or receive any emoluments, salary, stipend, consultancy etc., from any other sources other than the sources approved by the TERI SAS.

The Postdoctoral fellow shall have obligations to their Advisors, and to the TERI SAS such as:-

- (a) Adherence to the highest standards of responsible conduct and professional integrity in research.
- (b) Conscientious and ethical efforts to accomplish the research.
- (c) Compliance with good laboratory practice, including the maintenance of adequate research records and care for unique facilities, equipment etc.
- (d) Discuss research findings with the Advisor and avoid disclosures of confidential or proprietary information without the Advisor's consent.
- (e) Behave with congeniality and respect for colleagues.
- (f) Present and submit a comprehensive progress report at the end of each semester to the Advisor.
- (g) Lab records are TERI SAS property. Postdoctoral Fellow may take a copy of the record with the written consent of the Advisor at his/her own cost.
- (h) The Advisor and the Postdoctoral Fellow must jointly complete an Annual Evaluation form.

The Head of Department/Centre may assign academic responsibilities (lectures, tutorial classes, laboratory demonstration work, conduct of seminar, symposia etc.) not exceeding 10 hours per week with the consent of the Advisor.

I. Leave

The tenure of a Postdoctoral Fellow for category 2(a) shall be governed by the terms and conditions of the funding agency as specified.

Post doc fellows who are not governed by leave rule of the sponsoring agencies and all other fellows shall be entitled to 30 days leave per academic year, including leave on medical grounds. He/she will not be entitled to mid-semester breaks, summer and winter vacations. Women research scholars will be eligible for maternity leave for a period not exceeding 135 days once during the tenure of their programme.

In exceptional cases Fellows may be allowed leave without fellowship for a period not exceeding three months during the total tenure (3 years) of the award on the recommendation of the Head of the Department/Centre.

A proper leave account of each fellow shall be maintained by the Office of the Registrar.

Any leave not availed of, shall not accumulate. Any unauthorized absence may be treated as leave without fellowship.

J. Traveling Allowance

A Postdoctoral Fellow may be permitted on the recommendation of the Head of the Department/Centre to attend a conference/seminar /workshop/training programme in India once a year for which he/she will be treated on duty and shall be entitled to the payment of allowances as per TERI SAS rules. Travel entitlement in India will be 2nd AC by Rail or as specified by the funding agency(as applicable).

K. International Fellow

Candidates not holding Indian citizenship are required to apply for the requisite visa on receipt of the offer letter and follow the procedure as applicable.

The office of Registrar shall inform the concerned Govt. Office about the termination/resignation cases and request the foreign national to complete the necessary formalities.

L. Other Policies

Postdoctoral Fellows are subject to the applicable rules, regulations and policies of the University, including but not limited to, those relating to intellectual property, sexual harassment, equality and discipline.

M. Publication

The results of the research work may be published in standard peer refereed journals at the discretion of the Advisor. It should be ensured that the assistance provided by the TERI SAS and the funding agency is acknowledged in all such publications.

N. Certificate

Upon satisfactory completion of the postdoctoral program as certified by the Advisor, each postdoctoral fellow will be issued a certificate signed by the Registrar. This certificate will indicate the field or fields of postdoctoral study, the name of the Advisor, and the period for which the postdoctoral fellow was appointed.

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CHAPTER IV - ADMISSIONS

These rules shall be applicable to all candidates applying for admission to any programme approved by the Academic Council of the University.

TERI SAS shall admit students to its approved academic programme, under its enrolment, only from the academic session that follows the notification issued by it.

A. Acceptance of Fee

- (i) The admission fee and other fees shall not be accepted:-
 - (a) Other than such fee or charges for such admission as fixed in accordance with the Fee Regulations framed by the TERI SAS Fee Committee from time to time, which shall be declared in the prospectus for admission against any such seat, and on the website,
 - (b) Without a proper receipt in writing issued for such payment to the concerned student admitted; and
 - (c) Other than the approved amount.
- (ii) In case a student, after having been admitted to the university, for pursuing any course or programme of study, subsequently withdraws, the fee/other charges deposited by the students against the first semester programme fee will be refundable after deduction of Rs. 1000/- if the student applies for cancellation of his/her allotted seat on or before 15 days of the commencement of the respective programme. No request for the refund of fees will be entertained after the commencement of the respective programme except refund pertaining to security deposit.
- (iii) Fee for an admission test other than an amount representing the reasonable cost incurred by it in conducting such test shall be fixed by the admission committee.
- (iv) No capitation fee or donation to be charged or accepted by way of consideration for admission to any seat or seats in a course or programme of study conducted.
- (v) Documents i.e. certificates of degree, diploma or any other award or other document deposited by a person for the purpose of seeking admission shall be returned and not used for compelling any person to pay any fee or fees in respect of any course or programme of study which such person does not intend to pursue or avail.

B. Submission of Documents

All selected candidates are required to submit a copy of their mark sheets and certificates of the 10th, 10+2, and the qualifying examination as well as the original migration certificate from the College/University last attended.

Foreign students are required to furnish all above documents along with a copy of their valid passport.

C. Admission Records

The Office of the Registrar, TERI SAS shall –

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

D. Admission Publicity & Outreach

- (i) The University shall publish, before expiry of sixty days prior to the date of the commencement of admission to any of its courses or programmes of study, in electronic form, on its website, the following for the purposes of informing those persons intending to seek admission in the University and the general public, namely :
 - (a) Each component of the fee, deposits and other charges payable by the students admitted to the University for pursuing a course or a programme of study, and the other terms and conditions of such payment;
 - (b) The percentage of tuition fee and other charges refundable to a student admitted in the University in case such student withdraws before or after completion of course or programme of study and the time within, and the manner in which such refund shall be made to the student;
 - (c) The number of seats approved in respect of each course or programme of study for the academic year for which admission is proposed to be made;
 - (d) The conditions of eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or programme of study, where so specified by the University;

- (e) The educational qualifications specified by the relevant statutory authority / body, or by the University, where no such qualifying standards have been specified by any statutory authority;
 - (f) The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or programme of study and the amount of fee to be paid for the admission test;
 - (g) Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is on regular basis or visiting basis;
 - (h) Information in regard to physical and academic infrastructure and other facilities including hostel accommodation, library, hospital or industry wherein the practice training to be imparted to the students and in particular the facilities accessible by students on being admitted to the University;
 - (i) Broad outline of the syllabus specified by the Academic Council, for every course or programme of study, including the teaching hours, practical sessions and other assignments;
 - (j) All relevant instructions in regard to maintaining the discipline by students within or outside the campus of the University, and, in particular, such discipline relating to prohibition of ragging of any student or students and the consequences thereof and for violating the provisions of any regulation in this behalf made under the UGC Act, 1956 or other law for the time being in force.
- (ii) An Outreach Committee set up by the Vice Chancellor shall advise the Registrar about various modes of conducting admission outreach/marketing for national and international students. The targeted admission marketing process should commence at least 3 months in advance of the date of opening of registration portal.

E. Admission Session

The admission calendar shall be discussed at the admission committee before being promulgated at least 75 days before the admission date.

- (a) The regular Programmes of the TERI SAS shall commence from the last week of July every calendar year.
- (b) PhD admissions are open throughout the year. However, the pre-PhD course work shall commence in July and January every year.

- (c) For Distance Learning programmes the intake shall be twice a year; i.e in January & July.

F. Counselling

Counselling of prospective students will be conducted by the Programme Coordinators at TERI SAS. Open house may be conducted to familiarise students with the various programmes. In addition social media may be used for chatting or video sessions to provide necessary counselling to interested candidates.

G. Eligibility

The admission committee from time to time shall verify the eligibility criteria for specific programmes with the HoDs of the concerned department and inform the Registrar Office for obtaining necessary approval of Competent Authority for the same, where required. This process should be completed at least 75 days before the commencement of the admission session.

H. Admission/Selection Procedure

Regular Programmes

Admissions to various regular programmes are to be made on the basis of merit in common entrance test and/or interview. Application forms will be processed at TERI SAS / agency designated by TERI SAS. Entrance Test will be conducted by the University /a designated agency and results will be processed by Admission office. A subject wise merit list will be prepared by admission office.

Entrance examination

- (i) The eligible candidates shall be required to appear for an on-line all India Entrance Test comprising of 100 multiple choice questions (MCQ) carrying a total of 400 marks covering the following:-
 - (a) Proficiency in English,
 - (b) Analytical reasoning and
 - (c) Quantitative ability.
- (ii) Negative marking shall be @ 25% i.e. for each wrong answer 0.25 marks shall be deducted.

Sponsored seats

Two seats may be earmarked for sponsored category students in each programme.

I. Preparation of selection list

- (i) The Admission Committee of the University is required to finalise the number of seats out of the total approved seats that can be released for the admission for the particular academic session. A proposal containing number of seats to be released and number of waitlisted candidates to be put up for programme is to be put up to the VC for approval. Post approval, the plan is to be communicated to the Office of the Registrar for compliance.
- (ii) The dates for interview, as mentioned in the Academic Calendar of the University, are to be intimated to the HoD by admission office who in turn shall constitute a panel of experts for interviews. The marks of the written exam, along with past academic background of the candidates are to be shared with the HoDs. The HoD and the panel are required to finalise a methodology and guidelines to be followed for interviewing the candidates. The method so adopted shall not be changed for the entire admission session to ensure that the method applies to all candidates uniformly. The interview can also be permitted through video conferencing/ telephone. Post interview sessions the panel is required to forward the interview marks to Admission Office within 48hrs for feeding the same into University Management System. Based on the marks of the written exam and the interview a stream wise merit list is to be generated.
- (iii) The Registrar office will prepare a final list as per merit and host the same at the University web site. The wait list, if required will be activated after the last date of payment of fee which is already mentioned on the web site. Depending on the number of seats left in each programme, the wait list is to be activated.
- (iv) The wait listed candidates are to be requested to be physically present/ represented at the time of activation of the wait list otherwise the seat will be offered to the next candidate in order of merit who is present. The wait listed candidates are required to pay an amount of Rs. 25000/- once their admission is confirmed and the remaining amount be paid within the next two days. The second wait-list will also be activated, if required.

J. ODL Programmes

- (i) Admissions to various online programmes are to be made on the basis of eligibility. After the last date, all application forms are to be processed by Programme Coordinator, ODL at the concerned department at TERI SAS and a list of eligible candidate will be shared with admission office for promulgation. In case of a rejection the reason is to be quoted explicitly.

- (ii) Sponsored seats. An NOC (no objection certificate) or a sponsorship letter from the employer, if applicable, has to be obtained along with other documents before or at the time of registration.
- (iii) Bulk Registration. For bulk registration, i.e. for five or more applications coming together through intra-organization referral, there is a provision to avail 10 % waiver in fee.

K. PhD Programmes

A committee consisting of one member each from departments shall screen applications with respect to eligibility criteria , identify missing documents in the application form(if any), seek clarification from the candidate and prepare a list of key words of research interest of students from the narrations in the application form. The list so prepared to be circulated to all faculty members for seeking their interest for a student. Faculty members will be required to send feedback to the committee about their interest to supervise a student. Based on the feedback the committee will prepare five/ six interview panel- grouping students and potential supervisors and conduct a common entrance examination (Research Aptitude Test). The respective panels shall conduct the interview on a date promulgated in advance. Selected students are to be intimated through a letter from Registrar's Office.

Eligibility criteria:-

RAT Score: 50%;

Interview- 50%.

Minimum cut-off marks for admission eligibility: 60%

L. Collaborative Arrangement

Collaborative arrangement with various universities is placed at annexure 4. These collaborative relationships lead to a jointly awarded degree. The student will be guided by supervisors both from TERI SAS and the collaborating university and will need to meet the requirement of both universities for the award. Candidates wishing to apply for these programmes may be advised to follow the specific rules of applications.

M. International Students

- (i) Foreign students should be encouraged to take admission at this University. The applications received are to be sent to the University admission committee for scrutiny and evaluation. A personal skype or telephonic interview may be conducted and an offer of admission is made.

- (ii) The Admission & Scholarship Committee is to shortlist the candidates for scholarships available at the University. If a candidate is not shortlisted for scholarship, he/she may be encouraged to take admission in an individual capacity.

N. Closure of admission

A notice of at least one week shall be given for the closure of admission, to provide sufficient time to all concerned to fill up all the available seats.

O. Procedure to handle Complaints regarding selection/admission

If a student has a complaint or any other issue to report in connection with the on line entrance test/admission process, they have to make a formal request to the Registrar, TERI SAS. If the matter is not resolved at the Registrar's Office it shall be referred to a three member redressal Committee set up by the Vice Chancellor who shall look into the magnitude of the problem and take necessary action. Any mal-practice or use of unfair mean may lead to the cancellation of the admission.

P. General Rules

- (a) The candidates who are offered admission are required to deposit the programme fee. Admission shall be confirmed only after verification of original documents and receipt of admission Fee.
- (b) Candidates are to be advised to mention their email ID and mobile phone number in the application form. Otherwise it will be their responsibility to collect updated information related to counselling.
- (c) TERI SAS will not be responsible for non-receipt of information in time.
- (d) All the communication with candidates will be made only through the email and TERI SAS website.
- (e) Programme once allotted will not be changed.

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CHAPTER V - INTERNSHIP AT UNIVERSITY

Introduction

University intends to offer internship opportunities to students and young professionals to participate in ongoing projects, undergo mentorship by experienced staff/faculty and participate in various developmental initiatives at the University. The internship programme shall aim to provide supervised work-related experience, in an academic or non academic discipline and will be evaluated by the University.

Scope

These rules may be called the **TERI SAS Policy and Guidelines for in-Campus Internship Programmes**. The rules embodied in this policy shall apply to all Interns, faculty and staff working at TERI SAS.

A. Eligibility

In order to be eligible to get enrolled in an internship programme, students must:-

- (a) be from external universities, institutions and out of college candidates. TERI SAS students should be encouraged to work as interns outside TERI SAS.
- (b) have completed or are undergoing 3rd & 4th year undergraduate programmes or Master's Degree in relevant fields with a research bent of mind; be in good academic standing and hold at least 6.0 CGPA (last semester) on a 10.0 scale.
- (c) Out of college candidates/working professionals (On leave) also can be considered if they have adequate experience in the field of work.

B. Application Process & Selection

The application and selection process shall be as follows:-

- (a) Students are required to identify the department/section and faculty/senior staff under whom they would like to carry out their internship by browsing the TERI SAS website. They can contact the concerned faculty with details of the preferred department and area of work.

- (b) Application in the prescribed format (Annexure 1) complete in all respects can either be sent by post or by email to the concerned faculty so as to reach the University at least 90 days before the commencement of internship.
- (c) Out of college candidates/ young professionals (not in any job) must include recommendation/s obtained from experts in their field.
- (d) Applicants are required to be submitted along with a synopsis of the proposed work (not more than 150 words).
- (e) The concerned faculty after going through the CVs may decide to accept or reject the application. The Head of the Department/Centre may be consulted to finalise the list.
- (f) Names of the selected Intern(s) are to be forwarded to the office of the Registrar at least one week before the commencement of the Internship.

C. Honorarium

As a principle no honorarium or remuneration of any kind shall be paid to the Intern by the TERI SAS or any of its Department/Center during the period of internship. However exceptional cases may be considered for remuneration (not exceeding Rs 5000/- per month) on approval of VC/ProVC.

D. Duration of Internship

Duration of the internship will normally be 8 weeks but can be extended further after review of the performance of the Intern.

E. Number of Interns

Each faculty /senior staff member may opt for a maximum of 02 interns at a time.

F. Attendance

Interns will observe the working hours (08:30 am to 04:30 pm) of TERI SAS.

G. Termination

Internship shall be terminated under the following circumstances:-

- (a) Termination for Unsatisfactory Progress. The internship may be discontinued anytime if the performance of the intern is found to be

unsatisfactory or he/she remains absent from work without authorization of the Guide.

- (b) Disciplinary Ground. Should a violation of student honour code appear to occur, the details to be forwarded by the Guide to the Registrar Office with recommendation of termination of the Internship.

H. Responsibility of the Intern

The intern will work under the guidance of the faculty/senior staff (Guide) and devote himself/herself to full time work in the approved area with following responsibilities :-

- (a) Post joining the Department/Section she/he shall submit a joining report in the format placed at Annexure 2 to the Registrar office and complete the incoming formalities.
- (b) The intern shall :-
 - ba) give an undertaking that “he/she” shall strictly maintain full confidentiality and secrecy with reference to any confidential information/matter relating to TERI SAS.
 - bb) give an undertaking that he/she will not violate the University Honour Code.
 - bc) work within the premises of TERI SAS and may utilize the reference books and other materials available in the library.
 - bd) not trespass into unauthorized areas of the TERI SAS premise/lab facilities without the prior permission of the competent authority.
 - be) submit a draft dissertation of the assignment to the Guide before conclusion of the internship for her/his approval and grading.
- (c) Intern may be required to make a presentation before Department at the end of the internship, after clearance by the respective Guide.

I. Responsibility of the Guide/Co-Guide

A faculty member/senior staff shall be designated to monitor and evaluate the program undertaken by the intern who will be termed as the Guide:-

- (a) Interns are to be engaged in on-going research, capacity building endeavour, programmes and projects of the Sections, Departments and Centres of TERI SAS.

- (b) The Guide shall finalise the title of the dissertation /work within 03 working days of the intern joining the University. The title of the work has to be endorsed in the joining report of the intern which has to be countersigned by the Guide.
- (c) If a Guide is going to be unavailable for a period of time, he/she shall inform the Office of the Registrar the name of the Co-Guide (along with his/her consent) under whom the intern shall work.
- (d) The Guide shall provide training experience that will foster the individual's intellectual, technical and professional development.
- (e) The Guide shall submit the attendance & evaluation details to the Registrar Office in the format placed at Annexure 3 & 4.

J. Evaluation & Certificate

At the end of the successful completion of internship, the intern will be awarded a 'Certificate' along with a grading based on the performance of the intern by the concerned guide. The performance may be given a grading "A+" (Excellent) or "A" (Very Good), grade "B+" (Good), "B" (Average), and "C" (Below average) based on the quality of the work. A copy of the certificate is to be forwarded to Registrar Office for record.

K. Other Policies

Interns are subject to the generally applicable rules, regulations and policies of the TERI SAS, including but not limited to, those relating to intellectual property, sexual harassment, equality and discipline.

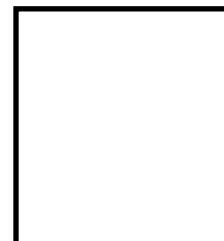
L. Administrative Arrangements

- (a) The intern will be allotted a temporary enrollment No. and attached to the Department/Section of the Guide.
- (b) The final product of the internship will be the intellectual property of TERI SAS and the intern may further develop and/ or use it with prior written approval of TERI SAS.
- (c) Subject to availability, female interns may apply for girl's hostel accommodation for the duration of the internship. If an intern avails this facility, then the applicable charges will have to be paid to the hostel office.
- (d) The Interns are to submit a clearance certificate in the format placed at Annexure 5, after which only certificate to be issued.

Annexure –1

APPLICATION FOR INTERNSHIP

TERI SAS



1. Name:
2. Date of Birth:
3. Gender (male/female/other):
4. Permanent Address:
5. Current Address:
6. e-mail address:
7. Mob No.:
8. Educational Qualifications:-

Ser	Name of Course	School/College/Board/ Univ.	Year	Subjects	Percentage of marks/ CGPA
(a)	12th				
(b)					
(c)					
(d)					
(e)					

9.	Pursuing/completed courses in..	
10.	Computer Skills	
11.	Knowledge/experience of statistical/analytic/other software packages or tools (please specify)	
12.	Course/s studied/studying, which are relevant to Centre/Department of your choice to intern	

	with	
13.	Internship/work Experience, if any	
14.	Areas of Interest	
15.	Awards/Achievements/papers Presented/Published	
16.	Details of extra-curricular activities	
17.	Suggested topic(s)/Project(s) on which Internship is proposed	
18.	Mention name of Centre or Department, you wish to intern with	
19.	Whether Synopsis of proposal attached (yes/No)	
20.	Duration and exact dates of Internship	
21.	Any other additional relevant information	

Place

Date

(Signature of the Candidate)

Recommendation

Recommendation of the Competent Authority of the Academic Institution where the candidate is pursuing his studies:-

Place:

Signature with Name, Designation

Date:

Office Address, Tel.No. & Office Seal

List of Recommendation/s for out of college young professionals (not in any job) obtained from experts in their field (to be appended)

Annexure -2

JOINING REPORT

JOINING REPORT FOR
TRAINEES/INTERNS/SCHOLARS/VISITING FELLOWS

1. Name Dr/Mr/Miss _____
2. Date of Birth _____ 3. Blood Group _____
4. Address in Delhi

Phone no. _____
5. Reference of Contact in Delhi :

Phone no. _____
E.mail _____ Fax _____
Permanent Address :

Phone _____
Email _____ Fax _____
7. Institute/Organisation (Working/Studying)

Address _____

_____ Phone _____

Email _____ Fax _____

8. Prior work with TERI SAS(if any): From _____

To _____

9. Completion date of Internship _____

10. Subject of Study/Research _____

11. Department/Centre attached to _____

(Signature of Student)

For Admn. Use

Name of coordinator in TERI SAS:

1. Card no.

Library

User id

Registrar

Annexure –3

Roll (Ty)	No.
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TERI SAS

NEW DELHI

ATTENDANCE SHEET

Name Joined on.....

Intern Period from to

Department/Centre :.....

DAY	MONTH	MONTH	MONTH	MONTH	MONTH	MONTH
01						
02						
03						
04						
05						
06						
07						
08						
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31						

Mr/Ms has undergone internship on the subject

.....
during the period mentioned above.

Signature of the Registrar

Signature of the Guide

Annexure –4

INTERN EVALUATION SHEET

1. Name of Intern :
2. Address & Telephone Number :
3. College/Institute(where presently studying) & Programme :
4. Year of Enrollment :
5. Internship period in TERI SAS: From _____ To _____
6. Project worked on (in TERI SAS) :

7. Professional Skills

	Excellent	Good	Average	Below Average
(a) Data Collection Skills				
(b) Analytical Skills				
(c) Coverage of Contents				
(d) Structuring of the final Report				

8. Personal Qualities

	Excellent	Good	Average	Below Average
(a) Communication Skills				
(b) Initiative & Drive				
(c) Integrity				
(d) Punctuality				

9. Overall Evaluation (tick mark appropriate box)

- (a) Excellent ☐ Average ☐
- Good ☐ Below Average ☐

(b) Suitability for employment in TERI SAS : Yes/No/NA

(c) If suitable, recommended for employment in Department/Area :

(Signature)
Guide

(Signature)
Registrar

Annexure –5

CLEARANCE ON COMPLETION OF INTERNSHIP

Name: _____

Internship period: From: _____ To: _____

Internship completed? Yes _____ No _____

Guide/PI/AC: Mr/Ms/Dr _____

Description of the project/research work/topic of training _____

Declaration by the Intern

(Please ✓ mark the appropriate box)

1. My accounts have been settled in respect of stipend (if applicable) ☐
2. Accounts have been settled for the use of guest house/hostel (if applicable) ☐
3. My identity card has been returned ☐
4. The research material/books/notes/reports/CDs/Floppies/cassettes etc. used by me from the library/professional in the University have been returned ☐
5. Submitted a copy of the report prepared by me to the Guide/Registrar ☐

My contact details hereafter is (address): _____

Email id: _____ Tel No. _____

Signature of the Intern

Signature of the Guide

Signature of the Registrar

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CHAPTER VI - EXAMINATION

A. Guidelines For Conduct Of Major Examinations

Every Head of Department/Programme Coordinator is required to give the date sheet of examination of all courses in their department/program to the exam section. This is required to be submitted at least ten days before the start of examinations as per the academic schedule of the University.

Every Head of Department/Programme Coordinator is required to give the list of invigilators for all the examinations of their program to the examination branch. This is to be submitted along with the examination date sheet. Any change in the name of invigilator is to be brought to the notice of examination branch at least two days before the examination date of that course.

The Head of Department/Programme Coordinator/faculty are required to send their question paper to the examination branch at least 5 days before their scheduled exam so that these may be checked for errors by the examination cell, photocopied and kept in sealed envelopes which would be handed over to the concerned faculty member 15 minutes before the commencement of their respective exam. The course coordinator is requested to mention clearly

- a. Whether it is an open-book or closed book exam;
- b. Which teaching notes and materials a candidate can carry;
- c. Any other relevant instruction she/he intends to share.

The invigilator of the examination would collect all the answer sheets and attendance sheet after the completion of the exam. The faculty is required to evaluate the answer sheets and submit grades to the HoD within the timeframe specified in the academic calendar. The faculty/course coordinator will then submit the answer sheets to the examination branch, after showing them to the concerned students, for records. In case the answer sheets are to be examined by external faculty, the course coordinator is responsible for making necessary arrangements to get these evaluated by the external faculty members and show these answer sheets to students. After the specified date, these answer sheets are to be submitted back to examination branch.

Once the answer sheets etc. are shown to the students, the final marks are to be uploaded on the TERI SAS portal for consideration and approval of MPEC/Dean (Academic) as per the academic calendar of the University.

B. Eligibility & Responsibility of Invigilator for Examination:

Under normal circumstances course faculty/course coordinator is expected to act as the invigilator for her/his examination. In specific cases where the course faculty/course coordinator is not available, the Head of Department/Programme Coordinator is required to depute another faculty from her/his department to perform the duty of invigilation.

The invigilator may be assisted by a research scholar or teaching assistant but the responsibility of smooth conduct of the examination would remain with the invigilator.

The Invigilator is responsible for the conduct of the examination. If s/he notices any occurrence of use of any unfair means, s/he is authorized to take strict action and report the event to Controller of Examination/Deputy Controller of Examination immediately. The Controller of Examination in such event is to initiate suitable action against the erring student. In instances of serious breach of academic honor code, CoE would forward the complaint to the Dean(Academic) for appropriate action as per TERI SAS rules.

Internet access is not allowed during examination time.

C. Declaration of results

Once the results are approved by the Dean (Academic) through the University portal and submitted to the examination branch, the examination branch will check for inconsistencies etc. and publish the result on the student's portal as per the academic calendar.

D. Instructions for the students

- (a) The students shall occupy the seats allotted to them by the concerned Invigilator. If no such allotment is made, there shall not be in any circumstances more than two on a desk.
- (b) Any student arriving more than 30 minutes late shall not be generally allowed to sit for the examination. However, the concerned invigilator(s) shall decide on the merit of a particular case.
- (c) Students are not permitted to leave the examination hall during the examination period. However, in a very exceptional case, if the faculty invigilator allows such leave; a candidate not returning within 3 minutes shall be liable to cancellation of her/his paper.

- (d) In case of a closed-book exam, there shall not be anything other than pens, pencils, eraser, and a scientific or normal calculator, ruler in an examinee's possession. It is to be noted that all books and notes and electronic gadgets including cell-phones, i-pads, i-pods, tablets, laptop and the like are to be deposited in an earmarked space.
- (e) If calculators are permitted, only one calculating device that is not a part of any other gadget shall be allowed.
- (f) If calculators are permitted, students shall use only her/his own device. No sharing shall be allowed.
- (g) In case of an open-book test, in addition, a candidate shall be allowed only the books and notes the faculty would have specified for the purpose.
- (h) Every candidate shall observe silence, decorum and abide by the instructions given by the faculty on invigilation during the examination.
- (i) Talking or discussing among themselves or sharing answers/hints in any form shall be punishable and will lead to disciplinary action.
- (j) Mobile phones are not allowed in the examination hall. Students have to switch off the mobile and submit it to the invigilator or put in the bags. Mobile phones should not be available with students or on their respective desk.
- (k) Internet access is not allowed during examination time.
- (l) Anything in the candidate's possession other than that allowed, or violation of any of these instructions, might lead to cancellation of the paper. In such cases, the invigilators' report shall constitute the exclusive evidence for judgment.

E. Policy and Procedure for student appeal of final course and project grade

Purpose and scope of the final grade appeal policy

The purpose of the final grade appeal policy is to establish a fair procedure for settling cases involving contested final grades assigned in the courses or projects. However, this applies only to the final grade of a course or project, and does NOT apply to the marks/grades assigned for specific components of the courses or projects (i.e. assignments, presentations, minor tests etc). This also does NOT apply to any grade changes done as a result of disciplinary action against the student.

Appeals for review of more than one grade must be applied for on separate applications. Each application would need to be accompanied by the requisite fee.

Time-frame for grade appeal

All final grade appeals must be initiated by the student within 3 working days of the grade display.

Procedure for grade appeal

Grades awarded for individual courses

The award of a grade for the performance of a student in a course is the prerogative of the course faculty-in-charge. A grade given by the faculty member may be changed only by that faculty member. In exceptional cases, it may be changed by the Dean (Academic), on the recommendation of the MPEC.

Procedure for grade appeal for a course

The student should contact the Registrar office to ensure that there is no input error.

In case no input error is found, the student may meet the concerned faculty-in-charge to initiate the informal procedure.

Informal process

The student who believes that s/he was given an improper grade, must meet the concerned faculty member, within 3 working days of the grade display, to review her/his grade if s/he believes that there was an error while totaling marks of various components (e.g. minor tests, assignment, field reports etc.) of the course.

The informal process must be carried out face-to-face. However, if the faculty member is not available in the office, the discussion between the student and faculty may take place through email or phone, if suggested by the faculty member.

Formal process

Application to Dean(Academic)

If the student is still dissatisfied over her/his final grade, s/he may apply for a formal procedure of grade review to the Dean (Academic). This must be done within 3 working days of the grade display.

The formal application for final grade review must be done as a signed written request and must include a statement from the student providing evidence that

supports the argument that a fair evaluation method has not been used while assigning the final grade to her/him.

The Dean(Academic) will review the matter by holding meetings with the student and concerned faculty member individually, and will:

Communicate the decision to the student within 3 working days, OR

Refer the matter to the MPEC for a review, and thereafter take a decision based on the recommendation, within 3 working days.

Review by the MPEC

When the Dean (Academic) refers the matter to the MPEC for a review, s/he would pass-on on the points relevant to the case, to the chairperson of the MPEC, who in turn, after the meeting, would communicate the recommendation of the MPEC, in writing, to the Dean(Academic).

In normal circumstances, the faculty-in-charge of the course must attend the MPEC meeting.

Decision of the Dean (Academic)

The final decision of the Dean(Academic). will be communicated to the faculty-in-charge for retention/change of grade. This will then be communicated to the Registrar's office.

Grades awarded for projects

The awarding of grade for the performance of a student in a project is the prerogative of the Master's Programme Executive Committee (MPEC). A grade given by the MPEC may be changed only by the committee.

Procedure for grade appeal for a project

If the student is dissatisfied over her/his final grade in a project (e.g. Minor or Major), the student should contact the Registrar office to ensure that there is no input error.

In case no input error is found, the student may meet the Project Coordinator /HoD to initiate the informal procedure.

Informal process

The student who believes that s/he was given an improper grade, must meet the concerned In-charge of the project i.e. Summer/Major Project Coordinator/ Head of the Department, within 3 working days of the grade display, to review her/his grade and to find out if there was any error while calculating marks of various components (e.g. presentation, written report etc.) of the project.

The informal process must be carried out face-to-face. However, if the concerned In-charge is not available in the office, the discussion between the student and

project In-charge may take place through email or phone, as suggested by the project In-charge.

After hearing the case of the student, the project In-charge will discuss the issue with the concerned evaluation committee and the supervisor. The In-Charge will communicate the decision to the student within 3 working days.

Formal process

Application to Dean (Academic)

If the student is not satisfied with the outcome of the informal procedure, s/he may appeal for a formal review of the final grade to the Dean (Academic).

The formal application for final project grade review must be done as a signed written request and must include a written statement from the student providing evidence that supports the argument that a fair evaluation method has not been used while assigning the final grade to her/him.

The Dean(Academic) will review the matter by holding meetings with the student and Project Coordinator/HoD, and will: -

Communicate the decision to the student within 3 working days, OR

Set up an *ad-hoc* grade review committee, to review the grade.

Ad hoc Final (project) grade review committee

The review committee will consist of:

- (a) Dean(Academic) - Chair
- (b) Two faculty members from the same discipline*
- (c) One faculty member from another discipline*

(*These faculty members will be other than those who evaluated the project or were associated with the project in any way)

The committee will review the documents and evidence provided by the student and the project In-charge. The committee may request the student, supervisor or any of the evaluation committee members to present their case in front of the committee, if required. The committee will give its decision within 3 working days of the appeal.

Decision of the review committee

The decision of the Review Committee will be communicated by the Dean(Academic), to the Chairperson of the MPEC, who may, if required, call a meeting of the MPEC and retain/change the grade. This will then be communicated to the Registrar's office.

Final grade after review

The grade awarded after the review process will be taken as final, and cannot be appealed against. This would include situations where grades may be lowered as a result of the review.

Fee for review

Students applying for the formal procedure for review of a grade awarded must submit a fee of Rs 1000/- along with the application. For appeals against more than one grade, each appeal is to be applied for separately, each accompanied by a fee of Rs 1000/-.

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CHAPTER VII - PUBLISHING UNIVERSITY INFORMATION

Preamble

TERI SAS intends to outline the processes required to maintain high quality of web content and digital as well as print publications for the University. This can be achieved through placing a smooth mechanism for information acquisition, vetting and delivery.

Scope

This Procedure applies University wide. All faculty, employees, students, affiliates and other consumers or users of TERI SAS data/information (electronic, paper or otherwise) used to conduct operations of the University are covered by this policy. The following categories of information shall be dealt under the policy:-

- (a) Internet Use: This information is targeted for public use and hosted in the Internet for general viewing.
- (b) Press/Journal/Brochures (placement/programme/events)
Use: Information not generally available to parties but released for press for specific purpose or requirement. Public disclosure of this information would cause minimal trouble to the University.

A. Media

Approved information may be displayed in the media/platform as listed under:-

- (a) University Website
- (b) Social media (Face book, LinkedIn and Twitter)
- (c) University Newsletter/Annual Report
- (d) Printed Brochure/Invitation Card etc.
- (e) Newspaper/Journals
- (f) TV/Radio

B. Procedure for information collection and Updation

Collection of information. The detailed procedure for information gathering shall be as follows. The names of the officials shall be promulgated separately..

Ser	Activity		Responsibility	Platform/ Media	Information monitoring/ facilitation	To whom
	Action	Area				
a	-Submitting a draft content with photograph for publication	Policy, Rules & Minutes of Meetings	Office of Registrar	Website	Monthly	IT Team
		Home link/ Admission/ People/ Faculty/ Convocation details	Asst Reg (Acad Admin)	Website	Regularly & as on requirement	IT Team
	-Requests to have links added from the TERI SAS page	VC/ProVC external academic conference/ engagements	VC/ProVC Secretariat	Website/ Social Media/ News Letter	-2 weeks before event -Within 24hr of conduct of event	Manager, Communications
	-Ensuring the accuracy and timeliness of the information presented	Programme/ Individual Placement / info	HoDs requested to designate individual(s) to serve as Faculty (Programme /Placement /Event) coordinator)	Website/ Social Media	Quarterly	Manager, Communications
		Placement Brochure by end of October/ Programme Brochure by end of August	who may	Print	Annual	Manager, Communications

Ser	Activity		Responsibility	Platform/ Media	Information monitoring/ facilitation	To whom
	Action	Area				
		Student/ Faculty Achievements & Events (conf/workshop etc.) information – curtain raiser , post event brief	liaise through Programme Assistant(s)	Website/ Social media/ News Letter/ Press Release/ TV/ Radio	-2 weeks before event -Within 24hr of conduct of event	Manager, Communications
		Generic articles by faculty		Journals	-	PR coordinator
		Alumni / common placement page	Placement Officer	Website/ Social media/ News Letter	Regularly	Manager, Communications
		Research/ News & Events	Library	Website/ Social media/News Letter	Same Day	IT Team/ Manager Communication
		Resources/ Student events	Admin Office	Website/ Social media/ News Letter	Regularly	Manager, Communications
b	Review all content prior to final publication. Check for consistency, grammar, and graphic file size. If editorial and/or design questions arise or if there is a need for more than		Manager, Communications	For all media	48hrs (excluding Saturday, Sunday & holidays)	-Author -Once finalized -for web content: IT

Ser	Activity		Responsibility	Platform/ Media	Information monitoring/ facilitation	To whom
	Action	Area				
	minimal copy or design revision, then consult with the author.					<p>Team</p> <p>-For publication in monthly News letter /Annual Report etc.: Editorial team</p> <p>- For Events brochure, webpage etc.: Event Coordinator</p> <p>-For other Brochures, Faculty (Programme /Placement) coordinator</p> <p>For press release – PR Coordinator</p>
c	Develop University web pages, social media, maintains links to other web pages, ensure page download time 8-10 seconds through graphic optimization for all images, facilitate revisions and prevent contradictory information from appearing on the web site.		IT team	Website/ social media	48hrs	Originator/Author
d	Once content is finalized printing works to be forwarded		Faculty (Programme	For	48hrs	Placement Officer for internal

Ser	Activity		Responsibility	Platform/ Media	Information monitoring/ facilitation	To whom
	Action	Area				
	for designing.		/Placement /Event) coordinator (approval be obtained from VC/ ProVC/ Dean/ HoD as relevant)	printing		printing jobs/ PR Coordinator for liaising with the Press
e	Approval for all kind of publication in open domain (electronics as well as print)		Registrar/ Head (Outreach)	IT / Editorial team/PR Coordinator		

C. Information Updation at Web page

Post approval of the content, the following procedure be followed for updation of information at the website:-

Ser	Section	Sub-section	Server updations	Quality Check	Make Live	Final Check
a	Home page	-	IT	Manager Communication	IT	IT/ Asst Reg(Acad Admin)
b	Events	-	Web Admin	Web Admin	IT	IT/ Asst Reg(Acad Admin)
c	Programme	Departments, Programmes, Fees, Courses, Prog/Courses outline etc.	Web Admin	Web Admin	IT	IT/ Asst Reg(Acad Admin)

Ser	Section	Sub-section	Server updates	Quality Check	Make Live	Final Check
d	Faculty	Staff members	Web Admin	Web Admin	IT	IT/ Asst Reg(Acad Admin)
e	Publicat ions	Research paper, master publications, doctoral publications etc.	Library	Library	IT	Librarian
f	News		Library	Library	IT	Librarian
g	Content Pages	Admission pages, Resources and Life@campus etc.	IT	IT	IT	IT/ Asst Reg(Acad Admin)
h	Registra tion Forms	Work with us, PHD registration	IT	IT	IT	IT/ Asst Reg(Acad Admin)
i	Agents	-	IT	Web Admin	IT	IT/ Asst Reg(Acad Admin)
J	Photogr aphs	For all pages	IT	Receptio n (once in three months	IT	IT

D. Maintenance of the TERI SAS website

The TERI SAS website shall be maintained by the IT team/Web Administrator. However a website support team shall help the IT team for smooth information facilitation. The team shall meet at least once in a fortnight to review the pproved pages and submit their recommendation to Registrar and Head (Outreach). The following shall constitute the team:-

- (a) Asst Reg (Acad Admin) (Convener)
- (b) Manager, Communications

- (c) Placement Officer/PR Coordinator
- (d) Rep Library
- (e) IT Support Cell members (website/social media)

E. General Rules

- (a) Major modification of website design is to be vetted by TERI SAS Outreach & Website Committee and recommendation submitted to VC/ProVC for approval.
- (b) It shall be the responsibility of the respective Editorial Team(s), Organising Team(s) of the events to obtain the approval for their respective web/print designs from VC/ProVC/Dean/HoD as applicable.
- (c) Express approval of VC/ProVC to be obtained for publication of information related to Admission and new Registrations.
- (d) It is illegal to use photographs without the permission of either the photographer or the owner of the photographs.

For web publication and to ensure website functioning normally, the file size of images may be maintained at 2KB to 150KB memory base with about 72 dpi (dots per inch) resolutions.

Wherever assistance of Manager, Communication is not required the content can be sent directly to the next level.

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CHAPTER VIII - HOSTEL

(TU/BM 24.8.1 dated 15.06.2017)

A. Hostel Facilities at the TERI SAS

- (a) The University provides a Hostel exclusively to 'Women students'. It is a spacious, well-furnished hostel. Apart from hygienic food the hostel provides recreational facilities, which include a TV, indoor games, gym etc. The hostel has its live-in warden who administers the hostel.
- (b) In view of the limited hostel accommodation, candidates should note that the 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.
- (c) All selected students who need hostel accommodation will be required to apply in the prescribed application form obtainable from the Registrar. The application forms received after the last date will be considered by the Registrar on a case to case basis.
- (d) The criteria for allotment of hostel accommodation by the University is enumerated in succeeding paragraphs.

B. Priority for allocating hostel

Hostel facility is provided to the female students who are not from Delhi & NCR

Performance in the entrance test/ GD/PI shall be taken into consideration for all post-graduate programmes.

C. Allocation of Resources

Hostel facilities shall be allocated to the students from each stream and the reserved seats per programme.

{In case there are fewer applications from any streams, the Registrar's discretion in re- allocation of resources shall be final}

Current Hostel Charges are as follows:

(To be paid at the time of admission to hostel)

Current Hostel Charges	INR
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Hostel Security (refundable)	10000
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Room rent for Hostel Rooms per month (including meals)	INR
Single Occupancy	14000
Double Occupancy	12000

Note:- Fees to be paid per semester basis

The rules for submission of Hostel Fees :-

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

Hostel residents are expected to observe the rules and regulations prescribed for them as well as all the requirements of cooperative life and the social norms that living together demands.

In case it is found at some stage that any information has been given incorrectly or some material facts have been concealed, the student is liable to eviction from the hostel.

The warden in charge of the hostel shall take punitive action against any resident of the hostel in respect of disciplinary action, which would include:-

Oral reprimand

Written reprimand

Written warning

Fine for damage

If the violation is repeated or of grave nature then it is to be reviewed with Registrar / Dean (Academic) for further necessary action.

D. Rules for Hostel Residents

- (a) Medical facilities shall be provided on call at the expense of the student. A 'First Aid' box shall be available at the hostel

- (b) Basic furniture and mattresses shall be provided. Students need to make their own arrangements for linen, blankets, pillow etc.
- (c) Kindly note that consumption of alcohol, smoking and gambling is strictly prohibited within the hostel.
- (d) No personal guests are allowed to stay at the hostel
- (e) All students are required to be back at the hostel by 8:30pm every day during summers (March to October) and by 7:30pm in winters (November to February)
- (f) Strict action shall be taken against students who indulge in/encourage ragging of new students
- (g) Students would not be allowed to stay in the hostel during vacations however, a cloak room shall be provided to residents for safe keeping of their luggage.
- (h) 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

E. Further Instructions:

- (a) Electrical Switches – Residents are not allowed to make any additional extension. Please switch off the electrical switches before leaving the room.
- (b) Residents are allowed to use mobile and laptop chargers only. Electrical appliances such as oven, cooking stove, gas tank and freezer are not allowed for safety reasons. The hostel management has the right to confiscate the appliances and penalize the errant resident.
- (c) Residents are not allowed to get involved in any business activity related to food and beverages in their respective rooms or in/within the hostel compound.
- (d) Residents are not allowed to cook in the hostel rooms.
- (e) Disciplinary action would be taken against those who caught cooking in hostel rooms.
- (f) Residents are not allowed to make noise especially after 10.00pm as it would disturb the privacy of other residents.

- (g) Residents are not allowed to change the position of room furniture and facilities.
- (h) Residents are not allowed to bring any of their personal furniture to the hostel.
- (i) Residents are prohibited to put on any obscene picture / poster in their rooms or in/within the hostel area.
- (j) Residents are not allowed to nail or dirty the room wall or damage the room at any time.
- (k) All misconducts or suspicions to misconducts are prohibited. Residents who commit misconducts would be rusticated from the hostel. Disciplinary report will also be submitted to the University for Further Action.
- (l) Residents are required to observe decent / suitable dress code in/within the hostel compound.
- (m) Arms and ammunition are strictly prohibited within the university premises.
- (n) 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 resident.
- (o) The cafeteria (Ground Floor) shall be used as the Meeting Room for visits. The visiting hours shall be from 1730hrs to 1830hrs.
- (p) In case of requests for night outs – the resident needs to provide a written request from her parents/local guardian.
- (q) The respective timings provided should be strictly adhered to.

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CHAPTER IX – PHD REGULATIONS

(Vide resolution TU/AC/41.2.1 dated 13 Nov 2017)

Preamble

TERI SAS provides an environment that encourages academic excellence. The university offers Ph.D programme in wide range of areas including Natural resources management, Energy and Environment, Economics, Biotechnology and Social sciences etc.

Scope

This policy will be called “TERI SAS Ph.D Regulations-2017” and shall be applicable to the faculty members and Ph.D students of the university.

A. Eligibility criteria for admission to Ph.D programme:

Subject to the conditions stipulated in these Regulations, the following persons are eligible to seek admission to the Ph.D programme:

- a. 02 years M.Sc/MA or M Phil in a relevant field or equivalent. 01 year PG degrees may be accepted in exceptional cases.
- b. In extremely exceptional cases the admission committee may consider an application from a candidate who possesses a B.Tech in a relevant field or equivalent. Only those who have a minimum CGPA of 8.0 on a 10 point scale or 75% marks should consider applying in this category. It may be noted that consideration under this category would be evaluated by an evaluation committee and would entail extended pre-Ph.D course work requirement.
- c. Candidates (sponsored/non-sponsored) applying on part-time basis need to have a minimum work experience of 3 years in organizations approved by the Department Research Committee.
- d. Additional requirements for full-time sponsored candidates
 - (i) Sponsored candidates are required to submit a sponsoring certificate from their employers on proper letterhead stating that for the period of his/her studies in the programme, the candidate would be treated as on duty with usual salary and allowances and that he/she will be fully relieved for the period of study for pursuing his/her study and the fee of the candidate will be paid by the sponsoring organization.

- (ii) Candidates seeking admissions to Ph.D programmes on the basis of study leave must show proof at the time of interview of the fact that they will be/have been granted study leave for a minimum period of three years..
- e. Additional requirements for part-time (sponsored and non-sponsored) candidates
 - (i) Non-sponsored candidates are required to submit a 'No Objection Certificate' at the time of interview from their employer stating that the candidate is permitted to pursue studies on a part-time basis and that:
 - (a) His/her official duties permit him/her to devote sufficient time for research;
 - (b) The candidate shall be provided access to the facilities in the field of research;
 - (c) He/she shall be permitted to attend classes at the University as required by the University.

B. Admission:

Admission will be made on the basis of a test/interview conducted by the University. Candidates may apply at any time throughout the year. Admission is subject to vacancies available in the relevant specializations. Categories of admission:

- (i) Full time with assistantship/without assistantship
- (ii) Full time with UGC/CSIR/DBT/other research scheme scholarship
- (iii) Sponsored
- (iv) Part-time

C. Duration of the programme:

Ph.D programme shall be for a minimum duration of three years, including course work and a maximum of six years. This may be waived by the Academic Council only in extremely exceptional cases when recommended by the Department Research Committee.

D. Extension criteria

- a. This maximum time limit for submission of thesis may be extended by the Academic Council based on the recommendation of DRC as a special case for a period of 1 year (on a maximum of 2 occasions), after which the registration will stand cancelled. While recommending to the Academic Council, the DRC may consider one or more of the following criteria as accentuating Circumstances (based on the evidence produced by the candidate):
 - (i) Medical exigency.
 - (ii) Forced break due to employment requirement (in case of part time candidates only).
 - (iii) Discontinuity in supervision (due to non-availability of supervisor).

- (iv) Change in focus of research due to emergence of any new/unforeseen challenges in conducting research (e.g. security threat).
 - (v) Candidate at an advanced stage of research requiring a defined time only after approval from DRC and SRC. The DRC in such case should consider research output achieved such as publication(s).
 - (vi) Supervisor explanation on requirement of extra time.
- b. Full/Part time candidate may be allowed to convert his/her registration into Part/Full time on the recommendation of the SRC/DRC. This change will be allowed only once.

E. Allocation/Eligibility of Research supervisor:

- a. As per UGC letter No. F. No. 14-4/2016(PS), following are the eligibility criteria to be a Research Supervisor/Co- Supervisor:
- (i) Ph.D supervisor has to be amongst the regular faculty of TERI SAS only and co-supervisor can be appointed from within or outside of the university, if necessary.
 - (ii) All Adjunct faculty members can act as co-supervisor.
 - (iii) Department concerned can appoint Co-supervisor from outside the Department/Faculty/University in case of topics of inter-disciplinary nature.
 - (iv) Any regular Professor should have at least five (5) research publications in refereed journals and any Associate / Assistant Professor with at least two (2) research publications in refereed journals in order to be recognized as Research Supervisor. Further, if there is limited number of referred journals in the particular discipline, these rules can be relaxed with a written explanation.
 - (v) A faculty at the rank of Professor is allowed to supervise at most Eight (8) Ph.D Scholars, at a time. An Associate and Assistant Professor can supervise up to six (6) and four (4) Ph.D Scholars respectively, at a time.
- b. Change of Research Supervisor
- (i) If a Research Supervisor takes up a short-term assignment outside TERI SAS, the candidate will be permitted to continue his / her research under the same Research Supervisor OR he/she may be permitted to change his / her Research Supervisor, after obtaining the approval of DRC. However, the duration of Ph.D, the area of research and the title of the study shall remain unaltered.
 - (ii) In case the Research Supervisor leaves TERI SAS permanently, he/she cannot continue to guide any scholars in TERI SAS. The candidate is encouraged to identify a potential supervisor in consultation with the DRC Chairperson/Ph.D Coordinator, and seek approval of DRC for such a change within a reasonable period, but not more than one month from departure of the former Supervisor from the University. The DRC can assign a new supervisor, if it feels so, which will be binding on the student. However, a

Research Supervisor who has left TERI SAS can continue as a Co-Supervisor, if approved by the DRC.

- (iii) A supervisor may request to relinquish a student in case he/she feels that a conflict of interest may arise or if there is a change of research topic outside his area of expertise. However, in such exceptional circumstances, the interest of the student is to be safeguarded and such a change must have the approval of the DRC.
- (iv) In exceptional circumstances, a candidate wishing to have a change of supervisor can make an appeal to the Chairperson DRC with clear and specific reasons for the request. The Chairperson DRC on the merit of the case may recommend the matter for consideration to a Committee set up for this purpose comprising of both Deans and the Chairperson DRC. The decision of the Committee will be binding on all concerned. The Committee, if recommending a change of supervisor, will also make recommendations on the rights of the supervisor and the student for using the past-work.

F. Pre-Ph.D course requirements

The Pre-Ph.D course requirements shall be as follows :-

- a. In order to overcome any deficiency in the breadth of fundamental training for advanced work, several courses are offered across disciplines taught at the Deemed University. Such courses would include those at Masters level or could be special ones created only for the doctoral student/s.
- b. The courses will be offered by TERI SAS.
- c. The credit assigned to the Ph.D course work shall be a minimum of 8 credits and a maximum of 16 credits.
- d. Four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. One course on Technical Writing (2 credits) will be a mandatory course for all Ph.D students. Other courses shall be advanced level courses preparing the students for Ph.D degree.
- e. The course requirement will be determined by the DRC (Department Research Committee) on the recommendations of the SRC (Student Research Committee) after considering the student's background in relation to the proposed topic of research.
- f. Grades in the course work, including research methodology courses shall be finalized after a combined assessment by the SRC and the Department and the final grades shall be communicated to Registrar.
- g. The minimum CGPA requirement will be 7.0.
- h. The pre-Ph.D course work must be completed within the first two semesters and the first three semesters of joining the programme by full-time and part-time students, respectively.

G. Comprehensive Examination

- a. A student shall be formally registered/ admitted to a Ph.D programme only after s/he has cleared the comprehensive examination. Students will be permitted to take the comprehensive examination only after they have completed the pre-Ph.D course work as decided by the SRC and defined in F.11.d. Full-time and part-time students must clear the comprehensive examination within a period of 18 months and 24 months, respectively, from the date of joining. Every student, after having completed the comprehensive examination, must formally register for the Ph.D programme.
- b. As part of the comprehensive examination the student shall submit a Ph.D research proposal document, prepared in consultation with the supervisor. The same should be submitted to the examination panel members at least one week in advance of the comprehensive examination. An external examiner may be part of the comprehensive examination panel if suggested by the SRC.
- c. The student's evaluation will be based on an oral presentation and the accompanying write-up of the research proposal that should include its proposed title, introduction and literature review, rationale for research, aim, research objectives/questions, broad framework/tentative methodology, expected outcomes and proposed timeline. The presentation should also list the pre-Ph.D courses attended, grades scored and any other research-related activity undertaken.
- d. There shall be a repeat of comprehensive examination decided by the SRC, in case of failure in 1st attempt or major change in focus of proposed research.

H. Attendance requirements for Ph D students

The attendance requirement for Ph.D students shall be as follows:-

- (i) A Ph.D student, whether full-time or part-time, is expected to attend all classes in each course in which he/she is registered. In case his/her attendance is less than 75%, he/she will be debarred from the test/examination for the course and will be awarded an Ab. Grade.
- (ii) If a Ph.D student's attendance falls below 75% in any taught course(s) during a month, s/he will not be paid assistantship/scholarship for that month. Further, if his/her attendance again falls short of 75% in any course in any subsequent month in that semester, his/her assistantship/scholarship will be terminated. A research scholar, after having completed the course work, must attend to his/her research work on all the working days and mark attendance except when s/he has been sanctioned leave. The requirement of 75% attendance will apply as above on daily attendance except in cases where longer leave has been duly sanctioned within the leave entitlement of the student.

Note: For the above purpose, if 75% works out to be a number that is not a whole number; the immediate lower whole number will be treated as the attendance.

I. Grant of leave to Ph.D students:-

The leave regulations for Ph.D students shall be as follows:-

- (i) During course work a full-time Ph.D student, during his/her stay at the University will be entitled leave for 30 days, including leave on medical grounds, per academic year. He/she will not be entitled to mid-semester breaks, summer and winter vacations. Leave beyond 30 days in an academic year may be granted to a Research Scholar in exceptional cases subject to the following conditions:
 - (a) the leave beyond 30 days will be without assistantship/scholarship; and
 - (b) such an extension of up to additional 30 days will be granted only once during the programme of the scholar.

The leave will be subject to the approval of the Head of Department/ Dean/ Faculty Supervisor/ Programme Coordinator concerned on the recommendation of the Supervisor

- (ii) After completing the course work a full-time Ph.D student during his/her stay at the University, will be entitled leave for 30 days per academic year. He/she will not be entitled to mid-semester breaks, summer and winter vacations. In addition, a Ph.D scholar who has completed his/her course work may be granted leave on medical grounds up to 10 days per academic year. Women research scholars will be eligible for maternity leave with assistantship for a period not exceeding 240 days once during the tenure of their programme.
- (iii) Under extremely exceptional circumstances a Ph.D student can apply for a 'zero semester' during which he/she shall not be engaged in his/her Ph.D research. This provision is subject to the approval of the DRC and of the Dean (R&R).
- (iv) In an approved zero semester, the candidate is not required to pay the fees. A zero semester will not count towards minimum/ maximum duration of the Ph.D programme. A zero semester can be approved a maximum of two times, in a candidate's Ph.D programme duration.

J. Research Committees and their functions:

- a. The Ph.D degree of the University may be conferred on a student who fulfils all the requirements detailed in these rules.
 - (i) Applications for Ph.D registration, that is, for entry to a course of study and research leading to a Ph.D degree, must be made to the University on the approved form. The date of registration is the date when candidate registers for Pre-Ph.D courses. However, in exceptional cases, the date of registration may be advanced by a maximum of six months by the Academic Council if it is convinced that the student has spent enough time on the research earlier.
 - (ii) The academic programme of all the Ph.D students in a Department will be coordinated by the DRC as per the rules and regulations of the University upon recommendation of the SRC.
 - (iii) The supervisor shall be appointed during the first semester. If desirable, the DRC, based on the recommendation of the SRC, may appoint Co-supervisor(s) (not

exceeding two) from within or outside the University. Appointment of any Co-supervisor would not be permitted after the comprehensive examination of the student, except in cases where none of the supervisors is available to supervise for a year or more at a stretch.

- (iv) In the event of the supervisor being unavailable for supervision the SRC will recommend to the DRC that another faculty member as per the provisions given in 10.a & b.
- b. The progress of each student will be monitored by the SRC and the DRC. For this purpose, the following procedures will be followed. Ph.D research work will be given a course number as is done for other courses.
 - (i) The DRC will coordinate the collection of progress reports, written and signed by the scholar and forwarded by the supervisor every semester.
 - (ii) An 'X' grade will be awarded along with comments for that semester if the progress is 'satisfactory'.
 - (iii) If the progress is 'unsatisfactory', a 'U' grade will be awarded along with comments. When a 'U' grade is awarded for the first time, a warning will be issued to the student. If his/her performance does not improve after the warning, the fellowship/assistantship may be withheld.
 - (iv) If there are two consecutive 'U' grades, the student will have to withdraw from the doctoral programme and his/her studentship will be terminated.
 - (v) The progress of Ph.D research work will be discussed in the DRC as per the semester schedule.
 - (vi) The above process will continue until the synopsis of the thesis is submitted.

K. Evaluation and Assessment Methods, minimum standards/credits for award of the degree, etc.:

- a. The procedure wrt the above shall be as follows:-
 - (i) The student may submit his/her thesis at any time provided that s/he has completed the minimum period of registration and S/he has completed the course work requirement as prescribed by the DRC/SRC with a CGPA not below 7.0 and has also cleared the comprehensive examination, and S/he has submitted, at least two months earlier, the title and a synopsis of the thesis.
 - (ii) Upon satisfactory completion of comprehensive examination, and obtaining the marks/grade prescribed, Ph.D scholar shall be required to undertake research work and complete the same within a reasonable time as stipulated by TERI SAS.
 - (iii) Prior to the submission of the synopsis, the scholar shall make a presentation in the Department before the SRC which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft thesis in consultation with SRC.
 - (iv) Synopsis submission: On evaluating Ph.D work, SRC shall approve the Synopsis for submission to DRC.

- (v) Pre-submission defence: DRC shall call the student to present his/her Ph.D work through an oral presentation made to all faculty members and Ph.D students.
- (vi) Ph.D scholars must publish at least one (1) research paper in refereed journal which is direct outcome of their Ph.D research (review paper will not be counted as referred paper) and make two paper presentations in conferences/seminars before submission of the thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.
- (vii) The Academic Council shall evolve a mechanism using well developed software and gadgets to detect plagiarism and other forms of academic dishonesty. While submitting for evaluation, the thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the TERI SAS where the work was carried out, or to any other Institution.
- (viii) Examiners: The DRC shall evaluate and recommend the list of potential Indian and Foreign examiners to the Chairman, Academic Council.
- (ix) The thesis shall be written in English in the specified format and shall contain a critical account of the student's research. It should be characterized by discovery of facts or a fresh approach towards the interpretation of facts and theories or a significant contribution to the knowledge of design or development, or a combination of them. It should bear evidence of the student's capacity for analysis and judgment, and also his/her ability to carry out independent investigation, design, or development. No part of the thesis, or supplementary published work, shall have been submitted for the award of any other degree. Three copies of thesis in soft cover have to be submitted in the prescribed format. In case of joint supervision, four copies of the thesis are required to be submitted. Additionally a soft copy of the thesis shall be submitted for the required plagiarism check. The DRC/ SRC shall deal appropriately with any case of plagiarism
- (x) On receipt of the title and synopsis of the thesis, the Chairman, Academic Council, will appoint a Board of Examiners for each student. The Board will consist of at least one internal examiner, members from the SRC and two external examiners, one from within India and one from abroad, who shall be an expert in the subject of the thesis. These external examiners shall be selected from a list of six to eight examiners to be recommended by the supervisor(s) through the DRC/CRC while forwarding the title and synopsis of the thesis. The student will be required to submit an updated synopsis, if more than nine months have passed before the submission of the thesis.
- (xi) Each examiner will submit a detailed assessment report recommending to the Chairman, Academic Council, one of the following courses of action.

That the thesis be deemed satisfactory and that the student may defend his/her thesis orally before a committee constituted for the purpose and any members of the faculty and research students who wish to be present.

That the student may submit a revised thesis. In normal circumstances, s/he may submit the revised thesis within a period of one year from the date of communication in this regard from the Chairman, Academic Council.

However, in exceptional circumstances, this period may be extended by the Chairman by another one year; the total revision time, irrespective of the number of revisions allowed, will not exceed a period of two years.

- b. In the event of disagreement between the external examiners, the Chairman, Academic Council, may, as a special case, appoint another external examiner, if the merit of the case so demands. The examiner will report independently to the Chairman, Academic Council.
- (i) The oral defence of the thesis shall be conducted by a committee consisting of the internal examiner(s) and one external examiner. If for some reasons, the external examiner for the oral examination is not available for the conduct of the oral defence, an alternative external examiner shall be appointed by the Chairman, Academic Council. It is recommended that the Pre-submission defence seminar is made at least 2 weeks before the oral defence by each doctoral candidate to all faculty members and Ph.D students.
- (ii) On completion of all stages of the examination, the Oral Defence Committee shall recommend to the Chairman, Academic Council, one of the following courses of action.
 - (a) That the degree be awarded.
 - (b) That the student should be examined further on another occasion in a manner they shall prescribe.
 - (c) That the degree shall not be awarded.

In case of (ii(b)), the Oral Defence Committee shall also provide the student a list of all corrections and modifications, if any, suggested by the examiners.

- c. The degree shall be awarded by the Academic Council, provided that:-
 - (i) The Oral Defence Committee, through the Academic Council, so recommends;
 - (ii) The student produces a 'no dues certificate' from all concerned in the prescribed form and gets it forwarded by the supervisor along with the report of the Oral Defence Committee; and
 - (iii) The student has submitted three hard-bound copies of the thesis, after incorporating all necessary corrections and modifications in the version submitted earlier. The hard-bound copies of the Ph.D thesis, submitted after the viva voce examination.(One of the copies is to be kept at TERI SAS library.)
- d. Candidates will be awarded Ph.D degree with the title of dissertation irrespective of the discipline or department of graduation.
- e. The University shall develop appropriate methods so as to complete the entire process of evaluation of Ph.D thesis within a period of six months from the date of submission of the thesis.
- f. Treatment of Ph.D through Part-time:
- g. Part-time Ph.D will be allowed provided all the conditions mentioned in the Ph.D Regulations are met. A member of the non-academic staff of the University, who satisfies the eligibility criteria, may be considered for admission to the degree as a part-time student, provided his/her application is duly approved by the Vice-Chancellor.

Note: Part-time candidates will be required to attend all classes of the pre-Ph D programme.

L. Award of Ph.D degrees prior to Notification of these Regulations, or degrees awarded by foreign Universities.

Award of degrees to candidates registered for the Ph.D programme on or before the date of Notification of these Regulations shall be governed by the earlier regulations under which initial admission has been granted.

M. Depository with INFLIBNET :

As mandated by UGC the following norms shall be followed:-

- a. Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D degree, the Librarian, TERI SAS shall submit an electronic copy of the Ph.D thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Universities/Institutions/Colleges.
- b. Prior to the actual award of the degree, a provisional Certificate shall be issued to the effect that the Degree has been awarded in accordance with the provisions of UGC Regulations, 2016.

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CHAPTER X – INTERNAL GRANT GUIDELINES

Preamble

1. Total funds available for a year for allocation should be notified by the internal grant committee (IGC) at the very beginning of the year. The term 'year' for the purpose shall be construed as the financial year as followed by the TERI SAS.

A. For Faculty Members

2. Internal Grant remains open to all the full-time faculty members of the University, preference may be given to the proposals submitted by the faculty at the assistant professor/lecturer level. Senior faculty members are encouraged to develop and submit proposals involving at least one junior colleague.

Grant for supporting research

- a. A fund of Rs 5,00,000 is being set aside for the first year, to support faculty members in their research and collaborative efforts.
- b. Although proposals may be submitted throughout the year, formal call for proposal shall be made thrice in a year: in the months of April, August and December. Proposal evaluation shall be done within fifteen days from the last day of submission in normal circumstances. However, a quicker disposal may be considered by the Committee in some very special circumstances.
- c. The upper limit for the support grant for the initial year would be Rs 50,000, to be used for direct expenses as budgeted under heads in the original proposal. Any diversion from one head to another would require a prior approval from the Committee.
- d. Following factors, inter alia, shall be kept in mind while evaluating the proposals:
 - (i) Multi-disciplinarity;
 - (ii) Primary research data generation ability;
 - (iii) Possible linkage to a bigger research;
 - (iv) Linkages to any ongoing research; which is not otherwise funded

- (v) Relevant stationery and other costs for publishing a paper/ working paper;
 - (vi) Cost of organizing workshop/ conference/ seminar/ symposium.
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- e. Any unutilized funds shall be carried forward to the next year and thus be added to the corpus. The Committee shall upwardly revise the fund allocation limit every year ensuring that individual allocation limit does not fall below 10% of the total funds available that year.
 - f. The recipient shall not normally be eligible for another grant unless the earlier project is formally closed.
 - g. The maximum time limit of a project would be two years.
 - h. A proper report containing the findings, outputs and impact must be submitted by the incumbent(s) within three months from its completion. The faculty should also share the findings at any of the University forums in the form of a presentation/ seminar. An outcome such as a publication in a peer reviewed journal, conference proceeding, oral/poster presentation in national/international platform is also expected from the grant recipient.
 - (i) Every year, the project expenditures will be audited under the supervision of the University FO.

Grant for Conference Participation

- a. A maximum sum of Rs 2,00,000 per year would be available to support the participation costs of faculty members in conferences and workshops. Any unutilized resources would be carried forward to the next cycle of funding (financial year).
- b. Each faculty member would have a budgetary ceiling of 12.5 % of total available funds in a financial year in this particular head for attending National Conference and 20 % of available fund in a financial year in this particular head for attending International Conference for this purpose. The travel allowance will be as permissible according to the TERI SAS rules for Professor, Associate Professor or Assistant Professor.
- c. A copy of the application should be submitted to the head of the concerned department/centre.
- d. Following factors may be taken consideration while evaluation the proposal by the Internal Grants Committee (IGC):
 - (i) That the conference / workshop are relevant in the field of the faculty concerned.

- (ii) It should be an event of international/national repute with recognized speaker lists
 - (iii) Skill learning training programme/workshop for faculty members
 - (iv) The faculty member should have a significant role in the event – either as a speaker/paper presenter or as a Chair/moderator.
 - (v) Preference will be given to those who are applying first time
 - (vi) Faculty should have demonstrated that, he/she has made efforts in raising funds from other sources.
- e. A proper report containing the findings, outputs and impact, copy of the conference presentation, post event photographs which have TERI SAS logo in poster/presentation along with participants (visual evidence) must be submitted by the incumbent(s) to the IGC within three months from its completion/presentation. The faculty should also share the findings at any of the University forums (L&L) in the form of a presentation/ seminar.

Proposal Format

The proposal should contain the following information in clear terms:

- (i) Purpose
- (ii) Details of the proposed work
 - Scope and objective(s)
 - Brief outline of the proposed work with timeline
 - Budget
 - Expected outcome(s) (publication activates, future source of funding etc.)

B. For Student participation in Conferences/Workshops

- a. A maximum sum of Rs 2,00,000/- per year would be available to support the participation costs of student in conferences and workshops. Any unutilized resources would be carried forward to the next cycle of funding (financial year)
- b. Each programme of the TERI SAS would have a budgetary ceiling of 15 % of total available funds in a financial year in this particular head to be expended on either paper presentations by select students, subsidizing travel costs, or organizing events. Each student would have a budgetary ceiling of 5 % of available funds in a financial year in this particular head for this purpose. The travel allowance will be as per the UGC guidelines for PhD scholars and PG students.

- c. The Supervisor for doctoral candidates who have completed their comprehensive examination may nominate the student to IGC for the final approval of grant. Following may be considered as factors for identifying the most eligible candidate
 - (i) Merit
 - (ii) Value addition to the overall research objectives for the doctoral student
 - (iii) Training programme to learn a new skill set required for the doctoral research
 - (iv) Preference may be given to research scholars of the TERI SAS
- d. The programme coordinator in consultation with supervisor for Masters' Programme may nominate PG student to the IGC for final approval of grant for participation in any relevant academic event/conference/workshop/ Quiz/Competition.
- e. Full accounts would need to be submitted to TERI SAS Administration on the utilization of these resources and due care taken to minimize expenditure.
- f. A proper report containing the findings, outputs and impact, copy of the conference presentation, post event photographs which have TERI SAS logo in poster/presentation along with participants (visual evidence) must be submitted by the incumbent(s) to the IGC within three months from its completion/presentation.
- g. If all above documents are not duly submitted by incumbent (s) within the stipulated time, finance officer should consider final settlement as outstanding and it may result in halting the student's semester registration process. Further, document submissions will be mandatory for recent beneficiaries (Feb, 2017 onwards) of TERI SAS-IGC grant.
- h. These guidelines will be reviewed periodically

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CHAPTER XI – RECRUITMENT POLICY FOR NON-TEACHING STAFF POSITIONS

(TS/100/VC/Policy Dt. 04 September, 2018)

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

Types of Employment

A. Regular employment.

- (i) Employees who shall be inducted with all the benefits applicable to regular employees of TERI SAS as full-time employees.
- (ii) Regular employment shall be normally given for three years initially which would include a one-year probation clause. Towards the end of one year, the employee's performance shall be evaluated prior confirmation. Based on the recommendation of Registrar on performance evaluation and with due approval of the Vice Chancellor, a confirmation letter shall be issued. A regular employee remains on probation, until confirmed in writing and can be terminated due to continuous poor performance.
- (iii) Around the completion of a regular employment contract tenure, a renewal process shall be undertaken to review the performance of the employee. Contract extensions may be given for 3 to 5 years.
- (iv) **Process of Recruitment.** The following procedure will be adopted for the recruitment of Regular employees. Exceptions may be made depending on the exigencies with the approval of VC/ProVC/Registrar:–
 - (a) Approval for need will be obtained from the VC in the Requisition Form placed at Enclosure I.
 - (b) The posts to be advertised along with approved eligibility conditions on the TERI SAS website for at least 15 days.

- (c) Applications received shall be screened to judge the suitability.
- (d) Once the initial shortlist is ready, a written test shall be conducted and the top 25% candidates (or three times the number of posts, whichever is higher) qualifying the written test will be subjected to an interview by a selection panel headed by the Registrar.
- (e) Based on the results of the interview, the final list of candidates shall be prepared.
- (f) Meeting of these candidates with the Vice Chancellor will be arranged.
- (g) Once the Vice Chancellor approves the candidature of the candidates, they will be issued an offer letter by the Registrar.
- (h) Once the offer letter is issued to the candidates, they are required to accept the offer and indicate a date on which they would be able to join. Prior to joining the candidate is expected to give a certificate of sound physical and mental health appropriate for the job.

B. Consultancy contract.

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

C. Sub-contracts under projects.

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

D. Outsourced employment.

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

Internal recruitment/promotion of staff

E. Promotion: -

- (i) On promotion, the staff from regular employment moves to a higher entry pay scale (with increment) or level with same or different job profile thus providing a career progression opportunity.
- (ii) Process: -

- i) Based on the periodic assessment/performance appraisal, staff(s) in regular appointment shall be recommended by the Registrar for promotion.
- ii) Approval of VC will be obtained for the recommended candidate(s).
- iii) Letter to be issued by the Registrar to the selected employee communicating about the new scale/post.

F. Lateral absorption: -

- (i) In lateral absorption, the staff enrolled in all the types of employment will be given an opportunity for absorption in regular employment.
- (ii) Process: -
 - i) A justification for the need shall be submitted in the requisition form (Enclosure I) to the VC for approval.
 - ii) On approval the post shall be advertised in the internal portal of the website.
 - iii) Personnel who have completed at least three years in any type of non-regular employment in the University shall be eligible to apply.
 - iv) Applicant shall forward candidature to the Registrar's office after necessary approval from the existing section head.
 - v) The Registrar office shall consolidate the applications received and carryout a preliminary level of screening to judge the suitability of the candidate.
 - vi) Applications which fulfil the eligibility criteria as required in the job description shall be shortlisted for interview by a selection panel consisting of at least three members headed by Registrar.
 - vii) Approval of VC will be obtained for the selected candidate and offer letter to be issued by Registrar.
 - viii) Selected employee has to respond to the offer letter within 5 working days.
 - ix) Necessary changes in the contract/offer and internal database be made to facilitate the lateral movement of the selected candidate(s).

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Chapter XII - Policy on Meals and Refreshments from University Resources

(TS/100/VC/Policy Dt. 04 September, 2018)

This procedure provides guidance on the appropriate use of University resources related to meals and refreshments. It is the duty of all University employees that expenditures for food must be:-

- i) reasonable and necessary, and
- ii) part of a bona fide function of the University.

A. Approval

Approval may be obtained from the Office of Registrar by submitting a memo or email describing the event for which food & refreshment is being requested. The request should include a description of the event, date of the event, beginning and end time of the event, location, attendees designated as faculty, staff, or guest and an estimated cost (format at Annexure). The following procedure provides guidance consistent with University policies for use of University funds for food and refreshment expenditures. These guidelines provide a non-inclusive list of types of functions for which University resources may or may not be used.

B. Procedure

A. Meals.

- (i) It MAY BE appropriate to utilize University resources for Meals in the following circumstances:
 - i) Meals for visiting/guest faculty and faculty in host department (number determined by HoD).
 - ii) Meeting with business leaders outside of the University for student interaction and/or future contributions to programs.
 - iii) Meeting with HR/Other agencies for placement of students
 - iv) Meetings with colleagues of other universities to discuss university research, instruction, public service, and administrative functions.
 - v) Selection panels involved in admission interview of prospective students.
 - vi) International Student interaction with Vice Chancellor, ProVC, Registrar, Deans, or Department Heads
 - vii) Annual retreat for Faculty & Admin Staff.

viii) Lunch & Learn.

ix) Any other event authorised by VC/ProVC.

(ii) It is NOT appropriate to utilize University resources for Meals in the following circumstances:

- i) Regularly scheduled meetings for university employees, i.e. meetings within University.
- ii) Meals at which all participants are university employees/Students (Other than the ones listed at Sl (i)).
- iii) General discussion between students and faculty, assessments, presentations etc.
- iv) Departmental/Centre meetings.
- v) Events social in nature.

c. Refreshments

(i) It MAY BE appropriate to utilize University resources for Refreshments in the following circumstances:

- i) Events which are of a university-wide nature such as convocation, Independence Day celebrations.
- ii) Meetings with business leaders outside of the University for student interaction and/or future contributions to programs.
- iii) Training sessions, workshops, or meetings for employees (length of event necessitates refreshment for participants).
- iv) Meetings for interviewing candidates.
- v) Any other event authorised by VC/ProVC.

(ii) It is NOT appropriate to utilize University resources for Refreshments in the following circumstances:

- i) Training sessions, workshops, or meetings for employees (length of event does not necessitate food for participants).
- ii) Departmental faculty/student meetings.
- iii) Regularly scheduled classes or seminars including presentations or thesis defenses
- iv) Events which are not of a university-wide nature, i.e. departmental receptions, student group meetings
- v) Events social in nature

Annexure

Name of the Proposer	
Date	
Name of Event	
Time: From To	
Whether meals/refreshment required	
No of Person attending from outside	
No of person from University	
No of Meals (Lunch/Dinner)	
Refreshment (Yes/No)	
Signature of Proposer	
Approved /Not Approved	

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Chapter XIII - GRIEVANCE REDRESSAL FOR STUDENTS

(TS/BM/28.8.1 Dt. 04 June, 2018)

Prevention of grievances is more important than their redressal, hence all primary complaints, if not attended to, may later assume the form of grievance and should, therefore, be looked into at the initial stage itself.

A. "Grievances"

- (i) Grievances include the following complaints of the aggrieved students, namely:
- i) making admission contrary to merit determined in accordance with the declared admission policy of the University;
 - ii) irregularity in the admission process adopted by the University ;
 - iii) refusing admission in accordance with the declared admission policy of the University ;
 - iv) non-publication of admission information on website;
 - v) publishing any information in the prospectus, which is false or misleading, and not based on facts;
 - vi) withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in the University, with a view to induce or compel such person to pay any fee or fees in respect of any course or program of study which such person does not intend to pursue;
 - vii) demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by the University ;
 - viii) complaints, of alleged discrimination of students,
 - ix) non-payment or delay in payment of scholarships to any student that the University may have committed, under the conditions imposed by UGC, or by any other authority;
 - x) delay in conduct of examinations or declaration of results beyond that specified in the academic calendar;
 - xi) on provision of student amenities as may have been promised or required to be provided by the University ;
 - xii) denial of quality education as promised at the time of admission or required to be provided;
 - xiii) non-transparent or unfair evaluation practices;

- xiv) harassment and victimisation of students, including sexual harassment;

B. Hostel Residents.

Routine matters pertaining to the provision of facilities for the day-to-day running of the hostel should be attended to by the hostel authorities. Any grievance from a resident shall be referred to the Warden who will depending upon the nature of the grievance, ensure that it is processed by him/her as speedily within 03 days. A student not satisfied with the decision of the Warden may appeal to the Dean(Academic) who will try to resolve the issue within 07 days. Students not satisfied with the decision of the Dean Academic, may approach the Grievance committee. The decision of the Committee shall be final and binding.

C. Individual Grievances.

The Programme coordinator of the Programmes shall be functioning as Counsellors to look after the problems of students enrolled in the Programme. The complaint of a student will first be referred to the Programme Coordinator, who shall thereafter be looking into the complaint, dispose it off at his/her level. A student not satisfied with the solution suggested by the Programme Coordinator may approach the Head of the Department who will give his decision within a period of 03 days. A student not satisfied with the decision of the HoD may appeal to the Dean (Academic) who will try to resolve the issue within 07 days. Students not satisfied with the decision of the Dean (Academic), may approach the Grievance committee.

D. Miscellaneous Grievances

Finance. Any grievance about the working of the Finance section should be brought to the notice of the Deputy Finance Officer. Students dissatisfied with his decision may appeal to the Registrar.

General Administration. Any grievance about the maintenance support & general administration should be brought to the notice of the Associate Director(Admin), Students dissatisfied with his decision may refer the matter to the Registrar.

Library. Any grievance about the functioning of the Library should be brought to the notice of the Librarian, Students dissatisfied with his decision may refer the matter to the Convener, Library Committee.

Sports. Any grievance about the working of the sports organization/clubs should be brought to the notice of the Convener, Student Engagement, Sports and Club committee. Students dissatisfied with his decision may appeal to the Dean (Academic).

E. Students Grievance Redressal Committee (SGRC)

2. The Students Grievance Redressal Committee shall consist of:
 - i) A Senior Professor, Chairperson
 - ii) Three Senior faculty members (to be nominated by the Vice Chancellor)
 - iii) One Student Nominee (based on academic merit) – Special invitee
 - iv) Deputy Registrar, Secretary
3. All the representations to the Student Grievance Redressal Committee are to be forwarded to the Deputy Registrar, TERI SAS. The Grievance Committee shall ensure that the grievances referred to it are processed as speedily as possible and in no case later than 10 days from the date the complaint is lodged in writing. The term of the Committee shall be for two years.
4. **Ombudsman.** Any person aggrieved by the decision of the Student Grievance Redressal Committee may within a period of six days prefer an appeal to the Ombudsman as per the UGC (Grievance Redressal) Regulations 2012.

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Chapter XIV - GRIEVANCE REDRESSAL FOR ACADEMIC & NON ACADEMIC STAFF

(TS/BM/28.7.1 Dt. 04 June, 2018)

Any grievance in the first instance, may be brought to the notice of the Head of the Department (for faculty)/Registrar (for others) in writing. The Head of the Department/Registrar will look into the grievance and will make an attempt to redress it within 03 days from the receipt of written representation to this effect. The individual or collective grievances received by the University directly, shall also be referred to the HoDs/Registrar for redressal (as the case may be). In case of no response or unsatisfactory response from the HoD/Registrar, the individual may represent his/her case to the University Grievance Redressal Committee (UGRC) which will consist of the following: -

- a. Pro VC (Chairperson)
- b. Dean (Academic)
- c. Dean (Research & Relationship)
- d. Registrar
- e. One Professor
- f. Deputy Registrar shall serve as the non-member Secretary to this Committee

The UGRC may hold its meeting from time to time as it may deem fit, preferably within the first seven days of the month. In one sitting, it is expected to deliberate all the representations received by the end of previous month. The Committee shall give its recommendations within 10 days' from the end of month of in which the representation was received by it. In case there is no response within the stipulated period or if the faculty is not satisfied with the recommendations of the Committee, he/she may appeal to the Vice-Chancellor within 6 days' time. The Vice-Chancellor, may dispose of the appeal within 10 days time from the date of receipt of representation. The decision of the Vice-Chancellor, in the matter shall be final and there shall be no further appeal in the matter.

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Chapter XV - GUIDELINES FOR ENGAGEMENT OF GUEST FACULTY IN THE UNIVERSITY

(TS/AC/42.8.1 Dt. 2 April, 2018)

A. Introduction.

Guest faculty may be engaged in specific courses/subjects to supplement the teaching process in the University. Guest faculty engagements should be kept to the barest minimum with the prior approval of the Dean(Academic).

B. Eligibility.

The qualification of the guest faculty should be the same as those prescribed for faculty for TERI SAS from time to time.

C. Exception.

In exceptional cases, guest faculty not possessing desired eligibility conditions may be engaged on the specific recommendation of a Selection Committee and on approval of the Dean (Academic).

D. Procedure for selection: -

- i) Retired faculty or Individuals who have already held a teaching positions in a recognized University or possessing relevant experience in reputed institutions/industry, may be invited for teaching without any formal interview on the recommendations of the Head of the Department with prior approval of the Dean (Academic).
- ii) In other cases, Heads of Departments/Centres are required to send their proposals for Guest Faculty four weeks ahead of the commencement of the semester to the Registrar. These requirements shall be put on the website for a period of two weeks for wider information. The selection procedure in such cases shall be through a duly constituted Selection Committee comprising of the following:

- (i) Dean (Academic)

- (ii) Two Professors
- (iii) Head of the Department/Centre
- (iv) Programme Coordinator
- (v) Assistant Registrar (Non member Secretary)

A guest faculty can be engaged up to a maximum period of six semesters.

The Guest faculty may be paid as per the rates decided by the University from time to time.

On selection, a contract on nature of assignment and the remuneration conditions to be signed with the selected faculty involving full semester engagement.

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Chapter XVI - TERI School of Advanced Studies Policy on Health, Safety and Environment

(TS/100/VC/Policy Dt. 01 May, 2018)

PREAMBLE

1. Care for the safety and welfare of the employees is an important requirement of any organization. TERI School of Advanced Studies has an overriding commitment to health, safety, environmental responsibility and sustainable development. It, therefore, takes appropriate measures to deliver value in these terms across all its facets.
2. As with any other aspect, health, safety and maintenance of environment don't just happen. To be effective, they must be planned and managed. Working conditions, activities, equipment, people, products and services have all been considered as potential sources of risk and arrangements have been put in place to identify the hazards and reduce risks to levels that are considered to be reasonably practicable. Thus TERI School of Advanced Studies has set a clear direction for achieving compliance with health, safety and environment regulations and created an ongoing culture of continuous improvement. For achieving its goal, TERI School of Advanced Studies has the positive involvement of all levels of management, and the active participation and support of its employees.

AIM

3. The aim of this document is to lay down TERI School of Advanced Studies' policy for Occupational Health and Safety Assessment Standards (OHSAS) of TERI SAS as well as the impact of University activities on the environment and the procedure to be followed for their compliance.

SCOPE

4. This policy manual pertains to the premise of TERI School of Advanced Studies, Vasant Kunj at New Delhi.

DEFINITION OF HEALTH, SAFETY AND ENVIRONMENT POLICY STATEMENT

5. Effective health, safety and environment policy serves to demonstrate TERI SAS commitment towards eliminating work related accidents, injuries & health effects and limit the impact of activities on the environment. Environmental stewardship and employee safety & health are crucial success factors. TERI SAS believe that achieving these is necessary for the long-term viability of the institution. Therefore, the following long-term strategic OHSAS goals to guide our activities have been established:-
 - Create sensitivity and awareness towards Health, Safety and environment matters.
 - Establish commitment to care for the health, safety and welfare of everyone who is impacted by University's activities
 - Demonstrate TERI SAS commitments by incorporating OHSAS principles in work practices and day-to-day lives.
 - Determine, evaluate and monitor work place factors affecting the environment, safety and health of the employees.
 - Comply with all applicable laws, regulations and standards and practices governing OHSAS.
 - Engage and educate employees to implement this policy and encourage them to further contribute to the achievement of OHSAS goals.
 - Demonstrate commitment to continuously improve OHSAS performance by setting objectives and targets.
 - Establish audit procedures to monitor the implementation of this Policy.
6. In line with these goals, TERI School of Advanced Studies has developed a framework for OHSAS management system that helps in implementation of this policy. Procedures and programs have been adopted to provide a safe working environment.

A. Health

Risk Assessment

7. **Affected Segments:** TERI School of Advanced Studies Employees, Students, Visitors.
8. **Causes:** Health of TERI School of Advanced Studies employees could be affected due to the following reasons:
 - a. Exposure to poisonous/ hazardous chemicals and other material
 - b. Injuries due to accident
 - c. Existing or acquired disease

- d. Consumption of spurious food and beverages
 - e. Neglect or delay in treatment of minor injuries/ ailments
 - f. Unhygienic and unclean environment
 - g. Work-related stress
9. **Effects:** Ill health would have the following effects:
- a. Disruption in normal functioning due to absence
 - b. Lower working efficiency
 - c. Low morale
 - d. Risk to the health of others
 - e. Higher medical expenditure

Preventive Measures

10. TERI School of Advanced Studies depends mainly on the limited human resources for its performance. Health of TERI SAS Community therefore, is an essential consideration for increasing TERI SAS output. It is important to take all measures to prevent health hazards and enable a healthy workforce. Prevention is better than cure. Occupational health management is far more than a medical issue. It primarily looks into managing exposures that can lead to ill health caused by work, or even looking for its early signs.
11. The following steps are being taken to maintain good health within TERI SAS:
- a. Pre-employment health assessment by employee.
 - b. Regular health check by physician.
 - c. Periodic fumigation of working space.
 - d. Use of safety measures during handling and disposal of hazardous and poisonous chemicals and other material. The concerned staff is regularly trained for this. (Separate Lab Manual exists)
 - e. Maintaining the infrastructure and equipment through AMC to prevent accidents.
 - f. Creating health awareness among all employees through health camps.
 - g. Provision of purified drinking water.

- h. Sourcing of food and beverages only from hygienic and highly reliable sources.
- i. Training selected staff in administration of first aid.
- j. Invited talks on preventable diseases, stress management, etc.
- k. Guided visits to work areas by Visitors.
- l. Maintenance of utmost cleanliness and hygienic conditions in workspace.

Remedial Actions

12. In spite of all the precautionary measures, diseases and bad health occurrences cannot be ruled out. The following remedial actions are taken to mitigate the impact of ill health.
- a) **Provision of First Aid:** The first aid box is maintained on ground floor & Laboratories. This would normally be administered by the staff trained on first aid. However, in their absence, anyone else may do so. Guidelines on first aid measures are given in **Annexure A**.
 - b) **Medical Consultation:** For routine medical consultation during working hours, a doctor is available free of charge under arrangements on every Wednesday.
 - c) **Vehicle:** For any emergency, university vehicle is provided with a designated driver for evacuation of the patient to the hospital. All other help as required is also provided.
 - d) **Medical Insurance:** All university employees and their families are insured by TERI SAS for meeting hospitalization and outpatient treatment expenses to a limited level. Employees are to be encouraged to top-up their coverage.
 - e) **Medical Allowance:** For meeting the immediate expenses towards medical treatment purchase of medicines and for disease preventive measures such as vaccinations, a special package is being provided to all employees.
 - f) **Grievance Redressal.** Grievance Redressal mechanism is in place to address work-related stress.

Corrective Actions

13. Health and associated occupational illness remain the key focus areas.

B. Safety

Risk Assessment

14. **Affected segments:** TERI School of Advanced Studies employees, Students, Visitors, computer hardware & software, laboratory equipment, chemicals & consumables, buildings including fixtures, furniture, & infrastructure, documents and records, library books, stores, etc.
15. **Causes:** The issue of safety has become a key concern among people. We are constantly exposed to dangers and occupational hazards which could affect the safety of personal and maTERIal. Causes for safety hazards within TERI SAS are given below:
 - a. **Fire:** This could result from electrical short circuit, chemical reactions & spillage of flammable solvents, malfunctioning of hot equipment such as ovens, naked flame, etc.
 - b. **Accident:** Due to the fall of personnel, equipment or other maTERIal.
 - c. **Exposure to chemicals:** Due to working with hazardous chemicals without adequate protection.
 - d. **Fumes:** Caused by chemical reactions and leakages.
 - e. **Electrocution:** Due to failure of electrical wire insulation, use of damaged electrical equipment, failure of earthing circuits, voltage spikes, etc.
 - f. **Earthquake:** New Delhi falls under Seismological Zone IV, which is a high risk zone.
 - g. **Lightning:** This is more prevalent during the monsoon season.
 - h. **Construction work or Repairs**
16. **Effects:** The effects would vary vastly based on the nature of the hazard. The following effects could occur:
 - a. **Fire:** Depending upon the source and location of the fire, it could result in burn injuries, smoke asphyxia and secondary injuries to personnel. This could also result in damage or destruction of equipment, documents, books, maTERIal, stores and buildings. If not controlled immediately, fire can spread fast and cause a disaster.
 - b. **Accident:** These could incapacitate personnel due to bodily injuries. Equipment and instruments may also be damaged

- c. **Exposure to chemicals:** Can result in skin rashes, blisters, acid burns, etc. Radioactive maTERIal could cause dangerous radiation levels.
- d. **Fumes:** Inhalation of toxic fumes could result in fatal injuries, suffocation, burning sensation in eyes, etc.
- e. **Electrocution:** Results in shock and severe exposure can cause paralysis/ death. IT equipment and sensitive instruments may be damaged resulting in data loss and communication breakdown.
- f. **Earthquake:** This can cause large scale destruction to buildings resulting in loss to life, injuries, damages to equipment, instruments, etc.
- g. **Lightening:** Results in fire and electrical discharge.
- h. **Construction & Repairs work :** Results in risks involved in the particular area.

Preventive Measures

- 17. Adequate preventive actions can save a lot in both tangible and non-tangible terms.
- 18. The following measures are being taken for the safety of personnel and material:
 - a) **Training on safety procedures Safety mail for TERI SAS members & signages:** On the occasions of major repair work or maintenance work or any other event which may cause possible danger to people in the vicinity a safety mail to be sent by HSE officer to all members of the community indicating the locations to be avoided. **Signages are to be used to barricade such areas.**
 - b) **Safety briefing for visitors.** The HSE officer will take adequate measures to ensure visitors visiting various facilities are briefed adequately about safety precautions required for the area.
 - c) **Automatic Fire Detection and Alarm system:** This system installed in TERI SAS has sensitive smoke/ heat detectors which are connected to the Fire Alarm panel located on the ground floor of Admin Block. Fire Detection and Alarm Systems are given in **Annexure B.**
 - d) **Fire Fighting Equipment:** Adequate fire- fighting equipment to include fire hydrant systems and fire extinguishers has been installed at appropriate locations. Details of the Alarm Systems and Fire-Fighting equipment are given in **Annexure C.**
 - e) **Training in Fire-Fighting Drills:** Technical department periodically conducts firefighting practice in University Campus in which all

employees actively participate. The relevant Fire Order & other instructions related to training and evacuation plan are placed at **Annexure D**.

- f) The doors of all rooms housing electrical distribution panels and the generator rooms have been painted with fire resistant paint.
- g) **Maintenance of Equipment:** All equipment is regularly inspected by the AMC agency and the lab supervisors. Particular care is taken for checking the functioning of controlling devices such as gas container valves, electrical tripping devices, etc.
- h) **Institutional Bio Safety Committee (IBSC):** Committee formed as per guidelines issued by DBT to ensure that all activities conducted comply with Rule 1989 and other guidelines issued by DBT.
- i) **Laboratory Safety Measures:** Laboratories can be a major source of threat to the safety of personnel as well as material if proper precautions are not taken. It is, therefore, essential that adequate guidelines are laid down and enforced for the handling, storage and disposal of chemicals and laboratory-ware. The important precautionary measures taken are listed below:
 - I. **General Lab Instructions:** Relevant instructions on good lab practices are placed at appropriate locations and Notice Boards.
 - II. **Fume Hood:** Adequate fume hood has been provided for removal of toxic fumes and vapors.
 - III. **Fumigation Protocols:** A suitable and citable fumigation protocol has been put in place to keep labs free from microbes.
 - IV. **Protective Equipment:** Suitable aprons, gloves, trays, etc. are provided for working with chemicals.
 - V. **Safety Instructions:** Safety instructions for handling and use of chemicals, glassware, gases and radioactive material have been defined. Users are being trained and made aware to adhere to these instructions. UGC guidelines in this aspect are referred.
 - VI. **Electrical Equipment:** Adequate safety precautions are taken to safeguard against electrical problems and dangers.
 - VII. **Cleanliness:** The laboratory working area is well maintained and kept neat and clean to prevent accidents.
 - VIII. **License:** License from Excise, NCT of Delhi for alcohols obtained and materials stored as per suggestions of inspector.

- IX. **Bio Safety Standard and Certificate.** For growing transgenic plants Biosafety standard is maintained.
- X. **Biosafety Cabinet.** Biosafety cabinet used for avoiding exposure.
- j) **Maintenance of buildings and infrastructure:** To prevent accidents, the building structures and infrastructure are constantly inspected and properly maintained.
- k) **Periodic Repair of Scientific Equipment.** Periodic repair of scientific equipment carried out.
- l) **Signage.** Laboratory signs pasted at appropriate location in the lab.
- m) **Backups:** All important documents, files and records have been identified. Their soft copies are backed-up on the server and CD's at fixed periodicity and retained in safe custody.
- n) **Formation of Recovery teams:** A team has been created for recovery during major disasters. The roles and responsibilities of the team are laid down in **Annexure E**.
- o) **Insurance:** All buildings, laboratory equipment, computer hardware, stores and vehicles are appropriately insured. All the documents required by the insurance company for preferring the claims have been safely stored in bank lockers.

Remedial Actions

- 19. The following remedial actions are carried out to mitigate the effects of safety hazards:
 - a) **Rescue and Relief:** The effected personnel are first rescued from the danger areas to safe locations. Thereafter, appropriate treatment is provided by administering first aid or evacuating to the hospitals, as required.
 - b) **Salvage:** Effected equipment, documents, stores and other material will be salvaged as per predetermined priority list and brought to a safe location.
 - c) **Assessment of Damage:** The damage caused due to the safety hazard will be assessed in conjunction with the insurance agency. Thereafter claims would be preferred with the insurance agency.
 - d) **Restoration and Recovery:** A planned restoration of the damaged equipment and assets will be carried out. Wherever required replacement items will be procured so that the original functionality is restored.

- e) **Treatment.** Treatment processes laid down at **Annexure A.**

Corrective Actions

20. After any major incident, a detailed investigation will be conducted to determine the cause. If the building is likely to be damaged due to the incident, then a structural survey should also be conducted. Based on this investigation, corrective actions would be immediately carried out to prevent repetition of similar incidents.
21. All minor incidents are being recorded on occurrence. At the end of each financial year, these incidents are analyzed to determine the corrective actions which are required to be taken. Based on this the necessary actions to prevent/minimize such incidents are put in place. Measures are taken to promote and reinforce responsibilities and a general safety conscious culture.

C. Environment

Risk Assessment

22. **Affected segments:** TERI School of Advanced Studies employees, Students, Visitors, Personnel in neighboring buildings and offices in immediate vicinity.
23. **Causes:** Environment can be adversely effected by a number of agents. The possible causes that can emanate are given below:
- a) Air pollution due to smoke, gases, Vapour and solid particles
 - b) Waste water
 - c) Used chemicals
 - d) Solid waste maTERIal
 - e) Biological leakages
24. **Effects:** The environment pollutants can result in harmful effects in human beings, which could, in extreme cases of toxicity, also result in fatal damages. Non-poisonous and harmless waste material can also result in destroying the natural beauty of the surrounding areas.

Preventive Measures

25. TERI School of Advanced Studies is located in the posh environment of Vasant Kunj, New Delhi closed to Aravali biodiversity Park. Such unique location is

associated with the excellence of local human resources and the harmonious lifestyle and It is, therefore essential to take all precautions and prevent any damage to the environment. The steps being taken by TERI School of Advanced Studies towards this end are given below:

- a) **Laboratory Emissions:** All polluting gases, vapours, solid particles, etc. are released only through fume hoods so that they escape into the higher regions of the atmosphere and do not affect the existing habitation.
- b) **Air Monitoring:** The air in the vicinity of University Campus is being regularly monitored by TERI School of Advanced Studies for impurities and suspended solid particles.
- c) **Storage of Waste Chemicals:** Waste chemicals stored in containers are being labeled prominently. Bucket containing hazardous wastes have Red labels marked "hazardous waste". The waste containers are properly segregated such that incompatible bottles of wastes are stored in separately, preferably as far apart as possible.
- d) **Disposal of Waste Chemicals:** If chemicals are disposed by pouring into the sink, they are first diluted.
- e) **Waste management:** All chemical waste is being disposed off under arrangements of the Materials manager after observing all the safety precautions.
- f) **Biological Experiments:** All experiments involving use of bacteria/ viruses are performed under highly controlled conditions.
- g) **Bio hazard waste disposal mechanism:** Agreement signed with Delhi Govt (DPCC) authorized agency to dispose off biohazard chemical waste.
- h) **Solid Waste:** These are collected daily and disposed off.

Remedial Actions

26. Adequate precautions have been taken to prevent contamination of the environment due to any of its activity. However, due to malfunctioning of any system, pollution of the environment does take place; the following remedial actions are taken to mitigate the ill effects:
- a) If smoke, fumes or gases leak out of the exhaust system into the buildings, the following actions are taken:
 - I. All personnel **are** advised to get out of the building and assemble in the open area.

- II. The air-conditioning system is shut off to prevent spread of the pollutants to other areas and buildings by enTERInG the ducts.
 - III. All windows and doors are opened for ventilation.
 - IV. The concerned laboratory in-charge along with technical staff locates the source of the pollutant and rectifies the system.
- b) If any container of chemicals or waste chemicals spills, action for neutralizing the effects of this should be as per the Safety data sheet of that chemical. This should only be handled by the competent staffs who know about the specific chemicals. Any wrong action can further aggravate the problem.
 - c) First aid should be administered to the effected personnel, who should thereafter be evacuated to the nearest hospital for further examination and treatment.

Corrective Actions

- 27. After any incident, an investigation will be conducted to determine the cause and preventive measures. Based on this investigation, corrective actions would be immediately initiated to prevent recurrence of similar incidents.

D. Communication

- 28. Communication is a vital factor, enabling people in the organization to be aware of their responsibilities, aware of the objectives of the scheme so that they are able to contribute to its success. It also stimulates everyone's interest in the importance and benefits of health and safety.
- 29. Suitable communication channels already exist. These have been extended to include health, safety and environment aspects also. The following steps have been taken to effectively communicate with all the employees of TERI SAS:
 - a) **Policy Manual:** The HSE policy manual has been placed on the intranet and is available to everyone for reference
 - b) **Awareness Campaign:** All Employees are made aware of the importance of the salient aspects during meetings at least once a year.
 - c) **Laboratory Training:** Special training sessions are conducted for the faculty & students working in the laboratories to educate them on laboratory safety.
 - d) **Induction Training:** All newly inducted Faculty and Fresh Students are apprised about the policy during the induction training.

- e) **Dedicated Notice Board:** A dedicated health and safety notice board has been installed in a prominent location on floor. It contains the HSE Policy. It also has details of important addresses and contact numbers such as hospitals, ambulance, blood bank, police, etc.
- f) All important emergency contact numbers are prominently displayed at the reception and noticeboards.

REPORTING AND DOCUMENTATION

Documentation Control

- 30. All matters pertaining to Health, Safety & Environment will be handled and controlled by the Secretary, HSE Advisory Committee. He would ensure that proper records are maintained of all incidents indicating the actions taken against each.

Reporting

- 31. The following incidents will be reported to the Health, Safety & Environment officer:
 - a) **Accidents** or other incidents requiring first-aid treatment/hospitalization
 - b) All **cases** of fire
 - c) **Uncontrolled** leakage of toxic gases, fumes or vapours
 - d) Spillage of chemicals, radioactive maTERIal or other hazardous maTERIal
 - e) **Incidents** which have resulted in an adverse effect upon the
 - f) health of employees.
 - g) **Electric shocks.**
 - h) Damage to equipment or instruments.
 - i) Structural **damage** to buildings or infrastructure.

Review

- 32. It is essential to periodically review the Health and Safety Policy to ensure that it continues to be up to date and relevant. Regularly reviewing also helps to keep it alive and provides opportunities to reinforce the importance of health, safety and environment for everyone in the organization.
- 33. Review of the policy manual is being carried out once a year at the end of the financial year. During this review the effectiveness of the procedures and

measures already in place for controlling risks to Health, Safety and environment are examined and changes made where required. Analysis of the records pertaining to the last one year is also carried out to determine corrective actions that may be required.

34. The management review is the ideal forum to make decisions on how to improve our systems for the future.

Conclusion

35. One of TERI School of Advanced Studies' great strengths is the commitment of all the employees continuously look for ways to improve all aspects of work. Looking ahead, we aim to continue improving performance, working together for a sustainable future for the benefit of all stakeholders as well as Students.

Annexure 'A'
(Refers to Para 12a)

FIRST AID

1. First aid is the initial assistance or treatment given to a casualty for any injury before the arrival of a doctor /other qualified person or before the evacuation to hospital. The aim of first aid is to
 - (a) Preserve life
 - (b) Prevent the condition worsening
 - (c) Promote recovery
2. A list of the common injuries that can be sustained while working in the laboratory and the first measures are given below

LIST OF COMMON INJURIES AND FIRST AID MEASURES

Burns:

First Degree

- (a) Signs /Symptoms: Reddened Skin
- (b) Treatment: Immerse quickly in cold water or apply ice until pain stops

Second Degree

- (a) Signs /Symptoms: Reddened skin blisters
- (b) **Treatment:**
 - 1) Cut away loose clothing
 - 2) Cover with several layers of cold moist dressings or if limb is involved immerse in cold water for relief of pain

- 3) Treat for shock

Third degree

- (a) Signs/Symptoms: Skin destroyed, tissues damaged, charring
- (b) Treatment:
 - 1) Cut away loose clothing (do not remove clothing adhered to skin)
 - 2) Cover with several layers of sTERIle, cold, moist dressings for relief of pain and to stop burning action
 - 3) Treat for shock

Chemical Burns

Acid Burns:

- a) Immediately wash with plenty of plain water
- b) If soda bi carb (baking powder) is available, make its solution (two tea spoons in half liter of water) and wash affected area
- c) Again wash thoroughly for at least twenty minutes
- d) Remove victim's clothing because chemical may be retained

Alkali Burns:

- a) Wash with plenty of water
- b) Then wash with a weak solution of Vinegar in water
- c) Again wash thoroughly with water for at least twenty minutes

General care for all burns:

- a) Separate any burned areas that might come in with each other when bandaging (fingers, toes, ear and head)
- b) Do not break blisters
- c) Do not use ointments
- d) Get medical attention as soon as possible
- e) **AdminisTERIng** liquids: If medical help is not available within an Hour and the victim is conscious and not vomiting and requests something, give him ½ glass solution of 1/teaspoon salt.1/2 teaspoon baking soda to a quart of water, every 15 minutes.

Eye Injuries

Foreign bodies in the eye

- (a) Never rub eyes
- (b) Try to flush out with clean water

- (c) If object is on the upper lid, lift eyelid and remove object with sTERIlle Gauze
- (d) If foreign object cannot be removed, cover eye till a doctor attends to Victim

Impaled objects

- (a) Cover with paper cup to protect the eye and prevent object from being further driven and prevent object from being further driven into it
- (b) Leave object in victim; it should only be removed by a doctor
- (c) Place sTERIlle gauze around eye, apply no pressure
- (d) Cover both eyes, and explain to the victim why both eyes are covered, one eye cannot move without the other eye moving, Calm and reassure the victim-he may panic with both eyes covered

For chemical burns to the eyes, see Burns-chemical above

Poisons

If unconscious

- (a) Do not induce vomiting.
- (b) Put him in 'recovery position' i.e. lye on his side
- (c) If breathing is inadequate give artificial respiration

If conscious

- (a) Give plenty of water to drink.
- (b) Induce vomiting except for acids, corrosive poison or a petroleum product. Vomiting may be induced by pharyngeal irritation by finger or spoon or by salt water (two spoons of salt in half a litre of water).
- (c) If the poison is gas or vapour, immediately move to an open space with fresh air.
- (d) In case of acids neutralize with cream of magnesia or calcium hydroxide 56 gm. to one ounce of warm water or soda bicarbonate or chalk.
- (e) In case of alkalis neutralize with vinegar or lemon juice. Do not induce vomiting and give plenty of water to drink.

List of Medicines in First Aid Box and Remedies

Sr. No	Name of Medicines	Remedies	Quantity
TABLETS			
1.	AVOMINE	Vomiting	1 strip
2.	CROCIN PLUS	Fever	1 strip
3.	PARACETAMOL	Fever with body pain, shivering	1 strip
4.	DIGENE	Gastric	1 strip
5.	DISPRIN	Headache, body pain	1 strip
6.	PUDHIN HARA		1 strip
7.	TEAR PLUS	Eye cleansing	1 bottle
8.	GLUCON-D	Instant energy	500g (1 pack)
ANTISEPTIC CREAM AND BANDAGE			
9.	BURNOL	Applying on burnt skin	1
10.	TRIPLE ANTIBIOTIC OINMENT		1
11.	BETADINE	Applying on injured/ cut body parts	1
12.	BAND-AID	For cuts	1 box
13.	ADHESIVE TAPE	For covering cuts/injuries	1 roll
14.	COTTON ROLL		1 roll
15.	ZANDU BALM	For Cold, body Pain, Headache	1 bottle
16.	VOLINI SPRAY	Muscular Pain	1 bottle
ACID AND ALKALI SPLASHES ON SKIN AND ON EYE			

17.	SODIUM CARBONATE-5%	Neutralizing acid spills on skin	1 bottle
18.	SODIUM BICARBONATE-2%	Neutralizing acid spills on skin	1 bottle
19.	BORIC ACID- SATURATED SOLUTION	Neutralizing acid spills on skin	1 bottle
20.	ACETIC ACID	Neutralizing acid spills on skin	1 bottle
21.	EYE DROPS	Eye	1 bottle
22.	GOGGLES	Eye Protection	1
23.	RUBBER GLOVES	Protector	1
ACCESSORIES			
25.	SAVLON	Cleaning injured body parts	1 bottle
26.	STERILE SCISSORS	Accessories	1

Fire Detection and Alarm System at TERI School of advanced Studies.

Annexure 'B'
(Refers to Para 18 a)

Alarm Systems

Location	Alert Systems installed				
	Pre Alarm System	Fire Detector	Fire Hooter	Response Indicator	Manual Call Point
Academic Block					
Ground Floor	02	56	02	26	02
1st Floor	-	48	02	24	02
2nd Floor	-	48	02	24	02

3rd Floor	-	40	02	20	02
4th Floor	-	32	01	16	01
Admin Block					
Ground Floor	-	18	01	09	01
1st Floor	-	28	01	14	01
2nd Floor	-	24	01	12	01
3rd Floor	-	04	01	02	01
CafeTERIa Block					
Ground Floor	-	12	01	-	01
1st Floor	-	12	01	-	01
2nd Floor	-	12	01	-	01
3rd Floor	-	12	01	-	01
4th Floor	-	12	01	-	01
Hostel Block					
Ground Floor	-	-	01	-	01
1st Floor	-	-	01	-	01
2nd Floor	-	-	01	-	01
3rd Floor	-	-	01	-	01
4th Floor	-	-	01	-	01
Office Block (EDAS)					
Ground Floor	01	30	01	-	01

1st Floor	-	30	01	-	01
2nd Floor	-	30	01	-	01
3rd Floor	-	30	01	-	01
Basement and Periphery					
Basement	-	19	04	-	04
Total	03	497	31	147	31

TERI School of advanced Studies Facilitated Fire Fighting Systems

TERI School of advanced Studies has been provided with appropriate fire-fighting equipment placed at different locations such that can be easily approach to use in case of emergency.

Annexure 'C'
(Refers to Para 18 b)

Fire Extinguishers

Location	Number of Fire Extinguishers installed						
	CO ₂	CO ₂	ABC	ABC	DCP	Foam	Water
	4.5 KG	22.5 KG	2KG	5KG	5KG	9 Liters	9 Liters
Academic Block							
Ground Floor	01	-	03	01	01	-	01
1st Floor	02	-	-	-	01	-	02
2nd Floor	02	-	-	-	01	-	02
3rd Floor	01	-	-	01	01	-	03
4th Floor	01	-	-	01	01	-	02

Admin Block							
Ground Floor	03	-	-	-	-	-	-
1st Floor	01	-	-	-	-	-	01
2nd Floor	-	-	-	-	02	-	-
3rd Floor	-	-	-	-	01	-	-
Chula Lab	-	-	-	-	-	-	01
CafeTERIa Block							
Ground Floor	01	-	-	-	-	-	01
1st Floor	01	-	-	-	01	-	01
2nd Floor	01	-	-	-	-	-	01
3rd Floor	01	-	-	-	-	-	01
4th Floor	01	-	-	-	-	-	01
Hostel Block							
Ground Floor	01	-	-	-	-	-	01
1st Floor	01	-	-	-	01	-	01
2nd Floor	01	-	-	-	-	-	01
3rd Floor	01	-	-	-	-	-	01
4th Floor (Solar / M Tech Lab)	01	-	-	01	01	-	01
Office Block (EDAS)							
Ground	02	-	-	-	-	-	02

Floor							
1 st Floor	02	-	-	-	-	-	02
2 nd Floor	02	-	-	-	-	-	02
3 rd Floor	02	-	-	-	-	-	02
Basement	04	19	-	-	03	02	03
D G Yard	-	-	-	-	-	02	-
Transformer Yard	-	01	-	-	03	-	-
Canteen Back Side	-	-	-	01	-	-	-
Electrical Store	-	-	-	01	-	-	-
Total	33	20	03	06	17	04	33
Grand Total	116						

Annexure 'C'
(Refers to Para 18 b)

Fire Hydrant

Location	Hydrant	Hose Reel	Hose Pipe 15 m 7.5 m		Nozzle Branch Shut Off	
Academic Block						
Ground Floor (Stair Side)	01	01	02	-	01	01
Ground Floor (Toilet Side)	01	01	02	-	01	01
1 st Floor (Stair Side)	01	01	02	-	01	01
1 st Floor (Toilet Side)	01	01	02	-	01	01
2 nd Floor (Stair Side)	01	01	02	-	01	01
2 nd Floor	01	01	02	-	01	01

(Toilet Side)						
3rd Floor (Stair Side)	01	01	02	-	01	01
3rd Floor (Toilet Side)	01	01	02	01	01	01
4th Floor (Stair Side)	01	01	02	-	01	01
4th Floor (Toilet Side)	01	01	02	-	01	01
Terrace (3rd Floor)	01	-	02	-	01	-
Terrace (4th Floor)	01	-	02	-	01	-
Admin Block						
Ground Floor	01	01	02	01	01	01
1st Floor	01	01	02	01	01	01
2nd Floor	01	01	02	01	01	01
3rd Floor	01	01	02	02	01	01
Terrace	01	-	02	-	01	-
CafeTERIa Block						
Ground Floor	01	01	02	01	01	01
1st Floor	01	01	02	01	01	01
2nd Floor	01	01	02	02	01	01
3rd Floor	01	01	02	02	01	01
4th Floor	01	01	02	02	01	01

Annexure 'C'
(Refers to Para 18 b)

Fire Hydrant

Location	Hydrant	Hose Reel	Hose Pipe 15 m 7.5 m	Nozzle Branch Shut Off
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Hostel Block						
Ground Floor	01	01	02	01	01	01
1 st Floor	01	01	01	01	01	01
2 nd Floor	01	01	01	01	01	01
3 rd Floor	01	01	01	01	01	01
4 th Floor	01	01	02	01	01	01
Office Block (EDAS)						
Ground Floor	01	01	02	-	01	01
1 st Floor	01	01	02	-	01	01
2 nd Floor	01	01	02	-	01	01
3 rd Floor	01	01	02	-	01	01
Terrace	01	-	02	-	01	-
Basement						
Stair Academic side	01	01	02	-	01	01
Stair EADS Side	01	01	01	02	01	01
Out Ramp Side	01	01	01	02	01	01
Stair Admin Block	01	01	02	-	01	01
Campus Boundary						
Location -1 (Entry Gate)	01	-	02	-	01	-
Location -2	01	-	02	-	01	-
Location -3	01	-	02	-	01	-
Location -4	01	-	02	-	01	-
Location -5	01	-	02	-	01	-

Location -6	01	-	02	-	01	-
Location -7	01	-	02	-	01	-
Location -8	01	-	02	-	01	-
Location -9 (Exit Gate)	01	-	02	-	01	-
Total	45	32	84	21	45	32

Annexure 'D'

(Refers to Para 18 c)

Fire safety

TERI School of advanced Studies has been provided with Automatic Fire detection and Alarm System having sensitive Addressable Smoke Detectors and Heat Detector which are connected to Zone Fire Alarm panels located in the ground floor of Admin Block in the TERI School of advanced Studies Campus and all these control panels are centrally connected. The detectors are evenly spread out to cover all the floors in the TERI School of advanced Studies Campus and are adjusted to so as to give an indication and alarm. The Round O'clock Technician on duty in the TERI School of advanced Studies has the provisions and standing instructions to alert all concerned personnel for prompt necessary action in case of any fire emergency with the help of the public address system installed in the Reception. In addition to the Automatic Detection System, all cores of the TERI School of advanced Studies Campus have Addressable Manual Call Points on each floor, which can be activated (by breaking the glass panel) personally by any occupant of the building to call the fire personnel.

Fire order

In Case of Fire, Marshals and Fighters

- Raise Fire Alarm
- Inform Reception
- Reception inform Fire Officer
- Reception also inform Fire Brigade at Telephone
- Break nearby MCP
- Marshals and Fighters position themselves
- Fighters use portable Fire Fighting Equipment

- Marshals Evacuate and Guide the people for Nearest Emergency Exit

In Case of Fire, TERI School of advanced Studies Community

- Way to Nearest Emergency Exit
- Walk; Do Not Run
- Do Not Use Elevators
- Close But Do Not Lock All Doors as You Leave
- Remain Calm; Do Not Panic
- Remain Low; Crawl if Necessary
- Assemble at Existing Assembling Point Outside the Main Gate
- Stay Clear of the Building until Your Appointed Fire Marshal has advised You to Re-Enter the Building
- Assist Visitors During Alarm/ Emergency

Training in Fire Fighting Drill

TERI School of advanced Studies has actively involved in in-house as well as outdoor fire drills for awareness of employees and students.

Tentative schedule

Session 1	Briefing Session fire and safety assessment in TERI School of advanced Studies
Session 2	Classroom Training on Fire Fighting (in house)
Session 3	Mock Drill (in house)
Session 4	Fire Drill (in house)
Session 5	Fire Lecture on awareness and fire drill by fire Inspector, Delhi fire Control

Fire Fighting Training

As part of HSE (Health Safety and Environment) initiative

TERI SAS Disaster Management Team conducts Fire Safety Awareness and Fire Fighting Training for TERI SAS Community on periodic basis.

1. Fire Drill Session(format for maintaining record of training):

Date	Time	Fire Drill Description	Fire
------	------	------------------------	------

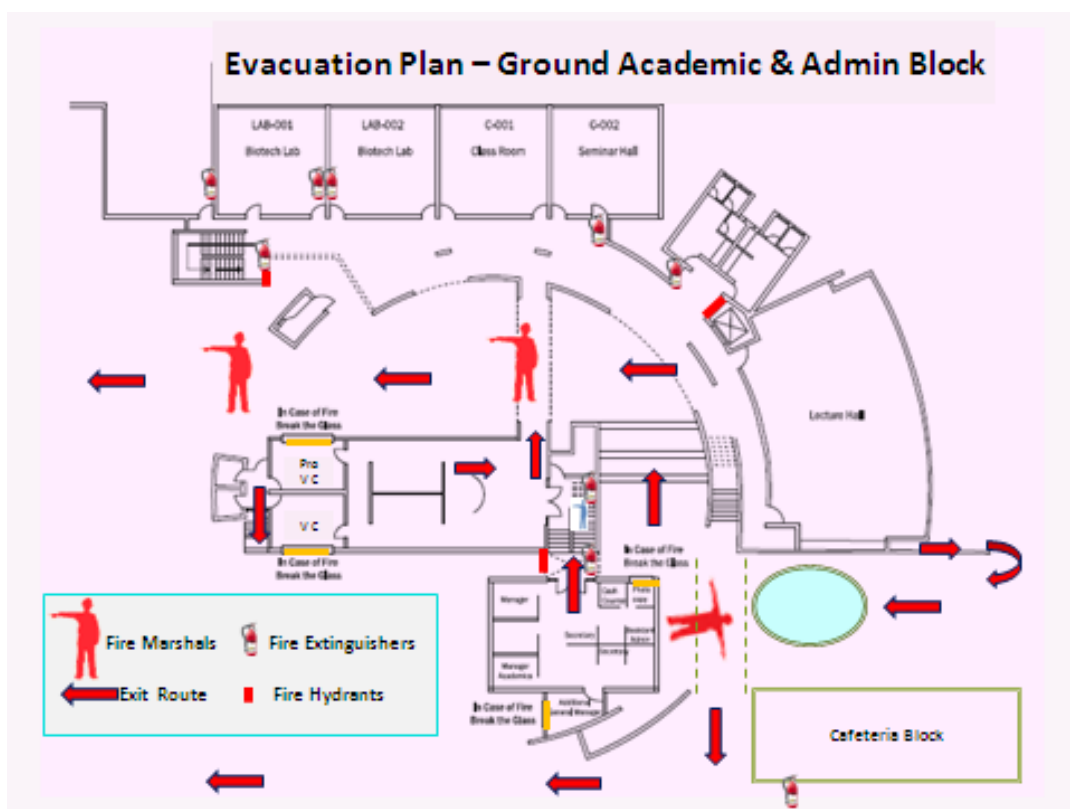
			Session By

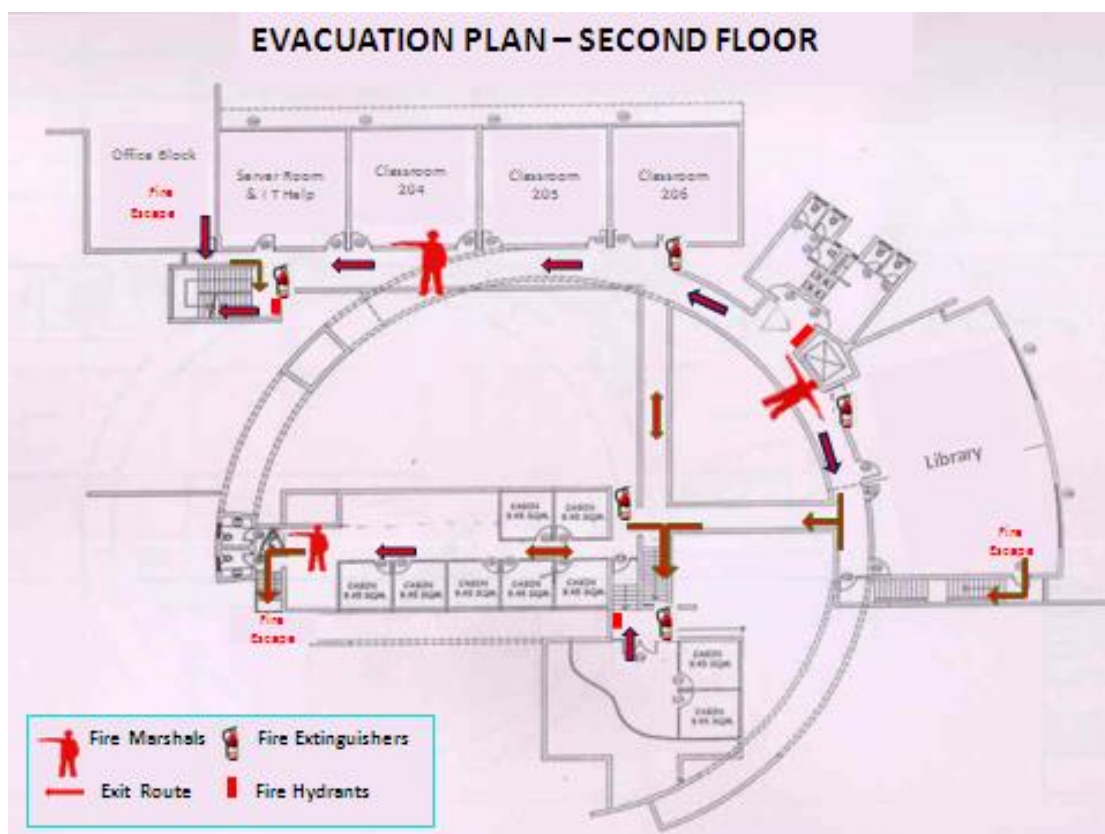
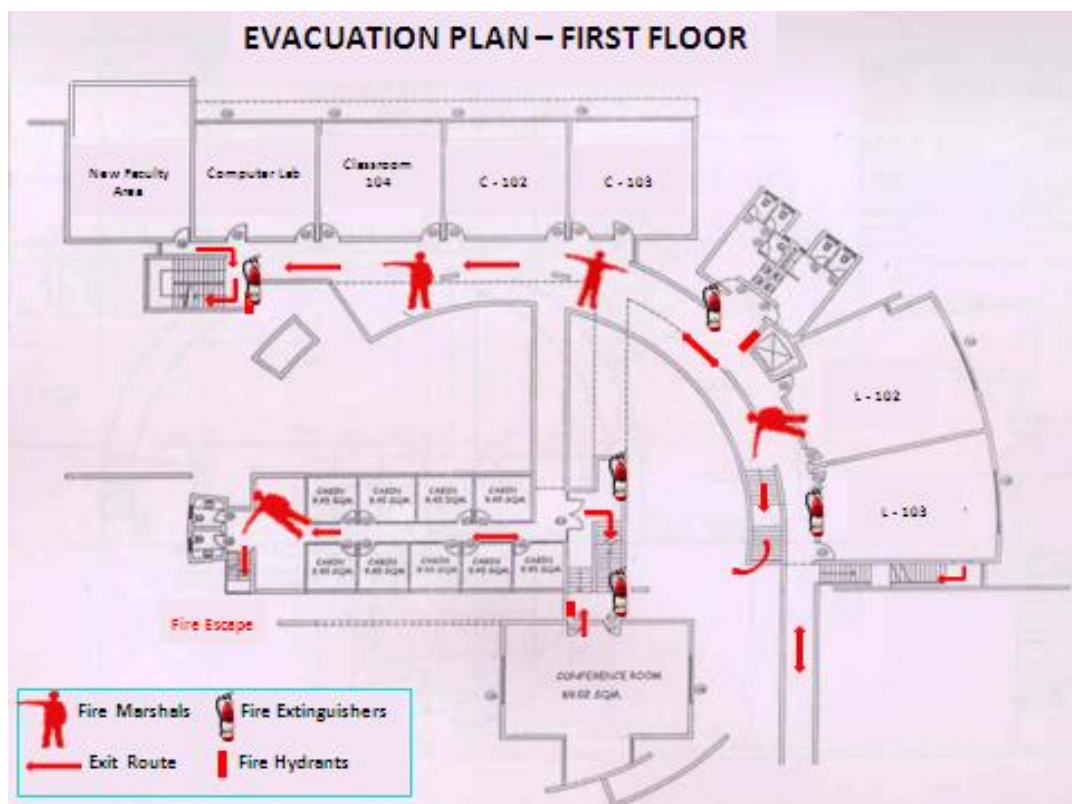
2. Format for Fire Drill Session Attendance sheet:

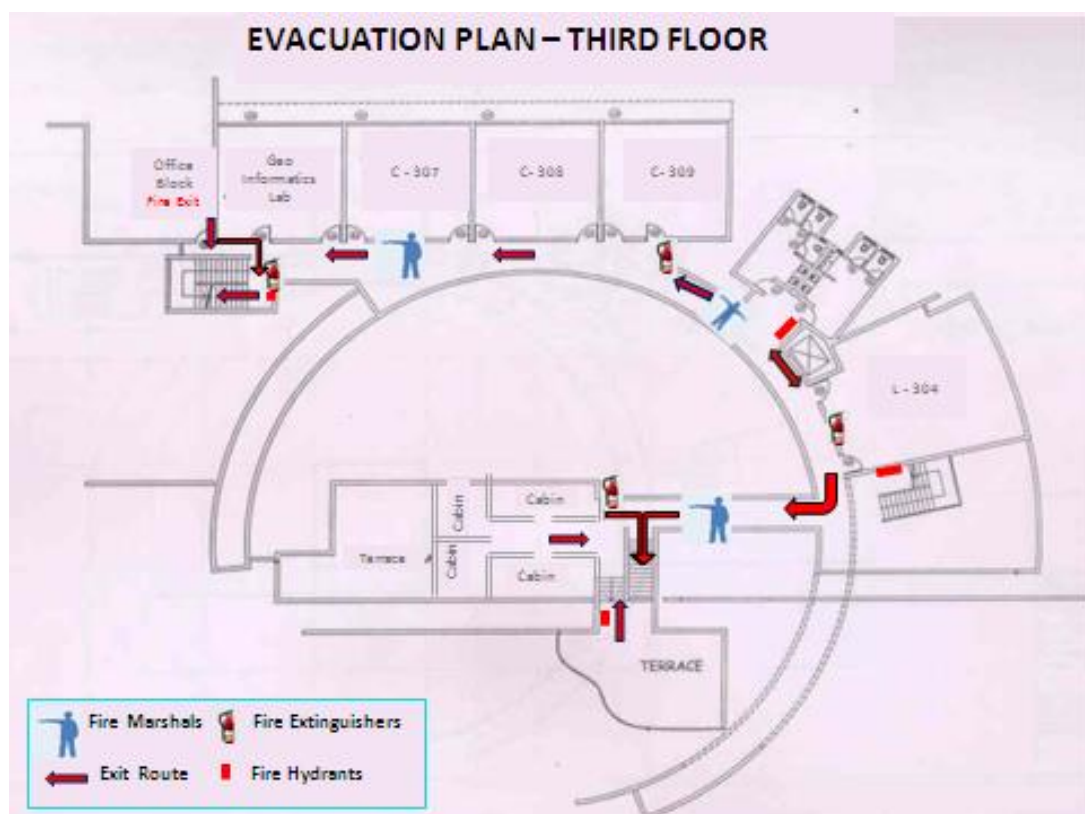
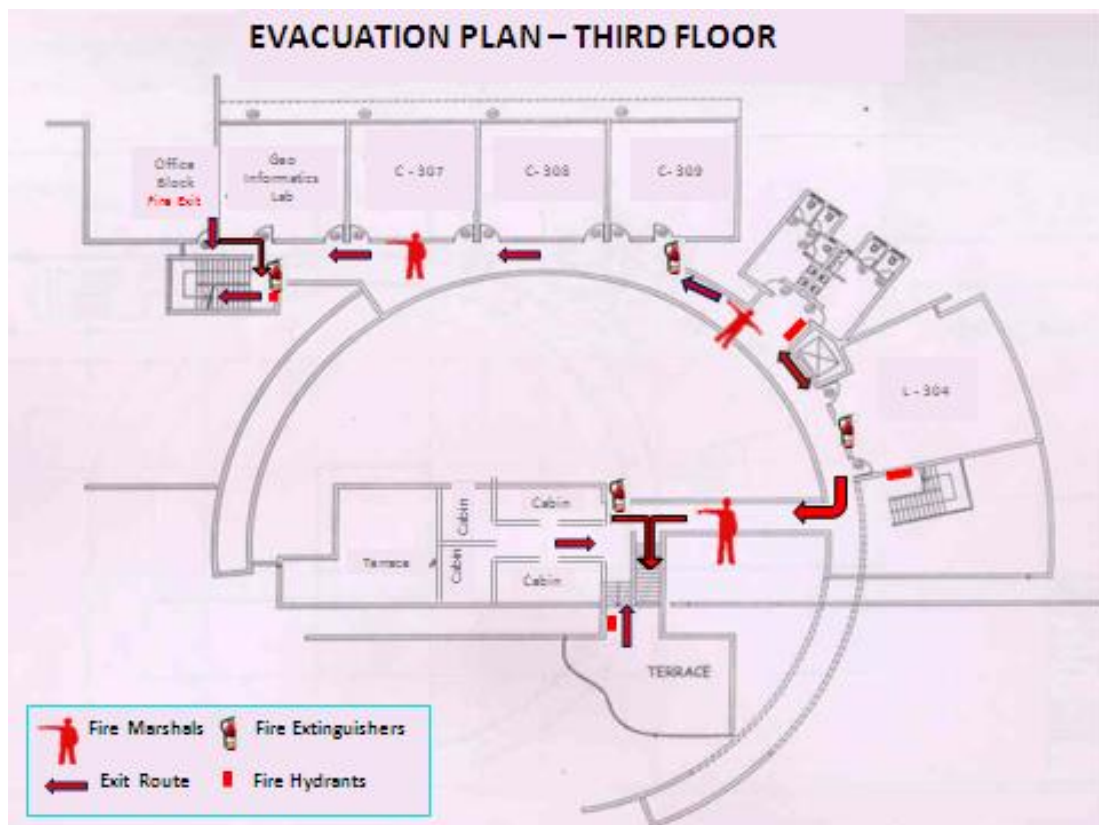
Sr. Nos.	Name of Participant	Signature	Sr. Nos.	Name of Participant	Signature
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2			29		
3			30		
4			31		
5			32		
6			33		
7			34		
8			35		
9			36		
10			37		
11			38		
12			39		
13			40		
14			41		
15			42		
16			43		

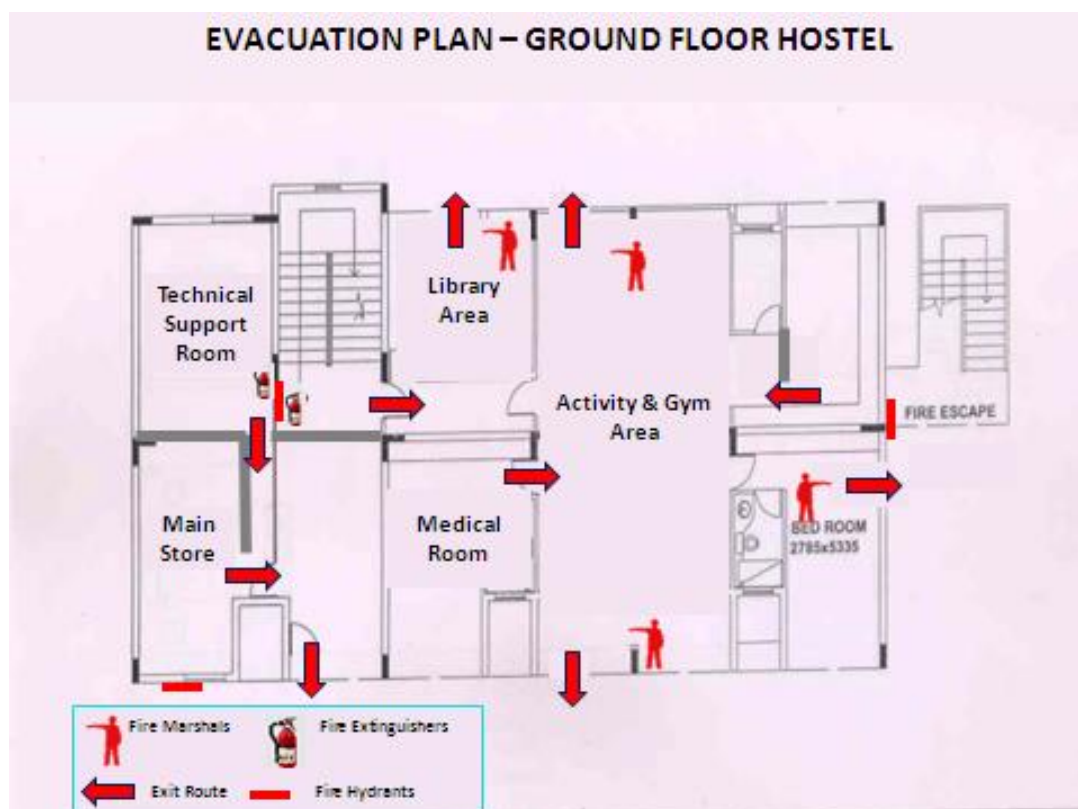
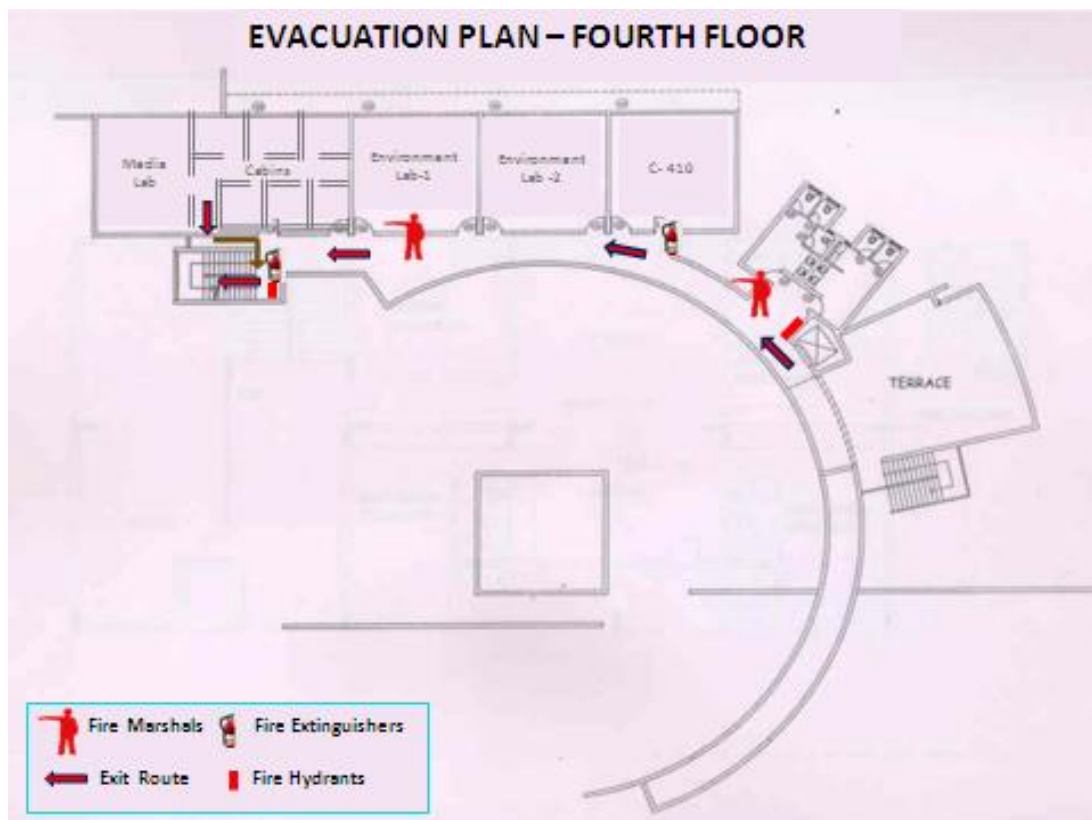
17			44		
18			45		
19			46		
20			47		
21			48		
22			49		
23			50		
26			53		
27			54		

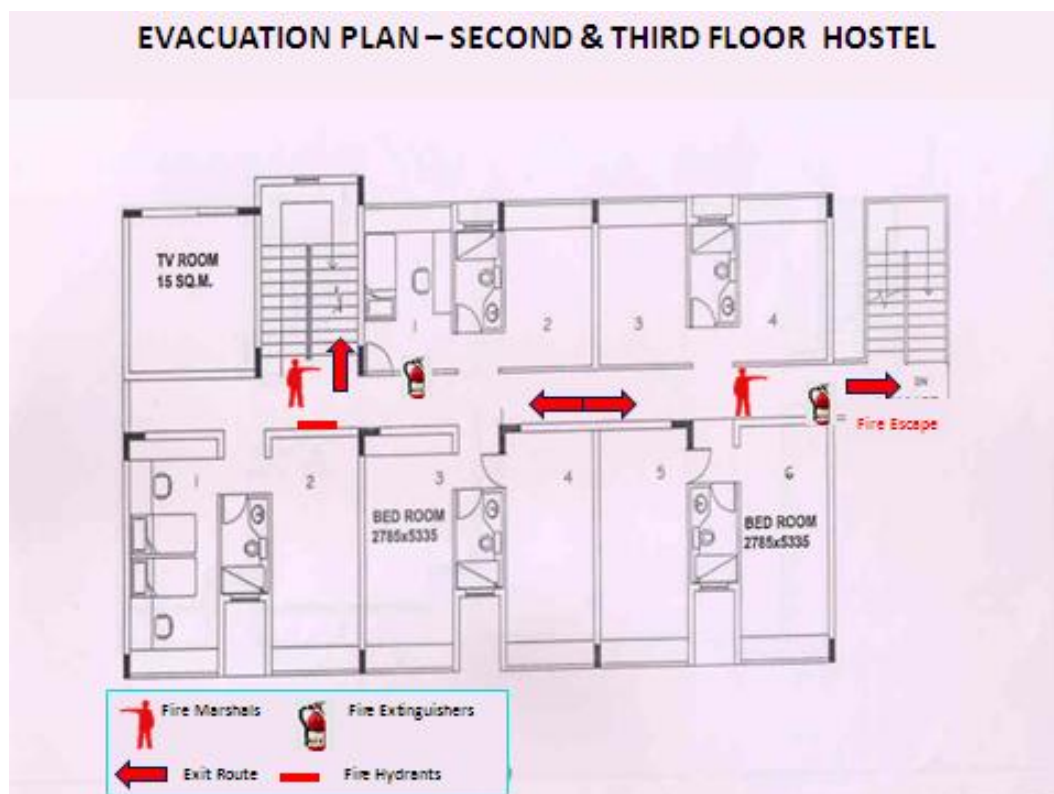
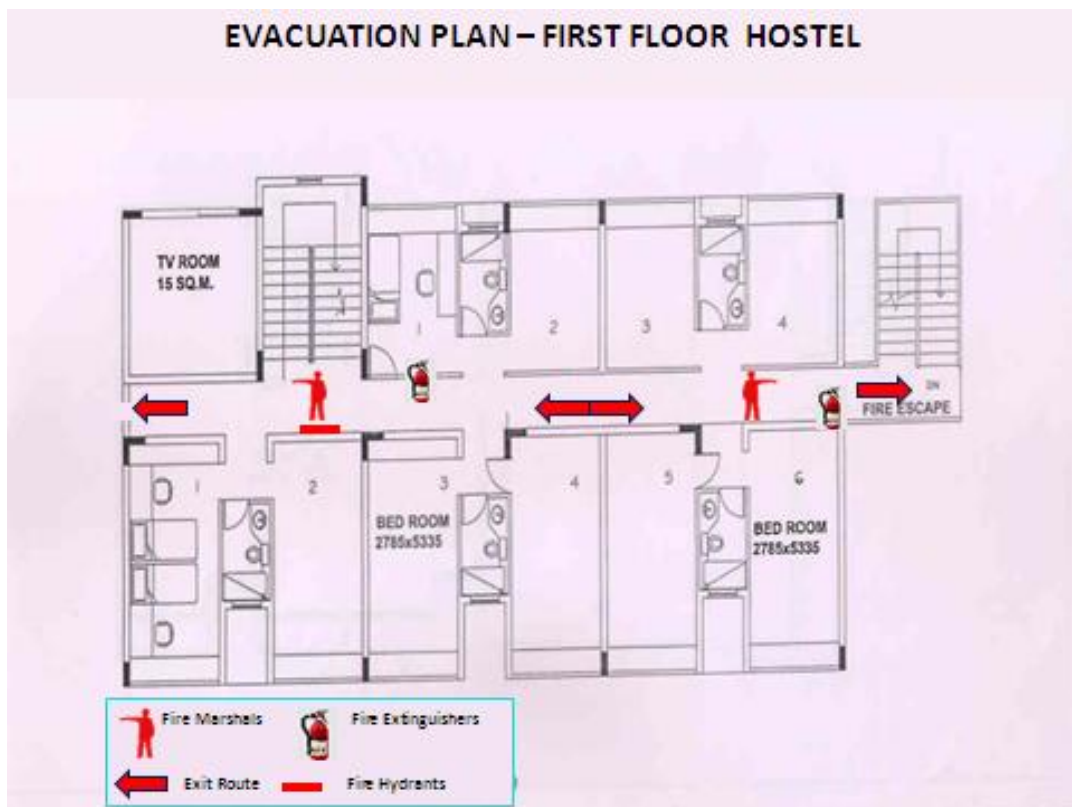
Evacuation Plan

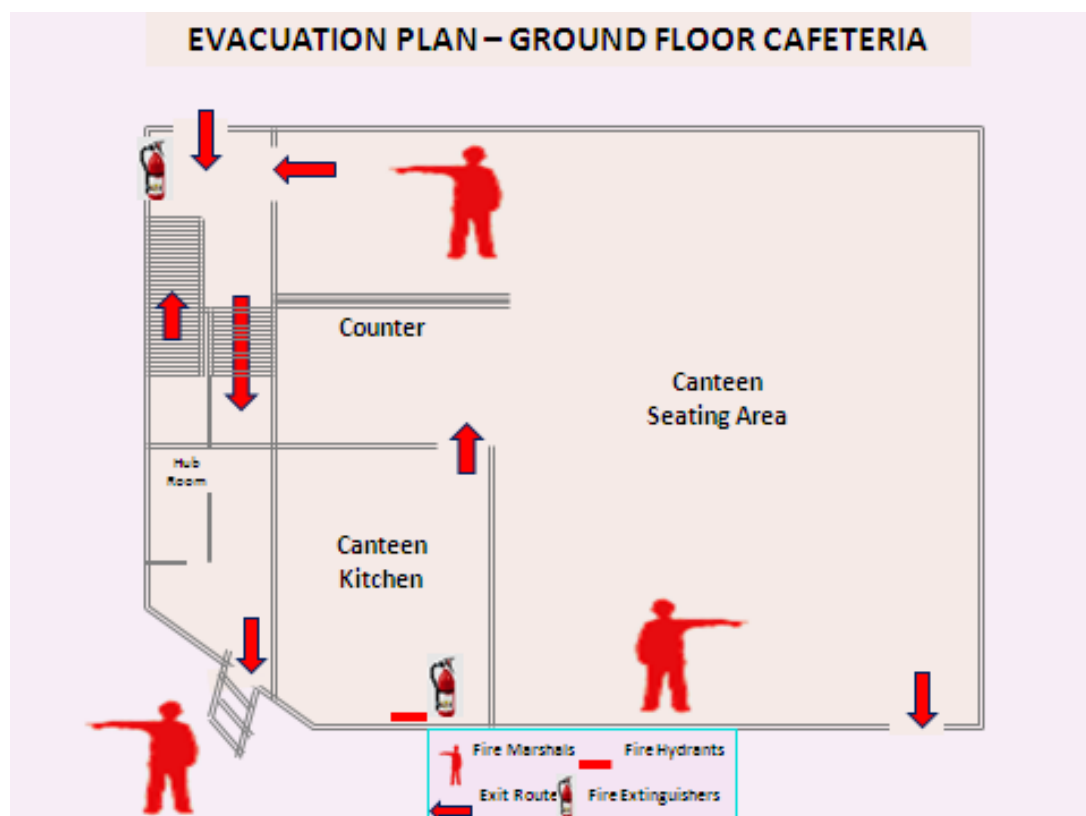
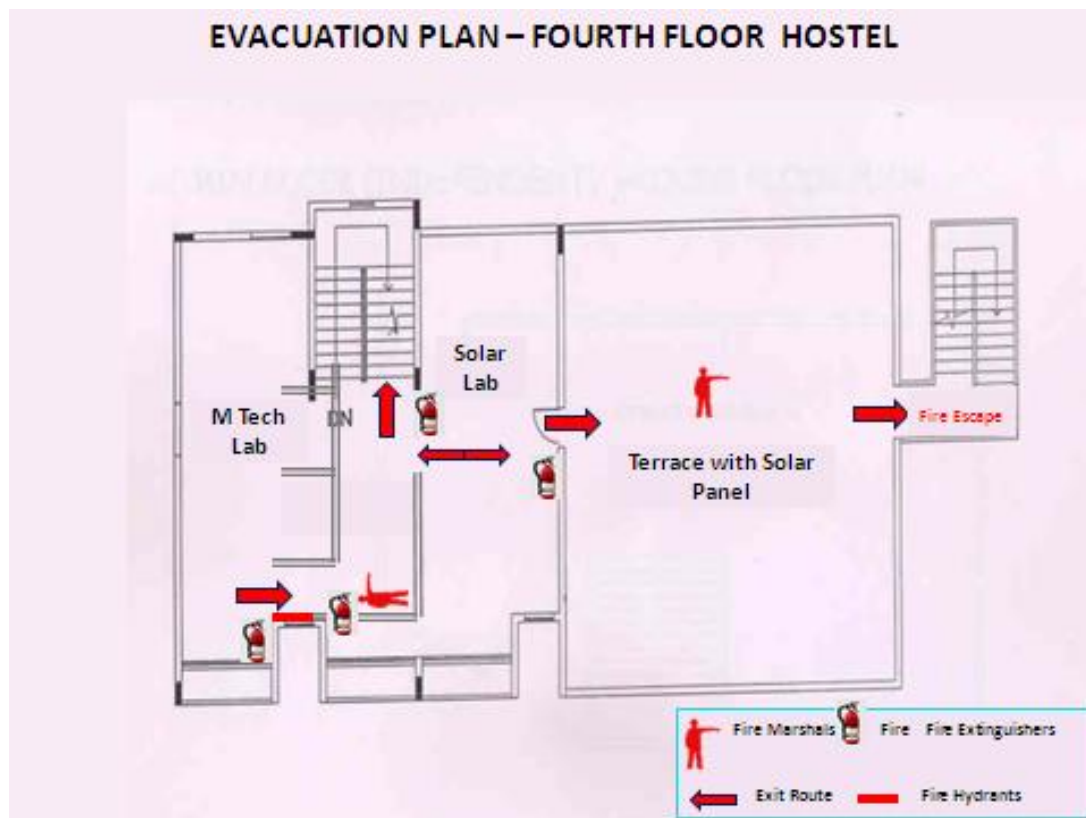


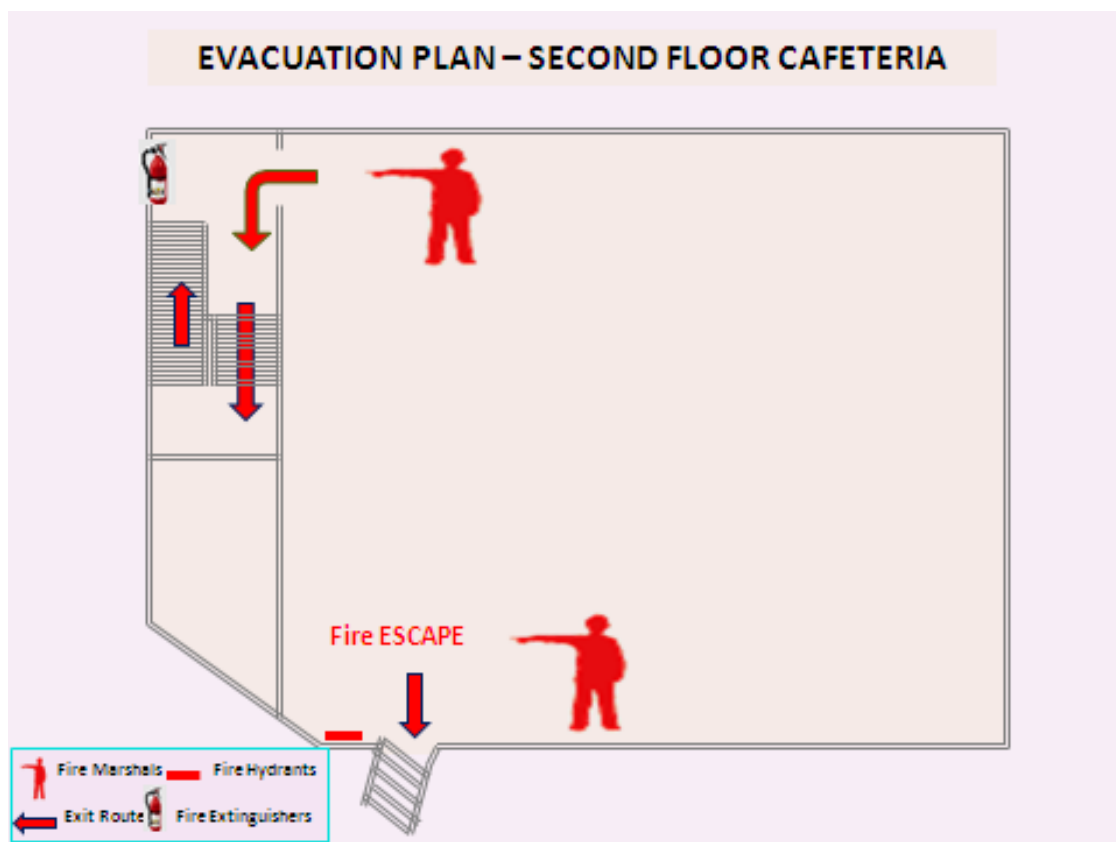
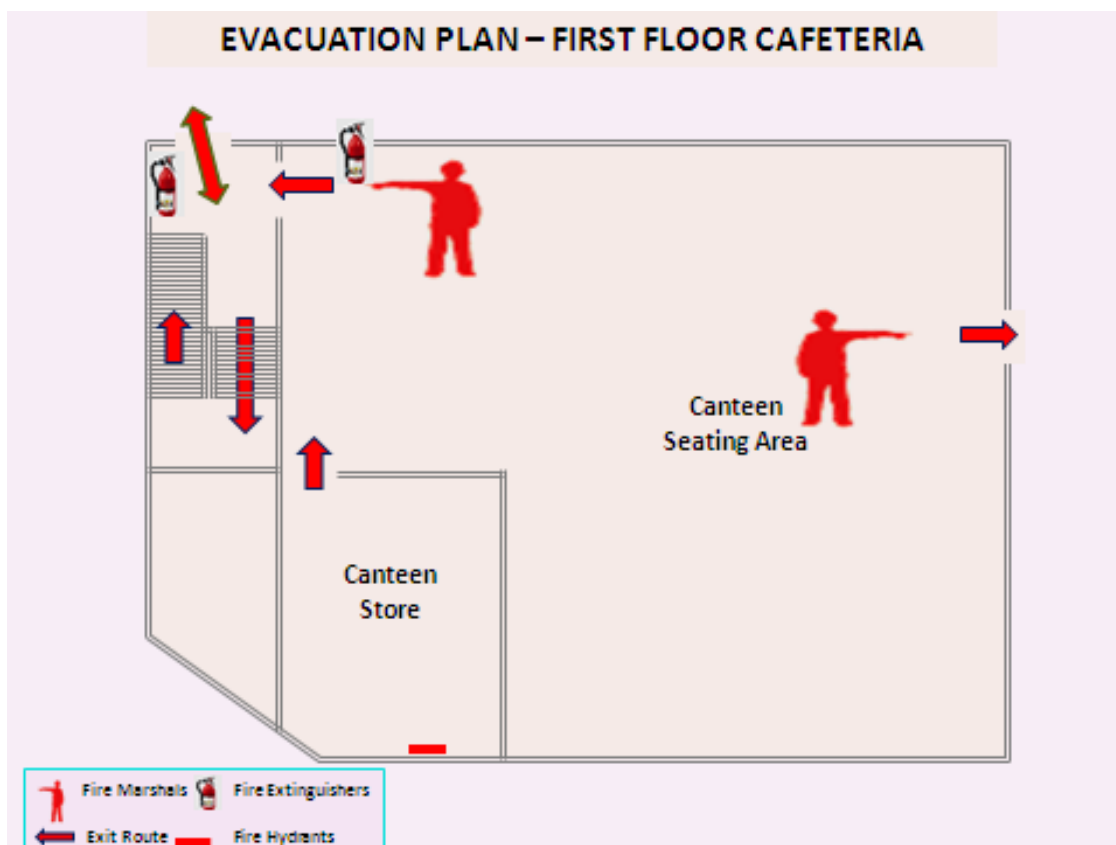




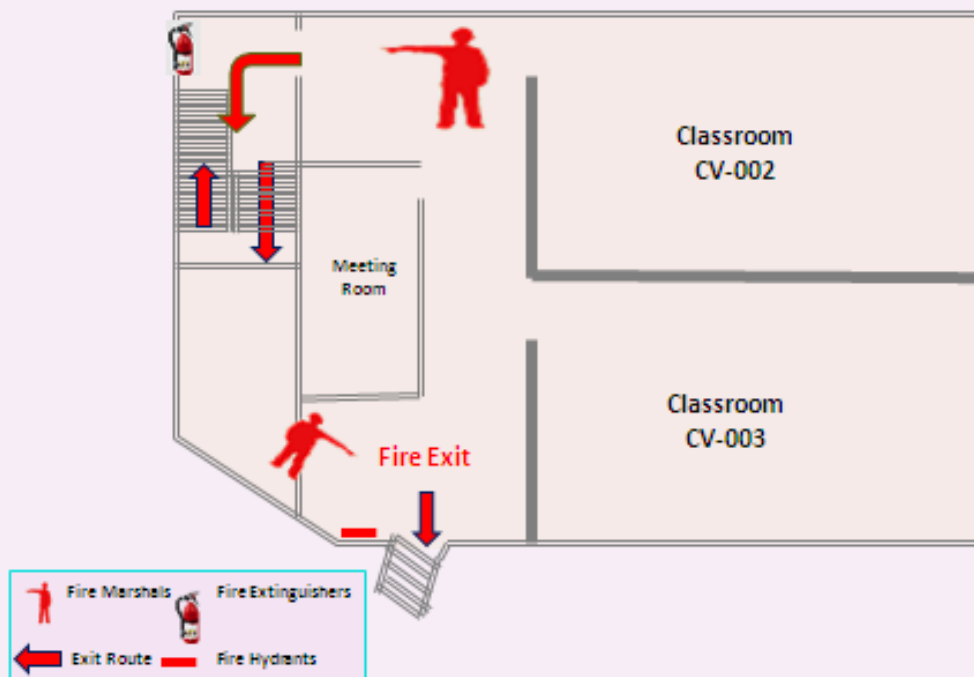




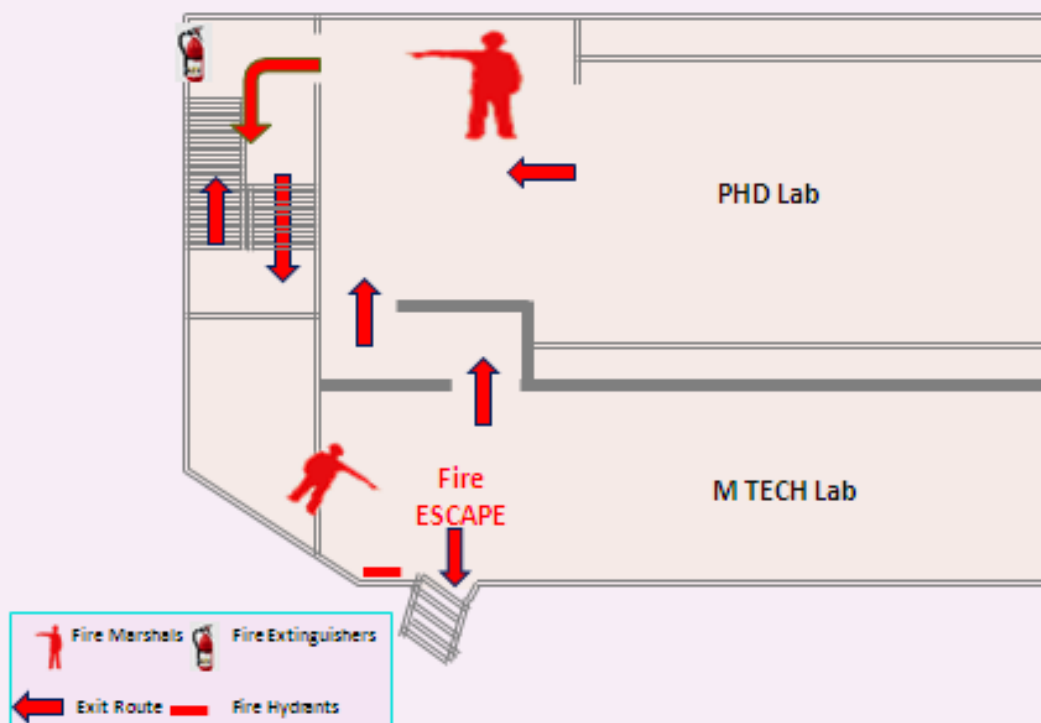


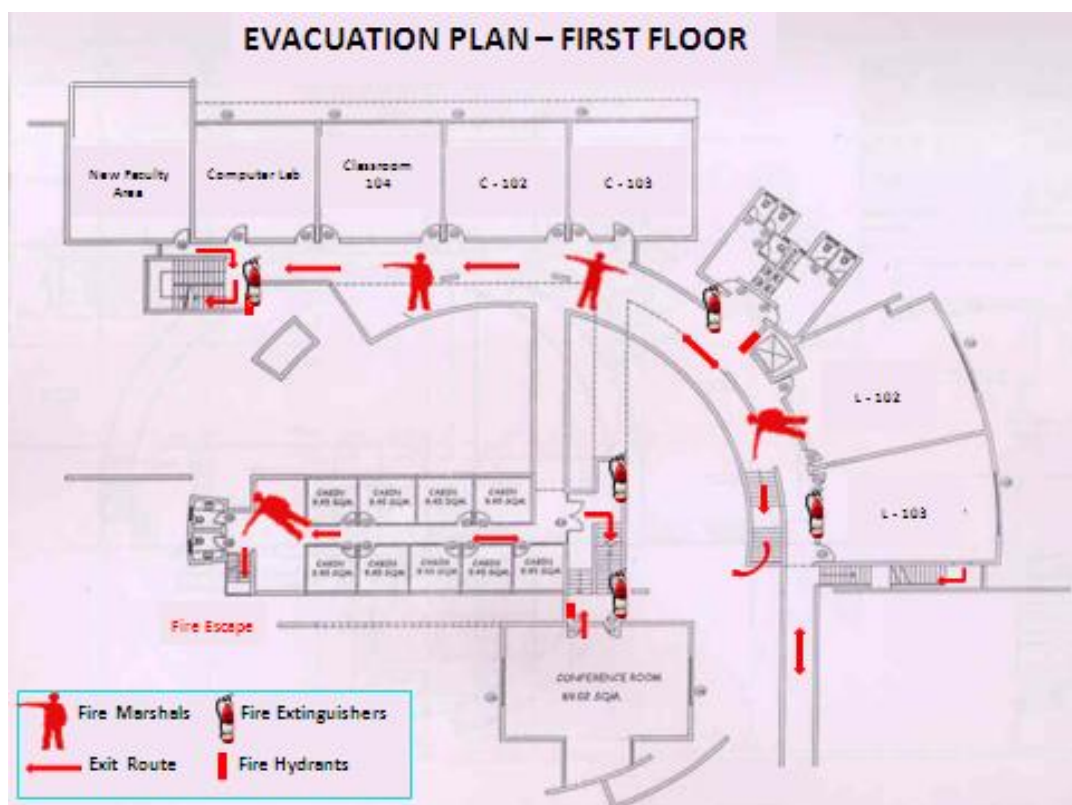
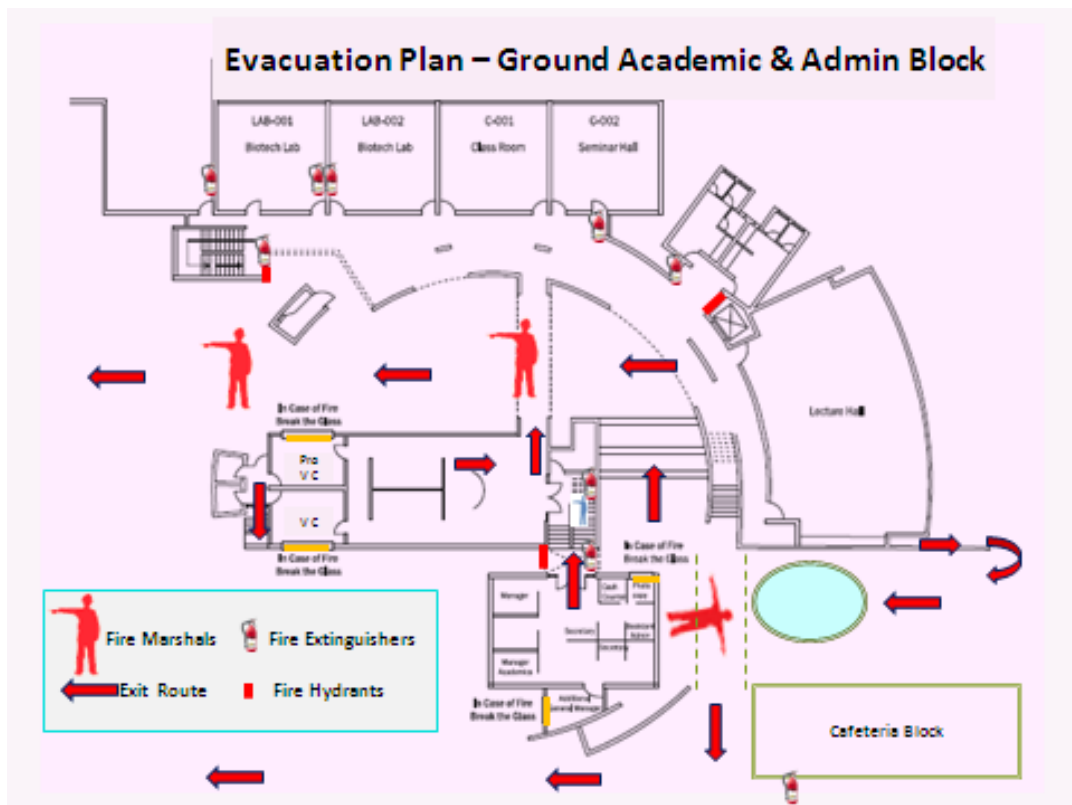


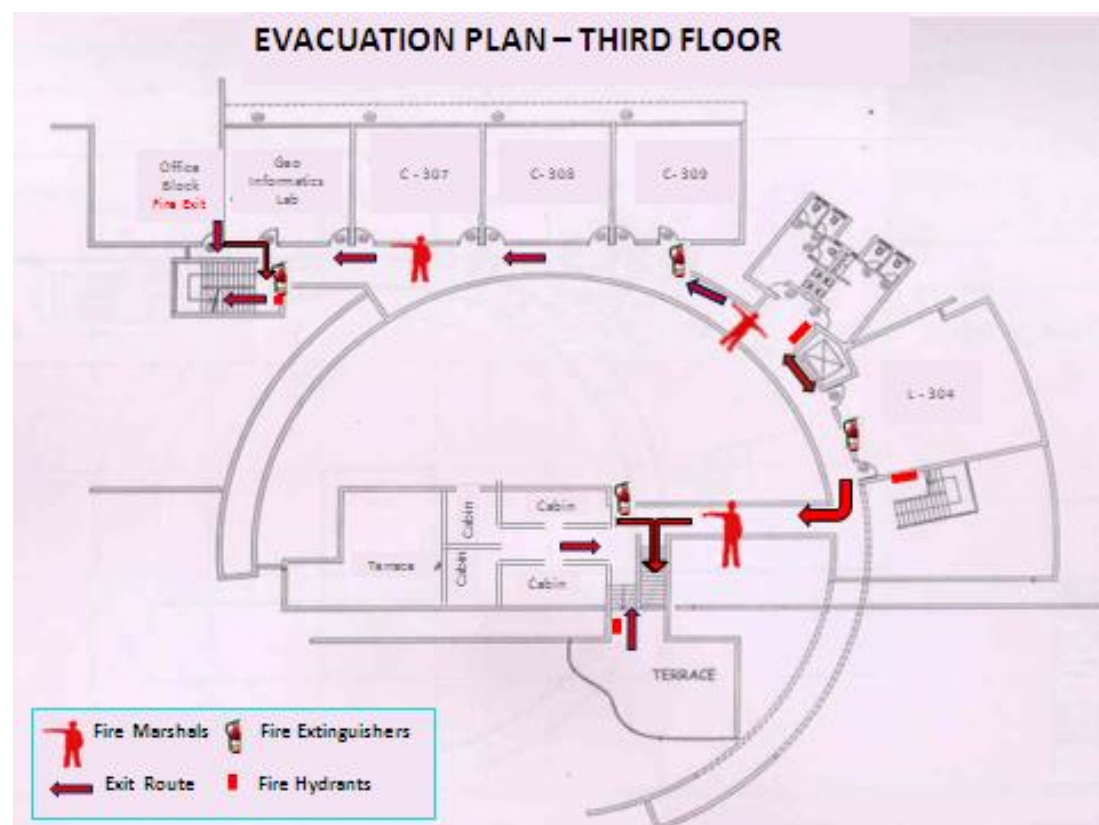
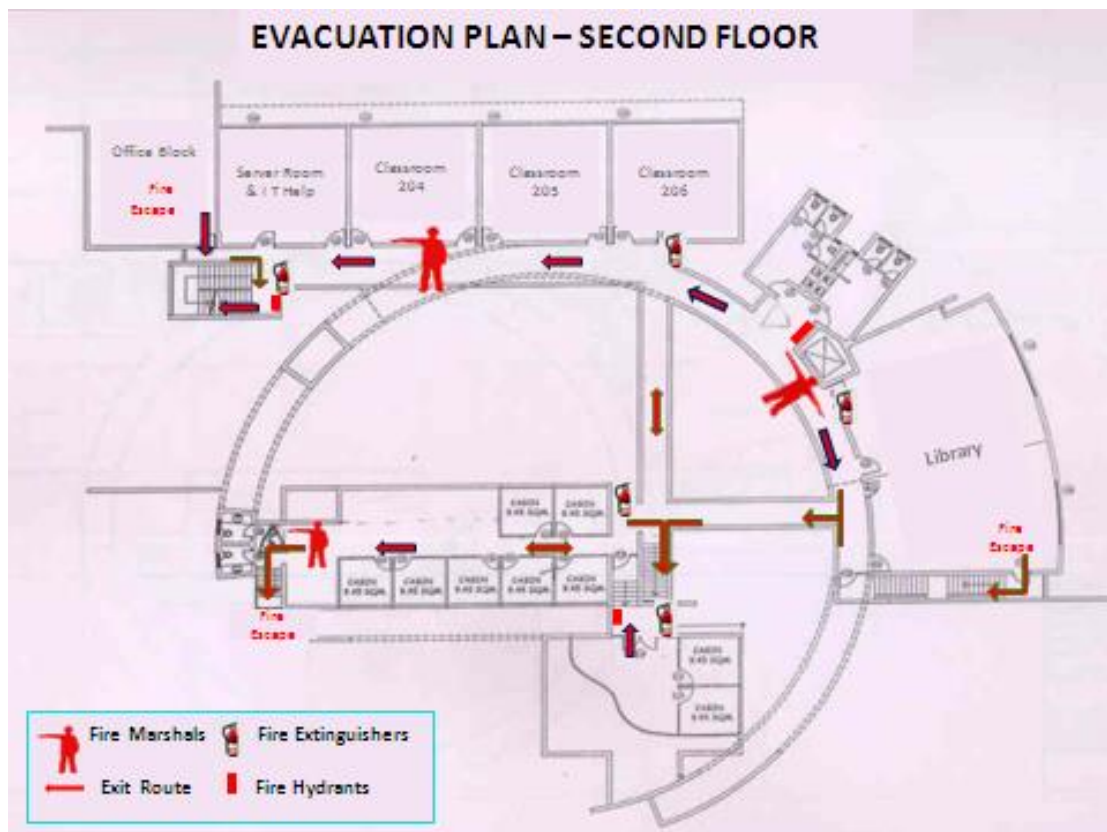
EVACUATION PLAN – THIRD FLOOR CAFETERIA

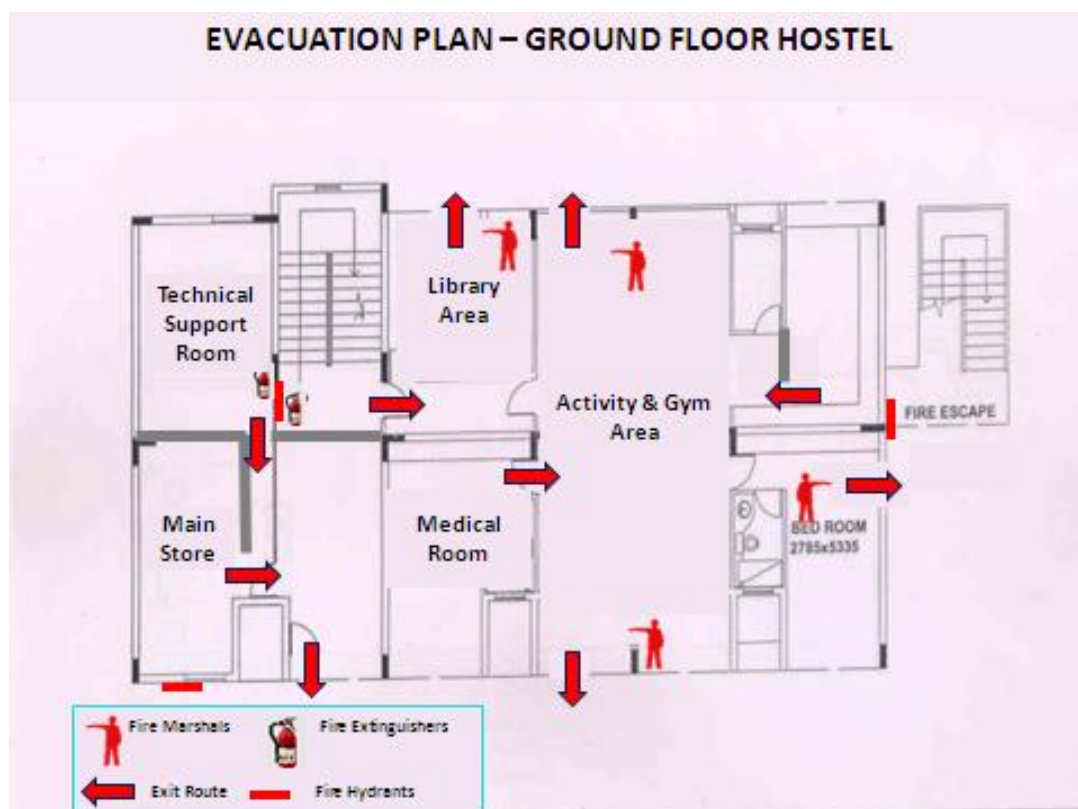
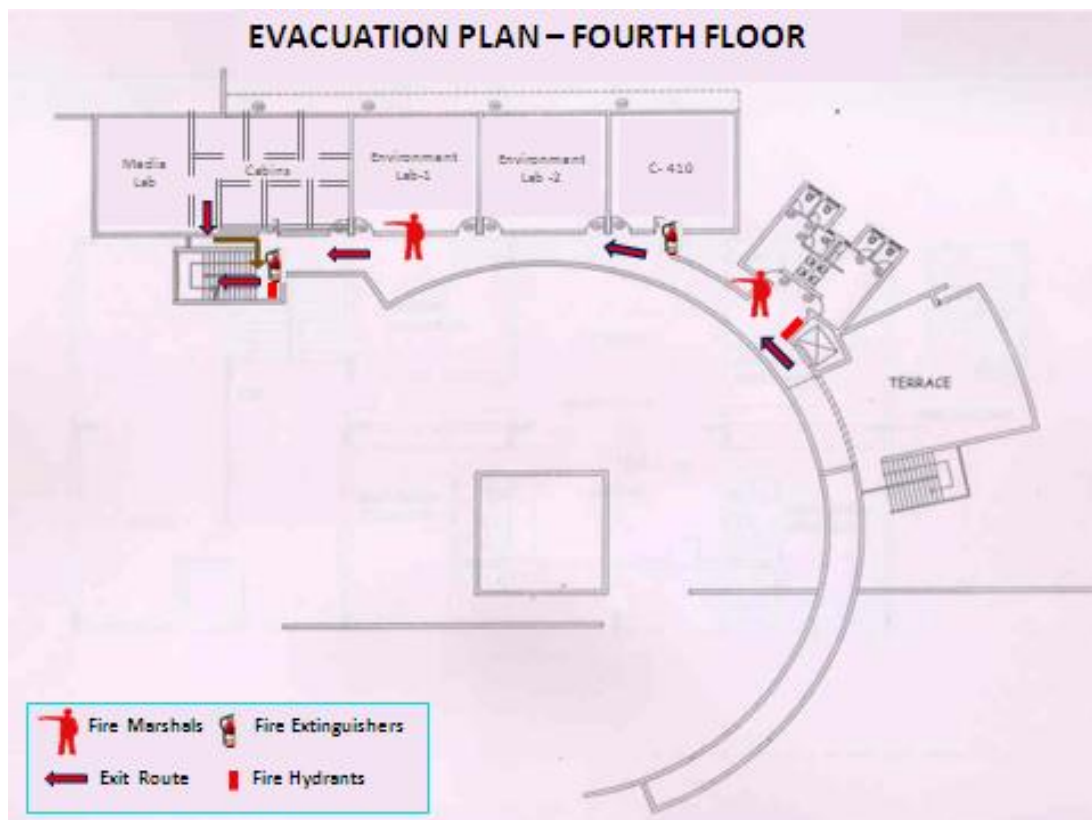


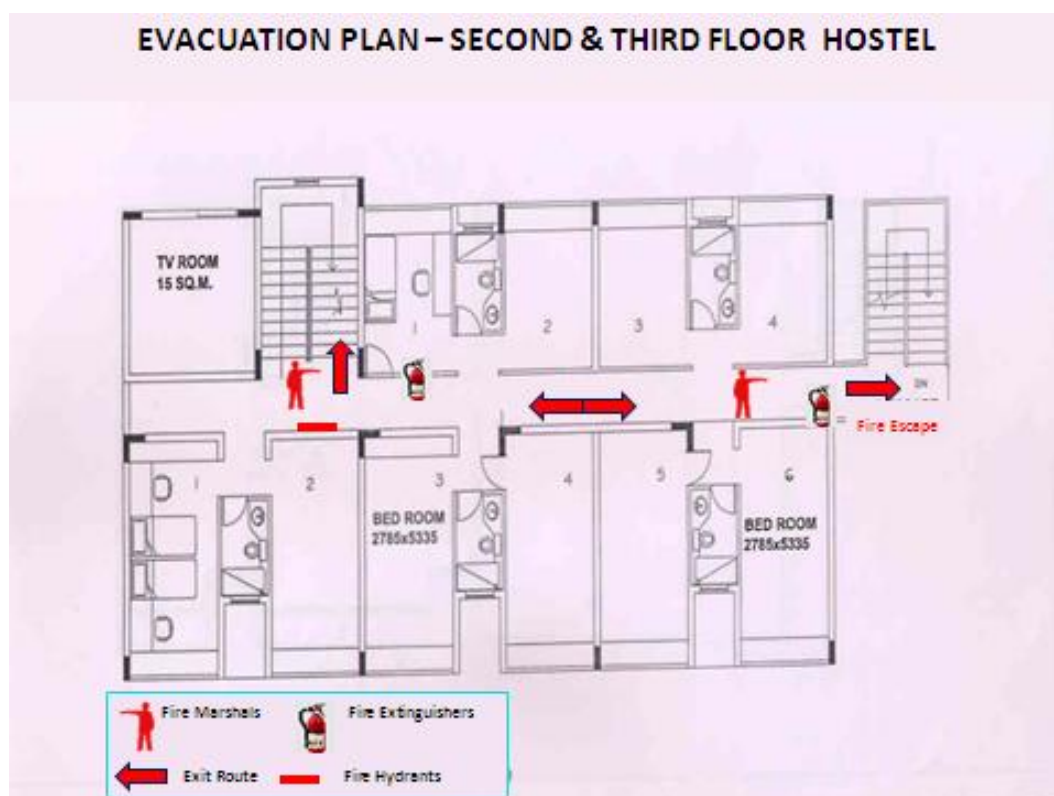
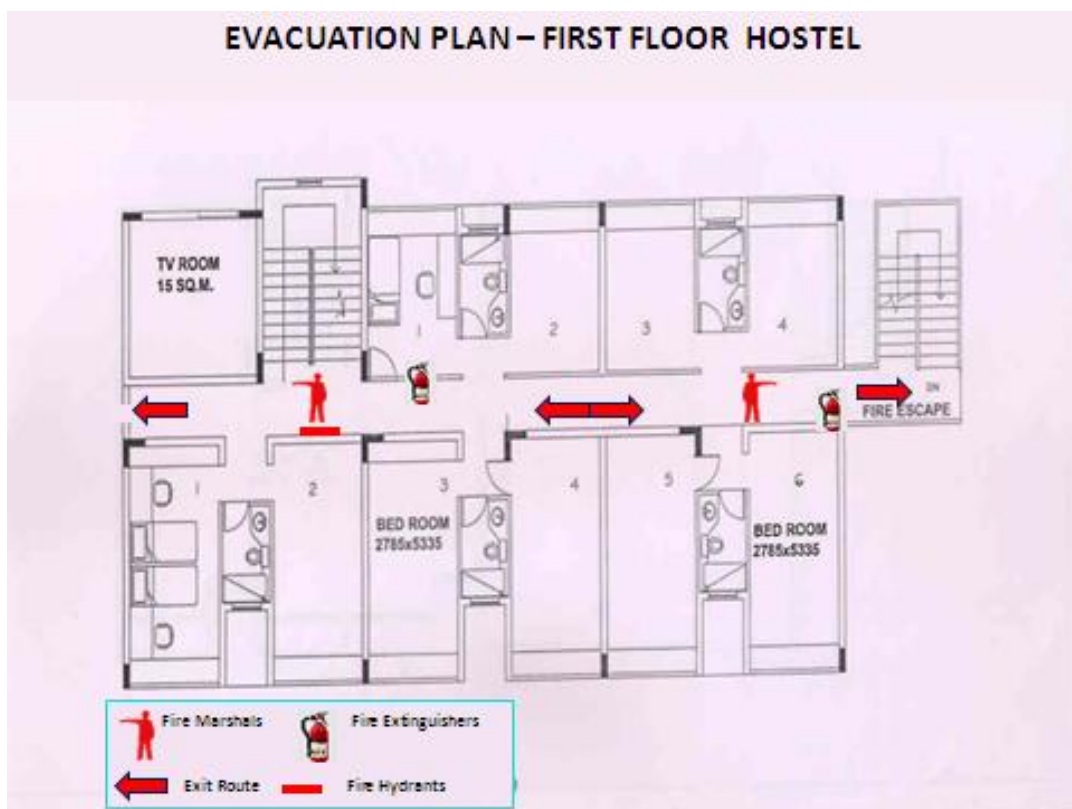
EVACUATION PLAN – FOURTH FLOOR CAFETERIA

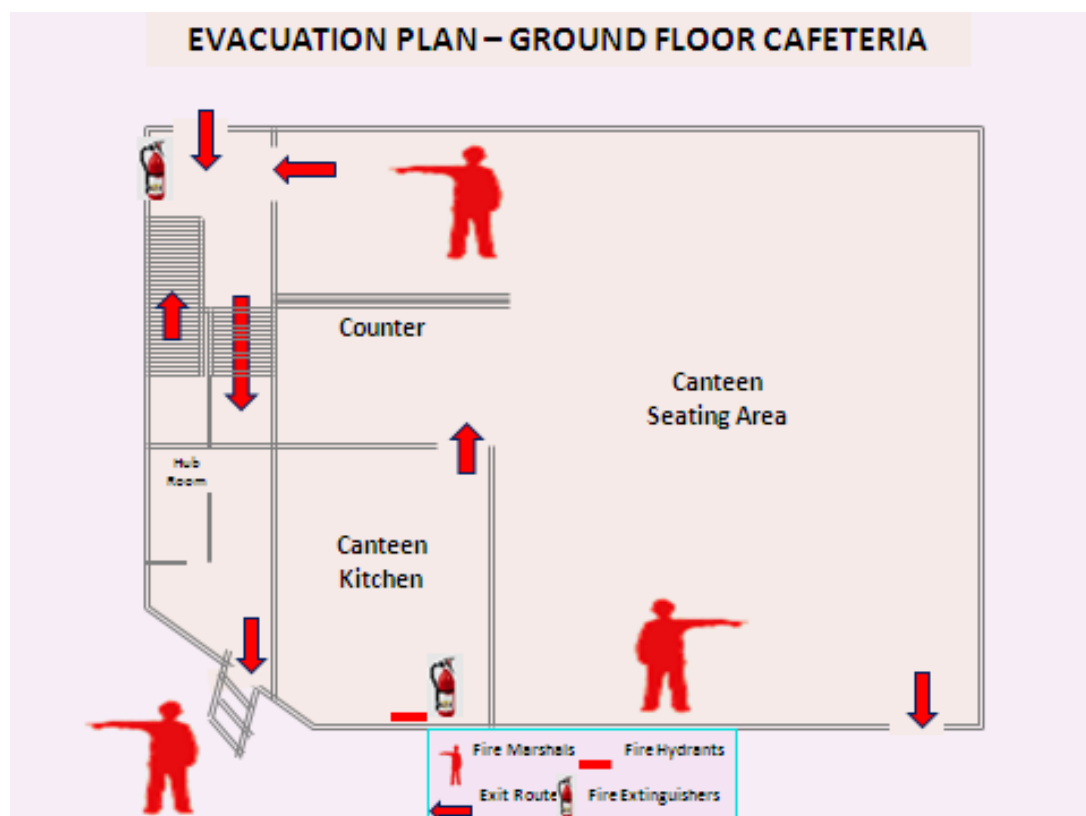
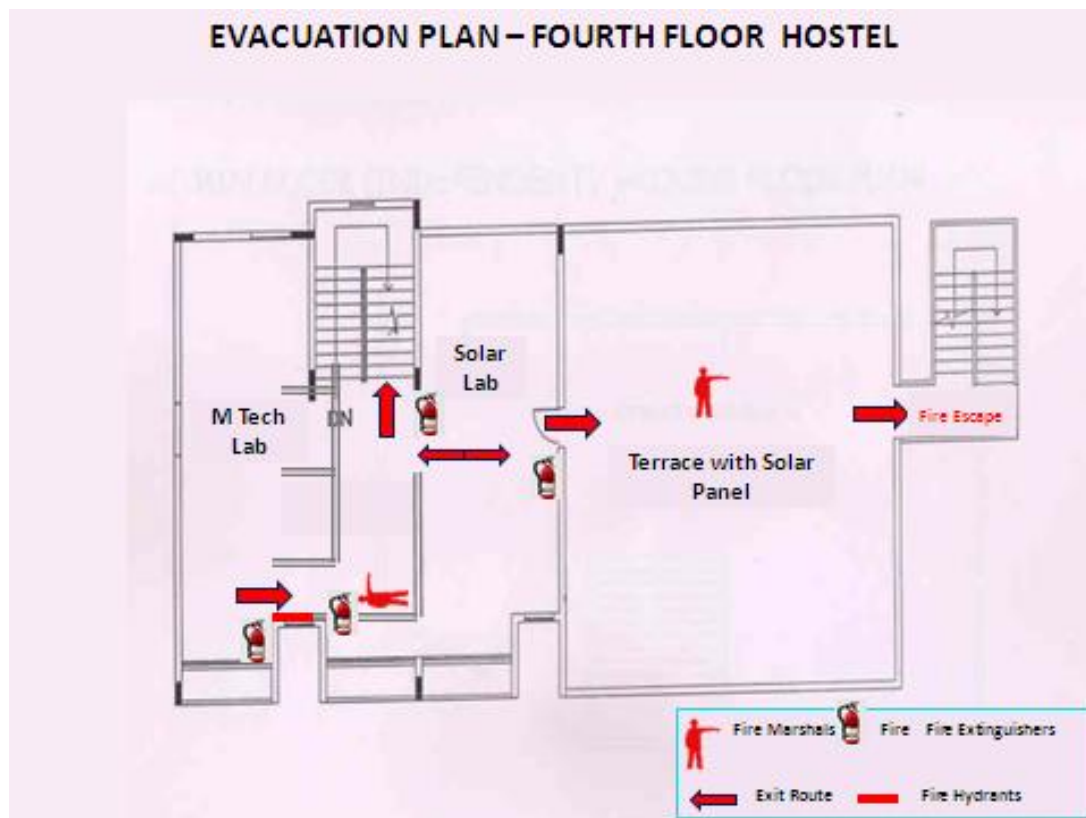


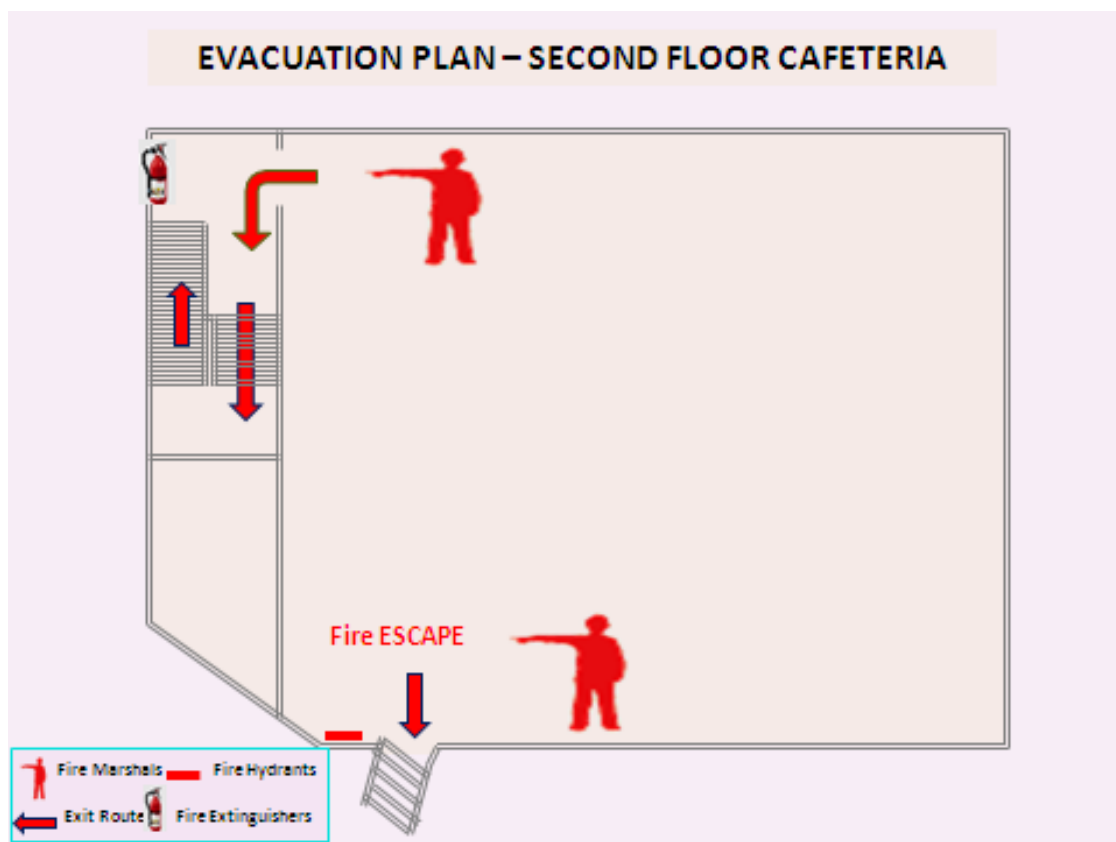
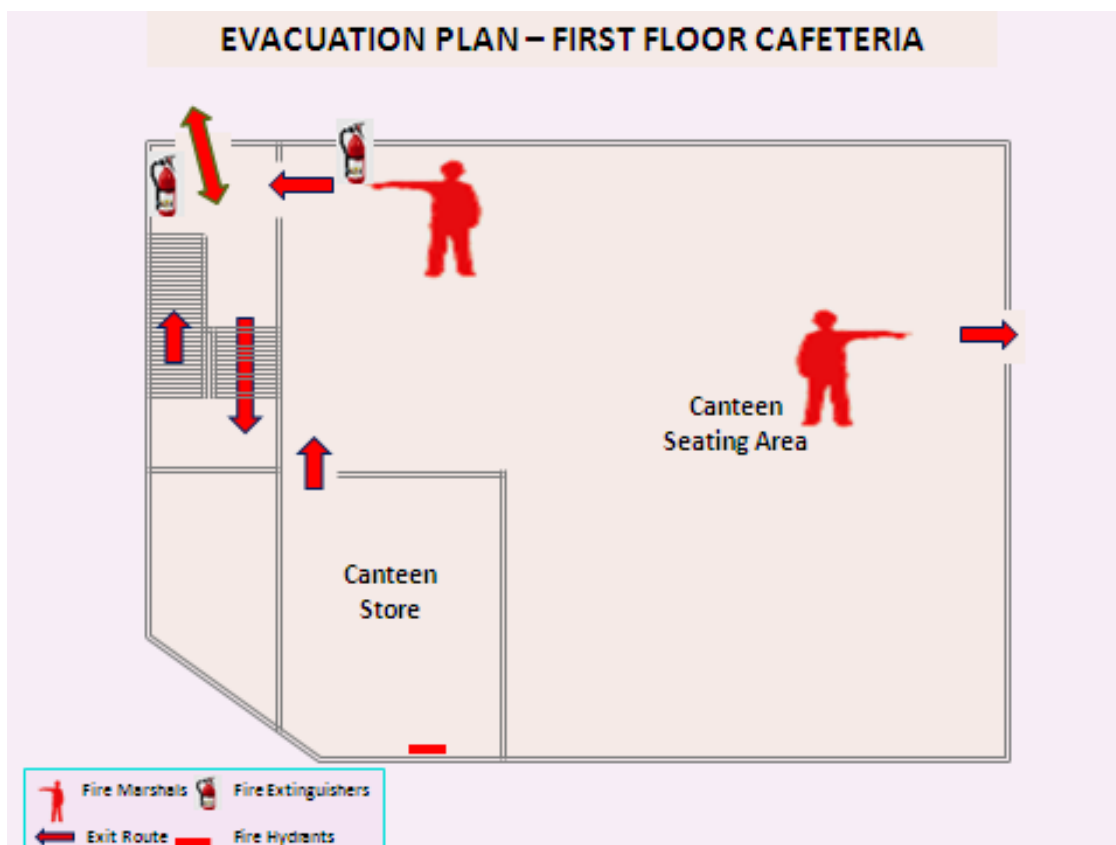




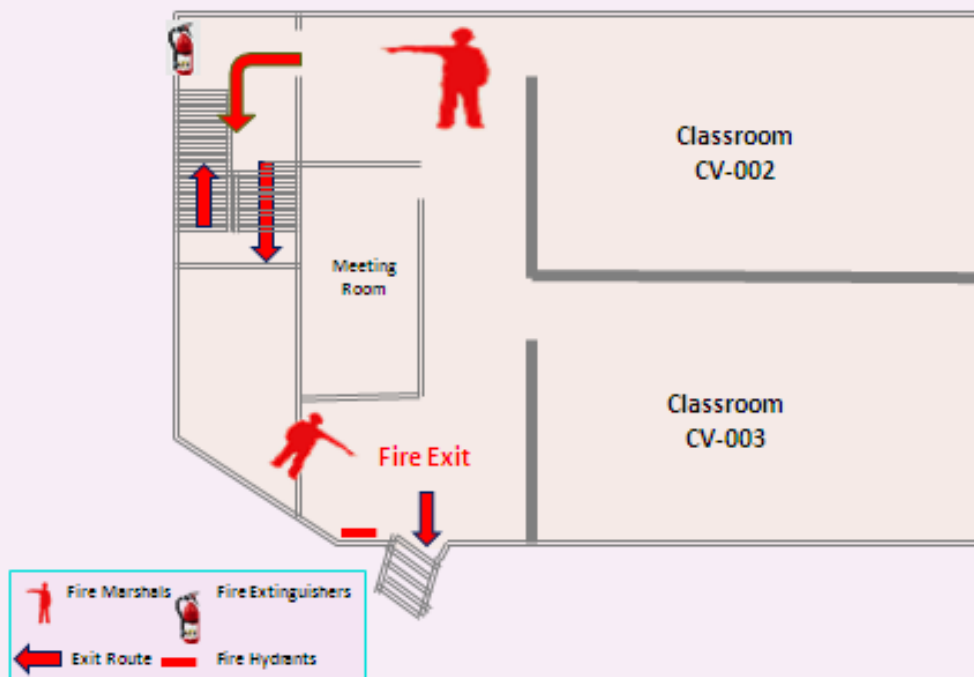




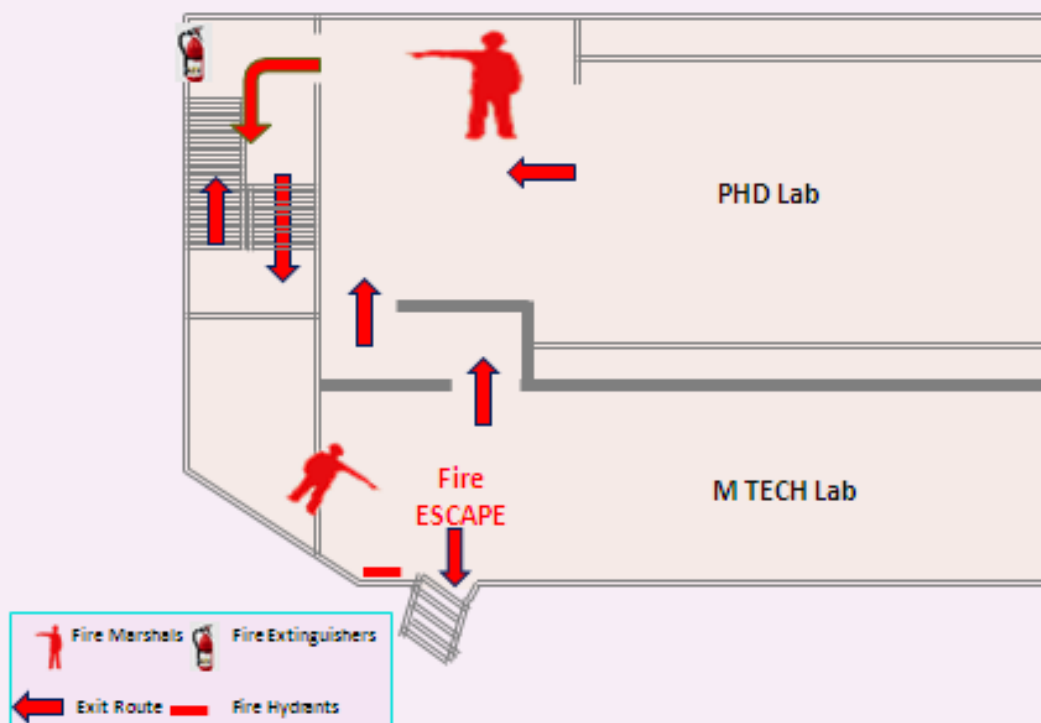




EVACUATION PLAN – THIRD FLOOR CAFETERIA



EVACUATION PLAN – FOURTH FLOOR CAFETERIA



Exit Signage



Exit signage are fixed on wall at different area of each floor in all blocks. These signage are to guide to exit safely in case of any incident.

Annexure 'E'
(Refers to Para 18 i)

Rescue and Safety Team

Fire Marshals and Their Duties

Sr. Nos.	Name	Block	Floor	Duties
1.	xxxxxxxx	Academic	Ground	Secure Precious Lab Items, isolate power and Evacuate
2.	xxxxxxxx	Academic	Ground	Evacuate classrooms. labs and guide to evacuate
3.	xxxxxxxx	Academic	First	Evacuate classrooms. labs and guide to evacuate
4.	xxxxxxxx	Academic	Second	Secure important journals, documents and books and evacuate Library

5.	xxxxxxxx	Academic	Second	Evacuate Library and classrooms and guide to evacuate
6.	xxxxxxxx	Academic	Second	Secure Precious IT Items, isolate power and evacuate
7.	xxxxxxxx	Academic	Third	Evacuate classrooms. labs and guide to evacuate
8.	xxxxxxxx	Academic	Fourth	Secure important accounts document and ledgers and evacuate
9.	xxxxxxxx	Academic	Fourth	Secure Precious Lab Items, isolate power and Evacuate
10.	xxxxxxxx	Academic	Fourth	Evacuate classrooms. labs and guide to evacuate
11.	xxxxxxxx	Admin	Ground	Secure important documents and Files in Pro V C Office and evacuate work station
12.	xxxxxxxx	Admin	Ground	Secure important documents and Files in V C Office and evacuate work station
13.	xxxxxxxx	Admin	Ground	Check ground floor and guide people to evacuate building
14.	xxxxxxxx	Admin	First	Secure important documents and Files in AGM Office and evacuate work station
15.	xxxxxxxx	Admin	First	Secure important documents and Files in admin and evacuate work station
16.	xxxxxxxx	Admin	First	Secure important documents and Files at Manager Admin

				office and evacuate work station
17.	xxxxxxxx	Admin	First	Secure important documents and Files and evacuate work station
18.	xxxxxxxx	Admin	Basement	Check basement work station and guide people to evacuate building
19.	xxxxxxxx	Hostel	Floors	Check all rooms , assist a needy and guide to evacuate Hostel floors
20.	xxxxxxxx	Admin	Second	Evacuate 2 nd floor and guide to evacuate
21.	xxxxxxxx	Admin	Third	Evacuate 3 rd floor and guide to evacuate
22.	xxxxxxxx	Admin	Basement	Check basement work station and guide people to evacuate building
23.	xxxxxxxx	Admin	Basement	Check basement work station and guide people to evacuate building
24.	xxxxxxxx	Admin	CafeTERIA	Evacuate 3 rd and 4 th floor and guide to evacuate
25.	xxxxxxxx	Admin	CafeTERIA	Evacuate ground and 1 st floor and guide to evacuate
26.	xxxxxxxx	Admin	Electrical Cell	Rush to LT / HT panels and ready to cut off the power if fire is uncontrollable

Fire Fighters and Their Duties

Fire Fighters with Fire Extinguisher		Fire Fighters with Fire Hydrant	
Name	Duties	Name	Duties
Technician 2	Reach at the fire event place and attempt to extinguish the fire or call fire brigade (101) if fire appears to be uncontrollable	Technician 3	Reach at Fire Hydrant nearest to Fire Point and get ready to operate
Guard 1		xxxxxxx	
xxxxxxx		xxxxxxx	
Xxxxxxxx		Guard 2	
Xxxxxxxx		xxxxxxx	

--xxx--