



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

MINUTES OF THE FORTIETH MEETING OF THE BOARD OF MANAGEMENT

The Fortieth meeting of the Board of Management was held on 28th September, 2021 at 1100 hours online on Microsoft team platform. The following were present:-

PRESENT:

Members
Professor Eklabya Sharma, Chairperson
Professor Manipadma Datta
Dr V P Singh
Dr Nimmi Singh
Prof E Somanathan
Professor George John
Mr RR Rashmi
Professor Arun Kansal
Professor Shaleen Singhal
Professor Ramakrishnan Sitaraman
Mr Kamal Sharma, Secretary

Leave of absence: Dr Bhim Singh and Dr Sachin Chaturvedi had some preoccupations and therefore, could not join the meeting.

Item No. 1: To confirm the minutes of the Thirty Ninth meeting of the Board of Management held on 14 August 2021.

It was informed that the minutes of the Thirty Ninth meeting of the Board of Management held on 14 August 2021 were circulated to the members of the Board and comments received have been incorporated.

TS/BM/39.1.1. The Board resolved that the minutes of the 39th meeting of the Board of Management held on 14th August, 2021 be confirmed.

Item No. 2: To consider and approve the Policy on Lien

The Registrar informed the members that the Policy on Lien was earlier presented to the Board in its 38th meeting held on 29 December 2020. It was recommended by the Board that a revised policy based on the comments received be put up to the Board for approval. The Registrar requested Prof. Arun Kansal, Dean (Academics) to present the revised policy to the Board members.

Prof Arun Kansal informed that the Policy on Lien was presented in the 38th Board of Management meeting [TS/BM/38.3.1]. As recommended by the members, a revised policy incorporating the comments of the members is presented to the Board as placed in **Enclosure 1**. To the query from Dr Nimmi Singh whether new faculty would be recruited on adhoc basis as replacement for the person who is going on lien, Prof Kansal informed that the guest faculty or adjunct faculty from TERI would be called to fill in the gap. He further stated that it is always ensured that minimum disruption happens for the academic activities and if the person who is going on lien has got funded project, he has to adhere to the timelines, which are already mentioned in the policy.

TS/BM/40.2.1 The Board resolved to approve the Policy on Lien as placed in **Enclosure 1**.

Item No. 3: To consider and approve the Policy on Intellectual Property Rights

The Registrar informed the members that the Policy on Intellectual Property Rights was earlier presented to the Board in its 38th meeting held on 29 December 2020. It was recommended by the Board that a revised policy based on the comments received be put up to the Board for approval. The Registrar requested Prof. Shaleen Singhal, Dean (Research and Relationships) to present the revised policy to the Board members.

Prof. Shaleen Singhal informed that the Policy on Intellectual Property Rights was presented in the 38th Board of Management meeting [TS/BM/38.4.1]. As recommended by the members, a revised policy incorporating the comments of the members is presented to the Board as placed in **Enclosure 2**.

TS/BM/40.3.1 The Board resolved to approve the Policy on Intellectual Property Rights as placed in **Enclosure 2**.

Item No. 4: Matters for information

(a) Status on 12B: The Registrar informed that the Hon'ble Chairman, UGC has constituted a 3 member Expert Committee along with Under Secretary UGC to visit TERI School of Advanced Studies (Deemed to be University), New Delhi to consider 12B status for TERI SAS. The Committee visited TERI SAS on 18 and 19 September 2021. The Committee verified the documentation, interacted with faculty, students and non-teaching staff and visited various facilities as per their mandate. The report of the committee is awaited. The Chairperson informed the members that he had a one to one discussion with the UGC Expert Committee members. The team visited all the facilities and labs at TERI SAS and have given positive feedback. However, the only drawback was corpus. We have to maintain a minimum corpus of Rs.10 crores which is not there in TERI SAS. The Chairperson also informed that he is going to meet the Trustees and Chairman of TERI to see if they can help us in this regard. He further stated once 12B status is granted to the TERI SAS, it would help in getting grants and research projects of DST, DBT, etc. where opportunities exist.

The Board noted the matter.

- (b) **Convocation:** The Registrar informed that the Fourteenth Convocation of the TERI School of Advanced Studies has been scheduled for 8 December 2021. This will be held in the Stein Auditorium at IHC. He further informed that Dr. K Vijay Raghavan, Principal Scientific Adviser to the Government of India, has kindly accepted the invitation to be the Chief Guest at the Convocation.

The Board noted the matter.

- (c) **Committee on National Education Policy 2020:** The Registrar informed that a Committee to operationalise the National Education Policy was constituted on 2 August 2021 vide Notification No.53 of 2020-21 as placed in **Enclosure 3**. The Committee had its first meeting on 18 August 2021 to prepare a road map to align TERI SAS programmes with the National Education Policy 2020. It was also decided to include some external experts. Dr Umesh Kumar Sharma, Scientist-F Department of Science and Technology, Prof. Vivek Suneja, Professor of Strategy, Faculty of Management Studies, University of Delhi has agreed to serve as an external Expert to this Committee. However, we are awaiting the response from the University Grants Commission for their nomination to this Committee.

The Board noted the matter.

- (d) **Committee on Policies and Processes:** The Registrar informed that a Standing Committee to review Policies and Processes being followed at TERI SAS was constituted on 6 September 2021 vide Notification No.03 of 2021-22 as placed in **Enclosure 4**. This Committee will look and review the various policy and organisational issues. The Chairperson informed that based on the discussions at the 39th Board meeting where Dr. Chaturvedi suggested to form a Committee to look into the cases of promotion, we have formed a Standing Committee which will look into the promotion criteria to be followed. Before bringing any issues to the Board, this Committee will discuss and come up with options and recommendations for the approval of the Board.

The Board noted the matter.

- (e) **Resignations:** The Registrar informed that the following faculty has resigned from his post with the approval of the Vice Chancellor:-

Ser	Name	Wef
(a)	Dr Akash Sondhi	20-08-2021

The Board noted the matter.

Item No. 5: Any other item with the permission of the Chair.

- (a) **Department restructuring as per the UGC/AICTE guidelines for complying with the requirement under 12B of the UGC Act:** The

Registrar informed that in order to meet the minimum faculty requirement for a Department, an internal exercise was carried out by the Standing Committee for Policies and Processes. This Committee has reorganised the existing six departments into four departments, which are now in line with UGC/AICTE requirements, is placed as **Enclosure 5**. The names of the departments may be revisited and put up to be Board for approval once restructuring of all the programmes are undertaken as per National Education Policy.

TS/BM/40.5(a).1 The Board resolved to approve the department restructuring as per the UGC/AICTE guidelines for complying with the requirement under 12B as placed in **Enclosure 5**.

(b) Proposal for effective date of promotion of faculty members: The Registrar informed that the issue of fixing the date of faculty promotion coming in effect was discussed in the 35th Board of Management Meeting in July 2020 that resolved as follows:

“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”.

In the 39th Board of Management meeting while approving three cases, the Board recommended to form a Committee for reviewing this policy. Accordingly, a Committee has been constituted under the Chairmanship of the Vice Chancellor which is titled as “Standing Committee for Policies and Processes” on 6 September 2021. One of the ToR of this Committee was to look into the faculty and staff promotion policy revision and monitoring. The Committee in its meeting held on 24 September 2021 came up with a recommendation that all future promotions for both faculty and staff should be effected from the date of interview by the Selection Committee and not from the date of eligibility. Prof. Somanathan suggested that for the existing three cases which are pending for promotion, the date of application should be considered for their effective date of promotion as a special case. For all other applications after these three cases, date of interview by the Selection Committee be considered for promotion. It was informed that application for Career Advancement Scheme would be initiated twice in a year, January and July, the last date being 28th February and 31st August respectively, and the entire process of selection should be over before the next cycle of application.

TS/BM/40.5(b).1 The Board resolved to approve the date of interview by the Selection Committee as the date of promotion of faculty members in the future and

with regard to the pending three cases of promotion, the date of their application can be considered as a special case.

- (c) **Title of Dean (Research & Relationships):** It was informed by the Registrar that since the title of Dean (Research & Relationships), has got a wider scope of work with regard to partnership with industry and institutions, it was suggested that the title may be changed to Dean (Research and Partnerships).

TS/BM/40.5(c).1 The Board resolved to approve the change of the title of Dean (Research & Relationships) to Dean (Research and Partnerships).

There being no other points the meeting concluded at 1220 hours.

Sd/-
Kamal Sharma
Registrar (Acting)

Enclosures:-

1. Policy on Lien
2. Policy on Intellectual Property Rights
3. Committee on National Education Policy 2020
4. Standing Committee for Policies and Processes
5. Department restructuring as per the UGC/AICTE guidelines

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



**Policy on Lien
(for faculty members)**

Lien is a privilege of a regular faculty to retain their post in TERI SAS while they are on a salaried employment at another organisation/institution/university of repute, or on the roles of another organisation/institution/university of eminence through a contract. During a given period of Lien, the faculty can be engaged with only one such organisation/institution/university etc.

The following terms shall be applicable:

All regular faculty who has successfully completed their probation and have completed two years of continuous service not including 'sabbatical leave' or 'Leave Without Pay/extraordinary leave' are eligible to apply for Lien. The period under probation shall be included in the continuous service.

The period of Lien cannot end on a date beyond the duration of the appointment under the existing 'Contract of Employment' between the faculty member and TERI SAS. In case it exceeds, a fresh 'Contract of Employment' may be signed at the discretion of TERI SAS such that the period of lien is within the period of contract.

Prior written sanction of the authorities concerned is to be obtained before proceeding on Lien and also for any subsequent extension. All applications to proceed on Lien shall be made to the respective Head of the Department/Centre on whose approval it shall be forwarded to the Dean (Academics). On approval by the Dean (Academics), it shall be submitted to the Vice-Chancellor for the final approval. It shall thereafter be reported to the Board of Management. All applications for extension shall also follow the same procedure. Applications from the Heads of Department/Centre and Dean (Academics) shall be submitted to next authority in the above said hierarchy.

Not more than ten percentage of the total number of regular faculty of TERI SAS may be permitted to proceed on Lien simultaneously. However, exceptions can be made in appropriate cases by the Vice-Chancellor in consultation with the Dean (Academics) and the concerned Head of the Department/Centre.

Generally, Lien may be granted for a maximum duration of one year in the first instance which may be extended for a further maximum period of another year.

A regular faculty who rejoins TERI SAS after a Lien shall be eligible for another Lien only after a duration of five years of continuous service at TERI SAS without taking 'sabbatical

leave’ or ‘Leave without pay/extraordinary leave’. However, this will not be applicable to tenure posts.

During the period of Lien, the employee shall be ‘deemed to be in employment’ and the period shall be counted for seniority and there will be no-break in service. The employee shall be entitled to all the Increments for the period of Lien upon his/her rejoining. However, no casual/earned leave/provident fund/LTC entitlement /Gratuity will accrue during the period of Lien.

During the period of Lien, the employee should continue to be the supervisors of PhD/Master’s thesis and investigators of research projects that are sanctioned against their name before proceeding for lien.

On the termination of Lien, the employee shall re-join in the same academic rank that he/she was holding before proceeding for Lien. However, he/she shall have no claim on positions such as Head of Department/Centre, Dean, Programme Coordinator, and other such positions or membership in any Committees/Board that he/she was holding before proceeding on Lien, upon his/her re-joining.

Employees proceeding on Lien shall comply with the requirement of payment of salary in lieu of notice period as stipulated in the terms of appointment, and any bond he/she may have executed. The amount so deposited shall be refunded to the employee upon re-joining TERI SAS and submission of re-joining report through proper channel. In case the employee has sufficient Earned Leave (EL) balance to his/her credit to cover up the notice period requirement as per the terms of appointment, then such deposit is not required. However, if the EL balance covers only a portion of the notice period requirement, then the payment in lieu of notice period shall be calculated proportionately after taking into account the balance of EL available to the employee's credit.

During the period of Lien the employee can retain his/her official e-mail ID. During this period, as per requirement, office space will be provided.

Before proceeding on Lien the employee shall:

- deposit an amount equivalent to 15 days basic salary per year or part thereof for period of Lien with TERI SAS. The amount shall be refunded only if he/she re-joins TERI SAS.
- effectively complete all the pending semester activities and other commitments of urgent nature.
- get a Clearance Certificate.

During the period of Lien, when the employee is in roles of other institution, shall acknowledge TERI SAS in his/her affiliation for all academic and professional activities such as publications, presentations, etc.

An employee against whom a disciplinary proceeding is pending in TERI SAS shall not be permitted to proceed on Lien.

The Lien may be terminated any time by the employee and may re-join TERI SAS after serving a written notice to the Vice Chancellor at least 30 days prior to the intended date of

re-joining. The employee shall also submit a relieving certificate issued by the competent authority of his/her employer during the period of lien at the time of re-joining.

Any overstay beyond the approved period of Lien shall be treated as automatic termination from the TERI SAS rolls.



Policy on Intellectual Property Rights

1.1: Objectives

1.1.1. TERI SAS creates Intellectual Property as part of its academic and research activities. Its work is underscored by its mission to build and share knowledge and information responsibly and openly for the larger purpose of the public good. TERI SAS aims to share its body of work as openly as possible, for the benefit of people at large. Any personal benefits or commercial gains of its work are incidental to its purpose of creating public good.

1.1.2: This Policy applies to all *Personnel* (as defined below) and all *Non-TERI SAS Personnel* associated with TERI SAS in its academic, research and other activities and covers different classes of Intellectual Property including Copyrights, Patents, and all other types of Industrial Properties.

1.2: Definitions:

1.2.1: Personnel- All students, employees, consultants and collaborators of TERI SAS engaged through a contract / any academic, research or any other activity / research or academic requirements of the Programmes offered by TERI SAS shall be called as *Personnel*, and all others shall be called as *Non-TERI SAS Personnel*. *Personnel* and *Non-TERI SAS Personnel* may also include juristic persons.

1.2.2: Intellectual Property includes Copyrights, Patents and other types of Industrial Property such as trademarks, service marks, logos, design, trade secret, confidential information and Integrated Circuits Layout *etc.* that are defined and interpreted as per the laws of the land from time to time.

1.2.3: Copyright- as defined and interpreted in the laws of the land from time to time as Copyright and Related Rights.

1.2.4: Patents and other Industrial Property- as defined and interpreted in the laws of the land from time to time.

1.2.5: TERI SAS Resources - shall include both 'Usual TERI SAS Resources' and 'TERI SAS Supported Resources':

1.2.5.1: Usual TERI SAS Resources -includes all laboratory and equipment, all research facilities, office space and facilities, official working hours of the Personnel, computer/computer networks/software, library including the digital library, Secretarial and Administrative services, Intellectual Property already owned by TERI SAS and all other kinds of academic/research support provided at the financial cost of TERI SAS.

1.2.5.2: TERI SAS-Supported Resources includes the time, effort, and intellectual inputs of Personnel with the use of ‘Usual TERI SAS Resources’ and diminution by the TERI SAS of any or all of the standard responsibilities of Personnel to offer time or resources for the purpose of creating Intellectual Property.

1.2.5.3 TERI SAS Resources shall also include:

1.2.5.3.1: Financial Resources: Financial support provided by TERI SAS over and above the regular salary/perks as per employment/enrolment/sponsorship contract or over and above the scholarship provided to students/research scholars and includes:

- i. Funds given by the TERI SAS to protect, preserve and implement rights in Intellectual Property.
- ii. Funds given to create, exploit and/or commercialize intellectual Property.
- iii. Fees exemption by the TERI SAS for the usage of any facility or apparatus.

[Exception: Awards, Honours, Fellowships, Prizes, Scholarships and facilities manufactured with such funds, shall not constitute TERI SAS Resources. The infrastructure established by private funds of Personnel shall also not constitute use of TERI SAS Resources]

1.2.5.3.2: Intellectual Property Resources- Intellectual Property already in existence and owned by TERI SAS and usage of the name, logo, or trademark of TERI SAS in the creation and marketing of Intellectual Property shall be a part of TERI SAS Resources.

1.3: Ownership of the Intellectual Property:

1.3.1: Copyrights –Ownership of Copyright of all copyrightable work shall rest with the Personnel with the following exceptions:

1.3.1.1: TERI SAS shall be the Copyright owner of the work created by Personnel with the use of TERI SAS Resources. The TERI SAS may demand assignment of the Copyright in whole or in part depending on the degree of use of TERI SAS Resources used in producing the copyrightable work. The Moral rights shall remain with the Personnel even when Copyright is vested with TERI SAS.

1.3.1.2: TERI SAS shall be the owner of all teaching material developed by Personnel as part of any it's academic programmes. However, the Personnel shall have the moral right to use the material for an academic or research purpose.

1.3.2: Patents and other Industrial Property:–Patents and other Industrial Property invented by ‘Personnel’ with the use of TERI SAS Resources shall be owned by TERI SAS in full or in part depending upon the ratio of use of TERI SAS Resources.

1.3.2.1: TERI SAS may undertake procedures to commercialize its rights in Patents and Other Industrial Property owned by it. If the Intellectual Property is owned by TERI SAS in

part with the Personnel and/or Non-TERI SAS Personnel, such commercialization shall be done through a separate written contract, and all costs and benefits of commercialization shall be shared proportionately.

1.4: Sponsored Research: For Intellectual Property created/generated during the course of sponsored and/or collaborative activity, definite provisions related to Intellectual Property specified in contracts dealing with such sponsored/collaborative activity shall regulate the ownership of Intellectual Property.

1.4.1: TERI SAS shall be the owner of all Intellectual Property created with the use of funding from sponsored /collaborate activity where the Sponsor/Collaborator does not claim intellectual property rights.

1.5: Appropriate Authority: The Authority designated by the Vice-Chancellor to assess the use of/proportion of use of TERI SAS Resources used by the Personnel to create Intellectual Property and decide whether substantial use of TERI SAS Resources has happened.

1.6: Disclosures, Confidentiality and Assignment of Rights: Disclosure is an important process of Intellectual Property protection. It documents claims of inventorship, the duration/date and other details of the work.

1.6.1: The provisions of the contract pertaining to disclosure and confidentiality shall be followed in sponsored and/or collaborative activity.

1.6.2: For a Personnel who wish to protect their Intellectual Property, created other than through sponsored and/or collaborative work, and without the use of any TERI SAS Resources shall disclose full details (including the period of creation/invention etc.) with the Appropriate Authority of TERI SAS at the earliest date and claim personal ownership in full or in part. The Appropriate Authority of TERI SAS shall decide on such claims and shall record the same in the ‘TERI SAS Intellectual Property Register’ maintained for the purpose. The Personnel shall also disclose details of all works where there are no claims of use of personal time and resources and shall assign the rights to TERI SAS.

1.6.3: All TERI SAS personnel and non-TERI SAS personnel affiliated with any activity of TERI SAS shall treat all information regarding Intellectual Property that belongs to TERI SAS/that are assigned to TERI SAS as per this Policy as ‘confidential’. They shall not take any steps to commercialize the same or transfer the information to anyone else.

1.7: Royalty Sharing: Royalty accruing, or any type of payment or benefit received from the commercialization of TERI SAS-owned intellectual property shall be shared between the TERI SAS and the Personnel and Non-TERI SAS Personnel in proportion to the ratio of ownership over that Intellectual Property.

1.8: Resolution of disputes: In case of disputes between the Personnel and TERI SAS regarding any aspects of this Policy, the aggrieved party may approach the Appropriate Authority. If the aggrieved party is not satisfied with the decision of the Appropriate Authority, the party may appeal to the Vice-Chancellor of TERI SAS. The Vice Chancellor’s decision shall be final and binding.

1.9: Jurisdiction: All dispute(s) arising with respect to the implementation of this Policy shall be subject to the legal and territorial jurisdiction of the Courts of Delhi only.



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

NOTIFICATION
No.53 of 2020-21

Ref.: NOT/R35

2 August 2021

National Education Policy 2020

As desired by the competent authority, a committee to operationalise the National Education Policy 2020 for TERI SAS has been formed with the following members.

Prof. Eklabya Sharma	Chairman
Prof. Manipadma Datta	
Prof Shaleen Singhal	
Prof Arun Kansal	
Dr Shashi Bhushan Tripathi	
Dr Kamna Sachdeva	
Dr Vinay S P Sinha	
Dr Sukanya Das	
Dr Vidhi M Chadda	
Mr Kamal Sharma	Secretary

This is issued with the approval of the competent authority.

Kamal Sharma
Registrar (Acting)

Notification file
All above Faculty members



10, Institutional Area, Vasant Kunj, New Delhi - 110 070
Phone: 26122222

NOTIFICATION
No.03 of 2021-22

Ref.: NOT/R35

6 September 2021

Sub: Standing Committee for Policies and Processes

A Standing Committee to review policies and processes being followed at the TERI SAS is constituted with effect from 6 September 2021 with the following members:

Prof. Eklabya Sharma	Chairperson
Prof. Manipadma Datta	
Prof. Arun Kansal	
Prof. Shaleen Singhal	
Prof. Anandita Singh	
Dr Sukanya Das	
Dr Seema Sangita	
Mr Kamal Sharma	
Mr R Balasubramanian	Secretary

The Committee shall focus on the following:

1. Faculty and staff policies including adjunct faculty issues.
2. Faculty and staff promotion policy revision and monitoring
3. Performance appraisal of faculty members - review and monitoring.
4. Re-structuring the organization and related issues.

Kamal Sharma
Registrar (Acting)

Copy to :

The Vice Chancellor
All Members
Notification file

Enclosure 5

Department restructuring as per the UGC/AICTE guidelines for complying with the requirement under 12B of the UGC Act

Name of Department	Programmes	Faculty numbers
Department of Natural and Applied Sciences	Master's Programme MSc (ESRM) MSc (Geoinformatics) MSc (CSP) MSc (Biotechnology) Doctoral Programme Bioresources & Biotechnology Natural Resources Management	Currently, Professors 3 Associate Professors 3 Assistant Professors 4 Total 10 UGC requirements (1 Professor; 2 Associate Professors; and 4 Assistant Professors)
Department of Sustainable Engineering	Master's Programme MTech (REEM) MTech (UDM) Doctoral Programme Energy and Environment	Currently, Professors 3 Associate Professors 2 Assistant Professors 6 Total 11 UGC & AICTE requirements (1 Professor; 2 Associate Professors; and 6 Assistant Professors)
Department of Policy and Management Studies	Master's Programme MSc (Economics) MBA (Sustainability Management) MA (SDP) MA (PPSD) Doctoral Programme Policy Studies Business Sustainability	Currently, Professors 2 Associate Professors 2 Assistant Professors 8 Total 12 UGC & AICTE requirements (1 Professor; 2 Associate Professors; and 6 Assistant Professors)
Coca-Cola Department of Regional Water Studies	Master's Programme MTech (WREM) MSc (WSG)	Currently, Professors 1 Associate Professors 2 Assistant Professors 6

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	Doctoral Programme Water Science and Governance	Total 9 UGC & AICTE requirements (1 Professor; 2 Associate Professors; and 6 Assistant Professors)
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