

Students handbook

2017-18



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

Welcome

This handbook has been compiled to acquaint students with the TERI University and its regulations, and with the responsibility that comes their way as members of the TERI University family. It is to be read in conjunction with the Information Brochure 2017-18 issued by the University. Students are advised to keep this handbook conveniently and refer to it during the course of their study.

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1 General information

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

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

Location

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

Collaboration

The University is actively involved in collaborative programmes with international universities. In February 2002, it entered into an MoU (Memorandum of Understanding) with the School of Forestry and Environmental Studies of the Yale University. This inter-institutional cooperation is aimed at facilitating mutually beneficial exchange of students, faculty, knowledge, resources and ideas. TERI University has also signed Memorandum of Understanding with North Carolina State University, USA, the University of Iceland and Freie University, Germany for strengthening academic research and programmes through exchange of faculty, students and researchers, and for undertaking joint research projects and joint publications.

Departments & Centres

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

Department of Natural Resources
Department of Energy and Environment
Department of Biotechnology

Coca Cola Department of Regional Water Studies
Department of Policy Studies
Department of Business Sustainability
Centre for post graduate Legal Studies (under Department of Policy Studies)

2. University Rules

Objective

- To provide for institution and training in energy studies, biosciences, environmental sciences, public policy and other such branches of learning as it may deem fit.
- To provide for research and for the advancement of and dissemination of knowledge.
- To do all such other acts and things as may be necessary or desirable to further the objects of the University. These may include, inter alia,
- Establishment of and participation in collaborative activities with other educational institutions in and outside the country;
- To sponsor and organize teaching and training programmes, conferences and seminars on subjects of theoretical or practical relevance to the courses of study; and
- To establish, acquire and mention facilities such as offices, residential accommodation for staff, hostel for students, etc.

Administration

The University has a Board of Management, which is responsible for its overall administration and control. The academic policy of the University is decided by the Academic Council. The Vice-Chancellor of the University is the Chairperson of the Board of Management and the Academic Council. Financial advice to the University is rendered by the Finance Committee. The following offices are constituted in the TERI University:-

- Chancellor
- Vice-Chancellor
- Pro Vice Chancellor
- Registrar
- Controller of Examinations
- Dean(s)
- Heads of Departments
- Finance Officer

Board of Management

Chairman

Dr Leena Srivastava
Vice-Chancellor

Members

Dr Rajiv Seth
Pro Vice-Chancellor

Deans

Dr Prateek Sharma
Dr Arun Kansal

Three eminent Academicians nominated by Chancellor

Prof. Dipankar Gupta
Former Professor in the Centre for the study of social systems, JNU
Dr. Ashok Gulati
Infosys chair Professor for Agriculture, ICRIER
Dr. Ashok Khosla
Chairman, Development Alternatives

Nominee of the Government of India **Air Marshal K K Nohwar (Retd.)**

Nominee of Sponsoring Society

Mr. Inder Walia
Former Group Director (HR), Bharti Enterprises
Mr. Tulsi R Tanti
Chairman and Managing Director, Suzlon Energy Limited
Ms. Anita Arjandas
MD & CEO, Mahindra Lifespace Developers Ltd.
Mr. Ishteyaque Amjad
Vice President (Corporate Affairs), Coca Cola India Pvt. Ltd.

Dr. Alok Adholeya
Honorary Advisor, Sustainable Agriculture Division, TERI

Two teachers

(from Prof., Asso. Prof)
Dr. Smriti Das
Dr. Anandita Singh

One teacher of the rank of Asst. Prof

Dr. Soumendu Sarkar
Controller of Examination
Dr. Seema Sangita

Registrar

Capt. Pradeep Kumar Padhy (Retd.)

Academic Council

Dr Leena Srivastava - Chairperson

Vice Chancellor

Dr Rajiv Seth

Pro Vice-Chancellor

Deans

Dr Prateek Sharma

Dr Arun Kansal

Heads of the Departments

Dr. Sapna Narula, Department of Business and Sustainability

Dr Suresh Jain, Department of Energy & Environment

Dr Sudipta Chatterjee, Department of Natural Resources

Dr. Chaithanya Madhurantakam, Department of Biotechnology

Dr Nandan Nawn, Department of Policy Studies

Dr M V Shiju, Centre for Post Graduate Legal Studies

Professors

Prof S Sundar

Two Associate Professors from Departments

Dr Naqui Anwer

Dr Anandita Singh

Two Assistant Professors from the department by rotation of seniority

Dr. Anu Rani Sharma

Ms Fawzia Tarannum

Nominees of the Vice Chancellor

Dr Kanchan Chopra

Dr Malathi Lakshmikumaran

Prof T C Kandpal

Co-opted Members

Dr Anubha Kaushik

Dr Vivek Suneja

Dr Rakesh Khosa

Secretary

Capt. Pradeep Kumar Padhy (Retd.)

Finance Committee

Dr Leena Srivastava -
Vice-Chancellor

Chairman

Dr Rajiv Seth
Pro Vice-Chancellor

Mr. Puneet Chandra, Sr. Director-Transformation, TERI

Nominees of the Trust/Society

Prof Manipadma Datta

Two nominees of Board of Management

Dr Smriti Das (Member BoM)

Mr Dhanraj Singh, Finance Officer

Secretary

Registrar
Capt. Pradeep Kumar Padhy (Retd.)

3 Academic calendar 2017-18

Sl. No.	Event	Dates
1	Curriculum coordination meeting/BOS	5 – 8 June 2017
First and Third semesters begin		
2	Identification of faculties by Programme Coordinators for time table	11 July 2017
3	Last date to pay the fee for 3 rd semester (Masters programme/Ph.D programmes)	24 July 2017
4	Orientation and registration for 1st semester 2016/17 - Ph.D., M.Sc., M.B.A., M.A., M.Tech and LLM Programmes	24 July 2017
5	Commencement of classes	25 July 2017
6	Add/drop of courses by students	4 August 2017
7	*System mail regarding final selection of courses by students (14 days)	11 August 2017
8	*System mail to faculty for uploading attendance	11 August 2017
9	Attendance upload in portal by faculty (within 20 days)	14 August 2017
10	Tests I	4 -8 September 2017
11	Upload/Display of marks – tests I	15 September 2017
12	MPEC meetings	19 September 2017
13	Mid semester feedback (six weeks)	3 – 7 October 2017
14	Study tours (where relevant) & Mid Sem. break	7 – 14 October 2017
15	Curriculum coordination meeting/BOS	16 – 19 October 2017
16	Tests II	23 – 28 October 2017
17	Finalization of courses by Programme Coordinators for pre-registration	24 October 2017
18	Upload/Display of marks - tests II	31 October 2017
19	Convocation	10 November 2017
20	Alumni Meet 2017	11 November 2017
21	*System mail to students regarding shortfall in attendance	15 November 2017
22	Final feedback and Pre registration for next semester	18 – 25 November 2017
23	Last day of classes	25 November 2017
24	Tests III	27 November – 9 December 2017
25	Grading by Faculty	22 December 2017
26	MPEC meetings	26 December 2017
27	Display of grades	29 December 2017
28	Meetings of SRCs (Post Comprehensive)	19 – 21 December 2017
29	Meetings of SRCs (Pre Comprehensive)	21 - 22 December 2017
Second and Fourth semesters begin		
30	Identification of faculties by Programme Coordinators for time table	26 December 2017
31	Registration for second semester	8 January 2018
32	Last date to pay the fees for 2 nd and 4 th semesters (Masters programme/PhD programmes)	8 January 2018
33	Commencement of all classes & second semester	8 January 2018
34	Add/drop of courses by students	18 January 2018
35	*System mail regarding final selection of courses by students (14 days)	22 January 2018
36	*System mail to faculty for uploading attendance	25 January 2018
37	Attendance upload in portal by faculty (within 20 days)	29 January 2018

38	Tests I	12 – 17 February 2018
39	Upload/Display of marks - tests I	23 February 2018
40	MPEC meetings	28 February 2018
41	Study tours (where relevant) & Mid Sem. Break	3 - 11 March 2018
42	Mid semester feedback	13 – 18 March 2018
43	Open week for parents and prospective students to meet VC/Registrar/Faculty members	26 – 30 March 2018
44	Tests II	2 – 7 April 2018
45	Finalization of courses by Programme Coordinators for pre-registration	10 April 2018
46	Upload/Display of marks – tests II	13 April 2018
47	*System mail to students regarding shortfall in attendance	26 April 2018
48	Final feedback and Pre registration for next semester	24 April - 4 May 2018
49	Last day of classes	4 May 2018
50	Tests III	7 – 18 May 2018
51	Grading by Faculty	5 June 2018
52	MPEC meetings	7 June 2018
53	Display of grades	12 June 2018
54	Meetings of SRCs	17 – 21 July 2018
55	Orientation and registration for first semester 2018/19	23 July 2018
56	Commencement of classes	24 July 2018

Event Calendar

Ser	Event	Organizer	Dates
1	BLISS(Summer)	TU	March
2	BLISS(Winter)	Department of Policy Studies(DPS)	Nov
3	SYNOD	Department of Policy Studies(DPS)	Nov
4	SWASH	Department of Regional Water Studies(DRWS)	Mar
5	ENVENTURE	Department of Natural Resources	Nov
6	REtopia	Dept of Energy & Environment(DEE)	Nov
7	BIOTIKOS	Dept of Plant Biotechnology(DPB)	Jan
8	PRAVAAH	Department of Business Sustainability(DBS)	Apr

List of Holidays: 2017

	Date	Day	Delhi
1.	26 January	Thursday	Republic Day
2.	24 February	Friday	Maha Shivaratri
3.	13 March	Monday	Holi
4.	14 April	Friday	Good Friday
5.	26 June	Monday	Idu'l Fitr
6.	7 August	Monday	Raksha Bandhan
7.	15 August	Tuesday	Independence Day
8.	2 September	Saturday	Id-ul-Zuha (Bakrid)
9.	30 September	Saturday	Dussehra
10.	2 October	Monday	Gandhi Jayanthi
11.	19 October	Thursday	Diwali
12.	20 October	Friday	Govardhan Puja
13.	4 November	Saturday	Guru Nanak Birthday
14.	25 December	Monday	Christmas Day

List of Holidays: 2018 (tentative)

	Date	Day	Delhi
10.	26 January	Friday	Republic Day
11.	13 February	Tuesday	Maha Shivaratri
12.	2 March	Friday	Holi
13.	30 March	Friday	Good Friday
14.	15 June	Friday	Idu'l Fitr
15.	15 August	Wednesday	Independence Day
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8.	26 August	Sunday	Raksha Bandhan
9.	19 September	Friday	Dussehra
10.	2 October	Tuesday	Gandhi Jayanthi
11.	7 November	Wednesday	Diwali
12.	8 November	Thursday	Govardhan Puja
13.	23 November	Friday	Guru Nanak Birthday
14.	25 December	Tuesday	Christmas Day

4 Contact information

TERI University numbers: 91-11-71800222, Fax numbers: 91-11-2612 2874

<i>Name</i>	<i>Designation</i>	<i>Mobile</i>	<i>Extension No.</i>
Dr Leena Srivastava	Vice Chancellor	9811392262	4701
Dr Rajiv Seth	Pro Vice Chancellor	9811660903	4702
Mr. Pradeep Kumar Padhy	Registrar	9599427448	4816
Dr Prateek Sharma	Dean (Academic)	9971176370	4859
Dr. Arun Kansal	Dean – (Research & Relationships)	9213373000	4852
Ms. Sangeeta Gupta	Director IT and smart initiatives)	9811392243	4858

Department of Natural Resources

Dr. Sudipta Chatterjee	Head	9711061721	4811
Dr. Vinay Shankar Prasad Sinha			4868
Mr. Nithiyanandan Yogeswaran			4935
Dr. Neeti			4942

Coca Cola Department of Regional Water Studies

Dr Arun Kansal	<i>Head</i>	9213373000	4852
Ms. Ranjana Ray Chaudhuri			4869
Ms. Fawzia Tarannum			4872
Ms. Rinki Deo			4923
Dr. Nirupam Datta			4950

Department of Biotechnology

Dr. Chaithanya Madhurantakam	<i>Head</i>	9654060374	4873
Dr Anandita Singh			4803
Dr Ramakrishnan Sitaraman			4856
Dr Deepti Gupta			4875
Dr. Shashi Bhushan Tripathi			4809
Dr. Pallavi Somvanshi			4943
Dr. Sonika Gupta			4928
Dr. Udit Soni			4944

Department of Energy and Environment

Dr Suresh Jain	<i>Head</i>	9971831975	4853
Dr. Jami Hossain			4805
Dr Shaleen Singhal			4801
Dr. Naqui Anwer			4927
Dr. Atul Kumar			4804

<i>Name</i>	<i>Designation</i>	<i>Mobile</i>	<i>Extension No.</i>
Dr. Priyanka Kaushal			4906
Dr Kamna Sachdeva			4871
Dr.Chubamenla Jamir			4946
Dr. Anu Rani Sharma			4812
Dr. Chander Kumar Singh			4949
Dr. Bhawna Bali			4865
Dr. Som Mondal			4742
Dr. Gaurav			4862
Dr. Abhijit Datey			4927
Ms. Deepty Jain			4864
Department of Policy Studies			
Dr. Nandan Nawn	<i>Head</i>	9013495212	4810
Dr Smriti Das			4730
Dr. Kavita Sardana			4872
Dr M V Shiju			4934
Dr. Seema Sangita			4928
Dr. Soumendu Sarkar			4945
Dr. Gopal Sarangi			4948
Dr. Sukanya Das			4936
Dr L N Venkataraman			4929
Dr. Swarup Datta			4749
Dr. Shantanu De Roy			4730
Dr. Prashant Kumar Singh			4867
Department of Business Sustainability			
Dr Sapna Narula	<i>Head</i>	9910255027	4932
Prof Manipadma Datta			4806
Dr. Ritika Mahajan			4943
Dr. Montu Bose			4749

<i>Name</i>	<i>Extn No.</i>	<i>Name</i>	<i>Extn No</i>
Finance		Placement & Alumni Coordination	
Mr. Dhanraj Singh	4931	Ms. Sonika Goyal	4731
Mr. Vikas Prasad	4717	Library	
Mr Sudhansu Jena	4754	Mr. Ratan Jha	4913

		Cafeteria	
		Manager	4938
Academic Administration		Programme Assistant	
Mr Kamal Sharma, Deputy Registrar (Academic Administration)	4718	Ms Vidhya Sharma(ECO/PBT)	4732
Mr V Ganesh, Assistant Registrar, (Academic Administration)	4716	Mr Sushil Kumar(REEM/PGDRM)	4750
Mr Devinder Kumar	4779	Ms Trisha Kiran(SDP/WSG)	4741
Mr Sunil Kumar	4728	Mr Vishal Kumar(PPSD/UDM)	4739
Ms Megha Negi	4948	Ms Jyoti Mehlawat (MBA)	4740
General Administration		Mr Raj(ESRM/Geo/ CSP)	4743
Mr Sandeep Arora, Associate Director (Administration)	4719	Mr Piyush Jadhav(LLM)	4746
Mr. Rajesh Thakur	4728	Secretariate	
Mr K Murugan	4737	Ms. Veena	4704
Ms Doris	4724	Mr. R Balasubramanian	4706
Ms. Priyanka	4726	Ms. Gauri Rana	4705
		Ms. Saroj	4748
Reception		Main Gate	
Ms Betty	1000	Vinay	4799/4753

Contacts for lodging complaint related to Maintenance issues:-				
Area	Name	Email	Mobile No	Extn no.
IT issues	IT helpdesk	ithelp@teriuniversity.ac.in		4916/ 4917
	Mr. Amit	Amit.sharma@teriuniversity.ac.in		4966
	Ms. Pooja Choudhary	pooja.choudhary@teri.res.in	9873666502	4915
Electrical/ water/AC complaints	Mr. S S Dogra	shyam.dogra@teriuniversity.ac.in	9953332551	4952
Carpentry/ Plumbing/ housekeeping/hygiene	Mr R K Sharma	rk.sharma@teriuniversity.ac.in	9810559491	4952
Procurement	Priyanka	Priyanka.gururani@teriuniversity.ac.in		4726
Canteen/ hostel catering/ sports/security issues	Devender Kumar	Devinder.kumar@teriuniversity.ac.in		4723
Transport services/contacting physician	Mr. Rajesh Kumar	Rajesh.thukar@teriuniversity.ac.in	9873369614	4744

5 Academic system

The University follows a credit system for evaluation of performance of study. A detailed description is given below.

Credit system

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

Course	<i>L</i>	<i>T</i>	<i>P</i>	<i>Credits</i>
A	42	0	0	$42/14=3$
B	42	14	0	$42/14+14/14=3+1=4$
C	28	0	28	$28/14+28/28=2+1=3$

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

Courses are assigned alpha-numeric codes as given below.
ABC XYZ (three alphabets followed by three numerals)

The first two alphabets represent the Department.

Bioresources and Biotechnology	BB
Energy and Environment	EN
Regulatory and Policy Research	RP
Natural Resources	NR
Policy Studies	RS/PL

The third alphabet indicates the programme e.g. W for Water Resources Management, G for Geoinformatics.

X is a numeral indicating whether the programme is at master's or doctoral level.

1 is assigned to master's programmes and 2 to doctoral programmes.

Y is a numeral indicating the topic/area of the course.

Z is a numeral particular to the course in that area, indicating the semester in which the course is offered. An odd number indicates courses offered in the first or third semester while an even number indicates courses offered in the second or fourth semester. If Z is zero, it indicates that the course is offered in both the semesters.

6. Registration

All students are expected to register for various courses in each semester. This is an online process. The registration procedure ensures that the student's name is on the roll list of each course that s/he wants to study. No credit is given if the student attends a course for which s/he has not registered.

All students are required to report for registration before the commencement of each semester according to the schedule/procedure notified in advance.

Renewal of registration

Every student/candidate on the rolls of the University – whether full time, part time, or sponsored – will be required to renew his/her registration in the beginning of every semester till the completion of his/her study programme. If a student fails to register in any semester within four weeks from the specified date of registration, it will be assumed that s/he is not interested in continuing the study programme and his/her name will be struck off the rolls of the University.

Before the commencement of classes in each semester, each student will have to register for courses using the form available on the Student Information System; specific times will be allotted on computers in the University for this. After this, the system will not be open for registration until 10 days. Students are allowed to add or drop courses in this interval but the system will be available only after 10 days. Students will always be able to access their registration record online on the Student Information System.

In-absentia registration may be allowed in rare cases at the discretion of the Dean. In case a student is unable to come for registration on account of illness or any other reason s/he should intimate the respective Head of the Department and Dean.

Late registration

Late registration of students, owing to reasons beyond their control, could be permitted by the Registrar, if recommended by the concerned Head of the Department and on payment of a late registration fee of 1000 rupees.

Semester fees is to be paid within three days of registration for a particular semester. Late payment fees will be as follows:

- | | |
|--|-------------|
| (1) Upto 10 days from the date of registration | Rs. 1,000/- |
| (2) From 11 days to 30 days | Rs. 2,000/- |

If fees is not paid until 30 days from the date of registration, the student will be struck off the rolls.

If a cheque/DD is dishonored by a bank for any reasons whatsoever it will be construed as non-payment of the fees, and the rule for late fee will apply on fresh submission of the fees.

The last date for late registration will be one week from the date of commencement of classes. PhD students may be allowed relaxation in terms of late registration beyond the specified last date of registration up to four weeks from the date, provided the student has informed the Head of the Department and the Registrar, before the last date of registration, of his inability to come to the University, and provided reasons given by him/her are found to be satisfactory by the Head of the Department concerned.

Advice on courses

At the time of completing the registration form, each student should consult his/her supervisor/student counsellor to finalize the academic programme keeping in view minimum/maximum number of total credits, past performance, backlog of courses, SGPA/CGPA, work load, and his/her interests.

Lower and upper limits for the credits registered

Students of the masters' programmes must register for a minimum of 16 credits and may register for a maximum of 28 credits in a semester. This rule does not apply to the major project.

Guidelines for credit registration for PhD students are given on **Section 8**.

Addition, deletion, audit, and withdrawal from courses

Students must apply in writing to the Registrar's office for auditing and withdrawing from courses.

Add and drop

A student has the option to add or delete courses during the first week of the semester with the permission of the course coordinator(s) and the approval of the Vice Chancellor/Registrar.

Audit

A student may also apply for changing a credit course to an audit one within one week of the end of the first minor test.

Withdrawal

A student who wants to withdraw from a course should apply on the prescribed form within one week of the end of the first minor test. A withdrawal grade (W) will be awarded in such cases.

Leave rules

MSc, MBA, M.Tech, MA and LLM students may be granted leave only in exceptional cases on approval of the Head of the Department/Dean. However, the period of leave would count as absence for the attendance requirements for a course.

After completing the course work A full-time PhD student, while registered at the University, will be entitled to leave for 30 days per academic year. S/he will not be entitled to mid-semester breaks, and summer and winter vacations. In addition, a PhD scholar, who has completed his/her course work, may be granted leave on medical grounds up to 10 days per academic year.

Attendance requirements

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

Absence during the semester

- A student must inform the Head of the Department immediately of any instance of continuous absence from classes.
- A student who is absent because of illness or any other emergency, up to a maximum of two weeks, should approach the course coordinator to make up in quizzes/assignments. Students should note that it would not be possible to repeat field visits or tests taken during a field visit.
- A student who has been absent from a minor test due to illness should approach the course coordinator for a make-up test immediately on return to class. This request should be supported with a medical certificate from a registered medical

practitioner. The registration number of the medical practitioner should explicitly appear on the medical certificate. Prior to approaching the course coordinator, the student must file a copy of the medical certificate with the Academic Section.

- In case a student has appeared in a minor test in the morning session and cannot appear in the minor test being held in the afternoon on the same day, the medical certificate has to be issued by a medical officer designated by the University.
- In case of absence on medical grounds or other special circumstances before or during the major test, the student could apply for an I grade. Attendance of 75% in a course is necessary for being eligible for an I grade in that course. An application requesting I grade should be made not later than the date of last major tests. This application should be made to the Head of the Department of the student's programme who, depending on the merits of the case, will grant approval and inform all the concerned Course coordinators and Registrar. A student should subsequently complete all course requirements within 10 days from the date of the last major test. The I grade will then be converted to a proper grade (A–F), NC (pass), or NC (fail).
- In special situations arising due to a student's inability to be present at the University during the stipulated period, the period for conversion of an I grade can be extended to the first week of the next semester. Approval for this extension is granted by the Dean on the recommendations of the Head of the Department and the Course coordinator. A request to this effect should be included in the application for I grade.
- In case the period of absence on medical grounds is more than 20 working days during the semester, a student may apply for withdrawal from the semester, that is, withdrawal from all courses registered in that semester. Such an application must be made as soon as possible and latest before the start of the major test. No application for semester withdrawal will be considered after the major tests have commenced. Each application for withdrawal from a semester will be examined by the Dean, and depending on the merits of the case, appropriate recommendations shall be made. Partial withdrawal from the courses registered in a semester is not allowed.
- If a student is continuously absent from the University for more than four weeks without notifying the Dean/Head of the Department, his/her name will be struck off the University rolls.

Display of marks and grades

Marks and grades obtained by students would be visible on their respective portal. Students may note that the final display of grades would be visible only after the students feedback is filled in.

7 Grading system

Grading

This is based on a continuous evaluation consisting of assessment in the following forms.

- Tests
- Assignments
- Quizzes
- Term papers
- Class interactions

The weights for each of the above will be indicated in the course outline. Students will be informed about the procedure in the first lecture of the semester. The grades that can be awarded along with 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
F	0	Very poor
I	-	Incomplete
W	-	Withdrawn
Ab.	-	Absent
NC (pass)	0	Audit course pass
NC (fail)	0	Audit course fail

The minimum passing grade is D. A student does not earn any credits in courses where s/he gets F grade. S/he has to repeat all such courses until a passing grade is obtained. Thus, F grade may result in an increased period of stay in order to complete the requirements for the degree. All other letter grades represent earned credits. The credits for the courses in which a student has obtained a D or higher grade will be considered as credits earned by the student.

A student is required to meet the minimum attendance requirement of 75% in all courses registered. In case he/she does not, he/she will not be permitted to sit for the final examination and will be awarded an Ab. Grade.

An I grade will be awarded to a student if s/he has not fulfilled all the requirements for the course on account of extraordinary circumstances, subject to having 75% attendance in lectures, tutorials and/or laboratory classes.

The concerned course coordinator should be convinced about the extraordinary circumstances and should verify the attendance from the record before recommending this rarely used option to award an I grade. The I grade awarded will be notified by the Department to which the student belongs and copies of the notification will be sent to the Academic Section and to the course coordinator concerned.

The I grade will be converted into a proper grade and sent to the Academic Section within 10 days from the date on which all the major tests are over.

In special situations arising due to extraordinary circumstances, the period of conversion of I grade may be extended to the first week of the next semester, with the approval of Dean on the recommendation of the Course Coordinator and the Head of the Department to which the student belongs. The request has to be made sufficiently in advance.

‘NC (pass)’/‘NC (fail)’ grades are awarded in an audit course. Students do not earn credits in audit courses; they are only awarded a “pass” or “fail” grade, which a student may register for on a pass/fail basis. These grades are not considered in the calculation of SGPA (Semester Grade Point Average) or CGPA (Cumulative Grade Point Average).

Evaluation of performance

The performance of a student will be represented by two indices: SGPA and CGPA.

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

$SGPA = \text{Total of (course credits} \times \text{grade points) / Total of (course credits)}$

$CGPA = \text{Total of (course credits in passed courses} \times \text{grade point) / Total of (course credits in passed courses)}$

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

First semester

Course No.	Course credits	Grade awarded	Earned Points credits 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

Second semester

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 (first + second semester)

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 CGPA required for the award of a PhD (course work) programme is fixed at 7.50.

The minimum CGPA required for the award of MSc/MBA/MA is fixed at 6.0.

Grading guidelines for projects

On completion of the project, students will receive an overall project grade. It is important to note that this grade reflects not only the final products of the project (for example, results, reports, etc.) but also the process by which they were attained. The weightage given to performance and regularity in meetings and mid-term evaluation/presentation will be restricted to 40%.

The Academic Council has approved the following grades that can be awarded.

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
F	0	Very poor

The following grading guidelines will be followed for awarding the grades.

A+/A

- The project shows creativity and substantial effort. Either good results have been achieved or there is an explanation and analysis of what went wrong and suggestions for improvements.
- The project report is well written and easy to understand. The technical descriptions are accurate and complete. (Definitions may be given to clarify ambiguities.) Data is presented in an easy-to-understand format (tables and/or graphs). Diagrams are labelled and clear. Grammar, typing, and spelling errors have been corrected.
- The oral presentation is done in a professional and organized manner, describing the main highlights and contributions of the project.

B+/B

- The project shows good effort. Acceptable results have been achieved or there is an explanation of what went wrong.
- The project report is reasonably well written. The technical descriptions are accurate and complete, although there may be some ambiguities. Data is presented in an easy-to-understand format (tables and/or graphs). Diagrams are included. Most of the grammar, typing, and spelling errors have been corrected.
- The oral presentation is done in a professional manner, describing the main highlights of the project.

C+/C

- The project shows reasonable effort, but produces limited results.
- The project report is submitted but parts of it are not easy to understand. The technical descriptions may be inaccurate or incomplete. Some data or diagrams may be missing. The report includes grammar, typing, or spelling errors.
- The oral presentation is done in a professional manner, but is difficult to follow or does not include significant details.

D

- The project shows a lack of effort and produces poor results.
- The project report is submitted but is difficult to understand. The technical descriptions may be inaccurate or incomplete. Data or diagrams may be missing. The report includes numerous grammar, typing, or spelling errors.
- The oral presentation is done in an unprofessional manner.

F

- The project shows a lack of effort and produces poor results.
- The project report is not submitted.
- The oral presentation is done in an unprofessional manner.

Grades may be awarded on the discretion of the project advisor(s) based on continuous evaluation, a final report, and a final presentation to experts, including, wherever possible, an outside expert.

The results of a project should be such that an outside reviewer would reasonably deem the project as being worthy of the credit and grade given based on evidence such as project report, mid-term evaluation, oral presentation, etc.

8. Regulations for PhD programme

Preamble

1. TERI University provides an environment that encourages academic excellence. The university offers PhD programs in wide range of areas including Natural resources management, Energy and Environment, Economics, Biotechnology and Social sciences etc.

Scope

2. This policy will be called “Policy on PhD Programs 2017” and shall be applicable to the faculty members and PhD students of the university.

A. Eligibility criteria for admission to Ph.D. programme:

3. Subject to the conditions stipulated in these Regulations, the following persons are eligible to seek admission to the Ph.D. programme:
 - a. M.Sc/MA/M Phil in a relevant field or equivalent
 - b. In extremely exceptional cases the admission committee may consider an application from a candidate who possess a B.Tech in a relevant field or equivalent. Only those who have a minimum CGPA of 8.0 on a 10 point scale or 75% marks should consider applying in this category. It may be noted that consideration under this category would be evaluated extremely strictly by an evaluation and admissions committee and admissions would only be in extremely exceptional cases, and would entail extended pre-Ph.D course work requirement.
 - c. Candidates (sponsored/non-sponsored) applying on part-time basis need to have a minimum work experience of 3 years in organizations approved by the department research committee.
 - d. Additional requirements for full-time sponsored candidates
 - (i) Sponsored candidates are required to submit a sponsoring certificate from their employers on proper letterhead stating that for the period of his/her studies in the programme, the candidate would be treated as on duty with usual salary and allowances and that he/she will be fully relieved for the period of study for pursuing his/her study and the fee of the candidate will be paid by the sponsoring organization.
 - (ii) Candidates seeking admissions to Ph D programmes on the basis of study leave must show proof at the time of interview of the fact that they will be/have been granted study leave for a minimum period of three years.
 - e. Additional requirements for part-time (sponsored and non-sponsored) candidates

- (i) Employed candidates working in organizations approved by the Department/Centre Research Committee with a minimum experience of three years are eligible to be considered for part-time (sponsored, non-sponsored) admissions.
- (ii) Sponsored candidates are required to submit a sponsoring certificate from their employers on proper letterhead stating that for the period of his/her studies and research work, the candidate would be treated as on duty with usual salary and allowances and that the fee of the candidate will be paid by the sponsoring organization.
- (iii) Non-sponsored candidates are required to submit a 'No Objection Certificate' at the time of interview from their employer stating that the candidate is permitted to pursue studies on a part-time basis and that:
 - aa. His/her official duties permit him/her to devote sufficient time for research;
 - ab. The candidate shall be provided access to the facilities in the field of research;
 - ac. He/she shall be permitted to attend classes at the University as required by the University.
- (iv) Candidates seeking admission to a Ph D programme on the basis of study leave must show proof at the time of interview to the effect that they will be/have been granted study leave for a minimum period of two years.

B. Duration of the programme:

- 4. Ph.D programme shall be for a minimum duration of three years, including course work and a maximum of six years. This may be waived by the Academic Council only in extremely exceptional cases when recommended by the Department Research Committee.

C. Extension criteria

- 5. This maximum time limit for submission of thesis may be extended by the Academic Council based on the recommendation of DRC as a special case for a period of 1 year (on a maximum of 2 occasions), after which the registration will stand cancelled. While recommending to the Academic Council, the DRC may consider one or more of the following criteria as accentuating Circumstances (based on the evidence produced by the candidate):
 - a. Medical exigency.
 - b. Forced break due to employment requirement (in case of part time candidates only).
 - c. Discontinuity in supervision (due to non-availability of supervisor).

- d. Change in focus of research due to emergence of any new/unforeseen challenges in conducting research (e.g. security threat).
 - e. Candidate at an advanced stage of research requiring a defined time only after approval from DRC and SRC. In such case specific research output achieved such as publication(s) shall be considered by the DRC.
6. Full/Part time candidate may be allowed to convert his/her registration into Part/Full time on the recommendation of the SRC/DRC. This change will be allowed only once.

D. Allocation/Eligibility of Research supervisor:

7. As per UGC letter No. F. No. 14-4/2016(PS), following are the eligibility criteria to be a Research Supervisor/Co- Supervisor:
- a. PhD supervisor has to be amongst the regular faculty of TERI University only and co- supervisor can be appointed from within or outside of the university, if necessary.
 - b. All Adjunct faculty members can act as co-supervisor.
 - c. Department concerned can appoint Co-supervisor from outside the Department/Faculty/university in case of topics of inter-disciplinary nature.
 - d. Any regular Professor should have at least five (5) research publications in refereed journals and any Associate / Assistant Professor with at least two (2) research publications in refereed journals in order to be recognized as Research Supervisor. Further, if there is limited number of referred journals in the particular discipline, these rules can be relaxed with a written explanation.
 - e. A faculty at the rank of Professor is allowed to supervise at most Eight (8) PhD Scholars, at a time. An Associate and Assistant Professor can supervise up to six (6) and four (4) PhD Scholars respectively, at a time.

E. Pre-PhD course requirements

8. The Pre-PhD course requirements shall be as follows :-
- a. In order to overcome any deficiency in the breadth of fundamental training for advanced work, several courses are offered across disciplines taught at the University. Such courses would include those at Masters level or could be special ones created only for the doctoral student/s.
 - b. The courses will be offered by TERI University.
 - c. The credit assigned to the Ph.D. course work shall be a minimum of 8 credits and a maximum of 16 credits.

- d. Four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Other courses shall be advanced level courses preparing the students for Ph.D. degree.
- e. The course requirement will be determined by the DRC (Department Research Committee)/CRC(Centre Research Committee) on the recommendations of the SRC (Student Research Committee) after considering the student's background in relation to the proposed topic of research.
- f. Grades in the course work, including research methodology courses shall be finalized after a combined assessment by the SRC and the Department and the final grades shall be communicated to Registrar.
- g. The minimum CGPA requirement will be 7.0.
- h. The pre-PhD course work must be completed within the first two semesters and the first three semesters of joining the programme by full-time and part-time students, respectively.

F. Comprehensive examination

- 9. A student shall be formally registered/ admitted to a PhD programme only after s/he has cleared the comprehensive examination. Students will be permitted to take the comprehensive examination only after they have completed the pre-PhD course work including the compulsory audit and credit courses as decided by the SRC. 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. Every student, after having completed the comprehensive examination, must formally register for the PhD programme.
- 10. As part of the comprehensive examination the student shall submit a PhD research proposal document, prepared in consultation with the supervisor. The same should be submitted to the examination panel members at least one week in advance of the comprehensive examination. An external examiner may be part of the comprehensive examination panel if suggested by the SRC.
- 11. The student's evaluation will be based on an oral presentation and the accompanying write-up of the research proposal that should include its proposed title, introduction and literature review, rationale for research, aim, research objectives/questions, broad framework/tentative methodology, expected outcomes and proposed timeline. The presentation should also list the pre-PhD courses attended, grades scored and any other research-related activity undertaken.

12. There shall be a repeat of comprehensive examination decided by the SRC, in case of failure in 1st attempt or major change in focus of proposed research.

G. Attendance requirements for Ph D students

13. The attendance requirement for PhD students shall be as follows :-

- a. A Ph D student, whether full-time or part-time, is expected to attend all classes in each course in which he/she is registered. In case his/her attendance is less than 75%, he/she will be debarred from the test/examination for the course and will be awarded an Ab. Grade.

Attendance requirement for PhD students with assistantship/scholarship

- b. If a PhD student's attendance falls below 75% in any taught course(s) during a month, s/he will not be paid assistantship/scholarship 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 assistantship/scholarship 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 s/he has been sanctioned leave. The requirement of 75% attendance will apply as above on daily attendance except in cases where longer leave has been duly sanctioned within the leave entitlement of the student.

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

H. Grant of leave to Ph.D. students:-

14. The leave regulations for PhD students shall be as follows :-

- a. During course work a full-time Ph.D. student, during his/her stay at the University 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:
- i. the leave beyond 30 days will be without assistantship/scholarship; and
 - ii. such an extension of up to 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 concerned.

- b. After completing the course work a full-time Ph.D. student during his/her stay at the University, 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. Women research scholars will be eligible for maternity leave with assistantship for a period not exceeding 135 days once during the tenure of their programme.

- c. The women candidates may be provided Maternity Leave once in the entire duration of Ph.D. for up to 240 days.

I. Research Committees and their functions:

- 15. The PhD degree of the University may be conferred on a student who fulfils all the requirements detailed in these rules.
 - a. Applications for PhD registration, that is, for entry to a course of study and research leading to a PhD degree, must be made to the University on the approved form. The date of registration is the date when candidate registers for Pre-PhD courses. However, in exceptional cases, the date of registration may be advanced by a maximum of six months by the Academic Council if it is convinced that the student has spent enough time on the research earlier.
 - b. The academic programme of all the PhD students in a Department/Centre will be coordinated by the DRC/CRC as per the rules and regulations of the University upon recommendation of the SRC.
 - c. The supervisor shall be appointed during the first semester. If desirable, the DRC/CRC, based on the recommendation of the SRC, may appoint Co-supervisor(s) (not exceeding two) from within or outside the University. Appointment of any Co-supervisor would not be permitted after the comprehensive examination of the student, except in cases where none of the supervisors is available to supervise for a year or more at a stretch.
 - d. In the event of the supervisor being unavailable for supervision the SRC will recommend to the DRC that another faculty member be appointed as supervisor from within or outside the SRC.
- 16. The progress of each student will be monitored by the SRC and the DRC/CRC. For this purpose, the following procedures will be followed. PhD research work will be given a course number as is done for other courses.
 - a. The DRC/CRC Secretary will coordinate the collection of progress reports, written and signed by the scholar and forwarded by the supervisor every semester.
 - b. An 'X' grade will be awarded along with comments for that semester if the progress is 'satisfactory'.

- c. If the progress is ‘unsatisfactory’, a ‘U’ grade will be awarded along with comments. When a ‘U’ grade is awarded for the first time, a warning will be issued to the student by the Chairman, Academic Council. If his/her performance does not improve after the warning, the fellowship/assistantship may be withheld.
- d. If there are two consecutive ‘U’ grades, the student will have to withdraw from the doctoral programme and his/her studentship will be terminated.
- e. The progress of PhD research work will be discussed in the DRC/CRC as per the semester schedule.
- f. The above process will continue until the synopsis of the thesis is submitted.

J. Evaluation and Assessment Methods, minimum standards/credits for award of the degree, etc.:

17. The procedure wrt the above shall be as follows :-

- a. The student may submit his/her thesis at any time provided that s/he has completed the minimum period of registration and S/he has completed the course work requirement as prescribed by the DRC/CRC/SRC with a CGPA not below 7.0 and has also cleared the comprehensive examination, and S/he has submitted, at least two months earlier, the title and a synopsis of the thesis.
- b. Upon satisfactory completion of course work, and obtaining the marks/grade prescribed, Ph.D. scholar shall be required to undertake research work and produce a draft dissertation/thesis within a reasonable time as stipulated by TERI University.
- c. Prior to the submission of the thesis, the scholar shall make a presentation in the Department before the SRC which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft thesis in consultation with SRC.
- d. Synopsis submission: On evaluating PhD work, SRC shall approve the Synopsis for submission to DRC.
- e. Pre-submission defence: DRC shall call the student to present his/her PhD work through an oral presentation made to all faculty members and PhD students.
- f. Ph.D. scholars must publish at least one (1) research paper in refereed journal which is direct outcome of their PhD research (review paper will not be counted as referred paper) and make two paper presentations in conferences/seminars before submission of the thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.

- g. The Academic Council shall evolve a mechanism using well developed software and gadgets to detect plagiarism and other forms of academic dishonesty. While submitting for evaluation, the thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the TERI University where the work was carried out, or to any other Institution.
- h. Examiners: The DRC shall evaluate and recommend the list of potential Indian and Foreign examiners to the Chairman, Academic Council.
- i. The thesis shall be written in English in the specified format and shall contain a critical account of the student's research. It should be characterized by discovery of facts or a fresh approach towards the interpretation of facts and theories or a significant contribution to the knowledge of design or development, or a combination of them. It should bear evidence of the student's capacity for analysis and judgment, and also his/her ability to carry out independent investigation, design, or development. No part of the thesis, or supplementary published work, shall have been submitted for the award of any other degree. Three copies of thesis in soft cover have to be submitted in the format prescribed by the University. In case of joint supervision, four copies of the thesis are required to be submitted. Additionally a soft copy of the thesis shall be submitted for the required plagiarism check. The DRC/CRC/SRC shall deal appropriately with any case of plagiarism as per the University guidelines.
- j. On receipt of the title and synopsis of the thesis, the Chairman, Academic Council, will appoint a Board of Examiners for each student. The Board will consist of at least one internal examiner, members from the SRC and two external examiners, one from within India and one from abroad, who shall be an expert in the subject of the thesis. These external examiners shall be selected from a list of six to eight examiners to be recommended by the supervisor(s) through the DRC/CRC while forwarding the title and synopsis of the thesis. The student will be required to submit an updated synopsis, if more than nine months have passed before the submission of the thesis.
- k. Each examiner will submit a detailed assessment report recommending to the Chairman, Academic Council, one of the following courses of action.

That the thesis be deemed satisfactory and that the student may defend his/her thesis orally before a committee constituted for the purpose and any members of the faculty and research students who wish to be present.

That the student may submit a revised thesis after the expiry of a specific period. In normal circumstances, s/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.

That the thesis be rejected outright.

18. 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.
 - a. The oral defence of the thesis shall be conducted by a committee consisting of the internal examiner(s) and one external examiner. If for some reasons, the external examiner for the oral examination is not available for the conduct of the oral defence, an alternative external examiner shall be appointed by the Chairman, Academic Council. It is recommended that the Pre-submission defence seminar is made at least 2 weeks before the oral defence by each doctoral candidate to all faculty members and PhD students.
 - b. On 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.
 - i. That the degree be awarded.
 - ii. That the student should be examined further on another occasion in a manner they shall prescribe.
 - iii. That the degree shall not be awarded.

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

19. The degree shall be awarded by the Academic Council, provided that:-
 - a. the Oral Defence Committee, through the Academic Council, so recommends;
 - b. the student produces a 'no dues certificate' from all concerned in the prescribed form and gets it forwarded by the supervisor along with the report of the Oral Defence Committee; and
 - c. The student has submitted three hard-bound copies of the thesis, after incorporating all necessary corrections and modifications in the version submitted earlier. The hard-bound copies of the PhD thesis, submitted after the viva voce examination.(One of the copies is to be kept at TERI University library.)
20. Candidates will be awarded PhD degree with the title of dissertation irrespective of the discipline or department of graduation.

21. The University shall develop appropriate methods so as to complete the entire process of evaluation of Ph.D. thesis within a period of six months from the date of submission of the thesis.

22. Treatment of Ph.D through Part-time:

Part-time Ph.D will be allowed provided all the conditions mentioned in the extant Ph.D Regulations are met. A member of the non-academic staff of the University, who satisfies the eligibility criteria, may be considered for admission to the degree as a part-time student, provided his/her application is duly approved by the Vice-Chancellor.

Note: Part-time candidates will be required to attend all classes of the pre-Ph D programme.

K. Award of Ph.D degrees prior to Notification of these Regulations, or degrees awarded by foreign Universities.

23. Award of degrees to candidates registered for the Ph.D programme on or before the date of Notification of these Regulations shall be governed by the earlier regulations under which initial admission has been granted.

L. Depository with INFLIBNET :

24. As mandated by UGC the following norms shall be followed:-

- a. Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D degree, the Librarian, TERI University shall submit an electronic copy of the Ph.D thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Universities/Institutions/Colleges.
- b. Prior to the actual award of the degree, a provisional Certificate shall be issued to the effect that the Degree has been awarded in accordance with the provisions of UGC Regulations, 2016.

Regulations for MSc programmes

Earned credits

The requirements for the award of MSc degrees (Environmental Studies and Resource Management), MSc (Geoinformatics), and MSc (Plant Biotechnology), MSc (Climate Science and Policy) and MSc (Economics) are as follows.

- Completion of the minimum required earned credits, which are as follows

MSc (Environmental Studies and Resource Management)	:	70
MSc (Geoinformatics)	:	70
MSc (Plant Biotechnology)	:	92
MSc (Climate Science and Policy)	:	70
MSc (Economics)	:	86

A student must obtain a minimum CGPA of 6 to be eligible for the award of an MSc degree.

Criteria for continuation of registration

The SGPA at the end of the first semester should be equal to or greater than 5 for the continuation of registration.

The student is expected to maintain a CGPA of 5.5 or more at the end of the second and subsequent semesters.

Monitoring of academic performance

The academic performance of the student is monitored at the end of each semester by an MPEC (Master's Programme Executive Committee).

From the second semester onwards, students' performance will be monitored using the following criteria.

- CGPA falling to 5.5 or less
- SGPA falling 2 points below that of the previous semester (applicable only in cases where the resulting CGPA is less than 7)
- Earned credits in a semester falling below 16
- Cumulative earned credits falling below 16 times the number of regular semesters attended by the student at the University.

The performance of any student not meeting these criteria will be reviewed by the MPEC.

These students will have to meet the MPEC who will try to assess the causes for unsatisfactory performance and advise them accordingly so that their performance improves. The MPEC may also decide an upper limit on the number of courses or total number of credits that the student should register for in the subsequent semesters, and this will be binding.

Termination of registration

The MPEC, while reviewing the academic performance of the student, will also recommend termination of registration, if the minimum academic criteria laid down for continuation as a student, as mentioned earlier, are not satisfied.

The students who do not meet the criteria of SGPA of 5 in semester one will be given the option of either discontinuing the programme or re-registering in the first semester of the same programme in the next academic session. In the latter case, the student would be treated as a fresh student in the programme.

Courses of special nature

Minor project

Each student is expected to register for a minor project, in the summer semester. The guidelines for regulating and monitoring the work in the minor project are given below.

- Project advisors will be allotted to students in the second semester.
- The student should contact the project advisor and choose the topic for project work before the second semester ends.
- Students are expected to spend 20-30 hours per week on the project during the summer semester.
- Students should contact the project advisor to draw out a plan of action and to set up a weekly/fortnightly reporting. In each report, the student is expected to give a feedback on all activities since his/her last project meeting, including obstacles encountered and work to be done.
- To aid in this report, students should prepare a progress report. This report should be submitted to the project advisor(s) prior to the meeting.
- In case of projects outside Delhi, the reporting to the supervisor may be done through e-mail.
- Students are expected to research background material for the project by reviewing books, journals, and magazines in the library as well as using online sources available on the Internet, and also by collecting any other data they require from the field, or by conducting experiments in the laboratory.
- Broadly the minor project report should consist of a Title, Abstract, Introduction, Literature review, Results, Discussion, and Conclusion, followed by References.

Major project

The major project is a core course. Each student must register for a major project in the fourth semester, develop a plan of work under the guidance of a faculty guide, and work on the project at the designated organization. Grading will be based on the work plan. A mid-term assessment and end-semester assessment will be carried out for each student in the fourth semester. The major project coordinator/faculty guide will communicate to the student, guidelines for monitoring the project. Incomplete work will be given an I grade on request. The rules applicable for award of this I grade are the same as those for other courses.

- If a student is not able to submit his/her major project dissertation by the stipulated date, then s/he can request the award of an X grade in the project on the recommendation of a committee consisting of the following members.
 - Head of the Department
 - Programme coordinator
 - Guide of the project.
- The student will be required to present his/her work to the above committee six to eight weeks before the registration for the next semester. After assessing the presentation, the Committee's recommendation will be communicated to the Dean who will decide whether the continuation (X) grade should be awarded. A student who has been awarded an X grade is required to formally register for the next semester and pay the fees. An X grade can be awarded to a student only once.

Guidelines for Major Project are available in the students portal. Students MUST read these carefully before commencement of the Major Project.

Regulations for MBA (Infrastructure) programme

The two-year programme offers training in the four foundations of infrastructure management: Finance, Economics, Technology, and Risk Management, and Law. In addition, traditional management disciplines such as management concepts, marketing, and organizational behavior.

While the program provides a basic structure for study in the first year, students are the primary designers of their educational and career trajectories through their choice of major projects in the second year. The two-year MBA (Infrastructure) is being offered to students in two optional streams.

- Stream I – A regular programme for graduate students
- Stream II – A program with an orientation towards research dissertation for practicing professionals rather than towards course credits. The course allows professionals the flexibility to take up a research- thesis-based curriculum. It is mandatory for students to undertake course work in the first year. In the second year, students will have to undertake a thesis and defend it at the end of the year.

In addition, students have the flexibility to pursue one or more sector specializations by selecting a set of elective courses from the designated streams in the third semester. Students have to choose at least four electives in the third semesters. A minimum of two electives from any one stream constitutes a specialization. At least one sector specialization is compulsory.

Earned credits

Each student will have to earn a minimum of **96 credits** over the two-year period with a minimum CGPA (cumulative grade point average) of 6. This may be subject to changes that may be incorporated on the basis of concurrent evaluation of the programme.

A student must obtain a minimum CGPA of 6 to be eligible for the award of an MBA (Infrastructure) degree.

Monitoring of academic performance

The academic performance of the student will be monitored at the end of each semester by an MPEC.

Monitoring of academic performance

All students with an SGPA less than 6 at the end of the first semester will have their academic records monitored by the MPEC. These students will have to meet the MPEC who would try to assess the causes for unsatisfactory performance and advise them accordingly so that their performance improves. The MPEC may also recommend an extended period of course work and an upper limit on the number of

courses or total number of credits to be registered by the student in the second semester. This advice is binding and no relaxation will be made.

Termination of registration

The MPEC, while reviewing the academic performance of the student, will also recommend termination of registration, if the minimum academic criteria laid down for continuation as a student, as mentioned earlier, are not satisfied.

The students who do not meet the criteria of SGPA of 5 in semester one will be given the option of either discontinuing the programme or re-registering in the first semester of the same programme in the next academic session. In the latter case, the student would be treated as a fresh student in the programme.

Courses of special nature

Minor project

Each student is expected to register for a minor project, in the summer semester. The guidelines for regulating and monitoring the work in the minor project are given below.

- Project advisors will be allotted to students in the second semester.
- The student should contact the project advisor and choose the topic for project work before the second semester ends.
- Students are expected to spend 20-30 hours per week on the project during the summer semester.
- Students should contact the project advisor to draw out a plan of action and to set up a weekly/fortnightly reporting. In each report, the student is expected to give a feedback on all activities since his/her last project meeting, including obstacles encountered and work to be done.
- To aid in this report, students should prepare a progress report. This report should be submitted to the project advisor(s) prior to the meeting.
- In case of projects outside Delhi, the reporting to the supervisor may be done through e-mail.
- Students are expected to research background material for the project by reviewing books, journals, and magazines in the library as well as using online sources available on the Internet, and also by collecting any other data they require from the field, or by conducting experiments in the laboratory.
- Broadly the minor project report should consist of a Title, Abstract, Introduction, Literature review, Results, Discussion, and Conclusion, followed by References.

Major project

The major project is a core course. Each student must register for a major project in the fourth semester, develop a plan of work under the guidance of a faculty guide, and work on the project at the designated organization. Grading will be based on the

work plan. A mid-term assessment and end-semester assessment will be carried out for each student in the fourth semester. The major project coordinator/faculty guide will communicate to the student, guidelines for monitoring the project. Incomplete work will be given an I grade on request. The rules applicable for award of this I grade are the same as those for other courses.

- If a student is not able to submit his/her major project dissertation by the stipulated date, then s/he can request the award of an X grade in the project on the recommendation of a committee consisting of the following members.
 - Head of the Department
 - Programme coordinator
 - Guide of the project.
- The student will be required to present his/her work to the above committee six to eight weeks before the registration for the next semester. After assessing the presentation, the Committee's recommendation will be communicated to the Dean who will decide whether the continuation (X) grade should be awarded. A student who has been awarded an X grade is required to formally register for the next semester and pay the fees. An X grade can be awarded to a student only once.

Regulations for MBA (Business Sustainability) programme

Core courses are offered in the first two semesters that first provide the foundation, and then the tools, for basic management streams. The MBA (Business Sustainability) programme aims at preparing the students for management cadres in all the sectors corporate, government, and the like. These core courses, covering the established business disciplines, would have sustainability as a *fil rouge* running through them. Hence, business sustainability would be built in within the structure of traditional management education in the basic courses.

The third and fourth semester focus on sustainability issues in Business Management, and skills and tools to deal with challenges to the goal of sustainability.

Students have the flexibility to pursue one or more specializations by selecting a set of elective courses from the designated streams in the third and the fourth semesters. Students have to choose at least four electives each in both the third and the fourth semesters. A minimum of three electives from any one stream constitutes a specialization.

Earned credits

Each student will have to earn a minimum of **92 credits** over the two-year period with a minimum CGPA (cumulative grade point average) of 6. This may be subject to changes that may be incorporated on the basis of concurrent evaluation of the programme.

A student must obtain a minimum CGPA of 6 to be eligible for the award of an MBA (Business Sustainability) degree.

Monitoring of academic performance

The academic performance of the student will be monitored at the end of each semester by an MPEC.

Monitoring of academic performance

All students with an SGPA less than 6 at the end of the first semester will have their academic records monitored by the MPEC. These students will have to meet the MPEC who would try to assess the causes for unsatisfactory performance and advise them accordingly so that their performance improves. The MPEC may also recommend an extended period of course work and an upper limit on the number of courses or total number of credits to be registered by the student in the second semester. This advice is binding and no relaxation will be made.

Termination of registration

The MPEC, while reviewing the academic performance of the student, will also recommend termination of registration, if the minimum academic criteria laid down for continuation as a student, as mentioned earlier, are not satisfied.

The students who do not meet the criteria of SGPA of 5 in semester one will be given the option of either discontinuing the programme or re-registering in the first semester of the same programme in the next academic session. In the latter case, the student would be treated as a fresh student in the programme.

Courses of special nature

Minor project

Each student is expected to register for a minor project, in the summer semester. The guidelines for regulating and monitoring the work in the minor project are given below.

- Project advisors will be allotted to students in the second semester.
- The student should contact the project advisor and choose the topic for project work before the second semester ends.
- Students are expected to spend 20-30 hours per week on the project during the summer semester.
- Students should contact the project advisor to draw out a plan of action and to set up a weekly/fortnightly reporting. In each report, the student is expected to give a feedback on all activities since his/her last project meeting, including obstacles encountered and work to be done.
- To aid in this report, students should prepare a progress report. This report should be submitted to the project advisor(s) prior to the meeting.
- In case of projects outside Delhi, the reporting to the supervisor may be done through e-mail.
- Students are expected to research background material for the project by reviewing books, journals, and magazines in the library as well as using online sources available on the Internet, and also by collecting any other data they require from the field, or by conducting experiments in the laboratory.
- Broadly the minor project report should consist of a Title, Abstract, Introduction, Literature review, Results, Discussion, and Conclusion, followed by References.

Major project

The major project is a core course. Each student must register for a major project in the fourth semester, develop a plan of work under the guidance of a faculty guide, and work on the project at the designated organization. Grading will be based on the work plan. A mid-term assessment and end-semester assessment will be carried out for each student in the fourth semester. The major project coordinator/faculty guide will communicate to the student, guidelines for monitoring the project. Incomplete work will be given an I grade on request. The rules applicable for award of this I grade are the same as those for other courses.

- If a student is not able to submit his/her major project dissertation by the stipulated date, then s/he can request the award of an X grade in the project on the recommendation of a committee consisting of the following members.
 - Head of the Department
 - Programme coordinator
 - Guide of the project.
- The student will be required to present his/her work to the above committee six to eight weeks before the registration for the next semester. After assessing the presentation, the Committee's recommendation will be communicated to the Dean who will decide whether the continuation (X) grade should be awarded. A student who has been awarded an X grade is required to formally register for the next semester and pay the fees. An X grade can be awarded to a student only once.

Regulations for M Tech (Renewable Energy Engineering and Technology) programme

Earned credits

The requirements for the award of M Tech (REEM) programme are as follows.

- Completion of the minimum 93 required earned credits
- A student must obtain a minimum CGPA of 6 to be eligible for the award of M Tech degree

Criteria for continuation of registration

The SGPA at the end of the first semester should be equal to or greater than 5 for the continuation of registration.

The student is expected to maintain a CGPA of 5.5 or more at the end of the second and subsequent semesters.

Monitoring of academic performance

The academic performance of the student is monitored at the end of each semester by an MPEC (Master's Programme Executive Committee).

From the second semester onwards, students' performance will be monitored using the following criteria.

- CGPA falling to 6 or less
- SGPA falling 2 points below that of the previous semester (applicable only in cases where the resulting CGPA is less than 7)
- Earned credits in a semester falling below 16
- Cumulative earned credits falling below 16 times the number of regular semesters attended by the student at the University.

The performance of any student not meeting these criteria will be reviewed by the MPEC.

These students will have to meet the MPEC who will try to assess the causes for unsatisfactory performance and advise them accordingly so that their performance improves. The MPEC may also decide an upper limit on the number of courses or total number of credits that the student should register for in the subsequent semesters, and this will be binding.

Termination of registration

The MPEC, while reviewing the academic performance of the student, will also recommend termination of registration, if the minimum academic criteria laid down for continuation as a student, as mentioned earlier, are not satisfied.

The students who do not meet the criteria of SGPA of 5 in semester one will be given the option of either discontinuing the programme or re-registering in the first semester of the same programme in the next academic session. In the latter case, the student would be treated as a fresh student in the programme.

Courses of special nature

Minor project

Each student is expected to register for a minor project, in the summer semester. The guidelines for regulating and monitoring the work in the minor project are given below.

- Project advisors will be allotted to students in the second semester.
- The student should contact the project advisor and choose the topic for project work before the second semester ends.
- Students are expected to spend 20-30 hours per week on the project during the summer semester.
- Students should contact the project advisor to draw out a plan of action and to set up a weekly/fortnightly reporting. In each report, the student is expected to give a feedback on all activities since his/her last project meeting, including obstacles encountered and work to be done.
- To aid in this report, students should prepare a progress report. This report should be submitted to the project advisor(s) prior to the meeting.
- In case of projects outside Delhi, the reporting to the supervisor may be done through e-mail.
- Students are expected to research background material for the project by reviewing books, journals, and magazines in the library as well as using online sources available on the Internet, and also by collecting any other data they require from the field, or by conducting experiments in the laboratory.
- Broadly the minor project report should consist of a Title, Abstract, Introduction, Literature review, Results, Discussion, and Conclusion, followed by References.

Major project

The major project is a core course. Each student must register for a major project in the fourth semester, develop a plan of work under the guidance of a faculty guide, and work on the project at the designated organization. Grading will be based on the work plan. A mid-term assessment and end-semester assessment will be carried out for each student in the fourth semester. The major project coordinator/faculty guide will communicate to the student, guidelines for monitoring the project. Incomplete work will be given an I grade on request. The rules applicable for award of this I grade are the same as those for other courses.

- If a student is not able to submit his/her major project dissertation by the stipulated date, then s/he can request the award of an

X grade in the project on the recommendation of a committee consisting of the following members.

- Head of the Department
 - Programme coordinator
 - Guide of the project.
- The student will be required to present his/her work to the above committee six to eight weeks before the registration for the next semester. After assessing the presentation, the Committee's recommendation will be communicated to the Dean who will decide whether the continuation (X) grade should be awarded. A student who has been awarded an X grade is required to formally register for the next semester and pay the fees. An X grade can be awarded to a student only once.

Regulations for M Tech (Urban Development and Management) programme

Earned credits

The requirements for the award of M Tech(UDM) programme are as follows.

- Completion of the minimum 72 required earned credits
- A student must obtain a minimum CGPA of 6 to be eligible for the award of M Tech degree

Criteria for continuation of registration

The SGPA at the end of the first semester should be equal to or greater than 5 for the continuation of registration.

The student is expected to maintain a CGPA of 5.5 or more at the end of the second and subsequent semesters.

Monitoring of academic performance

The academic performance of the student is monitored at the end of each semester by an MPEC (Master's Programme Executive Committee).

From the second semester onwards, students' performance will be monitored using the following criteria.

- CGPA falling to 6 or less
- SGPA falling 2 points below that of the previous semester (applicable only in cases where the resulting CGPA is less than 7)
- Earned credits in a semester falling below 16
- Cumulative earned credits falling below 16 times the number of regular semesters attended by the student at the University.

The performance of any student not meeting these criteria will be reviewed by the MPEC.

These students will have to meet the MPEC who will try to assess the causes for unsatisfactory performance and advise them accordingly so that their performance improves. The MPEC may also decide an upper limit on the number of courses or total number of credits that the student should register for in the subsequent semesters, and this will be binding.

Termination of registration

The MPEC, while reviewing the academic performance of the student, will also recommend termination of registration, if the minimum academic criteria laid down for continuation as a student, as mentioned earlier, are not satisfied.

The students who do not meet the criteria of SGPA of 5 in semester one will be given the option of either discontinuing the programme or re-registering in the first semester of the same programme in the next academic session. In the latter case, the student would be treated as a fresh student in the programme.

Courses of special nature

Major project

The major project is a core course. Each student must register for a major project in the fourth semester, develop a plan of work under the guidance of a faculty guide, and work on the project at the designated organization. Grading will be based on the work plan. A mid-term assessment and end-semester assessment will be carried out for each student in the fourth semester. The major project coordinator/faculty guide will communicate to the student, guidelines for monitoring the project. Incomplete work will be given an I grade on request. The rules applicable for award of this I grade are the same as those for other courses.

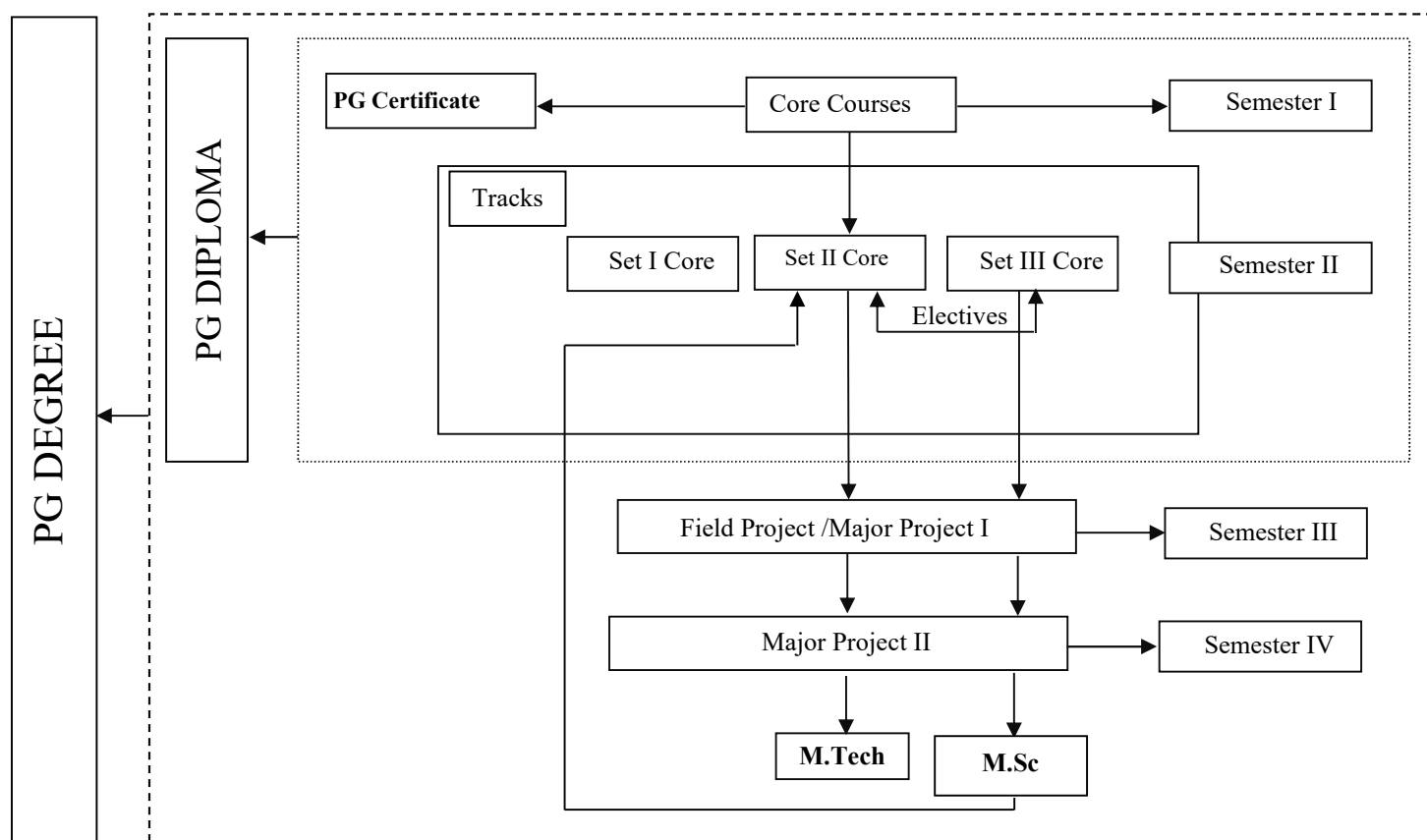
- If a student is not able to submit his/her major project dissertation by the stipulated date, then s/he can request the award of an X grade in the project on the recommendation of a committee consisting of the following members.
 - Head of the Department
 - Programme coordinator
 - Guide of the project.
- The student will be required to present his/her work to the above committee six to eight weeks before the registration for the next semester. After assessing the presentation, the Committee's recommendation will be communicated to the Dean who will decide whether the continuation (X) grade should be awarded. A student who has been awarded an X grade is required to formally register for the next semester and pay the fees. An X grade can be awarded to a student only once.

Multi track programme on Water Science and Governance

The format of the entire programme is flexible and caters to fresh graduates as well as working professionals who desire to upscale their skills/qualifications. Graduate students depending on their qualifying degree have the following options:

1. Enroll for the two-year postgraduate degree programme: in the first year, graduate students undertake mandatory course work. In the second year students do fieldwork and research. Graduate students can obtain an M.Tech. or M.Sc. degree (this would depend on the qualifying degree at the time of enrolments to a programme) on completion of the programme.
2. Opt for a Postgraduate (PG) Certificate course: this can be obtained by completing all core courses offered in the first semester. Duration of this certificate course is five months and is suitable for working professionals.
3. Obtain a PG Diploma (PGD) by completing the first two semesters (about 11 month duration)

The multi-track teaching programme format is illustrated in the schematic diagram



Minimum number of credits for getting the qualification

PG Certificate: 30

PG Diploma: 53

M.Tech: 89

MSc: 85

In addition to the structured regular courses, there will be seminars by eminent speakers on communication skills, project planning, research methodology, water anthropology, sustainability science, water and climate adaptation and other contemporary water issues. Attendance to these seminars is compulsory for students.

A student must obtain a minimum CGPA of 6 to be eligible for the award of M.Tech/ M Sc. degree

Criteria for promotion to next semester

The SGPA at the end of a semester should be equal to or greater than 5 for the continuation of registration. The student is expected to maintain a CGPA of 5.5 or more at the end of the second and subsequent semesters.

Monitoring of academic performance

The academic performance of a student is monitored at the end of each semester by an MPEC (Master's Programme Executive Committee).

From the second semester onwards, students' performance will be monitored using the following criteria.

- CGPA falling to 6 or less
- SGPA falling 2 points below that of the previous semester (applicable only in cases where the resulting CGPA is less than 7)
- Earned credits in a semester falling below 20
- Cumulative earned credits falling below 20 times the number of regular semesters attended by the student at the University.

The performance of any student not meeting these criteria will be reviewed by the MPEC.

These students will have to meet the MPEC who will try to assess the causes for unsatisfactory performance and advise them accordingly so that their performance improves. The MPEC may also decide an upper limit on the number of courses or total number of credits that the student should register for in the subsequent semesters, and this will be binding.

Termination of registration

The MPEC, while reviewing the academic performance of the student, will also recommend termination of registration, if the minimum academic criteria laid down for continuation as a student, as mentioned earlier, are not satisfied.

The students who do not meet the criteria of SGPA of 5 in semester one will be given the option of either discontinuing the programme or re-registering in the first semester of the same programme in the next academic session. In the latter case, the student would be treated as a fresh student in the programme.

Courses of special nature

Major project

The Field project/major project I and Major project II are core courses. Each student must register for a Field/major project in the third semester and fourth semester, develop a plan of work under the guidance of a faculty guide, and work on the project. A student has a choice to plan and work on a single project of one year duration spread over Semester III and Semester IV, or can work on two different projects, one each in semester III and Semester IV. A mid- and end-semester assessment will be carried out for each student in the third and fourth semester. The major project coordinator/faculty guide will communicate the guidelines to the students for monitoring and assessment of the project. Incomplete work will be given 'I' grade on request. The rules applicable for award of this I grade are the same as those for other courses.

- If a student is not able to submit his/her major project dissertation by the stipulated date, then s/he can request the award of an X grade in the project on the recommendation of a committee consisting of the following members.
 - Head of the Department
 - Programme coordinator
 - Guide of the project.
- A student will be required to present his/her work to the above committee six to eight weeks before the registration for the next semester. After assessing the presentation, the Committee's recommendation will be communicated to the Dean who will decide whether the continuation (X) grade should be awarded. A student who has been awarded an X grade is required to formally register for the next semester and pay the fees. An X grade can be awarded to a student only once.

Regulations for MA (Sustainable Development Practice) programme

The MA (SDP) is a full-time two-year programme. It has a strong cross-disciplinary and cross-sectoral orientation. The programme aims to provide rigorous post-graduate training in four knowledge domains – natural sciences and engineering, health sciences, social sciences and management. This programme offers a blend of academic rigor and practice focus. The element of practice is embedded in most of the courses.

A distinguishing element of this programme is the group practicum, offered in the second semester. For this, groups of students would work in different field sites in India in association with local, national and international NGOs.

In addition, there is a two-month internship at the end of first year and a three-month final field research in the fourth semester. The three month long field training component is where students get to carry out research in their area of interest.

Earned credits

Each student is required to earn a minimum of 75 credits over the two-year period with a minimum CGPA (cumulative grade point average) of 6. This may be subject to changes that may be incorporated on the basis of concurrent evaluation of the programme.

Monitoring of academic performance

The academic performance of the students will be monitored at the end of each semester by the Masters Programme Executive Committee (MPEC).

All students with an SGPA less than 6 at the end of the first semester will have their academic records monitored by the MPEC. These students will have to meet the MPEC who would try to assess the causes for unsatisfactory performance and advise them accordingly so that their performance improves. The MPEC may also recommend an extended period of course work and an upper limit on the number of courses or total number of credits to be registered by the student in the second semester. This advice is binding and no relaxation will be made.

Termination of registration

The MPEC, while reviewing the academic performance of the student, will also recommend termination of registration, if the minimum academic criteria laid down for continuation as a student, as mentioned earlier, are not satisfied.

The students who do not meet the criteria of SGPA of 5 in semester one will be given the option of either discontinuing the programme or re-registering in the first semester of the same programme in the next academic session. In the latter case, the student would be treated as a fresh student in the programme.

Criteria for continuation of registration

The SGPA at the end of the first semester should be equal to or greater than 5 for the continuation of registration.

The student is expected to maintain a CGPA of 5.5 or more at the end of the second and subsequent semesters.

Students are also required to have a minimum attendance of 75% to be able appear for the final exams.

Courses of special nature

Group Practicum

There is one group practicum worth 4 credits. The practicum is sufficiently integrated to complete a cycle of learning beginning from problem identification and needs assessment at a community level to project management and policy analysis at a strategic level. The group practicum requires students to work in a team of 4 – 5 students. Background material about the field site would be provided to the students. Students would be required to conduct a needs analysis and make a presentation at the end of the practicum. The data collected in this practicum will be utilized for project design in the third semester. Detailed guidelines for the field activities, written report, presentation and the evaluation procedure will be given to the students in the beginning of the first semester.

Summer Internship

A student is expected to register for internship after the second semester, which is spread over eight weeks. Students would be expected to carry out their internship with a development organization, at the completion of which the students will be required to submit a report and present their work.

Internship with a development organization does not carry any credits; however, it is a compulsory course. Non-completion will lead to withholding of the degree.

The primary objective of the summer internship is to widen the students' perspective by providing professional exposure to real life issues related to the technical, scientific, management, policy and other aspects.

Detailed guidelines for the work in the internship will be provided in the second semester.

Field Research

The final field research is also a core course of 16 credits in the fourth semester. Each student must develop a research design under the guidance of an internal supervisor. In case a student is associated with an organization for its field research, the external supervisor (from the host organization) would also have to be consulted while preparing the research design.

Grading will be based on the work plan. A mid-term assessment and end-semester assessment will be carried out for each student in the fourth semester. The major project coordinator/faculty guide will communicate to the student, guidelines for monitoring the project. Incomplete work will be given an I grade on request. The rules applicable for award of this I grade are the same as those for other courses.

- If a student is not able to submit his/her major project dissertation by the stipulated date, then s/he can request the award of an X grade in the project on the recommendation of a committee consisting of the following members.
 - Head of the Department
 - Programme coordinator
 - Guide of the project.
- The student will be required to present his/her work to the above committee six to eight weeks before the registration for the next semester. After assessing the presentation, the Committee's recommendation will be communicated to the Dean who will decide whether the continuation (X) grade should be awarded. A student who has been awarded an X grade is required to formally register for the next semester and pay the fees. An X grade can be awarded to a student only once.

Regulations for MA (Public Policy and Sustainable Development) programme

Earned credits

The requirements for the award of MA (PP&SD [Public Policy and Sustainable Development]) degree are as follows.

- Completion of a minimum of 70 earned credits, which must contain
 - 32 credits in core courses,
 - a 4 credit summer semester at Universities abroad/Minor project in lieu of the foreign visit,
 - one major project of 30 credits,
and
 - at least 4 elective course credits.
- A student must obtain a minimum CGPA of 6 to be eligible for the award of the MA (PP&SD) degree.

Criteria for continuation of registration

The SGPA at the end of the first semester should be equal to or greater than 5 for the continuation of registration.

The student is expected to maintain a CGPA of 5.5 or more at the end of second and subsequent semesters.

Academic performance monitoring

The academic performance of the student will be monitored at the end of each semester by an MPEC.

Monitoring of academic performance

All students with an SGPA less than 6 at the end of first semester will have their academic records monitored by the MPEC. These students will have to meet the MPEC who would try to assess the causes for unsatisfactory performance and advise him/her accordingly so that the performance improves. The MPEC may also recommend an extended period of course work and an upper limit on the number of courses or total number of credits to be registered by the student in the second semester. This advice is binding and no relaxation will be made.

Termination of registration

The MPEC, while reviewing the academic performance of the student, will also recommend termination of registration, if the minimum academic criteria laid down for continuation as a student, as mentioned earlier, are not satisfied.

The students who do not meet the criteria of SGPA of 5 in semester one will be given the option of either discontinuing the programme or re-registering in the first semester of the same programme in the next academic session. In the latter case, the student would be treated as a fresh student in the programme.

Courses of special nature

Major project

The major project is also a core course of 30 credits. Each student must develop a plan of work under the guidance of the faculty guide, and carry out work on the project at his/her own place of work. Detailed guidelines will be distributed later.

Grading guidelines for projects

On completion of the project, students will receive an overall project grade. It is important to note that this grade reflects not only the final products of the project (for example, results, reports) but also the process by which they were attained.

The Academic Council has approved the following grades that can be awarded.

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 following grading guidelines will be followed for awarding the grades.

A+

- The project shows creativity and substantial effort. Either good results have been achieved or there is an explanation and analysis of what went wrong and there are suggestions for improvements.

- The project report is well written and easy to understand. The technical descriptions are accurate and complete. (Definitions may be given to clarify ambiguities.) Data is presented in an easy-to-understand format (tables and/or graphs). Diagrams are labelled and clear. Grammar, typing, and spelling errors have been corrected.
- The oral presentation is done in a professional and organized manner, describing the main highlights and contributions of the project.

B+

- The project shows good effort. Acceptable results have been achieved or there is an explanation of what went wrong.
- The project report is reasonably well written. The technical descriptions are accurate and complete, although there may be some ambiguities. Data is presented in an easy-to-understand format (tables and/or graphs). Diagrams are included. Most of the grammar, typing, and spelling errors have been corrected.
- The oral presentation is done in a professional manner, describing the main highlights of the project.

C+

- The project shows reasonable effort, but produces limited results.
- The project report is included but parts of it are not easy to understand. The technical descriptions may be inaccurate or incomplete. Some data or diagrams may be missing. The report includes grammar, typing, or spelling errors.
- The oral presentation is done in a professional manner, but is difficult to follow or does not include significant details.

D

- The project shows a lack of effort and produces poor results.
- The project report is included but is difficult to understand. The technical descriptions may be inaccurate or incomplete. Data or diagrams may be missing. The report includes numerous grammar, typing, or spelling errors.
- The oral presentation is done in an unprofessional manner.

F

- The project shows a lack of effort and produces poor results.
- The project report is not included.
- The oral presentation is done in an unprofessional manner.

Grades A, B, C, and D may be awarded on the discretion of the project advisor(s) based on continuous evaluation, a final report, and a final presentation to experts, including, wherever possible, an outside expert.

The results of a project should be such that an outside reviewer would deem the project as being worthy of the credit and grade given based on evidence such as the project report, oral presentation, etc.

For students who opt for Post graduate Diploma in Public Policy and Sustainable Development

Students who enroll for the PG diploma in Public Policy & Sustainable Development will need to complete the following requirements:-

(These requirements will also hold for students who have enrolled for the MA (Public Policy & Sustainable Development) and who exercise an option of exiting the programme after completing the course work and the summer project/minor project. Such students will be awarded PG Diploma in Public Policy and Sustainable Development).

- Completion of a minimum of 40 earned credits, which must contain
 - 32 credits in core courses,
 - a 4 credit summer semester at Universities abroad/Minor project in lieu of the foreign visit,
and
 - at least 4 elective course credits.
- A student must obtain a minimum CGPA of 6 to be eligible for the award of the PG Diploma (PP&SD).

Regulations for LL.M Programme

Earned credits

Currently, the LL.M course is being offered with the following specializations:

- a) LL.M with specialization in Environment & Natural Resources Law
- b) LL.M with specialization in Infrastructure & Business Law

The requirements for the award of LL.M programme are as follows:

- Completion of the minimum required earned credits.
- A student must obtain a minimum CGPA of 6.

Criteria for continuation of registration

The SGPA at the end of the first semester should be equal to or greater than 5.5 for the continuation of registration. Additionally, the credits secured in a semester must not be less than 80% of the credits registered for in that semester. The failure to do so would result in cancellation of registration.

Monitoring of academic performance

The academic performance of the student is monitored at the end of the first semester by the MPEC (Master's Programme Executive Committee).

During the second semester, students' performance will be monitored by the MPEC if the SGPA falls below 6.

These students will have to meet the MPEC which will try to assess the causes for unsatisfactory performance and advise them accordingly so that their performance improves. The MPEC may also decide an upper limit on the number of courses or total number of credits that the student should register for in the subsequent semesters, which will be binding.

Termination of registration

The MPEC, while reviewing the academic performance of the student, will also recommend termination of registration, if the minimum academic criteria laid down for continuation as a student, as mentioned earlier, are not satisfied.

The students who do not meet the criteria of SGPA of 5 in semester one will be given the option of either discontinuing the programme or re-registering in the first semester of the same programme in the next academic session. In the latter case, the student would be treated as a fresh student in the programme.

Criteria for continuation of registration

The SGPA at the end of the first semester should be equal to or greater than 5.5 for the continuation of registration.

The student is expected to maintain a CGPA of 6 or more at the end of the second semester for the award of the degree.

A student who has secured SGPA of 5.5 or above during the first semester and fails to secure a CGPA of 6 has the option of registering for only those courses for which he has failed to earn the credits. In this scenario, he can retain the earned credits of a given semester for a maximum period of 3 years. However, it would be mandatory for the student to again attend the classes and to appear for the examinations of all those subjects in which he was unable to secure the credits during the previous attempt.

Courses of special nature

Dissertation

Separate detailed guidelines will be issued subsequently for Dissertation.

Regulations for Advanced PG Diploma / PG Diploma in Renewable Energy and certificate course (through online distance learning) programme

Renewable energy technologies and applications are receiving a worldwide boost in view of increasing prices of conventional energy and increased concerns regarding climate change. Wind power, solar PV power, solar water heaters and small hydro systems are rapidly getting mainstreamed, and both, investments in these sectors and installed capacities, are increasing at double-digit growth rates. There is also a significant increase in policy support for renewables in many countries. However, there is a dearth of professionals trained in various aspects of renewable energy such as technologies, policies, financing, CDM benefits, etc. There are only a handful of institutes in India that offer structured programmes to cover the diverse range of issues involved. The programme is being offered by TERI University through the e-Learning mode for working professionals/ fresh engineering graduates.

Programme Structure

Certificate in: Energy Infrastructure & Efficiency	No. of credits
Energy infrastructure	6
Energy conservation and management	7
Engines	2
Introduction to basic engineering principles	5
Certificate in: Renewable Energy Technologies	
Solar thermal technologies	4
Solar photovoltaic systems	4
Passive solar architecture	3
Wind power generating technologies	3
Hydro power generation	1
Biomass to energy	3
Other renewables	2
Certificate in: Renewable Energy Resources and Policies	
Renewable energy resources	7
Environmental and health impact of energy use	3
Policy, programmes, regulations etc.	10
Certificate in: Software Tools for Energy Analysis	
RETScreen	4
HOMER	4
PVsyst	4

Study material

Study material has been prepared by teams of experts drawn from The Open University UK and TERI University's in-house faculty. The material has been scrutinized by the

content experts, supervised by the instructors/unit designers and edited by the experts. Similarly, audio and video files have been produced in consultation with the course writers, in-house faculty and producers. The material is previewed and reviewed by the faculty as well as external experts, before being finally uploaded to the website.

Programme delivery

The methodology of instruction for these programmes is different from that of the conventional programmes. The open learning system is more learner-oriented and the learner is an active participant in the pedagogical (teaching and learning) process. Most of the instructions are imparted through tools available for online delivery of courses.

The study material is supplied to the students through the university website in electronic format week-wise as per the schedule. The material includes PDF, Word, Excel and video files.

Besides the study material, assignments are uploaded from time to time to help student access their learning. Faculty members are available on-line (**as per the schedule in Academic Calendar**) to clarify the doubts. Also, students can address any difficulties/differences concerning the course or the problems to the teachers any time through e-mail.

A discussion forum is floated over eLearning platform for student-faculty interaction. At the end of each semester/course, all the students have to be there at any of the study centres for end semester/ course exam. University representatives will be there for discussion and chat.

Evaluation system

The PG Diploma is given by the university after a continuous evaluation process. The evaluation system for these programmes is different from that of conventional programmes.

Continuous assessment of the students is done based mainly on their performance in assignments, active participation and end-semester exams.

A student has to submit assignments compulsorily well within the deadlines indicated in the academic calendar given at the commencement of each semester. End-semester examinations are conducted toward the end of each semester.

Grades will be awarded for each module separately. For this purpose, (a) assignments, (b) active participation on discussion forums, webinars etc. and (c) end-semester exams are given 55%, 05% and 40% weightage respectively. Numerical marking is followed, wherein the marks secured in assignments, end-semester exams, etc. are later converted into grades as per the university criteria. I grade is given under the following conditions:

- (a) If a student gets less than 35% in the overall assessment (as mentioned in Table 1)
- (b) If a student does not appear in end semester examination.

Students are therefore encouraged to appear in examinations and to submit all assignment so as to secure good grades. Late or non-submission of assignments, will affect the final grades negatively.

Grading system

Grading is based on a continuous evaluation of assignments and end-semester examinations.

The weightage for each is indicated in the evaluation section of this document. The student's hand book will be sent to the students by e-mail and also made available online for the information of the students. The grades along with their equivalent numerical points are given below.

Table1: Grading system for the coursework		
Letter Grade	Percentage	Performance
A+	100 - 95	Outstanding
A	94 – 85	Excellent
B+	84 – 75	Very good
B	74 – 65	Good
C+	64 – 55	Average
C	54 – 45	Below average
D	44 – 35	Marginal
I	Less than 35	Incomplete

The minimum passing grade is D. A student does not earn any credits in courses where s/he gets an I grade. S/he has to repeat all such courses until a passing grade is obtained. All other letter grades (in Table 1) represent earned credits. The credits for the courses in which a student has obtained a D or higher grade will be considered as credits earned by the student. In case of an I grade, the student has to repeat the module whenever it is offered next, after paying a fee of Rs. 2500 for each module (or each I)

In order to get the certificate/diploma student should earn a credit against each course.

Criteria for continuation of registration

If a student decides within one month of his/her admission that for personal reasons s/he will not be able to continue the course, s/he may be allowed to withdraw and re-register without payment of additional fees, for that coursework.

The student can take a break (after informing TERI University and before the commencement of the semester) from the course work however, s/he has to complete the course work within 1.5 years, 3 years and 5 years' time for certificate, post graduate diploma and advanced post graduate diploma from the date of registration respectively. The student will have to follow the prevailing/current set of rules and regulations when s/he joins back.

**** More information is available on the following link (<http://elearn.teriuniversity.ac.in>)**

9 Courses of study

The courses offered by the centres/departments of the University are listed on the University's website <www.teriuniversity.ac.in>. Students are encouraged to browse through the details of the courses, which can be accessed by clicking on the title of the course; this is to aid them while registering for courses.

10 Important Policies

Identity card

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

Working hours

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

Classroom use

Students are expected to be in the classroom only when a class is scheduled. At all other times, they must vacate the classroom. However, seminars, small meetings, project work, etc., may be conducted in the classroom when not in use with prior permission from the Registrar's office. Please contact Mr Kamal Sharma/Mr V Ganesh at extension 4718/4716 for this purpose.

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

Mobile phones

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

Security

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

Writing articles in newspapers/periodicals

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

Undertaking for use of student photographs

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

Date.
Place.....

Student's signature.....
Name
Registration No.....

Intellectual Property Rights

Introduction

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

The Dean of Sponsored Research, Development and Training (if appointed) or the Vice Chancellor is responsible for the interpretation and implementation of the provisions contained in these guidelines.

Intellectual Property Right determined by third party agreement

Whenever there is a possibility that an externally funded project will result in intellectual property, the ownership of that property will be determined between the University and the funding organization.

If the funding agency is a government (central/state) or TERI then the standard practice of that agency will determine the ownership rights.

In case of collaborative projects, modalities of sharing of intellectual property would be elaborated in the MoU.

Responsibilities of students

Record Book

Students (Ph.D) will be given record books which are non-consumable items and which will have to be handed over to the University on finishing their research activities at the University. The record book will have numbered pages and students would be required to sign the book at the end of each day. The signature of the student would have to be countersigned by his/her supervisor or any other witness at least once every two weeks.

Confidentiality

The students shall not remove from TERI/TERI University premises nor prepare any copies of any documents, files, drawings, articles, correspondence, notes or other papers relating to proprietary technology except to the limited extent which the nature of research of the student may require, and in such cases, the student shall promptly after completion of such work return all such items to TERI/TERI University.

During the course of his research, the student will acquire and have access to proprietary technology which is confidential in nature and of value to TERI/TERI University, such as research and development projects and funding details about microbial consortium, formulae, designs, processes, methods of manufacture etc. It is the student's responsibility to ensure that he/she does not disclose any such proprietary technology at any time even after leaving TERI University, unless such proprietary technology comes within public domain by an act other than that of the student.

Potentially patentable innovations/inventions

As soon as the student recognizes that there is a possibility of patentable products/processes or inventions, and before disclosing it to any party outside TERI University, the student must notify his/her supervisor, the Head of his/her Department and the Dean, Sponsored Research, Development and Training*.

Property not subjected to patent law

If the student recognizes that there is any possibility of intellectual property rights being created, even if not patentable, the student must immediately discuss the idea with, his/her supervisor, the Head of his/her Department or Dean of Sponsored Research, Development and Training*.

Other responsibilities

If funding was provided by an external agency that requires notification when intellectual property develops, the Dean of Sponsored Research, Development and Training* would be responsible for notifying the agency. The Principal Investigator

of the project will assist the Dean by providing the necessary information and completing the formalities as required by the funding agency.

The Dean of Sponsored Research, Development and Training*/PI is responsible for decisions regarding all IPR issues which include patenting, copyrighting, licencing, loaning, selling, or otherwise controlling the marketing or disposition of intellectual property that is owned by the University. If a copyright/patent is pursued, the student concerned is expected to cooperate in filing the necessary paper work.

Distribution of benefits derived from Intellectual Property

The University may enter into an agreement with the originator(s) of intellectual property regarding the division of revenue between the University and the originator(s) where any intellectual property owned by the University is to be assigned, licenced, or otherwise commercially exploited by the University.

Appeals

The sponsored Research and Development Board[†] would be responsible for resolving any disputes including, but not limited to, disagreement regarding:

- Ownership of intellectual property rights
- Transfer of the intellectual property rights
- Marketing of intellectual property

The decisions of the Board may be appealed in writing to the Vice Chancellor who is the final authority in resolving the issues.

Intellectual Property Right guidelines

All PhD students while working at the TERI University must agree to abide by the IPR (Intellectual Property Rights) guidelines of the University. At the time of admission, all PhD students are to sign a certificate stating that they have read and will abide by the IPR guidelines of the University.

IPR GUIDELINES

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

Date.

Place.....

Student's signature.....

Name

Registration No.....

Anti-Ragging Measures

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

Designation	Name	Contact number	Email ID
Vice Chancellor	Dr. Leena Srivastava	9811392262	leena@teri.res.in
ProVice Chancellor	Dr. Rajiv Seth	9811660903	rseth@teri.res.in
Registrar	Mr. Pradeep K Padhy	9599427448	pradeep.padhy@teriuniversity.ac.in
Dean (Academic)	Dr. Prateek Sharma	9971176370	prateeks@teri.res.in

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

Policy document available at :- <http://www.teriuniversity.ac.in/university-s-anti-ragging-measures>

Prevention of Sexual harassment (Internal Complaints committee)

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. TU/Policy/2015/SH dated 10th November'2015, in the TERI University to inquire into the complaints of Sexual Harassment of women.

Internal Complaints committee

Name	Designation	Contact number	Email ID
Dr. Smriti Das	Presiding Officer	9891065393	Smriti.das@teriuniversity.ac.in
Dr. Neeti	Member	9650374138	neeti@teriuniversity.ac.in
Dr. Kamna Sachdeva	Member	9971792078	Kamna.sachdeva@teri.res.in
Mr. Kamal Sharma	Member	9810512607	kamals@teri.res.in

Prof. S Sundar	Member	9810153477	ssundar@teri.res.in
Ms. Ratna Sudarshan	Member (External)		Ratna.sudarshan@gmail.com

Policy document available at :

http://www.teriuniversity.ac.in/index.php?option=com_content&view=article&id=185

Policy on Equality, Diversity and Inclusion

The following will constitute "Equality Advisory Committee" of the TERI University as promulgated vide notification no. TU/Policy/2015/EQ dated 10th November' 2015. Students aggrieved with any of the discrimination may lodge a complaint with the Dean (academic) of the Equality Advisory Committee. the details of which are given as follows:

Equality Advisory Committee

Name	Designation	Contact number	Email ID
Dr. Prateek Sharma	Dean (Academic)	9899678802	prateeks@teri.res.in
Dr. Chubamenla Jamir	Faculty member	9990758814	Chubamenla.jamir@teriuniversity.ac.in
Mr. Sandeep Arora	Member	9811799046	sandeepa@teri.res.in
Ms. Sahrin Jahan	Student member		
Mr. Md Shahbaz Khan	Student member		

A Complaint Register has been placed with Ms.Gauri Rana, Secretary, and Registrar for lodging complaints of discrimination by aggrieved students.

Policy document available at :-

http://www.teriuniversity.ac.in/index.php?option=com_content&view=article&id=186

Student Disciplinary committee

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

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

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

Minor Punishment

Oral Reprimand. Advised and cautioned about misconduct orally.

Written Reprimand. Advised and cautioned about misconduct in writing.

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

Major Penalties

Academic Penalties:-

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

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

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

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

Hostel Privileges

Use of Lab Facilities

Use of Library facilities

Use of Cafeteria Block

Use of Sports Facilities

Membership in Clubs and Other bodies

Placement Activity

Internship/academic association with partner institution

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

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

Suspension. Student will be withdrawn from all courses carried in that semester and forfeit fees. Student shall be refrained from visiting the university premises unless approved in writing by the Dean (Academics). Suspension may involve course drop, semester drop, rustication for a specified period depending on the severity of the offence(s). The student can be reinstated on receipt of a written request from him/her after completion of the suspension period.

Expulsion. Forfeiture of all rights and degrees not actually conferred at the time of the expulsion, forfeiture of right to study and fees. Student can only visit the university premises only if the permission is issued in writing by the Dean (academics).

Policy document available at :- http://www.teriuniversity.ac.in/pdf/Student_Discipline.pdf

Feedback from the Students

As a practice the University collects feedback from the students on various aspects of their experience in the University both within and outside the classroom. They range from courses, programme and teaching to teachers and other members of the University community along with infrastructure and ambience. The general purpose is to address the shortcomings and improve the positives further and sustain them, through documentation of collective reflections.

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

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

Feedback template

Mid-semester

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

Indicative scale:

Outstanding—9-10

Exceeds expectations—7-8

Some scope for improvement —5-6

Considerable scope for improvement—1-4

1. The instructor clearly explained the objectives and teaching plan of the course (scale)
2. The reading material suggested by the instructor is relevant and useful (scale)
3. I am comfortable with the pace of progress in the course (scale)
4. Adequate encouragement given by the instructor to think, question and discuss. (scale)
5. Questions/clarifications raised in the class were appropriately addressed (scale)
6. The instructor could convey her/his command over the subject (scale)
7. The instructor could articulate and express adequately (scale)
8. The instructor could create an interest in the subject for me (scale)
9. Other comments:

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

End-Semester

1. There has been an enhancement of my knowledge through this course

2. The reading material suggested by the instructor is relevant and useful
3. I was exposed to updated material in this course
4. The course content delivered within assigned number of class hours
5. The pedagogy employed by the instructor was appropriate for meeting the objectives of the course

6. The instructor was accessible outside of class for discussions (during contact hours and by appointment)

7. Evaluation process (in the same 10 point scale as in mid-semester):

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

The evaluation tested in-depth understanding of the subject

The evaluation helped in understanding the subject better

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

The evaluation process was appropriate and fair

8. Points related to feedback on the course itself

Assigned hours is commensurate with the course content

Topics covered in the course were appropriate and interconnected

The course is commensurate with the overall programme

This course is relevant for my professional development

9. Other comments:

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

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

General Module—only one—not course wise

Mark your choice against the following:

Administrative Support

Computer laboratory

Information Technology services

Infrastructural facilities in the class room

Laboratory facilities

Library Services

Health, Hygiene and Sanitation quality

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

11 The Student's Honour Code

Each student must show due respect and courtesy to all members of TU community; they must not infringe upon the fundamental rights of fellow Students.

It is the responsibility of the student to ensure a comprehensive understanding of TU policies

In the event of Students' involvement in any activity outside the TU campus which is punishable by the law of the land, the University will not be responsible and is not obliged to provide any support.

In the event of an illegal activity on the campus, on the approval from VC, the University is obligated to permit the police and judiciary intervention.

The Honour Code is a personal and ethical code of conduct, expected out of a Student of TU to facilitate a healthy academic environment during his/her study/research work at the University. Each student is required to submit a undertaking in the following format in the beginning of the session.

Honour Code

1. I, registration no.
do hereby undertake that as a student at the TERI University: -

2. I will conduct myself within and outside the University's premises in a manner befitting the students of a research university, and consider the following as actions that are in violation of the Student's Honour Code of the University, and which would invite disciplinary action:-

2.1 Convicted under any law of the country. Any violation pertaining to the Indian Penal Code.

2.2 Noncompliance of published TU policies, academic & Examination rules or regulations applicable to students.

2.3 Academic and Research Misconduct. Impersonation, committing forgery, furnishing false certificate or information, tampering with TU documents or records, Accessing confidential records/ data of University without permission,

adopting unfair means and disorderly conduct during exams, , interfering in the laboratory work of colleagues, revising/resubmitting a marked test /quiz for re-grading without the instructor's consent and receiving or giving unpermitted aid in any assignment which is to be graded for individual performance (like take-home tests). Misconduct while undertaking an academic/research study or survey or study visit outside the campus.

2.3.1 Violation of Research Integrity. Distorting research procedures by fabrication of data, generating and reporting fraudulent data or distortion of the research process in any other ways.

2.3.2 Plagiarism and Unauthorized Stealing of Others' Intellectual Works. Plagiarizing from printed or electronic (web-based) material, hijacking ideas discussed, representing someone else's work as own and misleading faculty members about the condition under which the work was prepared.

2.4 Misuse of Technology Resources. Using technology to gain unfairly (where not permitted), committing cyber offences like hacking , spamming, breaking into another's account, defacing website, hosting sexually explicit material, using social media to host material that goes against the prevailing laws, sending derogatory emails, copying electronically, planting viruses etc.

2.5 Misuse of Alcoholic Beverages and Controlled Substances. Consuming or possessing alcoholic drinks, prohibited narcotic drugs, or other such intoxicants for recreational purposes in the University premises. Smoking in the campus including hostel rooms.

2.6 Assault, Injury and Threat. Any assault (verbal or physical) upon or intimidation of or insulting behavior towards a member of TU Community inside or outside the University campus.

2.7 Indecent Exposure. Conduct and exposure undertaken in publicly viewable location, which is deemed indecent in nature.

2.8 Sexual Misconduct, Sexual Assault and Sexual Harassment. Offences committed under UGC, AICTE and TU Policy & guidelines for the prevention, prohibition and punishment of Sexual Harassment of Women.

2.9 Discrimination. Discriminating any one on any ground and arousing communal, caste, colour, regional feelings or creating disharmony among students as defined in TU Policy on Equality, Diversity and Inclusion.

2.10 Theft or Damage to Property or Services & Disruption of activities. Attempt to prevent the members of TU community from discharging their duty, vandalizing or defacing the University property, causing or colluding in unauthorised entry of

any person in the campus. Willful violation of biohazard/chemical safety rules, fire safety and security rules/policies of the University.

2.11 Possession or Misuse of Weapons Possessing or using weapons such as explosives, firearms, knives, lathis, iron chains, iron rods and sticks in the University premises.

2.12 Violation of Study Abroad/Internship Contracts. Willful violation of contractual terms and conditions agreed with an Institution/Agency/Organisation. Professional misconduct during study abroad and short or longer internships while at any external institution as part of academic engagement.

2.13 Ragging. Committing an act of ragging in any form as laid under UGC, AICTE and TU policy on the issue.

2.14 Failure to obey instructions of any TU disciplinary authority. Failure to comply with written or oral communications from an authorized TU official to appear for a meeting or hearing.

2.15 Engage in any conduct which is unbecoming of a student of the TERI University.

Date.

Student's signature.....

Name

Registration no.....

12 Facilities available

Mentors

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

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

Library

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

Several information centres are also housed in the library. The collection includes over 25 000 books, 14,000 bound volumes of periodicals, more than 1600 print and online journals and databases, 1100 CD-ROMs, and also miscellaneous items such as government documents, standards, and pamphlets. The entire library collection is indexed, searchable on the OPAC (Online Public Access Catalogue), and is bar coded.

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

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

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

Timings of the library

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

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

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

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

Internet access

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

Clubs

The University has six active clubs (a) Dramatics Club, (b) Elocution Club, (c) Eco-Club, (d) Sports Club, (e) Music and Dance Club and (f) Media and Photography Club.

Internet mails

All PhD and master's students will be allocated e-mail IDs within a few days of registration. Please note that the use of University's address for the receipt of personal correspondence is discouraged.

Notice boards

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

Telephones

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

Photocopy and printing

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

Dress regulations

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

Pets

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

Equipment use

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

Medical room

Doctor is available in the campus on every Wednesdays from 1.15h to 2.15h in the Medical Inspection(MI) Room (hostel block). In case of medical emergency, the university has a tie up with Sukhmani hospital, which is nearby and the students are taken there and treated.

Cafeteria

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

13 Fees and payments

Doctoral programmes (Ph D)

Fee chargeable from the students (non-sponsored)

- A. One-time payment (in Rupees)
(includes admission fee, grade card, provisional certificate, student welfare fund, alumni fee, identity card, modernization fees, dissertation/thesis fee)

Total – A	8000
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- B. Semester-wise fees (in rupees)
Other charges (includes registration/ enrolment, examination fee, internet and computer, accident insurance, social charges, development charges)

Tuition fees	12000
Other charges	6210
Total – B	18210

- C. Deposits (refundable) (in rupees)

Institute deposit	5000
Library deposit	5000
Total – C	10000

Total fee payable at the time of admission – **Rs 36,210/-**

* Each student will be covered under an accident insurance policy for Rs 2 lakh

Note: Tuition fee for sponsored candidates will be 1.5 times that of non-sponsored candidates.

M Sc (Economics)

- A. One-time payment (in Rupees)
(includes admission fee, grade card, provisional certificate, student welfare fund, alumni fee, identity card, modernization fees, dissertation/thesis fee)

Total – A	8000
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- B. Semester-wise fees (in rupees)
Other charges (includes registration/ enrolment, examination fee, internet and computer, accident insurance, social charges, development charges, field training**)

Tuition fees	59800
Other charges	10712
Field visit	10000**
Total – B	80512

- C. Deposits (refundable) (in rupees)

Institute deposit	5000
Library deposit	5000
Total – C	10000

Total fee payable at the time of admission – **Rs 98,512/-**

Total fee payable in the second semester – **Rs. 80,512/-**

Total fees payable in subsequent semesters - **Rs. 70,512/-**

* Each student will be covered under an accident insurance policy for Rs 2 lakh

** Field visit charges of Rs. 10,000/- not applicable in 3 & 4 semesters

Note: Tuition fee for sponsored candidates will be 1.5 times that of non-sponsored candidates.

M Sc (Climate Science and Policy) (Environmental Studies and Resource Management) (Geoinformatics), M Sc (Plant Biotechnology), (Water Science & Governance), M Tech (Renewable Energy Engineering and Management), (Urban Development Management) and Water Science and Governance programmes

- A. One-time payment (in rupees)
(includes admission fee, grade card, provisional certificate, student welfare fund, alumni fee, identity card, modernization fees, dissertation/thesis fee)

Total – A	8000
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- B. Semester-wise fee (in rupees)
Other charges (includes registration/ enrolment, examination fee, internet and computer, Lab fees, accident insurance, social charges, development charges, field training**)

Tuition fees	63250
Other charges	22212
Field visit	10000**
Total – B	95462

- C. Deposits (refundable) (in rupees)

Institute deposit	5000
Library deposit	5000
Total – C	10000

Total fee payable at the time of admission – **Rs 113,462**

Total fee payable in the second semester – **Rs. 95,462/-**

Total fees payable in subsequent semesters - **Rs. 85,462/-**

* Each student will be covered under an accident insurance policy for Rs 2 lakh

** Field visit charges of Rs. 10,000/- not applicable in 3 & 4 semesters

Note: Tuition fee for sponsored candidates will be 1.5 times that of non-sponsored candidates.

M B A (Infrastructure)

- A. One-time payment (in rupees)
(includes admission fee, grade card, provisional certificate, student welfare fund, alumni fee, identity card, modernization fees, dissertation/thesis fee, Project fee, student activity fund)

Total – A	20000
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- B. Semester-wise fee (in rupees)
Other charges (includes registration/ enrolment, examination fee, internet and computer, accident insurance, social charges, development charges, field training**)

Tuition fees	201250
Other charges	10712
Field visit	10000**
Total – B	221962

- C. Deposits (refundable) (in rupees)

Institute deposit	5000
Library deposit	5000
Total – C	10000

Total fee payable at the time of admission – **Rs 2,51,962/-**

Total fee payable in the second semester – **Rs.2,21,962/-**

Total fees payable in subsequent semesters - **Rs.2,11,962/-**

* Each student will be covered under an accident insurance policy for Rs. 2 lakh

** Field visit charges of Rs. 10,000/- not applicable in 3 & 4 semesters

Note: Tuition fee for sponsored candidates will be 1.5 times that of non-sponsored candidates.

M B A (Business Sustainability)

- A. One-time payment (in rupees)
(includes admission fee, grade card, provisional certificate, student welfare fund, alumni fee, identity card, modernization fees, dissertation/thesis fee, Project fee, student activity fund)

Total – A	20000
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- B. Semester-wise fee (in rupees)
Other charges (includes registration/ enrolment, examination fee, internet and computer, accident insurance, social charges, development charges, field training**)

Tuition fees	201250
Other charges	10712
Field visit	10000**
Total – B	221962

- C. Deposits (refundable) (in rupees)

Institute deposit	5000
Library deposit	5000
Total – C	10000

Total fee payable at the time of admission – **Rs 2,51,962/-**

Total fee payable in the second semester – **Rs.2,21,962/-**

Total fees payable in subsequent semesters - **Rs.2,11,962/-**

* Each student will be covered under an accident insurance policy for Rs. 2 lakh

** Field visit charges of Rs. 10,000/- not applicable in 3 & 4 semesters

Note: Tuition fee for sponsored candidates will be 1.5 times that of non-sponsored candidates.

MA (Sustainable Development Practice)

- A. One-time payment (in rupees)
(includes admission fee, grade card, provisional certificate, student welfare fund, alumni fee, identity card, modernization fees, dissertation/thesis fee, Project fee, student activity fund)

Total – A	8000
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- B. Semester-wise fee (in rupees)
Other charges (includes registration/ enrolment, examination fee, internet and computer, accident insurance, social charges, development charges, field training**)

Tuition fees	46000
Other charges	10712
Field visit	10000**
Total – B	66712

- C. Deposits (refundable) (in rupees)

Institute deposit	5000
Library deposit	5000
Total – C	10000

Total fee payable at the time of admission	Rs 84,712/-
Total fee payable in the second semesters	Rs. 76,712/-
Total fees payable in third & fourth semesters	Rs. 56,712/-

* Each student will be covered under an accident insurance policy for Rs. 2 lakh

** Field visit charges of Rs 10,000/- is twice in second semester and not applicable in 3 & 4 semester

Note: Tuition fee for sponsored candidates will be 1.5 times that for non-sponsored candidates.

MA (Public Policy and Sustainable Development)

- A. One-time payment (in rupees)
(includes admission fee, grade card, provisional certificate, student welfare fund, alumni fee, identity card, modernization fees, dissertation/thesis fee, Project fee, student activity fund)

Total – A	8000
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- B. Semester-wise fee (in rupees)
Other charges (includes registration/ enrolment, examination fee, internet and computer, accident insurance, social charges, development charges, field training**)

Tuition fees	46000
Other charges	10712
Field Visit	10000**
Total – B	66712

- C. Deposits (refundable) (in rupees)

Institute deposit	5000
Library deposit	5000
Total – C	10000

Total fee payable at the time of admission	Rs 84,712/-
Total fee payable in the second semesters	Rs. 76,712/-
Total fees payable in third & fourth semesters	Rs. 56,712/-

* Each student will be covered under an accident insurance policy for Rs. 2 lakh

** Field visit charges of Rs 10,000/- is twice in second semester and not applicable in 3 & 4 semester

Note: Tuition fee for sponsored candidates will be 1.5 times that for non-sponsored candidates.

LLM programme with specialization in Environment and Natural Resources Law and Infrastructure and Business Law

- A. One-time payment (in rupees)
(includes admission fee, grade card, provisional certificate, student welfare fund, alumni fee, identity card, modernization fees, dissertation/thesis fee, Project fee, student activity fund)

Total – A	8000
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- B. Semester-wise fee (in rupees)
Other charges (includes registration/ enrolment, examination fee, internet and computer, accident insurance, social charges, development charges, field training**)

Tuition fees	46000
Other charges	10712
Field visit	10000 **
Total – B	66712

- C. Deposits (refundable) (in rupees)

Institute deposit	5000
Library deposit	5000
Total – C	10000

Total fee payable at the time of admission Rs **84,712/-**

Total fee payable in the second semester – Rs. **56,712/-**

* Each student will be covered under an accident insurance policy for Rs. 2 lakh

** Not applicable in 2 semester

Note: Tuition fee for sponsored candidates will be 1.5 times that for non-sponsored candidates.

Diploma Water Science & Governance

- A. One-time payment (in rupees)
(includes admission fee, grade card, provisional certificate, student welfare fund, alumni fee, identity card, modernization fees, dissertation/thesis fee)

Total – A	8000
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- B. Semester-wise fee (in rupees)
Other charges (includes registration/ enrolment, examination fee, internet and computer, accident insurance, social charges, development charges, field training)

Tuition fees	63250
Other charges	22212
Field visit	10000**
Total – B	95462

- C. Deposits (refundable) (in rupees)

Institute deposit	5000
Library deposit	5000
Total – C	10000

Total fee payable at the time of admission – **Rs 113,462**

Total fee payable in the second semester – **Rs. 95,462/-**

* Each student will be covered under an accident insurance policy for Rs. 2 lakh

** Not applicable in 2 semester

Note: Tuition fee for sponsored candidates will be 1.5 times that for non-sponsored candidates.

Advanced PG Diploma in Renewable Energy (through distance learning)

The fee for the entire two year programme is Rs. 70,000

Rs. 35,000 has to be paid at the time of registration/admission

Remaining Rs. 35,000 has to be paid within a year from registration

PG Diploma in Renewable Energy (through distance learning)

The fee for the entire one year programme is Rs. 35,000 to be paid at the time of registration/admission.

Certificate Course in Energy Infrastructure & Efficiencies (CEIE) (through distance learning)

The fee for the entire semester is Rs. 20,000 to be paid at the time of registration/admission.

Certificate Course in Renewable Energy (CRE) (through distance learning)

The fee for the entire semester is Rs. 20,000 to be paid at the time of registration/admission.

Certificate Course in Renewables Energy Resources and Policies (CRERP) (through distance learning)

The fee for the entire semester is Rs. 20,000 to be paid at the time of registration/admission.

Certificate Course in Software Tools for Energy Analysis (CSTEa) (through distance learning)

The fee for the entire semester is Rs. 20,000 to be paid at the time of registration/admission.

Fee for Foreign Students

Fee for foreign students

Foreign students will be required to pay a fee as per the table below per semester.

Course	Tuition fees		Other charges	Total	Total
	US\$	US\$	INR	US\$	US\$
	Developing countries	Developed countries	Flat Rate	Developing Countries	Developed Countries
Ph D	500	1000	6210	615	1115
M Sc (CSP, ESRM, Eco)	2000	4000	8010	2148	4148
M Sc (Geo, PBT, WSG)	2000	4000	18010	2334	4334
MA (SDP)	1600	3200	17800	1930	3530
MA (PP&SD)	1600	3200	7800	1744	3344
M Tech (REEM, UDM), (WSG)	2000	4000	18010	2334	4334
MBA (Infra and BS)	5000	10000	7800	5144	10144
PG Diploma (WSG)	1000	2000	6210	2200	4200
LLM programme	1600	3200	7800	1750	3350
Advanced PG Diploma Renewable energy	1400	2800	--	2800	5600
Diploma in Renewable Energy	700	1400	--	700	1400
Certificate courses	400	800	--	400	800

In addition, a fee of INR 10,000 per semester cost for Field Training will be required to be paid in rupees.

Other fees

Fee for issue of duplicate Identity Card:

A sum of Rs 150/- will be charged for issue of duplicate Identity card

Late fee for registration:

Semester fees is to be paid within three days of registration for a particular semester. Late payment fees will be as follows:

Upto 10 days from the date of registration Rs. 1,000/-

From 11 days to 30 days Rs. 2,000/-

If fees is not paid until 30 days from the date of registration, the student will be struck off the rolls.

Fee for additional transcripts:

Rs. 150/- per transcript

Fee for issue of duplicate degree:

A duplicate degree will be issued only on registration of FIR, along with an affidavit on requisite stamp paper and an insertion in any leading newspaper of New Delhi for the loss of original degree

A fee of Rs. 2500/- would be payable for issue of duplicate degree.

Fee Refund

In case an admitted student does not join the institution within 7 days of opening of the Institution, the Institution shall refund:

- a. In case the student informs of his intention not to join the institution at least 7 days before the start of the academic session, then 100% of the fees collected minus the processing charges, which shall not be more than Rs. 10,000, or any other amount fixed by UGC. The same shall be refunded within 15 days of receipt of information from the student.
- b. In case no such information is given by the student but the institution is able to fill up the seat so vacated, then 100% of the fees collected minus the processing charges, which shall not be more than Rs. 10000, or any other amount fixed by UGC. The same shall be refunded within 15 days of request of refund from the student or the expiry of 30 days after opening of academic session, whichever is later.
- c. In case no such information is given by the student and the Institution is not able to fill up the seat even by the end of 30 days after the opening of academic session, then 50% of the fees collected minus the processing charges, which shall not be more than Rs 10000, or any other amount fixed by UGC. The same shall be refunded within 15 days of request of refund from the student or the expiry of 30 days after opening of academic session, whichever is later.
- d. If a student join the Institution, and then leaves it in mid-session then the entire fees collected shall be forfeited.

14 Hostel Accommodation

1. Hostel Facilities at the TERI University:

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

2. Procedure for allotting hostel:

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

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

Ser	Hostel Room Rent per month (including meals)	INR
(a)	Single Occupancy	14000
(b)	Double Occupancy	12000

Note:- Interest free refundable security – Rs 10000/-
Fees to be paid per semester basis

4. Discipline:

- (a) Hostel residents are expected to observe the rules and instructions prescribed to them as well as meet all the requirements of social norms that living together demands.
- (b) If found at any stage that the information provided is incorrect or some material facts have been concealed, the student would be liable to eviction from the hostel.
- (c) Residents who willfully violate the hostel rules are liable for any of the following punitive action(s) by the warden in charge of the hostel :

Oral reprimand
Written reprimand
Written warning
Fine for damages

- (d) If the violation is repeated or of grave nature then it is to be reported to Registrar / Dean (Academic) by the warden-in-charge for further necessary action.
- (e) Residents who violate hostel rules may also lose their hostel privileges as per the University Rules and have to vacate their hostel seat.

5. Rules for Hostel Residents:

- (a) Medical facilities shall be provided on call at the expense of the resident. Visiting doctor facility shall be extended once in a week. A 'First Aid' box shall be available at the hostel.
- (b) Basic furniture and mattresses shall be provided in the rooms. Residents are required to make their own arrangements for linen, blankets, pillow etc.
- (c) Consumption of alcohol, smoking and gambling is strictly prohibited within the hostel.
- (d) No personal guests are allowed to stay in the hostel.
- (e) All residents are required to be back in the hostel everyday by 8:30 pm during summers (March to October) and by 7:30 pm in winters (November to February)
- (f) Strict action shall be taken as per University rules against residents who indulge in or encourage ragging of other students/residents.
- (g) Students would not be allowed to stay in the hostel during vacations however, a cloak room shall be provided for safe keeping of their luggage.

6. Mess Timings:

(Mondays to Saturdays)

- Breakfast: 0730hrs to 0830hrs
- Lunch: 1245hrs to 1345hrs
- Dinner: 2000hrs to 2130hrs

(Sundays)

- 0830hrs to 1000hrs
- 1300hrs to 1400hrs
- 2000hrs to 2200hrs

7. Miscellaneous Instructions:

(a) Residents are ;

- i. not allowed to make any additional extension from the electrical switches. They are required to switch off the electrical switches before leaving the room.
- ii. allowed to use mobile and laptop chargers only. Electrical appliances such as oven, cooking stove, gas cylinder and refrigerator are not allowed for safety reasons. The hostel management has the right to confiscate the appliances and penalize the errant resident.
- iii. not allowed to get involved in any business activity related to food and beverages in their respective rooms or within the hostel compound.
- iv. not allowed to cook in the hostel rooms. Disciplinary action would be taken against those who are found cooking in hostel rooms.
- v. not allowed to make noise especially after 10.00pm as it would disturb the privacy of other residents.
- vi. not allowed to change the position of room furniture and facilities.
- vii. not allowed to bring any personal furniture to the hostel.
- viii. prohibited to display any obscene picture / poster in their rooms or within the hostel area.
- ix. not allowed to put nails, dirty the walls or damage the room at any time.

(b) Arms and ammunition are strictly prohibited within the university premises.

(c) Security of residents shall be the responsibility of the university only within the premises. Outside the campus premises, the security shall be the responsibility of the residents.

- (d) The cafeteria (Ground Floor) shall be used as the Meeting Room for visits. The visiting hours shall be from 1730hrs to 1830hrs.
- (e) In case of requests for night outs – the resident are required to take prior permission of the Warden-in- charge.
- (f) The respective timings provided in these rules should be strictly adhered to.

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