

MINUTES OF THE THIRTY-SECOND MEETING OF THE BOARD OF MANAGEMENT HELD ON 06 JUNE 2019 AT 14:30 HRS AT THE CONFERENCE ROOM

The thirty-second meeting of the Board of Management was held on 06 June 2019 at 14:30 hours at the Conference Room.

PRESENT:

The following were present:

Dr Leena Srivastava, Chairperson
Ms Anita Arjundas
Mr Ishteyaque Amjad (telephonically)
Dr Alok Adholeya
Dr Prateek Sharma
Dr Ramakrishnan Sitaraman
Dr Vishnu Konoorayar
Dr Fawzia Tarannum
Dr Seema Sangita
Mr.Dhanraj Singh Special Invitee
Capt Pradeep Kumar Padhy (Retd.) Secretary

Prof Dipankar Gupta, Dr Ashok Khosla, Dr Sachin Chaturvedi, Mr Inder Walia and Dr Arun Kansal were unable to attend the meeting.

Vice Chancellor welcomed the members at the Thirty Second Board of Management Meeting.

ITEM NO.1: To confirm the minutes of the Thirty First meeting of the Board of Management held on 20 Feb 2019. The Registrar informed that the minutes of the Thirty First meeting of the Board of Management held on 20 February 2019 were circulated to the members of the Board and no comments have been received from the members. The Board of Management may, therefore, consider confirming the draft minutes as circulated.

TS/BM/32.1.1. The Board resolved that the minutes of the 31st meeting of BoM held on 20 Feb 2019 at the conference room, as placed before this Board be and is hereby confirmed and noted.

ITEM No.2: To confirm the minutes of the Emergency meeting of the Board of Management held on 12th April 2019. The Registrar informed that the minutes of the Emergency Meeting of the Board of Management held on 12th April 2019 were circulated to the members of the Board and comments received from a member have been incorporated in the draft minutes. He proposed that the Board of Management might, therefore, consider confirming the revised draft minutes as re-circulated.

TS/BM/32.2.1. The Board resolved that the minutes of the emergency meeting of BoM held on 12 April 2019 at the conference room, as placed before this Board be and is hereby confirmed and noted.

MATTERS FOR INFORMATION

ITEM No.3 (a): Status of Reinstatement of HDFC Loan. The Registrar informed that in response to the request from HDFC, confirmatory resolutions from TERI GC, BoM TERI SAS and Trustees TERI SAS Trust were submitted to HDFC Ltd. by Chairman TERI on 11 April 2019. He stated that consequent to this HDFC Ltd, vide a communication dated 03 May 2019 have requested for a set of additional documents related to present trustees, their self-attested KYCs, certified trust deed, documents related to appointment of trustees etc. He informed that all the trustees provided self-attested KYC documents, signature and photographs and the same had been submitted to HDFC on Friday, May 17, 2019. The Chair intimated that the HDFC had telephonically informed about a personal meeting which they had been requested to intimate in writing. She apprised the members that in the absence of the loan the University had pledged its reserve resources to ensure the work at Hyderabad is not affected and the sponsoring body had been requested to help resolve the issue with HDFC Ltd.

The Board noted the matter.

ITEM No. 3(b): Update on Hyderabad Campus. The Registrar informed that the sponsoring body had resolved in its 59th meeting held on 19th Aug 2016 to authorize TERI University to approach the Govt of Telangana to change the ownership of land from TERI to TERI University for purpose of establishing a campus. He stated that accordingly, after initial discussions the Chairman, TERI had written a letter to Govt of Telangana in this regard and the University had been following up with the Government of Telangana on the issue. He informed that, the construction work, external cladding, furniture & Interior works, IT networking were in progress and the campus is likely to be ready by Mid-July 2019. The Chair apprised the members that delay in release of funds from HDFC had adversely affected the payment schedule to the contracted vendor and accordingly timeline of implementation of the project. The Registrar informed that as discussed in the meeting held with trustees on 20th Feb 2019, a letter had been forwarded to MHRD on 28th February 2019 seeking clarification w.r.t setting up of the off campus in light of lowered NAAC score.

The Board noted the matter.

ITEM No. 3 (c): Update on Guwahati Campus. The Registrar intimated that the Vice Chancellor had requested the trustees to help pursue the proposal of change of ownership of Guwahati land from TERI to TERI SAS in liaison with Director, TERI-North East Centre. He stated that since the financial support allocated by the Government of Assam to build this campus was grossly inadequate, hence trustees had been requested by the chairperson BoM on 01 May 2019 to work along with sponsoring society to help raise up to 15-20 crores to fully build and operationalize the Campus. The Governing Council of TERI had resolved to transfer the grant given by the Government of Assam to TERI SAS; however, the statutory auditor M/s Rajan K Gupta & co had noted that the existing Govt. of Assam grant is meant for TERI, hence could not be transferred to TERI SAS as per CVC rules, Govt. of India. The Chair informed that the help from good offices of the trustees had been requested to facilitate the development of Guwahati Campus.

The Board noted the matter.

ITEM No.3(d): Grievance Redressal: Referring to the Board resolution TS/BM/31.5.1 dated 20 Feb 2019 the Registrar informed that, on the recommendation of the Chancellor, a sub-committee of the Board of Management comprising of members Mr Inder Walia (Chairperson), Dr Alok Adholeya, Dr Arun Kansal and Dr Ashok Khosla had been constituted as on 01 May 2019 to look into an appeal against the decision of the Board. The sub-committee has been requested to look into the appeal, and submit their recommendations to the Chairperson, Board of Management.

The Board noted the matter.

ITEM No.3(e): Vice Chancellor of the TERI SAS awarded the IIASA Distinguished Visiting Fellow. The Registrar informed that Dr. Leena Srivastava, VC, TERI SAS was awarded the prestigious IIASA Distinguished Visiting Fellow, by Director General and CEO of IIASA Albert van Jaarsveld on 06 May 2019. He informed that during the ceremony a *laudatio*, on the highlights of Dr Srivastava's special contribution to improving the design of policies concerning energy consumption, particularly in India was presented. He informed the members that the IIASA Distinguished Visiting Fellows Award recognizes the contribution of distinguished scholars to IIASA research and is awarded to eminent scholars.

Board members congratulated the Chair on her accomplishment and noted the matter.

ITEM No.3 (f): TERI SAS receives GCNI recognition. The Registrar informed that TERI SAS was adjudged as one of the 4 best case studies out of the 40 submitted in a competition organized by Global Compact Network India. He stated that GCNI is the Indian Local Network of the United Nations Global Compact (UNGC), New York and is a platform for aligning stakeholders' responsible practices towards the ten universally accepted principles of UNGC in the areas of human rights, labour, environment and anti-corruption, broad goals including sustainable development goals and other key sister initiatives of the United Nations and its systems. He informed that TERI SAS case study highlighted the researchers' participation in a forest landscape restoration project in a reclaimed open mine in Jharkhand and their shaping up of an initiative on studying the impacts of nitrogen pollution in forests adjoining the Indo Gangetic plains. TERI SAS was given the award on 31 May 2019 at Mumbai.

The Board complimented the efforts of the concerned faculty and students and noted the matter.

ACTION TAKEN REPORT

ITEM No.4: To record approval of Resolution and affidavit/indegnification bond on indemnification of Trustees. The Registrar informed that the Board in its emergency meeting held on 12th April 2019 had resolved to confirm and approve the draft resolution on indemnification and affidavit circulated through email dated 02 April 2019 (Enclosures 1 & 2) vide the Board resolution TS/BM/2019-E1/1.1 dated 12 April 2019. He stated that as resolved, an affidavit/indegnity bond had been executed on 22 April 2019 and shared with the present trustees of the TERI SAS Trust.

The Board noted the matter.

ITEM No.5: To record approval of Bridge Loan Sought from Sponsoring Society. The Registrar informed that the Board in its emergency meeting held on 12 April 2019 resolved to approve a borrowing of amount Rs 2.5 crore vide resolution TS/BM/2019-E1/2.1 dated 12 April 2019. He informed that TERI had disbursed the entire loan amount on 03 May 2019 and the University plans to repay the loan to TERI from internal accruals in the coming months, if needed.

The Board noted the matter.

ITEM No.6: To record resolution in respect of financial facility availed by TERI-SAS from HDFC Limited. The Registrar informed that the HDFC vide their letter dated 23 Jan 2019 had requested for a resolution from the Board of Management to continue disbursement of the loan. He stated that the draft of the proposed resolution was sent to Board members through an email on 01 Feb 2019 (Enclosure 3) as a resolution by circulation. He intimated that the resolution approved by majority and signed on April 8, 2019 was provided to Chairman TERI, who has shared the same with HDFC Ltd vide his letter dated 11 April 2019.

The Board noted the matter.

OTHER AGENDA POINTS

ITEM No.7: Presentation on detailed updated Business plan and Cash Flows on Hyderabad Campus. The Chair intimated that the documents of the business plan along with projected cash flow statement had been circulated to members (Enclosure 4). The Dy Finance Officer presented the detailed six year expected income and expenditure cash flow. The Chair mentioned that the experience of Delhi with respect to various revenues and expenditures had been considered to structure the projections and the statutory norms as well as built up space at Hyderabad had been used to work out the strength of students, staff and faculty. The summary of flow statement presented to members captured a base scenario and an alternative scenario with an anticipated corpus grant from sponsoring body (Enclosure 5). As regard to income the plan considered a fixed fee structure for plan duration with expected growth in students' strength and the expenditure catered to inflationary effect and a 5% pa increase in salary element. The Chair clarified that student strength projected was conservative as well as balanced towards the statutory norms and additional infra had to be provisioned for further growth to comply to the UGC 2019 regulations. A few members suggested another scenario examining the proposal in absence of MHRD approval be planned. Discussions were also held with respect to integration of income through consultancy and exploitation of incubation centres.

The Board noted the matter.

ITEM No.8: To approve policy on Executive Committee. The Registrar presented a draft policy on constitution of a revised Executive Committee and its roles. He apprised the members that the earlier Executive Committee (vide resolution

BM/05/2001) was of the Academic Council only. It is now proposed to amend the existing provisions and have an Executive Committee that would consider any urgent matters that might arise within the purview of either the Academic Council or the Board of Management, as decided by the Vice Chancellor. On the suggestion of the members, Chair suggested that the aspect of strategic planning be dropped from the charter of the EC as the same is being looked into by Planning and Monitoring Board. Members suggested that the roles and duties of the EC be more elaborately specified. The Registrar stated that if approved, the EC would be functioning as a standing committee and rules defined.

TS/BM/32.8.1. The Board resolved to approve the revised Policy on Executive Committee as amended and placed at Enclosure 6.

ITEM NO.9: To approve policy on Research Advisory Committee. The Registrar presented a draft policy on constitution of a Research Advisory Committee. The Registrar informed that a Committee has discussed the proposals on March 27, 2019 and recommended the policy. The Board was informed that the RAC is mandated by Department of Scientific and Industrial Research (DSIR) for recognition of higher education institutions as a Scientific and Industrial Research Organisation (SIRO) and RAC needs to be established at TERI SAS as the University has applied for SIRO recognition.

TS/BM/32.9.1. The Board resolved to approve the Policy on Research Advisory Committee as amended and placed at Enclosure 7.

ITEM NO.10: To approve policy on Establishing and Operationalising Research Centres at TERI SAS. The Registrar presented a draft policy to outline the general guidelines on the establishment and administration of Research Centres. The Chair suggested the inclusion of Dean (Academic) as a member of the Committee. The Board was apprised that through this policy a separate research cadre could be created as required by DSIR for SIRO recognition. The Registrar informed that a Committee has reviewed the policy on 29th April 2019.

TS/BM/32.10.1. The Board resolved to approve the Policy on constitution of Establishing and Operationalising Research Centres at TERI SAS (Enclosure 8).

ITEM NO.11: To approve amendments to Compendium of Rules of TERI SAS. The registrar presented a proposed list of amendments to the compendium of rules Part I & II. The Registrar informed that a Committee has discussed the proposals in its meeting held on April 30, 2019 and recommended the amendments/new provisions.

TS/BM/32.11.1. The Board resolved to approve the amendments to compendium of Rules placed at Enclosure 9.

ITEM NO.12: To approve withdrawal of authority for operating all the Bank Accounts of TERI SAS and other financial/legal documents. The Dy finance Officer informed that consequent to Dr Rajiv Seth relinquishing his post, it is proposed that the authority given by the BoM to him to operate accounts of TERI SAS and sign other records to be withdrawn forthwith.

TS/BM/32.12.1. The Board resolved that consent of the Board be and hereby accorded to revoke the authorities granted to Dr Rajiv Seth for operating Bank Accounts of TERI SAS and signing other financial/legal documents.

ITEM No.13: To report the decisions taken by the Chairperson on behalf of the Board of Management. The Board resolved that the action taken by Chairperson, BoM, reported and recorded as per details given below, be approved: -

Ser	Name	Designation	Wef	Type of appointment
(i)	Dr J K Garg	Senior Fellow	18 March 2019	Direct Appointment
(ii)	Dr Anjal Prakash	Associate Professor & Associate Dean, Business Development, TERI SAS Hyderabad campus	03 December, 2018	Direct Appointment
(iii)	Dr Chandan Kumar	Assistant Professor	24 December, 2018	Direct Appointment
(iv)	Dr Sukanya Das	Associate Professor	04 January, 2019	Re-designation
(v)	Dr Saravanan A	Assistant Professor	24 January 2019	Re-designation
(vi)	Mr Aviruch Bhatia	Lecturer	21 February 2019	Direct Appointment
(vii)	Dr Sapan Thapar	Assistant Professor	07 March 2019	Re-designation
(viii)	Dr Sherly M A	Assistant Professor	11 March 2019	Direct Appointment
(ix)	Dr Anandajit Goswami	Fellow	26 April 2019	Re-designation

ITEM No.14: To approve appointment of Mr Surya P Sethi for UNESCO Chair. The Registrar informed that the UNESCO Chair on Climate Science and Policy has been established at TERI SAS since 2012 and Prof V Ramanathan and later Mr Raj Chengappa was appointed to the Chair. He stated that since the chair had fallen vacant, Mr. Surya P Sethi, former Principal Advisor (Energy), Govt. of India and an accomplished professional recognized for intellectual leadership in the understanding of global energy and part of India's negotiating team on climate discussions was invited by the Chairperson, Academic Council to occupy this Chair and Mr Sethi had kindly consented. He informed that the Academic Council had recommended the appointment in its 45th meeting held on 08 April 2019. He requested the Board to approve the appointment.

TS/BM/32.14.1. The Board resolved to approve the appointment of Mr Surya P Sethi as the UNESCO Chair.

ITEM No.15: Resignations: The Registrar informed the Board members about the resignation of the following employees from their posts with the approval of the Vice Chancellor. The employees who have left since Nov 2018 are as follows:-

Serial No	Name	Event	wef
(a)	Dr Priyanka Kaushal	Resignation	03 Nov 2018
(b)	Dr Nirupam Datta	Resignation	03 Nov 2018
(c)	Dr Rajiv Seth	Resignation	31 Dec 2018
(d)	Dr Rinki Deo	Resignation	22 Jan 2019
(e)	Dr Gaurav	Resignation	01 Feb 2019
(f)	Dr Saravanan A	Resignation	13 May 2019

The Board noted the matter.

ITEM No.16: To approve a Travel budget and fare class rules for the Vice Chancellor.

The Registrar informed that the existing rules do not specify a fare class rule for the Vice chancellor's travels. He informed that, though most of the VC's travels are funded by sponsors, a need however exists to stipulate an internal annual budget for official travels and fare class rules.

TS/BM/32.16.1. The Board resolved to approve an annual travel budget of up to Rs 10.0 lakh and travel by executive class for travel duration of more than six hours for the Vice Chancellor.

ITEM No.17: To approve appointment of Statutory and Internal Auditor for FY 2019-

20. It is recommended to appoint Sanjay Rastogi & Associates, Chartered Accountant as Statutory auditor and Rajan K Gupta & Co. as internal Auditor for the ensuing FY 2019-20.

TS/BM/32.17.1. The Board resolved that with the consent of the Board be and is hereby accorded for the appointment of M/s Sanjay Rastogi & Associates Chartered Accountant (Registration No.014056N) as the statutory auditor and Mr Rajan K Gupta & Co, Chartered account (Registration No.005945C) as an Internal Auditor of the University for the Financial Year 2019-2020.

ITEM No.18: Briefing on new Deemed University Regulations 2019. The Registrar tabled the UGC Deemed to be University Regulation 2019 and highlighted the new provisions in the regulation. According to the new regulation, deemed to be Universities in category-I and category-II or ranked from 1-50 in the university's category of current NIRF ranking would be permitted to start new off-campus centres. The new regulation has also fixed the responsibility on UGC to annually monitor performance and academic outcome of Deemed to be Universities. Some of the parameters stipulated are Minimum of 50 % of graduating students secure access to employment or self-employment or pursue higher education, training students on teamwork, communication skills, leadership skills, time-management skills, soft skills, etc; and inculcate a spirit of innovation/entrepreneurship and critical thinking among the students and promote avenues for display of these talents. Under the new guidelines, a deemed university would be required to have a built-up area of not less than 30 square metres per student. In a departure from the earlier norms,

Sponsoring Body has been exempted from transferring its movable and immovable assets to the Trust provided it provides a notarised affidavit to the Trust as per the guidelines of UGC.

The Board noted the salient features of the UGC (Institutions Deemed to be University) regulations 2019.

ITEM No.19 : To discuss and approve Memorandum of Association (MoA) based on UGC (Institution Deemed to Be University) Regulations, 2019. The Registrar presented the draft MoA, compiled based on UGC Regulations 2019. He stated that discussions were held with the concerned Education Officer of UGC on the applicability of various clauses to TERI SAS with particular reference to number of Professors reflected in the composition of Academic Council; minimum requirement of 200 faculty members and 2000 students in a post-graduation institutions and applicability of Reservation Policy vide section 14.0 of the Regulation. He stated that as advised by UGC, the MoA had been updated and being presented for approval of the Board.

TS/BM/32.19.1. The Board resolved to approve the following: -

- (a) The Memorandum of Association placed at Enclosure 10 be approved and submitted to the University Grants Commission, New Delhi
- (b) Registrar is authorised to incorporate any further amendments directed by the UGC in the body of the MoA and submit the final copy of MoA to UGC with a declaration.

ITEM No.20: To discuss and approve signing of Joint Signature on letter for Secretary General's Climate Summit. Dr Fawzia Tarannum informed that ahead of the UN Secretary General's Climate Summit on September 23, networks and institutions working in higher education are coming together to add their support to a *support letter* to go carbon neutral by 2030 or latest by 2050. This would be shared with key government officials and the media ahead of this event. The Chair stated that the aim was to get as many networks and institutions as possible on board in order to showcase the commitments towards the attainment of SDG 4 (Education) and 13 (Climate Change) and TERI SAS should be part of this initiative.

TS/BM/32.20.1. The Board resolved to authorise the Vice Chancellor/Registrar of TERI School of Advanced Studies to sign the support letter to go carbon neutral by 2050.

ITEM No.21: To approve Lease Rental Loan of Rs.5.00 crores from Tata Capital Financial Services Ltd and opening of Escrow Bank account for Tata Capital Financial Services Ltd. The Dy Finance & Project Management Officer informed that Tata Capital Limited had proposed to sanction loan facility of Rs 5.00 Crore to TERISAS. He proposed that this facility could be availed for the existing and future procurement of Furniture and Office Equipment for Hyderabad Campus. He presented that the means of finance for Rs. 5.00 Crore is Lease Financing and tenure of loan repayment would be three years and the average rate of financial cost would be per thousand per month (PTPM) @ 31.11% + GST. He further submitted that after the due diligence of the case, Tata Capital has offered loan with no personal guarantee and no

collateral security requirement and payment term would be monthly. During the loan tenure, Tata Capital Limited would like to have its title on all assets being purchased from their fund.

TS/BM/32.21.1. The Board resolved to approve the following: -

- (i) borrowing of Rs 5.00 crores from Tata Capital Finance Services Ltd. for availing lease rental facility towards procurement of furniture and IT equipment for Hyderabad Campus.
- (ii) opening of an Escrow account for maintaining lease rental facility.

ITEM No.22: To discuss about the Corpus requirement from sponsoring body. The chair informed that the UGC regulations mandated that in the case of institutions not maintained or financed by the government a Corpus Fund of Rs.10 Crore for an should be created and maintained permanently in the name of the institution deemed to be University by way of irrevocable government securities or other forms approved by the Commission. The interest accrued on the Corpus Fund should be used only for the purpose of development of the institution deemed to be University. She informed that the sponsoring body had created a corpus of Rs 4 Crores at the time of setting up of the institution and the sponsoring body could not provide the balance of corpus requirement so far which is a fundamental obligation of the sponsoring society.

TS/BM/32.22.1. The Board resolved to authorise the Chair to approach the sponsoring body for fulfilling its obligation on the balance of the Corpus.

The Board meeting concluded at 1630hrs.

Enclosures :-

- Enclosure 1
- Enclosure 2
- Enclosure 3
- Enclosure 4
- Enclosure 5
- Enclosure 6
- Enclosure 7
- Enclosure 8
- Enclosure 9
- Enclosure 10

RESOLUTION NO - TS/BM/2019/2 DATED 02 APRIL 2019

**OF THE BOARD OF MANAGEMENT OF TERI SCHOOL OF ADVANCED STUDIES
(TERI SAS) ON INDEMNIFICATION OF TRUSTEES, AGAINST THE FINANCIAL
FACILITY SANCTIONED BY HDFC LTD TO TERI SAS.**

‘TERI School of Advanced Studies’(TERI SAS) is a “Deemed to be University” under Section 3 of the University Grants Commission Act, 1956. As required by UGC a TERI SAS Trust has been established by the sponsoring Society TERI. TERI School of Advanced Studies entered into a Master Facility Agreement (MFA) dated January 19, 2018 to avail a financial facility of INR 30,00,00,000/- (Indian Rupees Thirty Crores Only) from Housing Development Finance Corporation Limited for the purpose of construction of Off-Campus Centre at Hyderabad. The Master Facility Agreement (MFA) mentions TERI SAS as the borrower acting through its Trustees with their names. The Trustees have desired that they may be indemnified by ‘TERI School of Advanced Studies’ against the liability, if any, which arises out of the said financial facility or any additional loan availed by TERI SAS for the above stated purpose;

We, the Board of Management of TERI SAS, therefore, do hereby resolve as follows:

“RESOLVED THAT the Board of Management of the ‘TERI School of Advanced Studies’ be and are hereby approve that Trustees of TERI SAS Trust are to be indemnified against liabilities, if any arising out of the financial facility of INR 30,00,00,000/- (Indian Rupees Thirty Crores Only) through the MFA dated January 19, 2018 and any other additional loan availed from Housing Development Finance Corporation Limited for the stated purpose, by executing an affidavit/indemnity bond.”

“RESOLVED FURTHER THAT the Board of Management be and are hereby approve and further confirm that in future, if any loss that may arise because of any claim, actions, legal proceedings, recovery suit, demands, expenses and liabilities whatsoever by reason of the above stated financial facility or any additional loan shall be made good by ‘TERI School of Advanced Studies’ and, Trustees of TERI SAS Trust shall not be personally liable for the same.”

“RESOLVED FURTHER THAT the Board of Management of TERI School of Advanced Studies authorises Captain Pradeep Kumar Padhy (Retd.), Registrar & Secretary Board of Management to sign the above-mentioned affidavit/Indemnity Bond on behalf of ‘TERI School of Advanced Studies’ in this regard.”

For TERI School of Advanced Studies

Chairperson, Board of Management of TERI School of Advanced Studies

Members of the Board of Management of TERI School of Advanced Studies

AFFIDAVIT/ INDEMNITY BOND

I, Captain Pradeep Kumar Padhy (Retd.), Registrar, TERI School of Advanced Studies (TERI SAS) and Secretary, Board of Management of TERI School of Advanced Studies, do hereby state that

“that TERI SAS is a “Deemed to be University” under Section 3 of the UGC Act, 1956;

that ‘TERI School of Advanced Studies’ entered into a Master Facility Agreement(MFA) dated January 19, 2018 to avail a financial facility of INR 30,00,00,000/- (Indian Rupees Thirty Crores Only) from Housing Development Finance Corporation Limited (“HDFC Limited”) for the purpose of construction of Off-Campus Centre at Hyderabad;

that trustees have desired that they may be indemnified by TERI SAS against the liability, if any, which arises out of the said financial facility and any additional loan obtained by TERI SAS for above stated purpose;

that the Board of Management of the TERI School of Advanced Studies in their resolution TS/BM/2019/2 dated 02 April 2019 resolved that , Trustees named in the MFA are to be indemnified against liabilities, if any arising out of financial facility of INR 30,00,00,000/- (Indian Rupees Thirty Crores Only) availed through the MFA dated January 19, 2018 and any additional loan obtained by TERI SAS by executing an affidavit/indegnity bond;

that the Board of Management of TERI-SAS in the resolution TS/BM/2019/2 dated 02 April 2019 authorised Captain Pradeep Kumar Padhy (Retd.), Secretary Board of Management and Registrar TERI-SAS to sign the affidavit/Indemnity Bond on behalf of ‘TERI School of Advanced Studies’;

that the Board of Management of TERI-SAS in their resolution TS/BM/2019/2 dated 02 April 2019 resolved that any loss that may arise because of any claim, actions, legal proceedings, recovery suit, demands, expenses, losses and liabilities whatsoever by reason of the said financial facility or any additional loan shall be made good by ‘TERI School of Advanced Studies’ and Trustees shall not be personally liable for the same;

This indemnification is being given in terms of resolution TS/BM/2019/2 dated 02 April 2019 placed at **Annexure 1** and the same is true and correct to the best of my knowledge.”

Deponent
Captain Pradeep Kumar Padhy(Retd.)
Secretary, Board of Management and Registrar
TERI School of Advanced Studies

ANNEXURE A

Certified true copy of the resolution of the Board of Management of TERI School of Advanced Studies

TERI School of Advanced Studies (“TERI-SAS”) entered into a Master Facility Agreement dated January 19, 2018 (“Agreement”) to avail a financial facility of INR 30,00,00,000/- (Indian Rupees Thirty Crores Only) (“Financial Facility”) from Housing Development Finance Corporation Limited (“HDFC Limited”) for the purpose of setting up an Off-Campus Centre at Hyderabad. At the time of availing the Financial Facility, TERI-SAS was declared as a “Deemed to be University” under the University Grants Commission Act, 1956.

The Financial Facility availed by TERI-SAS was authorised by the resolution passed by the Board of Management of TERI-SAS in its 21st meeting on August 29, 2016 and the discussion held in 23rd Meeting of the Board of Management on March 01, 2017 to that effect. We, the Board of Management of TERI-SAS, do hereby resolve as follows:

“RESOLVED THAT the Board of Management of TERI-SAS do hereby confirm that the Agreement in relation to the Financial Facility was duly authorised and approved at the time of the execution of the said Agreement and the same continues to be in full force and effect.

RESOLVED FURTHER THAT the Board of Management of TERI-SAS was fully authorised to pass requisite resolutions in relation to the Financial Facility.”

Dr. Leena Srivastava

Chairperson of the Board of Management of TERI School of Advanced Studies

Members of the Board of Management of TERI School of Advanced Studies

Enclosure 4
(Refer to Item No 7)

BUSINESS PLAN ON HYDERABAD CAMPUS

Updated Business Plan for
Development of the Hyderabad Campus
of the TERI School of Advanced Studies

CONFIDENTIAL

POLICY ON EXECUTIVE COMMITTEE

An Executive Committee at TERI School of Advanced Studies is being constituted to take up any pressing issues that need a decision urgently and recommend issues related to major policies to Board of Management or Academic Council as applicable. The Committee shall address pressing issues that affect the University substantially.

Composition of the Executive Committee

The Executive Committee shall be composed of the following:-

- | | |
|---|---------------|
| (a) Vice Chancellor | - Chairperson |
| (b) Controller of Exam | - Member |
| (c) Convenor IQAC | - Member |
| (d) Internal members of the Board of Management | - Member(s) |
| (e) Internal members of the Academic Council | - Member(s) |
| (f) Registrar | - Secretary |

Meeting of the Executive Committee

The Executive Committee may meet at least once in a quarter or as on needed basis.

Duties and responsibilities of the Executive Committee

- (a) The EC shall be convened by the Secretary on the permission of the Chair:-
 - a. To address any pressing issues.
 - b. Providing oversight to various adhoc committees
 - c. Recommend a way ahead for issues of serious nature
- (b) Sub-committees of EC may be constituted by the Vice Chancellor to address issues related to specific areas.

Quorum

Attendance of more than one-half of the total number of members of EC shall form the quorum.

RESEARCH ADVISORY COMMITTEE

1. A “Research Advisory Committee” at TERI School of Advanced Studies is being constituted to render advice to the Board of Management for future growth on research related issues. The Committee will provide advice on Academic Research, Sponsored Research, Consultancy, Training etc. The scope of the activities envisaged for the Committee include,

- a) To help set up a research agenda for the university
- b) To guide faculty and research staff on funding opportunities
- c) To facilitate the development of industry-academia research collaborations
- d) To guide the University in development of research infrastructure
- e) To promote the University’s research capabilities and outputs
- f) To advice on best practices vis-a-vis research policies and procedures

2. Composition: The composition of the committee will be as follows:

- a) Vice Chancellor - Chairperson
- b) Dean (Research & Relationships)
- c) Dean(Academic)
- d) All Heads of Department/Centre or their nominees
- e) External experts from diverse fields nominated by Chairperson (at least three)
- f) Registrar - Secretary

All external experts/nominated members would have a term of 2 years which is renewable for a maximum of two terms more. The RAC will meet at least once in a year.

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**POLICY ON ESTABLISHING AND OPERATIONALISING RESEARCH CENTRES
AT TERI SAS**

1.0 Purpose. A guiding framework for establishing cross-cutting research centres and for the development of sponsored research activities in the University.

2.0 Scope. For this policy, ‘research¹/ projects²’ includes all research activities undertaken by TERI School of Advanced Studies (TERI SAS) staff. Research undertaken by students/ scholars leading to an academic degree will be governed by academic rules and guidelines of TERI SAS and is out of the purview of this policy.

3.0 Governance of Research Centres. All Research activities of the University are coordinated and facilitated by the Dean (Research and Relationships). However, each Research Centre will have a Centre Head with a term of five years that will be renewable subject to performance. A Steering/Advisory Committee for the Research Centre may be established depending on the conditions of support and need of the Centre.

4.0 Research Advisory Committee. The “Research Advisory Committee” at TERI School of Advanced Studies will not only provide guidance on the research activities/opportunities of/for the University but would also review a selection of projects in each meting to provide guidance on outreach activities.

5.0 Research Centres. A proposal for establishment of any Research Centre shall be submitted to the Dean (Research & Relationships) with a clear business development strategy and plan. The Dean would constitute a Committee by inviting at least two relevant Professors/Associate Professors from across Departments for reviewing the Proposal. The approved proposal would be endorsed by the Vice Chancellor and submitted to the Board of Management for ratification. Approved Research Centres will be notified by the Registrar.

6.0 Administration of Centres

- (a) The Head of the centre will be appointed by the VC for a period of five years either from within the faculty or outside. The term of the incumbent Head would be renewable subject to performance.

¹ Research include: Basic/theoretical/applied/experimental development/problem-oriented/ new knowledge development related research

² Projects connected to any of the above research activities

- (b) The Research Centre would be staffed by fixed term employees on a renewable contract with the specific mandate of contributing to the evolution of the centre as a net revenue generating entity.
- (c) Faculty of the University may be attached as a researcher in more than one Research Centre or may be associated with one or more of the projects in a Research Centre. Regular association with a Research Centre, even on a part-time basis, would imply applicability of responsibilities of a Centre Researcher.
- (d) The equivalence of research staff with faculty members would be as follows: -

Research Staff Designation	Remuneration as per UGC levels approved for
Research Associate	Lecturer
Associate Fellow	Assistant Professor
Fellow	Associate Professor
Senior Fellow	Professor

Their salaries would be fixed in a manner consistent with the levels in which they are being absorbed.

- (e) The selection of Research staff will be made based on relevant research experience in specific field assessed by a Selection Committee constituted by the Vice Chancellor. The Committee will consist of the following: -
 - (i) Vice Chancellor
 - (ii) Dean (R&R)
 - (iii) Centre Head and/or Project Coordinator
- (f) The staff of the Research Centres can hold concurrent affiliation in department and centre(s) if found eligible, in an appropriate category following due process.
- (g) Research Centres will be required to maintain a list of assets held by it for annual audit by University Administration.
- (h) The Centres will be required to present their annual activity report to the Research Advisory Committee for review and discussion.

7.0 Heads of Departments/Centres shall collaborate with the following committees constituted by the Vice Chancellor for strengthening the Research process in the University.

- a) Research Ethics Committee: To look at all ethical aspects of research including ethical clearance, wherever required.
- b) Institutional Bio Safety Committee (IBSC): To look at bio safety related matters and clearances given by the committee.

- c) Academic Department/Centre research committee: On matter related to development and implementation of research plans and extension activities of the Academic Department/Centre.
- d) Innovation and Entrepreneurship Incubation Cell.
- e) Institutional Academic Integrity Panel.
- f) IP and Technology Transfer Cell

8.0 Procedure for Project management. Project Monitoring Cell, functioning under the Dean (Research and Relationships) shall be the repository of all proposals/projects in the University, including those of the Centres, and shall facilitate initiation, implementation, closure and archiving of projects.

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Enclosure 9
(Refer to TS/BM/32.11.1)

AMENDMENTS PROPOSED IN THE COMPENDIUM OF RULES

Compendium of Rules	Chapter	Para	Proposed amendment
Part 1	VI	6.4	Salary Advance. Employees can avail upto one month advance of basic salary on the approval of the Registrar. The amount will be recovered in 10 equal instalments.
Part II	I	I	<p>I. <u>Duties of Warden</u></p> <p>The Warden of Hostel shall be chosen from the regular faculty member of TERI SAS and perform such duties as are assigned to him/her by the Vice chancellor from time to time and he/she shall function under the overall charge of the Vice Chancellor. In addition to the specific duties assigned by the VC, the Warden shall perform the following functions:</p> <p class="list-item-l1">(i) Keep close contact with the residents and shall pay attention to their health, hygiene and general life in the hostel.</p> <p class="list-item-l1">(ii) responsible for the smooth functioning of the hostels.</p> <p class="list-item-l1">(iii) shall ensure that the residents observe the hostel rules and maintain discipline and decorum and shall promptly report all cases of misbehaviour, indiscipline to competent authority.</p> <p class="list-item-l1">(iv) can impose fines (as assessed by the finance) upon resident-students for any damages.</p> <p class="list-item-l1">(v) will coordinate the proper upkeep and maintenance of hostel area in coordination with Associate Director (Administration).</p>

(DRAFT)
MEMORANDUM OF ASSOCIATION

TERI School of Advanced Studies
(Declared as Deemed to be University under section 3 of the UGC Act)

1. Name, Address and Registration details of the Trust registered for the Deemed to be University
Name of Sponsoring Body: The Energy and Resources Institute (TERI), registered as a society under Societies Registration Act 1860.
Name of the Trust set up by Sponsoring Society: TERI School of Advanced Studies. Established under the Indian Trust Act of 1882 - Regd.No. 2963/IV dated 20 August 1998.
2. Name of the Deemed to be University, its approved constituent units/off-campuses/off-shore campuses
TERI School of Advanced Studies (Deemed to be University) declared as ‘Deemed to be University’ under Section 3 of the UGC Act, 1956
3. Approved constituent units/off-campuses/off-shore campuses with UGC letter/MHRD notification and dates.
MHRD letter No.F.9-19/95-U-3 dated 05 October 1999, refers UGC letter No.F.6-3/97 9CPP-I) dated 09 December 1999, refers.
4. Definitions
4.1 “Act” means the University Grants Commission Act, 1956 [Act 3 of 1956].
4.2 “Campus” means campus of the 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; and includes all the campuses situated in the same territorial jurisdiction.
4.3 “Commission” means the University Grants Commission (UGC) constituted under the Act.
4.4 “Category” means the category of the Deemed to be University under the University Grants Commission (Categorization of Universities (only)for the Grant of Graded Autonomy) Regulations, 2018; and “Category I” and “Category II” shall be construed accordingly.

- 4.5 “Constituent Institution” means an institution operating under the administrative, academic and financial control of the sponsoring body and declared as such under the Notification.
- 4.6 “Constituent Unit” means unit(s) of the Institution existing on the date of submission of proposal to be declared as a Deemed to be University.
- 4.7 “De-novo Institution” means an institution with the focus on teaching and research in unique and ‘emerging areas of knowledge’ so determined by the Commission after a due process.
- 4.8 “Emerging area of knowledge” in the context of *De-Novo* Institutions means such specialized/niche areas of knowledge which are considered desirable and useful and not usually imparted in the country.
- 4.9 “Expert Committee” means a Committee consisting of academics or other experts in the relevant fields of knowledge or practice to be nominated by Chairman of the Commission and include representatives of the Statutory bodies; and there may be as many Expert Committees as the Commission may determine for different purposes.
- 4.10 “Government”, unless the context so specifies, means the Central Government in the Ministry of Human Resource Development allocated with business pertaining to higher education.
- 4.11 “Institution” means an institution of higher education engaged in teaching and research at the undergraduate, post-graduate or higher levels.
- 4.12 “Deemed to be University” means an institution of higher education such as TERI School of Advanced Studies, New Delhi, so declared on the advice of the Commission, by the Government under Section 3 of the Act.
- 4.13 “Necessary Infrastructure” means infrastructure as required under the norms of concerned Statutory Body/Commission.
- 4.14 “Off-Campus centre” means a centre of the Deemed to be University, approved by the Government and situated beyond its Campus within India.
- 4.15 “Off-Shore Campus” means a centre of the Deemed to be University approved by the Government and situated beyond its campus outside India.
- 4.16 “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.
- 4.17 “Notification” means a notification issued by the Government in the Official Gazette declaring an institution of higher education, as a Deemed to be University under Section 3 of the Act.
- 4.18 “Sponsoring body” means The Energy and Resources Institute, New Delhi, a not-for-profit Society.
- 4.19 “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 such as the 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), or any other such regulatory body established under an Act of Parliament.

- 4.20 "Teacher" means a member of the regular faculty at the levels of Professor, or Associate Professor or Assistant Professor, and includes adjunct faculty and faculty on a long-term contract of not less than three years.
- 4.21 "University" means a University defined in the University Grants Commission Act, 1956.
- 4.22 "NAAC" means National Assessment and Accreditation Council.
- 4.23 "NBA" means National Board of Accreditation.
- 4.24 "NIRF" means National Institutional Ranking Framework.

5. Objectives of the Deemed to be University

- 5.1 To provide for higher education leading to excellence and innovations in such branches of knowledge as may be deemed fit, primarily at post-graduate and research degree levels, fully conforming to the concept of University as defined herein.
- 5.2 To engage in areas of specialization with proven ability to make distinctive contributions to the objectives of the higher education system in diverse disciplines.
- 5.3 To provide for high quality teaching and research recognized nationally and globally.
- 5.4 To provide for higher education leading to excellence and innovations in such branches of knowledge as may be deemed fit primarily at post-graduate and research degree levels fully conforming to the concept of university.
- 5.5 To engage in areas of specialization with proven ability to make distinctive contributions to the objectives of higher education system.
- 5.6 To provide for high quality teaching and research and for the advancement of knowledge and its dissemination through various research programmes undertaken in -house by full time faculty/research scholars (PhDs and Post Doctoral) in diverse disciplines.
- 5.7 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.
- 5.8 To provide for research and for the advancement of and dissemination of knowledge.
- 5.9 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,

	<ul style="list-style-type: none"> i. Establishment of and participation in collaborative activities with other educational institutions in and outside the country; ii. To sponsor and organize teaching and training programmes, conferences and seminars on subjects of theoretical or practical relevance to the courses of study; iii. To establish, acquire and mention facilities such as offices, residential accommodation for staff, hostel for students, etc.
6.	<p>Powers and Functions</p> <ul style="list-style-type: none"> i. To promulgate policies and rules for the day to day operation of the deemed University and amend or revoke them from time to time; ii. To establish divisions and departments for the academic work and functions of the deemed University and to allocate areas of study, teaching and research to them as needed; iii. To design and conduct academic and training programmes, courses and research and to provide instruction from time to time as appropriate for the fulfilment of the objectives; iv. To organize outreach activities; extension services and other measures for promotion of university; v. To promulgate fees structure and to demand and receive such fees; vi. To establish norms for admission of students for the programmes/courses conducted by the deemed university; vii. To institute degrees, diplomas and other academic distinctions and confer the same on persons who have satisfactorily qualified the prescribed evaluation criteria; viii. To award academic distinction to distinguished persons from various fields as per laid down procedure; ix. To establish academic, administrative, technical or any other post(s), decide their emoluments, make appointments based on the deemed university human resources policy; x. To appoint persons working in any other university or organization as faculty of the deemed University for specified periods as guest faculty, adjunct faculty, visiting professor and visiting fellows; xi. To institute and award fellowships, including travel fellowship, scholarships, studentships, medals and prizes; xii. To publish publications of any kind in furtherance of the objectives of the deemed University; xiii. To establish, maintain and manage residencies, hostels, buildings, facilities and other infrastructure; xiv. To set up off-campus and off-shore centres in accordance with applicable UGC Regulations and manage them; xv. To take decisions regarding acquisition, management and disposal of any immovable and movable property in accordance with applicable UGC Regulations; xvi. To execute conveyance, re-conveyances, mortgages, leases, bonds, licenses and agreements in respect of property, movable or immovable, belonging to deemed university or to be acquired for the deemed University; xvii. To accept funds from external source, grants, donations, contributions gifts, prizes, scholarship, fees and other moneys as the case may be; xviii. To borrow and raise moneys on bonds, mortgages, promissory notes or other obligations or securities founded or based on any of the properties and assets of

- the deemed University, or without any securities, upon terms and conditions as may be applicable;
- xix. To open account or accounts of the deemed university with anyone or more scheduled banks and to lay down the procedure for operating the same;
 - xx. To invest the funds of the deemed University or money entrusted to the deemed University in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment;
 - xxi. To take all necessary decisions for the smooth and efficient functioning of the deemed university.

7. Corpus Fund

- 7.1 The Deemed University shall maintain a Corpus Fund of Rs.10 Crore permanently in the name of the Deemed to be University by way of irrevocable Government Securities or other forms approved by the Commission.
- 7.2 The interest accrued on the Corpus Fund shall be used only for the purpose of development of the Deemed to be University.

8. Off-campus centres and Off-Shore campuses

- 8.1 Deemed to be Universities in Category-I & Category-II or ranked from 1-50 in the “Universities” category of current NIRF ranking shall be permitted to start new Off-Campus Centre(s), following the procedure mentioned hereunder:
 - 8.1.1 Institutions Deemed to be Universities in Category-I & Category-II or ranked from 1-50 in the “Universities” category of current NIRF ranking shall submit their application to the Government by way of an Affidavit in the prescribed proforma for approval to start an Off-Campus Centre or, for issuance of Letter of Intent for setting up an Off-Campus Centre, as the case may be.
 - 8.1.2 The Government, after such preliminary scrutiny as it may deem fit, of the application containing details of existing or proposed infrastructure facilities, Courses/Programmes of study, Students intake, financing arrangements, shall forward to the application to the Commission for its advice. The Institutions applying for Off-Campus Centre(s), shall have to meet the following stipulations:
 - (i) The teacher student ratio shall not be less than 1:20 with a faculty strength of not less than 25 (twenty five) teachers and a minimum of 500 students on its rolls under the regular class-room mode, of which not less than one third being postgraduate/ research students; and at least 3 Post Graduate Departments with research programmes.
 - (ii) Shall possess such academic and physical infrastructure as may be prescribed by the Commission and/or the relevant statutory bodies.
 - (iii) Shall have a built-up area of not less than 30 sq. mts. per student which shall include academic (academic buildings, library, lecture hall, laboratories, etc.), administrative (hostels, faculty residences, health care), common and recreational facilities.

- 8.1.3 In respect of Institutions Deemed to be Universities in Category -I or ranked from 1-50 in the “Universities” category of current NIRF ranking, there shall be no requirement of physical inspection. The Chairman of the Commission may constitute a Standing Committee to undertake examination of the information furnished by the Institution. The Chairman, on behalf of the Commission, shall forward the advice to the Government within thirty days on receipt of the application taking into consideration the observations of Standing Committee. Category-I Institutions Deemed to be Universities or ranked from 1-50 in the “Universities” category of current NIRF ranking can establish only three off-campuses in a period of five years provided that not more than one campus can be established in one academic year. These off-campuses shall be reviewed by the Commission after a period of five years from the date of Notification by the Government.
- 8.1.4 In respect of Institutions Deemed to be Universities in Category-II, the information provided with the application may be assessed and verified by an Expert Committee, constituted for the purpose by the Commission. The Chairman, on behalf of the Commission, shall forward the advice to the Government within sixty days on receipt of the application taking into consideration the observations of Expert Committee. Category- II Institutions Deemed to be Universities can establish only two off campuses in a period of five years provided that not more than one campus can be established in one academic year. These off-campuses shall be reviewed by the Commission after a period of five years from the date of Notification by the Government.
- 8.1.5 The Government shall, after taking into consideration the advice of the Commission, ordinarily within a further period of fifteen days from the date of receipt of such advice, either issue a notification for starting of off-campus centre(s) or, as the case may be, a Letter of Intent for setting up of new off-Campus centre(s) or reject the proposal stating the reasons thereto. The decision of the Government shall be final and binding.
- 8.1.6 If at any time, the information provided by the applicant Institute is found to be incorrect, the Government may withdraw the approval for starting the off-Campus centre; and in order to protect the interests of students enrolled at such centre, the Institution shall be asked to seek affiliation of the Off-Campus centre to the State/ Central University having territorial jurisdiction. Any information found to be false after due verification shall be liable for criminal prosecution under the Indian Penal Code, 1860, as amended from time to time.

Off-Shore Campus

- 8.2 Institutions Deemed to be Universities in Category-I shall be allowed to start new Off-Shore Campuses with the prior approval of the Ministry of Human Resource Development after receiving NOC from Ministry of External Affairs and Ministry of Home Affairs. Institutions Deemed to be Universities shall maintain the standards similar to their main campus and shall follow similar admission criteria, curriculum,

examination system and evaluation system. All the information about off-shore campus shall be disclosed on the website of the Institution Deemed to be University.

- 8.3 Existing Off-Shore campus will continue to operate provided they have obtained due permissions.

9. **New Courses/Programmes/Departments/School Centre**

- 9.1 Institutions Deemed to be universities in Category-I, Category-II or institutions from 1-50 in “university” category of NIRF ranking may start new Course(s) /Programme(s) /Department(s) / School(s) /Faculty(ies) in any field in their existing campus and approved off-Campus centre(s), with the prior approval of its Board of Management and, also where applicable, the relevant Statutory bodies. Such Institutions shall inform the Commission about starting of a new course/ programme/ department/ school/ centre in its existing main campus and approved off-campus within one month of the grant of approval by the Board of Management of the Deemed to be University and concerned Statutory bodies.

Provided that where the Institutions Deemed to be Universities in receipt of grants in aid or other funds for maintenance from the Central Government or the State Government or its Agencies, prior approval of the appropriate Government shall also be required.

- 9.2 Institutions Deemed to be universities, other than those referred to in clause 8.01 herein above, shall start new Course(s)/Programme(s) /Department(s) /School(s)/Faculty(ies) in allied field only in their existing Campus and approved off-Campus centre(s) only after obtaining permission from its Board of Management and, also where applicable, the relevant Statutory bodies. In case of starting of new Course(s)/ Programme(s)/ Department(s) / School(s) / Faculty(ies) in other than allied fields, prior approval of the Commission shall be required in addition to approval from the relevant statutory bodies. The Commission shall convey its decision either for approval or rejection as the case may be, within sixty days of receipt of the application from the institution.

10. **Monitoring the performance of the Deemed to be University**

- 10.1 It shall be the responsibility of the Commission to monitor, annually, the performance and academic outcomes of all institutions Deemed to be universities, based on public disclosures on performance parameters, namely:
- a) The graduate outcomes shall be such that a minimum of 50% of the graduating students secure access to employment/self-employment or engage themselves in pursuit of higher education;
 - b) Promote linkage of the students with the society/industry such that at least two-third of the students engage in socially productive activities during their period of study in the institutions;
 - c) Train the students in essential professional skills such as teamwork, communication skills, leadership skills, time-management skills, soft skills, etc; and inculcate a spirit of innovation/entrepreneurship and critical thinking among the students and promote avenues for display of these talents;
 - d) The teacher student ratio shall not be less than 1:20 and ensure that not more than 10% of the sanctioned posts of teachers is vacant at any point of time;

- e) Conduct induction programmes for students;
- f) Adopt Learning-outcome based curriculum framework (LOCF)and revise curriculum at regular intervals;
- g) Use Information Communication Technology (ICT) based learning tools for effective teaching learning processes;
- h) Choice Based Credit System (CBCS), Academic flexibility for interdisciplinary learning
- i) Examination Reforms to ensure that the student assessment is based on understanding of the concepts, and application thereof;
- j) Ensure that at least half of the students passing out appear for examinations such as GATE/JAM/UGC-NET, and at least half of those appearing qualify;
- k) Tracking of the student progress after completion of course;
- l) Ensure that all new teachers, immediately after recruitment, are put through an induction course imparting pedagogical aspects;
- m) All existing teachers shall be placed through an annual refresher training;
- n) Compulsory participation in the NIRF ranking;
- o) National level merit-based admission process.
- p) Effective implementation of measures for quality improvement as per the quality mandate of UGC.
- q) To ensure not to start or run any professional courses governed by specific Acts of parliament, except with the prior and specific approval of the authority constituted thereunder as well as in conformity with the Clause 8 of these Regulations.
- r) To submit the type of courses those are being offered latest by 30th April every year. The details to be provided are – year, department, courses offered, whether the course is professional or general, approval of the statutory council, approval of the UGC, student intake, actual number of students enrolled, etc
- s) To adhere to these regulations and other rules / regulations/ directions issued by the UGC and relevant statutory bodies from time to time.
- t) Every year on completion of the admissions, the Deemed to be University shall upload all the data on its website.

10.2 The Commission shall decide on the physical verification of an Institution Deemed to be University or constitute teams for such verification only on receipt of complaints against the accuracy and veracity of the information placed on the website of the institution in respect of the parameters referred in UGC regulations.

11. Governance

11.1 The Deemed to be University is registered as a not-for-profit Trust under the Public Trust Act. The sponsoring body of the Deemed to be University has formed the Trust for the Deemed to be University. The sponsoring body is exempted from transferring of its moveable and immoveable assets to the created Trust, if such sponsoring body provides Notarized Affidavit to the effect that the entire moveable and immoveable assets allocated to the Institution Deemed to be University shall not be leased or otherwise disposed off without the prior permission of the Commission, and also that all expansion in the future shall be undertaken by the Society /Trust /Company exclusively established for Deemed to be University.

The sponsoring body shall make available the infrastructure for operating the Deemed to be University without any rental or other such charges.

<p>11.2 All moveable and immovable assets of the institutions shall be used only for the purpose of conducting academic activities, promotion of research and related administrative requirements of the Institution Deemed to be University.</p> <p>11.3 The highest governing body of the Institution Deemed to be University shall be a Board of Management to be headed by the Vice Chancellor and consisting of not less than 10 and not more than 15 members.</p> <p>11.4 The Board of Management of the institution shall be independent of the sponsoring body with full autonomy to discharge its academic and administrative responsibilities.</p>
<p>12. Composition of the Board of Management</p> <p>12.1 The composition of Board of Management shall be as under: -</p> <ul style="list-style-type: none"> i) Vice-Chancellor.....Chairperson; ii) Pro Vice-Chancellor (wherever applicable), iii) Two Deans of Faculties of the Deemed to be University, to be appointed by rotation based on inter-se seniority; iv) Three eminent academics, who shall have functioned at the rank of Professor, to be appointed by the Chancellor from among persons unconnected with the Deemed to be University as well as the Sponsoring body; v) One representative of the Central Government or the State Government, as the case may be, where the Deemed to be University is controlled and managed by such Government or is receiving grants directly or indirectly of a minimum of 50% of the average expenditure of three previous years, who shall be an eminent academic not below the rank of Professor - in respect of all other Deemed to be universities, the UGC shall nominate a representative from a panel of names selected through a process approved by the Commission; vi) Two teachers of the Deemed to be University, one each from among the cadres of Professors and Associate Professors, to be appointed by rotation based on inter-se seniority; vii) Nominees of the Sponsoring body, not exceeding Four in number; viii) The Registrar, who shall be ex officio Secretary of the Board of Management.
<p>13. Tenure of the members of the Board of Management</p> <p>13.1 All the members of the Board of Management, other than the ex-officio members and teachers, shall hold office for a term of three years from the date of first appointment and shall be eligible for reappointment.</p> <p>13.2 Members of the Board of Management appointed from among teachers shall hold office for a period of two years or till such time as they cease to be teachers of the Deemed to be University, whichever is earlier.</p>
<p>14. Powers and Limitations of the Board of Management</p> <p>14.1 The Board of Management shall be the principal organ of management and the apex executive body of the Deemed to be University, with powers to make rules of the Deemed to be University.</p> <p>14.2 The Board of Management shall be the final decision-making body of the Institute in respect of every matter of the Deemed to be University, including in the academic, administrative, personnel, financial, developmental matters.</p>

14.3 The Board of Management shall not infringe upon the powers of the respective authorities provided under these Regulations; and where any authority has been given advisory /recommendatory powers, the Board of Management shall obtain advice /recommendations from such authority, before deciding on any matter before it.

15. Meetings of the Board of Management:

- i) The Board of Management shall meet at least four times a year, with not less than 15 days' notice being given before every meeting of the Board of Management.
- ii) Attendance by more than one-half of the total number of members of Board of Management shall form the quorum for a meeting.
- iii) In the absence of the Vice-Chancellor, the Pro-Vice Chancellor shall preside over the meeting; and where there be no Pro Vice Chancellor in the Deemed to be University, a member chosen by the other members present, shall preside over the meeting.
- iv) Every member of the Board of Management, including its Chairperson, shall have one vote and decisions at the meetings of the Board shall be taken by simple majority; and in case of a tie, the Chairperson shall have a casting vote.
- v) Any business, which it may be necessary for the Board of Management to perform, may be carried out by circulation amongst its members.
- vi) A copy of the proceedings of each meeting shall be furnished to the Chancellor of the Deemed to be University as soon as maybe possible after the meeting.

16. Termination of Membership of the Board of Management

If a member other than the Vice- Chancellor, and those representing the teachers, accepts a fulltime appointment in the Deemed to be University or does not attend three consecutive meetings of the Board of Management, without proper leave of absence, such member shall cease to be a member of the Board of Management.

17. 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/faculty or to a Committee of officers/faculties of the Deemed to be University, such powers as it may deem fit, subject to the condition that the action taken by the Vice Chancellor or the officer/faculty, or the Committee in the exercise of the powers so delegated, shall be reported at the next meeting of the Board of Management.

18. Composition of the Academic Council

The Academic Council shall be the principal academic body of the 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, coordination of research activities, examinations and tests conducted by the Deemed to be University; and shall exercise such powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules of the institution. The composition of the Academic Council shall be as under:

- i. Vice Chancellor Chairperson;

- ii. Pro Vice-Chancellor (wherever applicable);
- iii. Dean(s) of Faculties;
- iv. Heads of the Departments;
- v. (**To be deleted.... Ten**) All Professors, other than the Heads of the Departments, by rotation based on inter-se seniority;
- vi. Two Associate Professors from the Departments, other than the Heads of the Departments, by rotation based on inter-se seniority;
- vii. Two Assistant Professors from the Departments by rotation based on inter-se seniority;
- viii. Three persons from amongst educationists of repute or persons from any other field related to the activities of the Deemed to be University who are not in the service of the Deemed to be University, nominated by the Vice-Chancellor;
- ix. Three persons who are not teachers, co-opted by the Academic Council for their specialized knowledge
- x. The Registrar, who shall be ex officio the Secretary of the Academic Council

Note: The representation of different categories shall be only through rotation and not through election. The term of members, other than the ex-officio members, shall be two years. The Controller of Examination shall be the permanent invitee to the meetings of the Academic Council.

19. 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 appropriate action thereon;
- ii. To exercise general supervision over all academic work of the Deemed to be University and to give direction regarding methods of instruction, evaluation, and improvements in academic standards;
- iii. To promote research within the Deemed to be University, and to acquire reports on such researches from time to time;
- iv. To prescribe courses /programmes of study leading to degree and diploma of the 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 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 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 to perform such other duties, as may be conferred or imposed upon it by the Rules.

20. 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 with not less than 15 days' notice being given before every 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.
- iii. Each member, including its Chairman, shall have one vote and decisions at the meetings of the Academic Council shall be taken by simple majority; and in case of a tie, the Chairman shall have a casting vote.
- iv. 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.

21. Planning & Monitoring Board:

- i. The Planning & Monitoring Board shall be the principal Planning Body of the Deemed to be University and shall be responsible for the monitoring of the development programmes of the Deemed to be University.
- ii. The Vice-Chancellor and the Registrar shall be the Chairman and the Secretary, respectively, of the Planning & Monitoring Board, which may include seven members, internal to the Deemed to be University, and three experts of eminence from outside the institution.
- iii. The constitution, powers and functions of the Planning & Monitoring Board shall be prescribed by the Rules.
- iv. The Planning & Monitoring Board shall 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 Deemed to be University.
- v. The recommendations of the Planning & Monitoring Board shall be placed before the Board of Management for consideration and approval.

22. Composition of the Finance Committee

The composition of Finance Committee shall be as under:

- i. Vice Chancellor – Chairperson;
- ii. Pro Vice-Chancellor (wherever applicable);

- iii. One person nominated by the Society/Trust/Company;
- iv. Two nominees of the Board of Management, one of whom shall be a member of the Board;
- v. One representative of Central Government not below the rank of Joint Secretary or his representative to the Government of India, in case the institution is controlled and managed by Central Government or is receiving grants more than or equal to 50% of its expenditure (based on average of previous three year account) from the Central Government directly or through its Agencies; and in all other Deemed to be universities, the Commission shall nominate a representative from a panel of names selected through a process approved by the Commission;
- vi. One representative of the State Government, in case the Deemed to be University is receiving grants from the State Government;
- vii. Finance Officer- Secretary ex officio

23. Tenure of members of the Finance Committee

All members of the Finance Committee other than ex-officio members shall hold office for a term of three years from the date of first appointment.

24. Powers and Functions of the Finance Committee:

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

Note: No expenditure other than that provided in the budget shall be incurred by the Deemed to be University without the approval of the Finance Committee.

25. 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. Four members shall constitute the quorum for the meeting.

26. Board of Studies:

There shall be one Board of Studies for each Department of the Deemed to be University. The composition of Board of Studies of each faculty/ Department shall be as under:

- 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 based on inter-se seniority;
- iv. Two Assistant Professors of the faculty/Department by rotation based on inter-se seniority;
- v. Not more than 2 persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned.

Note: The powers and functions of the Board of Studies shall be prescribed by the Rules of the Deemed to be University.

27. Selection Committee:

- i. There shall be one or more Selection Committees constituted, for making recommendations to the Board of Management for appointment to the post of Professors, Associate Professors, Assistant 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), 2018, as amended from time to time.
- ii. The meetings of the Selection Committees shall be convened, as and when necessary, by the Chairperson of each Selection Committee.
- iii. Four members of the Selection Committee, of which at least two shall be experts, shall form the quorum.

28. Miscellaneous matters pertaining to authorities

- i. If any question arises, as to 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 Deemed to be University, the matter shall be referred to the Chancellor, whose decision thereon shall be final and binding.
- ii. 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 Chairperson of the Board of Management, as the case may be.
- iii. Sudden vacancies among the members of any authority or any Committee of the Deemed to be University shall be filled by the respective authority, as soon as may be, and within a period of six months.
- iv. A person shall be disqualified for being chosen as, and for being, a member of any of the authorities of the Deemed to be University:
 - a) if he/she is of unsound mind
 - b) if he/she is an un-discharged insolvent
 - c) if he/she has been convicted by a court of law for an offence involving moral turpitude.
 - d) if he/she has not been appointed as per the provisions of these Regulations.

Note: If any question arises as to whether a person is or has been subjected to any disqualifications mentioned above, the question shall be referred for decision to the Chancellor, whose decision shall be final and binding.

29. Chancellor

- i. The Deemed to be University shall have a Chancellor who shall, when present, preside over the convocations of the Deemed to be University but shall not be the Chief Executive Officer.

- ii. The Chancellor, who shall be appointed by the sponsoring body, shall hold office for a period of 5 years from the date of first assuming office, and shall be eligible for reappointment for one more term.
- iii. 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 Deemed to be University.

30. Pro-Chancellor

The Sponsoring body of the Deemed to be University may also appoint a person as a Pro Chancellor, whose role would be limited to carrying out the tasks assigned to the Chancellor in these Regulations, when the latter is not available for carrying out the same. The Pro Chancellor, if so appointed, shall hold office for a period co-terminus with that of the Chancellor.

31. Vice Chancellor

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

B. The qualifications of the Vice-Chancellor shall be 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), 2018, as amended from time to time.

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

- i. Where control of the management of the 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. Where the financial assistance, by way of grants in aid or otherwise, to the Deemed to be University by the Central Government or by its Agencies is more than or equal to 50% of its expenditure (based on average of previous three year accounts) the composition of Search-cum-Selection-Committee shall be as under:
 - a) A nominee of Chancellor, who shall be a reputed academician as the Chairperson of the Committee;
 - b) A nominee of the Central Government, who shall be an academic of eminence; and,
 - c) An academician, with not less than 10 years' service as Professor, nominated by the Board of Management
- iii. Where the financial assistance, by way of grants in aid or otherwise, is less than 50% of its expenditure (based on average of previous three year accounts), the composition of Search cum-Selection Committee shall be as under:
 - a) A nominee of the Chancellor, who shall be a reputed academician as the Chairperson of the Committee
 - b) A nominee of the Chairman, University Grants Commission

c) An academician, with not less than 10 year service as Professor, nominated by the Board of Management

32. Tenure of Vice-Chancellor:

i. The Vice-Chancellor shall hold office for a term of 5 years from the date of assuming office, and shall be eligible for reappointment for a second term;

Provided that in no case shall the person appointed as Vice Chancellor hold office beyond the age of 70 years;

Provided further that notwithstanding the expiry of the period of 5 years, the Vice Chancellor may continue in office for not more than six months or till the successor is appointed and the latter assumes office, whichever, is earlier.

ii. Where the office of the Vice-Chancellor falls 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 may be.

33. Powers of the Vice-Chancellor

i. The Vice-Chancellor shall be the Principal Executive Officer of the Deemed to be University and shall exercise general supervision and control over its affairs and shall be mainly responsible for implementation of the decisions of all its authorities.

ii. The Vice-Chancellor shall be the Ex-officio Chairperson of the Board of Management, the Academic Council, the Finance Committee, the Planning & 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 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, exercise any power conferred upon any authority of the Deemed to be University under these Regulations and Rules of the Deemed to be University, 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 relevant authority mentioned in Clause (ii) herein 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 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 matter 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 these Regulations and Rules of the 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 Deemed to be University shall be vested in the Vice-Chancellor.
- vii. The Vice-Chancellor shall exercise all other powers as may be delegated to him/her by the Board of Management.
- viii. The Vice-Chancellor shall have the power to re-delegate some of his/her powers to any of his/her subordinate officers with the concurrence and approval of the Board of Management.
- ix. The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by these Regulations, Rules and Bye-Laws of the Deemed to be University.

34. Removal of Vice-Chancellor

- i. Where there are reasons to believe that the Vice-Chancellor of the Deemed to be University does not possess the qualification as required under these Regulations and also under 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, 2018, as amended from time to time or is not appointed as per the procedure stipulated in these Regulations or has committed any financial/administrative impropriety, the Chairman of Commission shall constitute a committee consisting of academic, administrative or financial experts to enquire into the matter.
- ii. Where the report of the Enquiry Committee confirms the ineligibility, or procedural violations, or impropriety, as the case may be, the Commission shall direct the Chancellor to remove the Vice Chancellor after following the due process;

Provided that, in respect of Vice Chancellors of Deemed to be universities managed and controlled by the Central Government or State Government, the Commission shall convey its advice regarding removal of Vice-Chancellor to the relevant Ministry of the Central Government or the State Government, as the case may be.

35. Pro Vice-Chancellor

- i. The post of the Pro Vice-Chancellor may be created in the Deemed to be University by the Board of Management;

Provided that in respect of institutions managed and controlled by Central Government or State Government the prior approval of the appropriate Government shall be obtained before creating the post.

- 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
- iv. The Pro Vice-Chancellor shall have the powers and duties as prescribed by Rules of the Deemed to be University.

36. Registrar

- i. The Registrar shall be a whole time salaried officer of the 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; and,
 - d) One expert, not being an employee of the Deemed to be University, to be appointed by the Board of Management.
- ii. The emoluments and other terms and conditions of service of the Registrar shall be as prescribed by Rules of the Deemed to be University.
- iii. When the office of the Registrar is vacant or when the Registrar is on leave or absent due to any other reasons, 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 and 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 the duties of the Registrar: -
- a) To be the custodian of the records and the funds and such other property of the Deemed to be University as the Board of Management may commit to his/her charge;
 - b) To conduct the official correspondence on behalf of the authorities of the Deemed to be university;
 - c) To issue notices convening meetings of the authorities of the Deemed to be University and all Committees and sub-Committees appointed by any of these authorities;
 - d) To maintain the minutes of the meetings of all the authorities of the Deemed to be University and of all the Committees and sub-Committees appointed by any of these authorities;
 - e) To make arrangements for the examinations conducted by the Deemed to be University;
 - f) To represent the Deemed to be University in suits or proceedings by or against the Deemed to be University, sign powers of attorney and perform pleadings or depute his/her representatives for this purpose;
 - g) To enter into agreement, sign documents and authenticate records on behalf of the Deemed to be University;
 - h) 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 Deemed to be University;
 - i) To perform such other duties as may be specified in the Rules of the Deemed to be University, or as may be assigned by the Board of management or the Vice-Chancellor from time to time.

37. Finance Officer

- i. The Finance Officer shall be a whole time salaried officer of the 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 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 account 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 Deemed to be University, subject to the control of Board of Management.

38. 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 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 complied with.
- iv. The Controller of Examinations shall be a permanent invitee to the Academic Council.

39. Dean

The Departments dealing with allied subjects could be grouped into faculties, and every faculty may be headed by a Dean.

40. Head of the Department

- i. There shall be a Head of the Department for each of the Departments in the Deemed to be University who shall be appointed by the Vice-Chancellor from amongst the Professors of the Department.

Provided 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 the Head of the Department shall normally be 3 years and he/ she shall be eligible for reappointment 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 Rules of the Deemed to be University.

Notwithstanding anything contained in these Regulations, the governance system and management structure of the Deemed to be University managed and controlled by the Central Government or the State Government shall be in accordance with the decision of the appropriate Government.

41. Admissions and Fees Structure

- 41.1 The 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) which is a capitation fee or donation in whatever nomenclature or form, either directly or indirectly

(b) other than such fee or charges for such admission, which has been declared by it in the prospectus for admission against any such seat, and on the website of the institution,

(c) more than the fee prescribed by the fee committee constituted as per fee regulations issued by the Commission.

(d) without a proper receipt in writing issued for such payment to the student admitted in such institution.

41.2 (1) The 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.

(2) The Deemed to be University shall be abided by UGC notification regarding refund of fees and non-retention of original certificate as amended time to time.

41.3 Admission of students to the Deemed to be University, public or private, shall be strictly based on merit in the entrance exam prescribed by the appropriate statutory authority and in the manner specified in the prospectus, in case no entrance exam has been prescribed.

41.4 The Deemed to be University shall maintain the records of the entire process of selection of candidates, exhibit such records on its website, and preserve such records for a minimum period of five years.

41.5 Before the expiry of sixty days prior to the commencement of admission to any of its courses or programmes of study, the Deemed to be University shall publish and upload on its website (in the form of an affidavit) its prospectus containing *inter alia*, the following:

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 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;

v. 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;

vi. 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 University Grants Commission Act, 1956 or any other law for the time being in force.

41.6 The Deemed to be University shall retain from the candidates seeking admission any original certificates of school leaving examinations, or degree or any other award; and shall, after due verification with the original certificates, retain only copies of such certificates self-attested by the candidates for its records.

42. The Deemed to be University open to all

42.1 Admission and employment in the Deemed to be University shall be open to all citizens of India regardless of religion, race, caste, sex, place of birth or residence.

42.2 All policies and procedures, in matters of admission and employment as applicable to the university level public and privately funded institutions respectively, shall apply to the appropriate category of Deemed to be universities.

43. The Deemed to be University to be unitary

The Deemed to be University shall be unitary in nature and shall not affiliate any other institution nor shall add any constituent institutions.

44. *Reservation Policy*

Institution Deemed to be University shall implement the policy on reservations in admissions and recruitment, in accordance with provisions of the Constitution of India and any Act of Parliament for the time being in force and disclose all such information on its website.

45. Distance Education

The Deemed to be Universities may offer courses in the Open, Distance Learning / On Line mode in accordance with the UGC (Open and Distance Learning) Regulations, 2017, and UGC (Online Courses or Programs) Regulations 2018 as amended from time to time.

Provided that the Deemed to be University, which are already offering programmes of study, with the approval of the Commission, through the Open and Distance Learning mode, shall be permitted to continue such programmes subject to further approval by the Commission.

46. Power to conduct enquiry and consequences of violation of Regulations

46.1 Where the Government or the Commission, as the case may be, receives information by way of a complaint or otherwise, that the Deemed to be University has violated any of the provisions of these Regulations, it shall cause to conduct an enquiry into the facts of such information after issuing a notice to the said effect to the Deemed to be University.

46.2 The Commission may also cause an inspection, to be made by persons of eminence and integrity; being experts in matters of academics, administration and finance; regarding academic outcomes or any matter connected with the administration or finances of the Deemed to be University for the purpose of the enquiry.

46.3 Based on the enquiry or through regular inspections mentioned in these Regulations, if the Government or the Commission, as the case may be, is satisfied that these Regulations have been violated, the Deemed to be University shall be subjected to such action as provided in these Regulations, after a reasonable opportunity has been given to the institution to present its case.

46.4 Where the Deemed to be University is found to have violated the provision(s) of these Regulations, it may be subjected to one or more of the following action(s) :

- A. Violations leading to issuance of unapproved degrees:**
- i. Punishment under Section 24 of the University Grants Commission, 1956.
 - ii. Barring from any expansion in terms of diversification to new Courses/ Programmes of study/ Department(s) and Off-Campus(es) / Constituent Institution(s)/ Off-Shore Campuses, for a limited period.
 - iii. Reducing the intake capacity in student enrolment in a specific course(s) or in all courses, for a limited period or in perpetuity.
 - iv. Barring from admission of students for a limited period or in perpetuity in a specific course(s) or all courses.
 - v. Closure of the Courses / Programmes of study / Department(s) and Off-Campus(es)/ Constituent Institution(s) / Off-Shore Campuses.
 - vi. Withdrawal of the notification of declaration as the Deemed to be University.
- B. Violations leading to non-adherence of the Regulations:**
- i. Where any deficiencies in complying with the provisions of these Regulations come to the notice of the Commission, it shall issue a warning in that regard to the Deemed to be University requiring rectification within a reasonable time; and, failure to take remedial action within the said period shall attract punishments provided under these Regulations.
- Provided that any punishment awarded to the Deemed to be university shall be without detriment to the interests of the students.
- ii. Vice-Chancellor of the Deemed to be University may be removed as per the procedure laid down in relevant Clause of these Regulations.
 - iii. Repeated violations of the provisions of these regulations shall attract action(s) mentioned in Clause 16.05A, herein above.

47. Funds, Accounts, Audits and Annual Report

- i. The books of accounts of the Deemed to be University shall be maintained, managed and operated in the name of the Deemed to be University and not in the name of the sponsoring body or any other; and, shall be kept in such form as may be laid down by the Board of Management and conform to the rules, if any, prescribed in this regard by the Commission.
- ii. Funds shall not be diverted at any time from the accounts of the Deemed to be University to any other accounts, including to the accounts of the Sponsoring body.
- iii. The Deemed to be University shall get its books of accounts audited, annually and at such other frequency as shall be prescribed by the Commission, separately published and uploaded on the website of the Institution; and if such institution is funded by Central or State Government or through its agencies fully or partially, then the accounts of such Deemed to be University shall be open for examination by the Controller and Auditor General of India; accounts of the Deemed to be University shall also, where required, be open for inspection by the Commission.
- iv. The annual financial statements and accounts shall be audited by a qualified professional, being a Member or Fellow of the Institute of Chartered Accountants of India, to be appointed by the Deemed to be University.

Provided that, the Commission may, on receipt of information in regard to financial impropriety or embezzlement or illegal diversion of funds from the accounts of the Deemed to be University; or of fees being collected against the provision of the

regulations, issue a notice directing the Deemed to be University to show cause as to why an inspection, including a forensic audit, not be ordered in respect of the complaint, and after providing a reasonable opportunity to the respondent institution, the Commission may on being satisfied that there were sufficient grounds to proceed further, cause an inspection by a team of the Commission and also direct a forensic audit to be undertaken by a qualified Member or Fellow of the Institute of Chartered Accountants of India; the report of and the inspection team and the forensic audit report taken together shall form the basis for the Commission to take further action, as it may be Deemed fit, under these Regulations.

v. Annual Reports and the Audit Reports shall be submitted by the Deemed to be University to the Commission within nine months of the closure of the accounting year.

48. Miscellaneous

- i. The Deemed to be University shall mention the name with location of campus/off campus/off-shore campus/ constituent unit/Constituent institution on the degree, diploma, certificate, or any other qualification awarded to students on its rolls.
- ii. The Deemed to be University shall, as soon as may be, after the completion of the academic programme, and in no case later than 180 days from the date of such completion, ensure that the degree, diploma, certificate, or any other qualification in respect of the programme of studies, is awarded and made available to students.
- iii. The Deemed to be University shall at any time enter into any franchise agreement or arrangement, either overtly or covertly, with any individual or organization for establishing, maintaining or operating the off-Campus/off-shore campus/constituent unit(s) / constituent institution/course/ programme of study/ department/ school/ faculty of the Deemed to be University.
- iv. While every effort shall be made by the Government or the Commission, as the case may be, in respect of disposal of applications received from Sponsoring bodies or the Deemed to be University within the prescribed time limit, if any, such applications shall not be Deemed to have been disposed off owing merely to the fact that such time limit has been exceeded; the applicant shall, however, be at liberty to remind the Government or the Commission, as the case may be.
- v. The income and property of the Deemed to be University shall be utilized solely for promoting the objectives of the Deemed to be University
- vi. The Commission shall have the powers to issue directions to the Deemed to be University for implementation of any public policy of the Government or in respect of any law in force, including appropriate directions in case of any violation of any law or policy by the Deemed to be University.
- vii. All expenditure incurred on the processing of application for granting Deemed to be University status, starting of off-campus/off-shore campus/constituent institution, etc. including all inspections by the Expert Committee shall be borne by the Commission; and any expenditure incurred directly or indirectly by the Sponsoring body or the Deemed to be University, as the case may be, on or in connection with the visit of any inspection team of the Commission shall be Deemed to be a violation of these Regulations and proceeded with accordingly.

- viii. No portion of the income and property of the 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 Deemed to be University or to any of them 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 Deemed to be University or for travelling or other allowances and such other charges.
- ix. The Government, in consultation with the Commission, shall have powers to impose such other condition(s), not inconsistent with these Regulations, in the Letter of Intent or Notification, and the same shall be binding on the Deemed to be University.
- x. The Deemed to be University shall, in order to comply with the relevant UGC norms, provide for the following, namely:
 - a) Anti Ragging Cell
 - b) Anti discrimination Cell
 - c) Gender Sensitization Cell
 - d) Grievance Redressal Cell
 - e) Internal Complaints Committee for prevention of Sexual Harassment
 - f) Barrier Free access to persons with disabilities to all its facilities
- xi. Where, the Deemed to be University wishes to surrender its status of 'Deemed to be University', it may do so with the prior permission of the Government; and similarly, withdrawal of any Constituent Unit(s) of the Deemed to be University from the purview of the Deemed to be University, shall require the Sponsoring body to take the prior permission of the Government. Provided that such surrender or withdrawal, as the case may be, shall take effect only after the last batch of students on the rolls of the Deemed to be University or its Constituent Unit(s), as the case may be, have been accorded opportunity to qualify for the completion of the programme of study and award of degree.
- xii. In the event of conflict of opinion with regard to interpretation of these Regulations, the opinion of the Commission shall be final.

49. Legal Proceedings

- (1) For the purpose of Section 6 of the Societies Registration Act, 1860, the person in whose name the Deemed to be University may sue or be sued shall be the Registrar, who shall have the power to enter into agreements, sign documents and authenticate records on behalf of the Deemed to be University, and shall exercise such powers and perform such duties, as may be prescribed by these Regulations.
- (2) No suit or legal proceedings shall lie against the Government, or the Commission, or the Deemed to be University, or an Officer of the Deemed to be University, or a member of the authority of the Deemed to be University, in respect of anything done or purported or intended to be done in pursuance of any of these Regulations.

50. Removal of Difficulty

UGC reserves the right to remove difficulty/ies in the course of implementation of these regulations in consultation with the Government of India, Ministry of Human Resource Development.

