



**MINUTES OF THE NINETEENTH MEETING OF THE BOARD OF MANAGEMENT
HELD ON 12 FEBRUARY 2016 AT 4:30 HRS AT THE CONFERENCE ROOM**

The Nineteenth meeting of the Board of Management was held on 12 February 2016 at 4:30 hrs at the Conference Room.

PRESENT:

The following were present:

Dr Leena Srivastava	Chairperson
Dr Rajiv Seth	
Air Marshal K K Nohwar (Retd.)	
Mr TN Thakur	
Mr Ishteyaque Amjad	
Mr Mahesh Vipradas	
Mr S Sundar	
Mr Shri Prakash	
Dr Prateek Sharma	
Mr Amit Kumar	
Dr Manipadma Datta	
Capt Pradeep Kumar Padhy (Retd.)	Secretary

Mr Mahesh Vipradas attended the meeting on behalf of Mr Tulsi Tanti. Dr Yasmine Hilton, Mr Prashant Bangur, Prof Parthasarathi Shome and Mr Ashok Lavasa were unable to attend the meeting.

ITEM NO. 1 To consider and approve the Minutes of the 18th Meeting of the Board of Management held on July 13, 2015.

The Secretary informed that the Minutes of 18th Meeting of the Board of Management held on July 13, 2015 were circulated to the members of the Board. No comments on the Minutes have been received.

TU/BM 19.1.1 The Board discussed and confirmed the minutes of 18th meeting of BoM held on July 13, 2015.

ITEM NO. 2 Matter of Information.

TU/BM 19.2.1 The Board considered the following matters and noted:-

- (i) Status of the MSc, MBA, MA (PP&SD), MA (SDP), MTech and the doctoral programmes at the TERI University.
- (ii) MoU signed with Ministry of Railways on setting up an Indian Railway Chair for Sustainable Mobility.
- (iii) Prof Shigeo Katsu, President of the Nazarbayev University, Kazakhstan invited as Chief Guest at the 8th Convocation of TERI University to be held on 07 March 2016.
- (iv) Status report on new campuses in Guwahati, Hyderabad and Hunsur.

ITEM NO. 3 Action Taken Report on the previous points.

TU/BM 19.3.1 The Board considered the Action Taken Report on the previous points taken at the 18th meeting of BoM held on July13, 2015 and noted the following:-

- (i) A Policy on Equality, Diversity and Inclusion, 2015 has been promulgated.
- (ii) Mechanism for Student Placement and Career progression of Alumni has been put in place.

ITEM NO. 4 To report the decisions taken by the Chairman on behalf of the Board of Management.

TU/BM 19.4.1 The Board resolved that the actions taken by Chairman, BoM be approved, reported and recorded as per details given below:-

- (a) The decisions taken based on the recommendations of the VC & Selection Committees for appointment of following to the positions as under:-

Name	Designation
Dr Gopal K Sarangi	Assistant Professor
Dr Sukanya Das	Assistant Professor
Dr Neeti	Assistant Professor
Dr L N Venkataraman	Assistant Professor
Ms Fawzia Tarannum	Lecturer
Capt. Pradeep Kumar Padhy (retd.)	Registrar and Head (Outreach)

- (b) Redesignation of Dr Soumendu Sarkar as Assistant Professor.
- (c) Creation of the post of Pro-Vice Chancellor at TERI University.
 - (i) Appointment of Dr Rajiv Seth to the post of Pro-Vice chancellor.
- (d) TERI University Policy and Guidelines for the Prevention, Prohibition and Punishment of Sexual Harassment of Women. (Annexure 1)
- (e) TERI University Policy on Equality, Diversity and Inclusion. (Annexure 2)

(f) Guidelines for award of the title “Emeritus Professor” at the TERI University. (Annexure 3)

(g) Award of title “Emeritus Professor” to Prof S Sundar.

ITEM NO. 5 Setting up of Centre for Post Graduate Legal Studies at the TERI University.

TU/BM 19.5.1 The Board discussed and approved the setting up of Centre for Post Graduate Legal Studies at the TERI University.

ITEM NO. 6 To approve Audited Accounts of the Financial Year 2014-15.

BM 19.6.1 The Board considered and approved the Audited Accounts of Financial Year 2014-15 based on the recommendations of the Finance Committee made at its meeting held on December 11, 2015 (Annexure 4).

ITEM NO. 7 To consider and approve the Financial Estimates for the Financial Year 2015-16.

BM 19.7.1 The Board approved the financial estimates for the financial year 2015-16 as recommended by Finance Committee in its meeting on December 11, 2015 (Annexure 5).

Items discussed with the permission of the Chair

ITEM NO. 8 To address issues arising out of UGC (Institutions Deemed to be University) Regulations, 2010, amended regulations 2014 and 2015.

The amended regulations of the UGC in respect of Deemed Universities stipulate that the Vice Chancellor be designated as the Chairman of Board of Management.

The Chairman informed that to conform to UGC regulations the Vice Chancellor be designated as Chairperson of the BoM.

TU/BM 19.8.1 The Board considered the matter and resolved to designate the Vice Chancellor, TERI University as the Chairperson of Board of Management with immediate effect.

There being no other items for discussion the meeting was adjourned.

Annexure 1. TERI University Policy & guidelines for the prevention, prohibition and punishment of Sexual Harassment of Women, 2015

Annexure 2. TERI University Policy on Equality, Diversity and Inclusion, 2015

Annexure 3. TERI University Policy on award of title of Emeritus Professor

Annexure 4. Audited Accounts of the Financial Year 2014-15

Annexure 5. Financial Estimates for the Financial Year 2015-16

TERI University Policy & guidelines for the prevention, prohibition and punishment of Sexual Harassment of Women, 2015

Preamble

1. The TERI University is committed to creating and maintaining a gender-sensitive and congenial democratic working environment in which students, teachers and non-teaching staff can work together in a community free of all forms of gender violence, sexual harassment and discrimination on the basis of sex/gender. Every member of the University should be aware that while the University is committed to the right to freedom of expression and association, it strongly supports gender equality and opposes any form of gender discrimination and violence. Article 16 of the Constitution of India declares “There shall be equality of opportunity for all citizens in matters relating to employment or appointment to any office under the State.” In keeping with the spirit of the Constitution, the Government of India ratified the United Nations Convention on Elimination of All Forms of Discrimination against Women on 25 Jun 93. Subsequently, the Indian Parliament enacted *The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013* (Herein after referred to as Act). In pursuance to the above directive, the TERI University, New Delhi has decided to formulate the policy and guidelines to deal with the problem and cases of sexual harassment.

Scope

2. These rules may be called the TERI University Policy and Guidelines for the prevention, prohibition and punishment of Sexual Harassment of Women, 2015. These rules shall be applicable to all complaints of sexual harassment made by any woman member of the TERI University (any person on the rolls of TERI University including temporary, part-time or honorary employees by whatever name called and would include persons engaged on a casual or a project basis and also those engaged through a contractor, students and campus residents).

These Rules shall be applicable to sexual harassment taking place within the TERI University campus, hostels, any place visited by the employee or the student as part of official/study work including study trips provided by the TERI University.

Definition - Sexual Harassment

3. As described in section 2(n) of the Act, Sexual Harassment includes any one or more of the following unwelcome acts or behaviour:-
 - a) Physical contact and advances; or
 - b) A demand or request for sexual favours; or
 - c) Making sexually coloured remarks; or
 - d) Showing pornography; or
 - e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

In addition, the following circumstances, among other circumstances, if it occurs or are present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment in case of :

- a) Implied or explicit promise of preferential treatment in employment/admission/evaluation/grading process; or
- b) Implied or explicit threat of detrimental treatment in employment/admission/evaluation/grading process; or
- c) Implied or explicit threat about present or future employment/admission/registration status; or
- d) Interference with work or creating an intimidating or offensive or hostile work/learning environment; or
- e) Humiliating treatment likely to affect health or safety.” (Section 3 (2)).

Procedure for Handling of Sexual Harassment Cases

Constitution of ICC

4. The Vice Chancellor, by an order (format placed at Annexure 1.1) in writing shall constitute a Committee to be known as the “Internal Complaints Committee (ICC)”. The committee will consist of five members (one external and four internal members). The Presiding Officer and majority of members shall be women.
5. As mandated in section 4(3) of the Act, each Office Bearer shall hold office for a maximum period of three years from the date of appointment.
6. As mandated by section 4(5) of the Act, any Office Bearer would be removed by the Vice Chancellor through a communication in the following circumstances:-
 - a) If an inquiry against the Office Bearer is initiated, or
 - b) If the Office Bearer is convicted for an offence.
 - c) On dismissal/resignation/withdrawal of the office bearer from the employment of TERI University.
7. The ICC shall function from the office of its Presiding Officer.
8. The ICC shall create awareness about sexual harassment amongst its employees/students. It will help deal with and recommend punishment for non-consensual acts of sexual harassment. Members are expected to be sensitive to the issue and not let personal biases and prejudices and stereotypes affect their functioning as members of the ICC.

Complaint

9. Any woman, of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent is an aggrieved woman.
10. An aggrieved woman may pursue the matter related to sexual harassment through a formal procedure by lodging a complaint with the President or any members of ICC as follows:-
 - a) In writing;
 - b) Lodge within a period of three (03) months from the date of the incident or the last incident in case of a series of incidents.

11. However, a complaint may be accepted even after the aforesaid period if the ICC is satisfied that the circumstances prevented the aggrieved to lodge a complaint within the stipulated time. 6 copies of a written complaint should be submitted to the Committee or any of its members along with list of witnesses and supporting documents. Additional documents and list of witnesses can be submitted to ICC at a later stage during the proceeding.
12. Provided that where such complaint cannot be made in writing, the Presiding Officer or any other member of the ICC shall render all reasonable assistance to the woman for making the complaint in writing.
13. The University shall develop a page in the website on the procedures of lodging complaint.

Duties of ICC

14. Gender Sensitisation. Conduct an orientation seminar to discuss the nature and scope of the sexual harassment of women at the workplace, at the beginning of the academic year. The ICC shall also further facilitate spreading awareness of the policy and implementation of the same through informal sessions, performances, cultural events etc., during the academic year.
15. Duly acknowledge receipt of any complaint received from an aggrieved woman.
16. Any complaint received by the members should be immediately forwarded to the Presiding Officer, and this must be notified to other committee members at the earliest and not later than 3 days and a meeting should be called for discussing the matter.
17. No legal practitioner will be allowed to represent either the aggrieved woman or the respondent in proceedings before the ICC.
18. If the ICC finds any complaint to be outside the purview of sexual harassment as defined above, it shall inform the complainant of the same in writing within **five days** of receiving the complaint and close the case without any inquiry; furthermore, the ICC shall report such closure to the Vice Chancellor within **five days** from its decision.
19. The ICC may, before initiating an inquiry, at the request of the aggrieved woman, take steps to settle the matter between her and the respondent through conciliation. No monetary settlement shall be made as the basis of conciliation. The ICC shall provide the copies of the settlement as recorded to the aggrieved woman and the respondent. Where a settlement is arrived at, no further inquiry shall be conducted. The ICC shall then record the settlement so arrived and forward the same report to the Vice Chancellor.
20. If conciliation is found to be not feasible, notice will be issued to both parties for hearing. Notice shall be issued to the respondent within 7 working days of receipt of the complaint and 10 working days shall be given for submission of reply (along with the list of witnesses and documents).
21. If the ICC is satisfied that the complaint does fall under the purview of sexual harassment as defined above, it shall conduct an inquiry into the case, if the respondent is an employee/student. In case of other workers, if a prima-facie case exists, the ICC will forward the complaint to the police. During the inquiry, the ICC is authorized to take the following steps:-
 - a) Summon any employee/student of the TERI University, if required.

- b) Examine the complainant / respondent / witness on oath, if required; every party involved in a case shall be given an opportunity of being heard, as mandated by section 11(1) of the Act; and
- c) Demand the production of relevant documents, if required.
22. The ICC shall close a case if the complainant withdraws the complaint in writing; and report the closure to the Vice Chancellor within one week of the withdrawal as mandated in section 10(2) of the Act.
 23. Complete the inquiry within a period of ninety days from the date of receiving the written complaint, as mandated by section 11(4) of the Act.
 24. Report the findings of every inquiry to the Vice Chancellor within a period of 10 days from the date of completion of the same inquiry, as mandated by section 13(1) of the Act.
 25. As mandated by section 16 of the Act, the ICC shall not communicate the nature of the complaint / identity / address of the complainant or respondent or witness in response to any application under the Right to Information Act or to the public / media.
 26. Where the conduct of sexual harassment amounts to a specific offence under IPC (45 of 1860) or under any other law it shall be the duty of the ICC to immediately inform the complainant of her right to initiate action in accordance with the law.
 27. Make inquiry into the complaint in accordance with the provisions of the service rules/ disciplinary rules applicable to the respondent considering sexual harassment as misconduct. The ICC shall provide reasonable opportunity to the aggrieved woman and the respondent for presenting and defending her/his case. The ICC may at any time during the enquiry proceedings, preclude the face-to-face examination of the respondent and the aggrieved woman and/or their witnesses. The past sexual history of the aggrieved woman shall not be probed into as such information shall be deemed irrelevant to a complaint of sexual harassment.
 28. The ICC shall have the right to terminate the enquiry proceedings and to give an ex-party decision on the complaint, should the respondent fail, without valid ground, to be present for three consecutive hearings convened by the Presiding Officer.
 29. The aggrieved woman and the respondent, or any one person on her/his behalf, shall have the right to examine written transcripts of the recordings with the exclusion of witnesses' names and identities. Any person nominated by the aggrieved woman and/or the respondent on her/his behalf shall be (only) either a student, or a member of the academic or non-teaching staff. No person who has been found guilty of sexual harassment shall be accepted as a nominee. The aggrieved woman/respondent should inform the Presiding Officer specifically if they wish to exercise this right. The Presiding Officer shall allow access to such documents on a specific date to be intimated at least **two days** in advance to each of the parties concerned. At no point in time, however, can the concerned parties take these documents outside the office.
 30. The aggrieved woman and the respondent shall be responsible for presenting their witnesses before the ICC. However, if the ICC is convinced that the absence of either of the parties to the disputes is on valid grounds, the ICC shall adjourn that particular meeting of the ICC for a period not exceeding five days. The meeting so adjourned shall be conducted thereafter, even if the person concerned fails to appear for the said adjourned meeting without prior intimation/valid ground.

31. All proceedings of the ICC shall be recorded in writing. The record of the proceedings and the statement of witnesses shall be endorsed by the persons concerned as well as the ICC members present. In case the minutes cannot be reduced in writing the same day, an audio recording of the proceedings may be made, and the written proceedings will be authenticated on a next available opportunity.
32. If the aggrieved woman desires to tender any documents by way of evidence, the ICC can supply true copies of such documents to the respondent. Similarly, if the respondent desires to tender any documents in evidence, the ICC shall supply true copies of such documents to the aggrieved woman. In the event the ICC thinks that supplementary testimony is required, the Presiding Officer shall forward to the persons concerned a summary of the proceedings and allow for a time period of seven days to submit such testimony, in person or in writing, to the ICC.
33. The aggrieved woman and the respondent shall have the right of cross-examination of all witnesses. However such cross-examination shall be conducted in the form of written questions and responses via the ICC only. The respondent shall have no right to directly cross-examine the aggrieved woman or her witnesses. The respondent/aggrieved woman may submit to the ICC, a written list of questions that he/she desires to pose to the aggrieved woman/witness. The ICC shall retain the right to disallow any questions that it has reason to believe to be irrelevant, mischievous, slanderous, derogatory or gender-insensitive. Amicus Curie can be called for helping the ICC if and when required. After concluding its investigation, the ICC shall submit a detailed reasoned report to the Vice Chancellor.
34. The ICC shall maintain records with the following details of every complaint received:-
 - a) Date of receiving the complaint.
 - b) Name, designation/Roll No., Department and Programme of the complainant;
 - c) Summary of the complaint.
 - d) ICC's decision, in brief with signature of the ICC members and President.

ICC Recommendations

35. The report of the ICC shall include any of the following recommendations:-

Appropriate action be taken against the respondent/s if the allegation has been proved in the inquiry, as mandated by section 13(3). The following actions may be recommended for:-

Employee :

- a) Written apology.
- b) Warning.
- c) Reprimand or censure.
- d) Withholding of promotion.
- e) Withholding of pay rise or increments.
- f) Undergoing a counseling session.

- g) Carrying out of community service.
- h) Terminating the respondent from service.
- i) Any other punishment according to the service rules applicable to the respondent.

Students:

- a) Disciplinary probation.
- b) Warning.
- c) Suspension from the University for one or more semesters.
- d) Expulsion from the University.

No action be taken against the respondent(s) if the allegation has not been proved in the inquiry, as mandated by section 13(2) of the Act;

When the ICC arrives at the conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the Vice Chancellor to take action against such falsification. However, a mere inability to substantiate a complaint or provide adequate proof need not attract any action against the complainant.

36. If the allegation(s) is/are proved against the respondent, the ICC may direct the TERI University to ensure the payment of compensation to the aggrieved woman by the respondent. The determination of compensation to the aggrieved woman shall be decided based on the following facts: -
- a) The mental trauma, pain, suffering and emotional distress caused to the aggrieved woman.
 - b) The loss of career opportunity due to the incident of sexual harassment.
 - c) Medical expenses incurred by the victim for physical or psychiatric treatment.
 - d) The income and financial status of the respondent.
 - e) Feasibility of such payment in lump sum or in installments.
37. The TERI University authorities will file a compliance report to the ICC within 30 days of issuance of such recommendation.
38. The aggrieved woman or respondent may prefer an appeal to the competent authority.

Decision of ICC

39. The ICC's decisions shall be taken in the following manner:-
- a) If the Office Bearers are in unanimity, then their opinion shall be considered as the ICC's decision;
 - b) If the Office Bearers are not in unanimity, then the opinion of their majority shall be considered as the ICC's decision;
 - c) If there is a tie among the Office Bearers, then the Presiding Officer's opinion shall be considered as the ICC's decision.

Miscellaneous

40. **Remuneration.** As provided for in section 4(4) of the Act, the external member(s) shall be paid such fees as mutually agreed upon in a contract with this institution for attending the ICC's proceedings as and when required by its Presiding Officer.
41. **Support.** Additional General Manager (AS), TERI University shall provide the necessary administrative and logistical support to the ICC if requested by its Presiding Officer.
42. The ICC shall submit an annual report for every year (1st April to 31st March), with brief details of the cases filed and their status, to the **Registrar** by the 1st of April of the following year.
43. The admin office shall render a report to UGC as per letter Ref.No. F. 91-1/2013 (GS) dated 15th June'15, in the format placed at Annexure 1.2, for this policy.
44. In case of any doubts or ambiguity or difficulty in implementing the provision of these rules the decision of Vice Chancellor, TERI University in this regard shall be sought and shall be final.

Annexure 1.1

TERI UNIVERSITY

(Deemed to be University)

Internal Complaints Committee and a policy document to inquire into the complaint of Sexual Harassment at work place

In accordance with the extra ordinary Gazette of India, Part-II, dated April 23, 2013 and UGC guidelines No.D.O.No.F.91-1/2013(GS) dated 23rd July'2015, the Vice Chancellor has constituted the following **“Internal Complaints Committee(ICC)”** vide notification no. _____ dated _____, in the TERI University to inquire into the complaints of Sexual Harassment of woman at work place:-

- (a) - Presiding Officer
- (b) - Member
- (c) - Member
- (d) - Member
- (e) - Member (External)

Annexure 1.2

Annual Return on cases of Sexual Harassment

Period : 1st April To 31st March.....

Ser .		Ministry / Dept.	Autonomous Bodies
1.	Number of complaints of sexual harassment received in the year		
2.	Number of complaints disposed off during the year		
3.	Number of cases pending for more than 90 days		
4.	Number of workshops on awareness programmes against sexual harassment conducted during the year		
5.	Nature of action		

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TERI University Policy on Equality, Diversity and Inclusion, 2015

Preamble

1. The TERI University is committed to being inclusive, as a diverse population of students, faculty and staff from different religions, castes, cultures, physical abilities and country, are its greatest strengths. In order to ensure everyone can thrive and meet their full potential, it is essential that inclusion and equality of opportunity be at the core of all the activities of the University. The TERI University commits to facilitate an environment of non-discrimination as envisaged under the Constitution of India and various laws passed by the Parliament aimed at eliminating discrimination.

Scope

2. This policy will be called “Policy on Equality, Diversity and Inclusion,2015” and shall be applicable to the faculty, students, staff, potential employees, service users, contract workers, volunteers, visitors, as well as Board of Management and the Academic Council. The University is committed to a zero tolerance policy in relation to discrimination on the basis of race, caste, ethnicity, accent, nationality, gender, marital status, disability, religion or belief, sexual orientation, age or any other irrelevant factor. This policy and procedure applies equally to all aspects of the activity including recruitment & selection, promotion, the teaching/learning process, dignity at work, grievances, sickness & absence, conduct, terms & condition of service and reasons for termination, student selection process, admission process, the evaluation process, the grading process and any other student centric processes at the University.

Definition – Equality, Diversity and Inclusion

3. Equality, Diversity and Inclusion include any one or more of the following:-
- (a) **Equality** is about creating a fairer community where everyone can participate and has the same opportunity to fulfil their potential.
 - (b) **Diversity** acknowledges and values the full range of differences between people both in the University and in wider society.
 - (c) **Inclusion** refers to an individual’s experience within the University and the extent to which they feel valued and included.

Equality Advisory Committee (EAC)

4. (a) Members : The Vice Chancellor shall constitute an Equality Advisory Committee (EAC) comprising of the following:
- (i) Dean Academic – Presiding Officer
 - (ii) One member from faculty and one student member from minority/disadvantaged group (Gender Champion, to be selected by Presiding Officer) on rotation basis every two years (on 01 August of the academic year).
 - (iii) One international student – Member
 - (iv) Additional General Manager (admin services), Member Secretary

(b) Any office bearer of the EAC would be removed by the Vice Chancellor in the following circumstances:-

(i) If an inquiry against the office bearer is initiated.

(ii) If the office bearer is convicted for any offence.

(iii) On dismissal/resignation/withdrawal of the office bearer from the TERI University.

(c) The EAC shall meet atleast once in every four months and function from the office or the Presiding Officer.

(d) Complaint: Any member of TERI University who feels unfairly treated or subjected to direct or indirect discrimination can raise the matter through the EAC. There will be no victimisation of any employee or student for making or supporting or assisting a complaint of harassment, bullying or discrimination, even if the complaint is not upheld. However, if a complaint is shown to be untrue and has been brought in bad faith (e.g. maliciously or as an act of spite) disciplinary action will be taken in accordance with the terms & conditions of the policy. All complaints of bullying and harassment will be treated seriously and shall be investigated for appropriate action.

(e) Roles and Responsibilities of EAC:-

(i) Consult with the University administration to promote and champion equality, diversity and inclusion and prevent unlawful discrimination within the premises of the TERI University.

(ii) Ensure commitment of the TERI University to equality, diversity and inclusion is communicated to all faculty/employees/students fairly and responsibly.

(iii) Ensure that all members of the TERI University share responsibility for promoting equality, diversity and inclusion and ensure that this policy is implemented in practice.

(iv) Create a socially congenial atmosphere for academic interaction and for the growth of healthy interpersonal relationship among the students coming from various social backgrounds.

(v) Make efforts to sensitize the academic community regarding the problems associated with social exclusion as well as aspirations of the marginalized communities.

(vi) Create awareness about equality and deal with breaches of this policy and recommend suitable action on the same.

(vii) Oversee/monitor various welfare schemes/programmes sponsored by the Government of India/State Government, UGC or any agency/organisation as well as those devised by the college/affiliating university for the disadvantaged groups for their effective implementation.

(viii) Recommend cases of serious nature to Grievance redressal.

(ix) Record and report to the Vice Chancellor (through the Admin Office) all instances of discrimination categorised as an offence under any law present by State following established procedures and guidelines.

All Members of the TERI University

5. Shall :-

- (a) Lead by example and champion equality, diversity and inclusion across the University and externally.
- (b) Treat people in accordance with the vision and values of this Policy. Be aware of their responsibilities and report inappropriate behavior (s) and raise any incident(s) that breach the dignity at work.
- (c) Familiarise with this Policy and procedures and ensure that practices are consistent with its content and legislation.
- (d) Be responsible and foster good relations with all.

Administrative Section

6. Shall :-


- (a) Ensure that the Equality, Diversity and Inclusion Policy and procedures are updated.
- (b) Make available Equality Monitoring Reports (EMR) from the EAC once in an academic year, which will be used to identify any potential barriers in relation to campus environment, admission, recruitment, selection, education and learning and career development.
- (c) Ensure that all University policies and procedures are equality impact assessed.

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TERI University Policy on award of title of Emeritus Professor

1. The title "Emeritus Professor" may be conferred on professors for distinguished and sustained service to the University:
 - (a) on their retirement; or
 - (b) on their leaving the University to take up an appointment elsewhere when they are unlikely to return to the TERI University to work.
2. The award of "Emeritus Professor" will be exceptional in nature and may be conferred on academic or research staff for distinguished service which is demonstrably beyond the level of service usually expected of a senior staff member
3. The following procedure will be followed:-
 - (a) The nominee should have made significant and distinctive contribution to the development of TERI University as an institution.
 - (b) The nominee should have served TERI University as Professor for at least 10 years prior to his/her retirement.
 - (c) The nominee should be a scholar of nationally and internationally recognized eminence and his/her contribution should have made a difference to the discipline and/or to society. The difference to the discipline/society could be judged in terms of formulation of new concepts/paradigms/hypotheses/innovations/discoveries which have been recognized by peer group academics and should be in evidence through publications and other forms of research output.
 - (d) The process of nomination may be initiated by any faculty member of TERI University who has served the University for at least 7 years. The nomination may be sent directly to the Vice-Chancellor along with the consent and Curriculum Vitae of the nominee.
4. The Vice-Chancellor upon receiving a nomination will consult at least three eminent academicians of the discipline from within or outside TERI University, and upon satisfying him/herself make recommendations to the Board of Management. In the event of negative report(s), the Vice-Chancellor may in his/her wisdom decide to consult other experts in the discipline before presenting the case to the BoM. The BoM will decide on the merit of all cases, and the deliberations will be kept in strict confidence.
5. The appointment of 'Professor Emeritus' shall be purely honorary and for life and will carry with it no commitment for providing a salary.
6. A Professor Emeritus shall be free to do academic work at the University, and may supervise research scholars as a co-supervisor along with a regular faculty member.

Audited Accounts of the Financial Year 2014-15

 **Sanjay Rastogi & Associates**
Chartered Accountants

STATEMENT OF PARTICULARS
Application of Income-tax Act, 1961, in the case of charitable or religious purposes

FORM NO. 10B
[See rule 17B]

Audit report under section 12A (b) of the Income-tax Act, 1961, in the case of charitable or religious trusts or institutions



We have examined the Balance Sheet of **TERI University** as at 31.03.2015 and the Income & Expenditure account for the year as on that date which is in agreement with the books of account maintained by the said Trust or Institution. These Financial statements are the responsibility of the management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in India. Those Standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purposes of the audit. In our opinion, proper books of account have been kept by the trust far as appears from our examination of the books given below:

In our opinion and to the best of our information, and according to information given to us the said accounts give a true and fair view:-

- (i) in the case of the Balance Sheet, of the state of affairs of the above named trust as at 31.03.2015 and
- (ii) in the case of the Income & Expenditure Account, surplus of its accounting year ending on 31.03.2015

 **For Sanjay Rastogi & Associates**
Chartered Accountants

CA Sanjay Rastogi
Partner

Place: New Delhi
Date : September 30, 2015

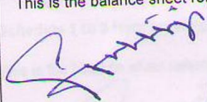
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TERI UNIVERSITY
New Delhi
STATEMENT OF FINANCIAL POSITION AS AT 31ST MARCH 2015

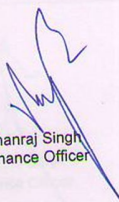
Schedule		Amount in INR	
		As on 31.3.2015	As on 31.3.2014
Sources of Funds			
Grant From TERI			
Opening Balance	82,742,701	82,742,701	82,742,701
Received during the year	-	-	-
Corpus Fund - Wildlife Conservations Trust	2,500,000	2,500,000	2,500,000
Corpus Fund - Coca Cola	44,639,524.00	40,175,571	-
Less : 10% Transferred for Project Activities	4,463,953.00	-	-
		64,246,849	50,209,672
Income & Expenditure Account			
		189,665,121	135,452,373
Total			
Application of Funds			
Fixed Assets			
Balance as on 31.03.2015	1	53,361,512	51,622,901
Less: Depreciation		1,773,158	-
		161,739,000	107,099,000
Investments			
Fixed Deposits & Bonds			
Current Assets, Loans & Advances			
	2	111,535,355	
Less:			
Current Liabilities and Provisions			
Liabilities	3	135,197,588	23,269,528
Net Current Assets			
		23,662,233	-
Total			
		189,665,121	135,452,373
Significant Accounting Policies and Notes to the Accounts			
	8		


Schedule 1 to 8 form an integral part of the Accounts

This is the balance sheet referred to in our report of even date


Sanjay Rastogi
For and on behalf of
Sanjay Rastogi & Associates
Chartered Accountants, New Delhi




Dhanraj Singh
Finance Officer


Dr. Rajiv Seth
Acting Vice Chancellor

Place : New Delhi
Date : 30/09/2015

**TERI UNIVERSITY
New Delhi
Income & Expenditure Account for the year ended on March 31, 2015**

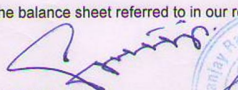
	Schedule	(Amount in INR)	
		As on 31.3.2015	As on 31.3.2014
Income			
Academic Receipts	4 (a)	79,216,672	77,384,346
Interest Receipts	4 (b)	15,156,151	11,098,230
Others Receipts	4 (c)	10,305,374	10,357,783
Receipts from Completed Research Projects/Training Programme/Seminars & Workshop		104,373,548	54,169,815
Total Income		209,051,745	153,010,174
Expenditure			
Salary	5	63,915,854	48,754,751
Academic Course Expenses	6	18,683,910	16,237,864
Office Contingencies & Miscellaneous	7	42,333,820	46,091,770
Expenditure of Completed Research Projects/Training Programme/Seminars & Workshop		68,307,826	19,029,325
Depreciation		1,773,158	2,183,843
Total Expenditure		195,014,568	132,297,553
Excess of Receipts over Expenditure (Surplus)		14,037,177	20,712,621
Balance available for Appropriation		14,037,177	20,712,621
Less : Transferred in to Reserve & Surplus Account		14,037,177	20,712,621
Surplus/Deficit brought forward		50,209,672	29,497,051
Surplus/ Deficit Carried over to Income & Expenditure		64,246,849	50,209,672

Significant Accounting Policies and Notes to the Accounts

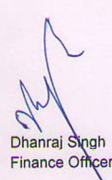
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Schedule 1 to 8 form an integral part of the Accounts

This is the balance sheet referred to in our report of even date


Sanjay Rastogi
For and on behalf of
Sanjay Rastogi & Associates
Chartered Accountants, New Delhi




Dhanraj Singh
Finance Officer


Dr. Rajiv Seth
Acting Vice Chancellor

Place : New Delhi

Date : 30/08/2015

Particulars	Rate %	W.D.V. As on		Additions		Discarded	Balance as on 31.03.15	Depreciation for the year	W.D.V. As on 31.03.15
		01.04.2014		less than 180 days	more than 180 days				
Computer	60	938,725		622,924		-	1,561,649	750,112	811,537
Computer (project)	60	23,115				-	23,115	13,869	9,246
Office Equipment	15	4,019,664		787,279	124,805	-	4,931,748	680,716	4,251,032
Office Equipment (Project)	15	2,390,018		9,450	18,000	-	2,417,468	361,911	2,055,557
Scientific Equipment	15	582,882		30,000	17,663	-	630,545	92,332	538,213
Scientific Equipment (project)	15	7,387,725				-	7,387,725	1,108,159	6,279,566
Furniture	10	2,431,093		137,766		-	2,568,849	249,997	2,318,852
Furniture (Project)	10	42,872				-	42,872	4,287	38,585
Land - Delhi Campus		43,634,798					43,634,798	-	43,634,798
Capital Work in Progress - Mysore Campus		15,737		18,184		-	33,921	-	33,921
Total		61,466,629		1,605,593	160,468	-	63,232,690	3,261,384	59,971,306



Schedule 1 - Fixed Assets (Funded from Own Resources)									
Particulars	Rate %	W.D.V. As on		Additions		Discarded	Balance as on 31.03.15	Depreciation for the year	W.D.V. As on 31.03.15
		01.04.2014	31.03.15	less than 180 days	more than 180 days				
Computer	60	938,725	622,924	-	-	-	1,561,649	750,112	811,537
Office Equipment	15	4,019,666	787,279	124,805	-	-	4,931,750	680,717	4,251,033
Scientific Equipment	15	582,882	30,000	17,663	-	-	630,545	92,332	538,213
Furniture	10	2,431,093	137,756	-	-	-	2,568,849	249,997	2,318,852
Land - Delhi Campus		43,634,798	-	-	-	-	43,634,798	-	43,634,798
Capital Work in Progress - Mysore Campus		15,737	18,184	-	-	-	33,921	-	33,921
Total		51,622,901	1,596,143	142,468	-	-	53,361,512	1,773,158	51,588,354
Schedule 1 - Fixed Assets (Funded from Projects)									
Particulars	Rate %	W.D.V. As on		Additions		Discarded	Balance as on 31.03.15	Depreciation for the year	W.D.V. As on 31.03.15
		01.04.2014	31.03.15	less than 180 days	more than 180 days				
Computer (project)	60	23,115	-	-	-	-	23,115	13,869	9,246
Office Equipment (Project)	15	2,390,018	-	-	-	-	2,390,018	358,503	2,031,515
Scientific Equipment (project)	15	7,387,725	9,450	18,000	-	-	7,415,175	1,111,568	6,303,607
Furniture (Project)	10	42,872	-	-	-	-	42,872	4,287	38,585
Total		9,843,730	9,450	18,000	-	-	9,871,180	1,488,227	8,382,953



 Controller of Accounts

TERI UNIVERSITY		
	As on 31.3.2015	As on 31.3.2014
Schedule 2: Current Assets		
Loan & Advances		
Interest Accrued but not due	9,384,982	5,852,813
Interest Accrued and due but not received	393,333	393,333
Project Work in Progress	3,171,410	5,276
Prepaid Expenses	51,575,170	72,304,143
Imprest Accounts	1,131,761	1,262,468
TERI - Students Fellowship	1,218,329	1,245,713
Amount Recoverable from Student - Course Fee	7,419,502	4,453,097
Amount Recoverable for Completed Projects & Workshops	3,824,885	3,391,565
Earnest Money Deposit With Govt. Department	3,835,186	-
Amount Recoverable from Mr. Suneel Kumar	10,000	110,000
Amount Recoverable from Mr. T.D. Gupta	31,451	259,245
Amount Recoverable from State Bank of Hyderabad	2,100	2,100
Amount Recoverable from Dr. Leena Srivastava	41,644	-
Security Deposit with Landlords	21,000	-
Service Tax Recoverable	385,200	531,000
TDS Recoverable	420,022	481,822
Water & Electricity Charges Receivable	4,489,401	3,443,889
	1,853,091	1,147,771
Cash & Bank Balance		
State Bank of Hyderabad		
SB A/c no. 52142908571		
State Bank of Hyderabad	500,753	973,558
SB A/c no. 52142908560		
HDFC Bank A/c - 02731110000021	2,104,261	345,805
HDFC Bank FCRA A/c - 00031170000088	1,166,736	838,294
ICICI Bank - 000701263993	9,820,427	3,885,303
Canara Bank - 3159101000096	610,198	818,299
Canara Bank - 3159101001448	4,411,143	4,888,515
Cheque in Hand	2,672,644	-
Cash in Hand	9,588	-
	1,031,138	679,820
Total	111,535,355	107,313,829



TERI UNIVERSITY	As on 31.3.2015	As on 31.3.2014
Schedule 3: Current Liabilities		
Sundry Creditors	7,260,814	2,626,111
Amount Payable to Students	9,315	-
Project Contribution Received in Advance	115,669,915	115,425,076
Amount Payable to State Bank of India - Credit Card	31,432	-
Security Deposit Received from Suppliers	25,000	25,000
Amount payable to TERI (Vehicle Loan & Home Loan & Interest - Deputation Staff)	-	169,367
Audit Fees Payable	65,000	56,000
Stale & Cancelled Cheques	32,945	132,025
Unutilised Contingent Grants - CSIR	73,097	119,061
Unutilised Contingent Grant - DBT	245,000	174,717
Unutilised Contingent Grant - UGC	72,914	16,000
Unutilised Contingent Grant - DST	40,000	-
Grant Received from DST (Inspire) for Students	104,000	-
Grant received from DBT for Students	530,400	249,600
Grant received from UGC for Students	31,000	207,000
Grant received for Manish Manjunath Fellowship	55,000	-
Misc. Fellowship Received	64,640	-
Amount transferred from Previous Employer for Retirement Benefits	1,273,429	-
Amount Payable to CSIR - Unutilised Grant - Aniruddha Ghosh	47,362	-
Outstanding Expenses	2,360,344	3,190,864
Provision - Faculty/Student Development Programme	342,494	462,897
Student Activities Fund	470,000	1,171,720
LTC Payable	-	9,323
Advance Money Received for Field Work - Dr. Sapna Narula	85,277	-
Received from Daikin University for PhD Student	-	90,000
Received from University of Guelph for PhD Student	133,900	133,900
Received from University of Utrecht for PhD Student	-	299,372
Duties & Taxes Payable	1,112,897	860,521
Security Deposits Refundable	4,551,803	3,963,803
Security Deposit from Employee - House Lease	166,000	146,000
Security Deposit Hostel Students	315,000	365,000
Course Fee Received in Advance	28,610	600,000
Vegetation Fund	-	90,000
Total	135,197,588	130,583,357
Schedule 4: Income Receipts		
A. Academic Receipts		
Course fees	77,311,071	75,548,411
Sale of Application Form	1,905,601	1,835,935
	79,216,672	77,384,346
B. Interest Receipts		
Interest Received on Deposits	11,063,630	7,515,753
Interest Received on Reserve Bank of India Bond	2,400,000	2,400,000
Interest Received on Tax Deducted at Sources	-	54,068
Interest on Home Loan/Vehicle Loan	627,700	445,444
Interest - Others	122,400	122,400
Interest on Saving Bank	942,421	560,565
	15,156,151	11,098,230
C. Other Receipts		
Sponsorship	270,000	255,000
Admission Cancellation Fees	1,296,890	823,090
Amount Written back	205,375	437,251
Miscellaneous income	2,061,831	371,439
Receipts from Hostel Fees	5,154,470	5,659,367
Recoveries against Notice Pay & Leave Encashment	75,426	70,622
Receipts from Seminar & Workshop	1,108,822	2,475,391
Transit Residence	132,560	265,623
	10,305,374	10,357,783
Total	104,678,197	98,840,359

TERI UNIVERSITY		
	As on 31.3.2015	As on 31.3.2014
Schedule 5: Salary Components		
Pay & Allowances	54,610,487	42,075,647
Performance Linked Gratuity (Faculty)	1,149,673	585,000
Employer's Provident Fund Contribution	4,874,541	3,859,465
Telephone Reimbursement	58,666	42,250
Medical Reimbursements	394,502	428,163
Gratuity Expenses	930,936	313,993
Leave Encashment	483,630	237,932
Leave Travel Allowance	1,413,419	1,212,301
Total	63,915,854	48,754,751
Schedule 6: Academic Course Expenses		
Advertisement	1,741,410	1,452,667
Bank Charges	8,493	1,234
Books & Periodicals - (Library)	1,083,867	989,517
Computer Software Maintenance Charges	464,624	602,746
Laboratory, Chemical, Glassware & Consumable Expenses	430,070	272,408
Conveyance & Hiring Expenses	596,274	841,948
Electrical & Repairs Maintenance Expenses	-	3,013
Meeting & Refreshment Expenses	141,111	108,033
Fellowship, Honorarium, Stipend & Internship Payment	1,222,441	897,733
Students Field Expenses	3,033,907	638,554
Misc. Expenses	6,046	68,914
Photo & Picture Charges	-	4,634
Postage Expenses	11,175	4,896
Printing & Stationery	225,334	204,023
Professional Time Other Consultants	8,843,907	9,627,927
Repair & Maintenance Expenses	97,381	26,919
Seminar & Workshop	320,324	16,497
Travelling Expenses	457,546	279,089
Travelling Expenses (Foreign)	-	197,112
Total	18,683,910	16,237,864



TERI UNIVERSITY	As on 31.3.2015	As on 31.3.2014
Schedule 7: Office Contingencies and Miscellaneous		
NAAC Expenses	-	143,097
Annual Maintenance Contract	2,612,847	3,743,193
Alumni Meeting Expenses	58,022	51,785
Audit Fees	65,000	56,000
Annual Sports Day Expenses	13,420	14,889
Bank & Finance Charges	357,463	262,865
Celebration & Festival Exepnses	97,606	215,639
Computer Software and Repairs & Maintenance	1,272,766	446,769
Consumable	-	168,901
Conveyance Expenses	83,494	70,001
Convocation Expenses	1,287,119	1,100,121
Entertainment/Event/ Hostel Operating Expenses	3,163,566	4,992,974
Electrcial & Hardware Items	235,182	331,749
Guest House Operating Exp.	201,289	190,212
Hiring charge - Vehicle	1,073,411	725,803
Hostel Hiring Charges	285,411	1,009,330
Student Fellowship, Contingency & Honorarium Expenses	66,800	480,259
Insurance Premium	241,713	220,680
Email/Internet/LAN Network Expenses	1,009,253	1,138,339
Postage Expenses	80,122	222,383
Printing & Stationery	977,323	945,478
Misc. Expenses	212,270	203,358
Movie Production Charges	1,521,770	-
Provident Fund - Administration charges	428,959	357,669
Provident Fund - EDLI Charges	25,039	12,807
Provident Fund - Inspection Charge	504	255
Housekeeping Charges, Office Maintenance Charges & Other		
Professional Charges	8,064,176	7,822,839
Repair & Office Maintenance - Building	1,135,003	918,581
Registration Fee/ Renewal Fees /Subscription Fee	640,572	1,474,699
Repair & Maintance - Others	127,269	156,209
Repair & Maintenance - Furniture	353,983	432,961
Repair & Maintenance Office Equipment	915,935	1,139,970
Repair & Maintenance Vehicle	173,246	9,004
Salary - Staff on Deputation	-	2,500,000
Security Service Charges	3,209,639	3,449,036
Service Tax Paid	1,676,144	2,086,710
Transit Residence	638,824	581,140
Telephone Expenses	386,040	232,788
Travelling Expenses	982,084	527,228
Vice Chancellor - Car Running Expenses	119,383	21,343
Water/Electrcitiy/Diesel A/c	8,541,173	7,634,706
Total	42,333,820	46,091,770



SCHEDULE 8 : SIGNIFICANT ACCOUNTING POLICIES AND NOTES TO THE ACCOUNTS

Significant Accounting Policies:

Accounting Convention:

The accounts have been prepared on accrual basis.

Revenue recognition

- a) Course Fee & Hostel Fee are recognized as income on accrual basis.
- b) Sponsorship fees is recognized as income on receipts basis.
- c) Contribution & Expenditure related to Research Activities, Training Programme, Seminar & Workshop are recognized as income / expenditure in Income and Expenditure Account at the time of completion of the activities.
- d) Income from investment is recognized on accrual basis.

Fixed Assets:

Fixed assets are stated at cost of acquisition / construction less accumulated depreciation.

The cost of acquisition is inclusive of borrowing cost, freight, taxes and other incidental expenses incurred up to the date of installation and commissioning of the assets.

No write-off is made in respect of leasehold land.

Depreciation

Depreciation of fixed assets has been provided on the written down value method at the following rates :

Office and Scientific Equipment,	15%
Electric installations, Air – Conditioning plants,	10%
Generators	15%
Furniture & Fixtures	60%
Car	
Computers	



Investment


Long term investment is stated at cost. Current investment is stated at cost or net realizable value whichever is lower.

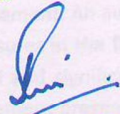
NOTES TO THE ACCOUNTS

The Trust is registered under section 12A (a) of the Income Tax Act 1961 and therefore, eligible for benefit of section 11 of the Income Tax Act. The donations made to the trust are exempt under section 80(G)(5)(V) of the Income Tax Act 1961.

Previous year figures have been regrouped – rearranged wherever considered necessary.

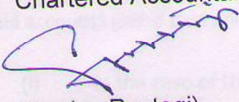
Signature to Schedule 1 to 8 of the Balance Sheet.


Dhanraj Singh
Finance Officer


Dr. Rajiv Seth
Acting Vice Chancellor

As per Reports of even date attached:

For Sanjay Rastogi & Associates
Chartered Accountants


(Sanjay Rastogi)
M.No. 75033



Place : New Delhi
Date : 30/09/2014

Financial Estimates for the Financial Year 2015-16

Income Estimates from 01.04.2015–31.03.2016

(Rs. In Lacs)		
Sr. no.	Account head	Budget
1.	Academic programme income	870.00
2.	Interest on Investment	175.00
3.	Hostel Fee/Seminars/Others	120.00
4.	Research & Training Activities	1,010.00
Total		2,175.00

Recurring Expenditure from 01.04.2015–31.03.2016

(Rs. in Lacs)		
Sr. no.	Account head	Budget
1	Faculty Pay and allowances	800.00
2.	Admin Staff Pay & allowances (w.e.f. 01.12.2015)\$	100.00
3.	Academic course expenses	200.00
4.	Office & Maintenance expenses	250.00
5.	Housekeeping expenses/ Security expenses/Office Maintenance	120.00
6.	Electricity expenses	90.00
7.	Library expenses	15.00
8.	Laboratory/Chemical and glassware expenses	10.00
9.	Research & Training Expenses	550.00
Total		2135.00

Non-Recurring Expenditure from 01.04.2015–31.03.2016

(Rs. in Lacs)		
Sr. no.	Account head	Budget
1.	Equipment – Computers/Office equipment/Furniture etc.	25.00
Total		25.00

