

<b>6.2.2</b> <b>QM</b>	<p><i>Functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc.,</i></p> <p>Write description in a maximum of 500 words</p> <p><b>File Description</b></p> <ul style="list-style-type: none"> <li>• Provide the link for additional information</li> <li>• Provide the Link to the Organogram of the University webpage</li> <li>• Upload any additional information</li> </ul>	<b>2</b>
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## TEXT

1. TERI SAS has a [Board of Management](#), which is responsible for its overall administration and control. The academic policy of the institute is decided by the [Academic Council](#), which approves curricula, courses, and examination results. The Vice-Chancellor is the Chairperson of the Board of Management and the Academic Council. Financial advice to the institute is rendered by the [Finance Committee](#). Various standing and ad-hoc committees (list in Entry under metric 6.1.2) as listed in the [Organisational Chart](#) are in place to provide measured advice on various issues concerning TERI SAS to the management.

Decentralization through the departmental system and participative decision making process are in place (also see Entry under metric 6.1.2). The institution follows the service rules according to the norms prescribed in the Compendium, as approved by BoM from time to time, in conformity with the statutory norms including but not limited to UGC and AICTE ([Annexure 6.2.2.A](#) includes the Section from Compendium on Terms & Conditions of Service of Faculty). Being a Deemed to be University, it is under obligation to follow them vide the MoA with UGC as adopted by the BoM time to time (some sections in [Annexure 6.1.1.A](#))

The faculty and non-teaching staff have the benefits of Provident Fund, Health Insurance, Casual Leaves, Earned Leaves, Medical Leaves & Maternity Leaves etc. ([Annexure 6.2.2.B](#) includes the Chapter from Compendium on Leave and Leave Travel Concession Rules; [Annexure 6.2.2.C](#) includes a Screenshot from the portal through which employees apply for casual and earned leave; [Annexure 6.3.1.G](#) includes the chapter on Welfare Measures). The Seventh pay commission pay scales are introduced for the employees and they are entitled for authorised LTC, HRA and other allowances.

2. TERI SAS follows an open system of recruitment, where applications are invited from candidates irrespective of gender and region. Posts are advertised through the website and social media. Applications are made through an online portal ([Annexure 6.2.2.D](#) includes a screenshot of the online application portal ([link](#))). All applications received for faculty positions are sent to the HoDs/Deans for preliminary scrutiny and recommendations. Subsequently, the candidates are invited to make a presentation which is evaluated by a Selection Committee. The non-teaching staff is selected through a written test and interview process. Recruitment Policy for non-teaching Staff Positions is included in Chapter XI of Compendium of Rules ([Annexure 6.2.2.E](#)). Board of Management has approved Policy on Direct Recruitment & Promotion of Faculty of TERI SAS in its 35th meeting held on 29.07.2020 (Agenda 3; [link](#) to Minutes) replacing earlier policy of redesignation approved in its ninth meeting held on 10.01.2007 ([link](#) to Minutes)

3. Procedures for various types of Grievance Redressal are well laid out in Student's Handbook ([Link](#)) and Compendium of Rules ([Annexure 6.2.2.F](#)) accessible through internal portal ([Annexure 6.2.2.G](#)).

4. Link to Organogram on the TERI SAS website: <https://www.terisas.ac.in/pdf/OrganisationalChart.pdf>

# Chapter I - Classification, Conditions of Service

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## 1.1 Types of Employment

The University employs following two types of personnel:-

- 1.1.1 Employees, who are on a contract for a specified period and entitled for all financial and welfare benefits as specified in the compendium as regular employees
- 1.1.2 Consultants, who are employed on a consolidated emolument without any further financial and welfare benefits.

## 1.2 Terms & Conditions of Service of Faculty

The faculty shall be regular employees, and their appointments, shall be governed by the following philosophy, terms and conditions: -

- 1.2.1 As a University which is financially self-dependent, it is imperative that faculty appointments are made with due care and justify full time engagement. Being a research led University, it is expected that all faculty members engage in substantial research activities beyond providing guidance to PhD students. Broadly speaking, faculty members would be expected to carry a work load of between 12 – 14 credits of teaching a year; supervise, at any given time, at least 1 PhD student at an Assistant Professor level and at least 3 PhD students for higher level faculty; participate responsibly in Institutional development/service activities and engage actively on sponsored research projects as well. Additionally, all faculty members will be expected to contribute towards non-teaching revenue generation for the University, as specified periodically. It is recognized that there would be variations between faculty members based on aptitude, discipline etc. and as such the above should be taken merely as a guideline, with specificities to be discussed and agreed upon annually during the appraisal process.
- 1.2.2 All first faculty appointments will be made on a contract basis for a period of 5 years and will be subject to approval by the Board of Management of TERI University. Contracts can be renewed any number of times, based on overall performance appraisal<sup>1</sup> and notwithstanding specific recognitions, with each such renewal being for a period not exceeding 5 years, except for full professors whose contracts could be renewed for 10 years or till the age of retirement whichever is earlier. Every initial appointment shall be subject to the production of a medical certificate from a certified medical practitioner stating that the employee is in sound mental health and physically fit for service in the University.

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<sup>1</sup> The Performance appraisal process henceforth would result in an agreed individual achievement goal for the new academic year for each faculty member and would also assess the performance of a faculty member against agreed achievement goals for the past academic year. Persistent underachievement could result in verbal warning, written warning and ultimately possible termination of services.

Retirement age of all faculty would be 70 years, if physically and mentally fit. Faculty members can continue in executive positions till the age of 65 years. Provided further that if the date of retirement of a faculty falls at any time during the Academic Session, the Executive Committee to the Board of Management may re-employ the teacher for the period up to the end of the academic session, with a view not to disturb the work of the University. All faculty appointments to posts under the University shall ordinarily be made on probation for a period of one year after which period the appointee, if confirmed, shall continue to hold his/her office as per the terms and condition of his/her appointment letter. Retirement age for Administrative staff would be as per GoI rules.

- 1.2.3 The appointing authority shall have the power to extend the period of probation, for such periods as may be deemed necessary, provided that, if after the period of probation, the faculty member is not confirmed, and, his/her probation is also not formally extended, he shall be deemed to have continued on a temporary basis and that his/her services may then be terminable on a month's notice or on payment of a month's salary in lieu thereof.
- 1.2.4 The Board of Management of TERI University shall have the power to terminate the services of any faculty, on the recommendation of the Vice Chancellor, by giving three months' notice or three months' salary in lieu thereof. A faculty member of the University may terminate the engagement by giving the appointing authority three months' notice, or notice till the end of the academic semester in which the notice is given (whichever is longer).
- 1.2.5 A faculty member of the University shall devote the whole of his/her time to the service of the University and its purpose and shall not engage, directly or indirectly, in any trade or business or any other work which may interfere with the proper discharge of his/her duties, but the prohibition herein contained shall not apply to academic work and projects undertaken as faculty of the University/adjunct professional of TERI, with the prior permission of the Vice Chancellor.
- 1.2.6 The appointing authority shall have the power to terminate the services of any appointee without notice and without any cause assigned during the period of probation.

## Chapter IV – Leave & Leave Travel Concession (LTC)

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### 4.1 General

- 4.1.1 Leave is to be treated as a privilege and cannot be claimed as a matter of right. Prior sanction of the authorities concerned is to be obtained before proceeding on leave and for any subsequent extension. Particular care needs to be taken if the leave planned is for an extended period during the course of a semester with an impact on the fulfillment of responsibilities of the concerned faculty. In extraordinary or emergent circumstances when one cannot anticipate the requirement of leave, employees are required to send an intimation by e-mail or inform telephonically and formally apply for leave immediately on re-joining.
- 4.1.2 The leave sanctioning authority may refuse or revoke leave of any kind. Absence without prior approval could, at the discretion of the Vice Chancellor, constitute break in service. An employee will be deemed to have resigned from service with effect from the first day of absence, with no notice period applicable, if the period of such unauthorized absence exceeds 30 days. An employee who is thus absent will not, unless the competent authority directs otherwise, be entitled to any pay and allowances for the period of such absence. Whenever employees proceed on leave/outstation duty, they will furnish their contact address, telephone number etc. to the office for use in an emergency.

### 4.2 Types of Leaves

- The following types of leaves are authorised to all regular employees of the University.
- Casual Leave
- Earned Leave
- Maternity/Paternity Leave
- Sabbatical leave
- Leave Without Pay
- Leave Travel Concession

#### 4.2.1 Casual Leave (CL)

A regular employee is eligible for CL, on pro rata basis at the rate of 7 days in a calendar year rounded off to the nearest half day. The following terms will be applicable:

- The credit of this leave will be offered at the beginning of the concerned year.
- The leave cannot be carried over the next year.
- Regular weekly holidays and other holidays/closed days can be combined, prefixed, suffixed to CL and will not be counted as part of CL.
- CL can be taken for half day.

- CL cannot be combined with any kind of leave.
- Excess CL applied for, will be converted into earned leave/LWP.
- Excess CL availed will be converted into earned leave at the time of final settlement.
- Leave without pay (LWP) will not count for determining the entitlement of CL.
- CL is not admissible for employees on study leave/sabbatical leave.

#### 4.2.2 Earned Leave (EL)

A regular employee will earn leave at the rate of two-and-a-half days for every completed month of service.

The following terms will be applicable:

- Leave account of every regular employee shall be credited with EL at the end of the half year period finishing on June 30 and December 31.
- This leave can be accumulated up to 240 days at a time as reckoned on 31st December, after which the excess leave will lapse.
- The total EL accumulated will be encashable at the time the employee leaves the services of the University but subject to a ceiling of 240 days. Also, encashment of a block of 1 to 15 days EL per year would be permissible subject to the EL balance in the leave account of the employee remaining at least 60 days after debiting the number of days of EL for which encashment is sought. A minimum of 5 days EL (in parts or otherwise) must actually be availed of as a qualifying condition for encashment during the year.
- EL is not admissible for the period an employee is on sabbatical leave/study leave.
- Holidays/closed days falling within the period of EL will count towards the EL.
- Half day EL will be admissible only if the CL has been exhausted.
- Leave without Pay (LWP) duration will not be counted for determining the entitlement of EL.
- In the event a staff member avails EL prefixed and/or suffixed by weekly or any other holiday, and takes CL with such leave, the total period of CL, EL and prefixed/suffixed holiday will be treated as EL.

#### 4.2.3 Maternity/Paternity Leave

Married female regular employees of TERI University will be eligible to Maternity Leave with full pay for a maximum period of 182 days (including weekends). Maternity leave shall be admissible only when the female employee has actually worked for a period of not less than eighty days in the twelve months immediately preceding the date of her expected delivery (Holidays declared under any law shall be taken into account). Such employees can avail another 90 days of half day leave (including weekends) at half pay if they so wish. If extension of the leave is required, leave will be granted accordingly and counted against EL.

If there is no such leave due, extraordinary leave without pay can be granted by the Vice Chancellor or any one authorized by him/her.

Maternity leave can be availed of for up to two children of an employee.

Paternity leave of 15 days is admissible to new fathers which can be availed at any time, and either as single days or a full block, till his child attains an age of one year. Paternity leave can be availed for up to two children.

#### **4.2.4 Sabbatical Leave**

Sabbatical leave is admissible for academic development of Employees after 6 years of continuous regular service for duration of up to one year at a time with full salary and allowances. Grant of sabbatical leave is discretionary and would depend on the performance and contributions of the said faculty member. The minimum period of sabbatical leave should be three months.

Employees granted sabbatical leave are required to execute a contractual agreement with the University for serving the University for a period of three years after the leave period. If a shorter duration sabbatical leave is availed, the contractual requirement to serve the University would be corrected on a pro-rata basis.

During sabbatical leave, 100% salary and benefits will be applicable. Sabbatical leave may not exceed 2 spells of one year each. During Sabbatical leave, the employee shall not be entitled to LTC.

#### **4.2.5 Leave Without Pay (LWP)/Extra Ordinary Leave**

LWP can be availed of in very exceptional cases with prior sanction of competent authority. No casual/earned leave entitlement will accrue for the period of leave without pay. Also 10% of the leave without pay will be debited to the employee's EL entitlement for the ensuing period. Further, the period of LWP will not reckon as service for various entitlement/privileges including gratuity.

Extraordinary leave may be granted at the discretion of the competent authority for meeting specific and special contingencies.

Employees proceeding on sanctioned leave without pay (LWP) for a period of more than one month for the purpose of studies in India or abroad shall, before proceeding on such leave, comply with the requirement of payment of salary in lieu of notice period as stipulated in the terms of appointment, and any bond he/she may have executed. Clearance should also be completed before proceeding on leave.

The amount so deposited shall be refunded to the employee upon re-joining TERI University and submission of re-joining report through proper channel after availing the LWP as sanctioned.

In case the employee has sufficient Earned Leave (EL) balance to his/her credit to cover up the notice period requirement as per the terms of appointment, then such deposit is not required. However, if the EL balance covers only a portion of the notice period requirement, then the payment in lieu of notice period shall be calculated proportionately after taking into account the balance of EL available to the employee's credit.

### 4.3 Commencement and termination of leave

Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day the employee resumes his duty.

Sundays and other recognized holidays may be prefixed and/or suffixed to the leave with the permission of the authority competent to sanction the leave.

### 4.4 Leave Year

For the purpose of this Compendium, unless otherwise specified, the term 'year' shall mean a calendar year.

### 4.5 Re-joining of duty before the expiry of the leave

An employee may return to duty before the expiry of the leave granted to him/her, with the permission of the competent authority.

### 4.6 Authorities Empowered to Sanction Leave:

The authorities specified below, are empowered to sanction leave to the extent shown) thereof. Cases for sanction of leave in excess of these limits or of leave not mentioned below shall be submitted to the vice chancellor. Before sanctioning the leave, the sanctioning authority shall ensure that leave asked for is admissible and is at the credit of the teacher concerned.

Kind of Leave	Sanctioning Authority	Copy to	Extent of
Power			
All types of Leave to			
Pro VC	VC		Full
Dean/Registrar	VC	Pro-VC	Full
HoDs/Centre Head	Dean (Academic)	Pro VC & VC	Full
Other Faculty	HoD	Dean (Acad.)	Full
Other Staff	Section-in Charge	AGM - Registrar	Full

### 4.7 Leave Travel Concession (LTC)

The University offers travel assistance to the regular employees and their families for journeys from the headquarters or the station of tour/training in India to their home town and back during leave subject to the conditions as hereinafter provided.

- For availing of this facility, the employee should have put in at least one year of regular service.
- Subject to the provision at (a) above the employee can avail LTC once in each calendar year of service.
- LTC not availed in a calendar year cannot be carried forward to the next year.
- Total number of LTCs availed by the employee during his/her tenure with TERI University will not exceed the total number of reckonable years of regular service. However, employees who serve the University only for a part of the year



### 6.2.2.B

after completion of one year regular service shall be eligible for LTC on pro-rata basis. LTC may be sanctioned against applications tendered as per TERI University rules.

- e. This concession will cover the employee, his/her spouse and up to two children (but excluding married sons and daughters) residing with and wholly dependent on the employee.
  - f. The employee can either claim reimbursement of LTC
    - equal to one month's basic salary on the basis of signed statement by the employee without production of receipt. In this case it is not necessary to avail leave, and the LTC can be availed by filling in the requisite application form.
- OR
- amounting to actual to and fro travel fare incurred by the specified mode and class of travel for visiting home town. In this case, it is necessary to avail 5 days of leave including prefixing/suffixing of weekends/holidays.

Note: Counterfoils of the used air tickets, cash receipts or serial numbers of the rail or bus tickets, as the cash may be, as well as details and dates of journeys undertaken must be provided with the claim.

- g. The LTC shall be admissible to an employee and his/her family for visiting his/her home town during leave for not less than five days, including weekly off days/holidays.
- h. In respect of LTC, the University's liability shall be limited to the fare by the shortest route as per entitlement calculated on the basis of point to point air fare or through ticket by rail or bus for the outward and return journey.
- i. Where the husband and wife are both employees of the University, the concession of actual fare at (f)(ii) above will be admissible only in respect of one of them in accordance with the entitlement of the husband or of the wife at their option. However, the concession at (f)(i) above viz. one month basic salary will be admissible to each one of them.
- j. The members of an employee's family shall normally accompany the employee for availing of this concession. However, under special circumstances, with prior approval, they can travel separately without accompanying the employee only one way, either during outward or return journey. The gap between the dates of their journeys should not, however, exceed six months.
- k. The employee can take an advance of 80% of the cost of the outward as well as return journeys and he/she should ensure that the onward journey is commenced within one month from the date of the grant of the advance in full. He/She should also submit the bills adjusting the advance taken within one week of the completion of the return journey.
- l. The home town means the permanent home town or village in India as declared by the employee. For determining whether an employee's declaration of home town may be accepted, the following criteria will be applied:
  - Whether the place declared by the employee is the one which requires his/her physical presence at intervals for discharging various domestic and social obligations, and, if so, whether after his entry into the University's service, the employee had been visiting that place frequently;



### 6.2.2.B

- Whether the employee owns property in that place or whether he/she is a member of a joint family having such property there;
- Whether his/her near relations are resident in that place;
- Whether prior to his/her entry into the University's service the employee had been living there for some years.

Necessary declaration form for family members and home town is to be furnished by the employee.

In case of any doubts in regard to any provision of these rules and also in respect of cases not covered by these rules, the matter will be referred to the Registrar, whose decision will be final.

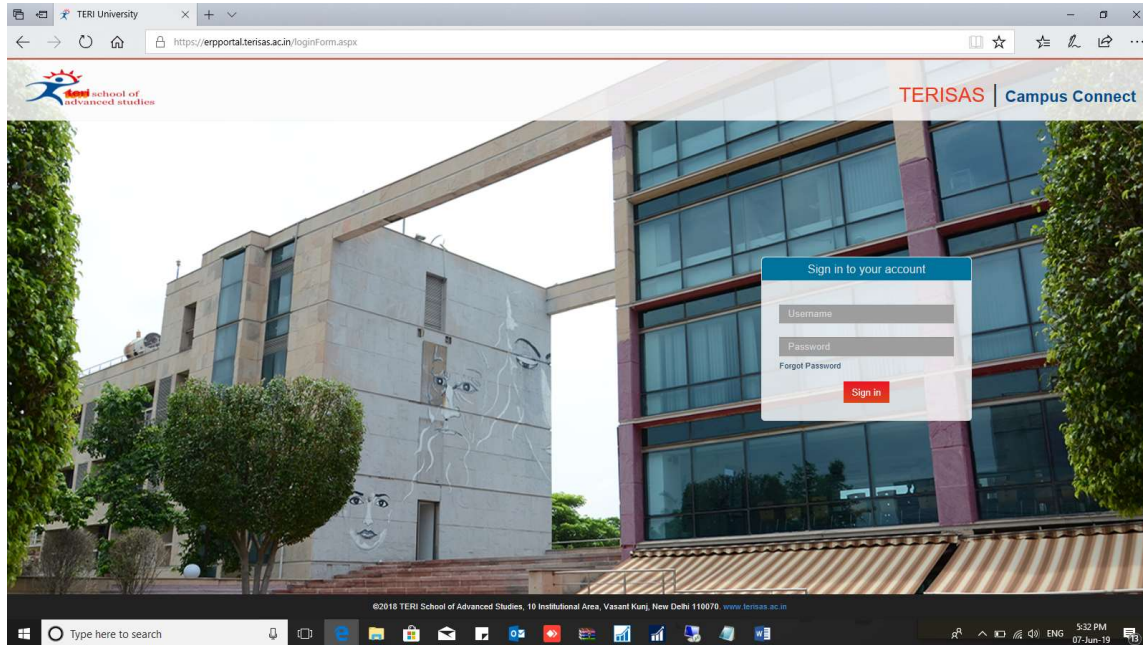
Any amendment to these rules or any relaxation can be made by the University as and when considered necessary.

## 6.2.2.C

### LEAVE APPLICATION & VIEW SALARY SLIP

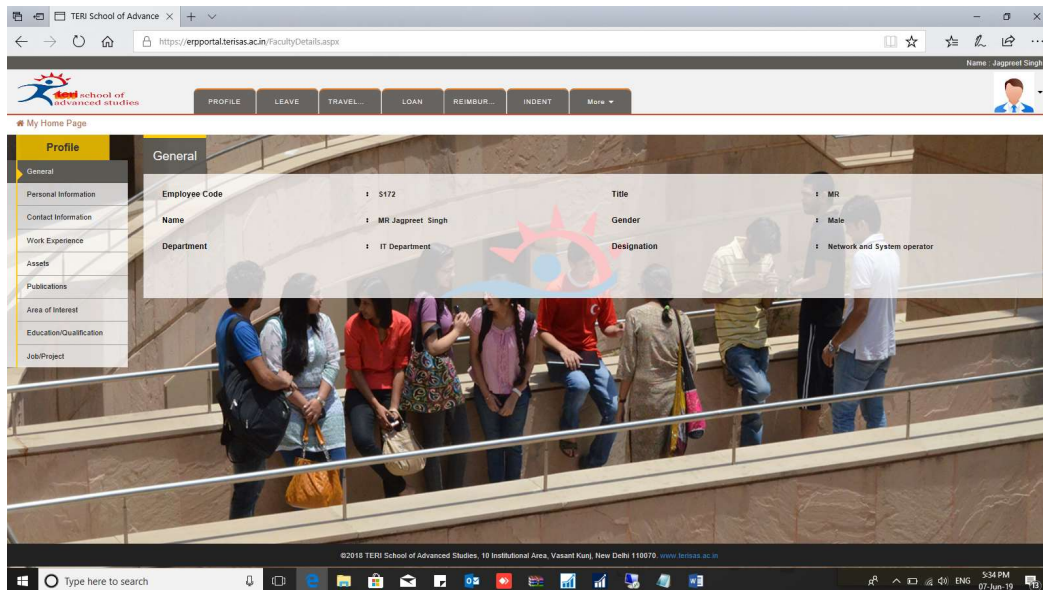
URL for

<https://erpportal.terisas.ac.in/loginForm.aspx>



**User ID:** Employee (Login) ID

**Password:** ddMmmyyyy



## 6.2.2.C

### 1. Leave Application Process

Click Leave TAB => Select Leave Types => Enter start Date and End Date => Enter Purpose

Click Save.

The screenshot shows a web browser window with the URL <https://erpportal.terisas.ac.in/LeaveApplication.aspx>. The user is logged in as Jageer Singh. The page has a navigation bar with tabs: PROFILE, LEAVE, TRAVEL..., LOAN, REIMBUR..., INDENT, and More. The 'LEAVE' tab is selected. On the left, there is a sidebar with 'Apply For Leave' and 'Leave Balance' sections. The main content area is titled 'Application' and contains a form with the following fields:

- ☐ Bypass Leave To Superior
- Leave \* (Dropdown menu)
- Leave Type \* (Dropdown menu)
- End Date \* (Text input)
- Available (Text input, value: 0)
- Start Date \* (Text input)
- Purpose \* (Text input)
- Enter Purpose of Leave (Text input)
- Save (Green button)
- Reset (Orange button)

The background of the form is a photograph of a group of people sitting on a bench. The footer of the page contains the copyright information: ©2018 TERI School of Advanced Studies, 10 Institutional Area, Vasant Kunj, New Delhi 110070. www.terisas.ac.in

### View Leave Balance

The screenshot shows the same web browser window as the previous one, but the 'Leave Balance' section is selected in the sidebar. The main content area is titled 'Leave Balance Details' and contains a table with the following data:

Leave Code	Description	Description
CL	Casual Leave	0.00
EL	Earned Leave	29.50

The background of the table is the same photograph of people sitting on a bench. The footer of the page contains the copyright information: ©2018 TERI School of Advanced Studies, 10 Institutional Area, Vasant Kunj, New Delhi 110070. www.terisas.ac.in



## 6.2.2.C

### 2. View Salary Slip and Download Process

Go to More => Click Pay Slip

Select Month => Download

This screenshot shows the 'Faculty Details' page of the TERI School of Advanced Studies portal. The user is logged in as 'Jagpreet Singh'. The page features a navigation bar with tabs: PROFILE, LEAVE, TRAVEL..., LOAN, REIMBUR..., INDENT, and More. The 'More' dropdown menu is open, showing options: PAY SLIP, ANNOUNCEMENT, UPLOAD INVESTME..., LTC, and PROJECT REPORT. The 'Profile' section is active, displaying a sidebar with links to General, Personal Information, Contact Information, Work Experience, Assets, Publications, Area of Interest, Education/Qualification, and Job/Project. The main content area shows the following details:

Employee Code	: S172	Gender	: MR
Name	: MR Jagpreet Singh	Gender	: Male
Department	: IT Department	Designation	: Network and System operator

The background of the page features a large image of a group of people sitting on a staircase. The footer contains the copyright notice: ©2018 TERI School of Advanced Studies, 10 Institutional Area, Vasant Kunj, New Delhi 110070. www.terisas.ac.in


This screenshot shows the 'Pay Slip' page of the TERI School of Advanced Studies portal. The user is logged in as 'Jagpreet Singh'. The page features a navigation bar with tabs: PROFILE, LEAVE, TRAVEL..., LOAN, REIMBUR..., INDENT, and More. The 'More' dropdown menu is open, showing options: PAY SLIP, ANNOUNCEMENT, UPLOAD INVESTME..., LTC, and PROJECT REPORT. The 'Pay Slip' section is active, displaying a sidebar with links to Print Pay Slip and Pay Slip. The main content area shows a form to select the month and year for the pay slip:

Month	: May	Year	: 2019
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The background of the page features a large image of a group of people sitting on a staircase. The footer contains the copyright notice: ©2018 TERI School of Advanced Studies, 10 Institutional Area, Vasant Kunj, New Delhi 110070. www.terisas.ac.in

← → ↺ 🏠 https://terisas.ac.in/apply-now.php

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# Application Form

 / Application Form

Position applied for \*

Department \*

Area of specialisation applied for \*

No. of years of experience \*

Experience after PhD

Fullname \*

(Please write surname first)

Marital status ☒ Married ☐ Single

Gender ☒ Male ☐ Female

Present address

**Enquiry Form**

**Announcement**

## CHAPTER XI – RECRUITMENT POLICY FOR NON-TEACHING STAFF POSITIONS

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

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

### Types of Employment

#### A. Regular employment.

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

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

**A. Consultancy contract.**

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

**B. Sub-contracts under projects.**

- (i) Specific tasks in a project requiring specialized expertise are assigned to personnel under projects within the budget provision and availability of line



items of the project. Usually, the need for such sub-contracts are identified by Principal Investigators and sub-contracts are entered into.

- (ii) Personnel associated through such contracts shall not be considered as employees of the University, as their involvement is limited to completing the given task in the project for which he/she is compensated against deliverables as per terms agreed upon.
- (iii) A selection panel comprising of at least three members shall be constituted by the PI to carry out the selection procedure of such personnel. The Committee shall be responsible for all aspects and stages of the selection i.e. placing of advertisement through Registrar office, short-listing of candidates, deciding Terms of Reference, and final selection of the person for the project.
- (iv) The record of the entire selection process to be provided to the Registrar in the format placed at Enclosure II for issuance of offer letter.

### **C. Outsourced employment.**

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

## **Internal recruitment/promotion of staff**

### **D. Promotion: -**

- (i) On promotion, the staff from regular employment moves to a higher entry pay scale (with increment) or level with same or different job profile thus providing a career progression opportunity.
- (ii) Process: -
  - i) Based on the periodic assessment/performance appraisal, staff(s) in regular appointment shall be recommended by the Registrar for promotion.

- ii) Approval of VC will be obtained for the recommended candidate(s).
- iii) Letter to be issued by the Registrar to the selected employee communicating about the new scale/post.

**E. Lateral absorption: -**

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

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## Chapter XIII - GRIEVANCE REDRESSAL FOR STUDENTS

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

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

### A. “Grievances”

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

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

## **B. Hostel Residents.**

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

## **C. Individual Grievances.**

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

## **D. Miscellaneous Grievances**

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

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

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

**Sports.** Any grievance about the working of the sports organization/clubs should be brought to the notice of the Convener, Student Engagement, Sports

and Club committee. Students dissatisfied with his decision may appeal to the Dean (Academic).

**E. Students Grievance Redressal Committee (SGRC)<sub>2</sub>**

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

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## Chapter XIV - GRIEVANCE REDRESSAL FOR ACADEMIC & NON ACADEMIC STAFF


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


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

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

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



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