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

MINUTES OF THE THIRTY FIFTH MEETING OF THE BOARD OF MANAGEMENT

The Thirty-Fifth meeting of the Board of Management was held on 29 July 2020 at 14:00 hours online on Microsoft team platform. The following were present:-

PRESENT:

Members
Professor Manipadma Datta, Chairperson
Professor George John
Professor Bhim Singh
Dr Nimmi Singh
Dr V P Singh
Professor E Somanathan
Mr R R Rashmi
Professor Atul Kumar
Professor Shaleen Singhal
Professor Ramakrishnan Sitaraman
Dr Vishnu Konoorayar
Captain Pradeep Padhy (Retd.) Secretary

Special Invitees
Dr Ajay Mathur
Professor Anandita Singh
Dr Nandan Nawn
Dr Manish Kumar Shrivastava
Mr Dhanraj Singh

Leave of absence: Dr Sachin Chaturvedi.

The Chair welcomed Prof. E Somanathan, Dr V P Singh, Mr RR Rashmi who joined the Board meeting for the first time. He introduced the members by sharing their brief bio-profile and hoped that the TERI School of Advanced Studies would be benefitted by their huge experience and wisdom through this association. He also welcomed Professor Shaleen Singhal, Dean (Research and Relationships), who was joining this meeting for the first time after his assumption of the post.

Item No.1: To confirm the minutes of the Thirty Fourth meeting of the Board of Management held on 23 December 2019. The Registrar informed that the minutes of the Thirty Fourth meeting of the Board of Management held on 23 December 2019 were circulated to the members of the Board and comments received from members have been incorporated and the minutes recirculated. The Board may, consider confirming the draft minutes.

TS/BM/35.1.1 The Board resolved that the minutes of the 34th meeting of the Board of Management held on December 23, 2019 be confirmed.

Matters for information: -

Item no. 2(a) Actions taken during Closure of TERI SAS Campus due to COVID-19 Pandemic. The Registrar informed that in pursuance of the relevant Govt Directives, TERI School of Advanced Studies took the following steps for the safety and wellbeing of all:-

(i) All regular classes were suspended w.e.f. 13 March 2020 and online classes were launched wef 16 March 2020. The online mode ensured near-zero loss of teaching days. The Microsoft Teams platform was widely used for all official meetings and academic activities. Feedbacks on online lectures were obtained, the insight on positive and negative aspects received were shared with stakeholders to identify areas for improvement. All residents vacated Hostels by 19 March 2020 and work from home for all employees was made mandatory from the same date. TERI SAS was completely closed w.e.f. 25 March 2020 and remains so for all academic activities as per GoI/MHA guidelines.

(ii) Periodic advisories on physical well-being and mental health were issued to students and faculty based on MoH&FW and UGC/AICTE directives/instructions. The telephone number of the TERI SAS Counsellor was shared with students for any immediate consultations. WhatsApp groups of staff were used to circulate vital information under administration of senior colleagues. In addition, TERI SAS institutionalised set-up for providing individual mentorship to students through Mentor-Mentee framework was extensively used to address issues. As directed by UGC, Grievance Cells on COVID-19 had been established in various departments/centre at TERI SAS w.e.f. 18 May 2020.

(iii) The ICT initiatives of MHRD and UGC towards learning and development including several online resource material were shared with students. As directed by AICTE a report on the study in pandemic response was carried out by faculty member and students in 4 villages in Gurugram District of Haryana and the report shared with AICTE. The Institute Innovation Cell (IIC) actively monitored the MHRD driven activities. Students were encouraged to participate in the "Bharat Padhe Online" campaign. Being a very small campus and there being no residential facility, where 100% of employees stay outside the campus in the NCR area, it was informed to the statutory bodies about the limitations of using the facility for any specific purpose during lockdown period.

(iv) Academic and Admission calendars were revised as per UGC/AICTE directives and academic as well as examinations and class promotion activities were conducted through revised processes. The revised process so adopted were informed to the Academic Council at its 48th meeting held on 16 July 2020 for ratification.

(v) TERI SAS promulgated a comprehensive Standard Operating Procedure to deal with the situation arising out of the Pandemic (Enclosure 1). The SoPs would be regularly updated considering, the regulations and guidelines promulgated by Government of India (MHA / MHRD / MoH & FW / UGC / AICTE) and Government of NCT of Delhi on the COVID-19 pandemic from time to time. This would be a continuous, evolving process throughout the duration of the pandemic.

The Board noted various action taken by TERI SAS.

Item no. 2(b) Hyderabad Campus. The Registrar informed the following with respect to Hyderabad Campus:-

(i) The Chancellor had constituted a Committee consisting of the Vice Chancellor TERI SAS, DG, TERI and Registrar of TERI SAS, to look into the issue with the Hyderabad land, and its future disposition. A report on the same was shared by the DG TERI with members of the Board vide his email dated 17 March 2020. Registrar placed a copy of the report circulated to the members (Enclosure 2).

(ii) The Chancellor had constituted a Hyderabad Campus Planning and Development Committee (HCPDC) consisting of Director General TERI, One Trustee of TERI SAS Trust and Registrar TERI SAS under the Chair of the Vice Chancellor TERI SAS and Co-Chairmanship of Mr Suresh Chukkapalli. Chairman Emeritus, Phoenix Group, Hyderabad. He placed a copy of the order circulated to the members (Enclosure 3). Mr Rashmi enquired if TERI School of Advanced Studies had entered into a contract with Phoenix Group and what were its terms of engagement. The Chair informed that since Phoenix group had expertise in construction, they were therefore providing active support in evaluation of requirements and completion of the civil and MEP works and there had been no formal contract signed as yet and once the collaboration is finalized, terms of the agreement would be shared with the members. On query from Dr Ramakrishnan whether the title of land in Hyderabad had been recorded in in favor of TERI School of Advanced Studies, the Chair clarified that the legal status of the land is that title to the land is held by TERI, but the “patta“were in the name of TERI University and due action were being taken to get it changed to TERI School of Advanced Studies.

(iii) The GHMC intimated that the existing structures at Hyderabad Campus were to be relocated in view of their proposed plan to construct a Road along the Campus. A meeting conducted under the Chair of the Chancellor decided to request GHMC, Hyderabad to retain the original Govt promulgated plan to prevent damage to approved and built structures on the campus land. As response, the GHMC had intimated that the proposed road would be constructed and minimum demolition of the built Infrastructure ensured and structures likely to get damaged during the construction would be relocated.

The Board noted the matter.

Item no. 2(c) MoUs Signed. The Registrar informed that the following MoUs had been signed by TERI School of Advanced Studies:-

(i) MoU with Linnaeus University, Sweden on 14 February 2020. Areas of cooperation agreed were academic cooperation, faculty visit and exchanges, student visits, admin staff exchanges etc.

(ii) MoU with Mahindra & Mahindra Ltd. on 19 February 2020. Areas of cooperation agreed were exchange of faculty members, students, joint research proposals, collaborative programmes, promote research and innovation, curriculum design, skill development programmes, etc.

(iii) MoU with Humboldt University, Berlin on 25 February 2020. Areas of cooperation agreed were Develop academic and educational cooperation, conduct joint research, organisation of lectures, symposia, exchange of researchers, students and faculty etc.

(iv) MoU with EKI-Energy Services Limited on 13 February 2020. Areas of cooperation agreed were Curriculum design, Industrial training and visits, placement of students, R&D, skill development programme, guest lectures, etc.

The Board noted the matter.

Item no. 2(d) AICTE Extension of Approval for AY 2020-21. The Board was informed that the AICTE had provided Extension of Approval (EoA) for all five technical programmes offered by TERI School of Advanced Studies for AY 2020-21. Despite TERI School of Advanced Studies (TERI SAS) recommendations, the AICTE had given approval for programmes as under. He stated that AICTE had mandated other specific space requirements for certain facilities within a period of two years which were being examined. :-

(i) MBA (Infrastructure) as MBA (Infrastructure Management).

(ii) MBA (Business Sustainability) as MBA (Sustainability Management).

The Registrar informed that the nomenclatures of the programmes were being changed in the records. The Chair informed the members that the issue was discussed in the Academic Council meeting held on 16 July 2020 and the Academic Council members approved the new name as there was compatibility in the courses offered as per the names of the programme.

The Board noted the matter.

Item No.3. To approve Policy on Direct Recruiment & Promotion of Faculty of TERI SAS. The Registrar informed the members that as resolved by BoM vide its resolution TS/BM/33.9.1 dated 16 September 2019, the VC, had constituted a drafting committee for promotion rules as per extant UGC regulations on 05 December 2019 a draft compiled by it was presented to an apex Committee constituted by the Vice Chancellor with members from Board of Management & Academic Council to Finalise a Policy on Direct Recruitment & Promotion of Faculty of TERI SAS. This apex Committee had suggested the following framework under which the new policies on recruitment and promotion be pursued: -

(a) The norms for recruitment, assessment and promotion of all faculty shall be as per the UGC norms issued from time to time. However, academic qualification for recruitment of faculty in the discipline of engineering/technology, management, architecture, town planning and design shall be as per the norms stipulated by AICTE guidelines issued from time to time.

(b) Once the rules are approved by BoM, candidates fulfilling minimum eligibility criteria as laid down in guidelines shall offer himself/herself for Promotion. If the candidate is eligible and found successful by Selection Committee, his /her date of promotion shall be from the date of eligibility or the date of approval of these rules by the Board of Management whichever is later. The candidate who does not succeed in first assessment s/he shall have to be reassessed only after one year. When such candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be effective from one year from the date of rejection.

(c) A Fitment Committee under the Chair of Vice Chancellor to be constituted withrepresentatives from Finance and Administration to categorise Assistant Professors as per UGC rules.

(d) A Transition Promotion Committee to be constituted under the Chair of Vice Chancellor to compile transition rules for the candidates who are likely to face challenges with respect to requirement of certain past information (from the date of implementation of new rule) due to implementation of new UGC/AICTE regulations.

The Registrar informed that as recommended respective committees were formed and informed that the reports of Fitment and Transition Promotion Committee were circulated to members vide Enclosures 4 & 5. He stated that the Board might consider

accepting the reports and approve the recommendations. The issue was discussed in detail and on query from Dr Mathur on the financial and regulatory constraints on adoping these rules, the Chair clarified that TERI SAS did not have clear rules of promotion thus far and online appraisal format followed in past were not in line with UGC and AICTE guidelines. He clarified that there were no financial constraints as status quo was being maintained and further recruitment of faculty would be as per the new policy. Prof Somanathan suggested that rigid quantification of numbers with respect to impact factors could be avoided and rules should be flexible in this regard. The Board approved the policy with the suggested amendment that the rules related to impact factor would have flexibility so that it did not act as a rider for career advancement.

TS/BM/35.3.1 The Board resolve to accept the reports and approve the following recommendations with respect to promotion of faculty members at TERI School of Advanced Studies: -

(a) The norms for recruitment, assessment and promotion of all faculty shall be as per the UGC norms issued from time to time. However, academic qualification for recruitment of faculty in the discipline of engineering/technology, management, architecture, town planning and design shall be as per the norms stipulated by AICTE guidelines issued from time to time.

(b) Once the rules are approved by BoM, candidates fulfilling minimum eligibility criteria as laid down in guidelines shall offer himself/herself for Promotion. If the candidate is eligible and found successful by Selection Committee, his /her date of promotion shall be from the date of eligibility or the date of approval of these rules by the Board of Management whichever is later. The candidate who does not succeed in first assessment s/he shall have to be reassessed only after one year. When such candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be effective from one year from the date of rejection.

(c) UGC-CAS 2018 norms be adopted for promotion of existing faculty members with following transition rules: -

(i) Asst Prof currently drawing Level 11 salary and holding a P.hD., who have completed nine years of service shall be considered for Level 12, similarly Asst Prof with P.hD. drawing salary at Level 12 will be considered for promotion to Associate Professor with 12 years' experience at Asst Prof level. The UGC-CAS norms as applicable shall be considered for all existing appointments at Academic Level 11 and above positions (Level 12, Associate Prof, Prof) for promotion with the following transition rules:-

(aa) If an existing faculty member applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from the date of approval of Board of Management of these rules.

(ab) The requirement for Orientation course and Refresher Course for promotions due under the CAS shall not be mandatory upto 31 December, 2020.

(ac) Till implementation of new annual performance assessment report process as per UGC format, the performance in the existing assessment process shall be considered. Where required, the past annual assessments will be interpreted by a Committee consisting of all the Deans to assign a 'grade'(for eg. satisfactory, good, excellent etc.) as required under UGC-CAS. Research Score to be captured in a format based on the UGC 2018 norms.

(ad) Research publications in peer-reviewed or UGC-CARE listed journals will be considered. Minimum impact factor shall be recommended by the Dept Research Committee(DRC) and adopt a flexible policy in this regard.

(ae) 'Ph.D.' guided shall mean Thesis Submitted and successfully guided would mean Thesis defended and certificate issued by TERI SAS.

(af) Dean of Faculty mentioned in the UGC regulations would mean Deans at TERI SAS.

(ii) All Assistant Professor/Lecturer borne in TERI SAS roll on date continue to be designated as Assistant Professor till promoted to next designation as required under UGC-CAS norms/Transition Rules. UGC-CAS norms shall be applied in letter and spirit to all cases of Asst Prof drawing salary at Level 10 for subsequent promotions.

(d) Approve the following documents for purpose of the Career Advancement Scheme: -

(i) Application form for TERI SAS CAS, placed as Enclosure 6A.

(ii) TERI SAS APAR (as per UGC Regulations 2018, Table 1 at Page 104) placed at Enclosure 6B.

(iii) TERI SAS Academic/Research Score (as per UGC Regulations Table 2 at Page 105) placed at Enclosure 6C.

Item No.4.To approve Convocation procedure. The Registrar informed that as required under rules the Convocation process was required to be approved by the statutory body of TERI SAS and accordingly the draft of the procedure was circulated in agenda to Board for consideration. He presented the draft procedure and informed that the same had been followed at all the convocations held since inception of the Deemed University.

TS/BM/35.4.1. The Board resolved to approve the convocation procedure placed at Enclosure 7.

Item No.5. To approve the Rules for TERI School of Advanced Studies Students Council, 2020. The Registrar informed that on the advice of IQAC, a committee constituted by the Vice Chancellor had drafted a rule for setting up a students' council at TERI SAS, and the draft rule had been circulated to members (Enclosure 8). Dr Vishnu Konoorayar made a detailed presentation on the proposed draft rules of Students Council. Dr John George stated that there would be always learning experience and difficulties that would come as the rules are put in place and the rules could be gradually improved accordingly. Dr Nimmi Singh mentioned that these were standard processes in Universities and Industries and efforts should be made to ensure the whole election process remained apolitical. Members suggested that since the strength of the student body was very small, hence manual ballot counting process should be adopted and rules wrt conduct of election be specified. The Chair informed that the framed model was replication of what is followed in a few Universities and to start with the same would be experimented.

TS/BM/35.5.1 The Board resolved to approve the TERI School of Advanced Studies Students Council, 2020 as amended and placed at Enclosure 8.

Item No.6 To ratify the teaching posts (Professors, Associate Professors and Assistant Professors). The Board was informed that TERI SAS had been recruiting teaching posts on need-based requirements. It was intimated that statutory bodies had been requesting for information on sanctioned posts of the institution on various occasions. The Registrar intimated that as suggested by members in the 34th meeting of BoM, based on the relevant UGC and AICTE norms a comprehensive policy was being developed for future creation of posts at TERI SAS. He submitted that in the interim, the Academic Council while examining the requirements, in its 48th meeting on 16 July 2020 had recommended that as one time measure the total recruited posts (as shown in AQARs) could be reflected in respective NAAC and UGC documents as sanctioned posts till date (Enclosure 9). The Board was requested to review the proposal.

TS/BM/35.6.1 The Board resolved to approve the year wise teaching positions as created in past and placed at Enclosure 9.

Item No. 7: To approve the list of Academic Programmes offered by TERI School of Advanced Studies. The Registrar informed that based on the relevant statutory approval the list of the programmes offered by the institution had been updated and circulated to members. He stated that the Academic Council had recommended the list of Programmes at its 48th meeting held on 16 July 2020 and presented the list of programmes for Board's approval.

TS/BM/35.7.1. The Board resolved to approve the list of Academic Programmes as placed at **Enclosure 10.**

Item No.8 To approve a policy on Consultancy. Mr Dhanraj Singh, Dy. Finance and Project Management Officer, informed that on the advice of IQAC, a policy on consultancy had been recommended by Finance Committee and circulated to members. He presented the draft policy to the members and explained in detail various factors which had been considered while drawing this policy. The members were informed the practice followed in IIMs, private Institutes and IITs had been taken into consideration while drawing these rules. Professor Bhim Singh suggested that sharing of royalty for patents developed by the faculty could be covered under the policy. Professor Ramakrishnan concurred with Prof. Bhim Singh and recommended that, in addition to patents, revenue sharing norms on account of royalty from books publication and entrepreneurship could also be included. DG, TERI stated that as suggested in the option I of the draft policy, the emphasis should be consultancy project taken through the University only and only under exceptional circumstances they should be taken on a personal basis and in which case it would be obligatory for the faculty member to declare this to the University. He said in the beginning the numbers could be less so a mechanism should be in place to address large numbers. He stated that the rules could be changed but changing rules would be difficult if they were made very rigid. He stated that there are certain categories of payment which were non-sharable and there were others sharable and needed to be clarified as to whether it was a research project or consultancy project. The Chair informed that a lot of inputs have been received and stated that TERI SAS had initiated some process and system which was not there and with the inputs taken the draft would be further revised.

TS/BM/35.8.1 The Board resolved to recommend that the inputs as advised be accommodated in finalising the policy.

Item No.9. To report recommendation of Finance Committee on the special audit, general strategic and management audit. The Dy finance and Project Management Officer informed the members that on advice of chancellor and two trustees the Finance Committee recommended special/ forensic audit for Climate Jamboree 2018 event and Hyderabad campus and strategic and management audit for Delhi campus by professional audit firm selected for the purpose. The Dy finance and Project Management Officer tabled the audit firm's report along with the recommendations of finance committee before the Board, annex 1. He stated that the Finance Committee had recommended that the findings be used for strengthening internal control system of TERI SAS. The Chairperson stated all recommendations were pertinent and processes to implement some of the recommendations on renting of space, right sizing of manpower etc have already been initiated. Dr Ramakrishnan stated that as advised in future all income should be reflected in specific financial heads and suggested that the consultancy policy had been initiated at right time to help supplement the income. The Chair urged everyone to send their ideas and suggestions on enhancing the corpus. The Chair suggested that Board might concur the recommendations of the Finance

Committee and acoordingly, rules and policies would be improved to strengthen the internal control system.

TS/BM/35.9.1 The Board resolved to concur that the internal control systems of TERI SAS be strengthened based on the recommendations of finance committee.

Item No 10: To present matters related to final settlement of dues of the former Vice Chancellor. The Board was informed that the former Vice Chancellor vide e-mail dated 24 December 2019 had requested the Chancellor and Board seeking direction to release the arrears of pending amount and on the advice of the Chancellor the matter is presented to the Board. Mr Dhanraj Singh tabled the duly audited statement of accounts of amount due to the former Vice Chancellor and the net payment made to her towards the final settlement, annex 2.

The Board noted the matter.

Item No. 11: To approve withdrawal of authority for operating all the Bank Accounts of TERI SAS. The Dy Finance and Project Management Officer informed that **c**onsequent to Dr Prateek Sharma relinquishing his post, as Dean (Academic), the authority given to him to operate accounts of TERI SAS and sign records could be withdrawn.

TS/BM/35.11.1. The Board resolved to approve that authority given to Dr Prateek Sharma for operating accounts and sign documents on behalf of TERI SAS be withdrawn.

Item No. 12: To approve the names of Officers of TERI SAS; Prof Atul Kumar, Dean (Academic) and Prof Shaleen Singhal, Dean (Research & Relationships) for operating all the Bank Accounts of TERI SAS and signing other financial/legal documents. The Board was informed that consequent to Prof Atul Kumar and Prof Shaleen Singhal assuming the duties of Dean (Academic) and Dean (Research & Relationships) respectively, they be authorised to operate the joint accounts of TERI School of Advanced Studies and sign documents on behalf of TERI School of Advanced Studies.

TS/BM/35.12.1 The Board resolved to approve to authorise Prof Atul Kumar, Dean (Academic) and Prof Shaleen Singhal, Dean (Research & Relationships) to enter into agreement, sign documents and authenticate records on behalf of the Institution Deemed to be University and execute for and on behalf of the University any demand promissory note, letter of continuity, request letters and any other agreement, deeds, documents and writings as may be required by banks/financial or other institutions.

Item No. 13: To report decisions taken by the Vice Chancellor on behalf of TERI SAS authorities. The Board was informed that the Vice Chancellor exercising his authority under the rules of MoA, had taken the following decisions on behalf of various authorities of TERI SAS:-

(a) Payment of full Salary and remuneration during lockdown period : The Dy Finance and Project Management Officer presented the details to the members.

(b) Discontinuation of Transport allowance during lockdown period and introduction of internet allowance. The Dy Finance and Project Management Officer presented the details to the members.

(c) Revocation of Resignation letter of Prof Arun Kansal, Dept of Regional Water Studies.

TS/BM/35.13.1 The Board resolved to concur the decisions taken by the Vice Chancellor.

Item No.14: To report the cases of cessation of employment/contract at TERI SAS. The details of cases since December 2019 presented to Board were as follows: -

Ser	Name	W.e.f.
(a)	Dr Anandajit Goswami	26 December 2019
(b)	Dr Sapna Narula	31 December 2019

The Board noted the matter.

Item No. 15: To record Resolution by Circulation dated 4 February 2020. The Board had resolved vide TS/BM/33.15.2 dated 16 Sep 2019 (Enclosure 11) that appointment letters in all cases of appointment submitted to the Board for approval be issued only after its concurrence, and the Board vide resolution TS/BM/31.3.1 dated 20 Feb 2019 (Enclosure 12) had resolved to delegate the power of 'appointment authority' below Pay Level 10, to the Vice Chancellor. In view of the above resolutions, appointments to positions below Pay Level 10 were being made on the approval of Vice Chancellor based on recommendation of selection committee and were not reported to BoM and appointments at Pay Level 10 and above were only being reported to the Board of Management. There was an urgent need of regular faculty appointments in the Department of Business & Sustainability (DBS) as one faculty member of Department resigned in December 2019 and another candidate who was issued appointment letter did not join. A duly constituted Selection Committee under the Chair of the Vice Chancellor, in its meeting held on 15 Jan 2020 recommended two cases for appointment to the Department of Business & Sustainability (DBS). These appointments were at and above Pay Level 10, in pursuant to resolutions mentioned above Board approval was required for issuing appointment letters.. In view of the

above, to expedite the process of appointment, on the advice of the Chairperson, BoM, a draft 'resolution' was circulated vide email dated 4 February 2020 through circular resolution for Board's approval for issuing the appointment letters.

The Board resolved to accept the report of Selection Committee and approved the following appointments: -

Ser.	Name	Designation	Department
(a)	Dr. Shruti Sharma Rana	Assistant Professor	Department of Business & Sustainability
(b)	Dr. Shikha Mittal Shrivastav	Assistant Professor	Department of Business & Sustainability

The Board concurred the appointments.

Item No. 16: To place the recommendations of Planning & Monitoring Board. The recommendations of 10th meeting of Planning & Monitoring Board was circulated along with agenda to the Board (Enclosure 13) for review. The Board was intimated that while most of the recommendations of the PMB were being followed up, the proposal to earmark up to 5% of seats for affirmative action resolved vide resolution TS/PMB/10.3.1 required to be reviewed by Board for approval. The members deliberated on the proposal to reserve 5% seats for reserved categories. Dr George John opined that the pros and cons of not allowing certain categories needed to be examined. Dr Ajay Mathur while suggesting that such a policy could attempt to cover all categories opined that the final decision in this regard could be taken by TERI SAS. Prof. Somanathan said it would be helpful to keep a record of SC/ST and OBC candidates at the time of admission. He also suggested that the Institution can think of offering small scholarship to 1-2 persons from reserved category. Dr Nimmi Singh stated that there was need to review the proposal and include all categories including OBC considering all suggestions/observation before putting it to BoM for approval. She also raised her concerns related to the complications in implementation of the proposal. The Chair informed the members that the mechanisam of collecting data would be suitable changed collect such information. He recommended that for the time being since there was a need for NAAC accreditation to have such a policy hence members may consider the 5% affirmative policy to be covered for all categories which would be improved further. On the suggestion of Prof Somanathan, the Chair stated that TERI SAS would also offer small scholarships to avoid under-reporting.

TS/BM/35.16.1 The Board resolved to approve the 5% affirmative policy covering all categories. The policy to be reviewed based on the response and inputs obtained.

Item No. 17: To review and approve the AQAR 2017-18 and AQAR 2018-19. Dr Nandan Nawn, coordinator IQAC presented the copies of AQAR 2017-18 and AQAR 2018-19 compiled by IQAC for the approval of the Board.

TS/BM/35.17.1 The Board resolved to approve the reports of AQAR 2017-18 and AQAR 2018-19 as placed at Enclosures 14 and 15.

Item No. 18:To report grievance committee recommendations. Prof Anandita Singh, Chairperson Student Grievance Redressal Committee (SGRC) briefed the Board members about a case of grievance of student and the recommendations of the Committee in this regard.

The Board noted the matter

There being no other points the meeting concluded at 1720 hours.

Sd/
Capt Pradeep Kumar Padhy (Retd.)
Registrar

Enclosures:-

1. Standard Operating Procedure to deal with the situation arising out of COVID-19.
2. Report of Committee constituted by Chancellor of TERI-SAS on Hyderabad Campus
3. Constitution of Hyderabad Campus Planning and Development Committee (HCPDC)
4. Minutes of meeting of Fitment Committee
5. Report of Transition Promotion Committee

6A. Application form for TERI SAS CAS
6B. TERI SAS Annual Performance Assessment Report
6C. TERI SAS Academic/Research Score

7. Convocation procedure
8. Rules for TERI School of Advanced Studies Students Council, 2020
9. Teaching Posts at TERI School of Advanced Studies
10. List of approved academic programmes
11. Resolution adopted at 33 Board meeting
12. Resolution adopted at 31 Board meeting
13. Minutes of meeting of Tenth Planning & Monitoring Board
14. AQAR 2017-18
15. AQAR 2018-19

Annexures :- 1 & 2

Distribution: -
Electronic Copy:
1. Chancellor, TERI School of Advanced Studies
2. Vice Chancellor, TERI School of Advanced Studies

3. All members of Board of Management
4. Website

Printed Copy:
5. Registrar, TERI School of Advanced Studies

Enclosure 1
(Refer Item No.2(a)(v)

10, Institutional Area, Vasant Kunj, New Delhi - 110 070
Phone: 71800222

NOTIFICATION
No.31 of 2019-20

Ref.: NOT/R35 May 21, 2020

Sub: Guidelines on preventive measures to contain spread of COVID -19 : Standard Operating Procedures

1. In order to contain the spread of COVID-19), preventive measures are required to be taken by all stakeholders while using the University premises. The following procedures are accordingly promulgated for the well-being and safety of all using the facility and resources at TERI SAS, New Delhi. The challenges arising due to space constraints, limitations of the campus , absence of permanent health or residential facility where 100% of employees stay outside the campus in the NCR area and cost factor have been considered in this regard. These SoPs shall be regularly updated considering, the regulations and guidelines promulgated by Government of India (MHA / MHRD / MoH&FW / UGC / AICTE) and Government of NCT of Delhi on the COVID-19 pandemic from time to time. This will be a continuous, evolving process throughout the duration of the pandemic.

<u>During lockdown in force</u>

2. The University will remain closed as per guidelines issued by GoI/MHA and only authorised personnel on essential duty shall be permitted. All academic activities shall be conducted through online mode.

3. All other specific requirements by faculty members during lockdown period, shall be entertained on the recommendation of their functional heads (immediate reporting authority) and concurrence of the Vice Chancellor. For admin staff, Deans/Registrar/ Controller/HoD/Coordinator will approve the requirements in respect of employees responsible to them. On receipt of the concurrence of the designated authority, all are requested to approach the Associate Director (Admin) and enter the Campus subject to compliance of GoI / Govt of NCT rules on e-pass (where required), movement protocols and other lockdown procedures in place at that time.

<u>On lifting of lockdown</u>

4. If the University is required to function under restricted conditions as and when it is allowed by the authorities, the following measures will be followed: -

(a) The institution shall have a staggered start with minimal staff to take care of absolute necessities. It is to be ensured that people not in restricted Zones are not burdened additionally and given adequate rest and rotated.

(b) As a rule, no visitors shall be allowed inside the University premises till further order. Wherever it is unavoidable, undertaking to be given by the host with special justification and permission obtained from respective HoD/Section in Charge. Such interaction if permitted, will be allowed at a designated sanitised place.

(c) To avoid crowding in the University and to maintain social distancing, a daily roaster of people entering the university with working hours has to be prepared by HoDs for faculty members and Sections-in-Charges for Staff and provided in advance to the Associate Director (Admin). This process will be followed for certain period till full relaxation is authorized. Functional Heads/Sections-in-Charges may at their discretion exempt following categories of employees (till further order) from attending the University and permit them to work from home: -

(i) Above the age of 55.

(ii) Pregnant employees.

(iii) Employees who have underlying medical conditions (like lung or heart disease, diabetes or other conditions that affect their immune system etc.).

(iv) Any staff requesting home quarantine based on the containment zone activities in their residential areas.

(d) Number of entrants in the Campus will be decided based on the resources available to comply to Social distancing norms for well-being and safety of all.

5. Academic Activities: Seating arrangement and processes for class rooms activity and examinations in the campus will be prepared and promulgated based on statutory advice and best practices. Students will be permitted to class rooms/ examinations based on the approved time table/programme and procedures as promulgated by Dean (Academic) and CoE respectively.

6. Hostel: Orders on use of hostel premises will be issued separately on the advice of the Warden.

Laboratory activities

7. The UGC guidelines deliberated the relevant issue, suggesting University to take appropriate decisions with strict compliance of guidelines/directives issued by appropriate authorities/government to avoid any eventuality arising due to COVID-19. The following process will be followed: -

(a) Lab safety guidelines are to be prepared by the respective Departments/HoDs and approved by the Deans. The guidelines to consider designated shifts for keeping in mind social distancing and periodic cleaning of implements/equipment to avoid further contamination. This should be done purely after taking into account the safety and health aspects of research personnel and staff involved.

(b) On finalisation of guidelines and specific recommendations of HoD& approval of Deans, the respective laboratory shall be opened. After the Registrar office receives above guidelines/approvals with respect to functionality of laboratories, the Faculty in charge in consultation with the Department (DRC) would identify the scholars who would start the work and inform the Associate Director (Admin) accordingly.

(c) The regulations laid out by DBT (IBSC/RCGM) shall be mandatorily followed for relevant labs. The IBSC (TERI SAS) clearance for any Covid-19 related projects shall be mandatory..

Precautionary measures at all situations

8. The following public health measures suggested by competent bodies are to be followed to reduce the risk of infection with COVID-19. These measures need to be observed by all (Students, Faculty members, admin staff and visitors) at all times. These include but not limited to: -

(a) Physical distancing of at least one meter to be followed at all times.

(b) Use of face covers/masks to be mandatory (procedure placed at Encl 1).

(c) Practice frequent hand washing (for at least 40-60 seconds) even when hands are not visibly dirty and use of alcohol-based hand sanitizers (for at least 20 seconds) (procedure placed at Encl 2).

(d) Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues and masks properly.

(e) Self-monitoring of health by all and reporting any illness at the earliest. Any staff reportedly suffering from flu-like illness should not attend office and seek medical advice from local health authorities Such persons, if diagnosed as a suspect/confirmed case of COVID-19 should immediately inform the immediate reporting authority with a copy to Associate Director(Admin).

(f) Avoid spitting in public spaces.

(g) Staff travelling by public transport are to be careful of contamination of their belongings.

Resources and measures

9. The following procedures will be followed: -

(a) Wash basin/hand wash/ hand sanitization and thermal detector shall be facilitated at the entry point to the University.

(b) All entrants to declare if they have any flu like symptoms and their mode of transport. The temperature will be noted by the guard on duty using thermal scanners. Anyone found with symptoms of flu or having temperature more than 99 degrees will be requested to go back and consult a doctor.

(c) Areas shall be cleaned as under. Prior to cleaning, the house keeping staff shall be provided protective gears: -

(i) Office spaces, including conference rooms shall be cleaned every evening after office hours or early in the morning before the rooms are occupied. If contact surface is visibly dirty, it should be cleaned with soap and water prior to disinfection.

(ii) Outdoor areas. Outdoor areas have less risk then indoor areas due to air currents and exposure to sunlight. Cleaning and disinfection efforts should only be targeted to frequently touched/contaminated surfaces as already detailed above.

(iii) Common toilets. Housekeeping staff must use separate set of cleaning equipment for toilets (mops, nylon scrubber) and separate set for sink and commode).

(d) Regular supply of hand sanitiser, soap and running water in washrooms have to be ensured.

(e) All employees should consider cleaning the work area in front of them with a disinfecting wipe prior to use and sit one seat further away from others. In addition, people utilising the common facilities need to use them keeping in mind that it is left clean enough for the next person to use.

(f) It will be mandatory for all entering the University premises to download AarogyaSetu app.

(g) Meetings, as far as possible should be done through official video conf platform.

(h) Non-essential official travel shall be avoided.

(i) Undertake essential correspondence on email and avoid sending documents to other offices to the extent possible. All Dak/Letters coming though courier/post/by hand may be screened through a UV hood (if feasible) before further distribution to respective staff members.

(j) Basement parking space will be closed for indefinite period and colleagues will be requested to park their cars/vehicle/cycles etc. outside the campus.

Leased area

10. A separate entry/exit and movement protocol for people working and visiting the area under lease with M/s ITL will be planned.

Cafeteria and common places

11. The following process will be followed: -

(a) Gym/recreation Centre/creche located in the University will be closed till further order. The Cafeteria will not function to full capacity and will be made functional after studying the situation. When functional, it would only cater to absolute necessities of the employees. Staggered time of lunch/Carry pack system will be planned in due course of time.

(b) No common dining shall be allowed in the cafeteria – 1st floor and in the canteen on the ground floor. Social distancing to be followed strictly at both places.

(c) The Pantry will not be functioning.

Water sanitation and waste management

12. Drinking water supply will be restored gradually. Dept of Regional Water Studies (DWRS) will be consulted to devise ways of water sanitation and waste management in these changed environments.

Air conditioning facility

13. Central AC System will not be functional for admin and faculty chambers for the time being. This will be functional only for the laboratories requiring controlled temperature conditions. Advice of Department of Energy & Environment (DEE) will be taken on this issue. Alternative measures are being considered to ensure proper ventilation in all chambers.

Special Measures

14. Following special measures will be in place for purpose of efficiency while considering safety factor: -

(a) Employees who can contribute 100% to their Key Responsibility Areas (KRA) through work from home will be encouraged and permitted as necessary by respective primary reporting authorities. The contribution of such colleagues to be monitored by respective primary reporting authorities for evaluation and appraisal.

(b) All are requested to create appropriate secured access mechanism to work documents with the help of the IT team to help them in work from home scenario in case of extension or re-introduction of lockdown in future.

Financial implications

15. While planning all activities, cost saving factors to be considered and separate budget requirement to address COVID-19 challenges be forwarded to Associate Director (Admin) for compilation. Who in turn will process the requirements through respective University authorities and Finance for approval of competent Authority.

Data Base

16. All are requested to help maintain a data base at Associate Director (Admin) office on Students/employees/families infected, in quarantine andin restricted zones etc. Efforts will be made to be in regular touch with these colleagues and their family member for any assistance and help. A proforma to record the Travel/ Stay history of the employee and Students for the period when they were away from the university due to lockdown shall be also prepared and maintained, so that necessary precautions may be taken in specific cases.

Outbreak

17. In case of a larger outbreak, the entire building will be closed for 48 hours for thorough disinfection. All the persons will work from home, till the building is adequately disinfected and is declared fit for re-occupation.

This issues with the approval of the Vice Chancellor.

Sd/-

Distribution: -

- The Vice Chancellor
- The Deans, CoE, &HoDs/C
- All faculty members and Admin Staff

Reference: -

1. Government of India Ministry of Health & Family Welfare Directorate General of Health Services (EMR Division) Guidelines on preventive measures to contain spread of COVID-19 in workplace settings at https://www.mohfw.gov.in/pdf/GuidelinesonpreventivemeasurestocontainspreadofCOVID19inworkplacesettings.pdf
2. UGC letter D. O. N.o. F.1-11/2020(Secy) on Guidelineson Examinations and Academic Calendar in view of COVID-l9 Pandemic dated 29 April 2020.

(Refer to para 8(a)

GUIDELENES FOR USE OF MASK

(Govt of India/MoH&FW guidelines)

The correct procedure of wearing triple layer surgical mask

1. Perform hand hygiene

2. Unfold the pleats; make sure that they are facing down.

3. Place over nose, mouth and chin.

4. Fit flexible nose piece over nose bridge.

5. Secure with tie strings (upper string to be tied on top of head above the ears –lower string at the back of the neck.)

6. Ensure there are no gaps on either side of the mask, adjust to fit.

7. Do not let the mask hanging from the neck.

8. Change the mask after six hours or as soon as they become wet.

9. Disposable masks are never to be reused and should be disposed off.

10. While removing the mask great care must be taken not to touch the potentially infected outer surface of the mask.

11. To remove mask first untie the string below and then the string above and handle the mask using the upper strings.

12. Disposal of used masks: Used mask should be considered as potentially infected medical waste. Discard the mask in a closed bin immediately after use.

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(Refer to para 8 (b))

STEPS FOR HAND HYGIENE

(Govt of India/MoH&FW guidelines)

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Enclosure 2

(Refer Item No.2 (b)(i)

Report of Committee constituted by Chancellor of TERI-SAS

on Hyderabad Campus

1. A committee was constituted by the Chancellor of TERI-School of Advanced Studies (TERI-SAS) to examine the utilisation of TERI-SAS land in Hyderabad in the context of relevant government orders and instructions till date, and to make recommendations with respect to the purpose for which the existing and proposed infrastructure could be utilized. The committee has been constituted with three members:

- DrManipadmaDatta, Vice Chancellor, TERI-SAS,
- Dr Ajay Mathur, DG, TERI, and
- Capt Pradeep Kr Padhy (Retd.), Registrar, TERI-SAS

2. The Committee assessed all the documents available with respect to the TERI-SAS land in Hyderabad, including:

(a) MoU between the University of Hyderabad and TERI, dated 17 February 2009 (Annexure A).

(b) Government of Andhra Pradesh Order allocating land to TERI on the campus of the University of Hyderabad, dated 26th February 2009 (Annexure B).

(c) Request of TERI to Government of Telangana to transfer title of the land to TERI University, dated April 10, 2015 (Annexure C).

(d) Letter from Assistant Director, Survey & Land Records, Telangana, to the Collector, Ranga Reddy District, Telangana, submitting the sub-division record showing TERI University as the land stakeholder in the "patta", dated 20-09-2016(Annexure D).

(e) Permission of the Greater Hyderabad Municipal Corporation, Town Planning Section to TERI University for the construction of a building on the TERI University land site, dated 28 March 2017 (Annexure E), and

(f) Letter from Chairman, TERI, to Chief Secretary, Government of Telangana, requesting transfer of land to TERI-SAS, dated January 2, 2019(Annexure F).

In addition, the Committed also looked into:

(g) The Telangana State Private Universities (Establishment and Regulations) Act, 2018, available at www. https://law.telangana.gov.in/pdf/Act%2011%20of%202018.pdf .

(h) The Memorandum of Association and Rules of the TERI-School of Advanced Studies, 2019 (Annexure G).

3. The Committee also consulted with M/s Lalit Bhasin& Associates, Advocates, regarding the legal status of the land, and the possible legal approaches for its utilisation.

Utilisation of Land

4. It is clear that the MoU between TERI and the University of Hyderabad (UoH) is an enabling mechanism for the Government of Telangana to allocate land (which has previously been allocated to the University of Hyderabad) to TERI for the purposes defined in the MoU between TERI and UoH. It may be noted that the purposes of land use in the GO are identical to those in the MoU. Consequently, it is clear that this land can only be used for, "research & related activities, which include construction of the state-of-the-art laboratory, administrative building, housing for research and support staff, visiting scientists, etc".

5. Legal advice has confirmed that providing educational facilities is an inherent and integral part of research facilities. The MoU itself describes that TERI campus will implement its plan for expansion of "research and related" activities. Consequently, the legal opinion is that no change is required in the Government Order (GO) or the MoU inasmuch as establishment of educational facilities are concerned. One of the Committee members (Dr Ajay Mathur) has had verbal discussions with both the current Vice Chancellor of University of Hyderabad, and the then Chief Secretary, Government of Telangana, on the subject, and both attested that it was their clear understanding that an educational campus could come up on this land. However, we recommend that both the University of Hyderabad and the Government of Telangana are informed of the creation of an educational facilities at the land site.

6. The MoU between the UoH and TERI also requires an Academic Advisory Committee (AAC) to explore ways to foster cooperation between TERI and UoH, under the co-chairmanship of Director of TERI and the VC of UoH, and two nominees from each side as members. It is suggested that the AAC may be initiated at the earliest, and could possibly be the mechanism through which UoH is informed of the creation of the campus on the Hyderabad land.

7. The legal status of the land is that the title to the land is held by TERI (on the basis of the GO of Andhra Pradesh dated 26 February 2009), but the "patta"(and therefore revenue obligations) are in the name of TERI University (according to the letter from the Assistant Director, Survey and Land Records, Govt. of Telangana dated 20.9.2016). It is presumed that, at some point of time in future, the Government of Telangana would issue a GO allocating the land to TERI University (or its successor, the TERI-SAS). However, notwithstanding the absence of a government order, TERI and TERI University could be legally viewed as a common entity, inasmuch as TERI is sponsoring organisation for TERI-SAS. The title/land records for the land are in the name of TERI/TERI University, and based on an allocation by the state government. It is not possible to alienate or modify these in any manner.

Utilisation of Land and Infrastructure

8. The committee looked at the legal approaches for associating with Mr Suresh C and/or the Phoenix Foundation, for future support in the development of the campus at Hyderabad and discussed the legal possibilities with Mr Lalit Bhasin and his partners.

9. In view of the allocation of land to TERI, and the land records being in the name of the TERI University, it is not possible to include Mr Suresh C or the Phoenix Foundation in the land title. In other words, it would not be possible to "share" the land title in any manner with them; the title will remain exclusive to TERI/TERI-SAS.

10. In view of the land title being in the name of TERI/TERI-SAS, there are two options that are feasible for possible collaboration with Mr Suresh C or the Phoenix Foundation.

(a) The first option is the Creation of an off-campus of TERI-SAS at Hyderabad together with an agreement between TERI-SAS and Mr Suresh C/ Phoenix Foundation, highlighting the nature of what both parties provide to the development of the campus, in a transparent manner. This cannot be a franchise agreement.

(b) The second option would be for TERI and TERI-SAS, as the owners of the land, creating a new legal entity which could seek to establish a private university under the Telangana Private Universities Act, 2018. The UGC regulations do not bar TERI-SAS from such an action. Legally, the Telangana Private University Act, 2018 provides that a new university could be set up by a not-for-profit society/not for profit trust or a Section 8 company. It may be possible that Mr Suresh C/Phoenix Foundation could be a partner in the creation of a legal entity which would seek private university status. However, this needs to be confirmed by a legal practitioner who has experience in the issues related to

the Telangana Private Universities Act, 2018. In case legal association is not possible, an agreement between Mr Suresh C/Phoenix Foundation and the new legal entity could spell out what the two parties bring into the University.

11. To steer the proposal as per the first option under the extant deemed university regulation would require, TERI-SAS to be at least a UGC 'Category II' University (for this it is required to be accredited by NAAC with a score of 3.26 and above) or amongst top 50 Universities (ranked by MHRD under NIRF) for an off-campus application to be considered by the MHRD. Application of TERI SAS for starting off Campus-Centre in past has been rejected by the statutory body because, inter alia, the infrastructure had not yet been created and the first cycle NAAC accreditation had expired. Since the 2nd cycle accreditation score of TERI-SAS has slipped below the mandated figure, it is first essential that TERI-SAS is re-accredited with 3.26 or above score. The earliest that an application for re-accreditation can be effectively submitted by TERI-SAS is in July 2020, and it would take a minimum of 8 to 10 months for the accreditation process to be completed; and then TERI SAS can submit their application post creation of stipulated infrastructure and resources to the MHRD for approval to start an Off-Campus Centre. The MHRD after taking into consideration the advice of the Expert Committee constituted by UGC to assess and verify the proposal shall give its decision for a final approval or issuance of a letter of intent. The final approval for starting of the off-campus centre is provided, subject to full compliance of UGC stipulated Academic and Physical resources required for an Off-Campus Centre as mentioned in the Regulations. In other words, even if TERI SAS obtains the desired NAAC score, it would not be possible to legally operate the off-campus in the academic years 2020-21 and 2021-22, pending the final approval of MHRD for starting of the Off-Campus Centre. Notwithstanding, the above process, these off-campuses shall be reviewed by the UGC after a period of five years from the date of Notification by the Government.

12. In view of the minimum two academic years which it would take for TERI-SAS to receive an approval for an off-campus, it would be desirable to enter into an understanding with Mr Suresh C / Phoenix Foundation now so that the present infrastructure can be completed with active support from Mr Suresh C and then utilise for training and consultancy till the NACC Accreditation is restored. Consequently, this option could be a low risk – late reward option, whereas the second option (development of the Hyderabad campus as private university under the Telangana Private Universities Act 2018) is a high risk, early reward option. It is recommended that while working towards implementing the first option, the second option viz, establishing a private university may be gradually pursued at the same time.

<u>Process recommended</u>

13. At the present time, there is no urgency to choose between Option I and Option II. Both options require agreement with Mr Suresh C/Phoenix Foundation, their interventions in the completion of the current infrastructure at the Hyderabad campus. Further, it is recommended that a legal, financial,

and academic strategy for the Hyderabad campus is developed at the earliest. This would involve approval of TERI GC & TERI SAS BoM for initiating the following:

(a) Forming AAC with UoH at an early date as referred to earlier.

(b) Constituting the Hyderabad Campus Planning and Development Committee (HCPDC) as agreed upon on 31st Jan 2020 meeting with the Chairman GC TERI which would, inter alia, take the following steps:-

(i) Defining the scope, nature and extent of cooperation with Mr Suresh C and his Foundation.

(j) Completing the residual work of the Hyderabad Campus with a defined time frame and time limit

(k) Making a business plan to utilise the Campus for corporate training and workshops and the like as an interim arrangement with a view to maintaining the infrastructure thus built and to generate some funds for its sustenance. The plan should include activities and finances both long-term and short term including working capital and operating expenses.

(c) Seeking further legal advice to ease out the process of establishing a private university there in due course. This exercise is recommended to be held with the legal experts based at Hyderabad.

(All enclosures/annexures mentioned in the main document will be presented to the members)

Enclosure 3

(Refer Item No.2 (b) (ii))

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Dr. Shailesh Nayak
Chancellor

Ref. No. Hyd/203/HCPDC/2020

14th May, 2020

Subject: Hyderabad Campus Planning and Development Committee (HCPDC)

1. The following are requested to constitute the HCPDC to plan and develop Hyderabad land/campus as per relevant Govt orders and other statutory norms: -

(a)	Vice Chancellor, TERI School of Advanced Studies, New Delhi.	Chairperson
(b)	Shri Suresh Chukkapalli, Chairman Emeritus & The Founder Chairman of the Phoenix Group, Hyderabad.	Co Chairperson
(c)	Director General, The Energy and Resources Institute, New Delhi.	Member
(d)	One representative Trustee, TERI School of Advance Studies Trust, New Delhi.	Member
(e)	Registrar, TERI School of Advanced Studies, New Delhi.	Member

2. The HCPDC shall have powers to make recommendations in respect of the following *inter alia*: -

(a) Preparing options for institutionalizing the relationship between Shri Suresh Chukkapalli and the Phenix Foundation on the one hand, and The Energy and Resources Institute (TERI) and TERI School of Advanced Studies (TERI SAS) on the other hand so as to enable joint action;

(b) Completing the residual work of the Hyderabad Campus with a defined time frame and time limit;

(c) Develop strategies for Establishment of a Higher Education & Research Institution on the Hyderabad land in consultation with UoH, other legal and professional experts with a joint business plan with phoenix foundation;

(d) Develop a phased approach towards both academic deliverables and financial inputs, and highlighting the business model through which the operating costs could be covered. Also plan to include provisions to utilize the Campus with a view to maintaining the current infrastructure thus built and to generate some funds for its sustenance till a higher education & research institution is set up;

(e) Advise on matters wrt development of Hyderabad Campus, including administrative; personnel and developmental issues;

(f) Bring out the financial obligations and inputs that would be necessary in order to move ahead with the recommendations of the plan.

3. The tenure of HCPDC shall be for a period of one year and its powers shall not infringe upon the powers of the Governing Council (GC) TERI, TERI SAS Trust and Board of Management (BoM) of TERI SAS. The recommendations of the HCPDC shall be placed before the GC TERI and BoM TERI SAS for consideration and approval.

4. The HCPDC shall be the apex executive body on Hyderabad Campus and shall exercise general supervision and control over all matters, and shall be mainly responsible for implementation of the decisions approved by GC TERI & BoM TERI SAS. The Chairperson and Co-Chairperson shall have the power to convene, or cause to be convened, meetings of the Committee. Four members including Chairperson/Co-Chairperson shall constitute the quorum for the meetings. The Committee is encouraged to have decisions on consensus, however, if there is a difference of opinion then each member, including its Chairman & Co Chairman, shall have one vote and decisions at the meetings shall be taken by simple majority. If a member is not present in the meeting for any reason, the decision arrived at a meeting shall be binding on all members.

5. The Associate Director (Admin)/in-Charge Hyderabad Campus will function as the Secretary to the HCPDC and coordinate facilitation of all logistical assistance, provision of supporting official documents and conduct of its meetings.

SPNayak 14/5

Dr Shailesh Nayak
Chancellor

Distribution: -

1. The Chairman, The Energy and Resources Institute, New Delhi
2. The Vice Chancellor, TERI School of Advanced Studies, New Delhi
3. Shri Suresh Chukkapalli, Chairman Emeritus & The Founder Chairman of the Phoenix Group, Hyderabad, Telangana
4. The Director General, The Energy and Resources Institute, New Delhi
5. TERI SAS Trust, New Delhi
6. Registrar, TERI SAS, New Delhi
7. Associate Director (Admin)/in-Charge Hyderabad Campus

Enclosure 4

(Refer to Item No.3)

MINUTES OF MEETING OF FITMENT COMMITTEE TO CATEGORISE ASSISTANT PROFESSORS AS PER UGC RULES AT

TERI SCHOOL OF ADVANCED STUDIES

A meeting of the Fitment Committee to categorise Assistant Professors under UGC Rules for consideration for career advancement under UGC CAS scheme was held online on Microsoft Team platform at 12:30 on 20 April 2020. The following were present: -

Prof. Manipadma Datta, Vice Chancellor (Acting)

Dr Atul Kumar, Dean (Academic)

Dr Shaleen Singhal, Dean (Research & Relationship)

Capt. Pradeep Kr Padhy (Retd.), Registrar

Mr Dhanraj Singh, Deputy Finance & Project Management Officer

Mr Kamal Sharma, Deputy Registrar

1. The Registrar briefed the Committee that consequent to the advice of the BoM to bring all rules of TERI SAS in line with UGC notifications/norms, the Vice Chancellor had constituted a Committee to finalise a policy on Direct Recruitment and Promotion of Faculty which had recommended that a Fitment Committee to be constituted with representatives from Finance and Administration to categorise Assistant Professors as per UGC rules (Encl 1). The Registrar informed that in pursuant to the above recommendation, the Fitment Committee was constituted by the Vice Chancellor to recommend rules for categorization (Encl 2). He apprised all that as notified, external experts and lawyer were approached for seeking advice on the issue, however considering the COVID-19 pandemic scenario all of them have been unable to contribute or participate in the process. He informed that since the UGC rules/processes were not followed strictly in the past and most of the Assistant Professors are already in different levels, the University is required to come up with a categorization scheme so that all Assistant Professors borne in the roll of TERI SAS as on date could be helped in the career advancement scheme and not be deprived of their due career benefits.

2. Consequently, the Committee reviewed the following existing statutory norms and rules:-

a) 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 (Encl 3).

b) Chapter I of Compendium Part I, TERI SAS (Encl 4).

3. The following were summarized from the relevant rules towards recruitment and promotion aspects: -

Table I - UGC 2018 REGULATION CONDITIONS (CAREER ADVANCEMET SCHEME)

	Eligibility	Experience	Annual Performance Assessment Report	Other criteria
Asst Prof (Level 10) Direct Recruitment)	Direct Entry requirements as laid down by UGC	-	Not relevant	Recommended by the selection committee in accordance with these Regulations.
Asst Prof (Level 11) (CAS)	In Level 10 should have done following:- 21 days orientation course on teaching methodology and completed refresher/research methodology course OR two workshops on syllabus upgradation/training teaching learning evaluation/technology programme/faculty development programme of atleast 5 weeks	04 years as Level 10 (with PhD) 05 years as level 10 (MPhil /PG in Prof Course 06 years as level 10 (Without PhD/MPhil/PG in Prof Course)	Gets 'satisfactory 'or 'good' grade in the annual performance assessment reports of at least Three /four /five of the last four/five/six years of the assessment period as the case may be	Recommended by Screening & Evaluation Committee

	Eligibility	Experience	Annual Performance Assessment Report	Other criteria
	OR completed MOOC Course with e-certification or development of e-content in four quadrant/MOOC's Course during assessment period			
Asst Prof (level 12) (CAS)	In level 11 should have done following:- i. A Ph.D. degree in subject relevant /allied/relevant discipline. ii. Any two of the following in the last five years of Academic Level-11/ Senior Scale: Completed courses/ programmes from among the categories of Refresher Courses/Research Methodology course/Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration	05 yrs as Asst Prof Level 11	Gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period	Recommended by Screening & Evaluation Committee

	Eligibility	Experience	Annual Performance Assessment Report	Other criteria
	(or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e-certification); OR Contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course / contribution towards conducting of a MOOCs course during the period of assessment.			
Assoc Prof (CAS)	In level 12 should have done following:- Any one of the following during the last three years: completed one course / programme from amongst the categories of Refresher Courses/ Methodology Workshop/Syllabus Up-gradation Workshop/ Teaching- Learning-Evaluation Technology Programme/	03 yrs in Asst Prof level 12	He/she gets a 'satisfactory'or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period	Recommended by the selection committee in accordance with these Regulations.

	Eligibility	Experience	Annual Performance Assessment Report	Other criteria
	Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with ecertification); or contribution towards development of e-contents in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.			
		Total 12 to 14 years requirement in Assistant Professor to be eligible for Associate Professor		Selection Committee recommendation required.

	Eligibility	Experience	Annual Performance Assessment Report	Other criteria
Assoc Prof (Direct Recruitment)	Minimum of seven publications in the peer-reviewed or UGC-listed journals and a total research score of Seventy five (75) as per the criteria	A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry		Selection Committee recommendation required.

Table II - TERI SAS COMPENDIUM OF RULES

	Eligibility	Experience	Annual Performance Assessment Report	Other criteria
Asst Prof	Direct Entry requirements as laid down by UGC	-	Not relevant	Recommended by the selection committee
Associate Prof (CAS)	Student evaluations Self-development efforts (Participation in conferences/workshops/seminars; Knowledge of current literature; inter-disciplinary linkages etc.) Contribution to institutional development (Revenue contributions, curricular and co-	After completion of at least eight years, and definitely within twelve years, as an Assistant	The annual Appraisal forms	A Promotion Advisory Committee, would examine the application approved by the internal Committee and interview the candidate.

	Eligibility	Experience	Annual Performance Assessment Report	Other criteria
	curricular activities; Training programmes, collaborative work etc.) Research students guided (At least one PhD student should have successfully defended her/his thesis) At least 8 research publications in international peer reviewed journals	Professor		
Associate Prof (Direct Recruitment)	Direct Entry requirements as laid down by UGC	Minimum eight years experience	Department shortlisting	Selection Committee

4. The Committee found that the following rules with respect to years of experience requirement inter alia other academic and research credentials as specified are existing on date for eligibility to the position of Associate Professor as per Table I & II:-

(i) As per UGC norms minimum 12 to 14 years service at Assistant Professor level (04 to 06 years at level 10 + 05 years at level 11 + 03 years at level 12) required to be eligible for Associate Professor under CAS. This also requires that person with Ph.D with other criteria can be considered for elevation to level 12 and he/she has to spend further 3 years at level 12 to be eligible for Associate Professor position along with other criteria.

(ii) As per UGC 08 years' service at Assistant Professor or equivalent level required to be eligible for Associate Professor under DIRECT RECRUITMENT to a new post.

(iii) As per TERI SAS existing rules minimum 08 to 12 years' service required at Assistant Professor level to be eligible for Associate Professor both under CAS.

(iv) As per TERI SAS existing rules minimum 08 years' service required at Assistant Professor level to be eligible for Associate Professor under Direct Recruitment Scheme.

(v) Existing Assistant Professors at TERI SAS have been taken as Assistant Professor/Lecturer and no internal rules exist for inter se promotion from one level to another (Level 10, Level 11 or Level 12 or earlier in equivalent VIth pay commission grades) as has been promulgated by UGC from time to time.

5. The following difficulties were examined by the Committee:-

(a) In past the University has been following a modified salary structure which was/is not in consonance with the UGC norms required for the level, thus a number of faculty are already at different levels. Out of 27 Assistant Professor/Lecturer borne in TERI SAS, sixare receiving salary at Level 11 and twenty-one are receiving salary at Level 12 with different years of experience at different levels of Assistant Professorship (Encl 5).

(b) No inter se level elevation based on UGC scheme was practiced in past. A number of faculty members have been considered for internal promotion (called as re-designation) to Associate Professor with eight years of experience at Assistant Professor level without any Level consideration.

(c) It needs to be decided whether Assistant Professor borne on date at TERI SAS have to fulfil which of the following experience requirements to be eligible for Associate Professor post under CAS subject to fulfilment of other conditions as per rule.

- 08 years (as considered by TERI SAS and applied to some cases in past)

  or

- Total minimum 12 years as required by UGC (CAS)/TERI SAS

  or

- 08 years at Assistant Professor Level 11

  or

- 03 years at Assistant Professor Level 12

Discussion

6. The Committee discussed the aspects of providing option of promotion for Associate Professor through Direct Recruitment process on completion of 8 years of service by creating new posts and then providing promotion through CAS norms as laid down in UGC rules.

7. Prof Manipadma Datta recommended that the internal faculty members can apply for open positions of Associate Professor as and when advertised by the University under the Direct Recruitmentprocess. He stated that the discretion of creating a new position for any department shall entirely lie with the University and the detailed rules for the same have to be worked out separately. He suggested that in absence of any open position on

Associate Professor the existing Assistant Professors have to follow the career growth provisions provided by UGC under CAS and have to acquire 12 years of experience to be eligible for Associate Professor position.

8. Prof Datta and Dr Atul Kumar recommended that all previous teaching and research experience prior to joining TERI SAS also be taken into consideration while calculating the experience for eligibility under CAS or Direct Recruitment.

Recommendation:-

9. After deliberating various aspects of the UGC-CAS and Direct Recruitment processes the Committee resolved to recommend a Categorisation scheme based on the following rules in respect of all Assistant Professors borne in the University as on date to be followed for eligibility under CAS:-

   (a) All Assistant Professor/Lecturer borne in TERI SAS roll on date continue to be designated as Assistant Professor.

   (b) Those currently at Level 11, on completion of nine years of experience with PhD shall be considered for Level 12. Those who have already completed nine years or more as Assistant Professor/Lecturer with PhD be considered for promotion to Level 12 by a Screening & Evaluation Committee if found suitable subject to meeting other eligibility conditions. Criteria for promotion be decided based on a modified UGC CAS norms recommended in the promotion transition rules.

   (c) All eligible will be able to apply for open positions under Direct Recruitment process as and when new positions are advertised for open recruitment by the University.

   (d) All with PhD will be considered for promotion to Associate Professor under CAS norms on the recommendation of a Selection Committee on completion of 12 years of service. Criteria for promotion be decided based on a modified UGC CAS norms recommended in the promotion transition rules.

10 The committee recommended that all future appointments will start at Level 10 and follow UGC norms in letter and spirit with immediate effect.

The meeting ended with a vote of thanks to the Chair.

(All enclosures/annexures mentioned in the main document will be presented to the members)

Enclosure 5

(Refer to Item No.3)

11 May 2020

REPORT OF TRANSITION PROMOTION COMMITTEE

1. Consequent to the constitution of the Transition Promotion Committee by the Vice Chancellor vide TERI SAS notification No 24 of 2019-20 dated 06 March 2020 (Encl 8), the Committee as under, reviewed the relevant documents, reports, rules and met on 05 May 2020 through an online meeting on Microsoft Teams platform for deliberation and to finalise the report: -

(a) Prof ManipadmaDatta, Vice Chancellor (Acting), TERI SAS

(b) Prof Atul Kumar, Dean (Academic), TERI SAS

(c) Prof Shaleen Singhal, Dean (Research & Relationship), TERI SAS

(d) Prof Sunita Singh Sengupta, Dean, Faculty of Management Studies, Delhi University

(e) Prof MeetaMehra, Professor of Economics, Centre for International Trade and Development, Jawaharlal Nehru University

(f) Capt Pradeep Kumar Padhy (Retd.), Registrar, TERI SAS

OBJECTIVE

2. To develop and compile transition rules for the internal faculty members for implementation of promotion norms as per UGC regulations at TERI School of Advanced Studies.

REFERENCES

3. The Committee examined the following statutory norms, TERI SAS rules and various reports of earlier Committees with respect to norms for promotion/re-designation of faculty members at TERI SAS:-

(a) UGC regulation No.F.1-2/2017(EC/PS) dated 18 July 2018 on Minimum Qualification for appointment of Teachers and Other Academic Staff in Universities and Colleges and other measures for the maintenance of standards in higher education 2018 (Encl 1).

(b) AICTE notification F.No.61-1/RIFD/7th CPC/2016-17 dated 1 March 2019 on Pay Scales, Service conditions and minimum Qualifications for the appointment of teachers and other academic staff such as library, physical education and training and placement personnel in technical institutions and measures for the maintenance of standards in technical education p- (degree) notification 2019 (Encl 2).

(c) UGC Public Notice F.1-1/2018(Journal/CARE) dated 16 Sep 2019 (Encl 3)

(d) Compendium of Rules Part I TERI SAS (approved by 23rd BoM) (Encl 4).

(e) Draft Polices compiled by Drafting Committee dated 08 Jan 2020 (Encl 5).

(f) Recommendation of Committee to finalise a policy on Direct Recruitment and Promotion of Faculty 28 Jan 2020 (Encl 6).

(g) Report of the Fitment Committee Meeting dated 27 April 2020 (Encl 7).

(h) Notification on constitution of Transition Rule Committee dated 06 March 2020 (Encl 8).

4. The Vice Chancellor, had constituted a drafting committee on 05 Dec 2019 and the draft (Encl 4) compiled by it was circulated to another Committee constituted by the Vice Chancellor with members from Board of Management & Academic Council to Finalise a Policy on Direct Recruitment & Promotion of Faculty. This apex Committee had suggested the following framework under which the new policies on recruitment and promotion be pursued (Encl 6):-

(a) The norms for recruitment, assessment and promotion of all faculty members shall be as per the UGC norms issued from time to time. However, academic qualification for recruitment of faculty members in the discipline of engineering/technology, management, architecture, town planning and design shall be as per the norms stipulated by AICTE guidelines issued from time to time.

(b) Once the rules are approved by BoM, candidates fulfilling minimum eligibility criteria as laid down in guidelines shall offer herself/himself for Promotion. If the candidate is eligible and found successful by Selection Committee, her/his date of promotion shall be from the date of eligibility or the date of approval of these rules by the Board of Management whichever is later. The candidate who does not succeed in first assessment s/he shall have to be reassessed only after one year. When such candidate succeeds in the eventual assessment, her/his promotion shall be deemed to be effective from one year from the date of rejection.

(c) A Fitment Committee under the Chair of Vice Chancellor to be constituted with representatives from Finance and Administration to categorise Assistant Professors as per UGC rules.

(d) A Transition Promotion Committee to be constituted under the Chair of Vice Chancellor to compile transition rules for the candidates who are likely to face challenges with respect to requirement of certain past information (from the date of implementation of new rule) due to implementation of new UGC/AICTE regulations.

COMPARISON OF EXTANT TERISAS RULES & UGC NORMS

5. The Committee examined the difference in the existing TERI SAS rules and the UGC norms for University teachers as per the documents placed at Enclosure 1 and Enclosure 4:-

(a) Comparison of CAS: Asst Prof (Level 10) to Asst Prof (Level 11)	
TERI SAS Rules (Encl 4)	UGC Rules dated 18 July 2018 (Encl 1)
NA	Eligibility i) An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech, M.V.Sc.and M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course and satisfies the

	following conditions: ii) Attended one Orientation course of 21 days duration on teaching methodology; iii) Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period; and iv) Published one research publication in the peer-reviewed journals or UGC-listed journals during assessment period. <u>CAS Promotion Criteria</u> : A teacher shall be promoted if; i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be (as provided in Appendix II,Table 1), and; ii) The promotion is recommended by the screening-cum evaluation committee.
(b) Comparison of CAS: Asst Prof (Level 11) to Asst Prof (Level 12)	
NA	<u>Eligibility</u> i) Assistant Professors who has completed five years of service in Academic Level 11/Senior Scale. ii) A Ph.D. Degree in the subject relevant/allied/relevant discipline. iii) Has done any two of the following in

	the last five years of Academic Level 11/Senior Scale: Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes /Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/contribution towards conduct of a MOOCs course during the period of assessment. iv) Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period. <u>CAS Promotion Criteria</u> A teacher shall be promoted if; i) The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1) and; ii) The promotion is recommended by the Screening-cum-evaluation committee.
(c) Comparison of CAS: Asst Prof (level 12) to Associate Prof (Level 13 A)	
1.5.1 The criteria for promoting an Assistant Professor to the post of an Associate Professor is, necessarily, much	i) Assistant Professor who has completed three years of service in Academic Level

more stringent. It is expected that an Associate Professor of TERI SAS would have the length and breadth of exposure that would allow, or has resulted in, her/him to effectively contribute to the development of the University and its students. Additionally, it is expected that the faculty member would have demonstrated her/his contribution to the creation and advancement of knowledge through extensive research activity and publications in peer reviewed journals, while striking a proper balance between high quality teaching and research. 1.5.2 A faculty member, considering herself/himself eligible for such a promotion would present a written case to the Dean (Academic) after completion of at least eight years, and definitely within twelve years, as an Assistant Professor. A Committee comprising the Vice Chancellor, Pro-Vice Chancellor, two Deans, concerned HoD and the Registrar from the University will screen and discuss the application for suitability. The applicant will need to support her/his application with relevant publications and other such material. Any Assistant Professor unable to move to the next level after 12 years at this level may be put on notice. 1.5.3 Notwithstanding the above, all appointments at the University will meet the UGC Regulations on minimum qualifications for appointment of teachers and other academic staff issued from time to time. 1.5.4 The University would view the application along with other performance parameters such as: i. The annual Appraisal forms ii. Student evaluations iii. Self-development efforts (Participation in	12/ Selection grade. ii) A Ph.D Degree in the subject concerned/allied/relevant discipline. iii) Any one of the following during last three years: completed one course / programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Up-gradation Workshop/Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment. iv) A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period. v) Evidence of having guided at least one Ph.D. candidate. <u>CAS Promotion Criteria</u>: A teacher shall be promoted if; i) He/she gets a ‘satisfactory‘ or ‘good‘ grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Appendix II,Table 1, and has a research score of at least 70 as per

conferences/workshops/seminars; Knowledge of current literature; inter-disciplinary linkages etc.) iv. Contribution to institutional development (Revenue contributions, curricular and co-curricular activities; Training programmes, collaborative work etc.) v. Research students guided (At least one PhD student should have successfully defended her/his thesis) vi. At least 8 research publications in international peer reviewed journals A Promotion Advisory Committee, chaired by the Vice Chancellor and consisting of the Deans, Registrar and two professors from an unrelated university would examine the application approved by the internal Committee and interview the candidate. The recommendations of the Promotion Advisory Committee would be forwarded to the Vice Chancellor for final endorsement and for forwarding to the Board of Management for ratification.	Appendix II,Table 2. ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.
(d) Comparison of CAS: Associate Prof (Level 13 A) to Prof (Level 14)	
1.6.1 A Professor in the TERI SAS is expected to have made significant contributions to the advancement of knowledge and should be acknowledged as an individual with academic excellence by her/his peers. S/he should have an outstanding record and reputation at the national and international levels. 1.6.2 Candidates applying for promotion from an Associate Professor to the rank of a Professor would be expected to have made a broad and sustained	<u>Eligibility</u> 1) An Associate Professor who has completed three years of service in Academic Level 13 A. 2) A Ph.D degree in the subject concerned/allied/relevant discipline. 3) A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.

contribution to their field and discipline nationally and internationally. It is also expected that s/he would have contributed significantly to research and to the development of the university – both academically and financially. 1.6.3 Apart from contributions in international peer reviewed journals, such candidates are expected to have supervised 3 PhD candidates successfully. Other parameters that would influence the decision on promotion would center around: quality of teaching and research1; design and implementation of innovative pedagogical tools and academic programmes; and contributions to national policy or to academic debate. 1.6.4 Notwithstanding the above, all appointments at the University will meet the UGC Regulations on minimum qualifications for appointment of teachers and other academic staff issued from time to time. 1.6.5 A faculty member considering herself/himself eligible for such a promotion would present a written case to the Dean (Academic) after completion of at least three years, and definitely within eight years, as an Associate Professor. A Committee comprising the Vice Chancellor, Pro-Vice Chancellor, all Deans, concerned HoD and the Registrar from the University will screen and discuss the application for suitability. The applicant will need to support her/his application with relevant publications and other such material. Any Associate Professor unable to move to the next level after eight years in this level may be put on	4) Evidence of having successfully guided doctoral candidate. 5) A minimum of 110 Research Score as per Appendix II, Table 2. <u>CAS Promotion Criteria</u>: A teacher shall be promoted if; i) He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1, and at least 110 research score, as per Appendix II, Table 2. ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.

[1] In the case of faculty engaged in technical subjects, their contributions, or lack thereof, to patentable innovations would be a key consideration.

notice. 1.6.6 The University would view the application along with other performance parameters such as: • Positive evidence of actual and sustained academic achievement and future promise • Evidence of national/international peer esteem (eg. Invited presentations, roles in professional bodies, committee memberships, awards etc.) • Leadership qualities • Contribution to research/consultancy assignments or to policy developments Evidence of publications – numbers, periodicity, quality etc. • Number of patents awarded/filed • Quality of the application made and evidence presented • Ability to raise research funds If desired, the Committee may seek a specific feedback from current or past students. 1.6.7 A Promotion Advisory Committee, chaired by the Vice Chancellor and consisting of the Deans, Registrar and two professors from an unrelated university would examine the applications approved by the internal Committee, interview the candidate and provide a recommendation. The recommendation of the Promotion Advisory Committee would be forwarded to the Vice Chancellor for final endorsement and for forwarding to the Board of Management for ratification.	
(e) Comparison of CAS: Prof (Level 14) to Senior Prof(Level 15)	

NA	A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favourable review from three eminent subject -experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years' of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee constituted in accordance with these Regulations. Eligibility: i) Ten years' experience as a Professor. ii) A minimum of ten publications in the peer-reviewed or UGC-listed journals and Ph.D. degree has been successfully awarded to two candidates under her/his supervision during the assessment period.

OBSERVATIONS

6. Based on the rules and practices adopted at TERI SAS the following inferences were drawn:-

(a) The adoption of UGC- CAS norms in its existing form would create certain challenges for existing faculty members at TERI SAS in view of the following:-

(i) TERI SAS so far did not follow the UGC API system (Cat I, II & III) and followed a different online annual assessment scheme requiring assessment parameters as laid down in their rules.

(ii) No inter se promotion scheme existed at Asst Prof level within Grades and faculty members have been directly positioned in higher grades ; thus parity between the

Asst Prof levels at TERI SAS with UGC tiered CAS promotion scheme needs to be established.

(iii) The UGC requirements of Orientation/Refresher Course were not made mandatory for internal re-designation scheme as followed so far as per TERI SAS rules. The UGC have given waiver for Orientation/Refresher course requirement till 31 Dec 2018 (Encl 1).

(iv) The UGC have mandated considering publications in UGC-CARE list (Encl 3). Faculty members have been publishing in international peer reviewed journals as required under the extant TERI SAS rules.

(b) The existing TERI SAS rules considered inter alia Asst Prof with 08 to 12 years of experience for promotion to Associate Prof whereas UGC-CAS required a total of 12yrs of service at Assistant Professor level with a requirement of minimum 03years at Level 12. The Fitment Committee while taking cognizance of absence of level elevations within Asst Professor grades recommended the following experience scheme for all Assistant Professors on University payroll to be eligible for next promotion subject to fulfilling other conditions: -

(i) All Assistant Professor/Lecturer borne in TERI SAS roll on date shall continue to be designated as Assistant Professor.

(ii) Those currently drawing salary at Level 11, on completion of nine years of experience with PhD shall be considered for Level 12.

(iv) All with PhD will be considered for promotion to Associate Professor under CAS norms on the recommendation of a Selection Committee on completion of 12 years of service.

DISCUSSION

7. The Committee examined the mandatory aspects of UGC-CAS norms, legal implication of modifying the same and deliberated to conform to the UGC-CAS norms by and large while allowing minor adjustments for operational purpose. The Committee took into consideration the challenges to be faced by meritorious internal candidates who might lose out the opportunity for career advancement because of different rules prescribed by TERI SAS.

8. As recommended by the Committee to Finalise Policy on Direct Recruitment & Promotion of Faculty (Encl 6), it was also agreed to follow UGC norms (Encl 1) for recruitment and promotion of faculty members in all disciplines issued from time to time and in case of faculty members in the disciplines of engineering/technology, management, architecture, town planning and design only the academic eligibility would be as per AICTE norms (Encl 2).

9. The Committee agreed that examination of terms and conditions of service of existing faculty members as per UGC norms have to be decided separately.

RECOMMENDATIONS

10. The Committee after examining various documents and due deliberations, resolved to recommend that UGC-CAS 2018 (Encl 1) norms be adopted for promotion of existing faculty members with following transition rules :-

(a) Asst Prof currently drawing Level 11 salary and holding a PhD, who have completed nine years of service shall be considered for Level 12, similarly Asst Prof with PhD drawing salary at Level 12 will be considered for promotion to Associate Professor with total of 12 years' experience at Asst Prof level. The UGC- CAS norms as applicable shall be considered for all existing appointments at Academic Level 11 and above positions (Level 12, Associate Prof, Prof) for promotion with the following :-

(i) If an existing faculty member applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from the date of approval of Board of Management of these rules.

(ii) The requirement for Orientation course and Refresher Course for promotions due under the CAS shall not be mandatory up to 31st December, 2020.

(iii) Till implementation of new annual performance assessment report process as per UGC format, the performance in the existing assessment process shall be considered. Where required, the past annual assessments will be interpreted by a Committee consisting of all the Deans to assign a 'grade'(for eg. satisfactory, good, excellent etc.) as required under UGC-CAS. Research Score to be captured in a format based on the UGC 2018 norms.

(iv) Research publications in peer-reviewed and/or UGC-CARE listed journals will be considered. Minimum impact factor shall be recommended by the Dept Research Committee(DRC).

(v) 'PhD' guided shall mean 'Thesis submitted' and successfully guided would mean 'Thesis defended' and certificates to that effect issued by the University.

(vi) Dean of Faculty mentioned in the UGC regulations would mean Deans at TERI SAS.

11. All Assistant Professor/Lecturer borne in TERI SAS roll on date continue to be designated as Assistant Professor unless promoted to the next level as per UGC-CAS norms/Transition Rules.

12. UGC-CAS norms shall be applied in letter and spirit to all cases of Asst Prof drawing salary at Level 10 for subsequent promotions.

(All enclosures/annexures mentioned in the main document will be presented to the members)

Enclosure 6A

(Refer to Item No.3(d)(i))

APPLICATION FORM FOR PROMOTION UNDER CAS

TERI School of Advanced Studies

General Information

1.	Name (in Block Letters):	
2.	Father's Name:	
3.	Department/ Centre:	
4.	Present Designation & Annual Grade Pay/Academic Level:	
5.	Date of last promotion *(attach proof)*:	
6.	Which position and grade pay/ Academic Level are you an applicant under CAS?	
7.	Date of Eligibility for Promotion:	
8.	Gender:	
9.	Address for correspondence :	
10.	Telephone/Mobile No:	
11.	E-mail:	
12.	Employee ID:	

13. Academic Qualifications :-

Degrees	Name of University	Year of Passing/ Date of award	Percentage of marks	Division Class / Grade	Subject/ Title of thesis
M.A/ M.Sc/ M.Com					

M.Phil.					
Ph.D./D.Phil.					

14. Appointments held prior to joining this institution:-

Designation	Name of Employer	Date of Joining		Pay Band with AGP/A
		Joining	Leaving	

15. Posts held since joining TERI SAS :-

S. No.	Designation	Department/Centre	Date of actual Joining		Pay Band with AGP/ Academic Level
			From	To	
(a)	Appointment of Asstt. Professor				
(b)	Date of Promotion at Stage-2/ Leve-11				
(c)	Date of Promotion at Stage-3/ Level-12				
(d)	Date of Promotion at Stage-4/ Level-13A				

16. Fields of Specialisation under the Subject/Discipline:-

(a) ..

(b) ..

Date: Signature of faculty member

Enclosure 6B

(Refer to Item No.3(d)(ii))

Table: 1. ANNUAL PERFORMANCE ASSESSMENT REPORT

(Adapted from UGC Regulation-2018, Appendix II Table 1, page no. 104, published in the Gazette of India dated 18.07.2018)

To be filled for each year during assessment period

Annual period: 1 July ……..... (year).to 30 June ……..... (year)

[Note: the starting date is by default 1 July of the relevant academic year, except in the case of joining after this date]

Name :	
Department/Centre :	
Designation (&Level, if applicable) :	
Employee ID :	

Part A: APAR

1. 1. Teaching Activity:

S. No	Course code, Course Title, Semester	*Mode of teaching	Course Credit (in case of joint course portion taken by you)	Number of students	Your role (course coordinator, t instructor)#	No. of classes allotted to you against the course (L+T+P)	No. of classes taken by you	% classes taken	Avg of student feedback scores
1.									

2									
Total									
	Grading by:	Grade							
	HoD/C								
	Dean								
	Vice Chancellor								

Grading Criteria on the basis of Number of classes taught/total classes assigned) x 100%:

Good : 80 % & above,

Satisfactory : Below 80 % but 70 % & above,

Not Satisfactory: Less than 70 %

Note 1: * Lecture (L), Seminar (S), Tutorial (T), Practical (P), Field (F), Contact Hours (C), Lab (LB); also mention if it was taught jointly (only).

Note 2: Enclose all relevant documents in sequence, including (mid-semester and end-semester) feedback from students, attendance records and marksheet, all self attested. This is applicable for individually or jointly taught courses.

Note 3: # This is applicable for courses involving guest faculty, and those without classroom based teaching such as Minor Project, Major Project, Master's Thesis, Dissertation, etc.

Note 4: ^ This is applicable in case the faculty concerned was teaching in more than one programme.

Note 5: Not applicable for course where you were coordinator

2. Involvement in the administrative, examination related, students related and research related activities:

S. No	Nature of Activity	Duration		Nature of evidence (Office Order, Minutes of Meetings, Reports,	Serial no of evidence
		From (date)	To (date)		

				Communication, Poster, etc.)	
a.	Administrative responsibilities such as Head/ Chairperson/ Dean/ Director/ Co-ordinator Convenor/ Warden/ Member of Administrative Committees (@) etc. (list activities below)				
b.	Examination, invigilation and evaluation duties assigned by the university. (list activities below)				
c.	Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (list activities below)				
d.	Organising seminars/ conferences/ workshops/ audits/ extension/ outreach activities, and other such university activities. (list activities below)				
	Name of the Programme	Duration	Your role		
e.	Evidence of active involvement with Ph. D. students, as a supervisor (list activities below)				
	Title of thesis	Name of	Year of	Name of	Publications

		Student	registration	Co-supervisor (if any)	with student if any
f.	Conducting research projects sponsored by national or international agencies indicating your role (PI, co-PI, researcher, and other such) and works carried out.(list your role and activities below, including your role as PI, Co-PI, team members)				
	Project code, title and your role	Project duration	Nature of project/ Research /consultancy /MDP /Workshop	Time spent (hrs in AY)	Amount received during AY (provided by A/c)
g	No. of single or joint publication in journals listed by UGC_CARE (or Scopus or Web of Science).				
	Grading by:	Grade			
	HoD/C				
	Dean				
	Vice Chancellor				

	Grading Criteria: Good : Involved in at least 3 activities. Satisfactory : 1-2 activities. Not-Satisfactory : Not involved/undertaken any of the activities. Note: Number of activities can be within or across the broad categories of activities.
Note 1: @ This will include all committees, cells, and other such, be it statutory or otherwise; permanent or temporary. Note 2: Enclose all relevant documents in sequence, all self certified) Note 3: At least one publication in the UGC_CARE list of journals ((plus Scopus and Web of Science).	

3. Orientation course/Refresher Courses/Research Methodology/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme.

S. No.	Programme name and type	Duration with date	Organized by

Note: this includes all professional and academic courses. Self attested evidence is to be provided

I certify that the information provided above is correct as per records available with the university and/or documents enclosed along with the duly filled in the annual performance assessment report proforma.

Date: Signature of faculty member

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

Signature of HoD/ Centre

Date:

Note 1: The individual Annual Performance Assessment Reports proforma duly filled along with all enclosures, submitted for CAS promotions will be verified as necessary and placed before the Screening cum Evaluation Committee or Selection Committee for assessment / verification.

Note:2. For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Paternity Leave, Study Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution

Note: 3. The report should be submitted at the end of every academic year, within the stipulated time (July 15 of the following Academic Year). The teacher will provide documentary evidence for the claims made in the annual self-appraisal report, which is to be verified by the HoD/Centre. The submission should be through the Head of the Department (HoD)/Centre.

Enclosure 6C

(Refer to Item No.3(d)(iii))

Table: 2. ACADEMIC/RESEARCH SCORE

(Adapted from UGC Regulation-2018, Page. No. 105, published in the Gazette of India, dated 18.07.2018)

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc,.)

Name :	
Department/Centre :	
Designation (&Level, if applicable) :	
Employee ID :	

1. Research Papers (Journal)

S. No.	Title of Research Paper(s)/ Articles,	Name of Journal	Month & year of publication,volume, no.& page	ISSN	Whether UGC_CARE List	* Impact Factor if any	No. of co-authors	Whether main Author?	Journal listed in UGC list or not?	Research Score

UGC_CARE List Journals (* Impact factor to be determined as per Thomson Reuters list). (Note: Enclose all relevant documents in sequence).										

2. (a) (i) Book authored

S. No.	Book Title with page Nos. and date of publication	Name of the Publisher	Whether National/ International Publisher	ISBN	No. of co-authors	Whether you are the main author	Research Score
(Note: Enclose all relevant documents in sequence)							

2. (a) (ii) Chapters published in Books / Edited Books

S. No.	Title with page Nos. and year of publication	Book/ Title editor & publisher	Whether National/ International Publisher	ISBN	No. of co-authors	Whether you are the main author	Research Score
(Note: Enclose all relevant documents in sequence)							

2. (a) (iii) Editor of Book

S. No.	Title with page No and year of publication	Name of Publisher	Whether National / International Publishe	ISBN	No. of co-editors	Whether you are the main editor	Research Score

			r				
(Note: Enclose all relevant documents in sequence)							

2. (b) (i) Translation works in Indian and Foreign Languages by qualified faculties

S. No.	Title with page No and date of publication	Types of Translation Indian/Foreign Languages	Publisher & ISSN/ ISBN No	Chapter/ Research Paper	No. of co-Translator	Whether you are the main Translator?	Research Score
(Note : Enclose all relevant documents in sequence)							

2. (b) (ii) Translation works in Indian and Foreign Languages by qualified faculties

S. No.	Title with page No and date of publication	Types of Translation Indian/Foreign Languages	Publisher & ISSN/ ISBN No	Book	No. of co-Translator	Whether you are the main Translator?	Research Score
(Note : Enclose all relevant documents in sequence)							

3. (a) Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula: Development of Innovative pedagogy

S. No.	Title of Development of Innovative	Short Description/ Contributio	Type of Pedagogy/Modules/ E-content/	Level UG/PG	No. of Quadrants	CEC approval if	Research Score

	pedagogy	n	uploaded link			any	
(Note: Enclose all relevant documents in sequence)							

3. (b) Design of new curricula and courses

S. No.	Title of curricula and course	Level UG/PG	No. of Units/ course	Approval of competent authority (if any)	Research Score
(Note: Enclose all relevant documents in sequence)					

3. (c) MOOCs

S. No.	MOOCs (Development of complete MOOCs, MOOCs module/lecture, Content writer/subject matter expert, Course Coordinator for MOOCs	Short Description/ Contribution	Level of contribution (Content writer/ subject matter expert)	No. of Quadrants	No. of Module/ lecture	Research Score
(Note: Enclose all relevant documents in sequence)						

3. (d) E-Content

S. No.	Title of E-content	Level of contribution UG/PG	No. of Quadrants	Level of contribution (Editor of e-content for complete course/paper/e-book)	No. of Module	Research Score

(Note: Enclose all relevant documents in sequence)

4. (a) Research Guidance

S. No.	Degree	Name of the Students	Thesis Submitted (with date)	Degree awarded (with date)	Research Score
1	*M. Phil./ *P.G dissertation		N/A		
2	Ph. D.				
*Note: Only awarded will be considered. (Note: Enclose all relevant documents in sequence)					

4. (b), (c) & (d) Ongoing and Completed Research Projects/ Consultancy Projects.

S. No.	Title of Research Project	Funding Agency	Date of Sanction	Grant/Amount Mobilized (Rs. Lakhs)	Whether you are the PI/Co-PI/Consultant	Status Ongoing/ Completed	Research Score
Note 1: Principal Investigator and Co-investigator would be 50% each. (Note 2: Enclose all relevant documents in sequence)							

5. (a) Patent

S. No.	Title	National / International	Date of Filing	Status: Published/ Granted as on date	Patent file No.	Research Score
(Note: Enclose all relevant documents in sequence)						

5. (b) *Policy Documents

S. No.	Title	Funding Agency	Date of Submission/ approval	*Policy documents prepare for International bodies like IMF/UNO/UNESCO/World Bank etc. Central/State Govt. Bodies (name of the bodies)	International/ National/ State	Research Score
(Note: Enclose all relevant documents in sequence)						

5. (c) Awards/ Fellowships

S. No.	Title of the Fellowships/Awards	Date of award	Awarding Agency	Whether level International/ National	Research Score
(Note: Enclose all relevant documents in sequence)					

6. *Invited Lectures/ Resource Person/Paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once).

S. No.	Title / Academic Session with date	Lecture/Resource Person/Paper presentation/full paper in Conference Proceedings	Agency	Whether International (Abroad) / International (within country)/ National/State/ University level	Research Score

*Note: *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5 (b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned. (As per UGC Regulation-2018, page no. 107, published in the Gazette of India dated 18.07.2018)

(Note: Enclose all relevant documents in sequence)

Note:

- *Paper presented if part of edited book or proceeding then it can be claimed only once.*
- *For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.*
- *The research score shall be from the minimum of three categories out of six categories.*

SUMMARY OF RESEARCH SCORE

S. No	Academic/ Research Activity	Total Research Score claimed by the candidate	*For Office use only*
1.	Research Papers in Peer-Reviewed or UGC listed Journals		
2.	Publications other than journal, (a). Books authored (b). Translation works		
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula a. Development of Innovative pedagogy. (b) Design of new curricula and courses. (c) MOOCs. (d) E-Content		
4.	(a) Research Guidance (b) Research Projects Completed (c) Research Projects Ongoing (d) Consultancy		
5. (a&c)	(a) Patents (c) Awards/Fellowships		
5.(b)	*Policy Documents		

6.	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
(*Note: **For the purpose of calculating research score of the teacher, the combined research score from the categories of 5 (b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.)*			
	Total		

LIST OF ENCLOSURES: *(Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)*

1.		4.	
2.		5.	
3.		6.	

I certify that the information provided above is correct as per records available with the university and/or documents enclosed along with the duly filled in the annual performance assessment report proforma.

Date: Signature of the applicant

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

Signature of HoD/ Centre Signature of Dean (Academic)

Date:

Note:

Methodology for University and College Teachers for calculating Academic/Research Score

S.N.	Academic/Research Activity	Faculty of Sciences /Engineering / Agriculture / Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education / Physical Education / Commerce / Management & other related disciplines
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by ;		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in and Foreign Indian Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Learning new and Teaching pedagogy and content and development of innovative courses and curricula		

	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		
	Development of in 4 quadrants for a e-Content complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content in module complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10

4	(a) Research guidance		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded

.	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing :		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5	(a) Patents		
	International	10	10
	National	07	07
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05
.			
6.	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03

	State/University	02	02

The Research score for research papers would be augmented as follows :

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

i) Paper in refereed journals without impact factor - 5 Points

ii) Paper with impact factor less than 1 - 10 Points

iii) Paper with impact factor between 1 and 2 - 15 Points

iv) Paper with impact factor between 2 and 5 - 20 Points

v) Paper with impact factor between 5 and 10 - 25 Points

vi) Paper with impact factor >10 - 30 Points

(a) Two authors: 70% of total value of publication for each author.

(b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% oftotal value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Enclosure 7

(Refer to Item No.4)

Convocation Procedure

NB: All directions, Left and Right, are with respect to a person facing the stage in the convocation hall

Guests arrive, are guided and seated.

---

meanwhile

Band (seated inside the Convocation arena, near the entrance) plays soft music.

Music stops.

Compere makes a welcome announcement and reads out the programme

Compere announces the graduand procession.

---

meanwhile

All graduands assemble in the assigned lecture halls to wear their robes. (Robes, academic caps and hoods will be worn)

Procession is formed, with the Ph D awardees leading it, followed by the MA batch of ___, M Sc batch of ___, the MBA batch of ____ , MTech batch of ____ and the LLM Batch ____ bringing up the rear.

Band/music starts (–to stop as soon as all students are positioned at their seats.)

When graduand procession is announced, procession walks up in twos, rapidly at first, through the atrium area, till the entrance of the shamiana and then at slow pace once they enter the shamiana.

Graduands walk down the aisle until they reach the rows where they will be seated (individual seats will be assigned to each student). The graduands will move into the row of seats in twos and all the way down to the end of the assigned row; he/she remains standing until all students are in their place.

Music stops.

All students sit.

---

meanwhile

Chief Guest and Chancellor are led to the Seminar Hall to wear their regalia and to be briefed on the procedures by the Registrar.

Deans and all faculty members gather at the reception area to wear their regalia.

They then line-up in the atrium area, where the Chancellor introduces them to the Chief Guest.

As the filler slide show is about to end, the procession starts moving towards the entrance of the shamiana. The procession, in a single line, is led by the Registrar, followed by the Deans and the faculty, with Vice-Chancellor, the Chancellor, and the Chief Guest bringing up the rear.

Slide show ends.

The compere announces: "The Academic Procession will now enter. Ladies and gentlemen, please rise."

Band/music starts.

The Academic Procession enters the hall and moves towards the dais. Two pipers from the band will move ahead of the procession. At the end of the aisle, the Registrar moves out of the procession and waits for the Chancellor. The rest of the procession now splits into two, with one Dean leading the line towards the right dais steps and the other Dean towards the left dais steps. Alternate faculty members will branch into each of the two lines. The two pipers will move ahead of the line moving ahead of each of the Deans and will position themselves at the shamiana walls near the left and right steps respectively.

The two lines move on the dais towards the seating behind the head table. The Deans take positions behind their respective seats on the head table.

The Chancellor, Chief Guest, VC and Registrar move with the line going up the left dais steps and take positions behind their seats on the head table.

Music stops.

The Chancellor, and Chief Guest take their seats.

All others sit.

Compere requests Chief Guest, and others at the head table to light the lamp to signify opening of the convocation.

(Shlokas will be sung by students during the lamp lighting)

After lighting the lamp, they return to their seats.

Compere requests Registrar to deliver the welcome address.

Registrar walks to left podium for the welcome address.

At the end of the welcome, compere requests VC to give his address.

Vice-Chancellor gives his address from left podium.

At the end of the report, compere requests the Chancellor to address the gathering.

Chancellor's address from left podium.

Chancellor ends his talk with a reference to the Chief Guest and that in recognition of his contribution to society, the Board of Management of the TERI School of Advanced Studies has approved the conferment of doctorate degree, honoris causa, on him. The Chancellor moves back to his seat.

(While the Chancellor moves to his seat, the Registrar moves to the left podium and starts reading the citation for (awardee name). He ends with "Mr Chancellor, I ask you to confer the degree Doctor of Philosophy, honoris causa, upon (awardee name".)

The Chancellor and the Chief Guest move to the centre of the front of the table. The degree bearer moves in with the doctoral hood, the degree and the citation. The Chancellor hoods the Chief Guest and then presents the degree and citation to him.

The Chancellor and Chief Guest move back to their seats

The compere now requests the Chief Guest to deliver the Convocation Address.

Chief Guest delivers the Convocation Address.

The Compere thanks the Chief Guest.

The compere announces that the degrees will now be conferred on the graduands.

Registrar moves to left podium.

Registrar says, “Mister Chancellor, as Registrar of the TERI School of Advanced Studies, I present to you 12 candidates for the doctoral degree …

(the ___(Nos.) Ph D candidates must all rise now and the Chancellor moves to the right podium)

… and certify that they have successfully completed all the requirements established by the rules and regulations of the University. May I now request that you admit these candidates to their degrees.”

Chancellor responds, “By authority of the powers vested in me, I hereby admit you to the doctor of philosophy degree to which you have demonstrated your entitlement to the satisfaction of the University.”

All ___(Nos.) students, on completion of this sentence, stand up and sit down.

Registrar says, “Mister Chancellor, as Registrar of the TERI School of Advanced Studies, I present to you ___(Nos.) candidates for the master of arts degree …

(the ___(Nos.) M A candidates must all rise now)

… and certify that they have successfully completed all the requirements established by the rules and regulations of the University. May I now request that you admit these candidates to their degrees.”

Chancellor responds, “By authority of the powers vested in me, I hereby admit you to the master of arts degree to which you have demonstrated your entitlement to the satisfaction of the University.”

All ___(Nos.) students, on completion of this sentence, stand up and sit down.

Registrar says, “Mister Chancellor, as Registrar of the TERI School of Advanced Studies, I present to you 102 candidates for the master of science degree …

(the___(Nos.) M Sc candidates must all rise now)

… and certify that they have successfully completed all the requirements established by the rules and regulations of the University. May I now request that you admit these candidates to their degrees.”

Chancellor responds, “By authority of the powers vested in me, I hereby admit you to the master of science degree to which you have demonstrated your entitlement to the satisfaction of the University.”

All ___(Nos.) students, on completion of this sentence, stand up and sit down

Registrar says, “Mister Chancellor, as Registrar of the TERI School of Advanced Studies I present to you 20 candidates for the master of business administration degree …

(the ___(Nos.) MBA candidates must all rise now)

… and certify that they have successfully completed all the requirements established by the rules and regulations of the University. May I now request that you admit these candidates to their degrees.”

Chancellor responds, “By authority of the powers vested in me, I hereby admit you to the master of business administration degree to which you have demonstrated your entitlement to the satisfaction of the University.”

All ___(Nos.) students, on completion of this sentence, stand up and sit down.

Registrar says, “Mister Chancellor, as Registrar of the TERI School of Advanced Studies I present to you 60 candidates for the master of technology degree …

(the ___(Nos.) MTech candidates must all rise now)

… and certify that they have successfully completed all the requirements established by the rules and regulations of the University. May I now request that you admit these candidates to their degrees.”

Chancellor responds, “By authority of the powers vested in me, I hereby admit you to the master of technology degree to which you have demonstrated your entitlement to the satisfaction of the University.”

All ___(Nos.) students, on completion of this sentence, stand up and sit down.

Registrar says, “Mister Chancellor, as Registrar of the TERI School of Advanced Studies I present to you ___(Nos.) candidates for the master of Law degree …

(the ___(Nos.) LLM candidates must all rise now)

… and certify that they have successfully completed all the requirements established by the rules and regulations of the University. May I now request that you admit these candidates to their degrees.”

Chancellor responds, “By authority of the powers vested in me, I hereby admit you to the master of law degree to which you have demonstrated your entitlement to the satisfaction of the University.”

All ___(Nos.) students, on completion of this sentence, stand up and sit down.

Immediately now, the ___(Nos.) Ph D candidates stand.

Registrar says, “Mister Chancellor, may I now request you to confer the degrees to the candidates. …

(the first ___(Nos.) Ph D candidates move towards the left dais steps. The Chancellor moves to the front of the head table.

Simultaneously, the two degree bearers and the coordinator move to the degree table and ready themselves with the first two degrees.)

… May I first call on the candidates admitted to the doctoral degree.

Dr AAA : Her doctoral thesis was entitled “……..”Dr AAA”

AAA walks up the stairs towards the Chancellor. Simultaneously, the first-degree bearer walks towards the Chancellor.

(While AAA walks towards the Chancellor, the fourth candidate walks towards the left dais steps, so that at any one time 3 candidates are positioned near the stairs.)

The Chancellor shakes hands with the candidate and hands over the degree. The candidate then walks back to his seat via the right dais steps.

While shaking hand with the Chancellor, the next name is read out.

The process continues.

(When the last PhD candidate starts walking towards the steps, the first 6 masters candidates stand. They move and stand near the left dais steps. Their names will be read out three at a time. They will move up the stairs towards the Chancellor in sets of 3. They will exit via the right dais steps and return to the row in which they were seated. When the first 3 move up the stairs, the next 3 join the others near the left dais steps. They continue moving in the same procedure towards the dais steps so that at any one time 6 candidates are positioned near the steps and 3 are standing at their seats.

Sequence – first MA (PP&SD), MA (SDP) students, then the MSc (E) students, the MSc (G), MSc (P), MSc (C) , MSc (O), MSc (W), then the MBA (BS) students, then the MTech (R), MTech (U) , MTech (W) and finally the LLM students)

After the (Nos.) PhD candidate, the Registrar says, "May I now call on the candidates admitted to the master's degree".

(Sequence:

Master of Arts

Master of Science

Master of Business Administration

Master of Technology

Master of Law)

The process continues.

After the degrees have been given, the Registrar returns to his seat.

The compere requests the Chief Guest and the Chancellor to present the awards.

The Chief Guest joins the Chancellor in front of the head table.

Compere announces the awards for standing first in the order of merit in each of the masters' programmes. The awards are announced and presented.

Compere thanks the Chief Guest and Chancellor and requests the Dean (Academic) to propose the vote of thanks.

Chief Guest and Chancellor return to seats at table and Dean (Academic) goes to Left podium to deliver Vote of Thanks.

Vote of Thanks – ends with a request to the Chancellor to declare the convocation closed.

Chancellor declares the convocation closed (from his seat).

As soon as the convocation is declared closed, compere requests all to stand for National Anthem.

National Anthem is played.

The Compere announces "The Academic Procession will now withdraw. Ladies and gentlemen, please remain standing."

Band/Music starts.

Academic Procession withdraws.

Chancellor and Chief Guest lead. They go down Left stairs followed by Dean 1 and faculty group that was seated on the left. Walk slowly till entrance to aisle at the head of the first row of seats. Simultaneously, Vice-Chancellor, Registrar and Dean 2, descend Right stairs followed by faculty that was seated on the right side until aisle entrance (they will have to walk a little bit faster).

Faculty fall into twos and follow Chancellor and Chief Guest out of the entrance.

(Chancellor and Chief Guest go to the front park for photographs, where the graduated students will assemble for the group photograph. The Deans lead the Guests to the venue of the tea.)

(Graduated students will remain in their robes during the tea.)

Enclosure 8

(Refer to Item No.5)

Rules for TERI School of Advanced Studies Students Council, 2020

1. Short Title and Commencement: This Rules shall be called as the Rules for the TERI School of Advanced Studies Students Council, 2020

2. Definitions:

a. TERI SAS means TERI School of Advanced Studies having its campus at 10, Institutional Area, Vasant Kunj, New Delhi -70

b. TSSC means the elected Students Council of TERI SAS for a tenure of one academic year to function without any direct or indirect political party/ideology affiliation or influence whatsoever.

c. Academic Year means the academic year commences and ends as per the academic calendar of TERI SAS.

d. Programme means the following academic programmes of the TERI School of Advanced Studies

i. All PhD programmes
ii. MTech (Water Resource Engineering and Management)
iii. M.Sc. (Water Science and Governance)
iv. LLM (Environment and Natural Resources Law / Infrastructure and Business Law)
v. M.A. (Public Policy and Sustainable Development)
vi. M.A. (Sustainable Development Practice)
vii. M.B.A. (Business Sustainability)
viii. M.B.A. (Infrastructure)
ix. M.Sc. (Climate Science and Policy)
x. M.Sc. (Economics)
xi. M.Sc. (Environmental Studies and Resource Management)
xii. M.Sc. (Geoinformatics)
xiii. M.Sc. (Plant Biotechnology)
xiv. MTech (Renewable Energy Engineering and Management)
xv. MTech (Urban Development Management)
xvi. Any other regular fulltime academic programme approved and offered by TERI SAS in the future.

e. Patron means the Vice Chancellor of TERI SAS.

f. Programme Representatives means the directly elected student representatives of each programme in an academic year without any direct or indirect political party/ideology affiliation or influence whatsoever. All Programme Representatives will be members of the Executive Committee.

g. Electoral College means all the Programme Representatives who will elect the members of the Executive Committee.
h. Teacher means all regular teachers, part-time/ contractual lecturer and other persons engaged by TERI SAS for imparting teaching.
i. Student means duly enrolled regular student of any of the Programmes with minimum one year duration and do not include a student of distance education programmes/courses or certificate courses offered by TERI SAS.
j. Chief Electoral Officer and Electoral Officer: The Patron shall designate a teacher as Chief Electoral Officer and a teacher or a admin member equal to or above the rank of Assistant Registrar as an Electoral Officer at least seven days before the electoral process. The Chief Electoral Officer and Electoral Officer shall facilitate/supervise the processes of election.

3. Name of the Council: The Council shall be called 'The TERI SAS Students Council' hereinafter referred to as TSSC.

4. Office: The office of the TSSC shall be located at the TERI SAS Campus at 10, Institutional Area, Vasant Kunj, New Delhi-110070. It shall also be its official address.

5. Aims and Objectives:
a. To promote spirit of oneness and to nurture academic, scientific and sustainable outlook amongst the students of TERI SAS
b. To foster harmonious relationship based on mutual respect amongst the students and other teaching and non-teaching staff of TERI SAS
c. To encourage and assist social, cultural, linguistic and intellectual development of the students of TERI SAS.
d. To inspire and assist the students in applying their skills towards the realisation of the SDGs in India.
e. To generate consciousness among the students on issues/challenges in India related to the realisation of SDGs with a view to better equipping them as responsible and educated citizens.

6. Activities: Towards achieving the aims and objectives, TSSC may organize events/activities with prior permission of the Registrar. The activities may include:
a. Debates, lectures, discussions, study circles, essay competitions etc.
b. Cultural performance and contests.
c. Sports activities and competitions.
d. Film clubs, painting exhibitions, photography clubs etc.
e. Trips and tours to places of academic importance
f. Social service and relief activities

7. Membership: All students shall be members of TSSC.

8. Funds: All member shall pay Rupees 200/- as annual subscription to TSSC and will be collected along with other fee at the time of admission to TERI SAS.

9. Bank Account: TSSC shall open one bank account and the same shall be jointly operated by the President, the Secretary and the Treasurer. A cheque issued on behalf of TSSC shall be signed by any two of the authorised signatories above.

10. Mentor: The Patron may appoint a Teacher as Mentor to ensure that TSSC functions in accordance with the Rule and also to advise the students in achieving the objectives TSSC.

11. Executive Committee: Executive Committee of TSSC shall include:

a. President: A student elected by the electoral college as the President of TSSC for a tenure of one academic year. The President will function in accordance with this Rule for achieving the objectives. The President shall represent TSSC, preside the meetings of the Executive Committee and conduct the meetings in an orderly and peaceful manner.

b. Secretary: A student elected by the electoral college as the Secretary of TSSC for a tenure of one academic year The Secretary of TSSC will act in consultation with the President. In the absence of the President, the Secretary will discharge the functions of the President in addition to his duties. The Secretary shall prepare the minutes of all the meetings of the Executive Committee and keep the records of these meetings properly and in safe custody. The Secretary will also carry on all correspondence on behalf of TSSC and will keep and maintain all records.

c. Treasurer: A student elected by the electoral college as the Treasurer of TSSC for a tenure of one academic year. The treasurer shall manage the finance of TSSC, keep the records of the finances in the prescribed accounting format.

d. Secretary, Eco club: A student elected by the electoral college as the Secretary, Eco-Club for a tenure of one academic year

e. Secretary, Media & Arts Club: A student elected by the electoral college as the Secretary of Media & Arts Club for a tenure of one academic year

f. Secretary, Sports Club: A student elected by the electoral college as the Secretary of Sports Club for a tenure of one academic year

g. All Programme Representatives as defined in clause 2(f) of this Rule.

12. Meetings of Executive Committee: The Executive Committee shall meet at least once a semester and plan the activities of TSSC. A notice of at least three days shall be given for

meetings of the Committee by the Secretary on the authorization of the President. Fifty percent shall be the quorum for the Executive meeting.

13. Modes of Elections:

a. Election of Programme Representatives: Programme Representatives shall be directly elected in each of the following Programmes by students enrolled in a specific Academic Year. For PhD programme two Programme Representatives will be elected for a one-year term.

Ser	Programme	First Year	Second Year	Total PR
a)	MTech (Water Resource Engineering and Management)	1	1	2
b)	M.Sc. (Water Science and Governance)	1	1	2
c)	LLM	1	-	1
d)	M.A. (Public Policy and Sustainable Development)	1	1	2
e)	M.A. (Sustainable Development Practice)	1	1	2
f)	M.B.A. (Business Sustainability)	1	1	2
g)	M.B.A. (Infrastructure)	1	1	2
h)	M.Sc. (Climate Science and Policy)	1	1	2
i)	M.Sc. (Economics)	1	1	2
j)	M.Sc. (Environmental Studies and Resource Management)	1	1	2
k)	M.Sc. (Geoinformatics)	1	1	2
l)	M.Sc. (Plant	1	1	2

	Biotechnology)			
m)	MTech (Renewable Energy Engineering and Management)	1	1	2
n)	MTech (Urban Development Management)	1	1	2
o)	PhD Programmes	2		2
Total				29

14. Code of Conduct for election:

a. During the period of the elections no person, who is not a student on the rolls of TERI SAS, shall be permitted to take part (either directly or indirectly) in the election process in any capacity.
b. Campaigns and processes will be apolitical, and any reference/affiliation of political party/ideology is strictly prohibited.
c. There shall be no appeal/reference to religious, caste, communal or any other divisive feelings for securing votes and no candidate shall indulge in, nor shall abet, any activity of this nature.
d. Criticism of other candidates, when made, shall be confined to their policies and programs, past record and work. Candidates shall refrain from criticism of all aspects of private life and criticism of other candidates, or their supporters based on unverified allegations or distortion is prohibited.
e. All candidates shall be prohibited from indulging or abetting all activities which are considered to be 'corrupt practices' such as bribing of voters, intimidation of voters, impersonation of voters etc.
f. No candidate shall be permitted to make use of printed posters, printed pamphlets, or any other printed material for the purpose of canvassing.
g. No candidate shall be permitted to carry out processions, or public meetings, or in any way canvass or distribute propaganda outside the TERI SAS campus.
h. No candidate shall, nor shall their supporters, deface or cause any destruction to any property of TERI SAS, for any purpose whatsoever. All candidates shall be held jointly and severally liable for any destruction / defacing of any TERI SAS property.
i. During the election period the candidates may campaign through interactions with voters verbally or through email or other messaging services only. No campaigning activity should not in any manner disturb the classes and other academic and co-curricular activities of TERI SAS.
j. The use of loudspeakers, vehicles and animals for the purpose of canvassing is prohibited.

k. On the day of polling, student organizations and candidates shall co-operate with the officers on election duty to ensure peaceful and orderly polling and complete freedom to the voters to exercise their franchise without being subjected to any annoyance or obstruction;
l. Distribution of any eatables/drinks is prohibited as part of the campaign or as a reward for casting votes in one favour.
m. The Chief Electoral Officer and Electoral Officer shall supervise the strict obedience to the code of Conduct. Any contravention of any of the above recommendations may make the candidate liable to be stripped of their candidature, or their elected post, as the case may be. TERI SAS may also take appropriate disciplinary action against such a violator.

15. Eligibility Criteria for Candidates:

a. For Post-Graduate students the maximum age limit to contest an election would be 25 years.
b. For PhD Students the maximum age limit to contest an election would be 28 years.
c. The candidate should have attained the minimum 75 percentage of attendance as prescribed by TERI SAS.
d. The candidate shall not have any criminal record and should not have been tried and/or convicted for any criminal offence or misdemeanour. The candidate shall also not have been subject to any disciplinary action by the TERI SAS authorities.
e. The candidate must be a regular, full time student of TERI SAS.
f. No final year student can contest the election to the Executive Committee.

16. Administration of Election:

a. Election of Programme Representatives shall conducted on the 30th day from the beginning of the academic year (if it is a holiday on the next working day) through a secret ballot and shall be counted immediately after the election by the Programme Coordinator in the presence of another regular faculty member and the candidates.
b. Election of Executive Committee Members shall be through a secret amongst the members of the electoral college and votes shall be counted immediately after the elections by the Chief Electoral Officer in the presence of two regular faculty members and all the candidates or their representatives.
c. Election of the Executive Council shall be notified 30 days prior to the date of election.
d. Last date of submission of nomination to the Executive Council shall be twentieth day of the notification (if it is a holiday on the next working day).
e. Last date for withdrawal of notification shall be twenty third day from the date of notification (if it is a holiday on the next working day).

17. Grievance Redressal cell: A Grievance redressal cell under the Chair of Dean (Academic) with the membership of two regular teachers (who are not part of the election process), deputy registrar and two final year (One boy and One Girl) students nominated by the Patron shall

dispose of the election related disputes and complaints within 24 hours. The principles of natural justice shall be followed in the process of hearing and decision processes. The Grievance cell will have the authority to cancel the candidature of a student who violates the election norms. The decision of the majority members of the Grievance Redressal Cell shall prevail.

18. Election -Related Expenditure and Financial Accountability: The maximum permitted expenditure per candidate shall be Rs. 2000/-. Each candidate shall, within two weeks of the declaration of the result, submit complete and audited accounts to the TERI SAS authorities. TERI SAS shall publish such audited accounts, within 2 days of the submission of such accounts, through a suitable medium so that any member of the student body may freely examine the same. The election of the candidate will be nullified in the event of any non-compliance or in the event of any excessive expenditure. With the view to prevent the inflow of funds from political parties into the student election process, the candidates are specially barred from utilizing funds from any other sources than voluntary contributions from the student body.

19. The Chief Electoral Officer and Electoral Officer shall supervise the strict obedience to the 'Rules for TERI School of Advanced Studies Students Council, 2020' as amended from time to time and appropriate actions shall be taken whenever necessary for the smooth functioning of the election.

20. Amendment of the Rule: The Executive Committee may recommend the amendment of this Rule by a majority of not less than two-thirds of the members present and voting to the Board of Management of TERI SAS. However, no such amendment shall come into force unless it has been approved by the Board of Management of TERI SAS.

21. Interpretation of this Rule: Question relating to the interpretation of this Rule or any part of the same shall be referred to the Patron whose decision thereon shall be final.

--xx--

Enclosure 9

(Refer to Item No.6)

Teaching Posts at TERI School of Advanced Studies

Year	Lecturer/Assistant Professor	Associate Professor	Professor	Total
2015-16	34	9	7	50
2016-17	38	8	8	54
2017-18	34	15	6	55
2018-19	29	15	9	53
2019-20	29	15	7	51

Compiled & verified by : Mr Kamal Sharma Dy Registrar (Acad Admin)
Mr V Ganesh, Asst Registrar (Acad Admin)

Enclosure 10

(Refer to Item No.7)

LIST OF APPROVED ACADEMIC PROGRAMMES

AY 2018-20

PROGRAMMES OFFERED WEF AY 2018-19			
Ser	Name of Programme	AICTE Approval	Offered by
1	Doctor in Philosophy (Ph.D.)		Department of Energy and Environment
2	M.Sc. (Environmental Studies and Resource Management)		Department of Energy and Environment
3	M.Sc. (Climate Science and Policy)		Department of Energy and Environment
4	M.Tech. (Renewable Energy Engineering and Management)	AICTE letters F.No. North-West /2018-19/1-3761633661 dated 10 April 2018 &F.No. North-West /1-4262377364/209/EOA dated 10 April 2019	Department of Energy and Environment
5	M.Tech. (Urban Development Management)	AICTE letters F.No. North-West /2018-19/1-3761633661 dated 10 April 2018 &F.No. North-West /1-4262377364/209/EOA dated 10 April 2019	Department of Energy and Environment

PROGRAMMES OFFERED WEF AY 2018-19			
Ser	Name of Programme	AICTE Approval	Offered by
6	Doctor in Philosophy (Ph.D.)		Department of Natural Resources
7	M.Sc. (Geoinformatics)		Department of Natural Resources
8	Doctor in Philosophy (Ph.D.)		Department of Biotechnology
9	M.Sc. (Plant Biotechnology)		Department of Biotechnology
10	Doctor in Philosophy (Ph.D.)		Department of Business & Sustainability
11	M.B.A. (Infrastructure)	AICTE letters F.No. North-West /2018-19/1-3761633661 dated 10 April 2018 &F.No. North-West /1-4262377364/209/EOA dated 10 April 2019	Department of Business & Sustainability
12	M.B.A. (Business Sustainability)	AICTE letters F.No. North-West /2018-19/1-3761633661 dated 10 April 2018 &F.No. North-West /1-4262377364/209/EOA dated 10 April 2019	Department of Business & Sustainability
13	Doctor in Philosophy (Ph.D.)		Department of Regional Water Studies
14	M. Tech (Water Resource Engineering and Management)	AICTE letters F.No. North-West /2018-19/1-3761633661 dated 10 April 2018 &F.No. North-West /1-4262377364/209/EOA dated 10 April 2019	Department of Regional Water Studies

PROGRAMMES OFFERED WEF AY 2018-19			
Ser	Name of Programme	AICTE Approval	Offered by
15	M.Sc. (Water Science and Governance)		Department of Regional Water Studies
16	PG Diploma (Water Science and Governance)		Department of Regional Water Studies
17	CWSG (Certificate Course in Water Science and Governance)		Department of Regional Water Studies
18	Doctor in Philosophy (Ph.D.)		Department of Policy Studies
19	M.Sc. (Economics)		Department of Policy Studies
20	M.A. (Sustainable Development Practice)		Department of Policy Studies
21	M.A. (Public Policy and Sustainable Development)		Department of Policy Studies
22	PG Diploma (Public Policy and Sustainable Development)		Department of Policy Studies
23	Doctor in Philosophy (Ph.D.)		Centre for Post Graduate Legal Studies
24	LLM (Specialisation in Environment and Natural Resources Law / Infrastructure and Business Law)		Centre for Post Graduate Legal Studies

PROGRAMMES OFFERED WEF AY 2020-21

Ser	Name of Programme	AICTE Approval	Offered by
1	Doctor in Philosophy (Ph.D.)		Department of Energy and Environment
2	M.Sc. (Environmental Studies and Resource Management)		Department of Energy and Environment
3	M.Sc. (Climate Science and Policy)		Department of Energy and Environment
4	M.Tech. (Renewable Energy Engineering and Management)	AICTE letter F.No. North-West /1-7011507997/2020/EOA dated 09 June 2020	Department of Energy and Environment
5	M.Tech. (Urban Development Management)	AICTE letter F.No. North-West /1-7011507997/2020/EOA dated 09 June 2020	Department of Energy and Environment
6	Doctor in Philosophy (Ph.D.)		Department of Natural Resources
7	M.Sc. (Geoinformatics)		Department of Natural Resources
8	Doctor in Philosophy (Ph.D.)		Department of Biotechnology
9	M.Sc. (Plant Biotechnology)		Department of Biotechnology
10	Doctor in Philosophy (Ph.D.)		Department of Business & Sustainability
11	M.B.A. (Infrastructure Management)	AICTE letter F.No. North-West /1-7011507997/2020/EOA dated 09 June 2020	Department of Business & Sustainability
12	M.B.A. (Sustainability Management)	AICTE letter F.No. North-West /1-7011507997/2020/EOA	Department of Business & Sustainability

PROGRAMMES OFFERED WEF AY 2020-21			
Ser	Name of Programme	AICTE Approval	Offered by
		dated 09 June 2020	
13	Doctor in Philosophy (Ph.D.)		Department of Regional Water Studies
14	M. Tech (Water Resource Engineering and Management)	AICTE letter F.No. North-West /1-7011507997/2020/EOA dated 09 June 2020	Department of Regional Water Studies
15	M.Sc. (Water Science and Governance)		Department of Regional Water Studies
16	PG Diploma (Water Science and Governance)		Department of Regional Water Studies
17	CWSG (Certificate Course in Water Science and Governance)		Department of Regional Water Studies
18	Doctor in Philosophy (Ph.D.)		Department of Policy Studies
19	M.Sc. (Economics)		Department of Policy Studies
20	M.A. (Sustainable Development Practice)		Department of Policy Studies
21	M.A. (Public Policy and Sustainable Development)		Department of Policy Studies
22	PG Diploma (Public Policy and Sustainable Development)		Department of Policy Studies
23	Doctor in Philosophy (Ph.D.)		Centre for Post Graduate Legal Studies
24	LLM (Specialisation in Environment and Natural		Centre for Post Graduate Legal Studies

PROGRAMMES OFFERED WEF AY 2020-21			
Ser	Name of Programme	AICTE Approval	Offered by
	Resources Law / Infrastructure and Business Law)		

Enclosure 11

(Refer to Item No.15)

MINUTES OF THE THIRTY-THIRD MEETING OF THE BOARD OF MANAGEMENT HELD ON 16 SEPTEMBER 2019 AT 14:00 HRS AT THE CONFERENCE ROOM

TS/BM/33.15.2. The Board resolved that the appointment letter in all cases of appointment submitted to the Board for approval be issued only after Board concurrence.

Enclosure 12

(Refer to Item No.15)

MINUTES OF THE THIRTY-FIRST MEETING OF THE BOARD OF MANAGEMENT HELD ON 20 FEBRUARY 2019 AT 14:00 HRS AT THE CONFERENCE ROOM

TS/BM/31.3.1 The Board resolved to approve the following:-

(a) Proposals placed at Enclosure 2 be approved as amended and other proposals be referred to select committees constituted by VC for review.

(b) As a principle, rules consistent with the statutory /UGC norms be adopted and wherever additional provisions are sought the same be examined by a select committee before being put up to BoM.

Enclosure 13

(Refer to Item No.16)

TENTH MEETING OF THE PLANNING & MONITORING BOARD

December 16, 2019 at 2.00 p.m. at the Conference Room, TERI SAS, New Delhi

The meeting of the Planning and Monitoring Board was held at 2.00 p.m. on December 16, 2019 at the Conference Room.

The following attended the meeting:

Prof.Manipadma Datta Chairperson

Prof. M N Murthy

Dr Lakshmi Raghupathy

Dr Arun Kansal

Dr Smriti Das

Dr Shashi Bhushan Tripathi

Dr Anu Rani Sharma

Dr Shaleen Singhal

On Invitation

Dr Fawzia Tarannum

Dr Manish Shrivastava

Mr Dhanraj Singh

Mr Kamal Sharma

Mr Sandeep Arora

Mr Shyam Dogra

Capt. Pradeep Kr Padhy (Retd.) Secretary

Dr Vishnu Konoorayar, Dr Sapna A Narula, Prof.Vir Singh could not join the meeting.

Dr Manipadma Datta welcomed the members to the tenth Planning and Monitoring Board meeting.

Item No.1: To confirm the minutes of the 9th meeting of Planning and Monitoring Board. The minutes of the 9th meeting of the PMB, held on 24 Dec 2018, were circulated to the members. No comments have been received so far. He submitted that the Board might, therefore, consider confirming the minutes, as circulated.

The PMB noted and confirmed the minutes of the Ninth Meeting.

Item No 2. To review fee structure of the Programmes/Courses. Mr Dhanraj Singh, Dy FO presented the existing fee structure of courses of TERI SAS. He informed that the fees had been increased by the Fee Committee by about 10% for AY 2018-20 keeping in view the increase in manpower costs due to implementation of 7th pay commission. The PMB reviewed the existing fee structure. The Chair stated that the price sensitivity of TERI SAS programmes was high when compared to other peer organisations and clarified that reduction in fee might not fetch good numbers of students, while upward revision might affect the intake. The Dy fin Officer explained that fee component catered to 50% of the University expenses and about 10% increase in fee was inevitable due to increase in human resource charges and the maintenance and repair of the infrastructure. He further clarified that this was the first time the issue of revision of fee was tabled at the Planning and Monitoring Board and historically, the fee had been revised in alternate years and it had been revised thrice in the last six years by the Fee Committee. The Chair mentioned that the general inflation should be incorporated in the fee and revision in salary due to implementation of 7th Pay Commission was required to be recovered from fee. He suggested that further increase in tuition fee should be discussed with the department/programme Heads. He stated that where the programme strength was less, fee insensitivity was likely to be more and therefore Department/programme specific fee revision is the way ahead. Dr Murthy stated that the University could cross subsidize the fee across the programmes to help the programmes in which admissions are less. The Chair suggested that introduction of a onetime fee/development fee could be considered for all the programmes. Mr Sandeep Arora suggested that the hostel fees might be increased, and field trip charges should not be part of the fee. Dr Singhal seconded the proposal to enhance the hostel fee. The Chair suggested that while the University could consider the enhancement of seat rate (in view of Vasant Kunj rates) in hostel, there should not be any increase to the food cost and informed that efforts were being made to collaborate with the local guest house to cater to the growing demand for hostel seats.

Dr Arun Kansal opined that there could be different fee structure for different type of PhD students (full time, part time and GATE/JFR etc). He suggested that the one-time fee charges could be staggered across the semesters to ease the burden on students in the first semester.

The Registrar informed that as per the extant rules of UGC, the fee structure was required to be published in the website before expiry of sixty days prior to the commencement of admission to any of the programmes of study.

TS/PMB/10.2.1 The Board resolved to recommend the following: -

(a) The present fee structure placed at Enclosure 1 to hold good till revision.

(b) Department wise recommendations on fee revision be obtained and collated by Finance section.

(c) Fee Committee to be convened at an early date to review the Fee structure of Programmes and Hostel.

ITEM NO. 3 To discuss and rationalize number of seats including seats to be earmarked for statutory requirements in the approved academic Programmes. Convener, Admission Committee, Dr Manish K Shrivastava briefed the members about the number of seats being offered by the University and suggested a process for reviewing the same. The Registrar suggested that the PMB being the planning and monitoring body might consider reviewing such proposals in future based on statutory (UGC/ AICTE) norms. The PMB examined the proposal, programme wise and suggested that since the seats were already on offer on the concurrence of competent authority, hence the same strength could be continued but suggested that Departments might review the numbers as per current requirements. Dr Shrivastava briefed the members that as per Govt rules, institutions receiving Government grant were mandated to follow certain norms wrt earmarking of seats and stated that since TERI SAS was a Deemed University not receiving any Govt grant, might consider earmarking certain no of seats for affirmative action. After detailed discussions, it was suggested that the University might endeavour to offer up to 5% of total no of seats for affirmative action and modalities for implementation of the same could be worked out by the Admission Committee.

TS/PMB/10.3.1 The PMB resolved to recommend the following: -

(a) To continue with the number of Seats for each Programme as in practice as per Enclosure 2.

(b) Review of the no of seats by Departments in consultation with Finance section.

(c) To earmark up to 5% of seats for affirmative action and work out modalities for the same.

ITEM NO. 4: To discuss a roadmap for short term training Programmes and MDP activities

Dr Fawzia Tarannum shared the strategy and roadmap for short term training programmes and MDP activities for the University with the members. She informed that the MDP Committee members have agreed on ;-

(a) Creating an MDP calendar for the entire year to be put up on the website in advance with tentative dates.

(b) Putting a separate list of training programmes, capacity building activities etc. on the website.

(c) Approaching corporate and funding organisations to support the MDPs and sponsor candidates for the same.

Dr Arun Kansal suggested that the Committee should indicate a minimum threshold size for each MDP programme. Dr Tarannum informed that plan to build a database of corporate and other organisations who could be the potential audience for the MDPs had been envisaged. Mr Dhanraj stated that due support would be provided to Ms. Gauri in identifying corporates who could be approached for funding MDPs on environment compliance. Dr Fawzia stated that the IT team would be requested to provide support in creating the webpage and the outreach for these programmes. She further stated that the Committee intended to engage with the MDP/training participants throughout the year, keeping them informed about ongoing activities and upcoming events through mail.

The PMB noted the matter

Item No. 5: Creation of additional laboratory space for Department of Biotechnology. Mr Sandeep Arora informed that Department of Biotechnology had been requesting of additional laboratory space for the last two years. He stated that an area measuring about 68 sq m had been identified for augmenting a temporary structure. Dr Tripathi presented a plan of DBT for utilising the area. Dean (Research & Relationship) informed that many departments had been struggling to find space and were under impression that there was no additional space available in the university and since an area had been identified, it would be appropriate to allocate the space on the basis of merit as there are requests from DNR and other Departments for additional space. He also suggested that the space could be used for the long-standing requirement of central instrumentation laboratory. Dr Raghupathy informed that if the University decided to go for central instrumentation laboratory, few corporates could be approached for providing free instruments or at a discounted rate. Members recommended that the requirement of all the departments be obtained.

TS/PMB/10.5.1 The PMB resolved to recommend that details wrt requirement for space from all departments be obtained.

There being no other points the meeting ended at 4:30 PM.

Sd/

(All enclosures/annexures mentioned in the main document will be presented to the members)

Annexure 1
(Refer to Item No 9)

FC REPORT

RESTRICTED

Annexure 2
(Refer to Item No 10)

NET PAYMENT

RESTRICTED

Enclosure 14

Yearly Status Report - 2017-2018

Part A	
Data of the Institution	
1. Name of the Institution	**TERI School of Advanced Studies**
Name of the head of the Institution	**Manipadma Datta**
Designation	**Vice Chancellor**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**011-71800222**
Mobile no.	**9599427448**
Registered Email	**registrar@teriuniversity.ac.in**
Alternate Email	**vc@terisas.ac.in**
Address	**Plot No. 10, Institutional Area,Vasant Kunj, New Delhi**
City/Town	**New Delhi**
State/UT	**Delhi**
Pincode	**110070**

2. Institutional Status	
University	Deemed
Type of Institution	Co-education
Location	Urban
Financial Status	private
Name of the IQAC co-ordinator/Director	Nandan Nawn
Phone no/Alternate Phone no.	01171800222
Mobile no.	9711514813
Registered Email	iqac@terisas.ac.in
Alternate Email	nandan.nawn@terisas.ac.in

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://terisas.ac.in/assets/pdf/aqar-report%2016-17.pdf

4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://terisas.ac.in/pdf/AcademicCalendar2017_18.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	A	3.26	2013	23-Mar-2013	22-Mar-2018
2	B++	2.84	2018	23-Nov-2018	30-Apr-2024

6. Date of Establishment of IQAC	23-Mar-2018

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

IQAC Meeting	02-Aug-2017 1	17
IQAC Meeting	06-Oct-2017 1	17
IQAC Meeting	14-Feb-2018 1	17
IQAC Meeting	08-May-2018 1	9
View File		

8. Provide the list of Special Status conferred by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

• Preparation of AQAR for AY 201516 and 201617. • Preparation of SSR for second cycle (201217) of NAAC Assessment. • Organising a mock NAAC inspection for the upcoming visit of NAAC team in AY 20172018. [Agenda Enclosed] • Preparation of policies for Grievance Redressal for Academic Staff, NonAcademic Staff and Students (adopted by Board of Management). • Preparation of Guidelines for engagement of Guest Faculty (adopted by Academic Council).

No Files Uploaded !!!

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Climate Jamboree: Plans for holding a three day climate jamboree in November 2018 with about 10000 students participating in it was also discussed.	Climate Jamboree took place with a huge participation from a variety of stakeholders, especially students. It will be reported in AQAR 2018-19.
Next Five-Year Plan of TERISAS: A plan was submitted to MacArthur Foundation. For the Hyderabad campus a plan was mooted to have an arrangement with Environment Protection Training and Research Institute (EPTRI) Hyderabad to facilitate local faculty to start offering PhD programmes where TERI SAS students can research with EPTRI faculty concurrently.	The proposal to MacArthur Foundation did not receive a positive response.
Publication of Major Research Projects and Master's theses: It was decided to pursue the supervisors of compulsory research work in PG programmes to publish works that are of decent quality.	Some publications arising from Master's Thesis has taken place. One example: https://www.sciencedirect.com/science/article/abs/pii/S0301421520303311?dgcid=author
Upgradation and Periodic revision of Syllabi.	Internal Audit by IQAC carried out in June 2020 revealed that it is near complete.
No Files Uploaded !!!	

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Board of Management	29-Jul-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	06-Mar-2018
17. Does the Institution have Management Information System ?	Yes

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**8 Modules containing Admission (Admissions data is available in University management System(UMS), Academics (Entire academic module is available in UMS and respective part of the same in available in Student and Faculty Portal), Examination (Role based access given to respective faculty member and can be processed through UMS) and Placement, Feedback, projects, Ess Portal and purchase (Can be access through .Net portal and managed through Navison Portal).**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Design and Development

1.1.1 – Programmes for which syllabus revision was carried out during the Academic year

Name of Programme	Programme Code	Programme Specialization	Date of Revision
No Data Entered/Not Applicable !!!			

View File

1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Programme Specialization	Date of Introduction	Course with Code	Date of Introduction
No Data Entered/Not Applicable !!!				

View File

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		

View File

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the University level during the Academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MSc	**Environmental Studies and Resource Management**	**01/01/2017**
MSc	**Climate Science & Policy**	**01/01/2017**
MSc	**Geoinformatics**	**01/01/2017**
MSc	**Economics**	**01/01/2017**
MSc	**Water Science & Governance**	**01/01/2017**
MSc	**Plant Biotechnology**	**01/01/2017**

Mtech	Renewable energy engineering & Management	01/01/2017
Mtech	Urban Development & Management	01/01/2017
Mtech	Water Science & governance	01/01/2017
MA	Sustainable Development and Practice	01/01/2017
MA	Public Policy & Sustainable Development	01/01/2017
MBA	Business Sustainability	01/01/2017
MBA	Infrastructure	01/01/2017
LLM	(Environment and Natural Resources Law / Infrastructure and Business Law)	01/01/2017

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
It is mandatory for every student in every course to submit feedback two times against course content and teacher: (a) at the end of 8 weeks int the course and (b) at the end of semester. These activities are a part of the Academic Calendar. During 2017-18, an exercise was carried out to revisit the questions. It involved all faculty members. Feedback collected from the students are made available to the respective Course Coordinators, Programme Coordinators, Head of the Departments/Centre and Dean (Academic). As a part of process involved in introduction of any new course, feedback is collected from fellow teachers and researchers in other institutions and industry experts. Such feedbacks are

presented before the Masters Programme Executive Committee and Doctoral Programme Executive Committee as the case may be, and outlines are modified accordingly, if any. Later, the Board of Studies is informed about the feedback and the extent of modification. As a part of the process involved in review of a programme including syllabus revision, feedback is obtained from alumni, current students and employers besides the peers in academic community and industry experts. Feedback is presented before the Board of Studies as well as Academic Council

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
No Data Entered/Not Applicable !!!				

View File

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	0	484	0	55	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
55	55	1	18	5	5

View File of ICT Tools and resources

View File of E-resources and techniques used

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Once a student is admitted into a PG programme, the respective Masters Programme Executive Committee (MPEC) assigns a mentor to every student. This list is made a part of official records through certified Minutes of Meetings of MPEC. Students consult the mentor on academic, administrative and emotional matters. In particular, most students prefer to consult the mentor to seek guidance on choice of electives, exploring internship possibilities and career options. For PhD students, supervisors act as a mentor. In addition, most of the teachers maintain an ‘open door’ policy, while some announce ‘contact hours’ for meeting students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
575	55	10

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
55	55	0	5	53

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
View File			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
View File				

2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
2	575	0.34

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://www.terisas.ac.in/m-tech-water-resource-engineering-and-management.php

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
View File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://terisas.ac.in/pdf/Student_SatisfactionSurvey_2017-18.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Promotion of Research and Facilities

3.1.1 – Teachers awarded National/International fellowship for advanced studies/ research during the year

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency
No Data Entered/Not Applicable !!!				
View File				

3.1.2 – Number of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other fellows in the Institution enrolled during the year

Name of Research fellowship	Duration of the fellowship	Funding Agency
No Data Entered/Not Applicable !!!		
View File		

3.2 – Resource Mobilization for Research

3.2.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
View File				

3.3 – Innovation Ecosystem

3.3.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		
View File		

3.3.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.3.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
View File					

3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
Department of Biotechnology	5
Department of Energy and Environment	7
Department of Natural Resources	5
Department of Policy Studies	2

3.4.2 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)

No Data Entered/Not Applicable !!!
View File

3.4.3 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
No Data Entered/Not Applicable !!!	
View File	

3.4.4 – Patents published/awarded/applied during the year

Patent Details	Patent status	Patent Number	Date of Award
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.4.5 – Bibliometrics of the publications during the last academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
View File						

3.4.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
View File						

3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	9	0	0
Presented papers	13	15	0	0
Resource persons	4	17	0	0
No file uploaded.				

3.5 – Consultancy

3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultan(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
No Data Entered/Not Applicable !!!			
View File			

3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultan(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.6 – Extension Activities

3.6.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
View File			

3.6.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.6.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				
View File				

3.7 – Collaborations

3.7.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
View File			

3.7.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
View File					

3.7.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of

			students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
10000000	9166807

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
LibSys- LSPremia	Fully	4	2000

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
View File			

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	183	2	183	1	1	1	1	75	1
Added	30	0	30	0	0	0	0	0	13
Total	213	2	213	1	1	1	1	75	14

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

75 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Media Lab	https://terisas.ac.in/infrastructure.php

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
500000	413382	15000000	11632330

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

An appropriate procedures and systems of maintaining building, various utilities and services have been established at TERI SAS. The TERI SAS has Service and Maintenance Committee that monitors the activities of administrative, IT, technical services and also monitors the maintenance of buildings infra structure. This committee is headed by the Registrar. The TERI SASs dedicated staffs assist in day to day basis maintenance and cleanliness of the campus The administrative and building maintenance services are managed by Associate Director (admin). The IT services are managed by I T Officer. ICT assets are maintained by IT section contracted service provider. The IT section maintains the complete inventory of all assets with details viz. Asset name, user name, location, IP address, etc. Freeware software (GLPI) for maintaining updated record has been implemented which is also used for maintaining inventory and incident management. Classrooms: Every classroom at TERI SAS is well equipped with a Projector System attached with a desktop. Routine check-up of all equipment is carried out every day to ensure proper serviceability and a report is forwarded to all concerned. Similarly, serviceability of class rooms are checked once in a week and a report is sent to concerned civil and technical team for necessary compliance. The Technical services are managed by Technical Superintendent. Routine check-up of all Panels, pumps motors, DG, audio visual systems, telecommunication systems etc is carried out every day to ensure proper serviceability and a report is forwarded to all concerned. Similarly preventive maintenance of all critical equipment like HT/LT Panels, Transformer, and centralized UPS etc is carried out in every six month. The building related repair and maintenance services such as Campus Cleanliness, Painting, Plumber and Carpenter work are ensured by housekeeping in charge in association with Associate Director. A Fire Officer coordinates disaster preparedness and is responsible for conducting mock drills The TERI SAS manual on Health, Safety and Environment lays down requisite policy guidelines for safety and maintenance. The material policy brings out provisions of AMC of the assets. All critical equipment like elevators, generator sets, LT/HT Panel, UPS, Photocopiers, EPABX Board, Water R O Systems etc., are covered under AMCs which are renewed every year. The security of the campus is managed round the clock by a Professional security agency and lady guards have been stationed at the entrance of the hostel main gate. Library: TERI SAS has a well-established library in its campus with around 7000 books. The library network is part of the TERI SAS LAN and is equipped with two workstations for its staff and 12 Workstations for users. Code numbers to books are given on the basis of ‘Universal Decimal Classification (UDC) scheme’” and the ‘Library of Congress’ keyword index is used for standard keywords. A library committee supervises all

the activities of the library as per laid down policy.
https://terisas.ac.in/infrastructure.php

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
No Data Entered/Not Applicable !!!			
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
No Data Entered/Not Applicable !!!					
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
GRE	4
TOFEL	3
Any Other	1
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

TERI SAS has the following student clubs: Dramatics Club, Elocution Club, Music and Dance Club, Social Cause Club, Media and Photography Club, Eco Club, Ideation Club and Sports Club. Each club had two student coordinators and a faculty coordinator. Sports Club: The Intra-University Sports Meet is an annual sports extravaganza organized by the TERI University's Sports Club. It's a two week long event from 20.09.17, which includes sports like badminton, table tennis, cricket, athletics, volleyball, football, basketball, and carom. All the sports events take place in the University premises except cricket and athletics, which are held at TERI Gram, Gurgaon. This helps foster healthy sportsman spirit amongst students. On 3.11.2017 the prize distribution ceremony was held. Dramatics Club: Students engage in activities like street plays, drama to spread awareness on sustainability and development issues. Elocution Club: This Club primarily focus on strengthening skills of students in public speaking, confidence building, and overall personality development. Debates, quizzes, JAM sessions, poetry recitation, writing, etc. are some of the activities, which students undertake. Eco-Club: Organizes and celebrates environment-related events and activities, like 'No Plastic Day,' 'Earth Day,' 'International Youth Day', tree plantation drive, etc. In 2016, Eco-Club introduced 'No Paper Cups' campaign on campus, which was successfully implemented in early 2017. Now every Wednesday has been declared as 'no paper cup day' in TERI University. Music and Dance Club: This club encourages artistic pursuits and promotes talent of the students. It regularly organizes musical performances by students and artists from outside. It helps develop and hone students' interest in music and traditional/contemporary dance forms. Media and Photography Club: This club helps in creating awareness about the TERI University activities and its philosophy to the world outside through the mode of writing and photography. Social Cause Club: This club was set up with the initiative of students of TERI University to promote community participation and work towards social cause. In April 2017, students organized

blood donation camp in association with the Rotary Club. Many students and staff members of TERI University came forward and donated blood. Entrepreneurship Development Cell (EDC): This cell emerged from the 'Ideation Club' of the University. EDC has been established to promote the spirit of innovation and entrepreneurship among the students of the TERI University. It organised a talk titled Challenges and Prospects of Ecotourism by Sanjay Austa on 27 October 2017. Students also volunteered in (a) REtopia, a flagship event of the Department of Energy and Environment was organised on 22-23 September 2017, (b) the Annual Technical Fest, BIOTIKOS 2017 organised by TERI University Biotechnology Society organized, on 28th - 29th of September17, with Trends in Nanobiotechnology as the theme and (c) International Conference on Business, Economics Sustainable Development organised by Department of Business Sustainability during February 22-23, 2018. In association with ONGC, an Intra-University Debate Competition was held on 3 November 2017 with the following topic: With Indian Diversity and Ethnicity, a Corruption Free India is a Necessity.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

TERI School of Advanced Studies Alumni Association is registered under Societies Registration Act XXI of 1860, vide number S 53643 of 2005 dated 9th September 2005 with Registrar of Societies, Govt of NCT of Delhi.

5.4.2 – No. of registered Alumni:

1776

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

A. Alumni Meet 2017 on 11th November 2017 at TERI SAS campus. B. Introductory Alummi Meetings on (a) 18 August 2017 and (b) 5 September 2017. C. Alumni meetings on (a) 25 September 2017, (b) 14 October 2017 to decide on the Agenda of Alumni Meet 2017

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. Heads and Deans met a number of times throughout the year, with Minutes of the Meeting circulated among the faculty members. In particular during the process of redesigning of the Student Feedback Proforma, an wider participation could be ensured. 2. Constitution of all statutory and other internal bodies and committees were periodically reviewed as per respective governance rules. Changes were made as per the provisions in the Compendium of Rules approved by the Board of Management. One faculty members at the level of Associate Professor is a member of Board of Management. Two Associate Professors and two Assistant Professors by rotation of seniority are members of Academic Council. Decision making pertaining to teaching and evaluation of all courses starts with the respective Masters or Doctorial Programme Executive Committees. Similarly, for doctoral programmes, it starts with Student Research Committee (or Research Advisory Committee). Membership of all internal committees includes representation of faculty, and supported by a member secretary from the administrative staff. Minutes of meetings of Academic Council, Board of

Management, Finance Committee and Planning and Monitoring Board are available on the website for wider circulation and access.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Syllabus revision was carried out in as many as eight programmes and more than one hundred courses were developed or revised in the academic year. At TERI SAS, revision of design and contents of the programmes is a continuous exercise. All course outlines are available on the website. Efforts to present all outlines in a common template started in this academic year. It could be ensured in all courses approved since.
Teaching and Learning	In this year, Department of Policy Studies started its Annual Research Colloquium. In it all doctoral scholars are given an opportunity to present their works before an wider audience. It was held on 19 and 20 July 2017. Efforts were also made to ensure teaching of all core courses only by the permanent faculty. Rules for appointment of guest faculty were modified.
Examination and Evaluation	Efforts were made to reduce the time between the last examination and declaration of results across all programmes. A system of flying squad had started to check the examination halls during the end semester examinations. Revised rules for addresing students Grievances were adopted.
Research and Development	Development and growth of TERI SAS was discussed in the eighth meeting of the Planning and Monitoring Board on 18 December 2017.
Library, ICT and Physical Infrastructure / Instrumentation	Several departments and sections have started maintaining all Minutes of Meetings, Records of PhD students, and other such in digital formats, and shared with all concerned. Library Committee changed the rules regarding issue of books to PhD students, PG student and faculty on 17 July 2017. It reduced the number of books and days for which books were issued to faculty,

	to increase a greater availabilty of books to students. Also it decided to re-classify books only as text and general, with one two of all textbooks kept as reference and not issued. Domain name changed from teriuniversity.ac.in to terisas.ac.in to reflect the change in the name of the Deemed to be University in Janaury 2018.
Human Resource Management	Processes for assessment of performance of administrative staff and remedial actions, if any, were strengthened. Based on the inputs, training on specific aspects such as documentation, letter writing, data manadement were given to departmental assistants.
Industry Interaction / Collaboration	Several international industry experts delivered lectures at the University: (a) Keith Newton, International Secretary General of The Chartered Institute of Logistics and Transport, London on Emerging Trends in Logistics and Supply Chain [06/11/2017], (b) Mr. Elkind , U.S. Embassys guest expert on Clean Energy on Global Energy Trends and the Clean Energy Transition Future of Clean Energy Collaborations post-Paris on 25th July 2017, during the Orientation programme of newly admitted students, (c) Thomas Tanner, Head of Adaptation and Climate Resilience, Overseas Development Institute on Climate change and development dated 15/11/2017, (d) Arts for Development Communication by Navina Jafa, Vice President, Centre for New Perspectives (CNP). For Minor Projects and Major Research Projects several collaborations have been in place.
Admission of Students	e-posters were made for admission to all PG programmes and shared on website and through social media. All inquiry received over mail or phone were followed up. Orientation programme of newly admitted students at the University level, Prarambh was enriched. It was held during 24-27 July 2017.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	Remote teaching was planned from Delhi campus to Hyderabad campus, as and when the latter starts operational.

Administration	**Leave records are maintained electronically, accessible through portal by staff, faculty and concerned office. Organisation of all events are carried out through electronic means from planning to booking of venue to uploading of photos and report on website.**
Finance and Accounts	**Payment of fees are received through online modes ordinarily. All payments, including salaries and bills are disbursed through online mode only. Accounting takes place through Tally. Salary slip is uploaded through faculty and staff portal.**
Student Admission and Support	**Application is accepted only through portal. Payment is received**
Examination	**100 automation of entire division implementation of Examination Management System (EMS)**

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
View File				

6.3.2 – Number of professional development / administrative training programmes organized by the University for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Short term course on Fluorescence Spectroscopy and its	**1**	**13/11/2017**	**19/11/2017**	**7**

application at IIT Kanpur				
Two-week ISTE STTP and IIT Kharagpur sponsored training programme on Electric power system	1	10/07/2017	15/07/2017	6

No file uploaded.

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time

No Data Entered/Not Applicable !!!

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
YES- Compendium - HRA, Conveyance Allowance, Lease agreements, Health Insurance Cover, Crèche, Extra time Allowance, Availability of Medical Practitioner and counsellor, Free transport, Role Related Reward Internal grant committee.	YES – Compendium - HRA, Conveyance Allowance, Lease agreements, Health Insurance Cover, Crèche, Extra time Allowance, Availability of Medical Practitioner and counsellor Free transport.	YES – Handbook of Information - Accidental insurance, Free transport, Internal grant committee, Scholarship schemes, Availability of Medical Practitioner and counsellor Placement.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Regular external financial audits are conducted, and placed before the Board of Management. For FY 2017-18, it was conducted by Rajan K Gupta and Co (FRN-005945C) and submitted on 20 August 2018.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose

No Data Entered/Not Applicable !!!

No file uploaded.

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority

Academic	Yes	NAAC		
Administrative	Yes	Delhi Fire Services	Yes	Environ Lab

6.5.2 – What efforts are made by the University to promote autonomy in the affiliated/constituent colleges? (if applicable)

NA

6.5.3 – Activities and support from the Parent – Teacher Association (at least three)

NA

6.5.4 – Development programmes for support staff (at least three)

1. Refresher training for staff on Communication Skills, Time Management, Filing etc. held on 22.07.17. 2. General Health Camp held on 30.05.18 3. Mental Health programme for House Keeping Staff on 22-23 June 2018

6.5.5 – Post Accreditation initiative(s) (mention at least three)

1.Revised Policy on Grievance Redressal for Academic Non Academic Staff [vide: Meeting of IQAC held on 18 May 2018]. 2. Revised Policy on Grievance Redressal for Students [vide: Meeting of IQAC held on 18 May 2018]. 3. Discussed guidelines for engagement of guest faculty proposed by Dean (Academics) and recommended it [vide: Meeting of IQAC held on 18 May 2018].

6.5.6 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.7 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Gender sensitization and awareness on institutional provisions by Rukmini Sen, AUD	22/11/2017	22/11/2017	31	21
Management	14/03/2018	15/03/2018	8	15

Development Programme on 'Gender, Equity and Water Management' at Assam Academic Staff College, Guwahati, Assam				

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
6.94

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	Yes	1
Ramp/Rails	Yes	1
Rest Rooms	Yes	1
Scribes for examination	Yes	0
Special skill development for differently abled students	No	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Students Handbook 2017-18	01/07/2017	It contains all the guidelines to be followed by the students. It is periodically updated https://terisas.ac.in/pdf/studenthandbook_2017-18.pdf
Code of Conduct is promulgated for compliance by all Teaching and Non-teaching staff. A copy of the same is made available to all and can be accessed in the internal portal.	11/05/2017	Approved by the Board of Management

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			

View File

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Rain Water Harvesting Green Campus with Solar Rooftop System Practice “No Paper Cups Day” on every Wednesday Practice of “No Lift Days” on every Tuesday and Thursday Windmill

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

A. Compulsory Research Component in every post graduate degree course. Link to the research component in each of the 14 such courses 1. M Sc (Environmental Science and Resource Management) (Major Project-- NRE 104)- https://terisas.ac.in/uploads/NRE104_ESRM.pdf 2. M Sc (Climate Science Policy) (Major Project-- NRE 104) - https://terisas.ac.in/uploads/NRE104_CSP.pdf 3. M Sc (Geoinformatics) (Major Project-- NRG 104) - https://terisas.ac.in/uploads/NRG104.pdf 4. M Sc (Economics) (Masters Thesis--MPE 108) - https://terisas.ac.in/uploads/MPE108.pdf 5. M Sc (Plant Biotechnology (Major Project-- BBP 104)-https://terisas.ac.in/uploads/BBP104.pdf 6. M Sc (Water Science Governance) (Project 2--WSW 108) - https://terisas.ac.in/uploads/WSW108.pdf 7. MBA (Infrastructure) (Major Project--BSI 106) - https://terisas.ac.in/uploads/BSI106.pdf 8. MBA (Business Sustainability) (Major Project--PPM 102)-https://terisas.ac.in/uploads/PPM102.pdf 9. MA (Public Policy Sustainable Development) (Major Project-- PPS 100) - https://terisas.ac.in/uploads/PPS100.pdf 10. MA (Sustainable Development Practice) (Final project--MPD 104) - https://terisas.ac.in/uploads/MPD104.pdf 11. M.Tech (Renewable Energy Engineering Management) (Major Project-- ENR 109) – https://terisas.ac.in/uploads/ENR109.pdf 12. M.Tech (Urban Development Management) (Major Project-- MEU 104) –https://terisas.ac.in/uploads/MEU104.pdf 13. M.Tech (Water Resource Engineering Management) (Project 2--WSW 110) - https://terisas.ac.in/uploads/WSW110.pdf 14. LLM (Dissertation 2-- MPL 104) - https://terisas.ac.in/uploads/MPL104.pdf The list of such works as carried out under these courses are available on the website. https://terisas.ac.in/masters-research.php B. Green Features of the campus (https://terisas.ac.in/infrastructure.php), that includes the following: 1. Insulation of external walls with rock wool 2. Insulation on terrace done with vermiculite and puff insulation topped with China mosaic for efficient heat reflection 3. Double insulation synergy azure glass is used in external façade with aluminium glazing 4. Earth Air Tunnel, Thermal mass and VRV system for cooling the building 5. Hunter Douglas louvers and pergolas are used in the building for controlling the intensity of incoming sun rays 6. Solar water heating system 7. Waste water recycling with STP

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://terisas.ac.in/masters-research.php

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

To accelerate the transition towards a more sustainable world through the

creation of knowledge and human capacity. To be a globally recognized deemed University in the sphere of sustainability studies. states the Vision of TERI SAS. Each of the 14 Post Graduate degree programmes offered by it is centred around one more dimensions of sustainability: energy, environment, resource, climate, water, among others. Most of the publications by students and faculty of TERI SAS are in these areas. Doctoral and Masters Research are also carried out mostly in these areas. For its recognition in these areas, TERI SAS received substantial funding for sponsored projects in these areas.

Provide the weblink of the institution
https://www.terisas.ac.in/vision-mission-core-values.php

8.Future Plans of Actions for Next Academic Year

Eighth meeting of the Planning Monitoring Board held on 18 December 2017 discussed the following matters: 1. Upgradation and Periodic revision of Syllabi. While TERI SAS already had institutionalised processes for programme and course revision, preceded the need analysis and feedback obtained from various stakeholders including students, alumni, employers and peers, but, there was a felt need for strengthening it. 2. Publication of Major Research Projects and Masters theses: It was decided to pursue the supervisors of compulsory research work in PG programmes to publish works that are of decent quality. 3. Next Five-Year Plan of TERISAS: A plan was submitted to MacArthur Foundation. For the Hyderabad campus a plan was mooted to have an arrangement with Environment Protection Training and Research Institute (EPTRI) Hyderabad to facilitate local faculty to start offering PhD programmes where TERI SAS students can research with EPTRI faculty concurrently. 4. Climate Jamboree: Plans for holding a three day climate jamboree in November 2018 with about 10000 students participating in it was also discussed.

Enclosure 15

Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**TERI School of Advanced Studies**
Name of the head of the Institution	**Manipadma Datta**
Designation	**Vice Chancellor**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**011-71800222**
Mobile no.	**9350185545**
Registered Email	**registrar@teriuniversity.ac.in**
Alternate Email	**vc@terisas.ac.in**
Address	**Plot No. 10, Vasant Kunj Institutional area**
City/Town	**New Delhi**
State/UT	**Delhi**
Pincode	**110070**

2. Institutional Status	
University	Deemed
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	Nandan Nawn
Phone no/Alternate Phone no.	01171800222
Mobile no.	9711514813
Registered Email	iqac@terisas.ac.in
Alternate Email	nandan.nawn@terisas.ac.in

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://terisas.ac.in/assets/pdf/AQAR 2017-18.pdf

4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://terisas.ac.in/pdf/AcademicCalendar2018_19.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	A	3.26	2013	23-Mar-2013	22-Mar-2018
2	B++	2.84	2018	02-Nov-2018	30-Apr-2024

6. Date of Establishment of IQAC	01-Oct-2018

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
Preparatory presentations by various Committees ahead of visit of NAAC team for 2018 assessment	05-Sep-2018 1	89
Initiated a meeting involving Dean (Academic) and Head of Departments, to understand the grades of NAAC 2018 assessment and initiate remedial actions	27-Dec-2018 1	11
View File		

8. Provide the list of Special Status conferred by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	1
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

1. Organised preparatory presentations for visit by NAAC team 2. Took cognisance of the grade awarded by NAAC in the second cycle and initiated various remedial actions. 3. Remedial action 1: For the observation by the Peer Team Report on data, delegated responsibilities for collection and verification of data across various functionaries (captured in Minutes of Meeting dated 9 February 2019). 4. Remedial action 2: To address the marks on Criterion 1, pursued the Programme Coordinators to submit a report to the Academic Council reflecting the changes/modification/updating of courses and programmes. 5. Remedial action 3: To

address the marks on Criterion 1, initiated the process of preparation of a template to collect responses from the stakeholders for programme revisions.

No Files Uploaded !!!

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
3. Improving the performance in metrics with low score as per second cycle of assessment	In process
2. Addressing comments made by the visiting NAAC peer team	Almost all have been addressed
1. Improved documentation for AQAR and SSR	Largely achieved
No Files Uploaded !!!	

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Board of Management	29-Jul-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	17-Sep-2018
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	09-Jan-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	8 Modules containing Admission (Admissions data is available in University management System(UMS), Academics (Entire academic module is available in UMS and respective part of the same in available in Student and Faculty Portal), Examination (Role based access given to respective

	faculty member and can be processed through UMS) and Placement, Feedback, projects, Ess Portal and purchase (Can be access through .Net portal and managed through Navison Portal).

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Design and Development

1.1.1 – Programmes for which syllabus revision was carried out during the Academic year

Name of Programme	Programme Code	Programme Specialization	Date of Revision
No Data Entered/Not Applicable !!!			

View File

1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Programme Specialization	Date of Introduction	Course with Code	Date of Introduction
No Data Entered/Not Applicable !!!				

View File

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		

View File

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the University level during the Academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MSc	Environmental Studies and Resource Management	01/01/2018
MSc	Climate Science & Policy	01/01/2018
MSc	Geoinformatics	01/01/2018
MSc	Economics	01/01/2018
MSc	Water Science & Governance	01/01/2018
MSc	Plant Biotechnology	01/01/2018
Mtech	Renewable energy engineering & Management	01/01/2018
Mtech	Urban Development Management	01/01/2018
Mtech	Water Resources Engineering and Management	01/01/2018
MA	Sustainable Development	01/01/2018

	Practice	
MA	Public Policy & Sustainable Development	01/01/2018
MBA	Infrastructure	01/01/2018
MBA	Business Sustainability	01/01/2018
LLM	Environment and Natural Resources Law / Infrastructure and Business Law	01/01/2018

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
It is mandatory for every student in every course to submit feedback two times against course content and teacher: (a) at the end of 8 weeks in the course and (b) at the end of semester. These activities are a part of the Academic Calendar. During 2017-18, an exercise was carried out to revisit the questions. It involved all faculty members. Feedback (quantitative and qualitative) collected from the students are made available to the respective Course Coordinators, Programme Coordinators, Head of the Departments/Centre and Dean (Academic). In the Annual Faculty Appraisal of the faculty members these feedback are discussed. As a part of process involved in introduction of any new course, feedback is collected from fellow teachers and researchers in other institutions and industry experts. Such feedbacks are presented before the Masters Programme Executive Committee and Doctoral Programme Executive Committee as the case may be, and outlines are modified accordingly, if any. Later, the Board of Studies is informed about the feedback and the extent of modification. As a part of the process involved in review of a programme including syllabus revision, feedback is obtained from alumni, current students and employers besides the peers in academic community and industry experts. Feedback is presented before the Board of Studies as well as Academic Council.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
No Data Entered/Not Applicable !!!				

View File

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	0	291	0	53	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
53	53	1	18	5	5

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View File of E-resources and techniques used

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Once a student is admitted into a PG programme, the respective Masters Programme Executive Committee (MPEC) assigns a mentor to every student. This list is made a part of official records through certified Minutes of Meetings of MPEC. Such Minutes are shared with the Department Office and deposited at the Office of the Registrar, who maintains records on shared folder on the SharePoint platform. Students consult the mentor on academic, administrative and emotional matters. In particular, most students prefer to consult the mentor to seek guidance on choice of electives, exploring internship possibilities and career options. For PhD students, supervisors act as a mentor generally, but also members of Student Research Committee. In addition, most of the teachers maintain an ‘open door’ policy, while some announce ‘contact hours’ for meeting students at the beginning of every semester

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
505	53	9.53

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
53	53	0	7	51

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Chaithanya Madhurantakam	Associate Professor	Ramalingaswami fellow, Department of Biotechnology, GoI
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
View File				

2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
1	505	0.39

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://www.terisas.ac.in/msc-economics.php

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
View File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://terisas.ac.in/pdf/Student_SatisfactionSurvey_2018-19.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Promotion of Research and Facilities

3.1.1 – Teachers awarded National/International fellowship for advanced studies/ research during the year

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency

No Data Entered/Not Applicable !!!
View File

3.1.2 – Number of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other fellows in the Institution enrolled during the year

Name of Research fellowship	Duration of the fellowship	Funding Agency
No Data Entered/Not Applicable !!!		
View File		

3.2 – Resource Mobilization for Research

3.2.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
View File				

3.3 – Innovation Ecosystem

3.3.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		
View File		

3.3.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.3.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
View File					

3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
Department of Biotechnology	5
Department of Energy and Environment	9
Department of Natural Resources	3
Department of Business and Sustainability	2
Department of Policy Studies	1
Coca Cola Department of Regional Water Studies	4

3.4.2 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
View File			

3.4.3 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
No Data Entered/Not Applicable !!!	
View File	

3.4.4 – Patents published/awarded/applied during the year

Patent Details	Patent status	Patent Number	Date of Award
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.4.5 – Bibliometrics of the publications during the last academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
View File						

3.4.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
View File						

3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				
View File				

3.5 – Consultancy

3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultan(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
No Data Entered/Not Applicable !!!			
View File			

3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultan(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees

No Data Entered/Not Applicable !!!
View File

3.6 – Extension Activities

3.6.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
View File			

3.6.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.6.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				
View File				

3.7 – Collaborations

3.7.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
View File			

3.7.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
View File					

3.7.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			

View File

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
10000000	9822077

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA	Fully	17.11.05.000	2018

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
View File			

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	213	2	213	0	1	1	1	75	14
Added	5	0	5	0	0	0	0	0	1
Total	218	2	218	0	1	1	1	75	15

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

75 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and

	recording facility
Media Lab	https://www.terisas.ac.in/infrastructure.php

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
5	247904	15	12259777

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

An appropriate procedures and systems of maintaining building, various utilities and services have been established at TERI SAS. The TERI SAS has Service and Maintenance Committee that monitors the activities of administrative, IT, technical services and also monitors the maintenance of buildings infra structure. This committee is headed by the Registrar. The TERI SASs dedicated staffs assist in day to day basis maintenance and cleanliness of the campus The administrative and building maintenance services are managed by Associate Director (admin). The IT services are managed by I T Officer. ICT assets are maintained by IT section contracted service provider. The IT section maintains the complete inventory of all assets with details viz. Asset name, user name, location, IP address, etc. Freeware software (GLPI) for maintaining updated record has been implemented which is also used for maintaining inventory and incident management. Classrooms: Every classroom at TERI SAS is well equipped with a Projector System attached with a desktop. Routine check-up of all equipment is carried out every day to ensure proper serviceability and a report is forwarded to all concerned. Similarly, serviceability of class rooms are checked once in a week and a report is sent to concerned civil and technical team for necessary compliance. The Technical services are managed by Technical Superintendent. Routine check-up of all Panels, pumps motors, DG, audio visual systems, telecommunication systems etc is carried out every day to ensure proper serviceability and a report is forwarded to all concerned. Similarly preventive maintenance of all critical equipment like HT/LT Panels, Transformer, and centralized UPS etc is carried out in every six month. The building related repair and maintenance services such as Campus Cleanliness, Painting, Plumber and Carpenter work are ensured by housekeeping in charge in association with Associate Director. A Fire Officer coordinates disaster preparedness and is responsible for conducting mock drills The TERI SAS manual on Health, Safety and Environment lays down requisite policy guidelines for safety and maintenance. The material policy brings out provisions of AMC of the assets. All critical equipment like elevators, generator sets, LT/HT Panel, UPS, Photocopiers, EPABX Board, Water R O Systems etc., are covered under AMCs which are renewed every year. The security of the campus is managed round the clock by a Professional security agency and lady guards have been stationed at the entrance of the hostel main gate. Library: TERI SAS has a well-established library in its campus with around 7000 books. The library network is part of the TERI SAS LAN and is equipped with two workstations for its staff and 12 Workstations for users. Code numbers to books are given on the basis of ‘Universal Decimal Classification (UDC) scheme’” and the ‘Library of Congress’ keyword index is used for standard keywords. A library committee supervises all the activities of the library as per laid down policy.

https://terisas.ac.in/infrastructure.php

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
No Data Entered/Not Applicable !!!			
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
No Data Entered/Not Applicable !!!					
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	7
GATE	1
GRE	1
Civil Services	1
Any Other	2
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

TERI SAS has the following student clubs: Dramatics Club, Elocution Club, Music and Dance Club, Social Cause Club, Media and Photography Club, Eco Club, Ideation Club and Sports Club. Each club had two student coordinators and a faculty coordinator. Sports Club: The Intra-School of Advanced Studies Sports Meet is an annual sports extravaganza organized by the TERI School of Advanced Studies Sports Club. It is a 6-day event from 24.09.18, which includes sports like badminton, table tennis, cricket, athletics, volleyball, football, basketball, and carom. All the sports events take place in the School of Advanced Studies premises except cricket and athletics, which are held at TERI Gram, Gurgaon. This helps foster healthy sportsman spirit amongst students. On 30.10.2018 the prize distribution ceremony was held. Dramatics Club: Students engage in activities like street plays, drama to spread awareness on sustainability and development issues. Elocution Club: This Club primarily focus on strengthening skills of students in public speaking, confidence building, and overall personality development. Debates, quizzes, JAM sessions, poetry recitation, writing, etc. are some of the activities, which students undertake. Eco-Club: Organizes and celebrates environment-related events and activities, like ‘No Plastic Day, ‘Earth Day, ‘International Youth Day’, tree plantation drive, etc. In 2016, Eco-Club introduced ‘No Paper Cups’ campaign on campus, which was successfully implemented in early 2017. Now every Wednesday has been declared as ‘no paper cup day’ in TERI School of Advanced Studies. Green Consumer Day was organised on 28th September 2018 and an Eco Trail to Sanjay Van on 23rd February 2019. Music and Dance Club: This club encourages artistic pursuits and promotes talent of the students. It regularly organizes musical performances by students and artists from outside. Media and Photography Club: This club helps in creating awareness about the TERI School of Advanced Studies activities and its philosophy to the world outside through the mode of writing and photography. Social Cause Club: This club was set up

with the initiative of students of TERI School of Advanced Studies to promote community participation and work towards social cause Students also volunteered in (a) REtopia, a flagship event of the Department of Energy and Environment, (b) the Annual Technical Fest, BIOTIKOS organised by TERI University Biotechnology Society, (c) International Conference on Business, Economics Sustainable Development organised by Department of Business Sustainability, (d) Global MDP Summit organised by Department of Policy Studies.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

YES. TERI School of Advanced Studies Alumni Association is registered under Societies Registration Act XXI of 1860, vide number S 53643 of 2005 dated 9th September 2005 with Registrar of Societies, Govt of NCT of Delhi.

5.4.2 – No. of registered Alumni:

2039

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

1. Engagements in Climate Jamboree, a youth event on climate and sustainability was held on 1-3 November,2018. As part of this mega event, Pravaah, Annual Tech Fest of Department of Business and Sustainability was held. During this event, Mr. Himanshu Arora and Ms. Priyanka Abbi, our alumni participated and interacted with participants. During the session on Sustainability entrepreneurship and innovation lab, our alumni Smita Rakesh, Devakshi Dhawan, Alok Raj Gupta and Shakti Prasad Tripathi led the session and encouraged participants on taking up entrepreneurship in various fields. Ms ShobhnaJha, an alumnus and a trained Kathak dancer performed kathak dance of the first day on the theme ”Water, Gender and Timelessness”. 2. Engagements in Master’s in Development Practice (MDP) Summit. The regional MDP summit was organised at TERI SAS on 25 September,2018 and interaction between the students, alumni and speakers was encouraged. The Global MDP Summit was organised at TERI SAS on 11-16 June,2019 by the Department of Policy Studies and special Alumni interaction session was set aside on 12 June,2019. The Alumni participated in the event, were speakers in sessionsand interacted with the eminent speakers (agenda and photograph attached). 3. Meeting of the Internal Committee held on 30 May,2019. 4. Alumni, Priyanka Dhingra, Lead, Livelihood and Partnerships at Subhash Chandra Foundation for Campus2Corporate session at TERI SAS. It was an interactive session on Subhash Chandra Foundation’ s work in the space of CSR and thoughts on Youth empowerment. [https://www.facebook.com/terischool/photos/a.164635543694952/1214136872078142/?type3theater]

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. Programme Coordinator and Placement Coordinator list of all PG prgrammes are notified. As laid down in the UGC norms, representation in appropriate categories in the Academic Council, Board of Management and Finance Committee from among the faculty members are rotated. This facilities opportunity to faculty members to be part of the statutary bodies at some point and contribute. In addition faculty members contribute towards decision making

process through active participation in Departmental Committees such as Masters Programme Executive Committee and Departmental Research Committee. 2. Various adhoc committees including a standing purchase committee have been constituted to provide measured advice on various issues concerning TERI SAS. Each Committee has a convenor who is responsible for ensuring the smooth and timely functioning of the Committee. Depending on the subject the Committees have representation from faculty, admin staff and students.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	1. Meeting of Heads and Deans held on 16th July, 2018 decided to include an one credit compulsory course on Introduction to Sustainable Development in every programme. 2. Following the deliberations in the Academic Council meetings, it was decided that common template for the course outlines will be strictly adhered to.
Teaching and Learning	1. Recognising the differences in the evaluation patterns across courses, it was decided to stop the practice of using terms such as Major and Minor examination, and use tests with numbers, like Test 1, Test 2, Test 3 and so on. 2. A decision was taken to pursue the course coordinators to ensure that no core course of a given programme is to be taught by a guest faculty.
Examination and Evaluation	1. Meeting of Heads and Deans held on 16th July, 2018 decided to make some changes in the rule 19(a) of PhD regulations pertaining to the time period between submission of synopsis and thesis. It was also decided to extend the validity of credits earned by a PhD student who may not continue the programme due to non-fulfillment of minimum CGPA requirements. Such a student after a successful re-admission can take the benefit of such credits earned by her in the last five years and in which a minimum grade of B has been earned.
Research and Development	Constitution of Research Advisory Committee. Policy on setting up of Research Centre.
Library, ICT and Physical Infrastructure / Instrumentation	1. Guest Faculty Library Membership: The Library Committee has recommended that membership should be given to the

	guest/adjunct faculty (5 books for 3 months period) with subject to 'No Dues Certificate from the library' at the end of every semester. This would be in effect from the coming semester, Jan-June 2019. The committee also suggested that this requirement for the no dues should be included in the contract of the guest and adjunct faculty. 2. IT team was advised to gauge if the bandwidth of 75 MBPS was sufficient. 3. The University created Analytic and Geo Chemistry Lab by re-purposing existing areas and renovating it. 4. Furniture and Computer and electrical Systems upgraded in Library reading hall.
Human Resource Management	In recognition of the scope of activities of the administrative personnel associated with departments and centres--beyond the programme--the designation was changed from Programme Assistant to Departmental Assistant. Recruitment Policy for Staff positions introduced (31 Aug 2018) Policy on lateral absorption for the employee to full time positions introduced (31 Aug 2018). Renewal of contract increased from 05 years to 10 years (20 Feb 2019). In-house Professional Development Programme for admin staff every semester break (twice every calendar year).
Industry Interaction / Collaboration	Several international industry experts delivered lectures at the University: (a) Gabrielle Appleby, Associate Professor at the Law Faculty of University of New South Wales, Sydney, will deliver a lecture on 'Why have Judges?, (b) Gavin McGillivray, Head of DFID-India on Development Corporation partnership between Britain and India, (c) Dr. Hamish Rennie, Associate Professor, Faculty of Environment, Lincoln University on This River is a Person! A revolutionary development in environmental planning?, (d) Dr Douglas Hill, Senior Lecturer, Development Studies, Department of Geography, University of Otago on Multi-scalar Trans boundary Water issues in South Asia: Teaching, Research and Stakeholder Dialogues, (e) Dr. Eric Chu - School of Geography, Earth and Environmental Sciences, University of Birmingham, UK on Comparative Perspectives of Urban Climate Adaptation, (f) Janardhanan Ramanujalu

	- Vice President Regional Head for SABIC, South Asia on Circular Economy, (g) Dr. Rajat Gupta, Director Consultant, Orlin Spine and Pain Management Centre on Pain Management.
Admission of Students	Outreach programmes were conducted by faculty members visiting institutions offering undergraduate programme and having potential applicants. A firm was appointed to improve the dissemination in addition to e-posters (for admission to all PG programmes) that were shared on website and through social media. Orientation programme of newly admitted students at the University level, Prarambh was further enriched. It was held during 23-26 July 2018.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	On 29th March 2019, new TERI SAS website was launched.
Administration	Process of redeveloping Intranet portal started. Once fully functional, it will seamlessly integrate all aspects of life at TERI SAS.
Finance and Accounts	The procurement process was made online.
Student Admission and Support	Students choose the subjects from portal. They access the materials, view the attendance and grades from portal.Online complaint form for lodging grievance by students.
Examination	Remote access to the camera in the examination halls, and recording during examinations to serve as a nudge against unfair practice during the examination.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				

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6.3.2 – Number of professional development / administrative training programmes organized by the University for teaching and non teaching staff during the year

Year	Title of the professional development	Title of the administrative training	From date	To Date	Number of participants (Teaching	Number of participants (non-teaching

	programme organised for teaching staff	programme organised for non-teaching staff			staff)	staff)

No Data Entered/Not Applicable !!!

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
123rd 4 week Orientation Programme at Jamia Millia Islamia	1	26/11/2018	22/12/2018	27
IEA sponsored training programme on energy Efficiency in emerging Economics	2	10/12/2018	13/12/2018	4

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
7	0	2	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
YES- Compendium - HRA, Conveyance Allowance, Lease agreements, Health Insurance Cover, Crèche, Extra time Allowance, Availability of Medical Practitioner and counsellor, Free transport, Role Related Reward Internal grant committee.	YES – Compendium - HRA, Conveyance Allowance, Lease agreements, Health Insurance Cover, Crèche, Extra time Allowance, Availability of Medical Practitioner and counsellor Free transport. Shashank Pandey, Environment Lab Supervisor was given a grant of INR 20,060 to attend a training programmes in “Laboratory Quality Management and Internal Audit” from 25 to 28th June, 2018.	YES – Handbook of Information - Accidental insurance, Free transport, Internal grant committee, Scholarship schemes, Availability of Medical Practitioner and counsellor Placement.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Regular external financial audits are conducted, and placed before the Board of Management. For FY 2018-19, it was conducted by Rajan K Gupta and Co (FRN-005945C) and submitted on 16 September 2019.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		

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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	National Assessment and Accreditation Council (NAAC)	Yes	Board of Studies of Department
Administrative	Yes	M/s KONE Elevator India Pvt Limited	Yes	Environ Lab

6.5.2 – What efforts are made by the University to promote autonomy in the affiliated/constituent colleges? (if applicable)

NA

6.5.3 – Activities and support from the Parent – Teacher Association (at least three)

NA

6.5.4 – Development programmes for support staff (at least three)

1. Refresher training for staff on MS Word, Communication Skill, ERP System, University authorities and roles, Time Management, and Team Building on 18.07.18. 2. Refresher training for staff on Ms Office, ERP system, Tel Etiquettes, Group Activities on 28.12.18. 3. Yoga session by Narendra Yogi on 21.06.19

6.5.5 – Post Accreditation initiative(s) (mention at least three)

A. For the observation by the Peer Team Report on data, delegated responsibilities for collection and verification of data across various functionaries. B. To address the marks on Criterion 1 in second cycle of NAAC accreditation, pursued the Programme Coordinators to submit a report to the Academic Council reflecting the changes/modification/updating of courses and programmes C. To address the marks on Criterion 1 1 in second cycle of NAAC accreditation, initiated the process of preparation of a template to collect responses from the stakeholders for programme revisions

6.5.6 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes

b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.7 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
MDP on Gender Equity and Water Management at EPTRI Campus, Gachibowli, Hyderabad	20/08/2018	21/08/2018	19	25
MDP on Gender Equity and Water Management in association with ICEWaRM, Haryana Institute of Public Administration at Gurugram	19/12/2018	20/12/2018	18	40
MDP on Gender Equity and Water Management at Jaipur	30/05/2019	31/05/2019	22	43

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
5.21

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	Yes	1
Ramp/Rails	Yes	1

Rest Rooms	Yes	1
Scribes for examination	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Students Handbook 2018-19	01/07/2018	It contains all the guidelines to be followed by the students. It is periodically updated https://terisas.ac.in/pdf/studenthandbook_2018-19.pdf
Code of Conduct is promulgated for compliance by all Teaching and Non-teaching staff. A copy of the same is made available to all and can be accessed in the internal portal.	01/01/2018	Approved by the Board of Management

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Rain Water Harvesting 2. Green Campus with Solar Rooftop System 3. Practice “No Paper Cups Day” on every Wednesday 4. Practice of “No Lift Days” on every Tuesday and Thursday 5. Windmil

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. TERI SAS library is open to all researchers. Its catalogue can be accessed by anyone (http://terisaslibrary.teri.res.in/). Students and faculty can access e-recourses remotely through a platform (https://terivk.new.knimbus.com/). 2. Students handbook contains all the necessary and relevant information, including rules and processes. It is available online and updated every year. https://terisas.ac.in/pdf/studenthandbook_2018-19.pdf

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://terivk.new.knimbus.com/

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

To accelerate the transition towards a more sustainable world through the creation of knowledge and human capacity. To be a globally recognized deemed University in the sphere of sustainability studies. states the Vision of TERI SAS. The importance of reaching out to the wider world was recognised, to further the vision. To that effect faculty members were encouraged to engage in outreach activities and document their efforts on the website. https://terisas.ac.in/events.php deposits all such endeavors. TERI SAS Youtube channel (https://www.youtube.com/user/teriuniversity) also records many such endeavours.

Provide the weblink of the institution

https://terisas.ac.in/events.php

8.Future Plans of Actions for Next Academic Year

1. Increase in the number of students enrolled in all programmes. 2. Re-assessment by NAAC to improve the grade. 3. Setting up a Higher Education Institution (HEI) at Hyderabad.