



**MINUTES OF THE TWENTY EIGHTH MEETING OF THE BOARD OF MANAGEMENT HELD ON 04 JUNE 2018 AT 14:30 HRS AT THE CONFERENCE ROOM**

The twenty eighth meeting of the Board of Management was held on 04 June 2018 at 14:30 hours at the Conference Room.

The following were present:

Dr Leena Srivastava	Chairperson
Dr Rajiv Seth	
Mr Inder Walia	
Ms Anita Arjundas	
Mr Ishteyaque Amjad	
Dr Arun Kansal	
Dr Anandita Singh	
Dr Smriti Das	
Dr Soumendu Sarkar	
Dr Seema Sangita	Special Invitee
Dr Sudipta Chatterjee	Special Invitee
Ms Supriya Gulati	Special Invitee
Ms Arti Rajkumar	Special Invitee
Capt Pradeep Kumar Padhy (Retd.)	Secretary

Prof Dipankar Gupta, Dr Alok Adholeya, Dr Ashok Khosla, Mr Tulsi Tanti, and Dr Prateek Sharma were unable to attend the meeting.

At the outset the Vice Chancellor informed that the UGC representative Air Marshal K.K. Nohwar(Retd.)’s, term had ended, and UGC has initiated the process for providing a replacement. The Board placed on record its deep sense of appreciation of the services rendered by Air Marshal KK Nohwar (Retd.) during his tenure as member of the Board of Management.

**ITEM NO. 1. To confirm the minutes of the 27<sup>th</sup> meeting of the Board of Management held on 07 February 2018.** The Registrar informed that the minutes of 27<sup>th</sup> meeting of the Board of Management held on 07 February 2018 were circulated to the members of the Board and the minutes have been updated based on the comments received from the members.

**TS/BM/28.1.1.**The Board discussed and confirmed the minutes of 27<sup>th</sup> meeting of BoM held on 07 February 2018.

**ITEM NO. 2(a). Progress on the status of setting up of Off-Campus Centre at Hyderabad.**

The Registrar intimated that the work at Hyderabad Campus was progressing as per the planned timeline and first slab level work had been completed in most of the buildings. He stated that separate committees were formed at the University to look into requirements of furniture and electrical load, and based on the recommendations of the committees, the furniture layout and requirement of electrical backup had been finalised.

The Board noted the matter.

**ITEM NO. 2(b). Loan for Hyderabad Campus.** The Registrar stated that the Board was informed in the 23<sup>rd</sup> meeting that TERI SAS had approached HDFC Ltd with a request to avail financial assistance for an amount of Rs 30,00,00,000/- (Rupees Thirty Crores Only). He stated that HDFC Ltd after examining the proposal had disbursed the first instalment of loan amount on 11 March 2018 which would be solely used towards the civil work for construction of the buildings. He informed that there would be additional requirement of funds for interior, furniture, IT infra, landscaping, BMS, surveillance & access control, lift etc. and accordingly, a proposal for raising another loan amount of Rupees ten crores had been progressed with HDFC Ltd.

The Board noted the matter.

**ITEM NO. 2(c). Progress on the status of Guwahati Campus.** The Registrar stated that phase II earth filling work had been carried out by the contracted firm to fill the low-lying areas at the proposed off-campus centre. He intimated that, building a culvert on the approach road had been planned to facilitate stagnant water to drain out and the contract for the work had already been issued.

The Board noted the matter.

**ITEM NO. 2(d). MoU signed with Kwame Nkrumah University of Science and Technology.**

The Registrar informed that a MoU had been signed between TERI SAS and Kwame Nkrumah University of Science and Technology, Ghana on 19 Feb 2018 and under the MoU, the two parties had agreed to work together for mutual benefit in activities such as exchange of faculty and/or staff, joint research activities and publications and participation in seminars and academic meetings etc..

The Board noted the matter.

**ITEM NO. 2(e). MoU signed with Concordia University.** The Registrar informed that an agreement had been signed between TERI SAS and Concordia University, Canada on 27 March 2018 to explore and implement mutually rewarding viable initiatives focused on, among other things, student exchange for research internship/study, collaborative research, co-sponsorship of academic projects, sharing of scientific info and faculty etc.. Members wanted to know whether these MoUs served any useful purpose. Dr Rajiv Seth informed that the University had around 15 functional MoUs with different institutions which helped in outreach by popularizing the University's name amongst people far and wide. He explained that some MoUs go a little longer, like the one signed with Yale University which continued for eight years and where the V K Rasmussen Foundation provided the funds, which facilitated a visit of 4 students and two faculty per year on an exchange basis. He

stated that UTS, Sydney had been supporting some students to go there and also faculty as visiting faculty to participate in their seminar etc. and similarly, Freie University of Berlin, supported by DAAD funding had also collaborated for student exchanges which had been continuing for some time.

The Board noted the matter.

**ITEM NO. 2(f). AICTE approval for technical programmes.** The Registrar informed that based on the application of TERI SAS the AICTE has accorded approval for all five technical programmes of the University on 10 April 2018.

The Board noted the matter.

**ITEM NO. 2(g). NAAC Accreditation.** The Registrar informed that the University had applied for the second cycle accreditation by NAAC. He explained that the accreditation process would involve evaluation of the SSR report which comprised both qualitative and quantitative metrics, where quantitative metrics added up to about 70% and the remaining 30% were qualitative metrics. He stated that while the quantitative metrics would be evaluated at NAAC, a peer team would visit the campus, whose focus would be on the 30% qualitative metrics.

The Board noted the matter.

**ITEM NO. 2(h). Library Complex.** The Registrar informed that the library complex had been expanded with the construction of an additional temporary room. He stated that the addition would meet the TERISAS community's growing need for reading space, and the library's need for space to house more resources. Mr. Ishteyaque Amjad wanted to know how many library resources were online and digitized. To this the Vice Chancellor explained that online subscriptions were expensive, and the University was trying its best to facilitate reputed journals through online subscription.

The Board noted the matter.

**ITEM NO. 2(i). Measures taken with respect to invigilation of Examinations.** Dr. Seema Sangita, Controller of Examinations, informed that the University had maintained a high ethical standard with respect to conduct of examinations and an extremely strict code of conduct has been put in place. She stated that in the December 2017 exams a few cases of unfair means surfaced, and these cases were referred to the Disciplinary Committee and punishment was meted out accordingly. She mentioned that because of this drive, in the final exams which were held in May 2018, there were no cases of unfair means.

The Board noted the matter.

**ITEM NO. 2(j). Cases of Suicide.** The Registrar informed that two personnel working with outsourced agencies engaged with the University had committed suicide, while one was found hanging at his own house, the other committed suicide by consuming insecticide. He stated that two of these suicides occurred in a span of one month in Feb-March and both the cases were being dealt by the Delhi Police separately. He mentioned that the admin staff dealing with the agencies had been advised to conduct regular interactions with these contracted personnel. In this regard the Board members were of the opinion that the contractor should hire the right kind of people

after preliminary scrutiny of candidates and regular interaction of the admin staff with the contracted staff should be maintained. It was also pointed out by the Board members that it would be good if some counsellor was appointed at the University both for the benefit of students as well as staff.

**TS/BM/28.2(j).1.** The Board recommended that a Counsellor be made available in the Campus on a periodic basis for the benefit of students and employees.

**ITEM NO. 2(k). Update on DDA Land.** The Chair informed that the University had been pursuing a proposal with DDA, for allotment of the 2 acres of land adjacent to existing Vasant Kunj campus. She stated that the availability of the additional land would be key to building a self-sustaining campus with additional infrastructure as required by statutory authorities. She informed that the Chancellor had also been pursuing the proposal with the office of the Lt Governor and it was learnt that the said plot might come up for auction. She stated that notwithstanding the cost, the University would take part in the auction and would have to look for some funding parallelly.

The Board noted the matter.

**ITEM NO. 2(l). Graded autonomy.** The Registrar informed that the University Grants Commission has granted autonomy to sixty Higher Educational Institutions including TERI School of Advanced Studies in March 2018 for maintaining high academic standards. He said that as per the new regulation, all universities had been categorized into three categories and TERI SAS had been granted Category II, and depending on the categorization, the levels of autonomy were being granted in terms of new courses & programmes, academic collaboration, some financial matters, opening new centres/campuses, admission of foreign students, etc.

The Board noted the matter.

**ITEM NO. 3. Presentation by Department of Natural Resources.** Dr. Sudipta Chatterjee, Head, Department of Natural Resources provided an overview of the Department. He apprised the Board of the progress of the Department right from its inception in 2002. He briefed the Members about the status of MSc (Geoinformatics), including the structure and the process it had been through. His presentation included details about the nature of research undertaken by the faculty and scholars. He stressed upon the future steps to be taken by the Department, including a strategic plan that would contribute to the vision and mission of TERI SAS.

The Board appreciated the presentation and the views outlined.

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

**TS/BM/28.4.1.** The Board resolved that the following appointments by Chairperson, BoM, be approved: -

<b>S. No.</b>	<b>Name</b>	<b>Designation</b>	<b>w.e.f.</b>	<b>Type of appointment</b>
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(a)	Dr Akash Sondhi	Asst Professor	27 Mar 2018	Direct Appointment
(b)	Dr MK Srivastava	Asst Professor	04 Jun 2018	Direct Appointment

**ITEM NO. 5. Appointment of Director, Guwahati Campus.** The Registrar informed that Dr Dipankar Saharia had been appointed as the Director, TERI SAS Guhawati Campus. He stated that Dr Saharia had expertise in the areas of biotechnology, natural resource management and rural development and had been actively involved in facilitating the development of the TERI North-Eastern Regional Centre as its Director. He intimated that Dr Saharia would be carrying out the duties pro bono and requested the Board to approve the appointment.

**TS/BM/28.5.1.** The Board resolved to approve the appointment of Dr Dipankar Saharia as Director, of TERI SAS off-Campus Centre at Guwahati.

**ITEM NO. 6. Establishment of Research Centres.** Dr Arun Kansal, Dean (Research & Relationships) stated that the University proposed to set up research Centres for undertaking activities for the extension of knowledge in the field of natural/applied sciences and social sciences. He mentioned that these Centres would also support the University's effort to get recognition of the Department of Scientific and Industrial Research (DSIR), which assists higher educational institutions with a view to promote their scientific activities. Dr. Kansal explained that the Research Centers would help in recruiting talented individuals from a global pool who had established credentials as researchers but were not qualified enough to be faculty and these non-faculty members, being not tied-up with teaching schedule, would have flexibility to be on field and engage in extension activities. He stated that these Centres would help increase University's visibility in research and extension activities, a vital attribute to be recognised as a University of excellence. He emphasized that the Research Centres were envisaged to be non-departmental academic units for the purpose of facilitating applied and action research. He stated that a RC would work at the interface between engineering, policy and regulations, finance and market, and the natural and the social sciences to discover new ways of tackling major current and future problems, and might focus on research, instructional, or consultancy type projects. He stated that an exercise was carried out to identify the most suitable centres for the University, and the Centre for Environmental Health, Centre for Sustainable Energy and Centre for Sustainable Agriculture (from farm to public distribution) emerged as the front runners. He informed that in addition, other Centres being considered were: - Centre for Green Financing and Circular Economy, Centre for Sustainable mobility, Centre for waste management, Centre for sustainable human settlement, Centre for nutritional and nutrient security (Food and Soil) etc.

The Board noted the matter and appreciated the initiatives taken by the University in respect of establishing Research Centres.

**ITEM NO. 7. To consider and approve the policy on Grievance Redressal for Academic & Non Academic Staff.** The Registrar placed the proposed policy to deal with grievance redressal for academic & nonacademic staff before the Board. The contours of the policy were discussed by the members.

**TS/BM/28.7.1** The Board resolved that *TERI SAS policy on Grievance Redressal for Academic & Nonacademic Staff* placed at Annexure 1 be accepted and approved.

**ITEM NO. 8. To consider and approve the policy on Grievance Redressal for Students.** The Registrar placed the proposed policy to deal with grievance redressal for students before the Board. Members discussed the salient features of the policy. Ms Arjundas suggested that the members be kept updated of all grievance cases that come up for hearing by the Committee.

**TS/BM/28.8.1.** The Board resolved that *TERI SAS policy on Grievance Redressal for Students* placed at Annexure 2 be accepted and approved.

**ITEM NO. 9. Update on Climate Jamboree.** The progress of the Climate Jamboree programme scheduled between June to November 2018 was shared by Ms Supriya Gulati. The members were informed about the details of 10 lead-up events planned between June to November; and the details of the mega finale scheduled from 1-3 November 2018 at Thyagraj Stadium, New Delhi. Ms Supriya informed that the announcement for the call for entries for different activities would begin from mid-June. She informed that the social media presence for the programme had already been initiated. The update on financial proposals and marketing of the programme was also shared. The members mentioned that the plan of activities and structure was well laid out.

The Board noted the matter.

**ITEM NO. 10. Action Taken Report on Discussion on Fund raising Strategy.** Ms Arti Rajkumar apprised the members of the action being taken on fund raising issue. She stated that the prioritization of building a Centre and following up with different institution partners was something that needed a lot of energy and footwork and that was what being done. She explained that the corporate grants template had become very different to what they used to be earlier and had become more challenging. She informed that a few positive responses had been received, however the progress had been slow and intensive work would be required with different faculties. Members suggested that the untapped PSU market might be looked into. The Vice Chancellor said that continued efforts were being maintained and the members would be kept updated on any positive developments.

The Board noted the matter.

There being no other items for discussion the meeting came to an end at 16:30 hrs.

Sd/

Capt Pradeep Kumar Padhy (retd.)

Registrar

**Annexures: –**

1. Policy on Grievance redressal for academic & non-academic staff.
2. Policy on Grievance redressal for students.

**Distribution: -**

Electronic Copy:

1. Chancellor, TERI School of Advanced Studies
2. Vice Chancellor, TERI School of Advanced Studies
3. All members of Board of Management
4. Website

Printed Copy:

5. Registrar, TERI School of Advanced Studies

**Annexure 1**

(Ref to TS/BM/28.7.1.)

**GRIEVANCE REDRESSAL FOR ACADEMIC & NON ACADEMIC STAFF**

1. Any grievance in the first instance, may be brought to the notice of the Head of the Department (for faculty) / Registrar (for others). The Head of the Department/Registrar will look into the grievance and try to redress it within 03 days from the receipt of written/email representation to this effect. The individual or collective grievances received by the University directly, shall also be referred to the HoDs/Registrar for redressal (as the case may be). In case of no response or unsatisfactory response from the HoD/Registrar, the individual may represent his/her case to the University Grievance Redressal Committee(UGRC) which will consist of the following:

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- a. Pro VC, Chairperson
- b. Dean (Academic)
- c. Dean (Research & Relationship)
- d. Registrar
- e. One Professor

Deputy Registrar shall serve as the non-member Secretary to this Committee

2. The UGRC may hold its meeting from time to time as may be necessary and deliberate all the representations received by the end of previous month. The Committee shall give its recommendations within 10 days' time of receipt of the grievance. In case there is no response within the stipulated period or if the faculty is not satisfied with the recommendations of the Committee, he/she may appeal to the Vice-Chancellor within 6 days' time. The Vice-Chancellor, may dispose of the appeal within 10 days time. The decision of the Vice-Chancellor, in the matter shall be final and there shall be no further appeal in the matter.

**Annexure 2**

(Ref to TS/BM/28.8.1)

**GRIEVANCE REDRESSAL FOR STUDENTS**

1. Prevention of grievances is more important than their redressal, hence all primary complaints, if not attended to, may later assume the form of grievance and should, therefore, be looked into at the initial stage itself.

- (a) “**Grievances**” include the following complaints of the aggrieved students, namely:

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- (i) making admission contrary to merit determined in accordance with the declared admission policy of the institute;
  - (ii) irregularity in the admission process adopted by the institute;
  - (iii) refusing admission in accordance with the declared admission policy of the institute;
  - (iv) non-publication of admission information on website;
  - (v) publishing any information in the prospectus, which is false or misleading, and not based on facts;
  - (vi) withhold or refuse to return 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, with a view to induce or compel such person to pay any fee or fees in respect of any course or program of study which such person does not intend to pursue;
  - (vii) demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by such institution;
  - (viii) complaints, of alleged discrimination of students,
  - (ix) non-payment or delay in payment of scholarships to any student that such institution is committed, under the conditions imposed by UGC, or by any other authority;
  - (x) delay in conduct of examinations or declaration of results beyond that specified in the academic calendar;
  - (xi) on provision of student amenities as may have been promised or required to be provided by the institution;
  - (xii) denial of quality education as promised at the time of admission or required to be provided;
  - (xiii) non-transparent or unfair evaluation practices;
  - (xiv) harassment and victimisation of students, including sexual harassment;
- (b) **Hostel Residents.** Routine matters pertaining to the provision of facilities for the day-to-day running of the hostel should be attended to by the hostel authorities. Any grievance from a resident shall be referred to the Warden who will depending upon the nature of the grievance, ensure that it is processed by him/her as speedily within 03 days. A student not satisfied with the decision of the Warden may appeal to the Dean(Academic) who will try to resolve the issue within 07 days. Students not satisfied with the decision of the Dean Academic, may approach the Grievance committee. The decision of the Committee shall be final and binding.
- (c) **Individual Grievances.** The Programme coordinator of the Programmes shall be functioning as Counsellors to look after the problems of students enrolled in the Programme.

The complaint of a student will first be referred to the Programme Coordinator. The students' Counsellor shall thereafter be looking into the complaint, dispose it off at his/her level. A student not satisfied with the solution suggested by the Programme Coordinator may approach the Head of the Department who will give his decision within a period of 03 days. A student not satisfied with the decision of the HoD may appeal to the Dean Academic who will try to resolve the issue within 07 days. Students not satisfied with the decision of the Dean Academic, may approach the Grievance committee.

(d) **Miscellaneous Grievances**

**Library** Any grievance about the functioning of the Library should be brought to the notice of the Librarian, Students dissatisfied with his decision may refer the matter to the Dean(Academic).

**Finance** Any grievance about the working of the Finance section should be brought to the notice of the Deputy Finance Officer. Students dissatisfied with his decision may appeal to the Registrar.

**Sports** Any grievance about the working of the sports organization/clubs should be brought to the notice of the Convener, Student Engagement, Sports and Club committee. Students dissatisfied with his decision may appeal to the Dean(Academic).

**Students Grievance Redressal Committee (SGRC)**

2. The Students Grievance Redressal Committee shall consist of:

- (a) A Senior Professor, Chairperson
- (b) Three Senior faculty members (to be nominated by the Vice Chancellor)
- (c) Student Nominee (based on academic merit) – Special invitee
- (d) Deputy Registrar, Secretary

3. All the representations to the Student Grievance Redressal Committee are to be forwarded to the Dy Registrar, TERI SAS. The Grievance Committee shall ensure that the grievances referred to it are processed as speedily as possible and in no case later than 10 days from the date the complaint is lodged in writing/email. The term of the Committee shall be for two years.

4. **Ombudsman**. Any person aggrieved by the decision of the Grievance Redressal Committee may within a period of six days prefer an appeal to the Ombudsman as per the UGC (Grievance Redressal) Regulations 2012.

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