

ITEM NO.2 To discuss Five Year Development Plan of TERI University. The Chair apprised the members about the progress made by the University with regard to physical infrastructure, academics, accreditations and fund generation aspects. She informed that the Centers and Departments practice a curriculum that progressively links the academics to the aspirational goals laid down in Sustainable Development Goals (SDG). She emphasized that the University has been objectively striving to become a truly research-led global institution to provide a learning environment that builds excellence, leadership and empowers students and faculty to find innovative and inclusive solutions. The Chair presented a strategy that sought to facilitate efficient administrative machinery, modern labs, strong ICT infrastructure, bright national and international students, a transparent reward system and well groomed students community ready to play the role of citizens of the world.

Members appreciated the efforts made by the University to define the way ahead and assured full support. Dr Hilton suggested that the alumni be harnessed in the early years for interacting with existing students and fund raising exercises. Mr. Ishteyaque Amjad recommended that the plan should have scope to stimulate long term mutually beneficial industrial collaboration. Mr.Thakur opined that a lot of companies engaged in natural energy would appreciate a partnership with TU and therefore certain types of corporates which could be natural fit be identified and contacted for the collaboration. Prof. Shome proposed that the development plan be sharpened with clear objectives with indicators such as enhancing the NAAC score from 3.27 to 3.5 etc. Dr. Hilton and Prof. Shome proposed that a repertoire on the outcome of deliberations at conferences/workshops should be maintained which could have tremendous historical impact. Prof. Shome further added that communicating with diplomatic community shall help to internationalize TU’s efforts and suggested that the curriculum should ensure that every student undergoes a research methodology course to understand various aspects of research especially how to do a proper literature survey.

TU/BM 20.2.1 The Chair informed that based on the inputs given by the members, clear plans in the following areas, shall be prepared and presented to the BoM for ratification:-

Ser	Activities	Key Integrator	Advisory Panel
1.	(a) Enhancing NAAC Score. (b) Plans for the Off-Campus sites.	Pro VC	Internal Quality Assurance Team (i-QUAT)
2.	(a) Visibility Push through strong Communication & Marketing initiatives. (b) Communicating with diplomatic Community & Industry.	Registrar & Head (Outreach)	TU Outreach & Website Committee
3.	Harnessing Alumni for mentoring of existing students and fund raising activities.	Convenor, TU Alumni Committee	Alumni Association Executive Committee

Board of Management – 20 /30.05.2016

4.	(a) Introducing new Disciplines like Sustainable Agriculture and Food Systems, Environmental Health & Safety, SDP Livelihoods and Sustainable Mobility. (b) Introduction of research methodology module in all programmes. (c) Method of capturing the outcome of deliberations at Conferences/Workshops for legacy use.	Dean (Academics)	TU Boards of Studies
5.	Business Incubation Centre & Capacity Building Hubs.	HoD, Department of Business Sustainability	All faculty, Department of Business Sustainability

ITEM NO. 3 To confirm the TERI University MoA/Rules 2016. The TU MoA/Rules 2016 conforming to the Deemed University Regulations issued by UGC in 2010, and amended in 2014, 2015 & 2016 were circulated to all members.

TU/BM 20.3.1 The Board resolved to confirm the MoA & Rules placed at **Annexure 1**.

ITEM NO. 4 To consider and approve the policy on dealing with Student Disciplinary Cases.

The Registrar brought out that the existing policy on the issue has been revised and broadened to streamline the complaint handling process and the list of offences have been constituted as violation of Honour Code which each student of the University is required to sign at the time of admission. This will ensure that students are aware of the type of offences and the nature of punishments prescribed in the policy.

TU/BM 20.4.1 The Board resolved that the proposal to replace the existing policy by the draft policy on ‘Dealing with Student Disciplinary Cases’ placed at **Annexure 2**, be approved.

ITEM NO.5 To report the decisions taken by the Chairperson on behalf of the Board of Management.

TU/BM 20.5.1 The Board resolved to confirm the following:-

- (a) Re-designation of Dr.Naqui Anwer as Asst Professor with effect from 22 March 2016.
- (b) Appointment of Ms Rinki Deo as Lecturer with effect from 13 March 2016.

ITEM NO. 6 Matter of Information.

TU/BM 20.6.1 The Board considered the following matters and noted:-

- (a) Application for extension of approval for MTech and MBA Programmes for the year 2016-17 has been approved by the AICTE and a communication on the same has been received on 28th April 16.
- (b) The Distance Education Bureau of UGC has been approached to get extension of approval for the Distance Education Programmes PGDRE, APGDRE for AY 2016-17. The Registrar has been invited to present the university's proposal at an interface meeting scheduled to be held on 7th June 16.
- (c) A report on the progress on Guwahati Campus has been submitted to UGC on 06th May 16.
- (d) A MoU signed with Carleton University, Canada on 01st February 16 for academic collaboration for five years.

ITEM NO. 7 To accept transfer of leased space. The Registrar informed that DDA had allotted the institution land in October 2002 to TERI on perpetual lease for purpose of construction of TERI School of Advanced Studies (TERI University). He stated that the DDA rules permitted socio-cultural institutions like TERI to sublet 25% of the total build-up area on the condition that 15% of the rent realised be paid to DDA. Accordingly, on a proposal submitted, DDA had granted permission to TERI to sublet an area of 2097.47sqm in favour of EADS India Private Ltd vide their letter in Sep 09. M/s EADS occupied the space wef October 2009 to Dec 2015, since then the space is lying vacant. The Chairperson informed that the Chairman Governing Council of TERI has concurred a proposal to handover the control of the leasing process of the space and the revenue thereof to TU. Board's approval was sought to engage in the subletting process.

TU/BM 20.7.1 The Board resolved to approve the followings: -

- (a) Subletting of up to 2097.47 Sq Mtrs of space by TERI University.
- (b) The income received on account of subletting shall be retained by the University for its development.

ITEM NO. 8 To discuss dates of meetings of BoM. The Chairperson intimated that the UGC requires a meeting of the BoM to take place at least four times in a year instead of the two being held as of now. She proposed that two additional conference call based meetings be held during which all members can be updated on actions taken from the previous meetings and also to discuss any other special developments.

TU/BM 20.8.1 The Board resolved to hold two in-person meetings and two Conference Call based meetings in an Academic year and resolved to meet on the following days in AY 2016-17:-

- (a) In person meeting (10AM to 1 PM) – 06th December 16.
- (b) Conference Call (4PM) on 29th August 2016 and 27th February 2017

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

Sd/
Capt Pradeep Kumar Padhy (retd.)
Registrar

Enclosures:-

Annexure 1
Annexure 2

Distribution:-

Electronics Copy

1. Chancellor, TERI University
2. Vice-Chancellor, TERI University
3. All members of Board of Management
4. Website

Printed Copy

5. Registrar, TERI University



Memorandum of Association/Rules

(In accordance with

**UGC (Institution Deemed to be Universities) Regulations, 2010 and its amendments in the year
2014, 2015 and 2016)**

TERI UNIVERSITY

(Declared as Deemed to be University under section 3 of the UGC Act)

1.0 SHORT TITLE, APPLICATION AND COMMENCEMENT

- 1.1 **Name of the Society/ Trust:** The name of the Trust is **TERI University**. It has been registered under the Societies Registration Act XXI of 1860 - Regd. No. J6299 dated 21 Sep 2006.
- 1.2 **Name of the institution deemed to be university along with its constituent units :** The name of the Institution is **TERI University (Deemed to be University)** declared as 'Deemed to be University' under Section 3 of the UGC Act, 1956
- 1.3 **Office of the Society/Trust and deemed to be University:**
Office of the Institution: Plot No 10, Institutional Area, Vasant Kunj, New Delhi 110070.
Office of Trust: Darbari Seth Block, Habitat Place, Lodhi Road, New Delhi – 110003

2.0. DEFINITIONS

In these Regulations, unless the context otherwise requires:

- 2.1 "Act" means the University Grants Commission Act, 1956 [Act 3 of 1956].
- 2.2 "Campus" means Campus of the institution deemed to be university at its headquarters, wherein its major facilities, faculty, staff, students and its Academic Departments are located in a city/town/village in India. While 'off-Campus centre' means an approved (by the Central Government) centre of the institution deemed to be university beyond its Campus in the country, an 'offshore Campus' means an approved (by the Central Government) centre of the institution deemed to be university beyond its Campus and outside India.
- 2.3 "Commission" means the University Grants Commission (UGC) constituted under the Act or any other body empowered to regulate an institution deemed to be university under any law for the time being in force.
- 2.4 "Committee of Experts" means a Committee appointed by the Commission consisting of academics, researchers or other experts in the relevant fields of knowledge and notified under these Regulations for such purpose as it may specify; and there may be as many Committees of Experts as the Commission may determine for different purposes.
- 2.5 "Constituent Institution" means an institution operating under the administrative, academic and financial control of the sponsoring body and declared as such under the Notification.
- 2.6 "De-novo Institution" means an institution devoted to innovations in teaching and research in unique and 'emerging areas of knowledge', so determined by eminent peers of the academic community in the concerned disciplines.
- 2.7 "Emerging area of knowledge" means such area of knowledge as may be nosed from time to time by the Commission on the recommendation of a Committee of Experts constituted by the Commission for the purpose; and, such Committee shall make its recommendation having regard to the stage of development of studies and research in relevant disciplines as well as the potential and need for raising standards of study and research thereof, in India.
- 2.8 "Government" means the Central Government, unless the context so specifies.

Board of Management – 20 /30.05.2016

- 2.9 "Institution" means an institution for higher education engaged in teaching and research of high academic standards at the undergraduate, post-graduate or higher levels.
- 2.10 "Institution deemed to be university" means an institution for higher education so declared, on the recommendation of the Commission, by the Central Government under Section 3 of the Act.
- 2.11 "Processing Fee" means the charges that have to be paid by the applicant institution to the Commission along with the application for processing such application. This amount shall take into account the expenditure to be incurred by the Commission for processing an application that shall include onsite visits of Expert Committees of the Commission. The Commission shall prescribe the processing fee and revise it from time to time.
- 2.12 "Notification" means a notification issued by the Central Government in the Official Gazette declaring an institution for higher education, as an institution deemed to be university u/s 3 of the Act.
- 2.13 "Sponsoring body" means a body being a charitable or not-for-profit Society or Trust making an application for declaring an institution under its administrative, academic and financial control as a deemed to be university.
- 2.14 "Statutory body" means a body constituted under any law for the time being in force for determining or maintaining standards of quality in the relevant areas of higher education and bodies known as All India Council for Technical Education (AICTE), Medical Council of India (MCI), Dental Council of India (DCI), National Council for Teacher Education (NCTE), Bar Council of India (BCI), Indian Nursing Council (INC), etc. shall be the Statutory bodies for the purposes of these Regulations.

3.0. OBJECTIVES OF AN INSTITUTION DEEMED TO BE UNIVERSITY

The objectives for which an institution is declared by the Government as an institution deemed to be university shall be:

- 3.1 To provide for institution and training in energy studies, biosciences, environmental sciences, public policy and other such branches of learning as it may deem fit.
- 3.2 To provide for research and for the advancement of and dissemination of knowledge.
- 3.3 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,
- 3.4 Establishment of and participation in collaborative activities with other educational institutions in and outside the country;
- 3.5 To sponsor and organize teaching and training programmes, conferences and seminars on subjects of theoretical or practical relevance to the courses of study; and
- 3.6 To establish, acquire and mention facilities such as offices, residential accommodation for staff, hostel for students, etc.

4.0 ELIGIBILITY CRITERIA FOR AN INSTITUTION TO BE DECLARED AS AN INSTITUTION DEEMED TO BE UNIVERSITY

An institution applying to be declared as an institution deemed to be university shall have to meet the following stipulations:-

(a) **Eligibility criteria**

- 4.1 Has been in existence for at least fifteen years (except in case of institutions seeking declaration as an institution deemed to be university under the 'de novo' category).
- 4.2 Has acquired the characteristics of a university as demonstrated by the diversity of its programmes of study, proven contribution to innovations in teaching; and, verifiable high quality of research output.
- 4.3 Has a record of having undergone periodic reviews and assessments by recognized external accrediting / assessment agencies recognized under any law for the time being in force provided that an institution described in article 3.4 of these Regulations where no accreditation has been made or is possible, shall be subjected to a mandatory assessment of its suitability for declaration as a deemed to be university under the 'de novo' category.
- 4.4 Has well-established, broad-based, and viable under graduate, post graduate, and research programmes in several disciplines with firm inter-disciplinary orientation and linkages,
- 4.5 Shall not be an institution imparting education leading to conventional degrees only. Without strong inter-disciplinary and innovative programmes with matching research capabilities, and should have achieved peer recognition and verifiable scholarly attainment and research output. For example, it shall not be limited to imparting programmes in engineering or management or medicine or pharmacy or dental sciences, etc., which can continue to be offered with the existing status of a college.
- 4.6 Shall not be an institution mainly engaged in offering .training programmes for in-service personnel, or conducting only skill-oriented or production-related degree or diploma programmes.
- 4.7 Shall be engaged in quality research activity, publications and scholarly works of a high standard as evidenced by inclusion in internationally recognized databases; and shall have strong doctoral / post-doctoral research programmes and significant output of full time Doctoral-level degrees.
- 4.8 Shall have adequate number of full-time fully qualified faculty for teaching and research with at least some being acclaimed leaders in their discipline.
- 4.9 Shall possess the necessary infrastructure for quality research and seamless access to modern information resources.
- 4.10 Shall have a proven record of securing merit-based extramural research; funding from various public/private agencies.
- 4.11 Shall have generated Intellectual Property in the form of patents, copyrights and transfer of technology as a desirable attribute.
- 4.12 Shall have a demonstrable and proven record of extension services and societal engagement.
- 4.13 Each constituent unit included in the original proposal shall have accreditation with the highest grade offered, which is currently valid, either from National Assessment and

Accreditation Council (NAAC) or all its eligible courses shall be accredited with the highest grade offered, which is currently valid, by National Board of Accreditation (NBA) or an accreditation agency recognized by the Commission from time to time; or valid certificate of assessment where the institution is seeking declaration as a 'de novo' institution deemed to be university.

- 4.14 Shall undertake not to offer any programme in the distance mode.
- (b) **Conditions**
- 4.15 Once an institution is declared as an institution deemed to be university, no other existing institution can be annexed to it as its constituent institution unless the institution proposed to be annexed fulfills independently, all the criteria stipulated in these Regulations.
- 4.16 There shall be a mandatory intensive external review of every deemed to be university once in every five years based on the criteria prescribed by the Commission from time to time.
- 4.17 The applicant institutions shall be a not-for-profit organization and shall not be engaged in commercialization of higher education.
- 4.18 The applicant institution shall have a track record of having not violated any of the provisions of any of the statutes/guidelines of any Statutory Authority in the period of five years preceding the date of submission of the application seeking status of an institution deemed to be university.
- 4.19 Has been an 'autonomous college' for five or more years and currently with valid accreditation with 'A' Grade by a recognized accreditation authority and conferred status of a 'College with potential for Excellence' or of 'College of Excellence' by the Commission.

5.0 GOVERNANCE SYSTEM FOR AN INSTITUTION DECLARED AS AN INSTITUTION DEEMED TO BE UNIVERSITY

An institution declared as a Deemed to be University shall adhere to the following criteria:

- 5.1 The Institution deemed to be university shall be registered as a not-for-profit Society under the Societies Registration Act, 1860 or as a not-for-profit Trust under the Public Trust Act, or as a not-for-profit company under section 8 of the Companies Act, 2013 (hereinafter referred to as the Managing Society / Trust / Company), which shall be owned by a not-for-profit Society registered under the Societies Registration Act, or a not-for-profit Trust registered under the Public Trust Act, or a not-for-profit company registered under section 8 of the Companies Act, 2013 (hereinafter referred to as the Sponsoring Societies / Trust / Company), or in case of a Public Funded deemed to be university, by the Government.

Provided that the members / trustees of a Managing Society / Trust of a deemed to be a university, being a public funded deemed to be university, shall not be directly or indirectly connected with the members / trustees of the sponsoring Society / Trust.

- 5.2 Among the authorities of the deemed to be universities, there shall be a Chancellor who shall be appointed by the sponsoring society / Trust and shall be an eminent educationist or a distinguished public figure other than the President / Trustee of the sponsoring society / trust or his/her close relative.
- 5.3 There shall be no position of Pro-Chancellor(s).

- 5.4 The highest governing body of the deemed to be university shall be a Board of Management to be headed by the Vice Chancellor. This body shall consist of a minimum of ten members and a maximum of twelve members.
- 5.5 The Board of Management of the institution shall be independent of the sponsoring Society / Trust with full autonomy to perform its academic and administrative responsibilities. The number of representative(s)/nominee(s) of the sponsoring Society / Trust on the Board of Management shall be limited to a maximum of two.
- 5.6 The Board of Management shall consist of eminent persons capable of contributing to and upholding university ideals and traditions.
- 5.7 There shall be a Board of Management consisting of the following:
- i) Vice Chancellor Chairperson
 - ii) Pro Vice Chancellor
 - iii) Deans of Faculties not exceeding two (by rotation based on seniority)
 - iii) Three eminent academics as nominated by the Chancellor
 - iv) One eminent academic to be nominated by the Central Government in consultation with UGC
 - v) Two teachers (from Professors, Associate Professors) by rotation based on seniority
 - vi) Maximum two nominee of the sponsoring society/trust/company
 - vii) The Registrar, who shall be the Secretary.

The term of membership of the Board of Management and its powers are as shown in Rules.

- 5.8 The Vice Chancellor shall be an eminent academic and shall be appointed in the manner laid down under clause 6.2 in Rules at Annexure 1.
- 5.9 All other statutory bodies of the deemed to be university shall be as described at Annexure 2.
- 5.10 Notwithstanding anything contained in these Regulations, the governance system and management structure of a public funded institution Deemed to be University may be in accordance with the decision of the Central Government or the State Government, as the case may be.

6.0 ADMISSIONS AND FEE STRUCTURE

- 6.1 No institution deemed to be university shall, for admission in respect of any course or programme of study conducted in such institution, accept payment towards admission fee and other fees and charges:
- (a) other than such fee or charges for such admission as fixed in accordance with the Fee Regulations framed by the Government or by the Commission in this behalf from time to time, which shall be declared by it in the prospectus for admission against any such seat, and on the website of the institution; and
 - (b) Without a proper receipt in writing issued for such payment to the concerned student admitted in such institution

- 6.2 No institution deemed to be university shall charge any fee for an admission test other than an amount representing the reasonable cost incurred by it in conducting such test;
- Provided* further that an institution deemed to be university shall not engage in commercialization of education in any manner whatsoever, and shall provide for equity and access to all deserving students.
- 6.3 Admission of students to an institution deemed to be university shall be made in the following manner:
- (i) In case the appropriate statutory authority has specified the process of selection for admission to any course, or programme of study in any institution which includes conducting competitive admission test for ascertaining the competence of any person to pursue such course or programme of study, in that case, no person shall be admitted to such course or programme of study in such institution, except through an admission test conducted by a recognized body or such institution or a group of institutions, if such institution or group of institutions have been so authorized by the central government or a state government or any statutory authority.
- (ii) In case the process of selection for admission to any course or programme of study in any institution including conducting competitive admission test has not been specified under sub-clause (i), in that case, no person shall be eligible for admission to such course or programme of study in such institution except through inter se merit to be specified in the prospectus of each institution;
- Provided* that admission of Non-Resident Indians (NRI) / Persons of Indian Origin (PIO) / Foreign students to institutions deemed to be universities shall be governed by the guidelines / regulations framed by the Commission in this behalf from time to time.
- 6.4 Institution deemed to be university shall –
- (a) Maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years,
- (b) Exhibit such records on its website; and
- (c) Be liable to produce such record, whenever called upon to do so by any statutory authority or by the government under any law for the time being in force.
- 6.5 Institution deemed to be university shall publish, before expiry of sixty days prior to the date of the commencement of admission to any of its courses or programmes of study, a prospectus containing the following for the purposes of informing those persons intending to seek admission to such institution and the general public, namely :
- (i) each component of the fee, deposits and other charges payable by the students admitted to such institution for pursuing a course or a programme of study, and the other terms and conditions of such payment;
- (ii) the percentage of tuition fee and other charges refundable to a student admitted in such institution in case such student withdraws from such institution before or after completion of course or programme of study and the time within, and the manner in which such refund shall be made to the student;
- (iii) The number of seats approved in respect of each course or programme of study for the academic year for which admission is proposed to be made;

(iv) The conditions of eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or programme of study, where so specified by the institution;

(v) The educational qualifications specified by the relevant statutory authority / body, or by the institution, where no such qualifying standards have been specified by any statutory authority;

(vi) the process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or programme of study and the amount of fee to be paid for the admission test;

(vii) Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is on regular basis or visiting basis;

(viii) The minimum pay and other emoluments payable for each category of teachers and other employees;

(ix) information in regard to physical and academic infrastructure and other facilities including hostel accommodation, library, hospital or industry wherein the practice training to be imparted to the students and in particular the facilities accessible by students on being admitted to the institution;

(x) Broad outline of the syllabus specified by the appropriate statutory body or by institution, as the case may be, for every course or programme of study, including the teaching hours, practical sessions and other assignments;

(xi) all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution, and, in particular, such discipline relating to prohibition of ragging of any student or students and the consequences thereof and for violating the provisions of any regulation in this behalf made under the UGC Act, 1956 or other law for the time being in force.

Provided that the institution deemed to be university shall publish information referred to in items (i) to (xi) of this clause on its website, and the attention of the prospective students and the general public shall be drawn to such publication on the website through advertisements displayed prominently to the different newspapers and through other media;

Provided further that the institution deemed to be university may publish prospectus in accordance with this clause at any time before the expiry of sixty days specified under this clause.

6.6 Every institution deemed to be university shall fix the price of each printed copy of the prospectus, being not more than reasonable cost of its publication and distribution and no profit be made out of this publication, distribution or sale of prospectus.

6.7 No institution deemed to be university shall, directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a course or programme of study conducted by it.

6.8 No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a course or programme of study in any institution deemed to be university.

- 6.9 No institution deemed to be university, who has in its possession or custody, of any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any course or programme of study which such person does not intend to pursue or avail any facility in such institution.
- 6.10 In case a student, after having admitted to an institution deemed to be university, for pursuing any course or programme of study in such institution, subsequently withdraws from such institution, no institution in that case shall refuse to refund such percentage of fee deposited by such student and within such time as has been mentioned in the prospectus of such institution.
- 6.11 No institution deemed to be university shall, issue or publish –
- (a) Any advertisement for including students for taking admission in the institution, claiming to be recognized by the appropriate statutory authority where it is not so recognized, or
- (b) any information, through advertisement or otherwise in respect of its infrastructure or its academic facilities or of its faculty or standard of instruction or academic or research performance, which the institution, or person authorized to issue such advertisement on behalf of the institution knows to be false or not based on facts or to be misleading.
- 6.12 An institution deemed to be university, shall admit students to its approved academic programme, under its enrolment, only from the academic session that follows the Notification issued by the Central Government.
- Provided that enrolment of students to the institution, for any reason whatsoever, in anticipation of the declaration as an institution deemed to be university or inclusion of the institution under the ambit of an institution deemed to be university, shall render the application invalid:
- Provided further that the students already on the rolls of the institution prior to the date of application for declaration as an institution deemed to be university or its inclusion under the ambit of an institution deemed to be university with whom they have already been enrolled, and shall also be awarded degree only by that affiliating university.

7.0 INFRASTRUCTURE AND OTHER FACILITIES

- 7.1 It shall have the necessary financial and infrastructural viability for administering and maintaining the institution as an institution deemed to be university and the management capable of contributing to the university ideals and traditions and enhancing the quality of teaching, research and extension activities.
- 7.2 It shall have the following minimum infrastructure and other facilities:
- 7.2.1 **Land and Buildings:-**
- i) Not less than five acres of land at its main Campus if it is located in metropolitan area, seven acres of land at its main Campus, if it is located in non-metropolitan urban area, or ten acres of land at its main Campus, if it is located in non-urban areas or as per the norms of the Statutory /Regulatory body concerned, whichever is higher. In case of multidisciplinary

Institution, the aggregate land requirement shall be the sum of the land area prescribed by various Statutory Councils for all courses. Institutions already approved will gradually try to achieve the prescribed area as feasible.

- ii) Administrative Building of at least 1,000 sq. meters.
- iii) Academic Building, including library, lecture theatres and laboratories, of at least 10,000 sq. meters, of which the central library alone being of about 2000 sq. meters.
- iv) Some residential accommodation for teachers, guest house and hostel accommodation for students shall be in existence at the time of applying for declaration as an institution deemed to be university. Hostel accommodation shall be gradually increased to at least 25% of the students within 3 years of existence of institution deemed to be university.
- v) In case the institution is engaged in conducting professional programmes of study, the prevailing norms and standards of the respective Statutory Body shall be applicable, in addition to the above.
- v) Equipment, Books, Journals and other infrastructural facilities: Equipment, Books and Journals of the institution shall be commensurate with the size and activities of the institution and shall satisfy the requirements of the Statutory/Regulatory body concerned. The institution shall also have Broadband Connectivity of appropriate level in order to cater to the needs of self-learning/virtual experiments /hands on techniques as well as provide electronic access to journals, books and other learning materials.

7.3 Academic Programmes:-

- Academic program shall offer sufficient scope for interdisciplinary learning and research
- Delivery of program shall be based on innovative teaching and learning process and evaluation system
- Shall be supported by adequate qualified faculty

It shall have under graduate and at least five postgraduate academic Departments with every Department having in position a minimum permanent faculty of one Professor, two Readers and three Lecturers for general courses and in case of courses in other disciplines such as Engineering & Technology, Medicine, Dental, Nursing, Pharmacy, Physiotherapy etc. the faculty shall be as per the no- and guidelines of the respective Statutory Council having the qualifications and pay scales prescribed by the Commission / respective Statutory Council together with the necessary supporting technical and ministerial staff as per the norms and standards laid down by the respective Statutory body.

7.4 Financial Viability:-

The financial viability of the institution shall be verifiable by the audited statements of accounts of the institution for the previous five years immediately preceding the date of application for declaration as deemed to be university.

7.5 Corpus Fund:-

- 7.5.1 In the case of Institutions not maintained or financed by the Government, the following Corpus Fund shall be created and maintained permanently in the name of the proposed institution deemed to be university by way of irrevocable Government Securities or other forms approved by the Commission:

Board of Management – 20 /30.05.2016

- a. For institutions conducting professional programmes, such as Engineering & Technology, Medicine - Rs. 8.00 crore
 - b. For institutions conducting programmes, such as Management, Law, Education - Rs.5.00 crore
 - c. For institutions conducting other programmes - Rs.4.00 crore
 - d. For institutions conducting both professional and other programmes - Rs. 10.00 crore
 - e. for institutions under de novo category - Rs. 25 crore
- 7.5.2 The Corpus fund shall not be liquidated without prior permission of the Commission
- 7.5.3 The Commission shall have the power to direct any upward revision of the Corpus Fund from time to time.
- 7.5.4 The interest accrued on the Corpus Fund may be used only for the purpose of development of the institution deemed to be university.
- 7.5.5 In the event of withdrawal of declaration of ‘deemed to be university’ status or dissolution of the Managing Society/Trust/Company of the institution deemed to be university, the Corpus Fund shall stand transferred to the Commission for meeting the liabilities, if any:
Provided that in case of a public funded deemed to be university, the Corpus Fund shall be transferred to the Central Government or the State Government, as the case may be.”
- 7.5.6 The provisions related to corpus fund shall be applicable only to those deemed universities which come into existence after notification of these Regulations. However, in the case of public funded institutions, the commitment of the State / UT or the Central Government to fund them continuously shall be considered as sufficient.
- 7.6 All movable and immovable properties of the institution or institutions that form the integral part of the proposed institution deemed to be university) shall remain legally vested in the name of the institution in the manner as recognized under the Transfer of Property Act, 1882 or any other law which may be in force. However, in case the immovable property has been acquired by the institution by way of lease, the lease shall be perpetual in nature and initially for at least 99 years.
- 7.7 The income and property of the institution, howsoever derived, shall be utilized only for the promotion of the objectives of the institution including its growth and development. No portion of the income/property of the institution shall be paid or transferred, directly or indirectly by way of profit, to the persons who were/are members of the institution, provided that nothing herein contained shall prevent the payment in good faith or remuneration to any member thereof or to any other person in return for any service rendered to the institution or for travelling, halting and other similar charges, and all such expenditure shall be appropriately reflected in the accounts of the institution, maintained for the purpose.
- 8.0 PROCEDURE FOR BEING DECLARED AS AN INSTITUTION DEEMED TO BE A UNIVERSITY**
- 8.1 The institution fulfilling the minimum eligibility criteria as laid down in these Regulations for considering proposals for declaration as an institution deemed to be a university may send its application in duplicate in the prescribed Performa to the Secretary, Ministry of Human

Resource Development, Department of Higher Education, Government of India. Processing fees for each application shall be paid to the Commission by way of a Demand Draft drawn in favour of The Secretary, University Grants Commission, Bahadurshah Zafar Marg, New Delhi 110002.

- 8.2 It shall submit a certificate as also an undertaking along with its application to the effect that the professional programmes already being conducted by it, if any have the approval of the relevant Statutory/Regulatory bodies like AICTE, MCI, DCI, NCTE, BCI, INC, etc., along with a duly attested copy of the letter of approval granted to it by such bodies. In addition, each application shall be accompanied by an essentiality certificate from the State Government concerned, wherever necessary.
- 8.3 It shall also submit, along with its application, a certificate from the affiliating university/affiliating universities, as the case may be, to the effect that the students already admitted in the institution or institutions that is / are to become integral part of the proposed institution deemed to be University institution enrolled under the said affiliating university/affiliating universities shall continue to be the students of that university for all purposes under the existing terms and conditions till they complete the relevant academic programmes.
- 8.4 The Ministry of Human Resource Development shall refer the application to the Commission for its advice.
- 8.5 The Commission shall make a preliminary scrutiny of the application submitted by the institution and, if necessary, write to the institution pointing out the lacuna(e), if any, and call for clarification / additional information / requisite documents. The Commission shall also write to the State/UT Government concerned to elicit the latter's views on the application.
- 8.6 The Commission shall examine the application with the help of an Expert Committee constituted as per the procedure prescribed in these Regulations. The Committee of Experts shall not include any sitting member of the Commission. The Expert Committee so constituted shall have one member as representative of the concerned Statutory Council(s), who may have the authorization to remit the advice.
- 8.7 The Expert Committee shall, *inter alia*,
 - a) Scrutinize and examine the application in detail;
 - b) visit the Institution, hold discussions with its major stake holders and make on the spot assessment of its academic viability to function as an institution adhering to the concept and ideals of a university as enunciated in these Regulations;
 - c) Ascertain the academic and research excellence based on available records;
 - d) give specific information on matters like performance of students who have graduated, research scholars registered for PhD, sponsored research projects completed and on-going, research publications in indexed journals, faculty having PhD, etc., for the past five years;
 - e) Verify its records to ascertain its financial viability; and
 - f) Submit a report to the Commission to enable it to advise the Government appropriately.
- 8.8 The report of the Expert Committee shall be examined by the Commission along with the views of the State/UT Government, if any, and the Statutory/Regulatory body concerned and thereafter, the Commission shall submit its advice to the Ministry of Human Resource Development for the Ministry's consideration The report of the Statutory body to the

Commission shall indicate not: merely the fulfillment of minimum requirements for the institution's performance as a college, but shall include its assessment of the achievements of the institution in high standards of education and research as well as its capability to promote innovation and excellence commensurate with the status as a university in contrast to a conventional professional college.

- 8.9 The advice of the Commission shall state the reasons for advising the Central Government to declare the institution as an institution deemed to be university or otherwise, along with the number and names of institutions to be part of the institution deemed to be university.
- 8.10 The Commission, in its final recommendations to the Central Government, shall apprise the Government regarding submission of necessary documents related to transfer of moveable and immovable assets in the name of the proposed institution deemed to be university and other conditions, if any.
- 8.11 Each State/UT Government shall formulate a transparent policy for giving its views under article 8.05 and shall send their considered comments, in the proforma prescribed by the Commission, within 60 days, to the Commission and the Central Government, with a copy to the institution concerned. In case no such comments are received by the Commission within 60 days of the issue of the letter, it shall be presumed that the State/UT Government have no comments to offer on the application.
- 8.11.1 The State/UT Government recommending the proposal would have to indicate its willingness to safeguard the interest of the students admitted to the proposed deemed to be university in the event it ceases to exist as such, for any reason whatsoever.
- 8.12 Having been satisfied that the institution fulfills all the requirements as laid down in these Regulations the Central Government may issue a notification under Section 3 of the Act, declaring such institution as an institution deemed to be university. This declaration would initially be made for a period of five years. Confirmation of the declaration of the 'deemed to be university' would be based on a review of the institution deemed to be university's compliance and the institution's satisfactory performance with the provisions of these Regulations.
- 8.13 If on the advice of the Commission, the Central Government comes to the conclusion that the institution does not qualify to be declared as an institution deemed to be university; it may inform the institution accordingly stating reasons there for.
- 8.13.1 In case the Government disagrees with the recommendation of the Commission, the Government shall provide reasons in writing and its decision shall be final.
- 8.14 The decision not to declare an institution as an institution deemed to be university shall be considered for review not before one year from the date of the earlier decision only on a specific request for review made by the institution concerned to the Central Government. Institutions may request the Central Government for such a review only after having rectified the deficiencies based on which the Central Government had rejected its earlier application / proposal.
- 8.15 The Central Government may refer the matter to the Commission for the latter's advice.
- 8.16 The Commission shall then initiate the process of review, in the manner prescribed in this Regulation as per articles 8.05 through 8.07 above, for scrutiny and evaluation of the revised application by constituting a new Expert Committee. This Committee shall be at least of the

same size as the previous one that had recommended rejection earlier, with no expert member from the previous Committee as its member.

- 8.17 The decision taken on such a 'review' shall not be reconsidered or reviewed further. It is however permissible for the applicant institution to re-apply seeking declaration as an institution deemed to be university after a gap of not less than three years from the date on which the decision of the Government on the 'review' was communicated to the institution concerned.
- 8.18 The Commission shall post information about the status of each application on a monthly basis on its website. Further, the Commission shall submit an annual report to the Central Government giving a progress report on the fulfillment of the conditions stipulated in the notifications issued by the Central Government in this regard.

9.0 INSTITUTION DEEMED TO BE UNIVERSITY UNDER THE *de novo* CATEGORY

- 9.1 An institution seeking declaration as an institution deemed to be University under this category shall provide verifiable evidence and validation by leading experts in the field of being devoted to unique and emerging areas of knowledge not being pursued by conventional/existing institutions – particularly in specific areas of study and research and preferably, sponsored by the Government of State/UT or the Central Government regarded as important for strategic needs of the country or for the preservation of our cultural heritage, so determined by a well laid out process of consultation with the eminent peers of the academic community. For this purpose, the applicant shall give justification for grant of deemed university status in a specialized area, along with detailed syllabi of the courses and research programmes conducted by it in the emerging areas of knowledge.
- 9.1.1 *De novo* institutions desiring to expand their activities and enter into related / complementary areas shall do so after its declaration as an institution deemed to be university is confirmed by the Government following a review at the end of five years of the institution's existence as an institution deemed to be university. Such institutions shall have to seek prior permission of the Central Government, which shall cause the Commission to subject such institutions to a rigorous peer review before according such permission.
- 9.2 On receipt of an application from an institution seeking declaration as an institution deemed to be university under the *de novo* category through the Government (Ministry of Human Resource Development) for advice, the Commission shall follow the procedures laid down in article 8 of the Regulations. However, before proceeding to the stage of the process as laid down in article 8, the Commission shall examine the application with the help of a Committee consisting of a Chairperson and three experts in the relevant disciplines, who shall be nominated by the Chairman, UGC. The Committee shall also include a representative from the relevant Statutory Council. The applicant institution shall also make a presentation before the Committee. The Committee shall have the duty to recommend whether it is an institution in emerging areas of knowledge in conformity with the policy of the Commission and whether the institution can be considered under *de novo* category before deciding on a visit to the institution by an Expert Committee of the Commission.
- 9.3 The Central Government may follow the procedure in article 8 and, after being satisfied that the institution fulfills the requirements as laid down in these Regulations, may issue a

notification declaring the institution provisionally as an institution deemed to be university under the de novo category.

- 9.4 The Central Government may, on the advice of the Commission, confirm the declaration of an institution deemed to be University made under the *de novo* category, by way of a notification, after completion of five years of the institution as such. The Commission shall render its advice for this purpose on the basis of five successive annual performance reports of Expert Committee(s) appointed by the Chairman of the Commission to review the institution concerned. If the Central Government comes to the conclusion that the institution does not qualify to be declared as an institution deemed to be university, it may inform such institution accordingly stating reasons there for.

10.0 FUNDING

Institution which are declared as institutions deemed to be universities shall continue to receive the funds for their maintenance and developmental expenditure, including the salary and non-salary increases in expenditure and the future expansion, from the same funding sources which have been funding them prior to such declaration. Such Institutions may also supplement their finances.

11.0 MAINTENANCE OF STANDARDS

An institution deemed to be university shall maintain standards, higher than the minimum of instruction, academic and physical infrastructure, qualification of teachers, etc. as prescribed for college level institutions by the Commission or by the Statutory/Regulatory body concerned, such as All India Council for Technical Education (AICTE), Medical Council of India (MCI), Dental Council of India (DCI), National Council for Teachers Education (NCTE) Bar Council of India (BCI), Indian Nursing Council (INC), etc. and shall obtain their approval for running various programmes of study, wherever applicable. This shall be periodically monitored by the duly constituted Committee(s) of the Commission.

12.0 NEW DEPARTMENTS, OFF-CAMPUS CENTRES AND OFF-SHORE CAMPUS/CAMPUSES

New Departments, Off-campus centres and Off-campus centres shall be started by the deemed to be university only after prior approval of UGC/MHRD.

- 12.1 An institution deemed to be university shall normally operate within its own main Campus as is declared by the Central Government in the notifications and conduct approved programmes of study falling within the area of its specialization.
- 12.2 If an institution deemed to be university wishes to start a new Department dealing with a subject which is not in the field is covered under the objective for which the institution deemed to be university was established, and with the prior intimation to the Commission.
- 12.3 An institution deemed to be university may be allowed to operate beyond its approved geographical boundaries and start Off-Campus (es) Off-shore Campus (es) under the following conditions:
- 12.3.1 It has been in existence as an institution deemed to be university for a minimum period of three years.

- 12.3.2 It has been conducting post-graduate programmes and research
- 12.3.3 It has earned a reputation for excellent and innovative teaching, which, inter alia, includes practicing academic and examination reforms like introducing modular structure, continuous internal evaluation, etc. and for meaningful and purposeful research and extension activities
- 12.3.4 It has a good track record of conforming to the relevant Regulations/norms of the Commission and other Statutory/Regulatory bodies regarding minimum standards of instruction, qualification of faculty, merit-based admission of students on an all India basis and reasonable fee structure;
- 12.3.5 It has obtained prior approval of the Statutory/Regulatory body to start the new department/programme, wherever applicable, and undertakes to comply with all the requirements of the said body;
- 12.3.6 It has a currently valid accreditation from National Accreditation and Assessment Council (NAAC) with the highest grade offered;
- 12.3.7 It has adequate financial resources for starting the proposed new department/ off-Campus Centre / off-shore Campus;
- 12.3.8 It has not entered into any franchise agreement, either overtly or covertly, with any other organization for establishing and running the off-Campus Centre / offshore Campus of the institution deemed to be university.
- 12.3A Provided that the above restriction with regard to the number of off-campus shall not apply to the Institutions Deemed to be Universities that are established and managed by the Government
- 12.4 A new Department in the Campus or in the approved off-Campus Centre shall be established by an institution deemed to be university only with the prior approval of the Commission.
- 12.5 An off-Campus Centre shall be established by an institution deemed to be university with the prior approval. of the Central Government, on the recommendation of the Commission. The Central Government shall also consider the views of the State / UT Government concerned where the off-Campus Centre is proposed to be established.
- 12.6 An off-shore Campus of an institution deemed to be university shall be established with the prior permission of the Central Government, on the recommendation of the Commission: Provided that the country, where such off-shore Campus is proposed to be established, requires grant of approval by it for such establishment, then the application to the Central Government for permission shall be made along with the approval granted by that country:
- Provided* further that if the country where such off-shore Campus is proposed to be established requires prior concurrence of the Government of India for the approval, referred to in the first proviso, of that country to be granted, then the Central Government, on the recommendation of the UGC, may give a ‘No Objection’ to the proposal but such ‘No Objection’ shall not be construed as permission of the Central Government to the institution deemed to be university to establish an off-shore Campus, Such an institution deemed to be university shall also submit an undertaking that it shall comply with all laws, norms or standards prescribed by that country where the off-shore Campus is proposed to be established.

- 12.7 An institution deemed to be university intending to start a new off-Campus Centre/ off-shore Campus shall apply to the Government of India in the prescribed proforma at least six months prior to the proposed date of starting the Centre / off-shore Campus. The Government of India shall forward the proposal to the Commission for its advice. In case of establishment of a new Department in the Campus or an approved off-Campus Centre, the application in the prescribed format shall be sent directly to the Commission.
- 12.8 The Commission shall cause to be undertaken a spot visit / verification of the proposed off-Campus(es) and off-shore Campus(es) to verify the infrastructure facilities, programmes, faculty, financial viability, etc. before sending its advice to the Central Government. In case of a proposal for establishment of a new Department, the Commission shall arrive at a decision after the spot visit.
- 12.9 In case such permission is not granted, the institution deemed to be university may re-apply for such permission, but not before two years from the date of rejection of its earlier application.
- 12.10 The off-Campus Centre/off-shore Campus shall have adequate academic and physical infrastructure facilities as per the norms and standards prescribed by the Commission and the Statutory / Regulatory body concerned. Such facilities shall be proportionate to the size and activities of the off-Campus Centre / off-shore Campus. The off-shore Campus of the institution deemed to be university shall also comply with all norms and standards of the country in which it is established.
- 12.11 The off-Campus Centre/ off-shore Campus shall be directly administered by the parent institution deemed to be university in matters of admission, instruction, evaluation, conferring of degrees, etc. In case of the off-shore Campus, lease in the name of the institution deemed to be university may be acceptable (as per the procedure of the country in which such off-shore campus is proposed to be established.) In case lease is not permissible in any particular country, land and other assets in the name of a Strategic Partner shall be accepted. For this, the institution deemed to be university shall have a duly registered MOU / collaboration with the Strategic Partner which shall be governed in accordance with the law for the time being in force, in India.
- 12.12 The new Department / off-Campus Centre/ off-shore Campus shall offer only those programmes of study which are approved by the appropriate bodies of the institution deemed to be university and the statutory / regulatory body concerned such as ALL India Council for Technical Education (AICTE), Medical Council of India (MCI), Dental Council of India (DCI), Pharmacy Council of India (PCI), National Council for Teachers Education (NCTE), Bar Council of India (BCI), Indian Nursing Council (INC), etc. wherever applicable. In case of any new or existing institution of higher learning proposed to be brought under the ambit as a constituent unit of any existing institution deemed to be university, only those students who were admitted in such institution on a date subsequent to the date of notification of the declaration under Section 3 of the UGC Act 1956 in regard to bringing the institution under the ambit of the existing institution deemed to be University, shall be eligible for being examined by the institution deemed to be University and therefore, for the award of degree or any other qualification by the institution deemed to be University on successful completion of their respective courses or programmes of study.
- 12.13 In the case of an off-shore Campus, the remittances of funds from / to the main Campus shall be governed by the Reserve Bank of India rules.

- 12.14 The over-all performance of an off-Campus Centre/ off-shore Campus shall be monitored by the Commission biennially for six years and subsequently after five years and whose directions on management, academic development and improvement shall be binding on the Campus.
- 12.15 If the functioning of the Campus / off-Campus Centre of an institution deemed to be University does not meet the standards stipulated by the Commission and remains unsatisfactory for two consecutive reviews, as assessed by the Commission, the institution deemed to be University may be instructed by the Central Government, on the advice of the Commission, to close down the off-Campus Centre/ Campus concerned. The Commission may initiate action against erring institution deemed to be Universities even on the basis of complaints received against such Centre / Campuses. In the interest of the students, the Commission may allow the Centre / Campus to function till the last batch of students enrolled therein, as on the date of such instruction, passes out. The institution deemed to be University shall take appropriate steps to safeguard the interests of the faculty/staff at the Centre/ Campus. In the event of closure of the Centre / Campus, the assets and liabilities thereof shall revert to the institution deemed to be University.
- 12.16 The Commission may give an ‘in-principle No Objection’ to the institution deemed to be University for establishing an off-Campus Centre, wherever required by the Statutory Councils, if the Commission is so satisfied about the viability of the proposal; but such ‘No Objection’ shall not be construed as permission of the off- Campus Centre. In all such cases, formal proposal(s) shall be examined by the Commission under these Regulations. The institution deemed to be Universities shall not admit student(s) to its course(s) in such off-Campus Centre(s) before the permission is granted by the Commission to such proposal(s).

13.0. INCLUSION OF OTHER INSTITUTIONS UNDER THE AMBIT OF INSTITUTION DEEMED TO BE UNIVERSITY

New Institutions under the ambit of the deemed to be university shall be included only after prior approval of UGC/MHRD.

- 13.1 An institution deemed to be University may apply, in the proforma prescribed by the Commission, for inclusion of institutions existing under the same management as its constituent institution / unit after confirmation of its declaration as an institution deemed to be University, as mentioned under article 8.12.
- 13.2 All institution deemed to be Universities shall necessarily comply with the conditions that the Commission may insist upon in this regard from time to time, to prevent franchising of education.
- 13.3 If an institution existing under the same management is affiliated to a university, it shall be included in the ambit of the institution deemed to be University only on its disaffiliation from the affiliating university. The affiliating university shall also give its consent to the effect that the students of that particular institution(s) who have already been enrolled under it, shall continue to pursue their courses under its affiliation for all purpose and that it shall also award degrees to these students upon successful completion of the courses they are presently pursuing at such institution(s).

Board of Management – 20 /30.05.2016

- 13.4 Such institution shall have accreditation with the highest grade offered, which is currently valid, either from National Assessment and Accreditation Council (NAAC) or all its eligible courses shall be accredited with the highest grade offered, which is currently valid, by National Board of Accreditation (NBA) or an accreditation agency recognized by the Commission from time to time.
- 13.5 An institution deemed to be University intending to bring an institution within its ambit as its constituent unit shall submit a proposal, in duplicate, in the proforma prescribed to the Commission, subject to the said institution fulfilling the eligibility criteria and other relevant conditions stipulated under these Regulations.
- 13.6 The Ministry of Human Resource Development, Government of India shall refer one copy of the proposal to the Commission for advice.
- 13.7 The Commission shall then adopt the procedure described under articles 8.05 to 8.07 to examine the proposal so received by it.
- 13.8 The Commission shall verify all the relevant factors and aspects through its Expert Committee.
- 13.9 The inspection report as well as the recommendation of the Expert Committee along with the opinion / comments of the Statutory / Regulatory body concerned and the views, if any, of the State Government concerned shall be examined by the Commission as per procedure before making recommendation to the Ministry of Human Resource Development, Government of India.
- 13.10 If rejected, the Central Government shall inform the institution, accordingly.
- 13.11 After taking the relevant steps of the procedure prescribed in article 8, the Central Government shall notify the inclusion of the institution under the ambit of the institution deemed to be university on being satisfied that institution deemed to be university has:
 - a) earned a reputation for excellent and innovative teaching, for meaningful and purposeful research, for practicing academic and examination reforms like modular structure, continuous internal evaluation, etc. and for extension activities; and
 - b) A good track record of conforming to the relevant Regulations / norms of the Commission and the Statutory / Regulatory body concerned regarding minimum standards of instruction, qualifications of teachers, merit-based admission of students on an all India basis and reasonable fee structure.
- 13.12 On an institution coming under the ambit of the institution deemed to be university, the institution deemed to be university shall award degrees only to the students enrolled in the institution after the institution concerned disaffiliates itself from the affiliating university. The students enrolled in such an institution prior to its inclusion under the ambit of the institution deemed to be university, shall, receive their degrees from the university to which the institution was affiliated at the time of their enrollment.
- 13.13 Once an institution comes under the ambit of an institution deemed to be university, it shall be at par with an off-Campus of the institution deemed to be university, and all articles of these Regulations relating to off-Campus Centers of institution deemed to be universities shall be applicable to it.
- 13.14 The entire movable and immovable property as well as the existing manpower of the institution and its records (except those pertaining to the students who had already registered

till they pass out of the Institution) shall be transferred to the institution deemed to be university, before the notification.

- 13.15 If an institution, not being under the same registered Society / Trust, is desirous of coming under the ambit of an institution deemed to be university, it shall apply to the Society / Trust and become a part of the Society / Trust, as per procedure of Societies Registration Act or Trust Act, as the case may be. Thereafter, the Society / Trust shall follow these Regulations to bring it under the ambit of the institution deemed to be university.
- 13.16 If the application of an institution deemed to be university for bringing an institution under its ambit is rejected for any reason whatsoever, the institution deemed to be university shall be eligible to re-apply, but not before two years from the date of the rejection of its earlier such application.

14.0 JOINT PROGRAMMES

- 14.1 An institution deemed to be university may conduct joint academic programme(s) with other Universities / institution deemed to be universities in India and abroad with the prior approval of the Commission. The proposed joint programme(s) shall conform to the Acts and Rules of the Commission that shall apply to such programmes from time to time.
- 14.2 There shall be sufficient safeguards so as to protect the interests of students enrolled in such programmes.
- 14.3 The joint programmes shall be subjected to mandatory assessment and accreditation.

15.0 INSTITUTION DEEMED TO BE UNIVERSITY OPEN TO ALL

- 15.1 Admission and employment in an institution deemed to be university shall be open to all citizens of India regardless of race, religion, caste or creed and the area / place of residence of India.
- 15.2 All policies and procedures, as applicable to the University level Institutions of public and privately funded institutions respectively, shall apply to the appropriate category of Institutions Deemed to be Universities.

16.0 INSTITUTION DEEMED TO BE UNIVERSITY TO BE UNITARY

Once an institution is declared as a unitary institution deemed to be university, it shall not affiliate any other institution.

17.0 RESERVATION POLICY

The University shall implement the reservation policy in admissions in accordance with any Act of Parliament for the time being in force.

18.0 DISTANCE EDUCATION

No institution deemed to be university, so declared by the Central Government subsequent to these Regulations, shall be allowed to conduct courses in the Distance mode. Also, such institutions declared as such, prior to these Regulations, shall not be allowed to conduct courses in the Distance mode from any of its off-campus centre / offshore campus approved subsequent to these Regulations.

Provided that where an institution deemed to be university is conducting programmes in distance education from within its geographical boundaries shall continue to do so only with the approval of the concerned statutory body, and in any case not after expiry of ten years from the commencement of the UGC (Institutions Deemed to be Universities) amendments Regulations 2014.

19.0 MEETINGS OF UNIVERSITY BODIES

The institution deemed to be university shall conduct meetings of all its statutory bodies, like Board of Management, Academic Council etc. at regular intervals as per the regulations and the minutes of each such meeting shall be displayed in the website of the institution.

20.0 USE OF THE WORD ‘UNIVERSITY’

As directed vide Govt of India/MHRD letter No F-19/95-U.3 dated 16 Oct 2006, TERI University is using “deemed to be university” within parenthesis suffixed thereto.

21.0 PROHIBITION OF USE OF CERTAIN WORDS IN NOMENCLATURE

Educational institutions established by the Central Government alone may prefix the words, "Indian / National Institute (either in English or in vernacular) with their respective names.

22.0 CONSEQUENCES OF VIOLATION OF REGULATIONS

22.1 The Central Government / Commission shall have the right to cause an inspection of the institution deemed to be university, its buildings, laboratories, its examination, Teaching and other work conducted or done by the institution deemed to be University, and to cause an enquiry to be made, if considered necessary by the Central Government /UGC, in respect of any matter of the institution deemed to be University,

22.2 After conducting an inspection of the institution deemed to be university by the Commission on its own or on the basis of any other authentic information or report received from any other reliable source(s) and after considering the explanation submitted by the institution deemed to be university, if the Commission is satisfied that the institution deemed to be university has violated any of the provisions of these Regulation or any directives issued by the Commission, the Commission may direct the concerned institution deemed to be university not to admit new students for the period to be decided by the Commission and in case of deliberate continuous violation of these Regulations, may advise the Central Government for withdrawal of the declaration notifying the institution as an institution deemed to be university.

In the event of such withdrawal of the declaration, the entire movable and immovable properties of the institution deemed to be university shall stand transferred to the

Commission. For first violation, the withdrawal may be restricted to one academic session which can be extended up to five academic sessions for repeated violations. However, for serious and deliberate violation, the status of deemed to be university shall be withdrawn permanently.

Provided that in case of a withdrawal of declaration notifying the institution as a deemed to be university of a public funded deemed to be university, the entire movable and immovable properties of the institution deemed to be university shall stand transferred to the Central Government or the State Government, as the case may be.

- 22.3 In the event of the withdrawal of the deemed university status, action shall be simultaneously initiated to protect the interests of the students according to such precedents and practices as applicable or determined for the specific situation.
- 22.4 If an institution deemed to be university wishes to withdraw itself or its constituents from the status of ‘institution deemed to be university’, it may do so with the prior permission of the Central Government. Such withdrawal shall take effect only after the last batch of students then enrolled, passes out of the institution deemed to be university.

23.0 CONSIDERATION OF OLD PROPOSALS

All proposals(whether seeking declaration as an institution deemed to be university or seeking approval for establishing off-Campus Centres/off-shore Campus(es) or inclusion of off-Campus Centres in the ambit of the institution deemed to be university), which are either pending / in process in the Commission or have been received by the Central Government, shall be governed by these Regulations.

Annexure - 1

RULES

1.0 Every institution declared as an institution deemed to be university under Section 3 of the UGC Act shall be registered as a Society / Trust / Company in the name and style of the institution deemed to be university.

2.0 Each such institution shall indicate, unambiguously the following:

i) **Name of the Society/ Trust:** The name of the Trust/Society is TERI University. It was registered under the Societies Registration Act XXI of 1860 - Regd. No. J6299 dated 21 Sep 2006.

Name of the institution deemed to be university along with its constituent units:
The name of the Institution is TERI University (Deemed to be University) declared as ‘Deemed to be University’ under Section 3 of the UGC Act, 1956

ii) **Office of the Society/Trust and deemed to be University:**

Office of the Institution: Plot No 10, Institutional Area, Vasant Kunj, New Delhi 110070.

Office of Trust: Darbari Seth Block, Habitat Place, Lodhi Road, New Delhi – 110003

iii) **Objective:**

- (a) 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.
- (b) To provide for research and for the advancement of and dissemination of knowledge.
- (c) 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,
- (d) Establishment of and participation in collaborative activities with other educational institutions in and outside the country;
- (e) To sponsor and organize teaching and training programmes, conferences and seminars on subjects of theoretical or practical relevance to the courses of study; and
- (f) To establish, acquire and mention facilities such as offices, residential accommodation for staff, hostel for students, etc.

2.1 Powers and functions of the University

- (i) To establish faculties, institutions, departments, centre etc. as per the Bye-laws.
- (ii) To conduct the examinations for the students who have completed the courses of study prescribed by the TERI University in Regular and Distance Education modes.
- (iii) To recommend or to discontinue faculties, institutions, departments and centres for reasons deemed sufficient to the Board of Management/Board of Trustees.

3.0 Programmes of the University

3.1 In keeping with objectives, the institution shall spell out the following:

- (i) The proposed programmes of study and research and facilities to provide for instruction in such branches of study as the institution deems appropriate for the advancement of learning and dissemination of knowledge.
- (ii) The nature of Degrees and Diplomas and/or Certificates to persons who have satisfactorily completed the approved programmes of study and/or research and the scheme prescribed for examination and evaluation.
- (iii) Details of other academic schemes such as visitorship, fellowship, prizes, and medals.

4.0. Management of the Institution

- 4.1 The names, addresses, and occupation of the members of the first Board of Management to whom the management of the institution is entrusted till the various authorities are constituted in accordance with the Rules, shall be furnished at the time of application along with their letter of consent.
- 4.2 The Board of Management shall be compact and homogeneous body enabling it to promptly take and implement well considered decisions and to effectively handle crisis situations.

- 4.3 The Board of Management shall consist of:
- i) Vice Chancellor Chairperson
 - ii) Pro Vice Chancellor
 - iii) Deans of Faculties not exceeding two (by rotation based on seniority)
 - iii) Three eminent academicians as nominated by the Chancellor
 - iv) One eminent academic to be nominated by the Central Government in consultation with UGC
 - v) Two teachers (from Professors, Associate Professors) by rotation based on seniority
 - iv) Maximum two nominees of the sponsoring society/trust/company
 - viii) Registrar, who shall be the Secretary

The term of membership of the Board of Management shall be as follows:

- 4.3.1 All the members of the Board of Management other than the ex-officio members and the members of the teaching staff shall hold office for a term of three years and shall be eligible for reappointment.
- 4.3.2 Members of teaching staff in the Board of Management shall hold office for a period of two years or till such time as they continue to be members of the teaching staff, whichever is less.

4.4 Powers of the Board of Management

The Board of Management shall be the principal organ of Management and principal executive body of the institution deemed to be university and shall have the following powers:

- i) To establish, on the advice of the Academic Council, Divisions and Departments for the academic work and functions of the institution deemed to be university and to allocate areas of study, teaching and research to them;
- ii) To create teaching and academic posts, to determine the number, cadres and qualifications thereof as approved by the Commission and statutory body concerned and the emoluments of such posts in consultation with the Finance Committee;
- iii) To appoint such Professors, Associate Professors, Assistant Professors and other academic staff as may be necessary on the recommendation of the Selection Committee;
- iv) To lay down the duties and conditions of service of the Professors, Associate Professors and Assistant Professors and other academic staff of the institution deemed to be university in consultation with the Academic Council;
- v) To provide for appointment of visiting fellows and visiting professors;
- vi) To create administrative, ministerial and other necessary posts in terms of the cadres laid down and to make appointment thereof in consultation with the Finance Committee;
- vii) To constitute, for the benefit of the teaching, academic, technical, administrative and other staff, such pension, insurance, provident fund and gratuity as it may deem fit and aid in the establishment and support of Association, Institutions, Funds, Trusts and conveyances calculated to benefit the staff and the students of the institution deemed to be university;

Board of Management – 20 /30.05.2016

- viii) To regulate and enforce discipline among the employees of the institution deemed to be university and to take appropriate disciplinary action, wherever necessary;
- ix) To entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the institution deemed to be university;
- x) To grant leave of absence to the Vice-Chancellor and to make necessary arrangements for carrying on his/her functions during the period of absence;
- xi) To approve the award of Degrees and diplomas based on the results of examinations and tests and to confer, grant or award Degrees, Diplomas, Certificates and other academic titles and distinctions.
- xii) To fix the emoluments and travelling and other allowances of examiners, moderators, tabulators and such other personnel appointed for examinations in consultation with the Academic Council and the Finance Committee;
- xiii) To institute Fellowships, including Travel Fellowships, Scholarships, Studentships, Medals and Prizes in accordance with the Rules to be framed for the purpose;
- xiv) To advise the Holding Trustees (if any) on matters regarding acquisition, management and disposal of any immovable property on behalf of the institution deemed to be university;
- xv) To purchase, take on lease or accept as gift or otherwise any land or buildings or works which may be necessary or convenient for the purpose of the institution deemed to be university, on such terms and conditions as it may deem fit and proper, and to construct or alter and maintain any such building(s) or work(s);
- xvi) To transfer or accept transfers of any movable or immovable property on behalf of the institution deemed to be university; Provided that the Board of Management shall not transfer or alter ownership in any manner whatsoever of any movable or immovable property of the institution deemed to be university without the approval of the sponsoring Society/Trust/Company.
- xvii) To execute in consultation with the Holding Trustees conveyance, transfer Government Securities, re-conveyances, mortgages, leases, bonds, licenses and agreements in respect of property, movable or immovable, belonging to the institution deemed to be university or to be acquired for the purposes of the institution deemed to be university;
- xviii) To issue appeals for funds for carrying out the objectives of the institution deemed to be university and, consistent with the provisions of the objectives, to receive grants, donations, contributions, gifts, prizes, scholarship, fees and other moneys, to give grants and donations, to award prizes, scholarships, etc.;
- xix) To raise and borrow in consultation with the Holding Trustee money on bonds, mortgages, promissory notes or other obligations or securities founded or based on any of the properties and assets of the institution deemed to be university, or without any securities, upon such terms and conditions as it may think fit and to pay out of the funds of the institution deemed to be university, all expenses incidental to the raising of money and to repay and redeem the money borrowed;
- xx) To draw and accept and make and endorse discount and negotiate Government of India's and other promissory notes, bills of exchange, cheques or other negotiable instruments;

Board of Management – 20 /30.05.2016

- xxi) To maintain a fund to which shall be credited:
 - (a) All moneys provided by the Central or State / UT Government(s) / University Grants Commission;
 - (b) All fees and other charges received by the institution deemed to be university;
 - (c) All money received by the institution deemed to be university as grants, gifts, donations, benefactions, bequest or transfers and
 - (d) All money received by the institution deemed to be university in any other manner or from any other source;
- xxii) To open account or accounts of the institution deemed to be university with anyone or more scheduled banks and to lay down the procedure for operating the same;
- xxiii) To deposit all moneys credited to the funds in scheduled banks or to invest them in consultation with the Finance Committee;
- xxiv) To invest the funds of the institution deemed to be university or money entrusted to the institution deemed to be university in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment;
- xxv) To maintain proper accounts and other relevant records and prepare Annual Statements of Accounts, including the balance sheet for every previous financial year, in such form as may be prescribed by the Regulations / Bye-Laws;
- xxvi) To manage, regulate and administer the revenue, the finance, accounts, investments, properties, business and all other administrative affairs of the institution deemed to be university and for that purpose to appoint such agent or agents as it may deem fit;
- xxvii) To provide building or buildings, premises, furniture, fittings, equipment, appliances and other facilities required for carrying on the work of the institution deemed to be university; in consultation with Holding Trust.
- xxviii) To establish, maintain and manage residencies for faculty and staff and hostels for the students of the institution deemed to be university;
- xxix) To recognize and maintain control and supervision on hostels owned and managed by other agencies for the students of the institution deemed to be university; and to rescind such recognition;
- xxx) To appoint such committees for such purpose and with such powers as the Board of Management may think fit and to co-opt such persons on these Committees as it thinks fit;
- xxxi) To appoint in order to execute an instrument or transact any business of the institution deemed to be university, any person as attorney of the institution deemed to be university with such powers as it may deem fit;
- xxxii) To appoint Auditor(s) for the ensuing year;
- xxxiii) To select an emblem and to have a common seal for the institution deemed to be university and to provide for the custody and use of such seal;
- xxxiv) To delegate all or any of its powers to any Committee or sub-Committee constituted by it or the Vice-Chancellor of the institution deemed to be university or any other person;

xxxv) To conduct all administrative affairs of the institution deemed to be university not otherwise specifically provided for;

xxxvi) To take all necessary decisions for the smooth and efficient functioning of the institution deemed to be university.

4.5 Meetings of the Board of Management

(i) The Board of Management shall meet at least four times a year. Not less than 15 days' notice shall be given of a meeting of the Board of Management. Eight (8) members shall make the quorum for a Board of Management meeting.

(ii) Every meeting of the Board of Management shall be presided over by its Chairman and in his/her absence, by a member chosen by the members present, from amongst themselves.

(iii) Each member of the Board of Management, including its Chairman, shall have one vote and decisions at the meetings of the Board shall be taken by simple majority. In case of a tie, the Chairman shall have a casting vote.

(iv) Any business which it may be necessary for the Board of Management to perform may be carried out by circulating appropriate resolution thereon among its members and any resolution so circulated and approved by a simple majority shall be as effective and binding as if such resolution had been passed at the meeting of the Board.

(v) A copy of the proceedings of each meeting shall be furnished to the Chancellor of the institution deemed to be university as soon as possible after the meeting.

4.6 Termination of membership

If a member other than the Vice-Chancellor, and those representing the teachers, accepts a full time appointment in the institution deemed to be university or does not attend three consecutive meetings of the Board of Management, without proper leave of absence, he/she shall cease to be a member of the Board of Management.

4.7. Constitution of Standing Committee and Ad-hoc Committee(s) by the Board of Management

4.7.1 Subject to the provision of the Rules of the Institution Deemed to be University, the Board of Management may, by a resolution, constitute such Standing Committee or Ad-hoc Committee or Committees for such purposes and with such powers as the Board may think fit for discharging any function of the Institution Deemed to be University or for inquiring into, reporting and advising upon any matter of the Institution Deemed to be University.

4.7.2 The Board of Management may co-opt such persons on the Standing Committees or ad-hoc committees as it may consider suitable.

4.8. Delegation of Powers of the Board of Management

The Board of Management may, by a resolution, delegate to the Vice-Chancellor or any other officer of the institution deemed to be university of the Standing Committee or the Ad-hoc Committee such of its powers as it may deem fit, subject to the condition that the action taken by the Vice-Chancellor or the officer concerned or the Standing Committee or the Ad-hoc Committee concerned in the exercise of the powers so delegated shall be reported at the next meeting of the Board of Management.

Annexure 2

OTHER AUTHORITIES OF THE UNIVERSITY

The following shall be the other authorities of the University

1. Academic Council
2. Planning and Monitoring Board
3. Finance Committee
4. Board of Studies / Faculties
5. Such other authorities as may be declared by the bye-laws to be authorities of the TERI University

1.0. Academic Council (AC)

- 1.1.1 The Academic Council shall be the principal academic body of the Institution Deemed to be University and shall, subject to the provision of the Rules, have the control over and be responsible for the maintenance of standards of teaching, research and training, approval of syllabus, co-ordination of research activities, examinations and tests within the Institution Deemed to be University and shall exercise such other powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules of the Institution.

1.2 Composition of the Academic Council

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

1. Vice-Chancellor - Chairperson
2. Pro Vice Chancellor
3. Deans of Faculties
4. Heads of Departments
5. All Professors other than the Heads of the Departments (by rotation of seniority)
6. Two Associate Professors from the Departments other than the Heads of the Departments by rotation of seniority

7. Two Assistant Professors from the Departments by rotation of seniority
8. Three persons from amongst educationists of repute or persons from any other field related to the activities of the Institution Deemed to be University who are not in the service of the Institution Deemed to be University, nominated by the Vice-Chancellor.
9. Three persons who are not members of the teaching staff, co-opted by the Academic Council for their specialized knowledge.
10. Registrar who shall be the Secretary of the Academic Council

NOTE: - The representation of different categories shall be only through rotation and not through election. It may also be ensured that no particular faculty dominates the membership of the Council.

1.3 Terms of Membership

The term of members other than the Ex-officio members shall be two years.

1.4 Powers and Functions of the Academic Council:

The Academic Council shall have the following powers and duties namely,

- i) To consider matters of academic interest either on its own initiative or at the instance of the Board of Management or those proposed by the departments/faculties and to take proper action thereon;
- ii) To exercise general supervision over the academic work of the institution deemed to be university and to give direction regarding methods of instruction, evaluation, and improvements in academic standards;
- iii) To promote research within the institution deemed to be university, acquire reports on such researches from time to time;
- iv) To prescribe courses of study leading to degrees and diplomas of the institution deemed to be university;
- v) To make arrangements for the conduct of examinations in conformity with the Bye-laws;
- vi) To appoint examiners, moderators, tabulators and such other personnel for different examinations;
- vii) To maintain proper standards of the examinations;
- viii) To recognize diplomas and degrees of universities and other institutions and to determine equivalence with the diplomas and degrees of the institutions deemed to be university;
- ix) To suggest measures for departmental co-ordination;
- x) To make recommendations to the Board of Management on:
 - a) Measures for improvement of standards of teaching, research and training;
 - b) Institution of fellowships, travel fellowships, scholarships, medals, prizes etc.;

- c) To recommend to the Board of Management, the establishment or abolition of departments/centres; and
- d) to frame rules covering the academic functioning of the institution deemed to be university, admissions, examinations, award of fellowships and studentships, free-ships, concessions, attendance, discipline, residence etc.
- xi) To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Management;
- xii) To consider the recommendations of the sub-committees and to take such action as the circumstances of each case may require;
- xiii) To take periodical review of the activities of the Departments/Centres and to take appropriate action with a view to maintaining and improving standards of instruction;
- xiv) To recommend institution of teaching posts (Professors, Associate Professors and Assistant Professors) to the Board of Management; and
- xv) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Rules.

1.5 Meeting of the Academic Council

- i) The Academic Council shall meet as often as may be necessary but not less than **three times** during an academic year. Not less than 15 days' notice shall be given of a meeting of the Academic Council.
- ii) One third of the total number of members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.

Each member, including its Chairman, shall have one vote and decisions at the meetings of the Academic Council shall be taken by simple majority. In case of a tie, the Chairman shall have a casting vote.
- iii) Any business which it may be necessary for the Academic Council to perform, except such as may be placed before its meeting, may be carried out by circulation of the resolution among all its members and the resolution so circulated and approved by a simple majority shall be effective and binding as if such resolution had been passed in the meeting of the Academic Council, provided that at least one half of the total number of the members of the Academic Council have recorded their views on the resolution.

2.0 Planning and Monitoring Board

- 2.1 The Planning & Monitoring Board shall be the principal Planning Body of the institution deemed to be university and shall be responsible for the monitoring of the development programmes of the institution deemed to be university.
- 2.2 The Vice-Chancellor shall be the Chairman of the Planning and Monitoring Board. The Registrar shall be the Secretary. It may include seven internal members and three outside eminent experts, including one nominee of the UGC.

- 2.3 The constitution, powers and functions of the Planning and Monitoring Board shall be prescribed by the Rules.
- 2.4 The Planning & Monitoring Board would have the right to advise the Board of Management and the Academic Council on any matter which it considers necessary for the fulfillment of the objectives of the institution deemed to be university.
- 2.5 The recommendations of the Planning & Monitoring Board shall be placed before the Board of Management for consideration and approval. Proposals relating to the academic matters may be processed through the Academic Council.

3.0. Finance Committee (FC)

3.1 Composition of the Finance Committee: The Finance Committee shall consist of the following members:

1. Vice-Chancellor..... Chairperson
2. Pro-Vice Chancellor
3. A person nominated by the Society or Trust
4. Two nominees of the Board of Management, one of whom shall be a member of the Board
5. A representative of the Central Government
6. A representative of the State Government, in case the institution deemed to be university is receiving grants from the State Government
7. Finance Officer – Secretary

3.2 Terms of the Finance Committee:

All members of the Finance Committee other than Ex-officio members shall hold office for a term of three years.

3.3 Powers and Functions of the Finance Committee

- (i) To consider the annual accounts and financial estimates of the institution deemed to be university and submit them to the Board of Management for approval;
- (ii) To consider and recommend the annual budget and revised estimates to the Board of Management;
- (iii) To fix limits of the total recurring expenditure and the total non-recurring expenditure of the year based on the income and resources of the institution deemed to be university.

Note: - No expenditure other than that provided in the budget shall be incurred by the institution deemed to be university without the approval of the Finance Committee.

3.4 Meetings of the Finance Committee

The Finance Committee shall meet at least twice a year to examine the accounts and to scrutinize proposals for expenditure. Five members shall constitute the quorum for the meeting.

4.0. Board of Studies

4.1 There shall be one Board of Studies for each Department of the University

4.2 The Board of Studies of each faculty /Department shall consist of:

- (i) Dean of faculty/Head of the Department – Chairperson
- (ii) All professors of the faculty /Department
- (iii) Two Associate Professors of the faculty/Department by rotation of seniority
- (iv) Two Assistant Professors of the faculty/Department by rotation of seniority
- (v) Not more than two persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned.

4.3 The powers and functions of the Board of Studies shall be prescribed by the rules of the Institution deemed to be University.

5.0 Selection Committee

5.1 There shall be a Selection Committee for making recommendations to the Board of Management for appointment to the post of Professors, Associate Professors and such other posts as may be prescribed in accordance with the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 as amended from time to time.

5.2 Every Selection Committee shall be constituted in accordance with the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 as amended from time to time.

5.3 Meetings of the Selection Committee

- a) The meetings of the Selection Committee shall be convened by the Chairman of the Selection Committee as and when necessary.
- b) Four members of the Selection Committee shall consist of at least two experts shall form the quorum.
- c) If the Board of Management is unable to accept the recommendations of the Selection Committee, it shall record its reasons thereof and require an appropriate review by a high power committee.

6.0 Officers of the TERI University

The following shall be the officers of the institution of deemed to be university:

1. Chancellor
2. Vice-Chancellor
3. Pro Vice Chancellor
4. Registrar
5. Finance Officer
6. Controller of Examinations
7. Dean of Faculties
8. Head of Departments
9. Such other officers as may be prescribed in the Rules of the institution deemed to be university

6.1 Chancellor

The institution deemed to be university shall have a Chancellor who shall, when present, preside over the convocations of the institution deemed to be university but shall not be the Chief Executive Officer. The Chancellor shall be appointed by the sponsoring Society/Trust/Company, shall hold office for a period of 5 years and shall be eligible for one more term. The Chancellor shall neither be a member of the Society or the Trust nor a close relative of the President of the Society or the Trust.

Where power is conferred upon the Chancellor to nominate persons to authorities, he/she shall, to the extent necessary, nominate persons to represent the various interests for the furtherance of the objectives of the institutions deemed to be university.

6.2 Vice-Chancellor

- (i) The Vice-Chancellor shall be whole time salaried officer of Institution Deemed to be University and shall be appointed by the Visitor/Chancellor from a panel of three names suggested by a Search-cum-Selection Committee.

Persons of the highest level of competence, integrity, morals and institutional commitment shall be appointed as Vice-Chancellors. The Vice-Chancellor to be appointed shall be distinguished academician, with a minimum of ten years of experience as Professor in the University system or ten years of experience in an equivalent position in a reputed research and/or academic administrative organization.

The procedure/composition of Search-Cum-Selection-Committee (SCSC) for selection of Vice-Chancellor shall be as under:

- I. In case, where Management Control of an Institution Deemed to be University is with the Central Government or the State Government, the Vice-Chancellor shall be appointed in accordance with the procedure laid down by the Central Government or the State Government, as the case may be.

- II. In case, where the funding to the Institution Deemed to be University by the Government or by its Agencies is more than or equal to 50% of its expenditure (based on average of previous three year account) the composition of Search-cum-Selection-Committee shall be as under:-

- (a) A nominee of Chancellor
- (b) A nominee of the Central Government; who shall be an eminent academic nominated by the Government in consultation with UGC
- (c) A nominee of Board of Management

III. In case, where funding is less than 50% of its expenditure, the composition of Search-cum-Selection Committee shall be as under:-

- (a) A nominee of the Visitor/Chancellor, who shall be the Chairperson of the Committee
- (b) A nominee of the Chairman, University Grants Commission
- (c) A nominee of the Syndicate/Executive Council/Board of Management of the Institution Deemed to be University

(ii) The Vice-Chancellor shall hold office for a term of 5 years. He shall be eligible for a second term, provided that in no case shall he hold office beyond the age of 70 years. Provided that notwithstanding the expiry of the period of 5 years, he/she may continue in office for not more than six months or till his/her successor is appointed and the latter assumes office, whichever is earlier.

(iii) In case of the office of the Vice-Chancellor becoming vacant due to death, resignation or otherwise and in case of his/her absence due to illness or any other cause, the Pro Vice Chancellor, and in his/her absence the senior most Professor shall perform the duties of the Vice-Chancellor until a new Vice-Chancellor is appointed or the existing Vice-Chancellor resumes duties, as the case maybe.

6.3 Powers and Functions of the Vice-Chancellor

- i) The Vice-Chancellor shall be the Principal Executive Officer of the institution deemed to be university and shall exercise general supervision and control over the affairs of the institution deemed to be university and shall be mainly responsible for implementation of the decisions of all the authorities of the institution deemed to be university.
- ii) The Vice-Chancellor shall be the Ex-officio Chairman of the Board of Management, the Academic Council, the Finance Committee, the Planning and Monitoring Board and Selection Committees.
- iii) The Vice-Chancellor shall have the power to convene or cause to be convened meeting of the various authorities of the institution deemed to be university.
- iv) The Vice-Chancellor may, if he/she is of the opinion that immediate action is called for on any matter, he/she shall exercise any power conferred upon any authority of the institution deemed to be university under its Regulations and Rules, and take such action or proceed to take such action and shall report to the authority concerned on the action taken by him/her on such matters.

Provided that if the authority concerned as mentioned in clause (ii) above is of the opinion that such action ought not to have been taken, it may refer the matter to the Chancellor whose decision thereon shall be final.

Provided further that if any person in the service of the institution deemed to be university is aggrieved by the action taken by the Vice-Chancellor under the said clause, he/she shall have the right to appeal against such decision to the Board of Management within 30 days from the date on which such action is communicated to him/her and thereupon the Board of Management shall call the meeting in a subsequent meeting and may confirm, modify or reverse the action taken by the Vice-Chancellor.

- v) It shall be the duty of the Vice-Chancellor to ensure that Regulations and Rules of the institution deemed to be university are duly observed and implemented; and, he/she shall have all the necessary powers in this regard.
- vi) All powers relating to the proper maintenance and discipline of the institution deemed to be university shall be vested in the Vice-Chancellor.
- vii) The Vice-Chancellor shall have the power to re-delegate some of his powers to any of his/her subordinate officers with the concurrence and approval of the Board of Management.
- viii) The Vice-Chancellor shall exercise all other powers as may be delegated to him/her by the Board of Management.
- ix) The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Regulations, Rules and Bye-laws.

6.4 Pro Vice Chancellor

- i) The post of the Pro Vice Chancellor may be created with the approval of the Board of Management and the Central Government.
- ii) The Pro Vice Chancellor shall be appointed by the Board of Management on the recommendation of the Vice Chancellor.
- iii) The Pro Vice Chancellor shall hold office co-terminus with the office of the Vice Chancellor and at the pleasure of Vice Chancellor.
- iv) The Pro Vice Chancellor shall have the powers and duties as prescribed by the Rules of the University.

6.5 Registrar

- i) The Registrar shall be a whole time salaried officer of the institution deemed to be university and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following :-
 - a) Vice-Chancellor–Chairperson
 - b) One nominee of the Chancellor
 - c) One nominee of the Board of Management
 - d) One expert appointed by the Board of Management who is not an employee of the institution deemed to be university.
- ii) The emoluments and other terms and conditions of service of the Registrar shall be as prescribed by Rules of the institution deemed to be university.

- iii) When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or any other reason, the duties and functions of the Registrar shall be performed by such other person as the Vice-Chancellor may appoint for the purpose.
- iv) The Registrar shall be ex-officio Secretary of the Board of Management, the Academic Council and the Planning & Monitoring Board, but shall not be deemed to be a member of any of these authorities.
- v) The Registrar shall be directly responsible to the Vice-Chancellor and shall work under his direction.
- vi) The following shall be duties of the Registrar –
 - 1) To be the custodian of the records and the funds and such other property of the institution deemed to be university as the Board of Management may commit to his/her charge;
 - 2) To conduct the official correspondence on behalf of the authorities of the institution deemed to be university;
 - 3) To issue notices convening meetings of the authorities of the institution deemed to be university and all Committees and sub-Committees appointed by any of these authorities;
 - 4) To maintain the minutes of the meetings of all the authorities of the institution deemed to be university and of all the committees and sub-committees appointed by any of these authorities;
 - 5) To make arrangements for and supervise the examinations conducted by the institution deemed to be university;
 - 6) To represent the institution deemed to be university in suits or proceedings by or against the institution deemed to be university, sign powers of attorney and perform pleadings or depute his/her representatives for the purpose;
 - 7) To enter into agreement, sign documents and authenticate records on behalf of the institution deemed to be university;
 - 8) To make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the institution deemed to be university;
 - 9) To perform such other duties as may be specified in the Rules or as may be assigned by the Board of Management or the Vice-Chancellor from time to time.

6.6. Finance Officer

- i) The Finance Officer shall be a whole time salaried officer of the institution deemed to be university and shall be appointed by the Board of Management.
- ii) The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by Rules of the institution deemed to be university.

- iii) The Finance Officer shall work under the direction of the Vice-Chancellor and shall be responsible to the Board of Management through the Vice-Chancellor.
- iv) He/she shall be responsible for the preparation of annual budget, estimates and statements of accounts for submission to the Finance Committee and the Board of Management.
- v) He/she shall be responsible for the management of funds and investments of institution deemed to be university, subject to the control of Board of Management.

6.7. Controller of Examinations

- i) The Controller of Examinations shall be appointed by the Board of Management.
- ii) The emoluments and other terms and conditions of service of the Controller of Examination shall be as may be prescribed by Rules of the institution deemed to be university.
- iii) The Controller of Examinations shall ensure that all the specific directions of the Board of Management, Academic Council and Vice-Chancellor in respect of examination and evaluation are compiled with.
- iv) The Controller of Examinations shall be a permanent invitee to the Board of Management.

6.8. Dean of the Board of Study/Faculty

The Departments dealing with allied subjects could be grouped into faculties. Each faculty/Board of Study may be headed by a Dean.

6.9. Head of the Department

- i) There shall be a Head of the Department for each of the Departments in the institution deemed to be university who shall be appointed by the Vice-Chancellor from amongst the Professors of the Department. Provided further that, if there is no Professor in the Department, or there is only one Professor in the Department whose term as Head of the Department is ending, the Vice-Chancellor may appoint an Associate Professor as Head of the Department.
- ii) The term of Head of the Department shall normally be three years and he/she shall be eligible for re-appointment for one more term, but not for two consecutive terms.
- iii) The powers and functions of the Head of the Department shall be prescribed by the Rules of the Institution deemed to be University.

7.0. Delegation of Powers

Subject to the provisions of these Regulations and Rules, any authority or officer of the institution deemed to be university, with the approval of Board of Management, may delegate its power to any other authority or officer or person under their respective control and subject to the conditions that

the overall responsibility for exercising the powers so delegated shall continue to rest in the authority or officer delegating such powers.

8.0. Seniority List

- a) Whenever in accordance with these Rules, any person working is to hold an office or to be a member of an authority of the TERI University by rotation according to seniority, such seniority shall be determined according to the length of the continuous service of such person in the grade and in accordance with such other principles as the Board of Management may from time to time prescribe.
- b) It shall be the duty of the Registrar to prepare and maintain in respect of each class of persons to whom the provisions of these rules apply, a complete and up-to-date seniority list in accordance with the provisions of the foregoing clause.
- c) If two or more persons have equal length of continuous service in a particular grade/cadre or the relative seniority of any person or persons is in doubt, the Registrar may on his/her own notion and shall at the request of any such person, submit the matter to the Board of Management, whose decision shall be final and binding.

9.0 Dispute as to Membership

If any question arises, whether any person has been duly nominated or appointed, as or is entitled to be a member of any authority or any committee of the institution deemed to be university, the matter shall be referred to the Chancellor, whose decision there on shall be final and binding.

10.0. Grievance redress mechanism

For individual grievances and complaints, there shall be a Grievance Redressal Committee/Ombudsman as may be prescribed by the Rules.

11.0. Resignation

Any member other than an Ex-officio member of any authority may resign by a letter addressed to the Registrar and the resignation shall take effect as soon as it is accepted by the Chancellor or the Chairman of the Board of Management, as the case may be.

12.0. Acting Chairman of the Meetings

Where no provision is made for a Chairman to preside over a meeting of an authority of the TERI University or any Committee of such authority, or if the Chairman so provided is absent, the members shall select one from amongst themselves to preside at such meeting.

13.0. Validation of certain actions, decisions

No action or proceedings of any authority or anybody or any committee of the institution deemed to be university shall be invalid merely by reason of any vacancy therein.

14.0. Disqualification

- a) A person shall be disqualified for having chosen as and for being a member of any of the authorities of the TERI University
 - i) If he/she is of unsound mind or is deaf, mute or blind
 - ii) If he/she is an undischarged insolvent
 - iii) If he/she has been convicted by a court of law of an offence involving moral turpitude or criminal charges
- b) If any question arises as to whether a person is or has been subjected to any disqualifications mentioned above, the question shall be referred by the Vice-Chancellor for decision to the Chancellor and his decision shall be final and no suit or proceeding shall lie in any civil court against such decision.

15.0. Filling of casual vacancies

Casual vacancies among the members (other than Ex-officio members) of any authority or any other Committee of the TERI University shall be filled as soon as it may be convenient by the person or the authority who appointed or co-opted the member whose place has become vacant and the person appointed or co-opted to a casual vacancy shall be the member of such authority or Committee for the residual term for which the person whose place he fills would have been a member.

16.0. Review of the Academic activities of the University

The functioning of the institution deemed to be university may be reviewed after every 5 year or earlier, if necessary, by a Committee appointed by the Commission.

17.0. Inspection of the Institution Deemed to be University by the Commission

- i) The Commission may cause an inspection, to be made by such person or persons as it may direct, of the institution deemed to be university, its buildings, fixtures and fittings, laboratories and equipment as also examinations, teaching and other work carried on or done and, if necessary, to cause an inquiry to be made in respect of any matter connected with the administration or finance of the institution deemed to be university.
- ii) The Commission shall, in every case, give notice to the institution deemed to be university of its intension to cause an inspection or inquiry to be made and on receipt of such a notice, the institution deemed to be university shall have the right to make such representations to the Commission as it may consider necessary.
- iii) Where an inspection or inquiry has been caused to be made by the Commission, the institution deemed to be university shall be entitled to appoint a representative who shall have the right to be present and to be heard at such inspection or inquiry.
- iv) The Commission may communicate the result of such inspection or inquiry together with such advice as it may be pleased to offer as to the action to be taken by the institution deemed to be university to the Vice-Chancellor who shall communicate the same to the Board of Management.

v) The Board of Management shall give proper consideration to the said communication regarding the result of inspection or inquiry and the proposals for action by the institution deemed to be university and communicate to the Commission the action, if any, which it proposes to take or has taken upon the result of such inspection or inquiry.

vi) Where the Board of Management does not, within a reasonable time, take any action to the satisfaction of the Commission, the Commission may, after giving due consideration to the explanation furnished or representation made by the Board of Management to it, issue such directions as it may think fit and the Board of Management shall comply with such directions.

18.0. Income and property of the Institution deemed to be University to be utilized for its objectives only

The income and property of the institution deemed to be university shall be utilized solely for promoting the objectives of that institution deemed to be university.

19.0. Ban on payment or transferring of income and property of the Institution deemed to be University by way of profit

No portion of the income and property of the institution deemed to be university shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit to the persons who were at any time or are members of the institution deemed to be university or any persons claiming through them, provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other person as consideration for any service rendered to the institution deemed to be university or for traveling or other allowances and such other charges.

20.0. Funds, Accounts, audits and annual report

i) The accounts of the institution deemed to be university shall be maintained in the name of the institution deemed to be university and not in the name of the sponsoring Society or Trust. The accounts of the institution deemed to be university shall be kept in such forms as may be laid down by the Board of Management and shall conform to the rules, if any, prescribed by the Commission. The accounts of the institution deemed to be university shall be open for examination by the Controller and Auditor General of India. The accounts shall also be open for inspection by the Commission.

ii) The annual financial statements and accounts shall be audited by the Chartered Accountant of the institution deemed to be university.

iii) Annual Reports and the Audit Reports shall be submitted by the institution deemed to be university to the Commission within nine months of the closure of the accounting year.

21.0. Rules of the Institution deemed to be University

Subject to the provisions of the Regulations and the Rules of the Commission, the Board of Management shall, in addition to all other powers vested in it, have the power to frame the Rules of institution deemed to be university that may provide for all or any of the following matters :-

- (i) Establishment of Departments of teaching;
- (ii) Courses of study to be laid down for all degrees, diplomas and certificates of the institution deemed to be university;
- (iii) Grant of academic awards (such as degrees and diplomas) and distinctions;
- (iv) Admission of students to the institution deemed to be university and their enrolment as such;
- (v) The fees to be charged for courses of study and for admission to the examinations, degrees, diplomas and certificates of the institution deemed to be university;
- (vi) Conduct of examinations, appointment of examiners and approval and publication of results there of;
- (vii) Institution of award of fellowships, scholarships, studentships, medals and prizes and prescription of the conditions thereof;
- (viii) Maintenance of discipline among the students;
- (ix) Maintenance of discipline among the employees;
- (x) Establishment of halls of residence and conditions of residence and health of the students;
- (xi) Classification, emoluments, method of appointment and determination of the terms and conditions of service of the staff;
- (xii) Such other powers, functions and duties of the Academic Council as are not mentioned elsewhere;
- (xiii) Constitution, powers and functions of the Planning & Monitoring Board;
- (xiv) Powers and functions of the Board of Studies / Faculties;
- (xv) composition, powers and functions of the Grievance Redress Mechanism;
- (xvi) prescribing persons as such other officers of the institution deemed to be university;
- (xvii) such other powers and functions of the Vice-Chancellor as are not specified elsewhere;
- (xviii) emoluments, terms and conditions of service of the Registrar;
- (xix) emoluments, terms and conditions of service of the Finance Officer;
- (xx) constitution of pension, provident fund, insurance etc. for the benefit of the officers, teachers, and the other staff;
- (xxi) establishment of special centers;
- (xxii) creation, composition and functions of any committees or body, which is considered necessary for the work of the institution deemed to be university;

- (xxiii) procedure for preparation and submission of budget estimates;
- (xxiv) procedure for convening of meeting of any authority or committee;
- (xxv) laying down of procedures to be observed at any meeting of any authority or any committee;
- (xxvi) constitution of any other body as an authority of the institution deemed to be university;
- (xxvii) delegation of powers to any authority or officer;
- (xxviii) all other matters by this Regulation or the Rules may be provided but no rule shall be made affecting the condition of residence, health, discipline, admission, enrolment of students, conditions, mode of appointments, duties of examiners, conduct of and standard of examinations or any course of study without consulting the Academic Council.

22.0 Interpretation Clause

In the event of conflict of opinion with regard to interpretation of Regulations or the Rules of the Commission, the opinion of the Commission shall be final.

23.0. Adjustment of income and property on dissolution of the Institution deemed to be University

If on the winding up or dissolution of the institution deemed to be university there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members of the institution deemed to be university or any of them, but shall be transferred to the Commission, or other bodies in consultation with the agencies concerned who have helped in creation of those assets.

Provided that in case of a public funded deemed to be university, such transfer shall be in favour of the Central Government or the State Government, as the case may be.

24.0. Legal Proceedings

- i) For the purpose of Section 6 of the Societies Registration Act, 1860, the person in whose name the TERI University may sue or be sued shall be the Registrar.
- ii) No suit or legal proceedings shall lie against the Central Government or UGC or the TERI University or an Officer of the TERI University or a member of the authority of the TERI University in respect of anything done or purported or intended to be done in pursuance of any of these Regulations.

25.0 Alterations, Amendments and additions to the rules governing the functioning of the Institution deemed to be University

No Rule and Bye-laws governing the functioning of the institution deemed to be university may be altered, amended and added to by the Board of Management or such other competent body to the effect that it is in conflict with or to the detriment of the provisions of these Regulations, and, no

Board of Management – 20 /30.05.2016

alteration, amendment or addition to the Rules and Bye-laws shall be given effect to without the prior approval of the Commission in accordance with the provision of the Societies Registration Act, 1860 or the relevant Public Trust Act as in force for the time being.

TERI University Policy on dealing with the Student Disciplinary Cases

Preamble

1. The University expects all students to conduct themselves within and outside precincts of the campus in an honorable and ethical manner, befitting the students of a research institution. TERI University students must maintain discipline, bear a good moral character and display responsible behavior towards it and the society. A student discipline system exists to handle infractions against TERI University rules and regulations. Students will be penalized for breach of prescribed rules and regulations and the nature of penalty will be decided following a disciplinary procedure and guidelines.

Scope

2. These procedures, here onwards, are referred as **TERI University (TU) Policy and Guidelines on dealing with the Student Disciplinary Cases**. This Policy shall be applicable to all disciplinary cases involving Students (including regular and distance learning mode) based within the campuses, hostels, or any other location visited by the student for educational purpose facilitated by the TERI University.

Definitions

3. **Student.** All Research Scholars, Interns and Students at the TERI University who have enrolled/registered/given acceptance for a programme/internship/research work at the University. Students from other universities studying at TU under the provision of a Memorandum/Contract agreed between the institutes shall be dealt as per the terms and conditions laid down in the agreement.

4. **Member of TU Community.** Any person on the rolls of TERI University including temporary, part-time or honorary employees including any person engaged on a casual or a project basis, and also those engaged through a contractor, students and campus residents.

5. **Honour Code.** 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.

General Rules

6. 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.

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

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

9. In the event of an illegal activity on the campus, on the approval from VC, the University is obligated to permit the police to take action as deemed fit.

Violation of Honour Code.

10. Any one or combination of the following actions shall constitute violation of Honour Code and shall be subject to disciplinary sanctions by the University:-

10.1 Being convicted under any law of the country. Any conviction for an offence involving moral turpitude under the Indian Penal Code or any other law enforced for the time being.

10.2 Noncompliance of TU policies, Academic & Examination rules or regulations and Memorandum with partner institute as promulgated from time to time.

10.3 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/research 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 (like take-home tests), misconduct while undertaking an academic/research study or survey or study visit outside the campus and any other activity universally accepted as acts of academic dishonesty.

10.3.1 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.

10.3.2 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.

10.4 Misuse of Technology Resources. Using technology to gain unfairly *and disrupt system/process*, 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 (*cheating*) electronically, planting viruses etc.

10.5 Misuse of Alcoholic Beverages and Controlled Substances. Consuming or possessing alcoholic drinks without the explicit permission of University authorities. Possessing and consuming prohibited narcotic drugs and intoxicants in the University premises. Smoking in the campus including hostel rooms.

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

10.7 Indecent Exposure. Conduct and exposure undertaken in publicly viewable location, which is deemed obscene.

10.8 Sexual Misconduct, Sexual Assault and Sexual Harassment. Offences committed under the relevant law and UGC/AICTE/TU Policy & guidelines for the prevention, prohibition and

punishment of Sexual Harassment of Women. Complaints are to be handled as per the relevant policy on the issue.

10.9 Discrimination. Discriminating against any one on any ground and creating disharmony among students on grounds of religion, caste, nationality, race disability, gender and culture as defined in TU Policy on Equality, Diversity and Inclusion.

10.10 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/radioactive safety, fire safety and security rules of the University.

10.11 Possession or Misuse of Weapons. Possessing or misusing weapons such as explosives, firearms, knives, lathis, iron chains and iron rods in the University premises or any other instrument which can cause bodily harm.

10.12 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.

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

10.14 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.

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

Undertaking

11. An Undertaking in the format placed at **Annexure I** is to be obtained from all the Students joining the University stating that they have understood what constitutes violation of **Honour Code** and the same may invite disciplinary action from the University.

Disciplinary Committee

12. The formal procedure of a complaint will be heard and adjudicated by the TU **Disciplinary Committee (DC)** consisting of the following:-

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

Procedure to handle Complaints

13. 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.

14. Where an offence is clearly established based on TU official records i.e shortage in attendance, submitting forged document for admission, absence from a certain academic activity like internship etc. the office of the Registrar shall be responsible for taking punitive action and formally communicating the nature of punishments applicable to the student as per the existing orders/policies on the issue.

15. The Warden-in-Charge of the Hostel shall have power to take action against any resident as per the Hostel rules. If the violation is of repeated or of aggravated nature then it is to be raised with Dean (Academics) for further necessary action.

16. In case of a formal procedure a DC has to be convened by the VC which shall assemble within 48 hours of issue of orders, hear all parties concerned in the case and submit its report to the VC within 14 days. Wherever DC is not able to submit the report within the stipulated period, an extension may be obtained by the Chairperson, DC from the VC in writing after providing sufficient reason for such delay. However, such delay will not cross maximum four weeks.

17. The respondent/s shall be notified of the date of the inquiry by the chairperson, DC through a confidential note/email. The DC shall serve the student with a charge sheet containing specific charges requesting to send the reply in writing within the time period granted. If the respondent/s plead/s not guilty a formal inquiry to be conducted and report thereof submitted.

18. The DC shall have the power to summon any faculty, staff and student of the University as the case may be to render whatever assistance needed to conduct inquiries on matters pertaining to the case. A student who does not so comply shall be guilty of a punishable offence. The student shall be provided with relevant documents or extracts which have been used to frame charges against him/her.

19. If the DC finds an offence has been committed then it shall recommend suitable penalty for the same.

20. The DC after finalizing its recommendations shall submit its report to the VC giving reasons for such findings and the verdict. The VC shall consider the report of the above Committee and decide on the penalty to be imposed on the student/s . The decision of the VC shall be intimated to the Registrar.

21. Sufficient opportunity of being heard may be given to the student(s) in case of punishment by the DC, and the VC if necessary.

Punishments

22. If a student is found responsible for violation(s) of the Honour Code, disciplinary action will be taken as under:-

22.1 Minor Punishment

22.1.1.**Oral Reprimand.** Advised and cautioned about misconduct orally.

22.1.2.**Written Reprimand.** Advised and cautioned about misconduct in writing.

22.1.3. **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.

22.2 Major Penalties

22.2.1 Academic Penalties:-

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

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

22.2.2 **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.

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

22.2.3.1. Hostel Privileges

22.2.3.2. Use of Lab Facilities

22.2.3.3. Use of Library facilities

22.2.3.4. Use of Cafeteria Block

22. 2.3.5. Use of Sports Facilities

22.2.3.6. Membership in Clubs and Other bodies

22.2.3.7. Placement Activity

22.2.3.8. Internship/academic association with partner institution

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

22.2.5 **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.

22.2.6 **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.

22.2.7 **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).

Communicating the Punishment

23. Minor Punishment. The minor punishments will be communicated by the Head of Department/Centre and Programme Instructor as the case may be.

24. Major Punishment.

24.1. The penalty will be communicated in writing to the student by the office of the Registrar, TU.

24.2. Student found guilty of some major offence may not be recommended to Board of Management (BoM) for the award of a degree/diploma/certificate even if all the academic requirements have been satisfactorily completed by the concerned student.

24.3. The action will be noted on the student's disciplinary record.

25. Copy of all disciplinary proceeding and final decision and communications shall be forwarded to Office of the Registrar, TERI University for record.

26. Discipline records are confidential in accordance with laws of the nation and therefore the contents of the student discipline record may not be released to anyone not associated with campus discipline except upon written approval of the student or court order or order by a competent authority established by law.

27. The case of a defaulting student recommended for expulsion or dismissal from the University shall ordinarily be referred to the Board of Management for its final decision.

Appellate Authority

28. A student who feels aggrieved with the punishment can appeal to the Vice Chancellor who will be the appellate authority for all punishments. The student should appeal within two weeks' time with proper justification.

Annexure I
(Refers to Para 11 of Policy)

THE STUDENT'S 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 Being convicted under any law of the country. *Any conviction for an offence involving moral turpitude under the Indian Penal Code or any other law enforced for the time being.*

2.2 Noncompliance of TU policies, Academic & Examination rules or regulations *and Memorandum with partner institute as promulgated from time to time.*

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/*research* 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 (like take-home tests), *misconduct* while undertaking an academic/research study or survey or study visit outside the campus *and any other activity universally accepted as acts of academic dishonesty.*

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 *and disrupt system/process*, 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(*cheating*)electronically, planting viruses etc.

2.5 Misuse of Alcoholic Beverages and Controlled Substances. Consuming or possessing alcoholic drinks without the explicit permission of University authorities. *Possessing and consuming* prohibited narcotic drugs *and* intoxicants in the University premises. Smoking in the campus including hostel rooms.

2.6 Assault, Harassment, Injury and Threat. Any assault (verbal or physical) upon or intimidation of or insulting behaviour 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 obscene.

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

2.9 Discrimination. Discriminating against any one on any ground and creating disharmony among students on grounds of religion, caste, culture, nationality, race disability, gender and culture 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 misusing weapons such as explosives, firearms, knives, lathis, iron chains and iron rods in the University premises or any other instrument which can cause bodily harm.

2.12 Violation of Study Abroad/Internship Contracts. Willful violation of contractual terms and conditions agreed with an Institution/Agency/Organisation. Professional misconduct

Board of Management – 20 /30.05.2016

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.....
Place.....	Name
	Registration No.....

---xxx---