



# **Students Handbook**

**Four-year undergraduate and Five-year integrated  
postgraduate programmes**

**Academic Year 2024-25**

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

- 1. General Information**
  - 1.1 Location
  - 1.2 Departments and Centres
  - 1.3 Contact Details of Authorities
- 2. Governance Structure**
  - 2.1 Objectives
  - 2.2 Administration
  - 2.3 Board of Management
  - 2.4 Academic Council
  - 2.5 Planning and Monitoring Board
  - 2.6 Finance Committee
- 3. Calendar**
  - 3.1 Admissions calendar
  - 3.2 List of holidays
- 4. Academic system**
- 5. Academic programmes**
  - 5.1 Environmental Studies**
  - 5.2 Data Science**
  - 5.3 Economics**
  - 5.4 Business Administration**
  - 5.5 Number of seats**
  - 5.6 Fees**
    - 5.6.1 Fee structure and payments details**
    - 5.6.2 Refund policy**
- 6. Miscellaneous guidelines**
- 7. Hostel**
- 8. Facilities available**

## 1. General Information

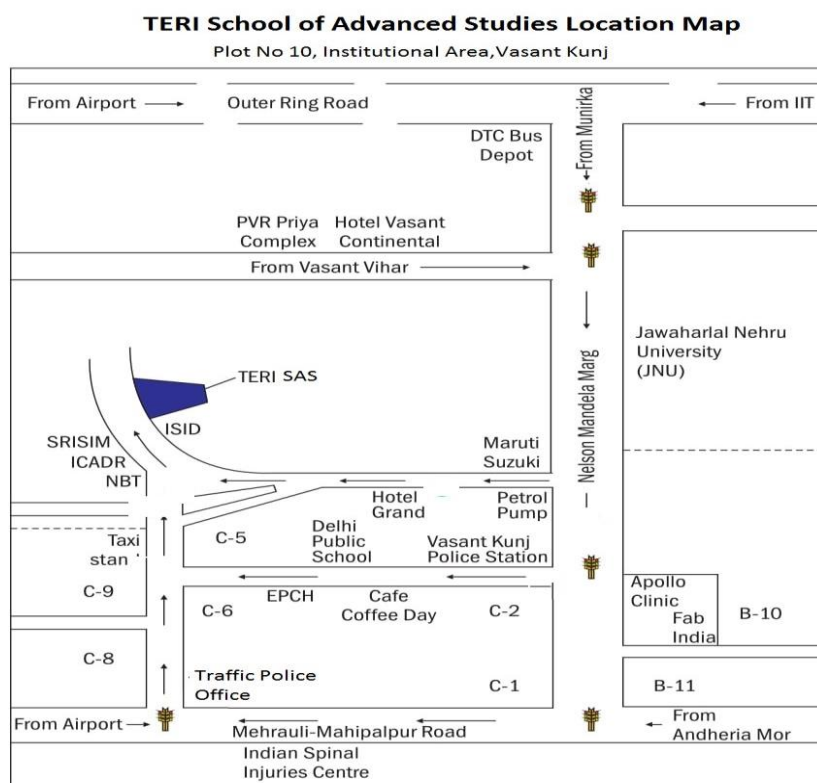
The TERI SAS is the outcome of research, consultancy, and outreach activities of TERI – a not-for-profit organization in the non-governmental sector – internationally recognized for its contributions in the fields of energy, environment, biosciences, and sustainable development.

The Deemed to be University was established and constituted on 19 August 1998 and was granted ‘Deemed-to-be University’ status by the UGC (University Grants Commission), and notified vide Ministry of Human Resource Development, Department of Education, Government of India [notification no. F-9/19/95-U-3, dated 5 October 1999]. The Deemed to be University is accredited by NAAC. All technical programmes offered by the Deemed to be University are recognised by AICTE.

### 1.1 Location

Located at Vasant Kunj in South Delhi, the new TERI SAS Campus provides a setting that enhances learning and showcases the concept of green building design. Well-equipped classrooms and laboratories aid teaching and research. The campus is close to the Jawaharlal Nehru University and the Indian Institute of Technology, Delhi. It is 8 kilometres from the Indira Gandhi International Airport, 12 kilometres from the Domestic Airport, and 18 kilometres from the New Delhi Railway Station.

Location Map



## 1.2 Departments and Centres

The Deemed to be University has evolved an organizational structure drawing on the research activities of TERI. Besides the teaching staff of the Deemed to be University, the research staff of TERI with doctoral degrees and a rich experience of working on projects related to bioresources, biotechnology, energy, environment, regulatory studies, and policy research are adjunct faculty at the Deemed to be University. The Department functional in the Deemed to be University are:

- (i) Department of Natural and Applied Sciences
- (ii) Department of Sustainability Engineering
- (iii) Department of Policy and Management Studies
- (iv) Department of Regional Water Studies
- (v) Department of Biotechnology
- (vi) Centre for Postgraduate Legal Studies

## 1.3 Contact Details of Authorities

**TERI SAS number: 91-11-71800222**

Name	Designation	Email ID
Prof. Suman Kumar Dhar	Vice Chancellor	vc@terisas.ac.in
Col. B Venkat	Registrar	registrar@terisas.ac.in
Prof. Chander Kumar Singh	Dean (Academic)	dean.academic@terisas.ac.in
Prof. Sukanya Das	Dean – (Research & Partnerships)	dean.research@terisas.ac.in
Prof. Anandita Singh	Professor	asingh@terisas.ac.in
Prof. Arun Kansal	Professor	akansal@terisas.ac.in
Prof. Naqui Anwer	Head & Professor	naqui.anwer@terisas.ac.in
Prof. Prateek Sharma	Professor	prateeks@terisas.ac.in
Prof. Shaleen Singhal	Professor	shaleen.singhal@terisas.ac.in
Prof. Ramakrishnan Sitaraman	Professor	rkraman@terisas.ac.in
Dr. Shashi Bhushan Tripathi	Professor	shashi.tripathi@terisas.ac.in
Dr. Ranjana Ray Chaudhuri	Head & Associate Professor	ranjana.chaudhuri@terisas.ac.in
Dr. Chaithanya Madhurantakam	Head & Associate Professor	chaithanya.madhurantakam@terisas.ac.in
Dr. Gopal Sarangi	Head & Associate Professor	gopal.sarangi@terisas.ac.in
Dr. Sapan Thapar	Associate Professor	sapan.thapar@terisas.ac.in
Dr Adwitiya Sinha	Associate Professor	adwitiya.sinha@terisas.ac.in
Dr. Amit Singh	Assistant Professor	amit.singh@terisas.ac.in
Dr. Shantanu De Roy	Assistant Professor	shantanu.roy@terisas.ac.in
Dr. Swarup Datta	Assistant Professor	swarup.dutta@terisas.ac.in

Name	Designation	Email ID
Dr. Shruti Rana	Assistant Professor	shruti.rana@terisas.ac.in
Dr. Chandan Kumar	Assistant Professor	chandan.kumar@terisas.ac.in
Dr. Ayushi Vijani	Assistant Professor	ayushi.vijani@terisas.ac.in
Dr. Sanyyam Khurana	Assistant Professor	sanyyam.khurana@terisas.ac.in
Dr. Moumita Acharyya	Assistant Professor	momita.acharya@terisas.ac.in
Dr. Priyanka Arora	Assistant Professor	priyanka.arora@terisas.ac.in
Dr. Parul Behl	Assistant Professor	parul.behl@terisas.ac.in
Dr. Anand Madhukar	Assistant Professor	anand.madhukar@terisas.ac.in
Dr Chandrashekhar Azad Vishwakarma	Assistant Professor	Chandrashekhar.Vishwakarma@terisas.ac.in
Dr. Kavita	Assistant Professor	kavita@terisas.ac.in
Dr. Moumita Mondal	Assistant Professor	moumita.mondal@terisas.ac.in
Dr. Manani Syali	Assistant Professor	manini.syali@terisas.ac.in
Dr. Adil Masood	Assistant Professor	adil.masood@terisas.ac.in
Dr. Amit Kaur	Assistant Professor	amit.kaur@terisas.ac.in
Dr. Amit Singh	Assistant Professor	amit.singh@terisas.ac.in
Dr Pritha Datta	Assistant Professor	pritha.datta@terisas.ac.in
Dr Ramkishore Singh	Assistant Professor	ramkishore.singh@terisas.ac.in
Ms. Saumya Arya	Assistant Professor	saumya.arya@terisas.ac.in
Dr. Subhasree Sarkar	Assistant Professor	subhasree.sarkar@terisas.ac.in
Dr B. K. Bhadra	Professor of Practice	bidyut.bhadra@terisas.ac.in
Dr Neeraj Sharma	Professor of Practice	neeraj.sharma@terisas.ac.in
Dr. Deb Jyoti Pal	Professor of Practice	deb.pal@terisas.ac.in

Name		Name	
<b>Registrar</b>			
Col. B Venkat			
<b>Finance</b>		<b>Placement &amp; Alumni Coordination</b>	
Mr. Dhanraj Singh		Ms. Sonika Goyal	
Mr. Vikas Prasad		<b>Library</b>	
Mr Devvrata Guglani		Mr. Ratan Jha	
Mr Sudhanshu Jena		Mr. Umesh Chandra	
<b>Academic Administration</b>		<b>Computer Section</b>	
Mr Kamal Sharma		Ms. Pooja Choudhary	
Mr. Rakesh Joshi		<b>Department/Programme Assistants</b>	
<b>General Administration</b>		Ms Vidhya Sharma (GEO & BT)	
Mr. Rajesh Thakur		Mr Sushil Kumar (PPSD, ES&M & UDM)	
Mr. K Murugan		Mr. Pankaj Mahajan (SDP & ECO)	
Mr. Naushad Ahmed		Ms Jyoti Mehlawat (ESRM & LLM)	
Mr. Krishna Mohan Dobhal		Ms. Nishtha Kaushik (MBA)	
Mr. Akhilesh Kumar		Mr. Devinder Kumar (Ph.D.)	
Mr. Mohan Pandey		Mr. Raj (BBA, WSG & WREM)	

Mr. B C Dogra		Ms. Doris (CSP & B.Sc. (Eco.))	
Mr Shashank Pandey		Ms. Avantika Singh (B.Sc. - DS & ES, REEM)	
<b>Stores</b>		<b>Secretariat</b>	
Mr. Sunil Kumar		Ms. Veena	
<b>Reception</b>		Mr. R Balasubramanian	
Ms. Betty		<b>Hostel &amp; Procurement</b>	
<b>Electrician</b>		Ms Gauri Rana	
Mr. Abhishek Singh		<b>Security</b>	
Mr. Gajender Singh		Mr. Rajesh Thakur	
Mr. Rajesh Nishad		<b>Main Gate</b>	
Mr. Prem Chand		Mr. Sandeep	
<b>Carpainter</b>			
Mr. Ramesh			

## 2. Governance Structure

### 2.1 Objectives

- To provide for higher education leading to excellence and innovations in such branches of knowledge as may be deemed fit, primarily at post-graduate and research degree levels, fully conforming to the concept of Deemed to be University as defined herein.
- To engage in areas of specialization with proven ability to make distinctive contributions to the objectives of the higher education system in diverse disciplines.
- To provide for high quality teaching and research recognized nationally and globally.
- To provide for high quality teaching and research and for the advancement of knowledge and its dissemination through various research programmes undertaken in -house by full time faculty/research scholars (PhDs and Post-Doctoral) in diverse disciplines.
- To provide for institution and training in energy studies, biosciences, environmental sciences, public policy and other such branches of learning as it may deem fit.
- To do all such other acts and things as may be necessary or desirable to further the objects of the Deemed to be University. These may include, inter alia,
  - i. Establishment of and participation in collaborative activities with other educational institutions in and outside the country;
  - ii. To sponsor and organize teaching and training programmes, conferences and seminars on subjects of theoretical or practical relevance to the courses of study;
  - iii. To establish, acquire and mention facilities such as offices, residential accommodation for staff, hostel for students, etc.

### 2.2 Administration

The Deemed to be University has a Board of Management, which is responsible for its overall administration and control. The academic policy of the Deemed to be University is decided by the Academic Council. The Vice-Chancellor of the Deemed to be University is the Chairperson

of the Board of Management and the Academic Council. Financial advice to the Deemed to be University is rendered by the Finance Committee. The following are constituted in the TERI SAS:-

**(a) Authorities**

- (i) Executive Council
- (ii) Academic Council
- (iii) Finance Committee
- (iv) Board of Studies at Departments

**(b) Officers**

- (i) Chancellor
- (ii) Vice-Chancellor
- (iii) Dean (Academic)
- (iv) Dean (Research & Partnerships)
- (v) Registrar
- (vi) Controller of Examinations
- (vii) Heads of Departments/Centre
- (viii) Deputy Registrar (Academic Administration)
- (ix) Deputy Finance & Project Management Officer
- (x) Administrative Officer

**2.3 Executive Council**

**Chairman**

Prof. Suman Kumar Dhar  
Professor & Vice Chancellor, TERI SAS

**Deans**

Prof. Chander Kumar Singh  
Professor & Dean (Academic), TERI SAS

Prof. Sukanya Das  
Professor & Dean (Research & Partnerships), TERI SAS

**Three eminent Academicians nominated by Chancellor**

Prof. Basabi Bhaumik  
Former Professor, IIT Delhi

Dr Sachin Chaturvedi  
Director General, Research and Information System for Developing Countries (RIS)

Dr Swati Basu  
Former Director, National Centre for Medium Range Weather Forecasting and  
Former Scientific Secretary, PSA's Office, Government of India

**Nominee of Sponsoring Society**

Prof. Nitya Nanda

Director, Council for Social Development

Mr. O P Agarwal  
Former IAS and former CEO of WRI

Dr. Dipankar Saharia  
Senior Fellow and Senior Director - Administrative Services, TERI

Dr. Manish Kumar Shrivastava  
Sr. Fellow & Associate Director, Earth Science and Climate Change Division,  
TERI

**Three teachers (from Prof, Associate Prof. and Assistant Prof)**

Dr Chaithanya Madhurantakam, Associate Professor, TERI SAS

Dr Moumita Acharyya, Assistant Professor, TERI SAS

**Secretary**

Col. B Venkat  
Registrar, TERI SAS

**2.4 Academic Council**

**Chairperson**

Prof. Suman Kumar Dhar  
Professor & Vice Chancellor, TERI SAS

**Deans**

Prof. Chander Kumar Singh, Professor & Dean (Academic)  
Prof. Sukanya Das, Professor & Dean (Research & Partnerships)

**Heads of the Departments**

Prof. Naqui Anwer  
Dr Gopal Sarangi  
Dr Chaithanya Madhurantakam  
Dr. Ranjana Ray Chaudhuri

**Professors**

Prof. Anandita Singh  
Prof. Ramakrishnan Sitaraman  
Prof. Shaleen Singhal

**Two Associate Professors from Departments**

Dr. Sapan Thapar  
Dr. Adwitiya Sinha

**Five Assistant Professors from the department by rotation of seniority**

Dr Shruti Sharma Rana  
Dr Priyanka Arora  
Dr Amit Singh

Dr Ramkishore Singh  
Dr Anand Madhukar

**Six Persons of repute nominated by the Vice Chancellor**

Prof. Sagrik Dey  
Prof. P S N Rao  
Prof. Shreekant Gupta  
Prof. T C Kandpal  
Prof. Vivek Suneja  
Prof. Suresh Jain

**Co-opted Members**

Mr. Manoj Chugh  
Mr. Shubhashis Dey  
Dr Sabhyata Bhatia  
Dr Niraj Sharma  
Dr Madhusudan Sau  
Mr. Sudhir Vadehra

**Controller of Examinations**

Prof. Shashi Bhushan Tripathi

**Secretary**

Col. B Venkat  
Registrar, TERI SAS

**2.5 Finance Committee**

**Chairperson**

**Chairperson**

Prof. Suman Kumar Dhar  
Vice Chancellor, TERI SAS

**Nominees of the Trust/Society**

Mr Rajaraman Balachander -  
Senior Advisor  
Ernst & Young Services Private Ltd

**Two nominees of Board of Management**

Prof. Chander Kumar Singh  
Prof. Sukanya Das

**Secretary**

Mr. Dhanraj Singh  
Deputy Finance and Project Management Officer, TERI SAS

### 3. Calendar

#### 3.1 Academic Calendar

##### UG and Integrated programmes - Academic Calendar 2023-24

Second Semester		Dates
1	Commencement of classes for Second semester	01 February 2024
2	Add/drop of courses by students	12 - 16 February 2024
3	Convocation	08 February 2024
4	Attendance upload in portal by faculty (Every month by 1st week)	01 March 2024
5	Minor test -I	11-16 March 2024
6	Upload/Display of marks – minor exam - I	22 March 2024
7	BPEC meetings	27 March 2024
8	Mid sem. Feedback, Mid Sem. Break and System mail to students for short fall of attendance	01-05 April 2024
9	Minor test - II	22 - 27 April 2024
10	Upload/Display of marks – minor exam- II	03 May 2024
11	Final feedback and Exam registration	06-10 May 2024
12	Finalization of courses by Programme Coordinators for pre-registration	07 May 2024
13	Last day of classes	31 May 2024
14	Major Exam/Terminal Assessment	03-15 June 2024
15	Semester Break	16 June - 11 August 2024
16	Pre-registration for next semester	22-26 June 2024
17	Completion of all assessments	01 July 2024
18	Completion of grading and BPEC meetings	05 July 2024
19	Display of grades	11 July 2024
20	Improvement exams and evaluation	01-06 August 2024
21	Commencement of 3rd semester classes	12 August 2024
22	Orientation and registration for first semester 2024-25	30 August 2024

### 3.2 List of Holidays

Sl. No.	List of Holidays	Dates	Day
1	Republic Day	26 January	Friday
2	Holi	25 March	Monday
3	Good Friday	29 March	Friday
4	Id-ul-Fitr	11 April	Thursday
5	Ram Navami	17 April	Wednesday
6	Mahavir Jayanti	21 April	Sunday
7	Budha Purnima	23 May	Thursday
8	Id-ul-Zuha (Bakrid)	17 June	Monday
9	Muharram	17 July	Wednesday
10	Independence Day	15 August	Thursday
11	Raksha Bandhan	19 August	Monday
12	Janmashtami	26 August	Monday
13	Milad-un-Nabi or Id-e-Milad	16 September	Monday
14	Mahatma Gandhi's Birthday	2 October	Wednesday
15	Dussehra	12 October	Saturday
16	Diwali (Deepavali)	31 October	Thursday
17	Guru Nanak's Birthday	15 November	Friday
18	Christmas Day	25 December	Wednesday

## 4. Academic system

All definitions, duration of programmes, curriculum framework, learning assessments etc have been adopted from the Curriculum and Credit Framework for Undergraduate Programmes, UGC, December 2022

([https://www.ugc.gov.in/pdfnews/7193743\\_FYUGP.pdf](https://www.ugc.gov.in/pdfnews/7193743_FYUGP.pdf)) and National Higher Education Qualification Framework, UGC, May 2023 ([https://www.ugc.gov.in/pdfnews/2990035\\_Final-NHEQF.pdf](https://www.ugc.gov.in/pdfnews/2990035_Final-NHEQF.pdf)). Few definitions have been reproduced to provide clarity to understand the programme structure of the various programmes.

### 4.1 Type of courses

#### 4.1.1 Major

**Major discipline** is the discipline or subject of main focus and the degree will be awarded in that discipline. Students should secure the prescribed number of credits (about 50% of total credits) through core courses in the major discipline. Disciplinary/Interdisciplinary major provides the opportunity to the student to pursue in-depth study of a particular subject or discipline. All major courses may be of 4 credits. A student has to secure a minimum of 50% of credits from the major discipline (for a disciplinary/interdisciplinary degree) in order to obtain a 3-year/4-year **UG degree with single major**. A student has to secure a minimum of 40% credits from the second major discipline in order to obtain a 3-year/4-year UG degree with double major.

Types	3-year Single Major		4-year Single Major	
	Credit	% Credit	Credit	% Credit
Major	60	50.0	80	40.0
Minor	24	20.0	32	40.0
Multidisciplinary	9	7.5	9	7.5
Ability Enhancement Courses (AEC)	8	6.7	8	6.7
Skill Enhancement Courses (SEC)	9	7.5	9	7.5
Value Added Courses (VAC)	6	5.0	6	5
Summer Internship (SI)	4	3.3	4	3.3
Total	120	100.0	160	100.0

#### 4.1.2 Minor

**Minor discipline** helps a student to gain a broader understanding beyond the major discipline. The minor stream courses include vocational courses which will help the students to equip with job-oriented skills. Students will have the option to choose courses from disciplinary/interdisciplinary minors and skill-based courses relating to a chosen vocational education programme. All minor courses may be of 4 credits.

#### 4.1.3 Multidisciplinary

All courses under the multi-disciplinary may be of 3-credits.

- I. Natural and Physical Sciences: Students can choose basic courses from disciplines such as Natural Science, for example, Biology, Botany, Zoology, Biotechnology,

Biochemistry, Chemistry, Physics, Biophysics, Astronomy and Astrophysics, Earth and Environmental Sciences, etc.

- II. **Mathematics, Statistics, and Computer Applications:** Courses under this category will facilitate the students to use and apply tools and techniques in their major and minor disciplines. The course may include training in programming software like Python among others and applications software like STATA, SPSS, Tally, etc. Basic courses under this category will be helpful for science and social science in data analysis and the application of quantitative tools.
- III. **Library, Information, and Media Sciences:** Courses from this category will help the students to understand the recent developments in information and media science (journalism, mass media, and communication).
- IV. **Commerce and Management:** Courses include business management, accountancy, finance, financial institutions, fintech, etc.,
- V. **Humanities and Social Sciences:** The courses relating to Social Sciences, for example, Anthropology, Communication and Media, Economics, History, Linguistics, Political Science, Psychology, Social Work, Sociology, etc. will enable students to understand the individuals and their social behaviour, society, and nation. Students be introduced to survey methodology and available large-scale databases for India. The courses under humanities include, for example, Archaeology, History, Comparative Literature, Arts & Creative expressions, Creative Writing and Literature, language(s), Philosophy, etc., and interdisciplinary courses relating to humanities. The list of Courses that can include interdisciplinary subjects such as Cognitive Science, Environmental Science, Gender Studies, Global Environment & Health, International Relations, Political Economy and Development, Sustainable Development, Women's and Gender Studies, etc.

#### **4.1.4 Ability Enhancement Courses (AEC)**

- I. Students are required to achieve competency in a Modern Indian Language (MIL) and in the English language with special emphasis on language and communication skills.
- II. The courses aim at enabling the students to acquire and demonstrate the core linguistic skills, including critical reading and expository and academic writing skills, that help students articulate their arguments and present their thinking clearly and coherently and recognize the importance of language as a mediator of knowledge and identity.
- III. They would also enable students to acquaint themselves with the cultural and intellectual heritage of the chosen MIL and English language, as well as to provide a reflective understanding of the structure and complexity of the language/literature related to both the MIL and English language.
- IV. The courses will also emphasize the development and enhancement of skills such as communication, and the ability to participate/conduct discussion and debate.

All courses under Ability Enhancement (language) categories may be of 3-credits.

#### **4.1.5 Skill Enhancement Courses (SEC)**

These courses are aimed at imparting practical skills, hands-on training, soft skills, etc., to enhance the employability of students.

All courses under the Skill Enhancement categories may be of 3-credits.

#### **4.1.6 Value-Added Courses (VAC)**

Courses under Value Added, Summer Internship/ Apprenticeship/ Community outreach activities, etc., for all majors, may be of 2-credits.

- I. Understanding India: The course aims at enabling the students to acquire and demonstrate the knowledge and understanding of contemporary India with its historical perspective, the basic framework of the goals and policies of national development, and the constitutional obligations with special emphasis on constitutional values and fundamental rights and duties.
- II. Environmental science/education: The course seeks to equip students with the ability to apply the acquired knowledge, skills, attitudes, and values required to take appropriate actions for mitigating the effects of environmental degradation, climate change, and pollution, effective waste management, conservation of biological diversity, management of biological resources, forest and wildlife conservation, and sustainable development and living.
- III. Digital and technological solutions: Courses in cutting-edge areas that are fast gaining prominences, such as Artificial Intelligence (AI), 3-D machining, big data analysis, machine learning, drone technologies, and Deep learning with important applications to health, environment, and sustainable living that will be woven into undergraduate education for enhancing the employability of the youth.
- IV. Health & Wellness, Yoga education, sports, and fitness: Course components relating to health and wellness seek to promote an optimal state of physical, emotional, intellectual, social, spiritual, and environmental well-being of a person. Sports and fitness activities will be organized outside the regular institutional working hours.

#### **4.2 Type of programmes**

##### **4.2.1 UG Degree Programmes with Single Major**

A student has to secure a minimum of 50% credits from the major discipline for the 3-year/4-year UG degree to be awarded a single major.

##### **4.2.2 UG Degree Programmes with Double Major**

A student has to secure a minimum of 40% credits from the second major discipline for the 3-year/4-year UG degree to be awarded a double major.

##### **4.2.3 Interdisciplinary UG Programmes**

The credits for core courses shall be distributed among the constituent disciplines/subjects so as to get core competence in the interdisciplinary programme.

#### 4.2.4 Multidisciplinary UG Programmes

The credits to core courses will be distributed among the broad disciplines such as Life sciences, Physical Sciences, Mathematical and Computer Sciences, Data Analysis, Social Sciences, Humanities, etc.

### 5. Academic programmes

The TERI SAS offers four-year undergraduate programmes (FYUP) and five-year integrated postgraduate programmes (FYIPP). All the programmes have been designed in accordance with the National Education Policy (NEP) 2020 and the recent guidelines issued by the University Grants Commission<sup>1</sup> with in-built choices of multiple entry and multiple exit options mapped with employability opportunities.

Name of the Programme	
5.1	<a href="#"><u>Four-year UG (FYUP) Programme in Environmental Studies (B.Sc. Honours/ Honours with Research)</u></a> <a href="#"><u>Five-year Integrated PG (FYIPP) Programme in Environmental Studies (B.Sc. Honours/ Honours with Research and M.Sc.)</u></a>
5.2	<a href="#"><u>Four-year UG (FYUP) Programme in Data Science (B.Sc. Honours/ Honours with Research)</u></a> <a href="#"><u>Five-year Integrated PG (FYIPP) Programme in Data Science (B.Sc. Honours/ Honours with Research and M.Sc.)</u></a>
5.3	<a href="#"><u>Four-year UG (FYUP) Programme in Economics (B.Sc. Honours/ Honours with Research)</u></a>
5.4	<a href="#"><u>Four-year UG (FYUP) Programme in Business Administration (B.B.A)</u></a>

## 5.5 Number of Seats

Sl. No.	Academic Programmes	Number of seats available (Maximum)
1.	Four Year Under-Graduate Programme in Data Science (BSc Honours/BSc Honours with Research)	40
2	Four Year Under-Graduate Programme in Environmental Studies (BSc Honours/BSc Honours with Research)	40
3.	Five Year Integrated Post-Graduate Programme in Data Science (MSc in Data Science)	30
4.	Five Year Integrated Post-Graduate Programme in Environmental Studies (MSc in Environmental Studies)	30
5.	Four Year Under-Graduate Programme in Economics (BSc Honours /BSc Honours with research)	60
6.	Four Year Under-Graduate Programme in Business Administration (BBA Honours/ BBA Honours with research)	60

TERI SAS follows a 5% affirmative policy covering all non-general categories for admission to all UG programmes.

## 5.6 Fee

### 5.6.1 Fee structure and payments details


S.No	Programmes	Admission fee	Semester-wise tuition fee										
		One-time payment	1st Sem	2nd Sem	3rd Sem	4th Sem	5th Sem	6th Sem	7th Sem	8th Sem	9th Sem	10th Sem	Total
			Certificate		Diploma		B.Sc		B.Sc Honours		Masters		
A	Introduction of Multi-Track Integrated Master Programmes/Undergraduate Programme/Post Graduate Diploma												
1	4 Year Under Graduate Programme in Environmental Science BSc (Honours)/(Honours with research)	20,000	1,20,000	1,20,000	1,26,000	1,26,000	1,32,300	1,32,300	1,38,900	1,38,900	-	-	10,54,400
2	5 Year Integrated Post Graduate Programme in Environmental Science (M.Sc)	20,000	1,20,000	1,20,000	1,26,000	1,26,000	1,32,300	1,32,300	1,38,900	1,38,900	1,45,900	1,45,900	13,46,200
3	4 Year Under Graduate Programme in Economics BSc (Honours)/(Honours with research)	20,000	1,20,000	1,20,000	1,26,000	1,26,000	1,32,300	1,32,300	1,38,900	1,38,900	-	-	10,54,400
4	4 Year Under Graduate Programme in Data Science BSc (Honours)/(Honours with research)	20,000	1,45,000	1,45,000	1,52,300	1,52,300	1,60,000	1,60,000	1,68,000	1,68,000	-	-	12,70,600
5	5 Year Integrated Post Graduate Programme in Data Science (M.Sc)	20,000	1,45,000	1,45,000	1,52,300	1,52,300	1,60,000	1,60,000	1,68,000	1,68,000	1,76,400	1,76,400	16,23,400
6	4 Year Under Graduate Programme in Business Administration (Honours)/(Honours with research)	20,000	1,45,000	1,45,000	1,52,300	1,52,300	1,60,000	1,60,000	1,68,000	1,68,000	-	-	12,70,600
7	Post Graduate Diploma in Renewable Energy Management	20,000	71,300	71,300	-	-	-	-	-	-	-	-	1,62,600
8	Post Graduate Diploma in Urban Development Management	20,000	71,300	71,300	-	-	-	-	-	-	-	-	1,62,600

### 5.6.2 Other Fee

Sr No.	Heads	Fee (Rs.)
1	Transcript Fee	500
2	Duplicate Grade Card	500
3	Duplicate Degree	4,000
4	Late Fee (within 10 days)	2,000
5	Late Fee (11-20 days)	4,000
6	Late Fee (21-30 days)	8,000
7	Improvement exam fee per subject	2,500
8	i) Convocation Fee for Student Only	2,500
	ii) Convocation Fee (Accompanied with two members)	4,000
9	Duplicate Identity Card Fee	500

## 5.6.2 Refund policy

UGC notification on Fee Refund Policy dated 3<sup>rd</sup> July 2023 is applicable to academic year 2023-24 only. Till any fresh notification is issued from UGC, TERI School of Advanced shall follow the UGC guidelines on the subject of Fee Refund Policy dated October 2018 (reproduce below)



आचार्य विद्यापीठ शिक्षण

## University Grants Commission

### Notification

on

### Refund of Fees and Non-Retention of Original Certificates

October, 2018

#### 1. Introduction:

The Commission has notified University Grants Commission (Grievance Redressal) Regulations, 2012 on redressal of multifarious grievances of students. But given the sheer volume of the complaints regarding non-refund of fees and retention of original certificates by Higher Educational Institutions (HEI), the Commission felt the need to notify elaborate instructions so as to curb such malpractices and decided to issue appropriate instructions in the form of this Notification to all universities and other HEIs under the purview of the UGC.

#### 2. Objective:

To prohibit coercive and profiteering institutional practices in the matters related to refund of fees in case of withdrawal from the programme and retention of original certificates at the time of and / or after admission.

In exercise of powers conferred by Section 12 (d) read with Section 12(j) of the UGC Act, 1956, the UGC issues this Notification for adoption of standard operating procedures in the matters related to refund of fees in the event of student's withdrawal from the program and non-retention of certificates at the time of admission.

status, physical assets and amenities, course-wise sanctioned intake of students, various types of fees payable for different programmes, total fees payable for an entire programme, last date of admission, details of faculty, members of governing bodies and minutes of the meetings of bodies like Academic/Executive Council, sources of income, the financial situation and any other information about its functioning, necessary for an applicant to make a fully informed choice.

4.1.2 HEIs shall charge fees in advance only for the semester/year in which a student is to engage in academic activities. Collecting advance fees for the entire programme of study or for more than one semester/year in which a student is enrolled is strictly prohibited.

4.1.3 If a student chooses to withdraw from the programme of study in which he/she is enrolled, the institution concerned shall follow the following five-tier system for the refund of fees\* remitted by the student.

S. No	Percentage of Refund of fees*	Point of time when notice of withdrawal of admission is received in the HEI
(1)	100%	15 days or more <b>before</b> the formally-notified last date of admission
(2)	90%	Less than 15 days <b>before</b> the formally-notified last date of admission
(3)	80%	15 days or less <b>after</b> the formally-notified last date of admission
(4)	50%	30 days or less, but more than 15 days, <b>after</b> formally-notified last date of admission
(5)	00%	More than 30 days <b>after</b> formally-notified last date of admission

#### 3. Application and Enforcement

3.1 The instructions contained in this Notification shall be in supersession to its earlier Public Notice dated 23.04.2007 and its Notification dated 16<sup>th</sup> December, 2016. It shall be applicable to Undergraduate, Postgraduate and Research Programs run by universities included under Section 2 (f) of UGC Act, together with all colleges under their affiliating domain and institutions declared as deemed to be universities under Section 3 of the UGC Act.

3.2 The provisions contained in this Notification shall come into force with immediate effect and shall have regulatory force on extant as well as future grievances over issues and matters covered herein.

#### 4. Specific provisions for Mandatory compliance by HEIs:

The Commission herewith lays down specific provisions and consequent mandatory compliance on the issues related to:

(1) Refund of fees by the institution concerned in the event of the withdrawal from the programme by a student; and

(2) Verification and non-retention of academic and personal certificates of student;

For any complaint in respect of (1) & (2) above, the grievance redressal mechanism as prescribed under UGC (Grievance Redressal) Regulations, 2012, shall be followed.

#### 4.1 Refund of Fees

4.1.1 No HEI shall make it mandatory for applicants to purchase the institutional prospectus at any time during the course of the programme of study. Purchasing prospectus shall be the personal choice of the applicant and he/she shall have rights to decide against it in case he/she wishes to access the information from the institutional website. As laid down in the Right to Information Act, 2005, and reiterated in the UGC Guidelines on Students' Entitlement, all HEIs shall disclose on their website and prospectus information regarding the status of the institution, its affiliation, accreditation

**NOTE : \*Caution money and security deposit, which are not part of the fees chargeable, shall be refunded in full.**

4.1.4 In case of (1) in the table above, the HEI concerned shall deduct an amount not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5,000/- as processing charges from the refundable amount.

4.1.5 Fees shall be refunded by all HEIs to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.

#### 4.2 Verification and Non-retention of Students' Academic and Personal certificates

4.2.1 No HEI shall insist upon a student to submit the original academic and personal certificates, like, mark-sheets, school leaving certificates and other such documents, at the time of submitting admission form, but the submission of self-attested copies thereof shall be mandatory.

4.2.2 HEIs shall physically verify the originals at the time of admission of the student in his/her presence and return them immediately after satisfying themselves about their authenticity, keeping the attested copies for their record.

4.2.3 The self-attested certificates of students shall be held valid and authentic by institution concerned and/or the affiliating university for all purposes and administrative requirements and should there be a need for physical verification at any time during the course of the programme of study, such verification shall be undertaken and the original certificates thus used for verification shall be returned immediately to the student concerned.

4.2.4 Taking the certificates into institutional custody under any circumstance or pretext is strictly prohibited.

4.2.5 In case of any suspicion over the authenticity or genuineness of a certificate, reference may be made to university or the Board which issued the certificate to the student and the admission be subjected to the authentication, but original certificate shall not be retained by the HEI under any circumstance.

#### 4.3 Grievance Redressal Mechanism (GRM)

4.3.1 All HEIs shall mandatorily have a "Grievance Redressal Mechanism" (GRM) as mandated by UGC (Grievance Redressal) Regulations, 2012, as amended from time to time, to address and effectively resolve complaints, representations and grievances related to any of the issues mentioned in this Notification.

4.3.2 The GRM shall be available on HEI website.

4.3.3 HEIs shall ensure that all grievances received are addressed as deemed fit within 30 days.

#### 5. Punitive Actions by Commission against defaulting HEIs

The Commission, in respect of any HEI which contravenes or fails to comply with the provisions of this Notification, shall proceed to take one or more of the following actions, namely:-

- (a) withdrawal of declaration of fitness to receive grants under Section 12B of the UGC Act, 1946;
- (b) withholding any grant allocated to the HEI;
- (c) declaring the HEI ineligible for consideration for any assistance under any of the general or special assistance programs of the Commission;
- (d) informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the Commission, about the non-compliance by the HEI concerned;
- (e) recommend to the affiliating university for withdrawal of affiliation, in case of a college / institute;
- (f) recommend to the Central Government for withdrawal of declaration as Institution deemed to be university, in case of an institution deemed to be university;
- (g) recommend to the appropriate State Government for appropriate necessary action in case of a university established or incorporated under a State Act;

- (h) taking such other action within its powers as the Commission may deem fit.

Provided that no action shall be taken by the Commission under this Notification unless the HEI has been given an adequate opportunity of being heard.

  
(Rajnish Jain)  
Secretary

### 5.6.3 Attendance requirements

- A student must attend every lecture, tutorial, and practical class. However, to account for late registration, sickness, or other such contingencies, the attendance requirement will be a minimum of 75% of the classes actually held.
- A student with less than 75% attendance in a course during the semester, in lectures, tutorials, and practical's taken together (as applicable), will be debarred from taking the final test/examination in the course and will be awarded an Ab. grade.
- In order to maintain the attendance record of a particular course, course coordinators will record attendance in every scheduled lecture, tutorial, and practical class. 16
- For the purpose of attendance, every scheduled practical class will count as one unit, irrespective of the number of contact hours.
- The course coordinator will consolidate the attendance record for the course (lectures/tutorials and practical's together, as applicable) from the beginning of the semester up to minor test I, from I to test II, and from test II to test III. S/he will put an asterisk against the names of students with less than 75% attendance and send a list to the Registrar office through the Head of the Department. This information will be sent in writing by the Registrar to the students.

## 6 Miscellaneous guidelines

### 6.1 Identity card

All students will be issued the Deemed to be University's identity card within a few days of registration. This identity card is to be carried by the student at all times while at the campus.

## **6.2 Working hours**

The administration working hours of the Deemed to be University are from 0830 hours to 1700 hours, Monday through Saturday. However, all students are required to see the teaching schedule and attend classes accordingly. These may be held beyond 1630 hours or even on Sundays/holidays.

## **6.3 Classroom use**

Students are expected to be in the classroom only when a class is scheduled. At all other times, they must vacate the classroom. However, seminars, small meetings, project work, etc., may be conducted in the classroom when not in use with prior permission from the Registrar's office.

Students are expected to keep the classrooms as clean as possible. No food items of any nature is permitted in the classrooms.

## **6.4 Mobile phones**

The use of mobile phones is strictly prohibited in the classrooms/seminar halls/library. Mobile phones are to be either switched off or kept in silent mode if they are brought into the classrooms/seminar halls/library. Faculty members may confiscate mobile phones that ring in the classrooms/seminar halls/library.

## **6.5 Security**

While the Deemed to be University is conscious about the security of personal belongings, all students must take precautions so that personal belongings are kept safely at all times. Students are urged never to leave personal property unattended and always check to see that doors and windows are properly closed when leaving the classroom at the end of the working day.

## **6.6 Writing articles in newspapers/periodicals**

Students registered in the TERI SAS are free to write articles in newspapers/periodicals as individuals. However, under no circumstances must they indicate any affiliation to the TERI SAS unless explicit permission has been taken from the Vice-Chancellor/Registrar.

## **6.7 Students Feedback**

As a practice the Deemed to be University collects feedback from the students on various aspects of their experience in the Deemed to be University both within and outside the

classroom. They range from courses, programme and teaching to teachers and other members of the Deemed to be University community along with infrastructure and ambience. The general purpose is to address the shortcomings and improve the positives further and sustain them, through documentation of collective reflections.

For the courses, feedback is sought on all stages of its 'life cycle', from the syllabus, modules, readings and assessments to the teacher, pedagogy and relevance. Students will be required to submit the feedback on two occasions – at the middle and end of the semester for each of the courses being studied. For the matters other than the courses, feedback will be sought at the end of one academic year.

It is expected that the students will take notes from the day one to enable sincere, honest and responsible feedback.

### **Feedback template**

#### ***Mid-semester***

[All scales 10 points, NA indicates not applicable (it may mean your inability to comment or your lack of willingness to comment)]

Indicative scale:

Outstanding – 9-10

Exceeds expectations – 7-8

Some scope for improvement – 5-6

Considerable scope for improvement – 1-4

- (i) The instructor clearly explained the objectives and teaching plan of the course (scale)
- (ii) The reading material suggested by the instructor is relevant and useful (scale)
- (iii) I am comfortable with the pace of progress in the course (scale)
- (iv) Adequate encouragement given by the instructor to think, question and discuss. (scale)
- (v) Questions/clarifications raised in the class were appropriately addressed (scale)
- (vi) The instructor could convey her/his command over the subject (scale)
- (vii) The instructor could articulate and express adequately (scale)
- (viii) The instructor could create an interest in the subject for me (scale)
- (ix) Other comments:

You may write about the aspects of the course and the teaching not captured above.

For example, the aspects of the course that you have liked, the problems that you have faced during this course, etc. You may also make suggestions to improve the course delivery? [750 characters with space] [Instruction: kindly add buttons to include Emoticons within the text].

### ***End-Semester***

- (i) There has been an enhancement of my knowledge through this course
- (ii) The reading material suggested by the instructor is relevant and useful
- (iii) I was exposed to updated material in this course
- (iv) The course content delivered within assigned number of class hours
- (v) The pedagogy employed by the instructor was appropriate for meeting the objectives of the course
- (vi) The instructor was accessible outside of class for discussions (during contact hours and by appointment)
- (vii) Evaluation process (in the same 10 point scale as in mid-semester):

The mode of assessment and process of evaluation reflected the course plan

The evaluation tested in-depth understanding of the subject

The evaluation helped in understanding the subject better

The evaluated answer-sheets/assignments/etc. were made available for consultation as per schedule

The evaluation process was appropriate and fair

#### **6.7.1 Points related to feedback on the course itself**

Assigned hours is commensurate with the course content

Topics covered in the course were appropriate and interconnected

The course is commensurate with the overall programme

This course is relevant for my professional development

#### **6.7.2 Other comments:**

You may write about the aspects of the course and the teaching not captured above. For example, the aspects of the course that you have liked, the problems that you have faced during this course, etc. You may also make suggestions to improve the course delivery? [750 characters with space] [Instruction: kindly add buttons to include Emoticons within the text].

You may wish to comment on (a) administrative support, (b) adequacy of materials in the library, (c) quality of the laboratory facilities, (d) ITes, etc., relevant to the course per se? [750 characters with space]

General Module – only one – not course wise

Mark your choice against the following:

Administrative Support

Computer laboratory

Information Technology services

Infrastructural facilities in the class room

Laboratory facilities

Library Services

Health, Hygiene and Sanitation quality

Quality of food/beverage and environment in Canteen  
Beyond curriculum activities

## 6.8 Undertaking for use of student photographs

I .....age.....son/daughter of .....residing  
at.....and presently pursuing.....programme, do hereby  
authorise the TERI SAS to use any of my photograph/audio/video (recorded during  
academic, cultural and sports activities) for publicity/campaign initiatives of TERI  
SAS as the management deem fit.

Date. ....

Place.....

Student's signature.....

Name .....

Registration No.....

## 7 Hostel

---

### 7.1 Hostel Facilities at the TERI SAS:

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

### 7.2 Procedure for allotting hostel:

- (i) Hostel facility shall be provided to the women students who are not from Delhi & NCR.
- (ii) Performance in the admission process shall be taken into consideration for students from Under Graduate & post-graduate programmes.
- (iii) Vacant seats are to be extended to visiting woman students/interns/faculty at the discretion of the Registrar.
- (iv) Hostel facilities shall be allocated to the students from each stream and the seats are to be reserved per programme. {In case there are fewer applications from any streams, the Registrar's discretion in allocation of resources shall be final}

### 7.3 Fees:

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

Sr. No.	Hostel Room Rent per month (including meals)	INR
(a)	Single Occupancy	24000
(b)	Double Occupancy	20000

Note:- Interest free refundable security – Rs 10000/-

Fees to be paid per semester basis

1. At the time of admission, fees for the entire semester will be collected on date of admission to hostel.
2. Late fee of Rs. 1000/- will be applicable for a period up to 15 days.

3. Applicants not paying the dues by the late fee date will lose their seat and the seat will be allotted to the next applicant in the merit list.
4. Applicants not paying the dues within 15 days from the promulgated dates will be asked to vacate the hostel.

#### **7.4 Discipline:**

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

#### **7.5 Rules for Hostel Residents:**

- (i) Medical facilities shall be provided on call at the expense of the resident. A 'First Aid' box shall be available at the hostel.
- (ii) Basic furniture and mattresses shall be provided in the rooms. Residents are required to make their own arrangements for linen, blankets, pillow etc.
- (iii) Consumption of alcohol, smoking and gambling is strictly prohibited within the hostel.
- (iv) No personal guests are allowed to stay in the hostel.
- (v) All residents are required to be back in the hostel everyday by **8:30 pm**.
- (vi) Strict action shall be taken as per Deemed to be University rules against residents who indulge in or encourage ragging of other students/residents.
- (vii) Students would not be allowed to stay in the hostel during vacations however, a cloak room shall be provided for safe keeping of their luggage.

#### **7.6 Mess Timings:**

(Mondays to Saturdays)	(Sundays)
0730hrs to 0830hrs	0830hrs to 1000hrs
1245hrs to 1345hrs	1300hrs to 1400hrs
2000hrs to 2130hrs	2000hrs to 2200hrs

## **7.7 Miscellaneous Instructions:**

- (i) Residents are;
  - a. not allowed to make any additional extension from the electrical switches. They are required to switch off the electrical switches before leaving the room.
  - b. allowed to use mobile and laptop chargers only. Electrical appliances such as oven, cooking stove, gas cylinder and refrigerator are not allowed for safety reasons. The hostel management has the right to confiscate the appliances and penalize the errant resident.
  - c. not allowed to get involved in any business activity related to food and beverages in their respective rooms or within the hostel compound.
  - d. not allowed to cook in the hostel rooms. Disciplinary action would be taken against those who are found cooking in hostel rooms.
  - e. not allowed to make noise especially after 10.00pm as it would disturb the privacy of other residents.
  - f. not allowed to change the position of room furniture and facilities.
  - g. not allowed to bring any personal furniture to the hostel.
  - h. prohibited to display any obscene picture / poster in their rooms or within the hostel area.
  - i. not allowed to put nails, dirty the walls or damage the room at any time.
- (ii) Arms and ammunition are strictly prohibited within the Deemed to be University premises.
- (iii) Security of residents shall be the responsibility of the Deemed to be University only within the premises.
- (iv) Outside the campus premises, the security shall be the responsibility of the residents.
- (v) The cafeteria (Ground Floor) shall be used as the Meeting Room for visits. The visiting hours shall be from 1730hrs to 1830hrs.
- (vi) In case of requests for night outs – the resident are required to take prior permission of the Warden-in- charge.
- (vii) The respective timings provided in these rules should be strictly adhered to.

---XXX---

## **Facilities available**

## 8.1 Mentors

All master's students are assigned a faculty member to serve as an academic mentor during the students' stay at the TERI SAS.

The mentor provides academic guidance and offers assistance on selection/scheduling of courses based on experience and career aspirations of the students. Personal problems may also be discussed with the mentor.

## 8.2 Library

The TERI School of Advanced Studies Library and its collections and services continue to grow and evolve. It delivers a number of electronic services and an ever-wider range of resources in order to support teaching, learning, and research. The Library continually seeks to identify key areas to add value and develop services that facilitate seamless access to e-resources. It exemplifies modern methods for creating, applying, and utilizing digital resources and services. The services are offered electronically through a web-enabled integrated digital information system. Electronic resources and services are centrally organized and available via a single-window access and also remote access on Knimbus platform. The collection of TERI SAS library includes books, e-books, CD-ROMs, DELNET, periodicals, online journals and databases like ScienceDirect, Jstor, Capitoline Plus and Manupatra etc.

Besides its own library at the campus, the TERI School of Advanced Studies has access to the TERI library, which has emerged as a pioneering research library and information centre in South Asia on energy, environment, and sustainable development. The library is one of the largest repositories of information in South Asia and most modern in terms of service, infrastructure, and information technology applications.

Several information centres are also housed in the library. The collection includes over 21 000 books, 931 e-books, 5,000 bound volumes of periodicals, more than 1600 print and online journals and databases, 1556 CD-ROMs, and also miscellaneous items such as government documents, standards, and pamphlets. The entire library collection is indexed, searchable on the OPAC (Online Public Access Catalogue), and is bar coded.

The facilities offered by the library include, reprography, study carrels (clusters), and access to computers, Internet systems, multimedia system, and common user terminals for accessing the catalogue and databases.

Digital library initiatives have been launched for developing an electronic library that provides rich and structured content through online, remote, and continuous access to resources. It is a common gateway that provides free facility to browse and search various forms of digital publications.

TERI has also developed a comprehensive KM (knowledge management) system to organize all its knowledge sources centrally and provide a single-window access to researchers at their desktops for searching as well as updating.

### **Library Rules and Regulations**

#### **a) Loan Period:**

<b>For Circulation</b>	<b>Master Students</b>	<b>Ph.D Students</b>
<b>Text Books</b>	<b>7 Days (3 per borrower)</b>	<b>10 Days (5 per borrower)</b>
<b>CDs</b>	<b>2 Days (One per borrower)</b>	<b>2 Days (2 per borrower)</b>
<b>Loose Magazine</b>	<b>Overnight (2 per borrower)</b>	<b>Overnight (2 per borrower)</b>

#### **b) Documents issued Overnight**

- Reference books (Not available to issue during examination period)
- Government documents
- Loose magazine issues (Excluding the latest issue)

#### **c) Overdues and Fines**

- Books may be reissued three times if not required by other users, at the Library Counter.
- Rs.5/- per day for first 4 days, Rs. 10/- per day for next 10 days and thereafter Rs. 50/- a day
- Subject to a maximum the cap of the fine at cost of book Plus (+) 20%
- Waiver of fines to be approved by the VC, Pro VC and the Registrar of TERI SAS.

### **Timings of the library**

The TERI SAS Library shall remain open on all the days except list of holidays notified by the Deemed to be University (<http://www.terisas.ac.in/list-of-holidays>). The opening timings shall be as under: -

Monday to Friday 8:00 AM to 8:00 PM (Issue/return of books from 8:30 AM to 5:30 PM)

Saturday 8:00 AM to 8:00 PM. (Issue/return of books from 8:30 AM to 1:30PM)

Sunday 8:00 AM to 8:00 PM. (No issue/return of books)

## **8.3 Internet access**

Internet access is available in all Deemed to be University's computers located in the library. Students are discouraged from doing any personal work on the computers. Cases detected would be severely dealt with.

### **8.3a Student Email id: Account Deactivation**

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.

### **8.4 Notice boards**

Notice boards are available for information or messages to the students at various locations all over the campus. Students must read the notices regularly.

### **8.5 Telephones**

The office telephones in the TERI SAS campus are NOT available for students' use unless, they are for official business or have the permission of a faculty member or are working on a special authorized project. Please do not use the Deemed to be University phone for your private or business purposes except in the case of an emergency.

### **8.6 Photocopy and printing**

Photocopy and printing facilities are available for students to use on a payment basis.

### **8.7 Dress regulations**

While the Deemed to be University does not have any dress regulations, students are expected to be decently dressed at all times.

### **8.8 Pets**

Pets of any variety (walking, flying, swimming, or slithering) are not allowed into any of the buildings at any time.

### **8.9 Equipment uses**

Students must seek prior permission of faculty members before using the equipment in laboratories. Equipment cannot be transferred from one laboratory to another without specific permission. The computers, LCD projectors, and overhead projectors in classrooms are to be handled with care.

## 8.10 Medical room

Counsellor / Psychiatrist / Medical practitioner is available in the campus on alternate Wednesday for two hours in the Medical Inspection (MI) Room (hostel block). In case of medical emergency, vehicle is provided to ferry students to nearest hospital.

## 8.11 Cafeteria

The Deemed to be University has a well-stocked cafeteria, in the ground floor for the use by the students. A rate list (finalized in consultation with the canteen committee) is available for ready reference of the students.

## 8.12 Clubs

The Deemed to be University has three active clubs (a) Eco-Club, (b) Media and Arts Club and (c) Sports Club.

- a. Eco-Club: organizes and celebrates environment-related events and activities, such as 'No Plastic Day,' 'Earth Day,' 'International Youth Day', tree plantation drives etc.
- b. Media and Arts Club: This club helps artistic pursuits and promotes talent of the students by creating awareness about the TERI SAS activities and its philosophy to the world outside.
- c. Sports Club: The intra-university Sports Meet is an annual sports extravaganza organized by the TERI SAS's Sports Club. It's a two weeklong event, which includes sports like badminton, table tennis, cricket, athletics, volleyball, football, basketball and carom. All the sports events take place in the Deemed to be University premises except cricket and athletics, which are held in TERI Gram, Gual Pahadi, Gurgaon. This helps foster healthy sportsman spirit amongst students.
- D In addition TERI SAS published own in a quarter the newsletter titled TERRAMATTERS, where in students are encourage write article and submit their thoughts. Point of contact is MS. Sonika Goyal ([sonika.goyal@terisas.ac.in](mailto:sonika.goyal@terisas.ac.in))  
VASUNDHARA – Once in a quarter is published by the club.

## 8.13 Institutional Innovation Council (IIC)

The Ministry of Education (MoE), through its Innovation Cell (MIC), launched the Institution's Innovation Council (IIC) program in collaboration with AICTE for Higher Educational Institutions (HEIs) to systematically foster the culture of innovation and the start-up ecosystem in education institutions.

The IIC at the TERI SAS is working towards fostering an ecosystem of innovation at the institute in areas related to sustainable development. The IIC at TERI SAS has members from the faculty, industry professionals (external experts) as well as student representatives.

Regular activities are being undertaken by the Council on areas related to ideation, Problem solving, Proof of Concept development, Design Thinking, IPR and project management. The Institute offers courses related to 'Entrepreneurship' and 'Design Thinking' as electives to the students. Professionals from the industry are being invited to enlighten the student community on relevant themes. Founders of several start-ups have also delivered pep-talks, inspiring the students to think big and start their own ventures. Students are further being encouraged to participate in design competitions and hackhatons.

The Institution's Innovation Council (IIC) of TERI SAS:-

#### Internal Members

Sl.no.	Name	Department	Roles & Responsibilities (as per IIC)
<b>FACULTY</b>			
(i)	Prof Sukanya Das	Dean (Research & Partnerships)	President
(ii)	To be confirmed		Convener
(iii)	Dr Ranjana Chaudhuri	DoRWS	Social Media Coordinator
(iv)	Dr Gopal Sarangi	DoPMS	Start-up Activity Coordinator
(v)	Dr Anand Madhukar	DoNAS	Internship Activity Coordinator
(vi)		CPGLS	IPR Activity Coordinator
(vii)	Dr Shruti Sharma Rana	DoPMS	ARIIA Coordinator
(viii)	Dr Chandan Kumar	DoPMS	NIRF Coordinator

(ix)	Prof. Shashi Bhushan Tripathi	DBT	Member-1
(x)	Dr Amit Singh	DoNAS	Member-2
(xi)	Dr Sanyyam Khurana	DoPMS	Member-3
(xii)	Dr Sapan Thapar	DoSE	Member-4
<b>NON- FACULTY</b>			
(xiii)	Ms Sonika Goyal	Admin	Ecosystem Facilitator
(xiv)	Mr Devinder Kumar	Admin	Secretary
<b>STUDENT</b>			
(xv)	Ms Arushi Verma	MBA (SM)	Member
(xvi)	Mr Hans Malik	MBA (SM)	Member
(xvii)	Mr Abhishek Hanumant Shastri	MTech (REEM)	Member
(xviii)	Mr Karan Deep Sood	MTech (REEM)	Member
(xix)	Mr Tejavath Manohar Naik	MSc (ESRM)	Member
(xx)	Ms Aesha Himanshu Sura	MSc (CSP)	Member
(xxi)	Mr Dhroov Chauhan	MSc (Geoinformatics)	Member
(xxii)	Ms Jhalak Jauhari	MSc (Biotechnology)	Member
(xxiii)	Ms Ritika Kalra	MSc (Biotechnology)	Member
(xxiv)	Mr Vaibhav Kothari	MSc (Biotechnology)	Member
(xxv)	Ms Anusha Paul Choudhury	MSc (Economics)	Member
(xxvi)	Mr Riddhi Kailash Dhand	MA (SDP)	Member

#### External Members

Sl.No.	Name	Organization	Roles & Responsibilities (as per IIC)
(xxvii)	Mr Amit Kumar	Consultant	Technical Expert

(xxviii)	Mr Vikrant Rana	Managing Partner- SS Rana & Associates (law firm)	Patent expert
(xxix)	Mr Mudit Jain	Head-Research, Tata Cleantech Capital	Bank/ Investor
(xxx)	Ms Devakshi Dhawan	Social Alpha (Tata Trusts)	Ecosystem Enablers
(xxxi)	Mr Alok Gupta	Alumni & Start-up Founder (ENVECOLOGIC)	Startup/ Alumni Entrepreneur
(xxxii)	Mr KP Philip	AGM, IREDA	Member-1
(xxxiii)	Mr Lucky Agarwal	Alumni & Start-up Founder (SolarTech)	Member-2

## 8.14 Entrepreneurship Development Cell

Objective: The following will be the objectives of EDS:-

- To inculcate the spirit of entrepreneurship amongst the students of TERI SAS.
- To facilitate various support services including information to students of TERI SAS endeavoring to become entrepreneurs.
- To provide an environment for self-employment and entrepreneurship development through conduct of various programmes.
- To introduce the concept of entrepreneurship in the curricula of TERI SAS
- To make use of the facilities available in the campus and trained manpower for the development of non-corporate and unorganized sectors.

Activities: The following activities will be carried out by EDC in each academic year:-

- Entrepreneurship awareness programme (EAP)
- Talks by successful entrepreneurs/Guest lectures
- Skill development programmes (SDP)
- Research and survey for identifying entrepreneurial opportunities
- To support prospective entrepreneurs on various aspects of new startups wrt project approvals, loans and facilities etc.

Dr. Shruti Sharma Rana is a coordinator of Entrepreneurship Development Cell.

# Important Policies

---

## 9.1 Intellectual Property Rights

One of the objectives of TERI SAS is “to provide for research and for advancement of knowledge”. Students, while engaged in the scholarly pursuit of knowledge and applied research may lead to the development of intellectual property that may be protected by IPR (which includes patents, trademarks, copyrights for commercial value). These guidelines lay down the rights and responsibilities of the students of TERI SAS wherever the results of their research, creative pursuit, innovations or endeavours are patentable, copyrightable or commercially marketable. These guidelines, whilst safeguarding the Deemed to be University, attempt to encourage, support and motivate students in the creation of new knowledge and application of existing knowledge.

The Dean (Research & Partnerships) or the Vice Chancellor is responsible for the interpretation and implementation of the provisions contained in the guidelines.

Full policy is available at : Student portal

### *IPR GUIDELINES*

I ....., registration no. .... certify that I have read and understood the IPR guidelines of the TERI SAS. I undertake to abide by the IPR guidelines of the Deemed to be University while working on any research project at TERI/TERI SAS.

Date. ....

Student's signature.....

Place.....

Name .....

Registration No.....

## 9.2 Appropriate Authority – IP policy 2017

The following constitute the appropriate authority to deal with all issues required under the IP policy and submit their recommendations to the Vice Chancellor:

A Committee as follows is hereby constituted on all the issues pertaining to the implementation of IP Policy at TERI SAS:-

- |  |                    |
|--|--------------------|
| (a) Dean (Research & Partnerships)                   | - Chairperson      |
| (b) Head of the concerned Department/Centre          | - Member           |
| (c) One faculty from the concerned Department/Centre | - Member           |
| (d) Assistant Librarian                              | - Member Secretary |

The IP and Technology Transfer Cell of TERI SAS shall function under the supervision of the Committee coordinated by the Secretary. The secretary on advice of the Chair will intimate the members as per the issues dealt and maintain the minutes/records of the Authority and the Cell.

### 9.3 Anti-Ragging Measures

Ragging in any form is strictly prohibited in the TERI SAS. Any case of abetment to ragging physically or psychologically, humiliation, violation of decency and morals, and any other offence which could be construed as ragging will be viewed extremely seriously by the Deemed to be University and strict action would be taken against those found guilty. In case of any incident of ragging the following officials of the Deemed to be University Anti Ragging Committee may be contacted: -

The following will constitute the Anti Ragging Committee of TERI School of Advanced Studies: -

Chairman	Vice Chancellor
Faculty representatives (2)	Dr Swarup Dutta, Dr Manini Syali
Vice Chancellor nominee	Registrar
Warden	Ex-officio
Director, Student Affairs	Ex-officio
Non-teaching staff representative (Convenor)	Ms Veena
Student representative (Masters')	Ms Ginni Singh
Student representative (UG)	Ms Amulya Saxena
Representative of NGO	To be nominated by the Placement & External Relations Officer
Parent representative	Ms Subhasree Vijayaraghavan, Parent of Mr Tushaar Vijayaraghavan, MA (SDP)

The students in distress due to ragging related incidents can also call the National Anti-ragging Helpline 1800-180-5522 (24 x 7 toll free) or e-mail the Anti-ragging Helpline at [helpline@antiragging.in](mailto:helpline@antiragging.in). For any other information regarding ragging, please visit the UGC website i.e. [www.urg.ac.in](http://www.urg.ac.in) and [www.antiragging.in](http://www.antiragging.in) and contact UGC monitoring agency i.e. Aman Satya Kachoroo Trust on following No. 09871170303, 09818400116 (only in case of emergency).



ज्ञान-विज्ञान विभुवन्तये

डॉ. तेजस प्रद्युम्न जोशी

संयुक्त सचिव

Dr. Tejas Pradyuman Joshi

Joint Secretary



सत्यमेव जयते



भारत 2023 INDIA

विश्वविद्यालय अनुदान आयोग  
University Grants Commission

(शिक्षा मंत्रालय, भारत सरकार)  
(Ministry of Education, Govt. of India)

D.O. F. No. 1-15/2009(ARC)PT.III

12<sup>th</sup> June, 2023

To,

The Vice Chancellor of all University

The Principal of all Colleges

**Subject: Regarding revised procedure of Anti Ragging Undertaking & Compliance submission.**

Sir/Madam,

As part of UGC's initiative towards reduction of compliance burden of its stakeholders, UGC has revised the procedure for students to file online Anti Ragging undertaking. Now the procedure is completely online and student is not required to submit any hard/printed affidavit in institute.

This procedure has been changed with the view to conserve paper, to protect our environment and to reduce compliance burden of our stakeholders.

It has been observed that some prominent institutions are still following the previous exercise. You are therefore requested to adopt the revised procedure and not to receive any hard/ printed affidavit by students.

Anti-Ragging Undertaking must be filled by the students online on <http://www.antiragging.in> only. Universities/Colleges will not accept Anti Ragging Undertaking by students in Hard/Printed copy/Affidavits. **(Please note that the student is not required to print & sign it as it used to be in the earlier case).**

Further the compliance submission is not upto the mark by the institutions, therefore you are also requested to submit compliance on the following link:

[https://www.antiragging.in/compliance\\_disclaimer.html](https://www.antiragging.in/compliance_disclaimer.html)

Soft copy of the Anti-Ragging Posters are also enclosed with a request to display on the prominent places in your campus areas like Admission Centre, Departments, Library, Canteen, Hostel, and Common facilities etc.

For any query in this matter, you may contact National Anti-Ragging Helpline 1800-180-5522 or email us at [helpline@antiragging.in](mailto:helpline@antiragging.in)

With regards,

TEJAS  
PRADYUM  
AN JOSHI

Date:  
2023.06.1  
2 17:55:24  
+05'30'

Yours faithfully,

  
(Tejas P. Joshi)



नेट ब्यूरो, दिल्ली विश्वविद्यालय का साउथ कैम्पस, बेनितो जुआरेज़ मार्ग, नई दिल्ली — 110021.  
NET Bureau, South Campus of Delhi University, Benito Jhuarez Marg, New Delhi – 110021.  
Ph. No.: 011-24115424 Email: [tejas.ugc@gov.in](mailto:tejas.ugc@gov.in) ; [tejas2709@gmail.com](mailto:tejas2709@gmail.com)

## 9.4 Internal Complaints committee (Prevention of sexual harassment)

Internal complaints committee: -

Dr Anandita Singh	Professor	-	Presiding Officer
Dr Swaroop Dutta	Associate Professor	Two faculty members	Member
Dr.	Assistant Professor		Member
Ms Veena	Executive Assistant	Two non-teaching employees	Member
Mr Rakesh Joshi	Administrative Officer		Member
Ms Betty Mark	Receptionist	Two PG students and one research scholar	Non-member Secretary
Ms. Kripa Bharadwaj	Reg No. 2200013MSG	Two PG students and one research scholar	Member
Ms. Rishikaa Sajeev	Reg No. 2200089MSO		Member
Ms Tejasi Shah	Reg No. 2000530RSP		Member
Dr. Anjali Mehta		Non-govt. Org.	Member

Policy document available at :

<https://www.terisas.ac.in/prevention-and-sexual-harassment.php>

Procedure for lodging complaints is available at the deemed to be university website under the above mentioned link.

## 9.5 Committee on SC/ST

TERI School of Advanced Studies is a Deemed to be University granted by the University Grants Commission and notified vide the Ministry of Human Resources Development, Department of Education, Government of India, notification no. F.9-19/95-U-3 dated 5 October 1999.

The University is committed to provide an environment that promotes diversity and respects for everyone regardless of colour, religious, belief, caste, creed or cultures, while maintaining diversity of all kinds. It also commits to ensuring protection of everyone including person with disabilities and acting as per the provisions of Constitution of India in such matters. In order to create a living and working environment where all employees and students feel safe and respected, the university is doing its best in this regard. In order to ensure due compliance of the orders of reservation issued from time to time in favour of SC and ST and to ensure prompt

disposal of the grievances of the employees of SC ST and PWD Category, the University has established a committee.

#### Composition of the Committee

1. Prof Ramakrishnan Sitaraman - Convenor
2. Prof Shaleen Singhal - Member
3. Prof Anandita Singh - Member
4. Dr Adil Masood - Member
5. Dr Ratan Jha - Member
6. Dr Moumita Mandal - Liaison Officer for SC/ST

## 9.6 Student Disciplinary committee

The formal procedure of a complaint with respect to violation of Honour Code will be heard and adjudicated by the TERI SAS Disciplinary Committee (DC) consisting of the following: -

(a)	Nominee of VC	Chairperson
(b)	Dean(s)	Member
(c)	Concerned Head of Centre/Department	Member
(d)	Registrar	Secretary

Anyone can lodge a complaint with the Head of the Department about a perceived breach of honour code by a student. All such complaints will be forwarded to the Dean (Academic) who will, in consultation with the Course Instructor and/or Ph.D. supervisor, determine the severity of the breach of conduct and discipline and decide to either deal with the complaint informally or formally. If the case has to be dealt formally, it must be forwarded to the Vice Chancellor for convening a Disciplinary committee. If a student is found responsible for violation(s) of the Honour Code, disciplinary action will be taken as under: -

#### ***Minor Punishment***

Oral Reprimand. Advised and cautioned about misconduct orally.

Written Reprimand. Advised and cautioned about misconduct in writing.

Written Warning. Warning may be imposed for a period of not more than one calendar year. To be communicated in writing mentioning that further violations of any section of Honour Code, will result in more severe disciplinary action.

### ***Major Penalties***

Academic Penalties: -

Debar from Exam. Based on the rules promulgated by Controller of Examination.

Reduced Grade/F Grade. Based on Deemed to be University policy on various issues other than a legitimate performance in the exam.

Cancellation of registration and/or Denial of Credit. Applicable to cases where the student is found guilty of withholding information relating to the student's admission, transfer credits, academic status, records, etc.

Restrictions/Suspension of Privilege. Prohibits participation in or attendance at certain events, activities, or class/lab; restricts specific campus student privileges.

(i)	Hostel Privileges
(ii)	Use of Lab Facilities
(iii)	Use of Library facilities
(iv)	Use of Cafeteria Block
(v)	Use of sports facilities
(vi)	Membership in Clubs and Other bodies
(vii)	Placement Activity
(viii)	Internship/academic association with partner institution

Fine for Damage. An appropriate fine to be levied in addition to the compensation for damage caused by the student.

Disciplinary Probation. Written notification that further violations of Honour Code may result in suspension. The terms of disciplinary probation shall be determined on case-to case basis.

Suspension. Student will be withdrawn from all courses carried in that semester and forfeit fees. Student shall be refrained from visiting the Deemed to be University premises unless approved in writing by the Dean (Academics). Suspension may involve course drop, semester drop, rustication for a specified period depending on the severity of the offence(s). The student can be reinstated on receipt of a written request from him/her after completion of the suspension period. Expulsion. Forfeiture of all rights and degrees not actually conferred at the time of the expulsion, forfeiture of right to study and fees. Student can only visit the Deemed to be University premises only if the permission is issued in writing by the Dean (academics).

## 9.7 Committee for Grievance Redressal

Grievances and complains of any kind may be forwarded to the concerned Deemed to be University Authorities/Offices (details provided in student's portal , notice boards and the relevant policies) for resolution. If the complainant is not satisfied with the decision, then the issue may be forwarded to the Grievance Redressal Committee at email ID [kamals@terisas.ac.in](mailto:kamals@terisas.ac.in). The committee consists of the following:-

Name	Designation
Prof. Ramakrishnan Sitaraman	Chairperson
Prof. Anandita Singh	Member
Prof. Shaleen Singhal	Member (Senior Academician)
Prof. Sukanya Das	Member (Senior Academician)
Ms. Bhavya Batra	Student Nominee
Ms. Veena	Secretary

You can lodge your complaint with grievance committee online at:

<https://www.terisas.ac.in/committee-for-grievance-redressal.php>

## 9.8 Institutional Academic Integrity Panel (IAIP)

In order to comply with the UGC rules (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018, the committee will look into the issues related to implementation of UGC norms related to the prevention of plagiarism in TERI SAS. The committee comprises of the following:

Name	Designation
Prof Shashi Bhushan Tripathi	Chairperson
Prof Sukanya Das	Member (Senior Academician)
	Member (Senior Academician)
Mr. Ratan Jha	Member (Assistant Librarian)
Prof. N Raghuram	External Member
Mr. Rakesh Joshi	Secretary