

4.4.2 Q ₁ M	<p><i>There are established systems and procedures for maintaining and utilising physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.</i></p> <p>Describe policy details of systems and procedures for maintaining and utilising physical, academic and support facilities within a minimum of 500 words and maximum of 1000 words</p> <p>File Description</p> <ul style="list-style-type: none"> • Upload any additional information • Provide the link for additional information 	10
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TEXT

Appropriate procedures and systems of maintaining building, various utilities and services have been established at TERI SAS

- In TERI SAS, Registrar monitors the activities of administrative, IT, technical services and also monitors the maintenance of buildings infra structure.
- The TERI SAS's dedicated staffs assist in day to day basis maintenance and cleanliness of the campus. Two service providers *SMK Contractors* and *SAMS Facilities Management Pvt Limited* have been hired to provide services for maintenance and cleanliness.
- The administrative and building maintenance services are managed by Associate Director (admin).
- The IT services are managed by System Analyst (IT). ICT assets are maintained by IT section & contracted service provider (details are in Annexure 6.2.3.K). The IT section maintains the complete inventory of all assets with details viz. Asset name, user name, location, IP address, etc. Freeware software (GLPI) for maintaining updated record has been implemented which is also used for maintaining inventory and incident management. [ERP & ICT Infrastructure Committee](#) provide guidance for information and communications technology related infrastructure and components. ([IT Policy](#); [Annexure 4.4.2.C](#))
- Classrooms: Every classroom at TERI SAS is well equipped with a Projector System attached with a desktop. Routine checkup of all equipment is carried out every day to ensure proper serviceability and a report is forwarded to all concerned. Similarly, serviceability of class rooms are checked once in a week and a report is sent to concerned civil and technical team for necessary compliance.
- The Technical services are managed by Technical Superintendent. Routine checkup of all Panels, pumps motors, DG, audio visual systems, telecommunication systems etc is carried out every day to ensure proper serviceability and a report is forwarded to all concerned. Similarly preventive maintenance of all critical equipment like HT/LT Panels, Transformer, and centralized UPS etc is carried out in every six month.
- The building related repair and maintenance services such as Campus Cleanliness, Painting, Plumber and Carpenter work are ensured by housekeeping in charge in association with Associate Director (admin).
- The TERI SAS manual on Health, Safety and Environment lays down requisite policy guidelines for safety and maintenance. [Health, Safety and Environment Advisory Committee](#) provides guidance for safe campus environment and to reduce risks related safety, health and environment ([Annexure 4.4.2.A](#), as included in the [Compendium of Rules](#), approved by the Board of Management)
- A Fire Officer coordinates disaster preparedness and is responsible for conducting mock drills. (Automatic Fire Detection and Alarm system, Details of the Alarm Systems and Fire-Fighting equipment, and relevant Fire Order & other instructions related to training and evacuation plan are placed in Annexure B, C and D respectively as included in [Annexure 4.4.2.A](#).)
- The material policy brings out provisions of AMC of the assets ([Annexure 4.4.2.B](#)). All critical equipment like elevators, generator sets, LT/HT Panel, UPS, Photocopiers, EPABX Board, Water R O Systems etc., are covered under AMCs which are renewed every year (details are in [Annexure 6.2.3.K](#)).

- The security of the campus is managed round the clock by a Professional security agency and lady guards have been stationed at the entrance of the hostel main gate. SLV Security Services (P) Ltd has been hired to provide security services to institute.
- Library: TERI SAS has a well-established library in its campus with around 7000 books. The library network is part of the TERI SAS LAN and is equipped with two workstations for its staff and 12 Workstations for users. Code numbers to books are given on the basis of ‘Universal Decimal Classification (UDC) scheme’ and the ‘Library of Congress’ keyword index is used.
- Laboratory: Laboratory Technicians/Laboratory in charge in consultation with faculty in charge and Admin look after maintenance activities to be carried out. TERI SAS has hired *Biotic waste solution* to provide services for collection, transportation and treatment and disposal of laboratory waste.

Link: <https://terisas.ac.in/infrastructure.php>

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			

4.4.2.A.

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

4.4.2.A.

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

4.4.2.A.

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

4.4.2.A.

Admin Block							
Ground Floor	03	-	-	-	-	-	-
1 st Floor	01	-	-	-	-	-	01
2 nd Floor	-	-	-	-	02	-	-
3 rd Floor	-	-	-	-	01	-	-
Chula Lab	-	-	-	-	-	-	01
CafeTERIa Block							
Ground Floor	01	-	-	-	-	-	01
1 st Floor	01	-	-	-	01	-	01
2 nd Floor	01	-	-	-	-	-	01
3 rd Floor	01	-	-	-	-	-	01
4 th Floor	01	-	-	-	-	-	01
Hostel Block							
Ground Floor	01	-	-	-	-	-	01
1 st Floor	01	-	-	-	01	-	01
2 nd Floor	01	-	-	-	-	-	01
3 rd Floor	01	-	-	-	-	-	01
4 th 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

4.4.2.A.

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

4.4.2.A.

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	01	01	02	-	01	01
Academic side						
Stair	01	01	01	02	01	01
EADS Side						
Out Ramp Side	01	01	01	02	01	01
Stair	01	01	02	-	01	01
Admin Block						
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	-

4.4.2.A.

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

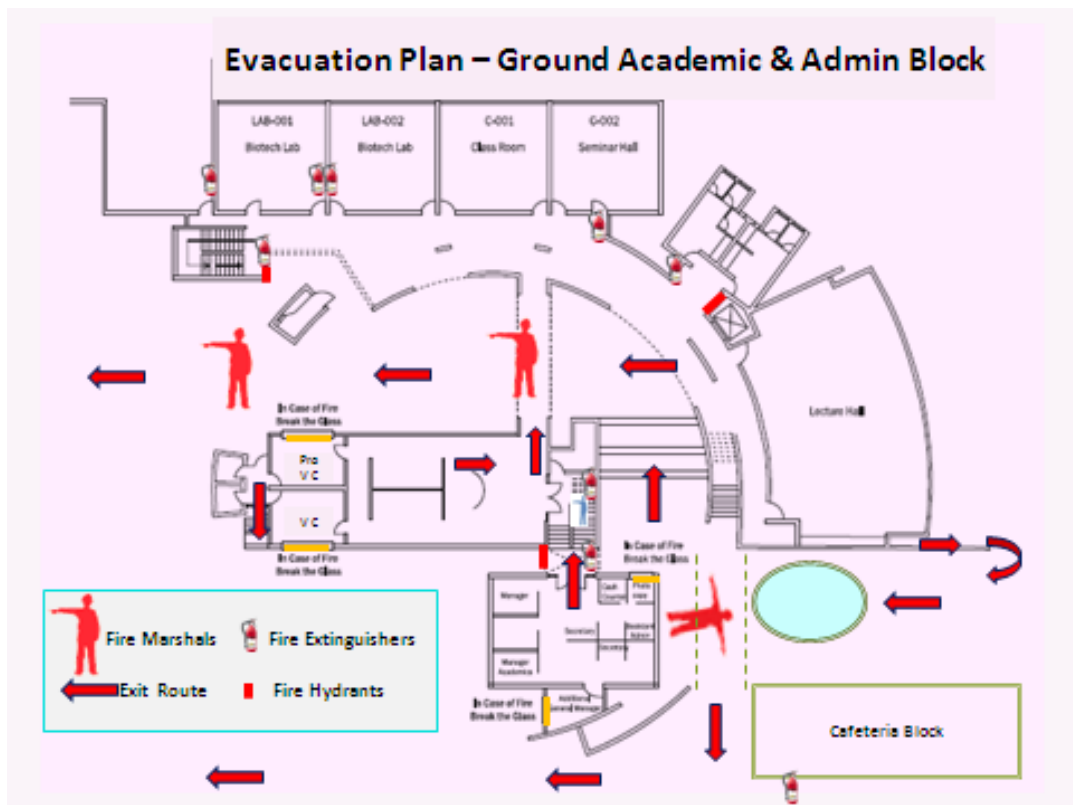
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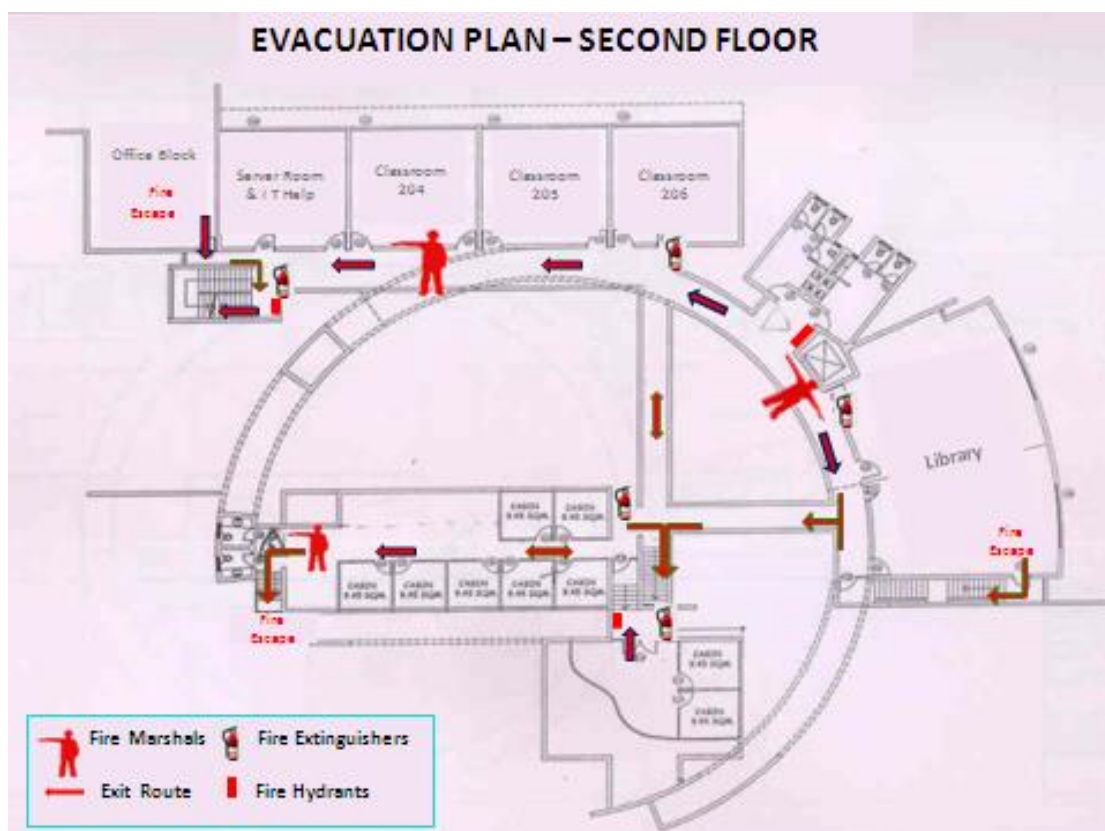
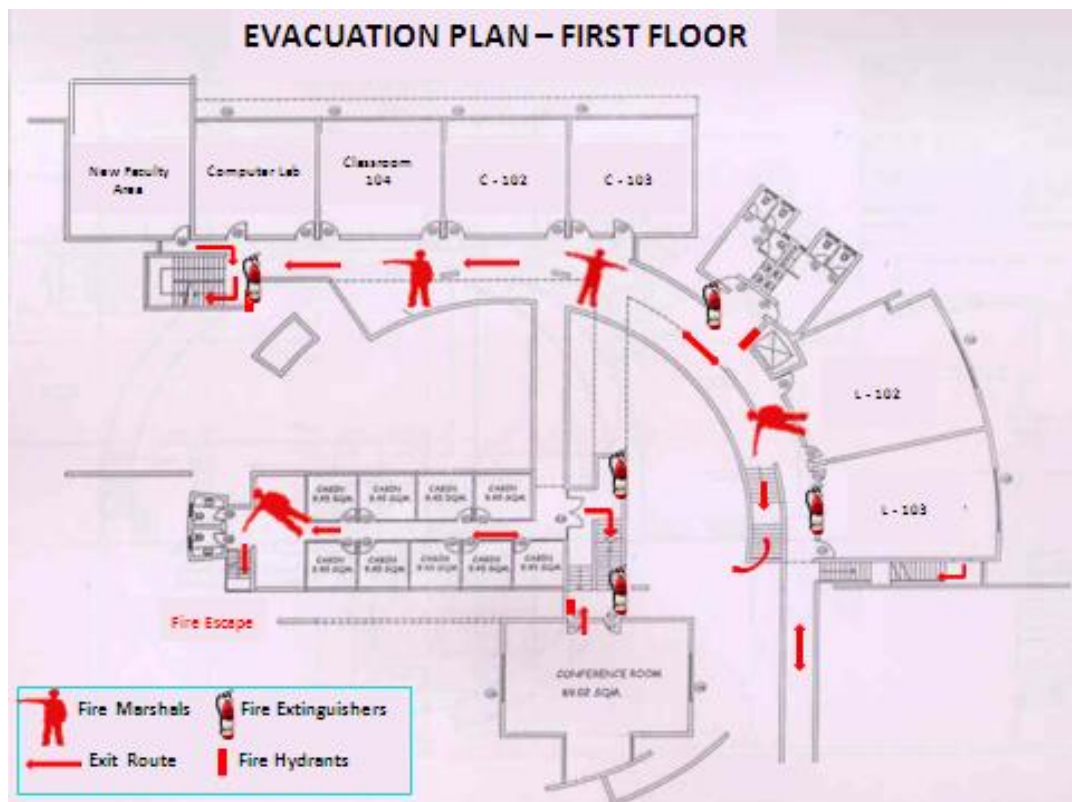
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2			29		
3			30		
4			31		
5			32		
6			33		
7			34		
8			35		
9			36		
10			37		
11			38		
12			39		
13			40		
14			41		
15			42		
16			43		

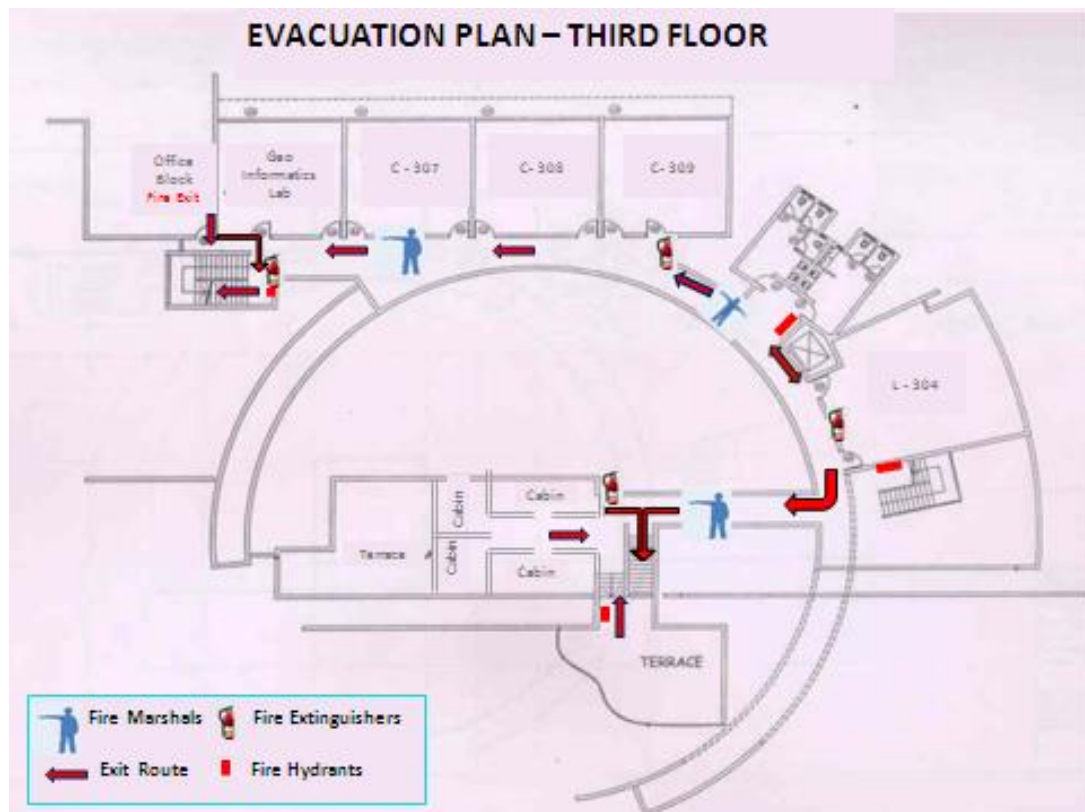
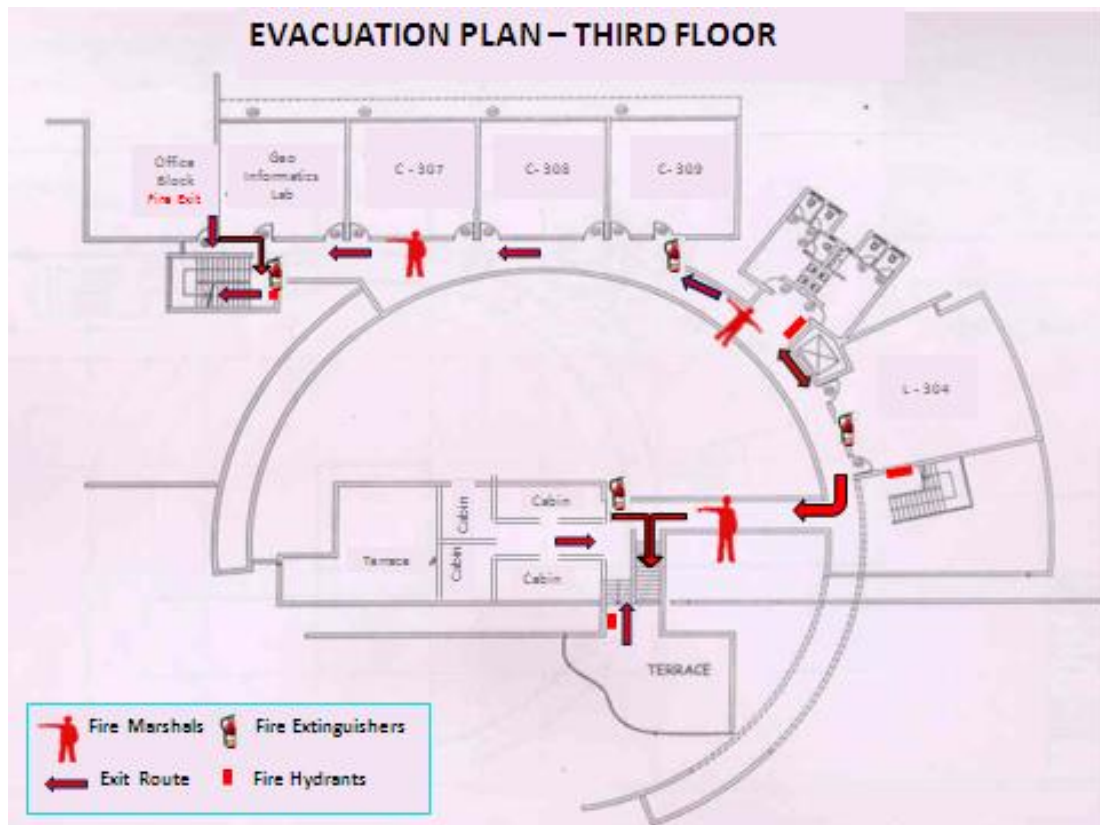
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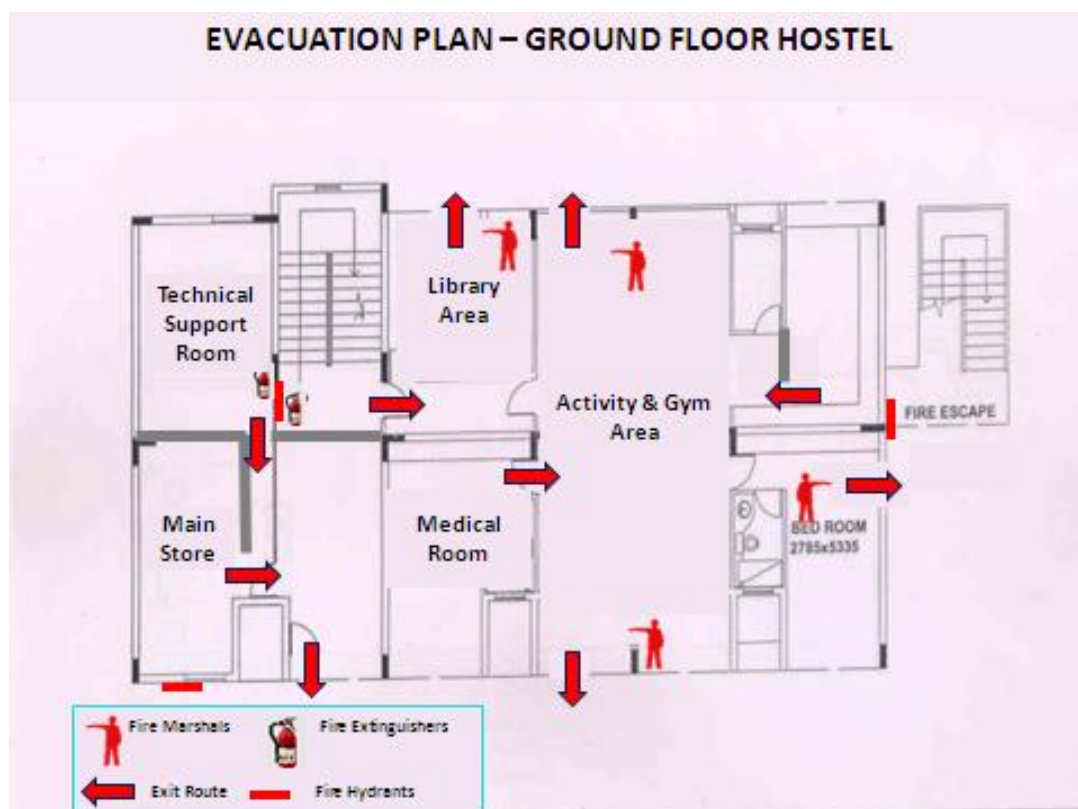
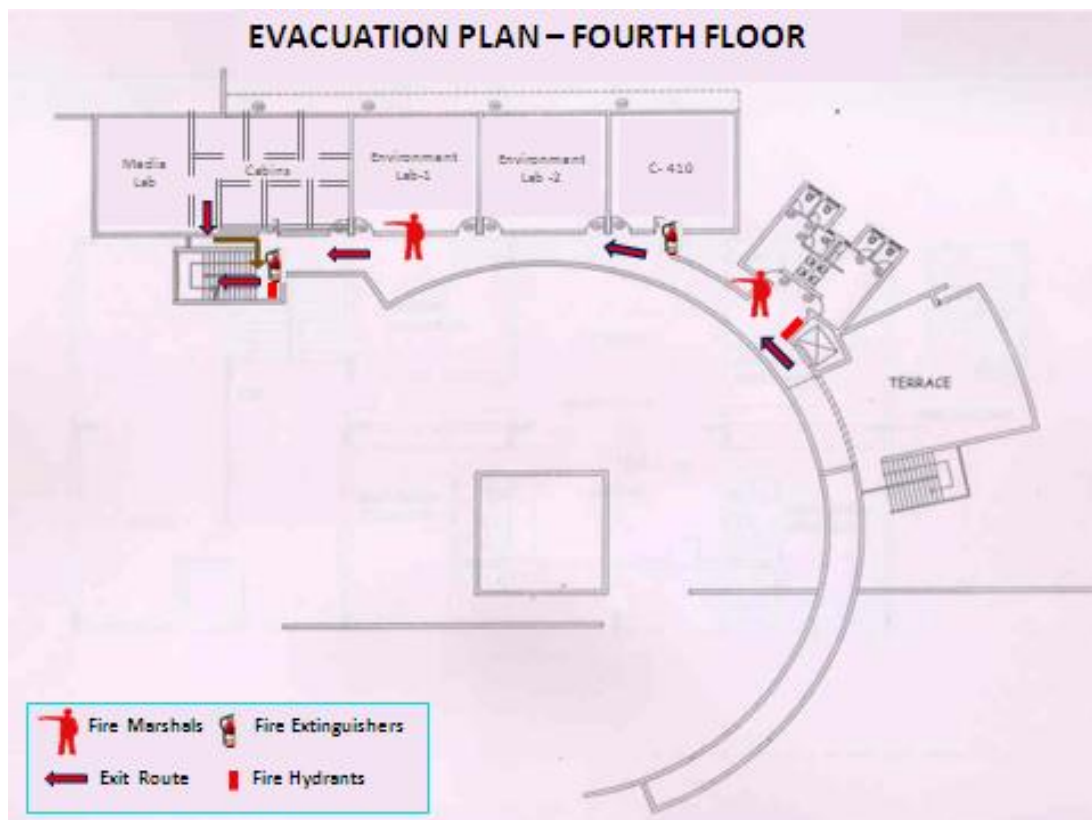
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18			45		
19			46		
20			47		
21			48		
22			49		
23			50		
26			53		
27			54		

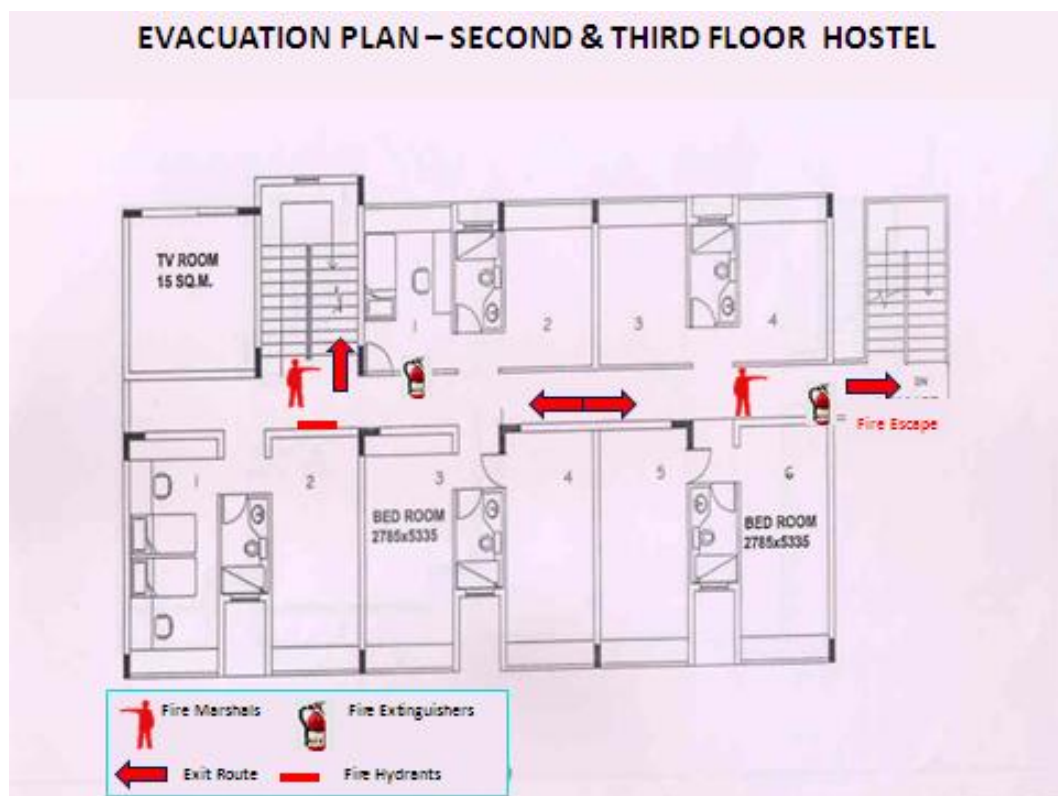
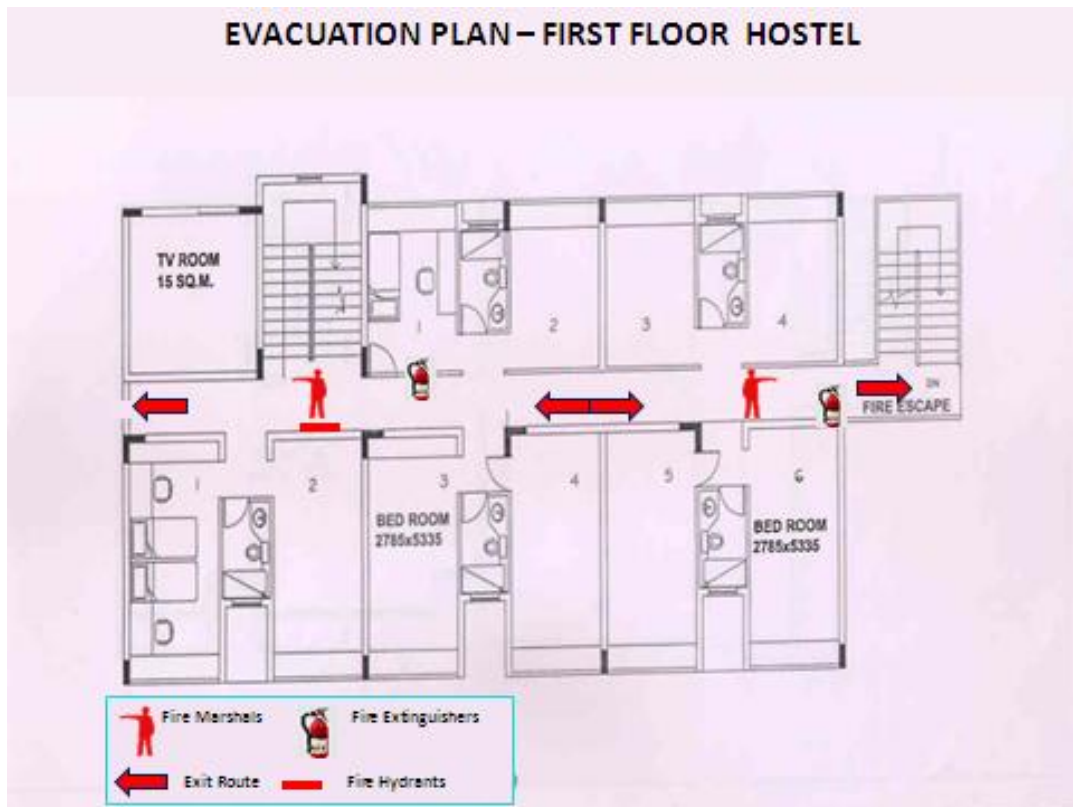
Evacuation Plan

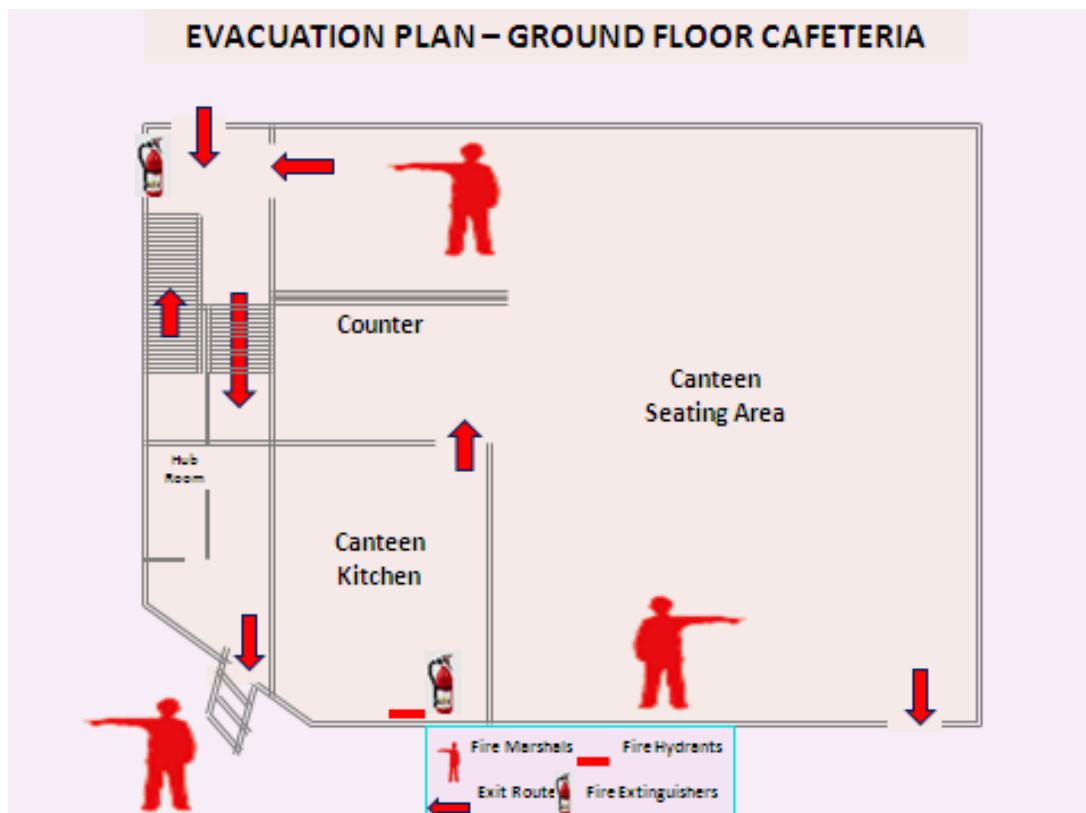
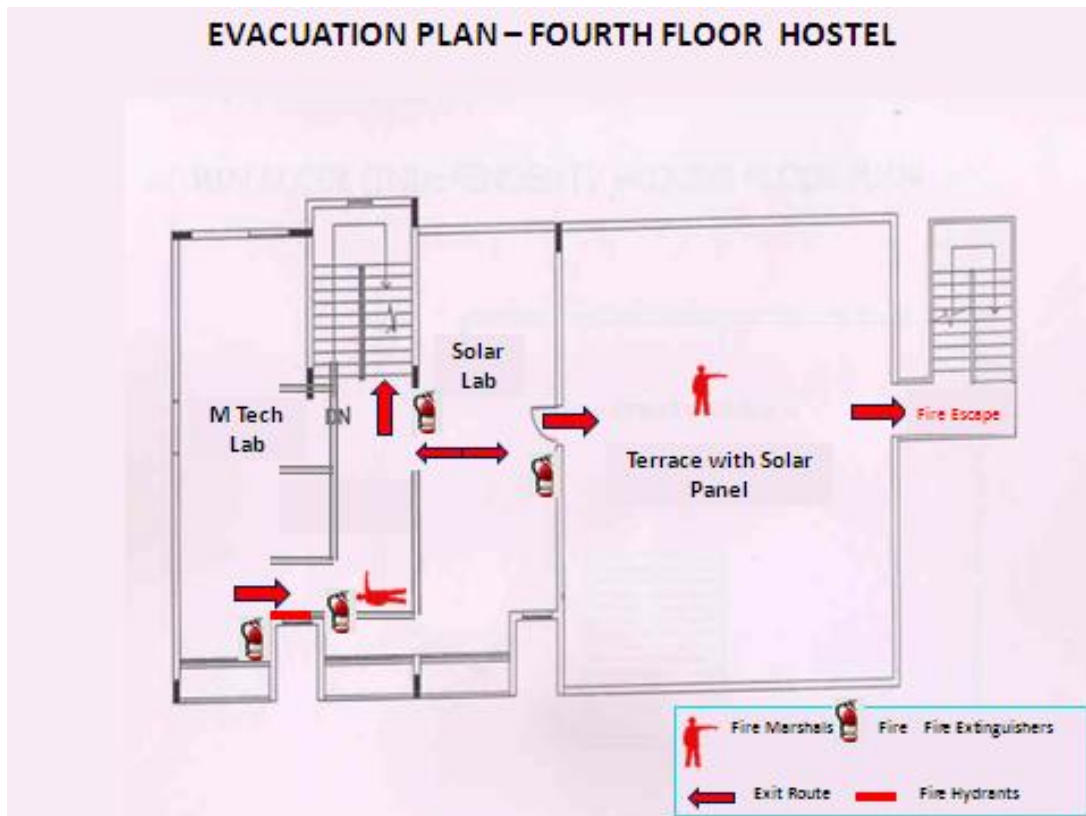


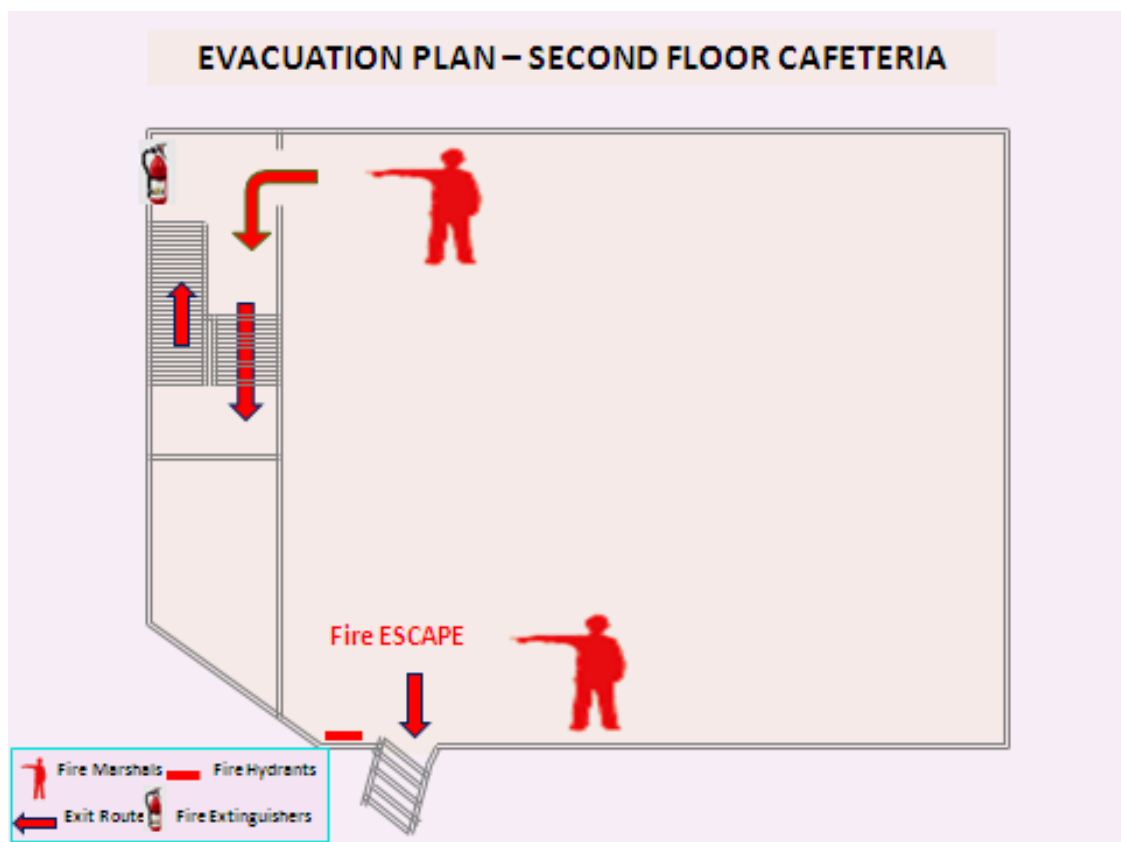
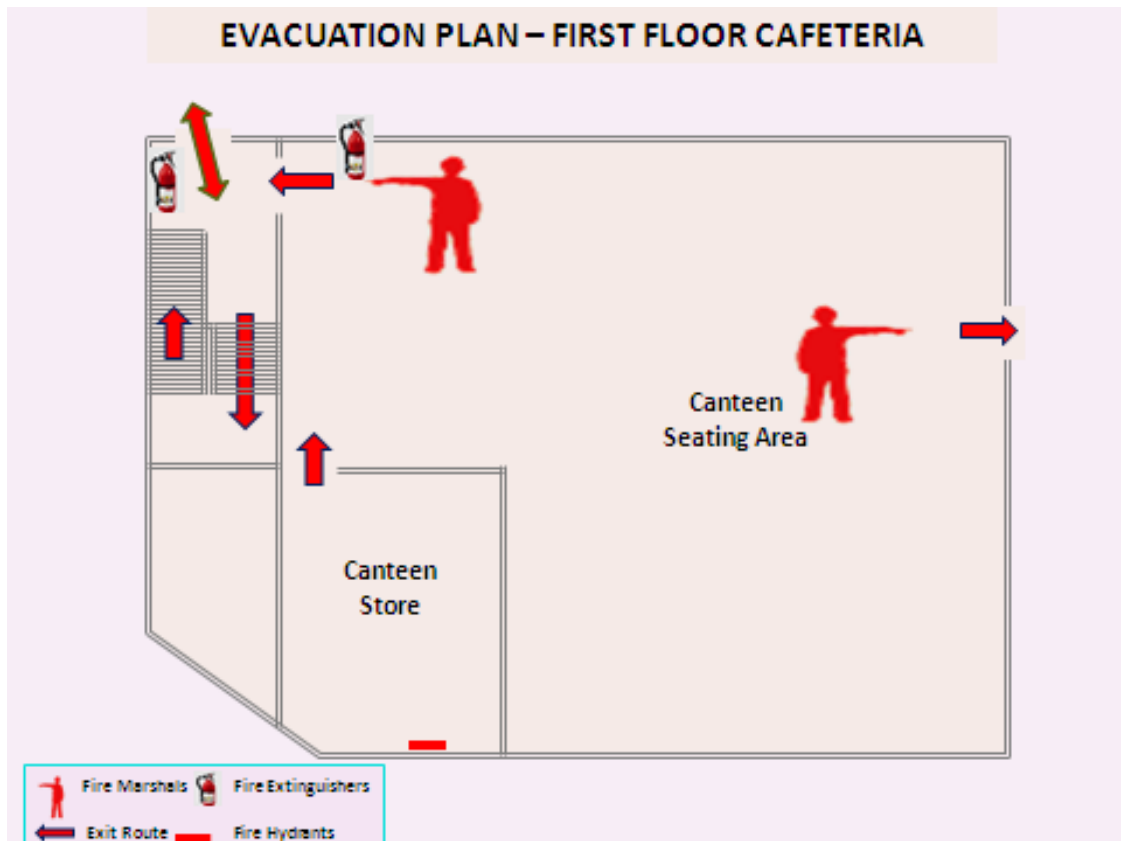


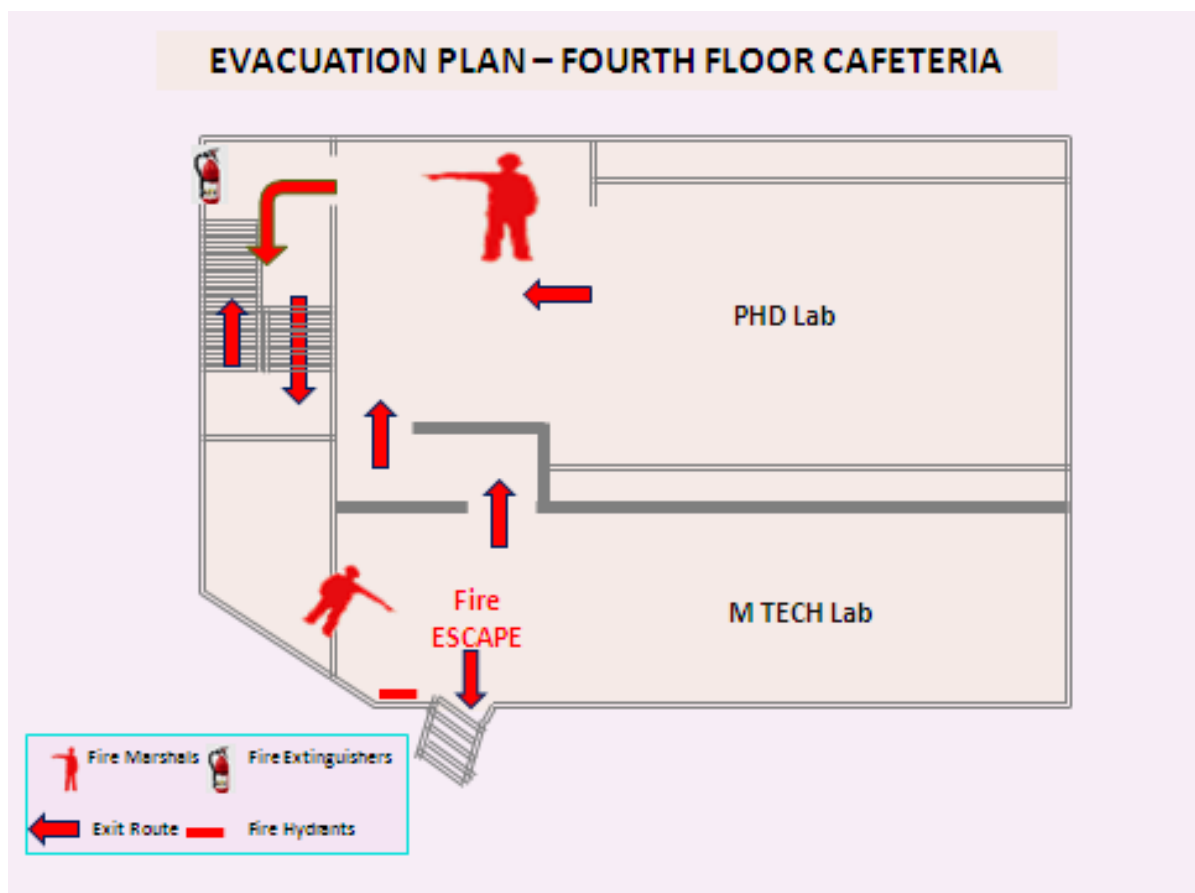
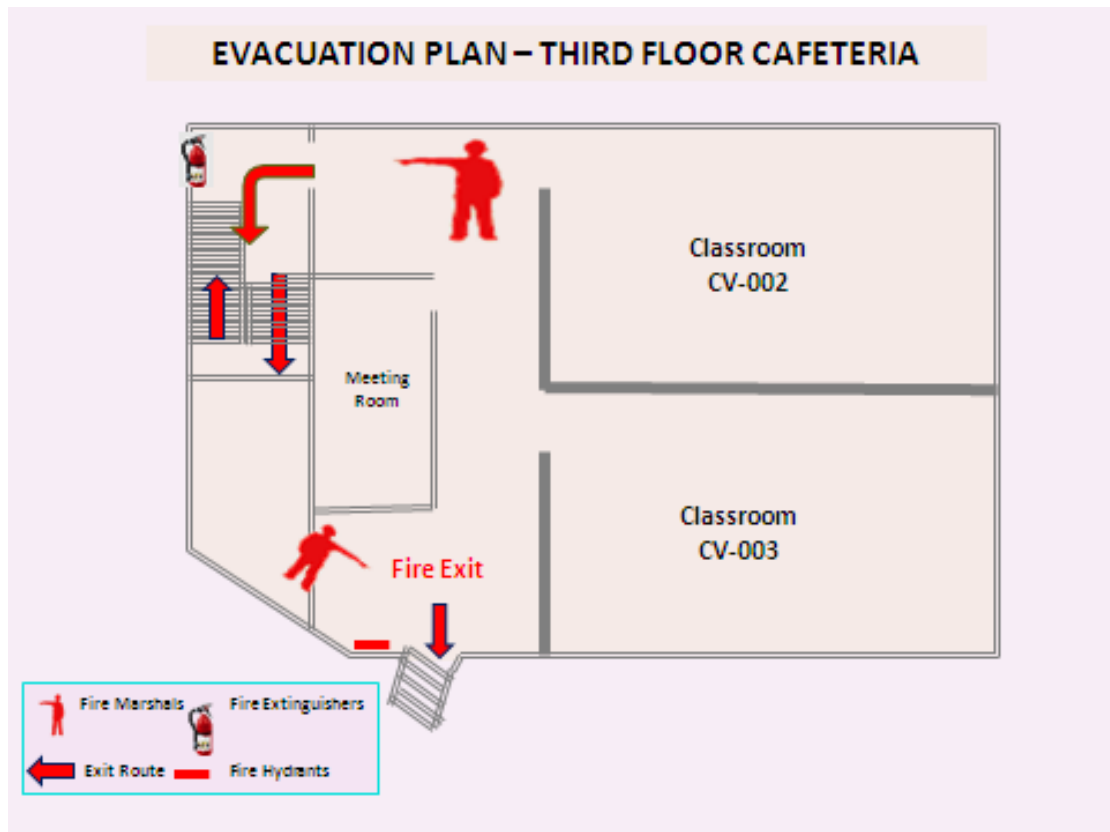


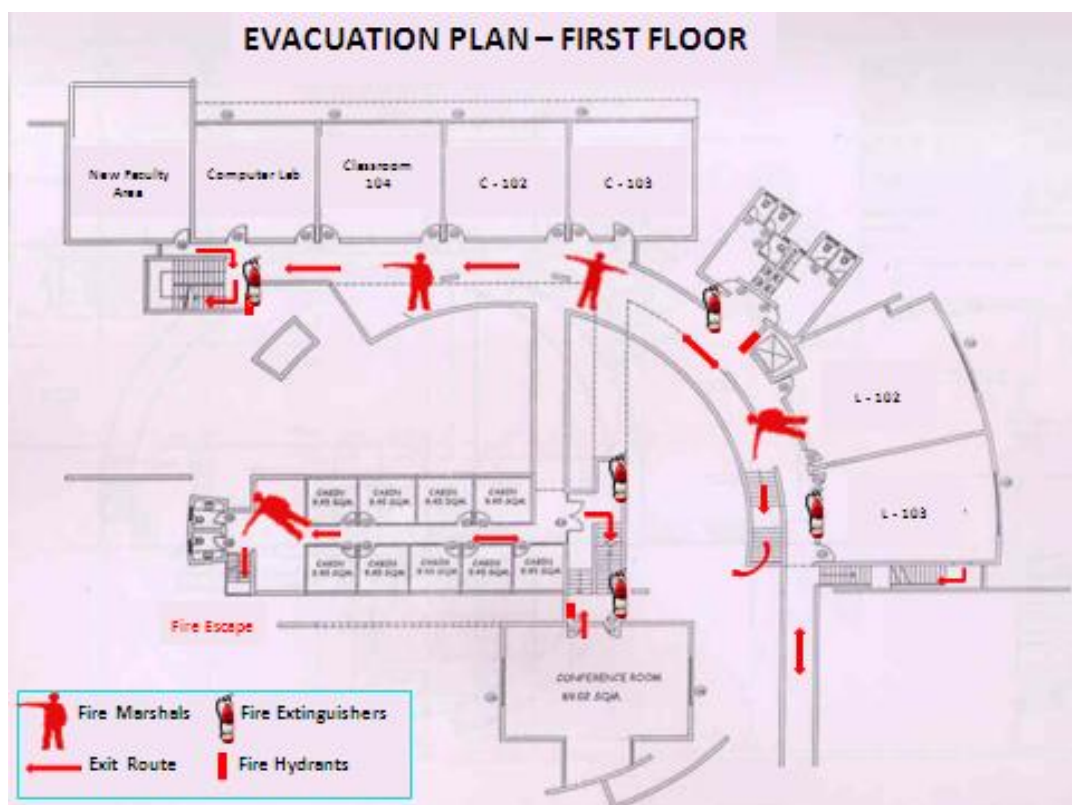
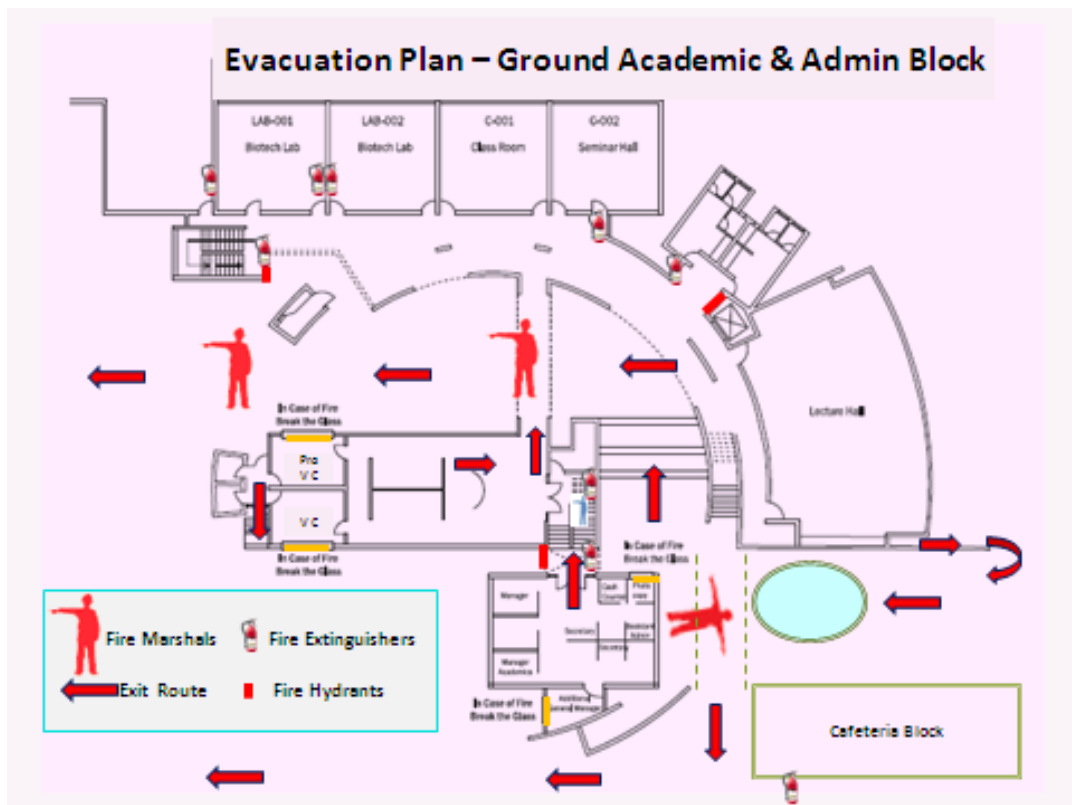


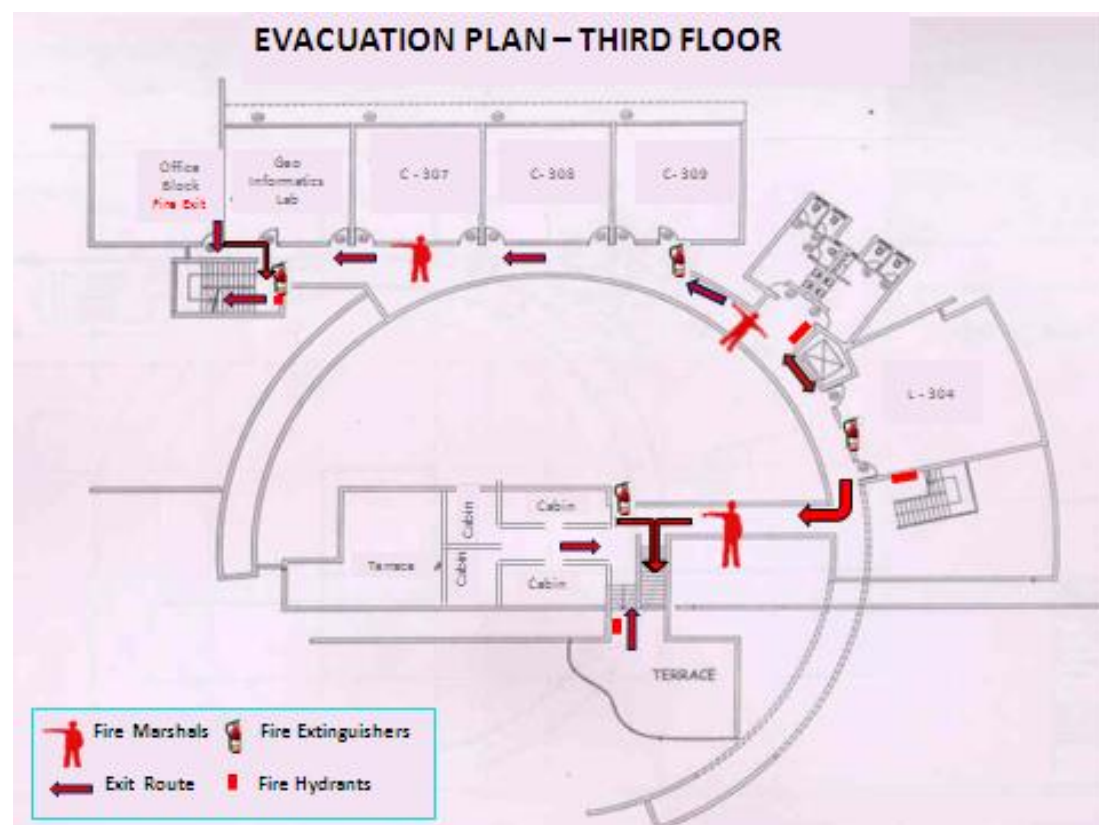
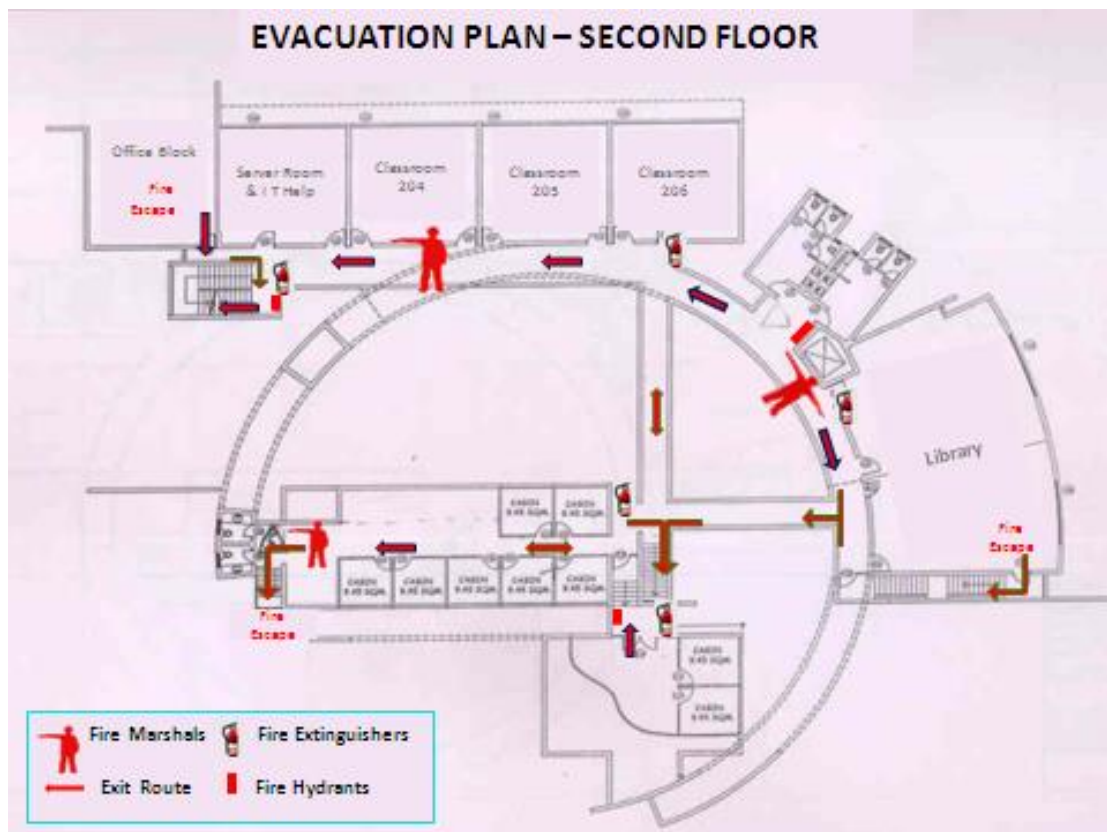


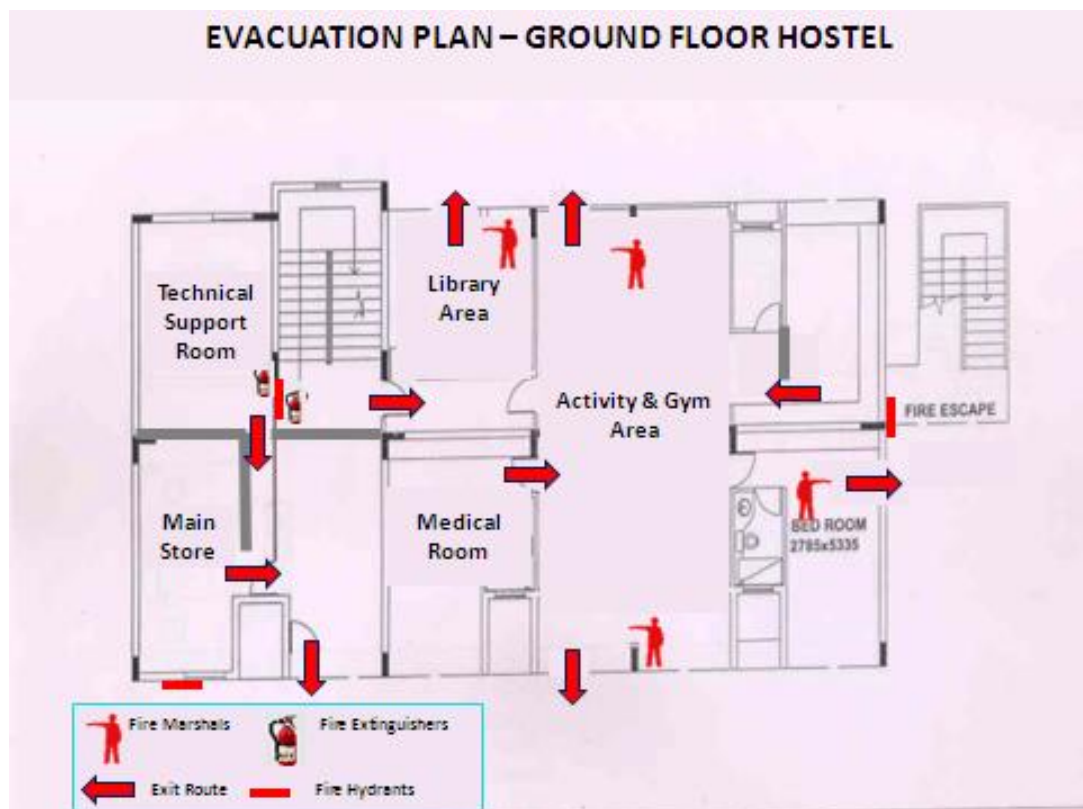
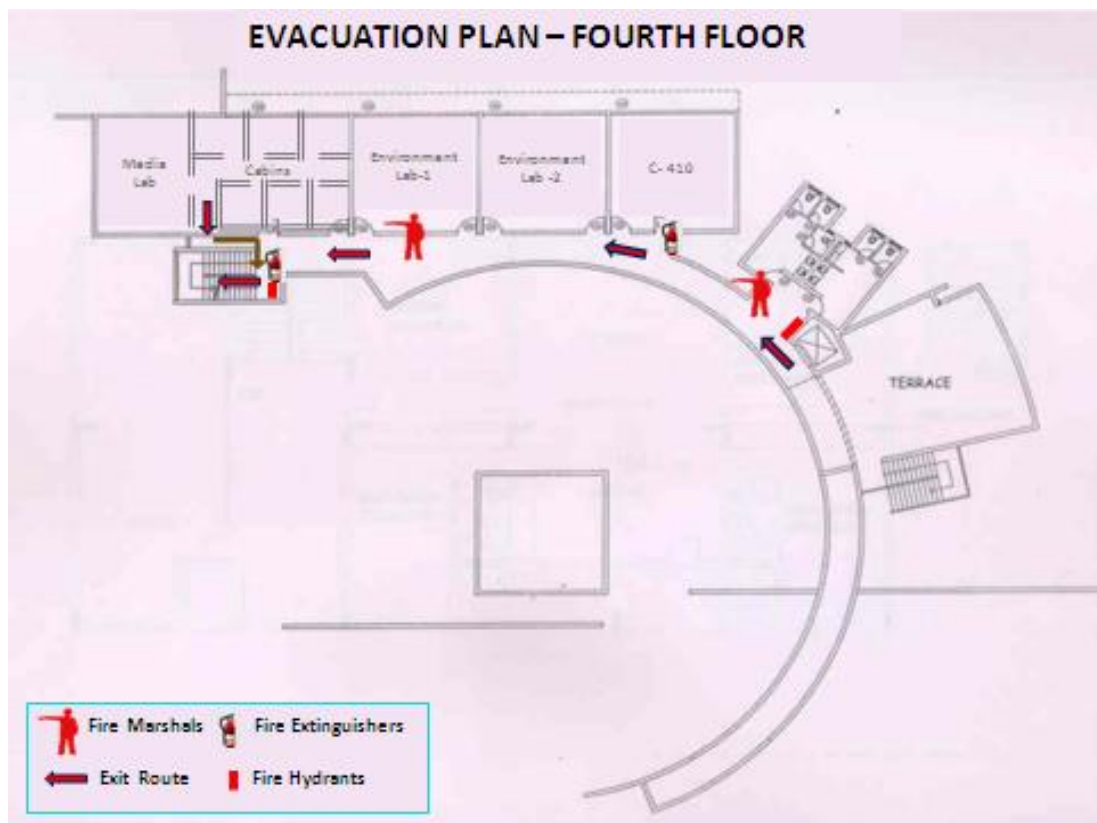


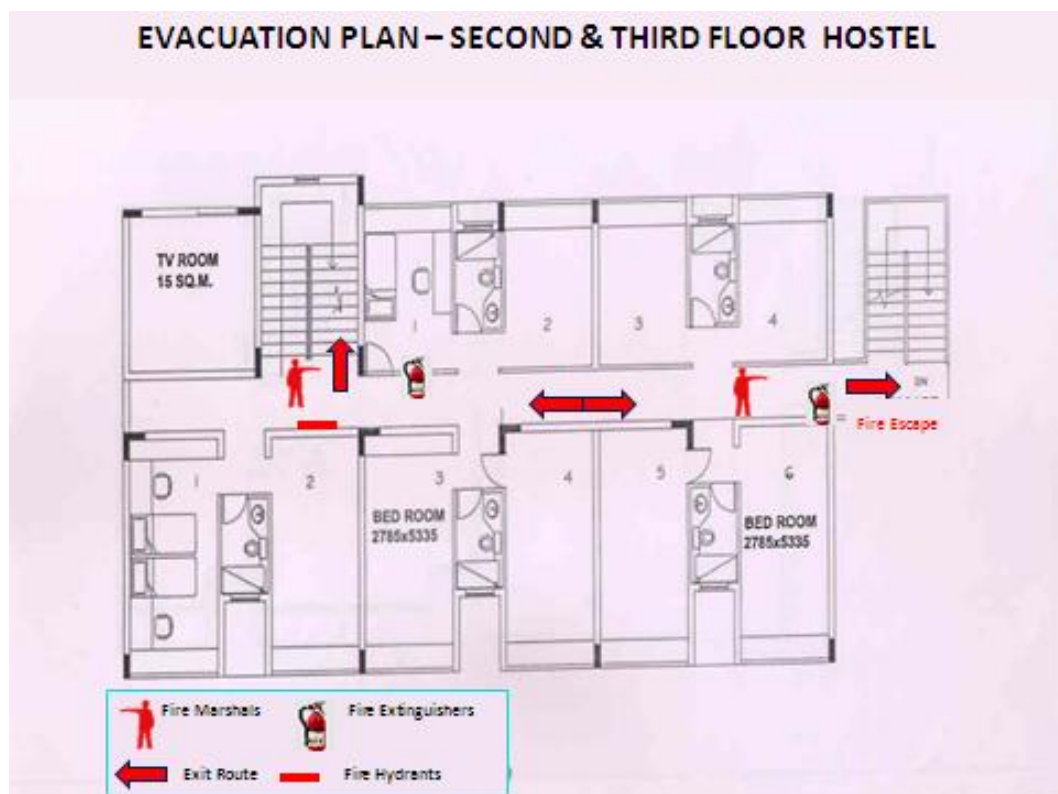
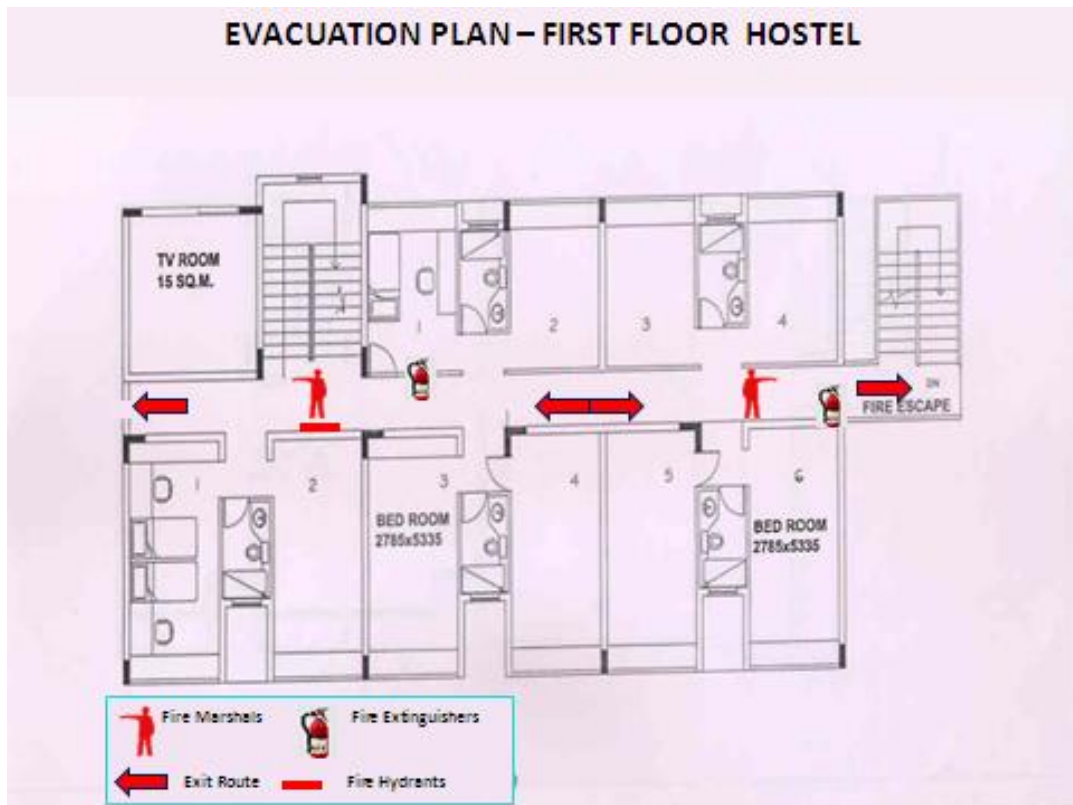


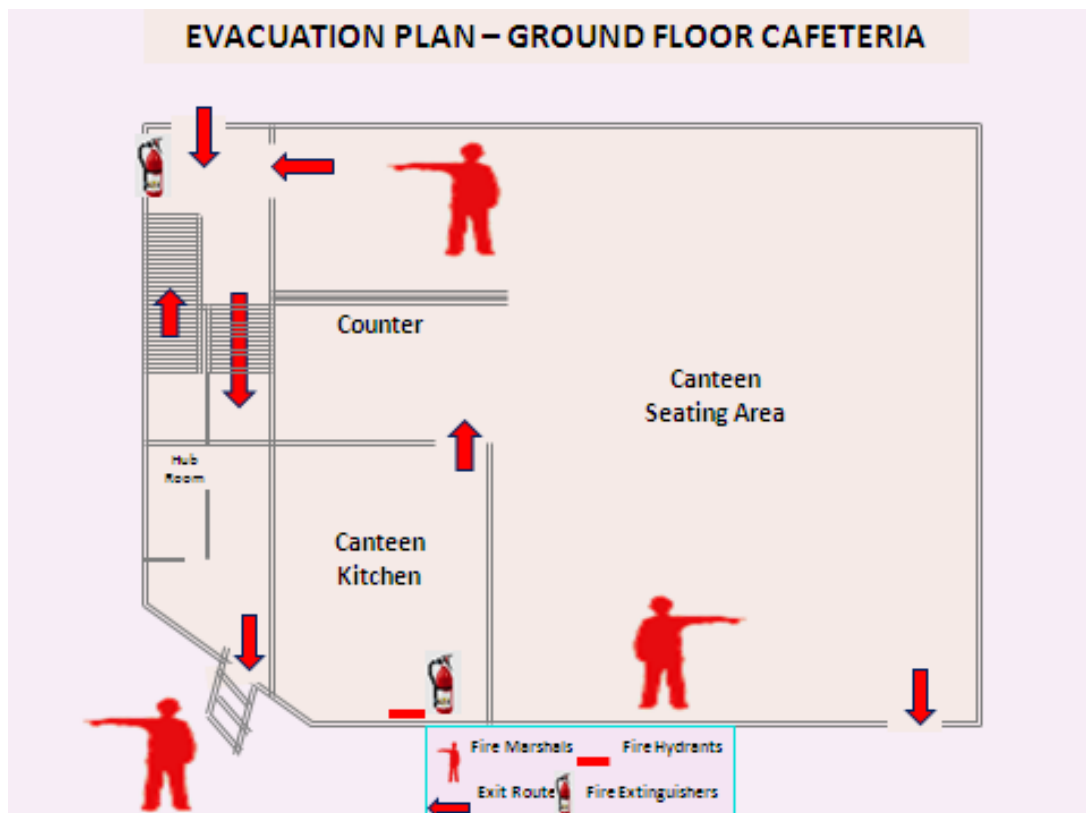
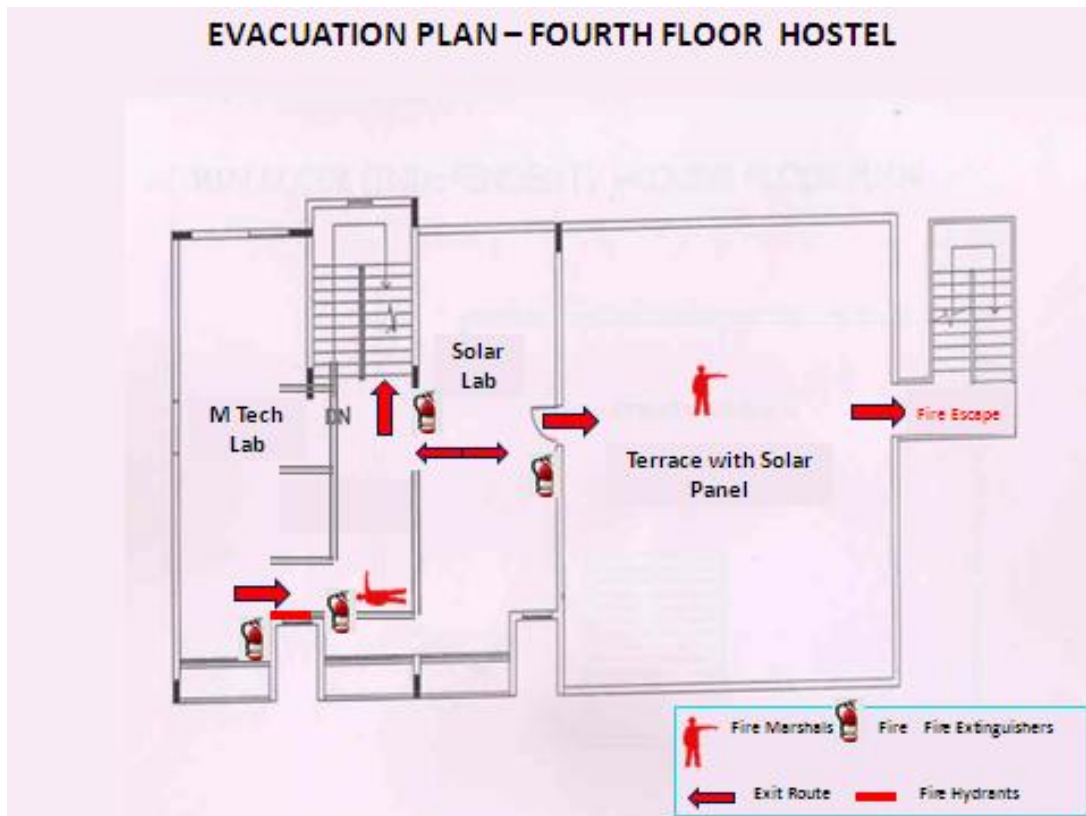


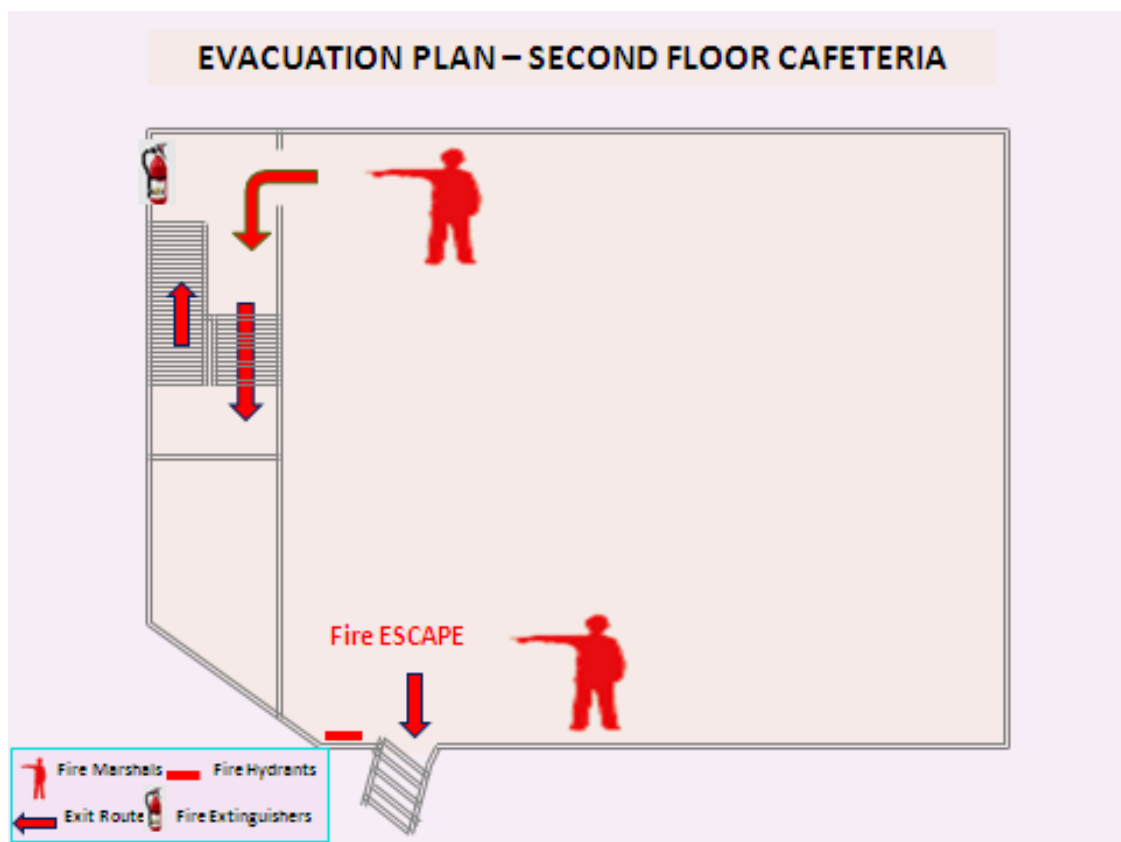
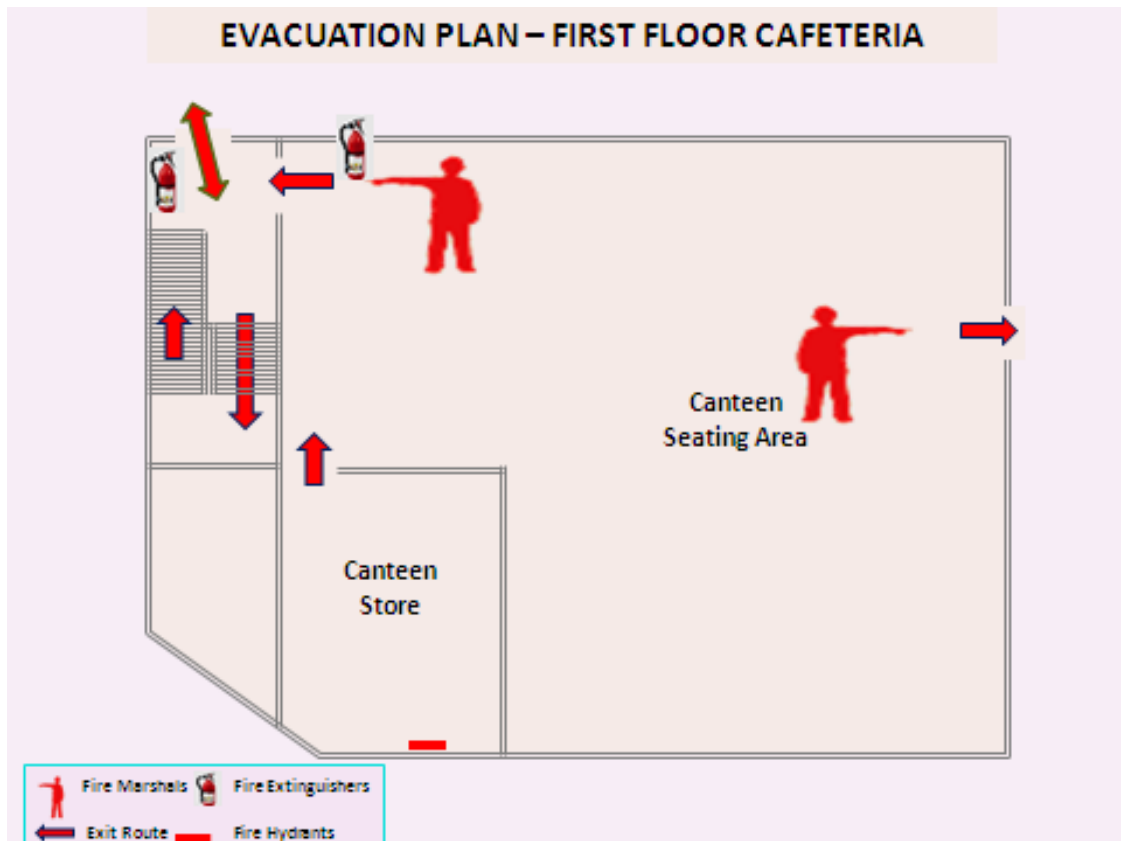


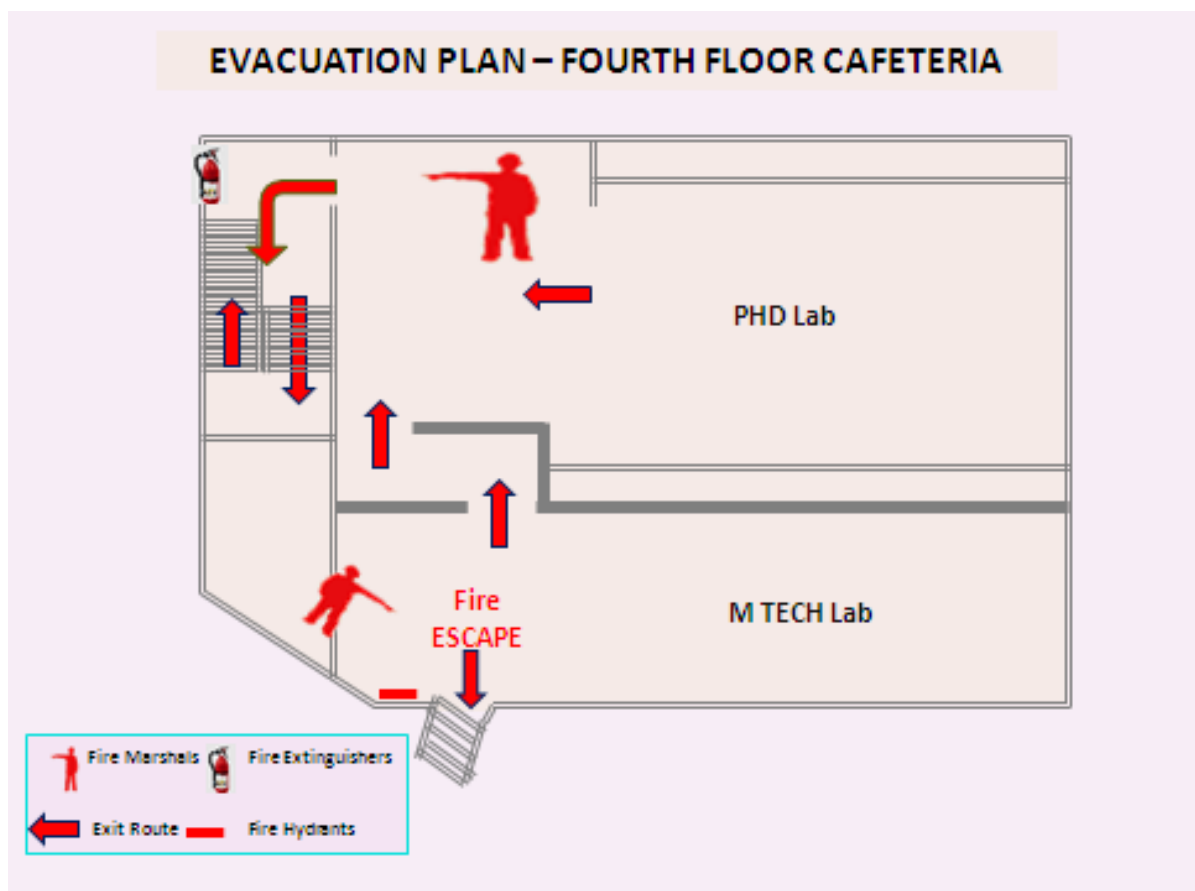
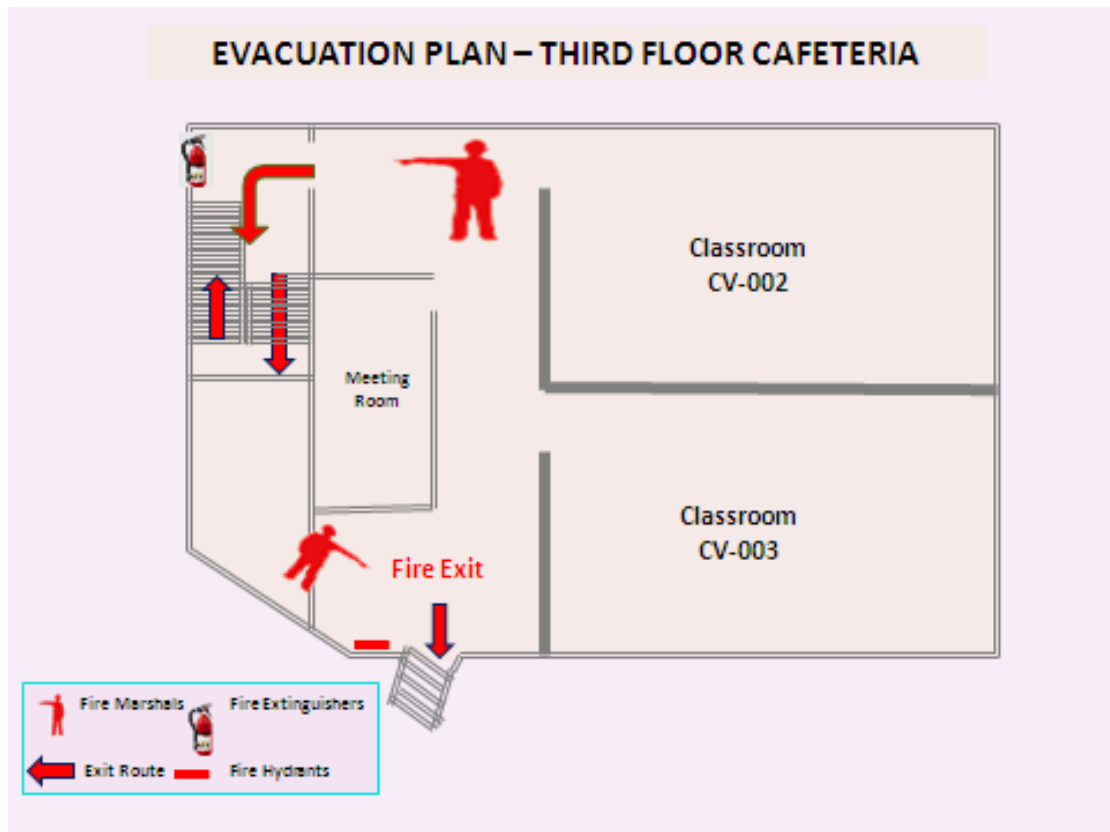












Exit Signage



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

4.4.2.A.

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

4.4.2.A.

				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--

Chapter XVIII – Procurement

18.1 Definitions

i. Stores/Material

All types of goods, such as equipment, spares, chemicals, glassware, consumable, stationery, etc. as well as all types of services, including packing, unpacking, preservation, transportation, insurance, delivery, special services, leasing, technical assessment, consultancy, systems study, software development, maintenance, updates, conservancy, etc.

ii. Procurement

Procurement refers to the entire gamut of activities involved in and the procedures to be adopted for acquiring goods and services

iii. Procurement Section

The section that is responsible for the actual procurement as per the prescribed procedure to meet the requirement of the indenter.

iv. Financial Power

Financial power is the power to approve expenditure to be incurred for bonafide purposes in accordance with the laid down procedure and subject to availability of funds.

v. Financial Authority

The Financial Authority (FA) is an authority duly empowered by the Board of Management/Vice Chancellor to sanction and approve expenditure from University accounts up to a specified limit in terms of amount of such expenditure and subject to availability of funds. All financial powers are to be exercised by the appropriate FA. Where financial powers have been delegated to more than one authority under the same Serial/Head, authority with higher delegated financial powers will constitute the 'next higher FA'.

vi. Contract

A proposal or offer when accepted is a promise, a promise and every set of promises forming the consideration for each other is an agreement and an agreement, if made with free consent of parties competent to contract, for a lawful consideration and with a lawful object, is a contract.

vii. Purchase Requirement (PR)

The Purchase Requirements which lay down the technical parameters of the equipment / item, reflecting the user's requirements in terms of functional characteristics of the stores being procured. It is a requisition placed by the user on the procurement section to procure an item. It is the authority for initiating procurement action and may contain one or more items. All necessary details of the item, including quantity, denomination, estimated price, specification, scope of supply, date by which required and inspection authority are to be indicated in the indent to enable prompt procurement of the item.

viii. Indenter

The indenter is the person that places the requirement of stores in the form of an indent on the procurement Section through the PR.

ix. Inspecting Authority

Departments/Centres to nominate specialists as inspector as per the inspection methodology based on the type of items procured.

x. Original Equipment

Manufacturer (OEM): The original equipment manufacturer which is the only firm manufacturing the specified item/equipment of a specific make, as distinguished from the stockists/distributors or suppliers of such items/equipment and no other manufacturer exists for that equipment.

xi. Paying Authority

In respect of procurements made under this Manual, Paying Authority means Finance Officer of the TERI SAS.

xii. Supplier

Supplier is the entity, which enters into a contract to supply goods and services. The term includes employees, agents, assigns, successors, authorized dealers, stockists and distributors of such an entity. Where the context so warrants, other terms, such as 'vendor' or 'seller' are also being used.

xiii. Project

It's a planned collaborative enterprise to be executed over a fixed period and within certain budget sanctioned by an agency other than TERI SAS.

18.2 General

i. Extent of application

The procedures in the Procurement Manual shall apply to the procurement of all stores. The procedures also cover service contracts that are arranged through procurement Section such as Annual Maintenance Contracts (AMCs), Custom Clearing Contracts, Consolidation Contracts, Erection and Commissioning contracts, etc.

ii. Channels of Procurement

Procurement of stores will in general be done by placing demands on the Procurement Section of TERI SAS. IT related procurement will be first approved by the IT Coordinator.

iii. Objectives:

- To ensure that only goods and services which are essential and actually required by the university are procured.
- To ensure that goods and services are procured in a timely manner, have the right quality and at the right prices.

- To ensure that payment is made only for the goods and services actually received.

iv. Economy

Purchases of stores must be made in the most economical manner and in accordance with the definite requirements. Care should also be taken not to purchase stores much in advance of actual requirements, if such purchase is likely to prove unprofitable to the University and thus locking up of capital in stock should be minimized.

v. Budget

- All purchases are to be made strictly against budgets approved by BoM/Project budgets. All items are to be purchased against approved budget heads.
- A Departmental Committee under the HoD should decide the technical specifications of the equipment to be procured in consultation with the indenter/user. The committee will certify the proprietary nature of equipment, if any.
- In case equipment is to be purchased from the consumable budget, the required funds have to be reapportioned to the capital head before initiating such purchases. This transfer has to be approved by competent authority.

18.3 Organization & Responsibility

Procurement Section shall be responsible to the Registrar, for the procurement, receipt, inspection, distribution and accounting of all the items procured by the TERI SAS.

18.4 Purchase Policy

- For high value items, and where economically sensible, all efforts should be made to purchase directly from the manufacturer. If the manufacturer is not selling directly, purchases can be made from authorized distributor/retailer.
- Purchases shall be made from reliable, quality assured suppliers.
- All items are to be purchased through orders except in cases of materials/items approved for cash purchases, if any.
- Preference shall be given to green products if the costs are not more than 10% higher than the alternative.
- Bear in mind life cycle costing when comparing capital items for purchase.
- No advances shall be payable against orders. In cases where advances cannot be avoided the same shall be paid as laid down later.

18.5 Purchase Requisitions

Purchase shall be made against an authorized Purchase Requisition (PR). The purchase requisition shall be made in the prescribed format/online placed at Annexure 1 by the concerned store in-charge/indenter. The requisition shall indicate whether the item to be purchased is indigenously available or would need to be imported. It shall also convey the exact specification of items, including their quality and quantity, required along with the date by which the items are required and the place at which they are required. Once a demand is raised by any user, the request shall be processed and approval/disapproval for the requisition shall be given within 03 working days - after ascertaining the availability of items as well as requisite funds.

Urgent purchase requisitions shall be made as an exceptional case to meet unforeseen or sudden requirements. The reason for urgent requisition shall be mentioned in the requisition. The urgent requisitions shall be approved by the Pro VC/VC. Urgent requisitions shall be processed on priority basis for materialization within the least possible time.

An indenter can cancel a purchase requisition before it is authorized by Financial Authority. Procurement Section can cancel an authorized requisition with a written request from the indenter.

18.6 Tendering

i. Purchase of goods and services without bids

- (a) Purchase of goods and services up to the value of Rs. 20,000/- (Rupees twenty Thousand) only, may be made without inviting quotations or bids on the basis of a certificate to be recorded in the following format.

"I, _____, am personally satisfied that these goods/services purchased are of the requisite quality and specification and have been purchased from a reliable supplier/service provider at a reasonable price."

- (b) On special occasions, purchases above 20000/- with single quotation from a selected vendor may be resorted to with express approval of Pro VC/VC on the requisition.

ii Conditions for Invitation where approval for single quotation does not exist:-

- When stores are purchased from contractors, the system of open competitive tender should normally be the preferred mode, except where otherwise permissible under the rules and the purchase should be made from the lowest tenderer.
- Quotations will be invited from suppliers in the approved vendor/supplier list and from other reputed manufacturers.

- Only single bid system for inviting quotations will be used where both technical and commercial bids will be combined in the same document.
- Orders valued more than Rs 20,001/- and up to Rs 50,000/- shall be made with at least two quotations.
- For orders valued more than Rs 50,000/-, there should be minimum three quotations in writing.
- For purchases valuing more than Rs 25,00,000/- a formal tendering process will be followed.

iii. List of approved suppliers

- A list of all approved vendors/suppliers is to be available with the Procurement Section.
- A new supplier shall be observed for his/her performance for one year before including his/her name in the approved supplier list. Proper source knowledge and identification of suitable suppliers capable of meeting the product quality required by University are vital functions for ensuring procurement of quality goods.
- It is essential that the credentials of the firms applying for registration, including their financial status, the manufacturing and quality control facilities, the business ethics and their market standing are thoroughly scrutinized before registering them as an approved source of supply.
- If a supplier repeatedly fails to perform, causes inordinate delays, supplies substandard materials, fails to replace or rectify/settle discrepancies within a reasonable period of time, such supplier shall be delisted from the approved list of suppliers for a period of two years. Pro VC/VC shall approve delisting on the recommendation of Registrar and the indenter who is affected by the performance of the supplier.

iv. Removal from the List of the Approved Suppliers

- If a supplier is found guilty of bribery, corruption, dishonesty, malpractice, forgery of documents, supply of spurious materials, fails to refund money due to the University, such supplier shall be blacklisted.
- Whenever a firm is found lacking in performance in terms of response, delivery compliance, capacity, quality standards, ethics or any other valid reason, the firm may be removed from the list.
- When the misconduct of a firm or its continued poor performance justifies imposition of ban on business relations with the firm, this action should be taken.

v. Negotiation

Negotiation shall be carried out with the potential supplier to get the best possible deal. Negotiation shall result in a win-win situation for a long-term relationship. The points that shall be taken up for negotiation include price, delivery period, place of delivery, payments, after sales service, quality, etc.

Negotiation for orders up to value Rs 50,000/- shall be carried out by Procurement Section and the indenter.

A three members Purchase Committee comprising the following shall carry out negotiations for orders valued above Rs 50,000/-.

- Faculty member/ Admin Staff/ IT Rep
- Finance Member
- Indenter/ Dept Rep

The minutes of negotiation meeting of Purchase Committee shall be documented signed by the members. The committee will be required to survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the purchase committee should jointly record a certificate as under:

"Certified that we, _____, members of the local purchase committee have negotiated with the firm(s) and are jointly and individually satisfied with the material rates and terms of the supplier_____."

When negotiations do not yield the desired result counter offer shall be made to the suppliers who are participating in the tendering. Order shall be placed with the supplier who responds to the counter offer favorably.

vi. Processing of Orders

After finalization of the terms and conditions for the procurement of an item with a supplier, Comparative Statement is made and Purchase Approval is prepared for obtaining formal approval from competent authority for releasing Purchase Order. Sample copy of Purchase Order is placed at Annexure 2

Three copies of the order shall be generated. Original copy will go to the supplier, the second copy will be sent to Accounts Section along with the invoice after receipt Of material. Third copy will be the record copy in the procurement Section.

Purchase order should not be split to avoid the necessity for obtaining the sanction of the higher authority required with reference to the total amount of the orders.

Vii Purchase of goods directly under Contract

Goods for which TERI SAS already has a rate contracts/ contracts can be procured directly from the suppliers. While resorting to such procurement it should be ensured that the prices to be paid for the goods do not exceed those stipulated in the contract and the other salient terms and conditions of the purchase are in line with those specified in the contract.

Wherever contracts/ rate contracts are entered into with the selected vendor the signing of contract to be made mandatory prior to release of payment. A mention of the same be made in the Purchase Order.

viii. Amendment/ Cancellation of Orders

Orders shall be amended when suppliers request for modification in the rate, or inclusion of freight/ handling/ packing charges, etc subsequent to placement of order.

Registrar shall approve amendments of orders where there is no financial implication.

Amendments to orders with financial implication shall be carried out as mentioned at Chapter XX.

Orders placed on suppliers shall be cancelled with the permission of the indenter and Registrar and a Cancellation note be generated for the same for record.

Supplementary/amendment Orders placed should clearly indicate the original PO details.

When an order is to be cancelled wherein an advance is paid to the supplier, it is to be ensured that the advance amount paid is returned before the cancellation process is initiated.

ix. Repeat Orders

A repeat order can be placed within a period of one year of receipt of material provided the terms and conditions of the order do not change and the total order value is not more than Rs 50,000/-.

x. Cash Purchases

By and large, payments should be made using cheques, credit cards or online payment methods and cash purchases may not to be resorted to in normal circumstances. However, wherever it is unavoidable an expenditure up to Rs 2000/- (per transaction) may be resorted to with prior permission of the competent authority under the following conditions:-

- Quantity required is very less and of immediate nature.
- Indenter is not able to provide the correct specifications.
- Item not available on credit.

For Cash purchases the cash is to be withdrawn against Cash Purchase Approval.

The amount of each withdrawn shall be settled within seven days.

18.7 Terms & Conditions of Purchase (To be enclosed with PO)

MATERIAL: All goods are to be supplied in accordance with description /specification given. No deviation from specifications is permitted without approval by the University in writing.

PRICE: Price quoted by suppliers and accepted by the University are final and no deviation there from will be accepted without University's specific agreement in writing.

DELIVERY: The time quoted for completion is to be strictly adhered to. The order is liable to cancellation if delivery is not made by the specified date.

INSPECTION: University reserves the right to inspect the goods on this order, but such inspection does not relieve the suppliers of their responsibility for defects in material and/or workmanship and for delivery of the goods in accordance with the specifications given. Goods rejected shall be removed by the supplier at supplier's own expense within 15 days of our intimation. Same question

DESTINATION: Please note the destination of the material as given in the face of the order. Demurrage or other expense incurred owing to supplier not complying with

our instructions will be on the supplier's account and shall be deducted from the invoice before payment.

FREIGHT: Rail, air, road freight should be prepaid by the supplier and included in their bill along with necessary documentary proof. The RRs/Way bills must be mailed direct to the consignee.

AIR CONSIGNMENT: In case of dispatch by air, the dispatch particulars such as consignment Note No./ Air Way Bill No., Flight name and No., Actual invoice value, etc. must be communicated to TERI SAS immediately by fax/e-mail by the Supplier.

CHALLANS: Challans in duplicate should be submitted on delivery of materials or sent along with RRs/Way Bill. One copy will be returned after acknowledgement of receipt of materials and the other will be retained by the consignee.

LOCAL DELIVERY: Delivery of materials should invariably be taken by the designated person whose signatures should be provided on challans to facilitate payment of bills.

INVOICES: Pre-receipted Bills in triplicate should be submitted to Procurement Section.

TRANSIT RISK: Transit risk for materials by rail, road or otherwise will be on supplier's account. The supplier will directly lodge any claim and receive the costs from transporter, insurance company, etc. The University will make payment against bills only on receipt of material in good condition.

JURISDICTION: Delhi.

ARBITRATION: All disputes of differences whatsoever arising between parties out of or relating to the construction, meaning and operation or effect of this contract or the breach thereof shall be settled by arbitration in accordance with Rules of Arbitration of the Indian Council of Arbitration and the award made in pursuance thereof shall be binding on the parties.

PERSONAL ENQUIRIES REGARDING PAYMENT: As a rule, personal enquiries regarding payment are discouraged. However, if any enquiries are to be made, they will be entertained by the Accounts Section on working days from Monday to Friday between 2.00pm and 4.00pm only.

PENALTY: Penalty @1% per week subject to a maximum of 10% of the order value shall be applicable on all deliveries made after the delivery date.

GURANTEE/WARRANTY: All equipment / material with all accessories shall be guaranteed against the operational failure or deficiency in output due to design or mechanical failure due to faulty materials or bad workmanship for minimum period of 12 months from the date of installation by the Supplier.

PAYMENT: Within 30 days after confirmation of receipt of material in good condition against pre-receipted bills in triplicate rounded off to the nearest rupee. Part bills shall not be entertained.

ENQUIRIES: Please quote the purchase order number and date on all challans, invoices, and correspondences.

CONTRACT Wherever a separate written contract between parties are entered into, payment shall be released only after the contract has been signed between TERI SAS and the party/vendor.

18.8 Receipt of Store

i. Categorization & Codification

The System inherited from TERI shall be followed till further order.

ii. Stores Catalogue

All items procured at one time or other are to be made available in the item master ledger along with its specifications. A copy of which shall be available with the Finance Officer & Store in Charge all the time. IT store items will be copied to the IT Coordinator.

iii. Receipt of Stores

All items shall be received in stores against purchase orders vide delivery challans.

A register is to be maintained at the Main Gate by the Security Staff where all items entering the University are to be recorded along with Challan details. The register is to be put up to procurement section once in every month for reconciliation.

The procurement section is to maintain an Inward Registrar containing all details of PO, Challan/Invoice Nos, Item details etc. and generate the Asset Code which is to be used for referring the item for all practical purpose. Items entered in the inward registrar are required to be issued to the Store Room and Indenters with proper receipt. A copy of the challan shall be returned to the supplier duly acknowledged after physical verification of the material against purchase order.

The indenter will be intimated about the arrival of the materials and he/she may collect the materials from procurement section.

iv. Receiving Inspection

All received materials shall be subjected to inspection.

All received materials shall be verified against purchase order for quantity, physical damage, or any other discrepancy by the indenter and procurement section.

Catalogue items and general stationery shall be verified for quality against catalogue number and specifications respectively.

For special items inspection shall be arranged with the Indenter.

If any item received is in excess /less the procurement Section shall issue a debit/credit note.

Certification of goods & services received:-

Quantity	Indenter/Procurement Section
Quality	Indenter
Consumable items, stationary, House keeping (non chemical)	Store
Special chemical, glassware, Research Equipment/instrument	PI/HOD
IT and related items	IT Coordinator
Office equipment, furniture, etc.	AGM

Scientific equipment/instrument

PI/HOD

18.9 Payments

Payment shall be released for the quantity of material received in good condition.

Challan/ Invoice shall carry proper authorization for the receipt of material in good condition.

Procurement Section will forward the accounts copy of the order and invoice/ challan to Accounts division for payments.

Supplier's cheques shall be dispatched/ delivered to the supplier under intimation to procurement Section.

As a rule no payment shall be made in advance. In cases where supplier insists for advance payment, the same shall be made subject to approval of VC/Pro VC (100%) and Registrar (50%).

Registrar shall authorize advance payments of upto 100% of order value against Bank Guarantee.

18.10 Issue of Stores

All materials procured are issued for consumption through duly authorized Issue Slips.

For non-stock items receipt-cum-issue method shall be used.

Stationery items like punch, stapler, calculator, etc shall be issued only once. If any of these items get damaged (not due to mishandling) the same may be replaced. These items are to be returned by a person when he/she leaves the services of TERI SAS.

Issue slips Authorization:-

Project/scientific Stores

PI/HOD

Admin Store/Stationery/housekeeping

AGM

18.11 Assets

All equipment/instrument/furniture/fixtures above Rs 5000/- shall be classified as an asset.

An asset register shall be maintained for recording the receipts of assets serially.

Asset verification shall be done every year in the month of April. The Registrar shall constitute a team to carry out the physical verification of assets. One member from the accounts Section should be part of the verification team. Discrepancy shall be adjusted after reconciliation and due authorization by Pro VC/VC. Finance Officer to reconcile the property based on the final report.

Accounting: An indenter has to sign the delivery challan/invoice of the asset for the receipt of the same and inform the location in writing at the time of endorsing the challan/invoice for receipt. The PI/HOD becomes the original custodian of the asset in the department/laboratory. However, the asset is the property of the University

Serviceability: When an asset is moved from its original location to a new location, the same has to be informed to update the records. When a person who is in charge

of an asset leaves the services of University or transfers the assets to a new area/location, he/she has to properly hand over the charge to the new custodian of the asset and the document by which the transaction is carried out will have to be signed by both the parties.

Disposal of unserviceable items: If any asset is not in a working condition, efforts have to be made to repair the same through project funds. If the item is beyond economical repair, i.e. the cost of repair is beyond 50% of the cost of the asset, the same has to be written off from the books of accounts. It would be the responsibility of the custodian of an asset to recommend write off/disposal action to the Registrar. The recommendation of a professional committee be obtained before approval accorded by financial authority as laid down in Chapter 20.

AMC

Need for annual maintenance contract for the equipment /instrument is decided by the custodian of the asset.

If AMC is found to be necessary for an asset proposal for AMC is invited from the manufacturer/authorized agent of the manufacturer. If manufacturer/authorized agent is not present AMC proposal will be collected from other competent agencies. The competency will be verified from their expertise in providing services to similar instruments/equipment. The competence will also be verified from other customers of the agent whom they provide services. Rate, payment and other terms and conditions of the contract shall be negotiated with the manufacturer/agent in consultation with the custodian of the asset. The essential elements of AMC that are to be verified while entering into AMC with any manufacturer/agent are given below:-

AMC period

AMC amount

Number of preventive maintenance visits

Number of breakdown repair visits

Response time once a complaint is registered

Comprehensiveness of the contract (included spares or not)

Activities/items that excluded from the contract

Willingness to accept the AMC proposal is required to be communicated to the manufacturer/agent in writing through an order and the contract has to be signed.

The manufacturer/agent should submit their invoice and payment is to be released on agreed terms.

A logbook for each of the instrument shall be kept by the custodian of the asset to record the performance of the contract.

Gate Pass

An item can be taken out of TERI SAS premises only through a Gate pass. There are two types of gate passes. Returnable gate pass and Non-returnable gate pass.

All items taken against a returnable gate pass shall be brought back within the date prescribed in the gate pass and due acknowledgement obtained from the person who issued the gate pass.

All the gate passes will be authorized by the Custodian & countersigned by Procurement Section & Security Officer. Gate pass will have three copies. Original is to be issued to the person who is carrying the material, second copy for the gate and third copy is for record of procurement section (book copy). All returnable gate passes will be monitored by the admin section.

Annexure -1

Sr.

Vasant Kunj, New Delhi

For Procurement

Section

Purchase Requisition form

Date:

Requisition For: (Tick in the appropriate Box)Non Project Purchase

Maintenance	<input type="checkbox"/>	Electrical	<input type="checkbox"/>	Consumables	<input type="checkbox"/>
Services	<input type="checkbox"/>	Plumbing	<input type="checkbox"/>	Import	<input type="checkbox"/>
IT	<input type="checkbox"/>	Print/Advertisement	<input type="checkbox"/>	Propriety Item	<input type="checkbox"/>
Chemical	<input type="checkbox"/>	Hardware/Wood/Furniture	<input type="checkbox"/>	Outreach/Marketing	<input type="checkbox"/>
Equipment/Engineering	<input type="checkbox"/>	Stationery	<input type="checkbox"/>	Others	<input type="checkbox"/>

TERI SAS Code: 2016TERI SAS01

Project Purchase

Maintenance	<input type="checkbox"/>	Electrical	<input type="checkbox"/>	Consumables	<input type="checkbox"/>
Services	<input type="checkbox"/>	Plumbing	<input type="checkbox"/>	Import	<input type="checkbox"/>
IT	<input type="checkbox"/>	Print/Advertisement	<input type="checkbox"/>	Propriety Item	<input type="checkbox"/>
Chemical	<input type="checkbox"/>	Hardware/Wood/Furniture	<input type="checkbox"/>	Outreach/Marketing	<input type="checkbox"/>
Equipment/Engineering	<input type="checkbox"/>	Stationery	<input type="checkbox"/>	Others	<input type="checkbox"/>

Project Code:

Provide justification, if recommending for propriety items:-

.....

.....

.....

S.no	Detailed Specification	Make	Unit	Quantity	Approx Cost	Required by (Date)	Purpose/ Justification

Indenter Name :-

Indenter Signature:-

Please attach recommended vendor's list (if any)

For Finance Department

Budgetary Provision available :- Yes / No

Date _____


Signature
(for Finance Officer)

Date _____

Approved by
AGM/PI/HoD/ Dean/Registrar/ProVC/VC

Note:- Ten working days will be required to process PR for non-tendering items.

PURCHASE ORDER(Sample)



TERI University
 Plot 10, Institutional Area, Vasant Kunj, New Delhi – 110 070, New Delhi, INDIA

Tel. 91-11-71800222
 Email. Procurement@teriuniversity.ac.in
 11-16122874

Purchase Order

Order No :201600265

Order Date :21-Jan-2017

To: M/s Tele No. Fax No. E-mail ID:	1. Terms and conditions placed overleaf 2. Delivery by 10-Feb-2017 3. Payment 4. Supplier Quotation Ref.: DEL-1016-10916
--	---

Please supply the following items as per the terms and conditions mentioned below and also on the reverse, which are an integral part of the purchase order

No.	Material and specification	Item code	Quantity	Unit	Rate (Rs)	Amount (Rs)
1						
2						
3						
	Freight charges					
	Packing					
	Total					

Special instructions

Material Delivery at TERI UNIVERSITY.Contact Mr..

For internal use

PR No(s) 201600189

Project Code 2016DB01

Indentor(s)

Supplementary to PO No

PO Cancelled

PO Cancellation No: 201600212

Prepared by: Amita Sethi

For TERI UNIVERSITY

Authorised signatory

DELIVERY INSTRUCTIONS: <hr/> 1. Materials will be received from Monday to Friday between 2.00 pm to 4.30 pm 2. Kindly intimate well in advance before delivery of any big consignment (weighing 50 kg and above)/heavy equipment 3. Original invoice should be sent to the Materials Department only.



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

MINUTES OF THE THIRTY NINTH MEETING OF THE BOARD OF MANAGEMENT

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

PRESENT:

Members

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

Special Invitees

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The Board noted the matter.

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

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

Enclosure 3**IT Policy****LAN & Desktop connection policy****For Faculty members and Administrative Staff**

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

For students

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

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

Backup Policy

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

Wi-Fi Policy:

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

Printing policy

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

Network

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

EMAIL POLICY



TERI SAS

10, Institutional Area,

Vasant Kunj.

Email Policy

Purpose

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

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

Scope

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

Email usage

General use

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

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

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

Personal use

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

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

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

Microsoft Outlook

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

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

Usage monitoring

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

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

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

General Guidelines

Quotas and limits

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

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

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

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

Mailing Groups

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

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

Calendar / Scheduling

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

Access Modes

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

a) Desktop Application

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

b) Outlook Web App (OWA)

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

c) Mobile App

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

Virus checking

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

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

Email Security

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

Thus employees are requested to follow the below instructions:

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

Usage Monitoring

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

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

Aliases and lists

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

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

Automatic email forwarding

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

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

Logging

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

Standards

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

Spam and junk mail

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

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

Incident handling and data protection

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

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

Password Protection

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

Mass mailing

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

Email Account Management

7.1 Individual user account

Email id length:

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

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

1.2 Account deactivation

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

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

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

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

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

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

1.3 Proxy Access

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

Benefits for Students

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

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

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

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

Service Level management

Monitoring and Performance of the Email System

Managed by Microsoft Office 365 Cloud solutions

Review

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