

**TERI SCHOOL OF ADVANCED STUDIES
NEW DELHI**

**MINUTES OF THE MEETING OF THE
ACADEMIC COUNCIL HELD ON 02 APRIL 2001**



TERI SCHOOL OF ADVANCED STUDIES
DARBARI SETH BLOCK, INDIA HABITAT CENTRE, NEW DELHI

**MINUTES OF THE FIRST MEETING OF THE ACADEMIC COUNCIL
HELD ON 2nd APRIL 2001 AT 1500 HOURS IN THE BOARD ROOM**

The First Meeting of the Academic Council was held on Monday, 2nd April 2001 at 1500 hours in the Board Room.

PRESENT:

The following were present:

Dr T P Singh - Chairman
Dr S C Adlakha
Prof K Vasudeva
Mr O P Aggarwal, IAS
Prof S S Bhojwani
Prof Akhilesh Tyagi
Prof Subhash Chander - Special Invitee
Lt Col R P Singh - Secretary

Before taking up the Agenda, the Chairman welcomed the members.

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**ITEM NO. 1 To ascertain the views of the Academic Council on the
concept paper of TERISAS**

The concept paper was discussed at length. It was suggested that in order to streamline the organisational structure, the Departments and Centres of Research should be part of the Faculties. The Academic Council recommended that after incorporating the suggestions of the Council, the Concept paper, along with its two Annexures, be put up to the Board of Management for approval.

Accordingly these and other modifications suggested by the Academic Council have been incorporated in the revised Concept paper (along with Annexures 1.1. and 1.2), which is attached as Annexure 1.

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CONCEPT PAPER –TERI-SAS

The Central Government vide its notification no.F.9-19/95-U-3 dated 5th October, 1999 has declared TERI-School of Advanced Studies (TERI-SAS) as a Deemed-to-be-University under the provisions of Section 3 of the University Grants Commission (UGC) Act of 1956 on the recommendations of the UGC. For this purpose, the UGC has approved the prescribed Rules and Regulations of the TERI-SAS which were communicated to the School vide letter no.F.9-19/95-U.3 dated 7th February 2000. The Deemed-to-be-University status of the TERI-SAS grants the school the rights to confer degrees under the provisions of Section 22 of the UGC Act of 1956. This concept paper analyses the objectives of TERI-SAS, as approved by the Government, and attempts to develop an organisational structure of the School.

1.0 Objectives

1. 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.
2. To provide for research and for the advancement of and dissemination of knowledge.
3. To do all such other acts and things as may be necessary or desirable to further the objects of the School. 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 course of study; and
 - (iii) To establish, acquire and maintain facilities such as offices, residential accommodation for staff, hostel for students, etc.

1.1 Objective 1

Objective 1 does not specify whether the institution be set up for imparting instruction to a formal degree/diploma or not. It is, therefore, implied that the school may run degree/diploma as well as non-degree/diploma programmes e.g short term courses, summer schools etc. The school being a school of advanced studies, all programmes in the school must necessarily be at the post-graduate level.

A provision has been made in this objective to add other branches of learning and suitable powers have been given vide clause 5(a)xxxiii of the rules to the Board of Management to establish, on the advice of academic council, divisions, departments for academic work and functions of the school. The academic council vide clause 8(b) xiii is also authorised to make periodical review of the activities of the departments/centres and to take appropriate action. These provisions point to the need of setting up of a periodic review mechanism.

In light of the above analysis, objective 1 resolves into the following components:

- 1.1.1 To offer instructions in energy studies, biosciences, environmental sciences and public policy and other branches of learning at the post graduate level;
- 1.1.2 To offer degree/diploma as well as non-degree diploma programmes at post graduate level;
- 1.1.3 To make periodic evaluation of its Courses and programmes
- 1.1.4 To review, develop and update its curriculum so that the instruction remains at the cutting edge of knowledge/ Technology.

1.2 Objective 2

Objective 2 asks for the provision of facilities to carry out research and for the advancement and dissemination of knowledge. These facilities could be degree oriented e.g M.Tech., M.Phil., Ph.D or delinked from a degree/diploma.

Advancement and dissemination of knowledge have been clubbed in this objective with a view to highlight the necessity of dissemination of the advancements.

In light of the above comments, we can split the objective 2 into the following :

- 1.2.1 To provide facilities for postgraduate study and research leading to postgraduate degrees like Ph.D. M.Tech., M.Phil., Post Graduate Diplomas, etc.
- 1.2.2 To provide facilities to disseminate the advancements.

1.3 Objective 3

This objective lists some of the actions which are necessary or desirable to achieve the above mentioned objectives. It has three components :

1.3.1 Objective 3 (i)

This component chooses collaboration with other educational institutions as a mechanism to further the objects of the school.

TERI-SAS has been conceived by the researchers and professionals of TERI. The areas specified in the objectives for the TERI-SAS are the same in which TERI's expertise is recognised internationally. TERI has built world class infrastructure for carrying out research, development, design and demonstration work in these areas. The rules and regulations of the school vide clause 28 also place the responsibility of meeting the costs, charges, expenses, shortfall/ deficit on TERI. Therefore it is desirable that special links be created between TERI and TERI-SAS in order to take advantage of the knowledge of TERI's professionals, infrastructure and experience in evolving, running and updating the courses in the School. It is also desirable that we include DST recognised research and development establishments in addition to other educational institutions for establishing collaborative links.

Objective one lists the areas of work of the school as energy studies, biosciences, environmental sciences and public policy. These areas have been researched and developed in TERI to actively promote technologies, policies, and institutions for efficient and sustainable use of natural resources. The academic work in some of these areas will require field studies involving collection, analysis and interpretation of data which is usually available either with government departments or with NGOs. Therefore, collaborative links with Government departments and NGOs will be necessary to achieve the objectives of the school. In view of the above analysis, Objective 3(i) can be split into the following components

- 1.3.1.1 To foster special links with TERI to meet the objectives of the TERI-SAS.
- 1.3.1.2. To develop collaborative links with other educational institutions and R&D establishments, Government departments and NGOs in the country.
- 1.3.1.3 To develop collaborative links with other educational institutions and R&D establishments and NGOs outside the country.

1.3.2 Objective 3 (ii)

This component defines the mechanism of dissemination of knowledge which can be further split into following sub components

- 1.3.2.1 To offer degree/diploma as well as non-degree diploma programmes at post graduate level;(same as 1.1.2)

- 1.3.2.2 To organize short term programmes relevant to the area of studies in the school.
- 1.3.2.3 To sponsor and organize conferences and seminars of theoretical and practical interest.

1.3.3 Objective (iii)

This objective highlights the need to provide office as well as residential accommodation for staff and, hostel for the students as a necessary prerequisite to achieve the objectives of the school. The provision of residential accommodation both for the students and the faculty is incomplete without the necessary facilities for extracurricular activities which need to be provided for well rounded education of the students. This objective can therefore, be split into following executable actions:

- 1.3.3.1 To provide offices for the faculty and classrooms for teaching.
- 1.3.3.2 To provide computer room with internet facilities.
- 1.3.3.3 To provide residential accommodation for the students.
- 1.3.3.4 To provide residential accommodation for the faculty.
- 1.3.3.5 To provide facilities for extracurricular activities.

2.0 Evolving Appropriate Organisational Structures

2.1 Summary of the executable actions

In the last section the objectives of the school have been analysed in terms of executable actions. These are:

- 1.1.1 To offer instructions in energy studies, biosciences, environmental sciences and public policy and other branches of learning at the post graduate level;
- 1.1.2 To offer degree/diploma as well as non-degree/ non-diploma programmes at post graduate level;
- 1.1.3 To make periodic evaluation of its Courses and programmes;
- 1.1.4 To review, develop and update its curriculum so that the instruction remains at the cutting edge of knowledge/ Technology.

- 1.2.1 To provide facilities for postgraduate study and research leading to postgraduate degrees like Ph.D, M.Tech., M.Phil., Diploma SAS etc.
- 1.2.2 To provide facilities to disseminate the advancements.
- 1.3.1.1 To foster special links with TERI to meet the objectives of the TERI-SAS.

- 1.3.1.2 To develop collaborative links with other educational institutions and R&D establishments , Government departments and NGOs within the country
- 1.3.1.3. To develop collaborative links with other educational institutions and R&D establishments and NGOs outside the country.
- 1.3.2.1 To offer degree/diploma as well as non-degree diploma programmes at post graduate level;(same as 1.1.2)
- 1.3.2.2 To organize short term programmes relevant to the area of studies in the school.
- 1.3.2.3 To sponsor and organize conferences and seminars of theoretical and practical interest.

- 1.3.3.1 To provide offices for the faculty and classrooms for teaching.
- 1.3.3.2 To provide computer room with internet facilities.
- 1.3.3.3 To provide residential accommodation for the students.
- 1.3.3.4 To provide residential accommodation for the faculty.
- 1.3.3.5 To provide facilities for extracurricular activities.

The above actions relate to:

- (a) Teaching and Academic Research
- (b) Collaborative links with TERI
- (c) Collaborative links with other organisations
- (d) Space for offices, classrooms, residential accommodation for faculty and students and extracurricular activities

2.2 Evolution of Organisational structure

The concept paper will focus on the first and second points mentioned above, to evolve an organisational structure that will facilitate the achievement of the objectives of the TERI-SAS.

2.2.1 Teaching and Research

All actions relating to offering instruction at postgraduate level, revision of curriculum and setting up infrastructure for research, establishing linkages with other organizations is a traditional role of a university and is handled by departments. The following activities can be ascribed to this stream of action:

- (a) Teaching both degree and non-degree courses at postgraduate level in Energy, Environment, Bio-sciences and Public Policy and other branches of learning.(1.1.1, 1.1.2, 1.3.2.1, 1.3.2.2)

- (b) Review and updating of programmes / courses their curricula and laboratory facilities so that the instruction remains at the cutting edge of technology.(1.1.3,1.1.4)
- (c) Establish collaborative links with other institutions in and outside the country for placement of graduates, faculty development and for promoting R&D activities in general.(1.3.1.1 to 1.3.1.3)

In this stream of action the work is related to teaching in its entirety, from short term courses to Ph.D. research and to curriculum development. Clearly, continued contact with students is the central theme of all such activity, which implies that the teaching faculty involved must be available to the students on the campus or through the School's website on the internet.

2.2.2 Special link with TERI

The development of special link with TERI which is involved in technology development and industrial R&D is also one of the executable actions. TERI has contact with corporate world, industry, national and international funding agencies and takes up projects for the development of needed technological know-how and backup. This clearly requires frequent visits to industry/organizations, quick response time and well planned activity that is compatible with industrial requirements.

Professionals in TERI are also Co-supervising Ph.D, M.Phil and M.Sc. projects of students registered in other universities. The results of their own work and that of their students are published in refereed journals. The school should take advantage of the expertise and scholarship of the TERI professionals by recognizing the divisions in TERI as centers of research for carrying out project work. The Professionals in the center can be offered joint appointments at the professorial level provided they have significant achievements in academic research and teaching and in technology / policy development (Selection procedure for making such appointments as per rules and regulations of TERI-SAS) and adjunct faculty positions at other levels. The professionals who hold joint appointments can spend up to 40% of their time in guiding projects of Ph.D./Master's students, teaching specialised courses and other activities in the school. TERI professionals would charge the time spent on TERI-SAS work against a TERI project code created for that purpose.

The Professors in the centres can hold administrative positions in the school and shall enjoy all the privileges under the rules and regulations of TERI-SAS. A similar provision be made in the TERI-SAS rules so that staff appointed in the school can be given joint appointment to work on sponsored Research and other projects of TERI.

2.2.3 Conclusion

It can be concluded that TERI-SAS needs to support an appropriate number of departments. These departments will have full time faculty, adjunct faculty and professors holding joint appointments between TERI and TERI-SAS. The divisions in TERI may also be recognised as centres of research for carrying out postgraduate student projects. The research work of these students will need to be monitored by research committees within the School. A suitable structure for managing common laboratories and facilities will need to be evolved so that students work gets top priority.

The Departments and Centres for Research may be categorised to constitute two Faculties in the School, namely the Faculty of Applied Sciences and the Faculty of Policy and Planning. The Departments/ Centres for Research in each Faculty shall be as determined by the Board of Management from time to time.

3.0 Organisational Structure

The ideas of organisational structure, which have been developed in the previous section, can now be firmed up taking into account the special relationship the school enjoys with TERI. The major components in the school shall be departments and recognised centres of research in TERI. The staff working in the centres of research will be eligible for joint appointment in the school at the professor's level and as adjunct faculty at other levels.

3.1 Departments

3.1.1 Creation

1. When teaching and research are required to be initiated in energy, environment, bio-sciences, public policy and other areas of learning at the post graduate level.
2. Sustained funding is assured.

3.1.2 Main functions

1. Teaching at postgraduate level

2. Academic research including guiding of Ph.D. and M.Tech. / M.Phil. students.
3. Curriculum and laboratory development.
4. Sponsored R&D and consultancy.

3.1.3 Winding up

When the need for teaching in the discipline ceases.

3.1.4 Composition

1. Faculty positions, Full time and part time, including adjunct faculty engaged in supervising Doctoral Projects.
2. Administrative staff, technical staff

3.1.5 Infrastructure

Space for class rooms and laboratories: faculty rooms: secretarial facilities and stores. A separate budget under the control of the Head.

3.1.6 Activities

1. **Primary activities:** Teaching and academic research: Major faculty time spent on teaching, academic research, curriculum development. Research mainly open ended emphasis on high quality research publications, generation of instructional resource material and development of courses incorporating latest technological developments. Need to be in Delhi during the academic session.

2. **Secondary Activities:** Sponsored Research and consultancy. Maximum time 40%.

3.1.7 Administration

Head (From amongst Joint appointees from the centres and the Faculty in the department), Master's Programme Coordinator.

3.1.8 Committee Structure

- Board of Studies (as per clause 13 of TERI-SAS rules)
- Student Research Committee

An advisory committee, with participation from industry and appropriate faculty from other school departments and centres of research for monitoring activities and for long term planning and providing inputs to the School's Planning and Monitoring Board

3.1.9 Miscellaneous

1. Adjunct faculty from outside.
2. Curriculum Monitoring and Development cell with user/industry participation.
3. Faculty evaluation according to the stated functions of the department.
4. Each Ph.D. student to have an advisory committee nominated by his supervisor(s) and drawn from the parent department and other relevant centres. The committee will regularly monitor the progress of the student and appropriately advise the Board of Studies.

3.2 Recognised Centres of Research

1. Eligibility for Recognition

Existing Divisions in TERI (manned by at least 2/3 professionals having Doctorate degrees) carrying out R&D projects sponsored by industry and S&T funding agencies.

2. Authority for recognition

Board of Management on the recommendation of expert committee appointed by the Academic council.

3.2.2 Academic Functions of the Centre of Research

1. Participation in M.Tech. and research programmes : running specialised pre Ph.D. courses; and guiding Ph.D. scholars / Master's students registered in the School on developmental topics.
2. Continuing education programmes to disseminate modern technical know-how.

3.2.3 Composition

1. Faculty with Joint appointments between TERI and TERI-SAS, including adjunct faculty engaged in supervising Doctoral Research.
2. Administrative staff.

3.2.4 Activities

1. Primary activities: Sponsored R&D and technology including technology transfer. Research mainly goal oriented and supported by group activity and extensive interaction, within and outside TERI.
2. Secondary activities: teaching, academic research (Participation in the teaching programmes of the school and guiding of Ph.D students. Total time spent on secondary activities not to exceed 40%)

3.2.5 Administration

Head (from amongst the joint appointees and adjunct faculty from the Centres)

3.2.6. Committee Structure

- Board of Studies
- Student Research Committee

3.2.7 Miscellaneous

1. Each Ph.D. student to have an advisory committee (SRC) nominated by his supervisor(s) and drawn from departments / recognised centres of research.
2. Guiding of Ph.D. research is not a primary activity envisaged for the recognised centres of research. It is recognised that such activity is essential for professional development of centres faculty. The maximum number of students therefore needs to be limited.

3.3 M.Tech/ M.Phil Programmes

All master's programmes which require the use of laboratories of TERI need to be run jointly by departments with the assistance of recognised Centers of Research.

3.3.1 Criteria for creating a joint Master's Programme

1. To Propagate and Promote the findings of TERI
2. To meet Industrial manpower requirements in specific fields identified on the basis of in house survey or on the basis of forecast by industry Federations.
3. Adequate funding is available to run the programme for around 3-5 years.

3.3.2 Master's Programmes

They need to be managed and shall require:

- (a) **Infrastructure:**
 - (i) Laboratories
 - (ii) Separate budget under the control of the coordinator to be allocated to the common facilities/ laboratories for running or

augmenting the laboratories needed by the Master's programme.

- (iii) Suitable space and secretarial staff for Coordinator, along with designated class room space for the programme.

(b) **Activities**

Teaching at Master's level and supervision of projects

(c) **Administration**

Programme Coordinator, appointed on rotation basis from participating departments of TERI-SAS/ recognised Centers of Research, having full executive powers including financial powers.

(d) **Committee structure**

1. A Programme Execution Committee (PEC) with coordinator as Chairman and participating faculty as members. This committee will be responsible for admissions, running of courses, moderation of grades and all day to day academic matters.

2. Programme Advisory Committee (PAC) consisting of coordinator and Heads of respective units in TERI and TERI-SAS. The committee will be responsible for ensuring infrastructural inputs to the programme and also for monitoring the status of the programme. A yearly review may be conducted to provide appropriate feedback to the PEC and to the academic council for implementation.

3.4 Organisation of Common Facilities

The users of Common laboratories and facilities could be:

- (a) TERI's professionals
- (b) Ph.D students of TERI-SAS.
- (c) Master's students of TERI-SAS

These Laboratories/facilities will need to be managed as common facilities.

Each Laboratory/ facility will be administered by an In-charge drawn from TERI or TERI-SAS and will be provided with adequate technical staff and budget for day to day operation and for up-gradation. The in-charge will be under overall control of the Dean of the Division in TERI of which this facility is part of. The common facilities will have an advisory committee with adequate representation from TERI and TERI-SAS user divisions/departments

The committee will be responsible for:

1. Defining operating norms and schedules.
2. Planning for up-gradation and modernisation of the facility / Laboratory to keep it responsive to the need of users.

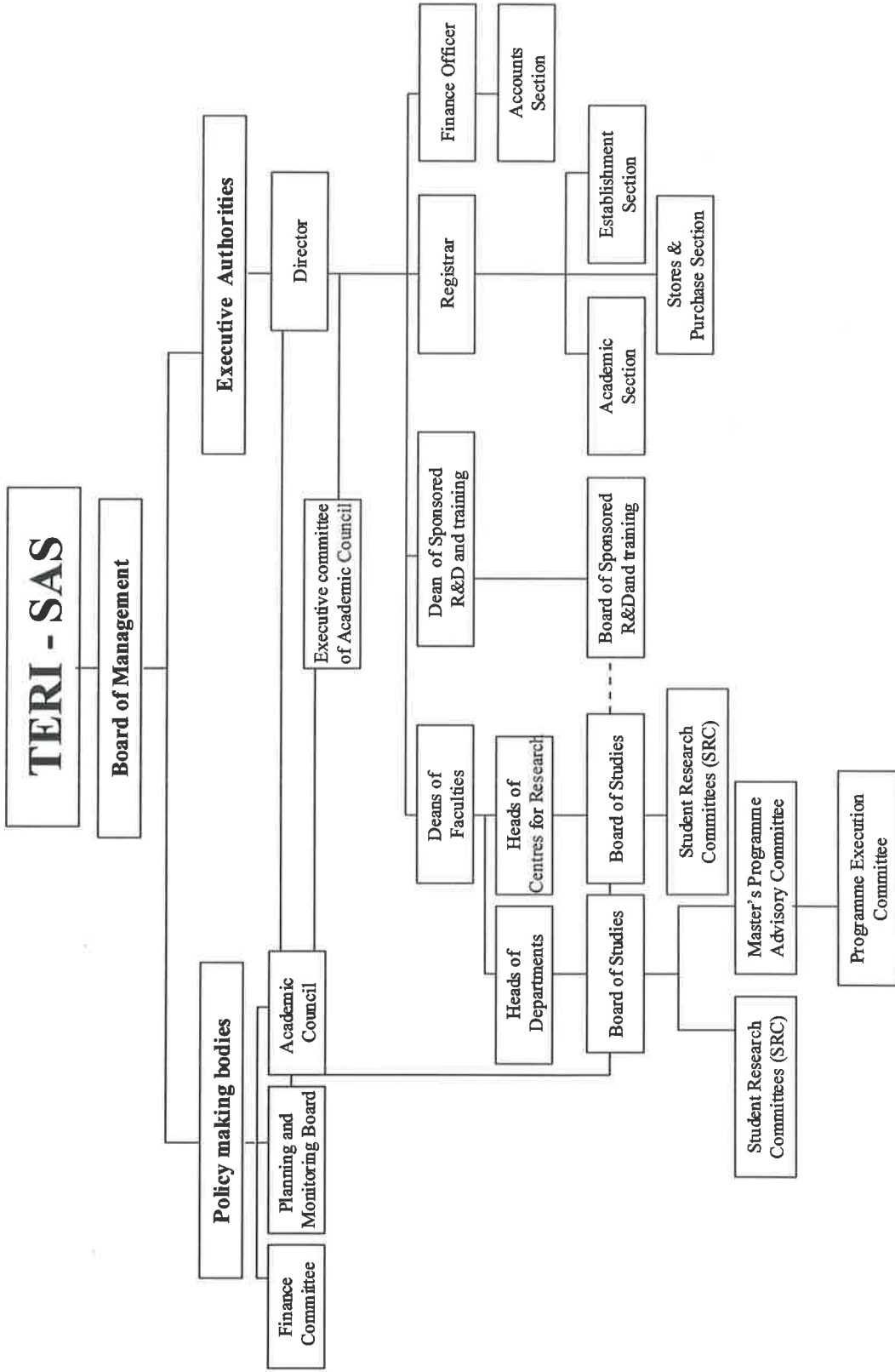
3.5 The organisational structure, evolved in the above paras along with the Policy making bodies and executive authorities, as provided for in the rules and regulations of TERI-SAS is enclosed as Annexure 1.1.

Dean Sponsored Research, Development and Training and Executive Committee of Academic Council, consisting of Heads, Deans, and Registrar as the Secretary, is also included at the appropriate place in the organisational chart.

Information on Composition and Powers / Responsibilities of various committees referred to in the Organisational Chart may be seen at Annexure 1.2.

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Annexure 1.1



Note : There is a provision of an Advisory Committee with one of the member of UGC as Chairman for an initial period of ten years to help in academic planning and growth of TERI-SAS

COMPOSITION AND POWERS/ RESPONSIBILITIES OF VARIOUS COMMITTEES

1. BOARD OF MANAGEMENT

The Board of Management shall be the principal organ of management in the Institute.

Composition of the Board of Management

The Board of Management shall consist of:

- (i) President (Director of TERI, ex-office-Chairperson)
- (ii) Director
- (iii) Deans of Faculties (if any)
- (iv) Three nominees of the President
- (v) One nominee of the Chairperson, UGC
- (vi) One nominee of the Government of India.
- (vii) Three teachers (Professor, Associate Professor, Assistant Professor) (by rotation) according to seniority.

The Registrar shall be the non-member Secretary.

Powers

The Board of Management shall be the principal executive body of the School and shall, in addition to all powers vested in it have the following powers:

- (i) To manage and administer the revenues and properties of the School and to conduct all administrative affairs of the School not otherwise specifically provided for.
- (ii) To create teaching and academic posts, to determine number, qualifications and cadres thereof as approved by the University Grants Commission and the emoluments of such posts in consultation with the Finance Committee.
- (iii) To appoint such Professors, Associate Professors, Assistant, Professors and other academic staff as may be necessary on the recommendation of the Selection Committee.

- (iv) To lay down the duties and conditions of service of the Professors Associate Professors, Assistant Professors and other academic staff maintained by the School, in consultation with the Academic council.
- (v) To provide for appointment of Visiting Fellows and Visiting Professors.
- (vi) To create administrative, ministerial and other necessary posts in terms of the cadres laid down or otherwise and to make appointment thereof in consultation with the Finance Committee.
- (vii) To grant leave of absence to the Director of the School or any other officer of the School and to make necessary arrangements for carrying on the functions of the officers proceeding on leave during their absence.
- (viii) To regulate and enforce discipline among the employees of the School and to take appropriate disciplinary action, wherever necessary.
- (ix) To manage and regulate the finance, accounts, investments, property and all other administrative affairs of the School and for that purpose to appoint such agent or agents as it may deem fit.
- (x) To entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the School.
- (xi) To select an emblem and to have a common seal for the School and to provide for the custody and use of such seal.
- (xii) To institute Fellowships, including Travelling, Fellowships, Scholarships, Studentships. Medals and Prizes in accordance with the bye-laws to be framed for the purpose.
- (xiii) To amend and receive payment of fees and other charges.
- (xiv) To appoint such committees for such purpose and with such powers as the Board of Management may think fit and to co-opt such powers on these committees as it thinks fit.
- (xv) To appoint Auditors for the ensuing year.
- (xvi) To open account or accounts of the School with one or more scheduled banks and to lay-down the procedure for operating the same.
- (xvii) To manage the finances, accounts, investments, moveable properties, business and all other administrative affairs of the School.
- (xviii) To issue appeals for funds for carrying out the objects of the Schools and consistent with the provisions of the objects clause of the School to receive grants, donations, contributions, gifts, prizes, scholarships, fees and other

moneys, to give grants and donations, to award prizes, scholarships etc.

- (xix) To purchase, take on lease or accept as gift or otherwise any land or buildings or works which may be necessary or convenient for the purpose of the School, and, on such terms and conditions as it may deem fit and proper and to construct or alter and maintain any such buildings or works.
- (xx) To draw and accept and make and endorse discount and negotiate Government of India's and other promissory notes, bills and exchange cheques or other negotiable instruments.
- (xxi) To transfer or accept transfers of any moveable property on behalf of the School.
- (xxii) To advise the Holding Trustees on matters regarding acquisition management and disposal of any immovable property on behalf of the School.
- (xxiii) To provide building or buildings, premises, furniture, fittings, equipment, appliances and other facilities required for carrying on the work of the School.
- (xxiv) To execute in consultation with the Holding Trustees conveyance, transfer, Government Securities, reconveyance, mortgages, leases, bonds, licences and agreements in respect of property, moveable or immovable, belonging to the School or to be acquired for the purposes of the School.
- (xxv) To appoint, in order to execute an instrument or transact any business of the School, any person as attorney of the School, with such powers as it may deem fit.
- (xxvi) In consultation with the Holding Trustees, to raise and borrow money on bonds, mortgages, promissory notes or other obligations or securities founded or based on any of the properties and assets of the School or without any securities and upon such terms and conditions as it may think fit and to pay out of the funds of the School, all expenses, incidental to the raising of money and to repay and redeem any money borrowed.
- (xxvii) To invest the funds of the School or money entrusted to the School in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment.
- (xxviii) To maintain a fund to which shall be credited:
 - (aa) All moneys provided by the Central or State Governments or the UGC.
 - (ab) All fees and other charges received by the School.

- (ac) All moneys received by the School as grants, gifts, donations, benefactions, bequest or transfers and,
- (ad) All moneys received by the School in any other manner or from any other source.
- (xxix) To deposit all moneys credited to the fund in scheduled banks or to invest them in consultation with the Finance Committee.
- (xxx) To maintain proper accounts and other relevant records and prepare Annual Statements of Accounts including the balance-sheet for every previous financial year, in such form as may be prescribed by the Regulations/Bye-laws.
- (xxxix) To constitute, for the benefit of the teaching, academic, technical, administrative and other staff, in such manner and subject to such conditions as may be prescribed by the Bye-laws such as pension, insurance, provident fund and gratuity as it may deem fit for the benefit of the employees of the School and to aid in the establishment and support of Association, Institutions, Funds, Trusts and Conveyances calculated to benefit the staff and the students of the School.
- (xxxixii) To delegate all or any of its powers to any committee or sub-committee constituted by it or to the Director of the School or to any other person.
- (xxxixiii) To establish, on the advice of the Academic Council, Divisions and Departments for the Academic work and functions of the School and to allocate areas of study, teaching and research to them.
- (xxxixiv) To conduct examinations or tests for admission to the courses taught in the School, to conduct examinations for Degrees and Diplomas and to declare the results of such examinations and tests and to confer, grant or award Degrees, Diplomas, Certificates and other academic titles and distinctions.
- (xxxixv) To establish, maintain and manage hostels for the students of the School.
- (xxxixvi) To fix the emoluments and travelling and other allowances of examiners, moderators, tabulators and such other personnel appointed for examinations in consultation with the Academic Council and the Finance Committee.
- (xxxixvii) To recognise and maintain control and supervision on hostels owned and managed by other agencies for the students of the School and to rescind such recognition.

2. **ACADEMIC COUNCIL (AC)**

The Academic Council shall be the principal academic body of the School and shall, subject to the provisions of the Memorandum of Association and the Rules and Bye-laws shall have the control over and be responsible for the maintenance of standards of education, teaching and training, inter-departmental co-ordination, research, examinations and tests within the School and shall execute such other powers and perform such other duties and functions as may be prescribed or conferred upon it by the rules and Bye-laws.

Composition of Academic Council

The Academic Council shall consist of the following persons, namely:

- (i) Director of the School
- (ii) Deans of Faculties, if any
- (iii) Heads of the Departments of the School
- (iv) Professors other than the Heads of the Departments
- (v) One Reader from each department other than the Head of the Department by rotation in the order of seniority nominated by the Director of the School.
- (vi) One Lecturer from each department by rotation in the order of seniority nominated by the Director of the School.
- (vii) Not more than five persons amongst educationists of repute or persons from any other field related to the activities of the School who are not in the service of the School, nominated by the President.
- (viii) Not more than five persons who are not members of the teaching staff co-opted by the Academic Council for their specialised knowledge.

The term of members other than ex-officio members shall be two years, provided that the term of the members under (vi) and (vii) above shall be one year.

Powers of Academic Council

The Academic council shall be the principal academic body of the School and shall, in addition to all other powers and duties vested in it, have the following powers and duties viz:

- (i) To exercise general supervision over the academic work of the School and to give direction regarding methods of instructions, evaluation or research or improvements in academic standards.
- (ii) To promote research within the School, acquire reports on such researches from time to time.
- (iii) To consider matters of academic interest either on its own initiative or at the instance of the Board of Management and to take proper action thereon.
- (iv) To make arrangements for the conduct of examinations in conformity with the bye-laws
- (v) To maintain proper standards of the examinations
- (vi) To recognise diplomas and degrees of Universities and other institutions and to determine equivalence with the diplomas and degrees of the School.
- (vii) To prescribe courses of study leading to degrees and diplomas of the School
- (viii) To appoint examiners, moderators, tabulators and such other personnel for different examinations.
- (ix) To suggest measures for departmental co-ordination
- (x) To make recommendations to the Board of Management on:
 - (aa) Measures for improvement of standards of teaching, training and research
 - (ab) Institution of Fellowships, Travelling Fellowships, Scholarships, Medals, Prizes etc.
 - (ac) Establishment or abolition of departments / centres and

- (ad) Bye-laws covering the academic functioning of the School, discipline, residence, admissions, examinations, award of fellowships and studentships, freeships, concessions, attendance etc.
- (xi) To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Management.
- (xii) To consider the recommendations of the sub-committees and to take such action (including making of recommendations to the Board of Management) as the circumstances in each case may require.
- (xiii) To take periodical review of the activities of the Departments / Centres and to take appropriate action (including making of recommendations to the Board of Management) with a view to maintaining and improving the standards of instruction.
- (xiv) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the rules and bye-laws
- (xv) To recommend institution of Teaching posts, Professors, Readers and Lecturers to the Board of Management.

3. FINANCE COMMITTEE (FC)

Composition of Finance Committee

The finance committee shall consist of the following members:

- (a) Director of the School – Chairman
- (b) A person nominated by the President
- (c) Two nominees of the Board of Management one of whom shall be a member of the Board
- (d) A representative of the UGC
- (e) A representative of the Central Government

Powers of the Finance Committee

- (a) The Finance Committee shall meet at least twice a year to examine the accounts and to scrutinise proposals for expenditure
- (b) The annual accounts and financial estimates of the School shall be placed before the finance committee for consideration and thereafter submitted to the Board of Management together with the comments of the Finance Committee for approval.
- (c) The Finance Committee shall fix limits of the total recurring expenditure and the total non-recurring expenditure of the year based on the income and resources of the School. No expenditure shall be incurred by the School in excess of the limits so fixed.
- (d) No expenditure other than that provided in the budget shall be incurred by the School without the approval of the Finance Committee.
- (e) To recommend to the Board of Management the creation of all types of posts.

4. ADVISORY COMMITTEE (Ad. Com.)

For a period of first ten years after the conferment of deemed university status the institution will have an Advisory Committee under the Chairmanship of person nominated by the UGC from among members of the commission including Vice-Chairman. The Advisory Committee will include the Director of the School and its senior faculty alongwith one expert nominated by the UGC to help its academic planning and growth.

5. PLANNING & MONITORING BOARD (PMB)

The Planning and Monitoring Board shall be the principal Planning Body of the School and shall be responsible for the monitoring of the development programmes of the School.

Composition

The Director of the School shall be the Chairman of the Planning and Monitoring Board. It will include all Deans of the School, the Registrar, and two outside experts, including one nominee of the UGC.

Powers of the Planning & Monitoring Board

- (a) The constitution, powers and functions of the Planning and Monitoring Board shall be prescribed by the Bye-laws.
- (b) The Planning & Monitoring Board would have the right to advise the Board of Management and the Academic Council on any matter which it considers necessary for the fulfillment of the objectives of the School.
- (c) The recommendations of the Planning and Monitoring Board shall be placed before the Board of Management for consideration and approval. Proposals relating to academic matters may be processed through the Academic Council.

6. BOARD OF STUDIES (BoS)

Composition

- (a) There shall be one Board of Studies for each Faculty Department of the School
- (b) The Board of Studies of each Department shall consist of:
 - (i) Head of the Department/ Dean of Faculty – Chairperson
 - (ii) All professors of the concerned Academic unit
 - (iii) Four members of the teaching staff including adjunct faculty, by rotation according to seniority.
 - (iv) Not more than 2 persons to be co-opted for their expert knowledge including those belonging to the concerned profession or industry.

Powers

The powers and functions of the Board of Studies shall be prescribed by the Bye-laws of the School.

7. MASTERS PROGRAMME ADVISORY COMMITTEE (MPAC)

Composition

- i. Dean of Faculty
- ii. Dean of TERI (drawn from Divisions contributing to the Programmes)
- iii. Chairman PEC

Responsibilities

Responsible for ensuring infrastructural inputs to the programme and also for monitoring the status of the programme. Conduct yearly review to provide appropriate feedback to the PEC, Board of Studies, Academic Council, and the Planning and Monitoring Board of the School.

8. MASTERS PROGRAMME EXECUTIVE COMMITTEE (MPEC)

Composition

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

Responsibilities

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

9. STUDENTS RESEARCH COMMITTEE (SRC)

Composition

- i. Board of Studies Chairperson or nominee
- ii. One expert from within the faculty
- iii. One expert from outside the faculty
- iv. Supervisor (Convenor)

Responsibilities

The committee will be responsible for advising and monitoring the progress of the student

10. SPONSORED RESEARCH AND DEVELOPMENT BOARD (SRDB)

Composition

- i. Director /Dean – Chairperson
- ii. All Heads of Academic units or their nominees
- iii. Two outside experts one each from Government and Corporate R & D
- iv. Registrar (Secretary)

Responsibilities

- i. Forecasting and anticipating national needs for manpower and technological know how.
- ii. To develop rules to carry out sponsored Research, Development and Training programmes in the School for the approval of the Academic Council.
- iii. Monitor and coordinate sponsored projects within the School as well as joint projects with collaborative Institutes.

**11. EXECUTIVE COMMITTEE OF THE ACADEMIC COUNCIL
(EC OF AC)**

Composition

- i. Director – Chairperson
- ii. Deans/Heads of Departments/ Heads of Centres
- iii. Registrar (Secretary)

Responsibilities

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

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**ITEM NO.2 To consider signing of Memorandum of Understanding
(MoU) between TERI and TERISAS**

The Academic Council appreciated the intention of the School to sign the draft MoU with TERI to strengthen the Academic programmes of the School. The recommended MoU is attached as Annexure 2.1.

Memorandum of Understanding between TERI School of Advanced Studies (TERI-SAS) and Tata Energy Research Institute (TERI)

The Tata Energy Research Institute (TERI) is an autonomous, not-for-profit, research Institute established in 1974 in New Delhi, India. TERI is engaged in research in various areas such as renewable energy, protecting the earth ozone layer, mitigating the threat of climate change, biodiversity, biotechnology and the like.

In addition to research in these areas, TERI's objective has been to disseminate knowledge in these areas through various means.

and

The TERI School of Advanced Studies (TERI-SAS) was established as a Trust in 1998 at New Delhi and accorded the deemed university status in 1999 by the University Grant's Commission (UGC). TERISAS has been established 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. In addition to training in these areas, TERI-SAS would also provide for research and for the advancement of and dissemination of knowledge through teaching and training programmes, conferences and seminars of theoretical and practical relevance for the courses of study.

whereas

Both TERI and TERI-SAS mutually agree to work together for mutual benefit towards achieving the aims and objectives of both the organizations. The parties have thereupon agreed on the following:

1. Research cooperation between TERI and TERI-SAS on mutually agreed terms and conditions.
2. Cooperative programmes with a long term perspective to be undertaken through
 - joint studies
 - exchange of research/teaching staff
 - programme information
 - seminars, symposia, conferences etc.
3. TERI agrees to provide initial corpus/financial support for the establishment/ infrastructural establishments of TERI-SAS.
4. TERI also agrees to provide its research and other staff to TERI-SAS for undertaking various teaching and other assignments on mutually agreed terms as joint appointments or as adjunct faculty.

5. TERI also agrees to make its infrastructure facilities available to TERI-SAS in the form of labs, field stations and other similar resources for the students and teaching staff of TERI-SAS to undertake research/practical work as per its programmes/ curricula.
6. TERISAS agrees to compensate TERI suitably for services and facilities of TERI utilized by the School from time to time after meeting the expenses for the promotion of objects of School as set forth in the Trust Deed.
7. To provide any other assistance to each other on mutually agreed terms and conditions so as to attain the common objective of research and dissemination of knowledge in the fields of energy, biosciences, environmental sciences, public policy and other such branches of learning.
8. In case of conflict that may arise on the interpretation of the terms and conditions and/or on any other issue between these two parties, the decision of the President TERI-SAS (Director of TERI, ex-officio) would be binding on both the parties.

This Memorandum of Understanding is signed on
at New Delhi by the two parties

for TERI School of Advanced Studies

for Tata Energy Research Institute

Witnesses

1.

2.

4

ITEM NO.3 To consider the recommendations of the Planning and Monitoring Board on the constitution of the Experts Committee for recognising TERI divisions as Centres for Research

The issue of recognition of the Divisions of TERI as 'Recognised Centres of Research', as envisaged in the Concept Paper, was discussed. The recommendation of the Planning and Monitoring Board to appoint the Expert Committee was accepted. However, it was suggested that one member each may be nominated from members appointed vide clause 8 (a) (vii) and 8(a) (viii) of the Rules and Regulations of TERI-SAS. It was further suggested that Director, TERI-SAS should be the Chairman and Convenor of the Committee. The revised structure of the Committee was approved. The composition of the Expert Committee would now be as under:

- One member out of the five nominated members vide clause 8 (a) (vii) of the Rules and Regulations of TERI-SAS of the Academic Council to be nominated by the Director TERI-SAS
- One member out of the five nominated members under clause 8(a) (viii) of the Rules and Regulations of the TERI-SAS of the Academic Council to be nominated by the Director TERI-SAS.
- Two professors preferably, from Delhi higher education institutions who are specialists in the area of work of the centre to be nominated by the Director TERI-SAS.
- Dean of the concerned Divisions
- Director of TERI School of Advanced Studies (Chairman & Convenor)

ITEM NO.4 To consider the formation of academic units in the School

The recommendations of the Planning and Monitoring Board were considered and the Academic Council approved the constitution of two Faculties. However, the Council suggested that it would be appropriate to name the Faculty of Science and Environment as Faculty of Applied Sciences.

The Faculty of Applied Sciences of the School, could comprise of the recognised Centres of Research in Bioresources and Biotechnology Division and Energy-Environment Technology Division of TERI and the Faculty of Policy and Planning of the School could comprise of Policy Analysis Division and Regulatory Studies and Governance Division of TERI.

The Academic Council also recommended the sanction of 15 faculty positions with the provision that these be filled up in a phased manner.

**ITEM NO.5 To consider the rules relating to Ph.D. Programme in the
School**

The rules relating to the Ph.D. programme in the School (Annexure 5.1)
were considered and approved by the Academic Council

TERI SCHOOL OF ADVANCED STUDIES

Ph.D. Programme

Regulations

The Ph.D. degree is awarded by the School in recognition of high achievements, independent research and application of scientific knowledge to the solution of technical, scientific & societal problems. Creative and productive enquiry is the basic concept underlying the research work. In order to overcome any deficiency in the breadth of fundamental training or proper foundation for advanced work, special preliminary or pre-doctoral courses would be given by the school. These courses will be given either by faculty members or by guest-speakers and specialists in the profession. Candidates having a B.Tech. / M.Sc. / M A or equivalent degree are required to complete a minimum of 10 course credits. M Tech or equivalent degree holders are required to complete a minimum of 5 credits. Relaxation upto 6 credits in the course work can be considered for those with M.Phil. degree as well as those with B.Tech. / M.Sc. / M.A. or equivalent, provided they have a minimum of 5 years experience in the relevant field. The course requirement will be determined by the Board of Studies on the recommendations of the SRC after due consideration of the background of the student in relation to the proposed topic of research.

The minimum CGPA requirement is 7.50. If the SGPA at the end of 1st Semester is above 7.00 but less than 7.50, he / she will be asked to take more courses in order to make up the required CGPA. If the SGPA at the end of the first semester and CGPA at the end of any subsequent semester is below 7.00, he / she will have to discontinue the doctoral programme. The course work must be completed within the first two semesters of joining the programme.

In addition to the requirement of prescribed minimum CGPA, he / she shall be required to secure valid credits to the extent of 75% of the credits registered in a semester for continuation of registration.

A student shall be formally registered / admitted to the candidacy of Ph.D. degree only after he / she has cleared the comprehensive examination. Students would be permitted to take comprehensive examination only after they have submitted a research plan and have completed the course work including compulsory English, Communication skill course. Full-time and part-time students must clear the comprehensive examination within a period of 18 months and 24 months respectively, from the date of joining. A maximum of 2 chances will be given to any student to clear the comprehensive

examination. Every student, after having completed the comprehensive examination must formally register for the candidacy.

Credit System

Each course is assigned a certain number of credits, depending upon its lecture, tutorial and laboratory contact hours in a week. One lecture / tutorial hour per week per semester may be assigned one credit. One laboratory (practical) hour per week per semester may be assigned half credit. For example, courses may have the following Lecture (L), Tutorial (T) and Practical (P) structure. The total credits for each course will then be:

Course	L	T	P	Credits
A	3	0	0	3
B	3	1	0	3+1=4
C	2	0	2	2+2/2=3

A letter grade, with specified number of grade points, is awarded in each course for which a student is registered. On obtaining a pass grade, the student earns credits for the courses taken. A student's performance is measured by a grade point average for the number of credits earned by the student.

Course Codes

A particular course code may be designated as given below:

AB XYZ

AB represents the programme,

X is a numeral indicating whether a programme is Master's or Doctoral.

We may assign 1 for any Master's programme and 2 for any doctoral programme.

Y is a numeral designating an area in a particular programme. **Y** could assume 1,2,or 3 corresponding to the areas proposed.

Z is a numeral given to a particular course offered. An odd number could be given for a first semester course and an even number for a second semester course. Zero is given if a course is offered in both the semesters.

Grading

This is based on a continuous evaluation consisting of assessment in

- Two one hour tests
- Assignments
- Quizzes
- Term Paper & Final two hour test

The weightage for each of the above may be determined by the instructor. The grades that can be awarded, and their equivalent numerical points are given below.

Letter Grade	Grade Point	Performance
A	10	Outstanding
A(-)	9	Excellent
B	8	Very Good
B(-)	7	Good
C	6	Average
C(-)	5	Below Average
D	4	Marginal
E	2	Poor
F	0	Very Poor

The minimum passing grade is thus D, E and F grades reflect poor and very poor performance respectively, that is failing in a course. That is, a student has not earned any credits in those courses where he/she got E or F. A student has to repeat all such courses until a passing grade is obtained. Thus, E and F grades may result in increased period of stay for completing degree requirements. All other letter grades represent earned credits. The credits for the courses in which a student has obtained D or a higher grade will be counted as credits earned by the student.

Evaluation of Performance

The performance of a student will be evaluated in terms of two indices:

Semester grade point average (SGPA)

Cumulative grade point average (CGPA)

CGPA is the grade point average for all the completed semesters.

$SGPA = \frac{\Sigma(\text{Course credits} \times \text{Grade points})}{\Sigma(\text{Course Credits})}$

$CGPA = \frac{\Sigma(\text{Course credits in passed courses} \times \text{Grade Point})}{\Sigma(\text{Course credits in passed courses})}$.

While for computing SGPA all the registered credits are taken into account, for CGPA only the earned credit are employed. The following example illustrates how it is done.

Course No.	Course credits	Grade Awarded	Earned credits	Points secured
1	5	C	5	30
2	4	C(-)	4	20
3	4	A	4	40
4	1.5	B	1.5	12
5	4	E	0	08
6	4	B(-)	4	28

Credits registered = 22.5

Earned credits = 18.5

SGPA = (Points secured in the semester) / (Credits registered) = 138/22.5 = 6.13

CGPA: Not applicable

Another example:

Course No.	Course credits	Grade awarded	Earned credits	Points secured
1	5	D	5	20
2	5	F	0	00
3	4	B(-)	4	28
4	1.5	C	1.5	09
5	4	A(-)	4	36

Credits registered in this semester = 19.5

Earned credits in this semester = 14.5

Cumulative earned credits = 33.0

SGPA = (Points secured in the semester) / (Credits registered) = 93/19.5 = 4.75

CGPA = (Points secured in passed courses) / (Cumulative earned credits)
= (130+93) / (18.5+14.5) = 223/33 = 6.75

The minimum cumulative grade point average (CGPA) required for the award of Ph.D. (Course work) programme is fixed at 7.50.

Time Limit for Ph.D. work

- (a) Candidates having a B.Tech / M.A. / M.Sc. or equivalent degree are required to be registered for a period of not less than 3 years from the commencement of registration (date of registration). In exceptional cases the minimum period of registration may be reduced to two years with the approval of the Academic Council. The minimum period of

registration for candidates having an M Tech or M. Phil. equivalent degree is two years.

- (b) A Candidate is normally expected to submit his thesis within five years from the date of registration. This period may be extended by Academic Council as a special case to a maximum of seven years after which the registration will stand cancelled.
- (c) A full-time candidate may be allowed by Chairman, Academic Council, to convert his / her registration into part-time registration only after completion of at least three years from initial registration or after submission of synopsis.
- (d) Full-time Ph.D. scholars with M Tech qualification can be permitted to convert their registration from full-time to part-time after one year or after completion of course work and comprehensive examination whichever is later, if they get employed in the School's / TERI's sponsored projects.
- (e) Full-time Ph.D. scholars in the Science Departments with M Sc qualifications can be permitted to convert their registration from full-time to part-time after two years or after completion of course work and comprehensive examination, whichever is later, if they get employed in the School's sponsored projects. Such conversion will be permissible only if the work is in the Projects of the School / TERI and not for employment outside. This provision will also be applicable to the Ph.D. scholars having B Tech Degree.

Grant of Leave and Attendance Requirements for Ph.D. Students

- (a) **During Course Work :** A full-time Ph.D. student, during his / her stay at the School will be entitled to leave for 30 days, including leave on medical grounds, per academic year. He / she will not be entitled to mid-semester breaks, summer and winter vacations.

Leave beyond 30 days in an academic year may be granted to a Research Scholar in exceptional cases subject to the following conditions:

- (a) the leave beyond 30 days will be without Assistantship / Scholarship and
- (b) such an extension of upto additional 30 days will be granted only once during the programme of the scholar.

The leave will be subject to the approval of the Head of Department / Dean / Faculty/ Programme Coordinator, concerned on the recommendation of the Supervisor; and a proper leave account of each scholar shall be maintained by the Department / Deans / Faculty / Programme Coordinator concerned.

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- (b) **After Completing the Course Work** : A full-time Ph.D. student during his / her stay at the School, will be entitled to leave for 30 days per academic year. He / she will not be entitled to mid-semester breaks, summer and winter vacations. In addition, a Ph.D. scholar who has completed his / her course work may be granted leave on medical grounds up to 10 days per academic year. The woman research scholars will be eligible for Maternity Leave with Assistantship for a period not exceeding 135 days once during the tenure of their award.

Attendance Requirement for Assistantship

A Ph.D. student irrespective of the source of research Assistantship while pursuing course work must attend at least 75% of classes in each course in which he/she is registered. In case his / her attendance falls below 75% in any course during a month, he / she will not be paid Assistantship for that month. Further, if his / her attendance again falls short of 75% in any course in any subsequent month in that semester, his / her studentship and Assistantship will be terminated. A research scholar after having completed the course work must attend to his / her research work on all the working days and mark attendance except when he / she is on duly sanctioned leave. The requirement of 75% attendance will apply as above, on daily attendance except in the cases where longer leave has been duly sanctioned within the leave entitlement of the student.

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

Further Regulations Governing Ph.D. Students

The Ph.D. degree of the School may be conferred on a candidate who fulfills all the requirements detailed in the rules, approved by the Academic Council. Some of the important regulations are given below :

1. Applications for Ph.D. registration, i.e. for entry to a course of study and research leading to Ph.D. degree must be made to the School on the approved form. The date of registration is normally the date of joining the programme. However, in exceptional cases the date of registration may be preponed by a maximum of 6 months by Academic Council if it is convinced that the candidate has spent adequate amount of time on research earlier.
2. The academic programme of all the Ph.D. candidates in a department / faculty will be coordinated by the Board of studies as per rules & regulations of the school on the recommendation of Student Research Committee.

3. The supervisor shall be a full-time member of the academic staff, or a recognized staff member of the School. The supervisor(s) shall be appointed during first semester. If necessary, the Academic Council on the recommendations of the Supervisor through the Board of Studies / Academic Council, may appoint Joint Supervisor (s) not exceeding two from inside or outside the School. Normally, there should not be more than two supervisors for a candidate from within the school. Appointment of any Joint Supervisor would not be permitted after a lapse of eighteen months from the date of registration of the candidate, except in case when none of the supervisors is in the School for a year or more at a stretch.
4. The Board of Studies shall meet from time to time and review the progress of each candidate in course work, as well as research, by any means, including oral examination of the candidate, if necessary, and recommend, after due consultation with the supervisor (s), such steps to the candidate as are necessary to improve his performance.

The progress of each candidate will be monitored by Board of Studies / Student Research Committee. For this purpose, the following procedures will be followed :

- (a) Ph.D. research work will be compulsorily given a course number (DT-300) (Doctoral Thesis) for all candidates across the School.
- (b) The Board of Studies Secretary / Ph.D. Coordinator will coordinate the collection of progress reports written and signed by the scholars and forwarded by the supervisors every semester.
- (c) The supervisor(s) / SRC / Board of Studies will evaluate the progress report of the student every semester.
- (d) 'X' grade will be awarded during that semester if the progress is 'satisfactory'.
- (e) If the progress is 'unsatisfactory' 'U' grade will be awarded. For the first appearance of 'U' grade, a warning would be issued to the candidate by Chairman, Academic Council. If his performance does not improve after warning, the fellowship / assistantship may be withheld.
- (f) If there are two consecutive 'Us' the registration will stand terminated.
- (g) Submission of progress report should continue till submission of thesis.
- (h) Like all other courses, the grades for DT 300 will be discussed in the Board of Studies as per semester schedule.
- (i) The above process will continue till the thesis is submitted

5. The candidate may submit his thesis at any time provided that :
 - (a) He / she has completed the minimum period of registration including any extension granted by the Chairman, Academic Council.
 - (b) He / she has completed the course work requirement as prescribed by the Board of Studies / SRC with GPA not below 7.50 and has also cleared the comprehensive examination.
 - (c) He / she has submitted at least two months previously, the title and a synopsis of the thesis.

6. The thesis shall be written in English in the specific format and shall contain a critical account of the candidate's research. It should be characterized by discovery of facts of fresh approach towards interpretation of facts and theories or significant contribution to knowledge of design or development, or a combination of them. It should bear evidence of the candidate's capacity for analysis and judgement and also his ability to carry out independent investigation, design or development. A thesis may be supplemented by published work, if necessary. No part of the thesis or supplementary published work, shall have been submitted for the award of any other degree. Normally, three copies of thesis in soft cover have to be submitted in the format prescribed by the School. In case of joint supervision, four copies of the thesis are required to be submitted.

7. On receipt of the title and synopsis of a thesis the Chairman, Academic Council will appoint a Board of Examiners of each candidate. The Board will consist of one (or two) internal examiner(s), normally the supervisor(s), and two external examiners, one from within India and one from abroad who shall be expert in the subject of thesis. These external examiners shall be chosen from a list of 6 to 8, to be recommended by the supervisor (s) through the Board of Studies while forwarding the title and synopsis of the thesis. The candidate will be required to submit a fresh synopsis if more than 9 months have passed before submission of the thesis.

8. Each examiner will submit a detailed assessment report recommending to the Chairman, Academic Council, one of the following courses of action :
 - (a) that the thesis be deemed satisfactory and that the candidate may defend his thesis orally before a committee constituted for the purpose and any members of the faculty and research students who wish to be present.

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- (b) that the candidate may submit a revised thesis after the expiry of a specific period. In the normal circumstances, he may submit the revised thesis within a period of one year from the date of communication in this regard from the Chairman, Academic Council. However, in exceptional circumstances, this period may be extended by the Chairman by another one year: the total revision time irrespective of the number of revisions allowed will not exceed a period of two years.
- (c) that the thesis be rejected outright.

In the event of disagreement between the external examiners, the Chairman, Academic Council may, as a special case, appoint another external examiner, if the merit of the case so demands. The examiner will report independently to the Chairman, Academic Council.

- 9. The oral defence of the thesis shall be conducted by a committee consisting of the internal examiner(s) and one external examiner. If none of the external examiners, is available for the conduct of the oral defence, an alternative external examiner shall be appointed by the Chairman, Academic Council for this purpose only.
- 10. On the completion of all stages of the examination, the Oral Defence Committee shall recommend to the Chairman, Academic Council one of the following courses of action :
 - (a) that the degree be awarded
 - (b) that the candidate should be examined on a further occasion in a manner they shall prescribe
 - (c) that the degree shall not be awarded

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

- 11. The degree shall be awarded by the Academic Council, provided that :
 - (a) the Oral Defence Committee, through the Academic Council so recommends.
 - (b) the candidate produces a 'no dues certificate' from all concerned in the prescribed form and gets it forwarded along with the report of the Oral Defence Committee; and
 - (c) the candidate has submitted two hard cover copies of the thesis, from amongst the same ones submitted by him earlier, after incorporating all necessary corrections and modification. The hard bound copies of the Ph.D. thesis, submitted after the viva-voce examination, must contain the following copyright

certificate in the beginning of the thesis, on a separate page on the left side:

@TERI School of Advanced Studies,
New Delhi 2001
All rights reserved

One of these copies is for the Department / Centre's Library and the other is for the TERI Library.

13. A member of the non-academic staff of the School who satisfies eligibility qualifications may be considered for admission to the degree as a part-time candidate provided his / her application is duly approved by the Director of the School.

ITEM NO.6 Recognition of Faculty including Adjunct Faculty as Ph.D. Supervisors

The Academic Council approved the qualification of Ph.D. supervisors viz Professors, and Faculty / Adjunct Faculty who hold a Ph.D. degree plus three years of research experience after obtaining Ph.D. degree.

However, the Academic Council suggested that cases of Faculty / Adjunct Faculty holding a Ph.D. degree and with exceptional publication record should also be considered. Accordingly it was recommended that such cases would be put up before the Academic Council for ascertaining their eligibility as Ph.D. supervisors.

**ITEM NO.7 To consider setting up an Executive Committee of the
Academic Council**

The Academic Council considered and approved the setting up of the Executive Committee of the Academic Council with the following composition:-

- (a) Director - Chairperson
- (b) Deans / Heads of Department – Members
- (c) Registrar - Secretary

ITEM NO.8 Nomination of members to be co-opted by the Academic Council

The Academic Council approved the nomination of the following members nominated by the Director to the Academic Council under the provisions of clause 8 (a) (viii) of the Rules and Regulations of TERI-SAS :

- (a) Dr S C Adlakha
- (b) Mr O P Aggarwal, IAS
- (c) Mr Venu Srinivasan
- (d) Dr Y Samiullah
- (e) Mr Steve Rayfield

It was also clarified by the Director that the nominations of Dr Y Samiullah and Mr Steve Rayfield will be confirmed only after they have given their concurrence and approval by the UGC is accorded as they are foreign nationals.

The procedure to be adopted for future co-option of members under clause 8 (a) (viii) of the Rules and Regulations of TERI-SAS was considered. After deliberations, the Academic Council recommended that a panel of names should be drawn up by the Director, TERI-SAS and placed before the Academic Council for approval at least six months prior to the expiry of the tenure of the previous members.

The meeting ended with a vote of thanks to the Chair.


(R P Singh)
Registrar

