Students Handbook

For Masters and Doctoral Scholars

Academic Year 2024-25

10 Institutional Area, Vasant Kunj
New Delhi – 110 070

Welcome Note

This handbook has been compiled to acquaint students with the TERI School of Advanced Studies and its rules, and with the responsibility that comes their way as members of the TERI School of Advanced Studies family. It is to be read in conjunction with the Information Brochure and other policy documents issued by the Deemed to be University.

Students are advised to keep this handbook conveniently and refer to it during the course of their study.

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List of Abbreviations used

TERI SAS – TERI School of Advanced Studies
TERI – The Energy and Resources Institute
UGC – University Grants Commission
AICTE – All India Council for Technical Education
NAAC – National Assessment and Accreditation Council
M.Sc. – Master of Science
M.Tech. – Master of Technology
MBA – Master of Business Administration
M.A. – Master of Arts
Ph.D. – Doctor of Philosophy
ESRM – Environmental Studies and resource Management
CSP – Climate Science and Policy
Geo – Geoinformatics
Eco – Economics
BT –Biotechnology
WSG – Water Science and Governance
REEM – Renewable Energy Engineering and Management
UDM – Urban Development Management
WREM – Water Resource engineering and Management
SDP – Sustainable Development Practice
PPSD – Public Policy and Sustainable Development
SM – Sustainability Management
SGPA – Semester Grade Point Average
CGPA – Cumulative Grade Point Average
MPEC – Master Programme Executive Committee
HoD – Head of Department
PC – Programme Coordinator
COE – Controller of Examination
L – Lecture
T- Tutorial
P – Practical
CSIR – Council of Scientific and Industrial Research
DBT – Department of Biotechnology
SRC – Student Research Committee
DRC – Department Research Committee
CRC – Centre Research Committee
DPAC – Doctoral Programme Advisory Committee
IPR – Intellectual Property Rights

1.   General information

The TERI SAS is the outcome of research, consultancy, and outreach activities of TERI – a not-for-profit organization in the non-governmental sector – internationally recognized for its contributions in the fields of energy, environment, biosciences, and sustainable development.

The Deemed to be University was established and constituted on 19 August 1998 and was granted 'Deemed-to-be University' status by the UGC (University Grants Commission), and notified vide Ministry of Human Resource Development, Department of Education, Government of India [notification no. F-9/19/95-U-3, dated 5 October 1999]. The Deemed to be University is accredited by NAAC. All technical programmes offered by the Deemed to be University are recognised by AICTE.

1.1 Location

Located at Vasant Kunj in South Delhi, the new TERI SAS Campus provides a setting that enhances learning and showcases the concept of green building design. Well-equipped classrooms and laboratories aid teaching and research. The campus is close to the Jawaharlal Nehru University and the Indian Institute of Technology, Delhi. It is 8 kilometres from the Indira Gandhi International Airport, 12 kilometres from the Domestic Airport, and 18 kilometres from the New Delhi Railway Station.

Location Map

TERI School of Advanced Studies Location Map
Plot No 10, Institutional Area, Vasant Kunj
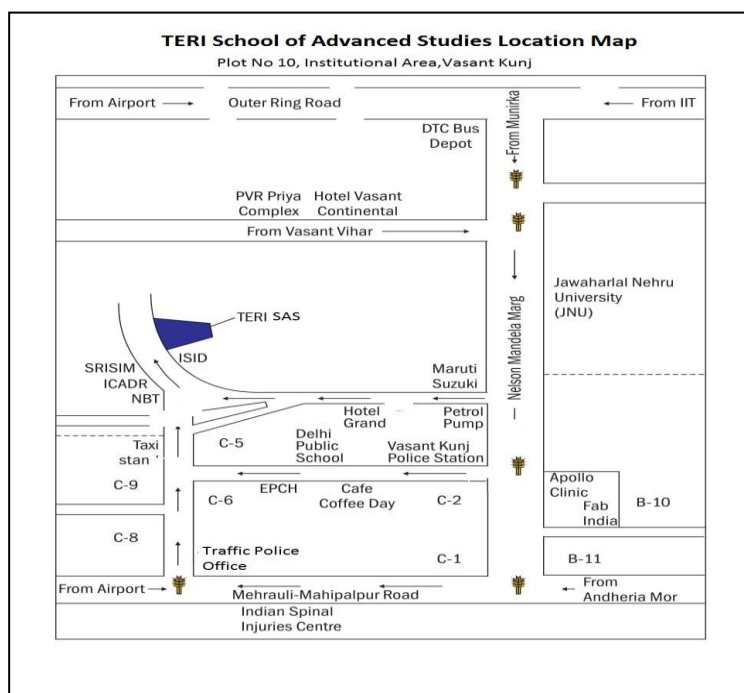
1.2 Departments

The Deemed to be University has evolved an organizational structure drawing on the research activities of TERI. Besides the teaching staff of the Deemed to be University, the research staff of TERI with doctoral degrees and a rich experience of working on projects related to bioresources, biotechnology, energy, environment, regulatory studies, and policy research are adjunct faculty at the Deemed to be University. The Department functional in the Deemed to be University are:-

(i)   Department of Natural and Applied Sciences

(ii)   Department of Sustainable Engineering

(iii)   Department of Policy and Management Studies

(iv)   Coca Cola Department of Regional Water Studies

(v)   Department of Biotechnology

(vi)   Centre for Postgraduate Legal Studies

2. Governance

2.1 Objectives

2.1 To provide for higher education leading to excellence and innovations in such branches of knowledge as may be deemed fit, at post-graduate and research degree levels, fully conforming to the concept of Deemed to be University as defined herein.

2.2 To engage in areas of specialization with proven ability to make distinctive contributions to the objectives of the higher education system in diverse disciplines.

2.3 To provide for high quality teaching and research recognized nationally and globally.

2.4 To provide for high quality teaching and research and for the advancement of knowledge and its dissemination through various research programmes undertaken in -house by full time faculty/research scholars (PhDs and Post-Doctoral) in diverse disciplines.

2.5 To provide for institution and training in energy studies, biosciences, environmental sciences, public policy and other such branches of learning as it may deem fit.

2.6 To do all such other acts and things as may be necessary or desirable to further the objects of the Deemed to be University. These may include, inter alia,

    i. Establishment of and participation in collaborative activities with other educational institutions in and outside the country;
    ii. To sponsor and organize teaching and training programmes, conferences and seminars on subjects of theoretical or practical relevance to the courses of study;
    iii. To establish, acquire and mention facilities such as offices, residential accommodation for staff, hostel for students, etc.

2.2 Administration

The Deemed to be University has an Executive Council (EC), which is responsible for its overall administration and control. The academic policy of the Deemed to be University is decided by the Academic Council. The Vice-Chancellor of the Deemed to be University is the Chairperson of the Executive Council and the Academic Council. Financial advice to the Deemed to be University is rendered by the Finance Committee. The following are constituted in the TERI SAS:-

       (a) Authorities
          (i)   Executive Council
          (ii)   Academic Council
          (iii)   Finance Committee
          (iv)   Board of Studies at Departments

       (b) **Officers**
         (i)   Chancellor
         (ii)   Vice-Chancellor
         (iii)   Registrar

(iv)　　Dean (Academic)
(v)　　Dean (Research & Partnerships)
(vi)　　Controller of Examination
(vii)　　Heads of Departments/Centre
(viii)　Deputy Registrar (Academic Administration)
(ix)　　Deputy Finance & Project Management Officer
(x)　　Administrative Officer

2.3 Executive Council

Chairman
Prof. Suman Kumar Dhar
Professor & Vice Chancellor, TERI SAS

Deans
Prof. Chander Kumar Singh
Professor & Dean (Academic), TERI SAS

Prof. Sukanya Das
Professor & Dean (Research & Partnerships), TERI SAS

Three eminent Academicians nominated by Chancellor
Prof. Basabi Bhaumik
Former Professor, IIT Delhi

Dr Sachin Chaturvedi
Director General, Research and Information System for Developing Countries (RIS)

Dr Swati Basu
Former Director, National Centre for Medium Range Weather Forecasting and Former
Scientific Secretary, PSA's Office, Government of India

Nominee of Sponsoring Society
Prof. Nitya Nanda
Director, Council for Social Development

Mr. O P Agarwal
Former IAS and former CEO of WRI

Dr. Dipankar Saharia
Senior Fellow and Senior Director - Administrative Services, TERI

Dr. Manish Kumar Shrivastava
Sr. Fellow & Associate Director, Earth Science and Climate Change Division,   TERI
Three teachers (from Prof, Associate Prof. and Assistant Prof)
Dr Chaithanya Madhurantakam, Associate Professor, TERI SAS
Dr Moumita Acharyya, Assistant Professor, TERI SAS

Secretary
Col. B Venkat
Registrar, TERI SAS

2.4 Academic Council

Chairperson
Prof. Suman Kumar Dhar
Professor & Vice Chancellor, TERI SAS

Deans
Prof. Chander Kumar Singh, Professor & Dean (Academic)
Prof. Sukanya Das, Professor & Dean (Research & Partnerships)

Heads of the Departments
Prof. Naqui Anwer
Dr Gopal Sarangi
Dr Chaithanya Madhurantakam
Dr. Ranjana Ray Chaudhuri

Professors
Prof. Anandita Singh
Prof. Ramakrishnan Sitaraman
Prof. Shaleen Singhal

Two Associate Professors from Departments
Dr. Sapan Thapar
Dr. Adwitiya Sinha

Five Assistant Professors from the department by rotation of seniority
Dr Shruti Sharma Rana
Dr Priyanka Arora
Dr Amit Singh
Dr Ramkishore Singh
Dr Anand Madhukar

Six Persons of repute nominated by the Vice Chancellor
Prof. Sagrik Dey
Prof. P S N Rao
Prof. Shreekant Gupta
Prof. T C Kandpal
Prof. Vivek Suneja
Prof. Suresh Jain

Co-opted Members
Mr. Manoj Chugh
Mr. Shubhashis Dey
Dr Sabhyata Bhatia

Dr Niraj Sharma
Dr Madhusudan Sau
Mr. Sudhir Vadehra

Controller of Examinations
Prof. Shashi Bhushan Tripathi

Secretary
Col. B Venkat
Registrar, TERI SAS

2.5 Finance Committee

Chairperson
Prof. Suman Kumar Dhar
Vice Chancellor, TERI SAS

Nominees of the Trust/Society
Mr Rajaraman Balachander -
Senior Advisor
Ernst & Young Services Private Ltd

Two nominees of Board of Management
Prof. Chander Kumar Singh
Prof. Sukanya Das

Secretary
Mr. Dhanraj Singh
Deputy Finance and Project Management Officer, TERI SAS

3. Calendar

3.1 Academic calendar 2023-24

PG programmes (Except-MA (PPSD)) Academic Calendar 2023-24	
Second and Fourth Semester	**Dates**
Commencement of classes for Second and Fourth semester	01 February 2024
Commencement of classes for Weekend programme	03 February 2024
Add/drop of courses by students	12 - 16 February 2024
Convocation	08 February 2024
Attendance upload in portal by faculty (Every month by 1st week)	01 March 2024
Minor test -I	11-16 March 2024
Minor Test - I for Weekend programme	16-17 March 2024
Upload/Display of marks – minor exam - I	22 March 2024
MPEC meetings	27 March 2024
Study Tour (where relevant), Mid sem. Feedback, Mid Sem. Break and System mail to students for short fall of attendance	01-05 April 2024
Minor test - II	22 - 27 April 2024
Minor Test - II for Weekend programme	27-28 April 2024
Upload/Display of marks – minor exam- II	03 May 2024
Final feedback and Exam registration	06-10 May 2024
Finalization of courses by Programme Coordinators for pre-registration	07 May 2024
Last day of classes	31 May 2024
Major Exam/Terminal Assessment	03-15 June 2024
Semester Break / Minor Project	16 June - 11 August 2024
Meetings of SRCs (For non-coursework scholars)	01 - 15 June 2024
Pre-registration for next semester	22-26 June 2024
Last day of classes for Weekend programme	23 June 2024
Major Exam/Terminal Assessment for Weekend programme	29-30 June 2024
Semester Break/Minor Project for Weekend programme	01 July- 16 August 2024
Completion of all assessments	01 July 2024
Completion of grading and MPEC meetings	05 July 2024
Display of grades	11 July 2024

Pre-registration for next semester for Weekend programme	13-14 July 2024
Meetings of SRCs (For coursework scholars)	13-31 July 2024
Improvement exams and evaluation	01-06 August 2024
Commencement of 3rd semester classes	12 August 2024
Commencement of 3rd semester classes for Weekend programme	17 August 2024
Orientation and registration for first semester 2024-25	30 August 2024

**This Academic Calendar is likely to have some changes, depending upon UGC advisory.

3.2 List of Holidays: 2024

Sl. No.	List of Holidays	Dates	Day
1	Republic Day	26 January	Friday
2	Holi	25 March	Monday
3	Good Friday	29 March	Friday
4	Id-ul-Fitr	11 April	Thursday
5	Ram Navami	17 April	Wednesday
6	Mahavir Jayanti	21 April	Sunday
7	Budha Purnima	23 May	Thursday
8	Id-ul-Zuha (Bakrid)	17 June	Monday
9	Muharram	17 July	Wednesday
10	Independence Day	15 August	Thursday
11	Raksha Bandhan	19 August	Monday
12	Janmashtami	26 August	Monday
13	Milad-un-Nabi or Id-e-Milad	16 September	Monday
14	Mahatma Gandhi's Birthday	2 October	Wednesday
15	Dussehra	12 October	Saturday
16	Diwali (Deepavali)	31 October	Thursday
17	Guru Nanak's Birthday	15 November	Friday
18	Christmas Day	25 December	Wednesday

4. Contact information

TERI SAS number: 91-11-71800222

4.1-A Faculty

Name	Designation	Email ID
Prof. Suman Kumar Dhar	Vice Chancellor	vc@terisas.ac.in
Col. B Venkat	Registrar	registrar@terisas.ac.in
Prof. Chander Kumar Singh	Dean (Academic)	dean.academic@terisas.ac.in
Prof. Sukanya Das	Dean – (Research & Partnerships)	dean.research@terisas.ac.in
Prof. Anandita Singh	Professor	asingh@terisas.ac.in
Prof. Arun Kansal	Professor	akansal@terisas.ac.in
Prof. Naqui Anwer	Head & Professor	naqui.anwer@terisas.ac.in
Prof. Prateek Sharma	Professor	prateeks@terisas.ac.in
Prof. Shaleen Singhal	Professor	shaleen.singhal@terisas.ac.in
Prof. Ramakrishnan Sitaraman	Professor	rkraman@terisas.ac.in
Dr. Shashi Bhushan Tripathi	Professor	shashi.tripathi@terisas.ac.in
Dr. Ranjana Ray Chaudhuri	Head & Associate Professor	ranjana.chaudhuri@terisas.ac.in
Dr. Chaithanya Madhurantakam	Head & Associate Professor	chaithanya.madhurantakam@terisas.ac.in
Dr. Gopal Sarangi	Head & Associate Professor	gopal.sarangi@terisas.ac.in
Dr. Sapan Thapar	Associate Professor	sapan.thapar@terisas.ac.in
Dr Adwitiya Sinha	Associate Professor	adwitiya.sinha@terisas.ac.in
Dr. Amit Singh	Assistant Professor	amit.singh@terisas.ac.in
Dr. Shantanu De Roy	Assistant Professor	shantanu.roy@terisas.ac.in
Dr. Swarup Datta	Assistant Professor	swarup.dutta@terisas.ac.in
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Dr. Chandan Kumar	Assistant Professor	chandan.kumar@terisas.ac.in
Dr. Ayushi Vijani	Assistant Professor	ayushi.vijani@terisas.ac.in
Dr. Sanyyam Khurana	Assistant Professor	sanyyam.khurana@terisas.ac.in
Dr. Moumita Acharyya	Assistant Professor	momita.acharya@terisas.ac.in
Dr. Priyanka Arora	Assistant Professor	priyanka.arora@terisas.ac.in
Dr. Parul Behl	Assistant Professor	parul.behl@terisas.ac.in
Dr. Anand Madhukar	Assistant Professor	anand.madhukar@terisas.ac.in
Dr Chandrashekhar Azad Vishwakarma	Assistant Professor	Chandrashekhar.Vishwakarma@terisas.ac.in
Dr. Kavita	Assistant Professor	kavita@terisas.ac.in
Dr. Moumita Mondal	Assistant Professor	moumita.mondal@terisas.ac.in
Dr. Manani Syali	Assistant Professor	manini.syali@terisas.ac.in

Name	Designation	Email ID
Dr. Adil Masood	Assistant Professor	adil.masood@terisas.ac.in
Dr. Amit Kaur	Assistant Professor	amit.kaur@terisas.ac.in
Dr. Amit Singh	Assistant Professor	amit.singh@terisas.ac.in
Dr Pritha Datta	Assistant Professor	pritha.datta@terisas.ac.in
Dr Ramkishore Singh	Assistant Professor	ramkishore.singh@terisas.ac.in
Ms. Saumya Arya	Assistant Professor	saumya.arya@terisas.ac.in
Dr. Subhasree Sarkar	Assistant Professor	subhasree.sarkar@terisas.ac.in
Dr B. K. Bhadra	Professor of Practice	bidyut.bhadra@teisas.ac.in
Dr Neeraj Sharma	Professor of Practice	neeraj.sharma@terisas.ac.in
Dr. Deb Jyoti Pal	Professor of Practice	deb.pal@terisas.ac.in

4.1-B Other academic staff

Name	Designation	Email ID
Dr. Ratan Jha	Assistant Librarian	ratan.jha@terisas.ac.in

4.2 Admin Staff

Name		Name	
Registrar			
Col. B Venkat			
Finance		**Placement & Alumni Coordination**	
Mr. Dhanraj Singh		Ms. Sonika Goyal	
Mr. Vikas Prasad		**Library**	
Mr Devvrata Guglani		Mr. Umesh Chandra	
Mr Sudhanshu Jena			
Academic Administration		**Computer Section**	
Mr Kamal Sharma		Ms. Pooja Choudhary	
Mr. Rakesh Joshi		**Department/ProgrammeAssistants**	
General Administration		Ms Vidhya Sharma (GEO & BT)	
Mr. Rajesh Thakur		Mr Sushil Kumar (PPSD, ES&M & UDM)	
Mr. K Murugan		Mr. Pankaj Mahajan (SDP & ECO)	
Mr. Naushad Ahmed		Ms Jyoti Mehlawat (ESRM & LLM)	
Mr. Krishna Mohan Dobhal		Ms. Nishtha Kaushik (MBA)	
Mr. Akhilesh Kumar		Mr. Devinder Kumar (Ph.D.)	
Mr. Mohan Pandey		Mr. Raj (BBA, WSG & WREM)	
Mr. B C Dogra		Ms. Doris (CSP & B.Sc. (Eco.))	
Mr Shashank Pandey		Ms. Avantika Singh (B.Sc. - DS & ES, REEM)	
Stores		**Secretariat**	
Mr. Sunil Kumar		Ms. Veena	
Reception		Mr. R Balasubramanian	
Ms. Betty		**Hostel & Procurement**	
Electrician		Ms Gauri Rana	
Mr. Abhishek Singh		**Security**	
Mr. Gajender Singh		Mr. Rajesh Thakur	
Mr. Rajesh Nishad		**Carpenter**	
Mr. Prem Chand		Mr. Ramesh	

4.3 Maintenance Complaint

Area	Name	Email	Mobile No
IT issues	IT helpdesk	ithelp@terisas.ac.in	
	Ms. Pooja Choudhary	pooja.choudhary@terisas.in	9873666502
Electrical/ water/AC complaints	Mr. Gajender Singh	gajender.singh@terisas.ac.in	9873540842
Carpentry/ Plumbing/ housekeeping/hygiene	Mr Rajesh Thakur/ Ms. Gauri	rajesh.thakur@terisas.ac.in	9873369614
Procurement	Mr. Raj	raj@terisas.ac.in	9818056884
Girls hostel	Ms. Gauri Rana	gauri.rana@terisas.ac.in	9871707954
Cafeteria/ catering	Ms Doris Justina	doris.justina@terisas.ac.in	9711347949
Security /Sports /Transport services	Mr. Rajesh Thakur	rajesh.thukar@terisas.ac.in	9873369614

4.4 Emergency Numbers

Department / Contact Person	Numbers
Fire Officer, TERI SAS	Mob: +91 9873369614, 4724
Security, TERI SAS	9873369614, 4724
Delhi Police	100
Fire Station	101, 011 -2617 3583
Ambulance	102
Disaster Management	108
All Over India for Fire, Police and Ambulance in Emergency	112
Women Helpline	181, 1091

5. Academic system

The Deemed to be University follows a credit system for evaluation of performance of study. A detailed description is given below.

5.1 Credit system

Each course in a semester is assigned a certain number of credits, depending on its lecture, tutorial, and laboratory contact hours. Fifteen lecture/tutorial hours per semester are assigned one credit. Fifteen laboratory (practical) hours per semester are assigned half a credit. For example, courses may have the following structure: L (Lecture), T (Tutorial), and P (Practical).

The total credits for each course are given below.

Course	L	T	P	Credits
A	45	0	0	45/15=3
B	45	15	0	45/15+15/15=3+1=4
C	30	0	30	30/15+30/30=2+1=3

A letter grade, with specified number of grade points, is awarded in each course for which a student is registered. On obtaining a pass grade, the student earns credits for the courses taken. A student's performance is measured by a grade point average for the number of credits earned by the student.

6. Registration

All students are expected to register for various courses in each semester. This is an online process. The registration procedure ensures that the student's name is on the roll list of each course that s/he wants to study. No credit is given if the student attends a course for which s/he has not registered.

All students are required to report for registration before the commencement of each semester according to the schedule/procedure notified in advance.

6.1 Renewal of registration

Every student/candidate on the rolls of the Deemed to be University – whether full time, part time, or sponsored – will be required to renew his/her registration in the beginning of every semester till the completion of his/her study programme. If a student fails to register in any semester within 30 Days from the specified date of registration as mentioned in the academic calendar, it will be assumed that s/he is not interested in continuing the study programme and his/her name will be struck off the rolls of the Deemed to be University.

Students will have to provisionally register for the courses after major exams which would be offered in the next semester at the end of each semester through the portal. The system will be opened for registration after 10 days from the start of the academic session for facilitating any amendments.

In-absentia registration may be allowed in rare cases at the discretion of the Dean (Academic). In case a student is unable to come for registration on account of illness or any other reason s/he should intimate the respective Head of the Department and Dean (Academic) through an email or letter before the expiry of registration process.

6.2 Late registration

Late registration of students, owing to reasons beyond their control, could be permitted by the Registrar, if recommended by the concerned Head of the Department and on payment of a late registration fee as follows:

Upto 10 days from the date of registration	Rs. 2,000/-
From 11 days to 20 days	Rs. 4,000/-
From 21 days to 30 days	Rs. 8,000/-

If fees is not paid until 30 days from the date of registration/date of submission of tuition/ exam fees, the student's name will be struck off the rolls.

6.3 Payment of Fees

Semester fees is to be paid within three days of registration for a particular semester.

The last date for late registration will be one week from the date of commencement of classes for students. PhD students may be allowed relaxation in terms of late registration beyond the specified last date of registration up to four weeks from the date, provided the student has informed the Supervisor, Head of the Department and the Registrar, before the last date of registration, of his inability to come to the Deemed to be University, and provided reasons given by him/her are found to be satisfactory by the Head of the Department concerned.

6.3.1- Fee Concession

Keeping in view the sacrifice and services rendered by the Armed Forces personal to nation, a 25% rebate on tuition fee is available for them (Indian Army, Indian Navy and Indian Air Force).

6.4 Criteria for continuation of registration

For M.Sc./M.Tech./M.A./MBA/LLM programmes

a) The SGPA at the end of the first Semester should be no less than 4.0 for the continuation of registration for the next semester.

b) The CGPA at the end of the second semester should be no less than 4.0 for the continuation of registration for the subsequent semester.

c) The CGPA at the end of the third semester should be no less than 4.0 for the continuation of registration for the subsequent semester.

d) Students are required to acquire a CGPA no less than 4.0 in a Programme to qualify for the award of the degree. In case CGPA is less than 4.0 at the end of meeting the ordinary credit requirements of given Programme, the student shall take additional courses/ undertake an additional project, until the CGPA requirement is met.

6.5 Mentor/Mentee

Students admitted at TERI SAS are assigned Faculty mentors. "Mentor Mentee" relationship is for continuous academic monitoring of students for technical as well as soft skill enhancement which results in improved employability. It also can help students form a bond with faculty members which can be of great help during various tough times in study courses.

Continuous monitoring of academic performance of students including their attendance and performance in internal exams as well as providing a support system to guide and motivate the students. This also helps identifying and solving other related issues of the students.

6.6 Termination of registration

The MPEC, while reviewing the academic performance of the student, will also recommend termination of registration, if the minimum academic criteria laid down for continuation as a student, as mentioned at Para 6.4, are not satisfied.

The students who do not meet the laid down criteria of SGPA in semester will be given the option of either discontinuing the programme or re-registering in the same programme in the next academic session. In the latter case, the student would be treated as a fresh student in the programme.

6.7 Advice on courses

At the time of completing the registration form, each student should consult his/her supervisor/Programme coordinator to finalize the academic programme keeping in view minimum/maximum number of total credits, past performance, backlog of courses, SGPA/CGPA, work load, and his/her interests.

6.8 Lower and upper limits for the credits registered

Students of the masters' programmes are advised to register for minimum number of credits as specified for the programme. There is no bar on the upper limit of credits subject to availability of the course and other conditions being fulfilled. Guidelines for credit registration for PhD students are given on Chapter 9.

6.9 Addition, deletion, audit, and withdrawal from courses

Add and drop
A student has the option to add or delete courses during the first week of the semester with the permission of the course coordinator(s) and the approval of the Vice Chancellor/Registrar.

Audit
A student may also apply for changing a credit course to an audit or vice versa within one week of the end of the minor test 1.

Withdrawal
A student who wants to withdraw from a course should apply on the prescribed form within one week of the end of the minor test 1. A withdrawal grade (W) will be awarded in such cases.

6.10 Leave rules

M.Sc., MBA, M.Tech. M.A. and LLM students may be granted leave only in exceptional cases on approval of the Head of the Department/Dean. However, the period of leave would count as absence for the attendance requirements for a course. Leave rules for Ph.D. students is described in Section 9.

6.11 Attendance requirements

- A student must attend every lecture, tutorial, and practical class. However, to account for late registration, sickness, or other such contingencies, the attendance requirement will be a minimum of 75% of the classes actually held.
- A student with less than 75% attendance in a course during the semester, in lectures, tutorials, and practical's taken together (as applicable), will be debarred from taking the final test/examination in the course and will be awarded an Ab. grade.
- In order to maintain the attendance record of a particular course, course coordinators will record attendance in every scheduled lecture, tutorial, and practical class.
- For the purpose of attendance, every scheduled practical class will count as one unit, irrespective of the number of contact hours.
- The course coordinator will consolidate the attendance record for the course (lectures/tutorials and practical's together, as applicable) from the beginning of the semester up to minor test I, from I to test II, and from test II to test III. S/he will put an asterisk against the names of students with less than 75% attendance and send a list to the Registrar office through the Head of the Department. This information will be sent in writing by the Registrar to the students.

6.12 Absence during the semester

- A student must inform in writing/through an e-mail to the Programme Coordinator/Supervisor and the Head of the Department immediately of any instance of continuous absence from classes.
- A student who has been absent from a test 1 due to illness should approach the course coordinator for a make-up test immediately on return to class. This request should be supported with a medical certificate from a registered medical practitioner. The registration number of the medical practitioner should explicitly appear on the medical certificate. Prior to approaching the course coordinator, the student must file a copy of the medical certificate with the Academic Section.
- In case a student has appeared in a test 1 in the morning session and cannot appear in the test 2 being held in the afternoon on the same day, the medical certificate has to be submitted which is issued by a registered medical practitioner.
- In case of absence on medical grounds or other special circumstances before or during the test 3, the student could apply for an I grade. Attendance of 75% in a course is necessary for being eligible for an I grade in that course. An application requesting, I grade should be made not later than the date of last major tests. This application should be made to the Head of the Department of the student's programme who, depending on the merits of the case, will grant approval and inform all the concerned Course coordinators and Registrar. A student should subsequently complete all course requirements within 10 days from the date of the last major test. The I grade will then be converted to a proper grade (A–F), NC (pass), or NC (fail).
- In special situations arising due to a student's inability to be present at the Deemed to be University during the stipulated period, the period for conversion of an I grade can be extended to the first week of the next semester. Approval for this extension is granted by the Dean (Academic) on the recommendations of the Head of the Department and the Course coordinator. A request to this effect should be included in the application for I grade.
- In case the period of absence on medical grounds is more than 20 working days during the semester, a student may apply for withdrawal from the semester, that is, withdrawal from all courses registered in that semester. Such an application must be made as soon

as possible and latest before the start of the major test. No application for semester withdrawal will be considered after the major tests have commenced. Each application for withdrawal from a semester will be examined by the Dean (Academic), and depending on the merits of the case, appropriate recommendations shall be made. Partial withdrawal from the courses registered in a semester is not allowed.

- If a student is continuously absent from the Deemed to be University for more than four weeks without notifying the Dean/Head of the Department, his/her name will be struck off the Deemed to be University rolls.

6.13 Display of marks and grades

Marks and grades obtained by students would be visible on their respective portal. Students may note that the final display of grades would be visible only after the students' feedback is filled in.

6.14 Span period for a degree

A Student who for whatever reasons is not able to complete the programme within the normal period or the minimum duration prescribed for the programme, may be allowed two years period beyond the normal period to clear the backlog to be qualified for the degree. The general formula, therefore, should be as follows:

a) Time Span = N+2 years for the completion of programme
Where N stands for the normal or minimum duration prescribed for completion of the programme
b) In exceptional circumstance a further extension of one more year may be granted. The exceptional circumstances be spelt out clearly by the relevant statutory body concerned of the deemed to be university.
c) During the extended period the student shall be considered as a private candidate and also not be eligible for ranking.

7. Evaluation and Examination

7.1 Evaluation policy of TERI School of Advanced Studies

Against the backdrop of a choice-based credit system, the evaluation process in each semester at TERI School of Advanced Studies (TERI SAS) is based on the following principles:

- Decentralized evaluation system
- Continuous evaluation system
- Intensive review of evaluation plans
- Performance in evaluation process is indicated by Cumulative Grade Point Average (CGPA)
- Relative grading system for courses
- Absolute grading system for projects/dissertations
- Five stage moderation and review of the grades

7.2 Decentralized evaluation system

In general, TERI SAS follows a system of internal examination process following the principle of "those who teach, evaluate" for all the courses at the Masters' and Ph.D. programmes. External examiners may be invited at the discretion of the course instructor.

7.3 Continuous evaluation system

TERI SAS follows a continuous evaluation consisting of various types of assessments that include, but are not limited to:

- Closed book written examinations
- Open book examinations
- Assignments
- Quizzes
- Presentations
- Fieldwork based assessments
- Lab based assessments
- Viva/Oral examinations
- Group based activities
- Research based term papers
- Reviews of literature
- Projects
- Dissertation

Many of the assessments in each programme, including the projects and dissertations, focus on developing the higher stages of Blooms' Taxonomy of Educational Objectives such as applying, analyzing and generating creative ideas or perspectives.[1]

7.4 Intensive review of the evaluation plan

The evaluation plan is a part of the syllabi of each course. It includes the components of assessments and their weightages. These are reviewed in at least four stages: the Masters' Programme Executive Committee (MPEC), external experts, Board of Studies and the Academic Council. Once finalised, these are incorporated into the University Management System (UMS). Instructors cannot change this evaluation plan.

7.5 Grading system

a. The evaluation of courses generally follows relative grading system. In this system, the performance of a student is based on the rank in the class.

b. The evaluation of projects and dissertation generally follows an absolute grading system. Grades may be awarded on the discretion of the project/dissertation advisor(s) based on continuous evaluation during the semester, a final report/dissertation/thesis, and a final presentation to experts, including, wherever possible, an outside expert. The weightage given to performance and regularity in meetings and mid-term evaluation/presentation will be restricted to 40%. The grades may be based on the rubric provided in Annexure 1 in this chapter.

c. The grades that can be awarded along with their equivalent numerical points are given below.

Letter grade	Grade point	Performance
A+	10	Outstanding
A	9	Excellent
B+	8	Very Good
B	7	Good
C+	6	Average
C	5	Below average
D	4	Marginal
F	0	Very poor
I	-	Incomplete
W	-	Withdrawn
Ab.	-	Absent
NC (Pass)	0	Audit course pass
NC (Fail)	0	Audit course fail

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[1] Bloom, B.S., Englehart, M.D., Furst, E.J., Hill, W.H.,& Krathwohi, D.R. (1956). The Taxonomy of educational objectives, handbook I: the Cognitive domain. New York: David Mckay Co., Inc.

d. The minimum passing grade is D. A student does not earn any credits in courses where s/he gets F grade. S/he has to repeat all such courses until a passing grade is obtained. Thus, F grade may result in an increased period of stay in order to complete the requirements for the degree. All other letter grades represent earned credits. The credits for the courses in which a student has obtained a D or higher grade will be considered as credits earned by the student.

e. A student is required to meet the minimum attendance requirement of 75% in all courses registered. In case he/she does not, he/she will not be permitted to sit for the final examination and will be awarded an Ab. Grade.

f. An I grade will be awarded to a student if s/he has not fulfilled all the requirements for the course on account of extraordinary circumstances, subject to having 75% attendance in lectures, tutorials and/or laboratory classes.

g. The concerned course coordinator should be convinced about the extraordinary circumstances and should verify the attendance from the record before recommending this rarely used option to award an I grade. The I grade awarded will be notified by the Department to which the student belongs, and copies of the notification will be sent to the Academic Section and to the course coordinator concerned.

h. The I grade will be converted into a proper grade and sent to the Academic Section within 10 days from the date on which all the assessments/evaluation processes are completed.

i. In special situations arising due to extraordinary circumstances, the period of conversion of I grade may be extended to the first week of the next semester, with the approval of Dean on the recommendation of the Course Coordinator and the Head of the Department to which the student belongs. The request has to be made sufficiently in advance.

j. 'NC (Pass)'/'NC (Fail)' grades are awarded in an audit course. Students do not earn credits in audit courses; they are only awarded a "pass" or "fail" grade, which a student may register for on a pass/fail basis. These grades are not considered in the calculation of SGPA (Semester Grade Point Average) or CGPA (Cumulative Grade Point Average).

7.6 Calculation of SGPA and CGPA

The performance of a student will be represented by two indices: SGPA and CGPA.

CGPA is the grade point average for all the completed semesters.

SGPA = Total of (course credits × grade points)/Total of (course credits)

CGPA = Total of (course credits in passed courses × grade point)/Total of (course credits in passed courses)

While computing SGPA, all the registered credits are taken into account, whereas for computing CGPA, only the earned credits are considered. The following example illustrates how this is done.

First semester

Course No.	Course credits	Grade awarded	Earned credits	Points secured
1	5	C+	5	30
2	5	C	5	25
3	4	A+	4	40
4	3	B+	3	24
5	3	B	3	21

Credits registered = 20　　　　　　Earned credits = 20

SGPA = (Points secured in the semester)/(Credits registered) = 140/20 = 7.00

CGPA: Not applicable

Second semester

Course No.	Course credits	Grade awarded	Earned credits	Points secured
1	5	D	5	20
2	5	F	0	00
3	4	B	4	28
4	2	C+	2	12
5	4	A	4	36

Credits registered in this semester　　=　　　20

Earned credits in this semester　　=　　　15

Cumulative earned credits　　=　　　35.0 (first + second semester)

SGPA = 　(Points secured in the semester)/(Credits registered) = 96/20　　=　　4.80

CGPA= 　(Points secured in passed courses)/(Cumulative earned credits)　　=　　(140 + 96)/(20 + 15) = 236/35 = 6.74

7.7 General instructions for the students regarding written examinations[2]

(a)　The students shall occupy the seats allotted to them by the concerned Invigilator. If no such allotment is made, there shall not be in any circumstances more than two on a desk.

(b)　Any student arriving more than 30 minutes late shall not be generally allowed to sit for the examination. However, the concerned invigilator(s) shall decide on the merit of a particular case.

(c)　Students are not permitted to leave the examination hall during the examination period. However, in a very exceptional case, if the faculty invigilator allows such leave; a candidate not returning within 3 minutes shall be liable to cancellation of her/his paper.

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[2] These instructions are subject to change at the discretion of the course coordinator or Controller of Examinations.

(d)　In case of a closed-book exam, there shall not be anything other than pens, pencils, eraser, and a scientific or normal calculator, ruler in an examinee's possession. It is to be

noted that all books and notes and electronic gadgets including cellphones, i-pads, tablets, laptop and the like are to be deposited in an earmarked space.

(e) If calculators are permitted, only one calculating device that is not a part of any other gadget shall be allowed.

(f) If calculators are permitted, students shall use only her/his own device. No sharing shall be allowed.

(g) In case of an open-book test, in addition, a candidate shall be allowed only the books and notes the faculty would have specified for the purpose.

(h) Every candidate shall observe silence, decorum and abide by the instructions given by the faculty on invigilation during the examination.

(i) Talking or discussing among themselves or sharing answers/hints in any form shall be punishable and will lead to disciplinary action.

(j) Mobile phones are not allowed in the examination hall. Students have to switch off the mobile and submit it to the invigilator or put in the bags. Mobile phones should not be available with students or on their respective desk.

(k) Internet access is not allowed during examination time.

(l) Anything in the candidate's possession other than that allowed, or violation of any of these instructions, might lead to cancellation of the paper. In such cases, the invigilators' report shall constitute the exclusive evidence for judgment.

7.8 Moderation of grades and declaration of results

a. The results of the students go through five stages of scrutiny before they are published – MPEC, the Dean (Academic), the Examination Cell, the Controller of Examination, and the Registrar.

b. After the assessment outcomes, feedback is shared with the students, the marks are uploaded by instructors to the TERI SAS portal for grade moderation and review process.

c. Moderation of grades takes place at two levels – the MPEC (programme level) and the Dean (Academic) (TERI SAS level).

d. The entire process of submission of grades by the faculty and moderation takes place online via the UMS and portal systems and then the grades are submitted to the examination cell.

e. The examination cell checks for any inconsistencies/errors forwards the grades for review and approval by the Controller of Examination and Registrar.

f. The results are then released to the students via the portal.

7.9 Policy and Procedure for Student Appeal of the Final Course and Project Grade

a. **Purpose and scope of the final grade appeal policy**
   The purpose of the final grade appeal policy is to establish a fair procedure for settling cases involving contested final grades assigned in the courses or projects. However, this applies only to the final grade of a course or project, and does NOT apply to the marks/grades assigned for specific components of the courses or projects (i.e.

assignments, presentations, tests etc). This also does NOT apply to any grade changes done as a result of disciplinary action against the student.

Appeals for review of more than one grade must be applied for on separate applications.

b. **Time-frame for grade appeal**
   All final grade appeals must be initiated by the student within 3 working days of the grade display.

c. **Procedure for grade appeal for a course**
   The award of a grade for the performance of a student in a course is the prerogative of the course faculty-in-charge. A grade given by the faculty member may be changed only by that faculty member. In exceptional cases, it may be changed by the Dean (Academic), on the recommendation of the MPEC.

   The student should contact the Registrar office to ensure that there is no input error. In case no input error is found, the student may meet the concerned faculty-in-charge to initiate the informal procedure.

   Informal process:
   The student who believes that s/he was given an improper grade, must meet the concerned faculty member, within 3 working days of the grade display, to review her/his grade if s/he believes that there was an error while totalling marks of various components (e.g. tests, assignment, field reports etc.) of the course.

   The informal process must be carried out face-to-face. However, if the faculty member is not available in the office, the discussion between the student and faculty may take place through email or phone, if suggested by the faculty member.

   Formal process
   Application to Dean (Academic)
   If the student is still dissatisfied over her/his final grade, s/he may apply for a formal procedure of grade review to the Dean (Academic). This must be done within 5 working days of the grade display. Each application would need to be accompanied by the requisite fee. The formal application for final grade review must be done as a signed written request and must include a statement from the student providing evidence that supports the argument that a fair evaluation method has not been used while assigning the final grade to her/him. The Dean (Academic) will review the matter by holding meetings with the student and concerned faculty member individually, and will:

   Communicate the decision to the student within 7 working days,
          OR
       Refer the matter to the MPEC for a review, and thereafter take a decision based on the recommendation, within 7 working days.

Review by the MPEC

When the Dean (Academic) refers the matter to the MPEC for a review, s/he would pass-on on the points relevant to the case, to the chairperson of the MPEC, who in turn, after the meeting, would communicate the recommendation of the MPEC, in writing, to the Dean(Academic). In normal circumstances, the faculty-in-charge of the course must attend the MPEC meeting.

Decision of the Dean (Academic)

The final decision of the Dean (Academic) will be communicated to the faculty-in-charge for retention/change of grade. This will then be communicated to the Registrar's office.

d. **Procedure for grade appeal for a project/thesis/dissertation**

The awarding of grade for the performance of a student in a project/*thesis/dissertation* is the prerogative of the Master's Programme Executive Committee (MPEC). A grade given by the MPEC may be changed only by the committee.

If the student is dissatisfied over her/his final grade in a project (Minor or Major) or thesis or dissertation, the student should contact the Registrar office to ensure that there is no input error.

In case no input error is found, the student may meet the Project Coordinator /HoD to initiate the informal procedure.

Informal process

The student who believes that s/he was given an improper grade, must meet the concerned faculty in-charge, that is, the project coordinator or thesis coordinator or programme coordinator or Head of the Department, within 3 working days of the grade display, to review her/his grade and to find out if there was any error while calculating marks of various components (e.g. presentation, written report etc.) of the project.

The informal process must be carried out face-to-face. However, if the concerned faculty in-charge is not available in the office, the discussion between the student and faculty in-charge may take place through email or phone.

After hearing the case of the student, the faculty in-charge will discuss the issue with the concerned evaluation committee and the supervisor. The faculty in-charge will communicate the decision to the student within 3 working days.

Formal process
Application to Dean (Academic)

If the student is not satisfied with the outcome of the informal procedure, s/he may appeal for a formal review of the final grade to the Dean

(Academic). Each application would need to be accompanied by the requisite fee. The formal application for final project/thesis/dissertation grade review must be done as a signed written request and must include a written statement from the student providing evidence that supports the argument that a fair evaluation method has not been used while assigning the final grade to her/him. This must be done within 5 working days of the grade display.

The Dean (Academic) will review the matter by holding meetings with the student and faculty in-charge/Programme Coordinator/HoD, and will: -
Communicate the decision to the student within 7 working days, OR
Set up an *ad-hoc* grade review committee, to review the grade.

e. **Ad hoc Final (project) grade review committee**
   The review committee will consist of:
   - (i) Dean (Academic) - Chair
   - (ii) Two faculty members from the same discipline*
   - (iii) One faculty member from another discipline*
   (*These faculty members will be other than those who evaluated the project or were associated with the project in any way)

   The committee will review the documents and evidence provided by the student and the faculty in-charge. The committee may request the student, supervisor or any of the evaluation committee members to present their case in front of the committee, if required. The committee will give its decision within 7 working days of the appeal.

f. **Decision of the review committee**
   The decision of the Review Committee will be communicated by the Dean (Academic), to the Chairperson of the MPEC, who may, if required, call a meeting of the MPEC and retain/change the grade. This will then be communicated to the Registrar's office.

g. **Final grade after review**
   The grade awarded after the review process will be taken as final and cannot be appealed against. This would include situations where grades may be lowered as a result of the review.

h. **Fee for review**
   Students applying for the formal procedure for review of a grade awarded must submit a fee of Rs 1000/- along with the application. For appeals against more than one grade, each appeal is to be applied for separately, each accompanied by a fee of Rs 1000/-.

7.10 Malpractices during examinations and assessments

a. Several measures are undertaken to prevent malpractices during examinations and assessments, including but not limited to, stringent rules and regulations during conduct

of examinations, CCTV monitoring, surprise inspections and plagiarism checking, as applicable.

b. The invigilator is responsible for the conduct of the examination. In case of any proven academic or behavioral misconduct during the examination, s/he is authorized to take strict action against the students. All such actions may be noted in the MPEC meeting, and a copy shared with the Controller of Examinations, and Dean (Academic) for records.

c. In case of serious breach of the code of conduct, the invigilator, or any faculty member (including guest faculties) may formally report the event to Dean (Academic) with a copy to Controller of Examination immediately.

d. The complaint will be heard and adjudicated on the basis of the rules and regulations of the TERI SAS Student Disciplinary Committee except for cases of suspected plagiarism, which will be adjudicated on the basis of UGC notification No. F. 1-18/2010(CPP-II) dated July 23, 2018 by the appropriate Institutional Academic Integrity panel in accordance with the guiding principles of the TERI SAS Institutional Academic Integrity Panel (IAIP).

7.11 Examinations for persons with benchmark difficulties

Any such examinations will be conducted in compliance with the "Guidelines for Conducing Written Examinations for Persons with Benchmark Difficulties" as outlined in O.M.No.34021201s-DD-lll dated 29.8.2018 of Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities and University Grants Commission letter No. F.No.6-2/2013tSCT) dated January 2019.

7.12 Grade Improvement Exam Policy

1. Those students who have obtained a grade F or are unable to meeting the requirements for promotion to the next semester are eligible for improvement exam.
2. The grades that are obtained in the improvement exam will be considered final.
3. The exam would be held within one month of the declaration of results.
   o Students may apply for the exam within one week of declaration of results.
   o Results are to be declared within two weeks of conduct of improvement exams
4. While it would be attempted to complete this process before the registration of the next semester, it may not be possible in all cases. Hence, a student who does not qualify for promotion to the next semester on the basis of the regular exams and is awaiting results of improvement exam may be allowed to register and then withdraw with refund of fees in case he or she fails to qualify even after the improvement exam. The improvement exam form may have a declaration by the student that he or she understands that the registration would be terminated if she does not qualify for promotion after the improvement exam.
5. The eligible students should have the opportunity to take improvement examination for at least one assessment of a significant weightage in every course. In general, this would be the terminal assessment of a course. However, the decision regarding the specific assessment(s) that are eligible for improvement examination lies with the course coordinator. The course coordinator may inform the students about the improvement examination options at the beginning of each semester.

6. A student who is eligible and wants to apply for improvement exam is required to fill up the prescribed form (Annexure- A) and submit it to the Office of Controller of Examinations along with the fee receipt within one week of publishing of semester results. The amount of improvement exam fee is Rs. 2500/- per course.

7. Improvement examination is not permitted in group activity or field work-based assessments.

8. The students may opt for improvement examination for up to a maximum of two courses in each semester.

9. Students who opt for improvement exams will not be eligible for awards and ranks.

10. This policy may be merged with the existing policy of re-examination for students who miss examinations due to medical or other extraordinary circumstances (supported by documentary evidence). Such students would take the exam which will be scheduled as improvement exam as per bullet point 3 above. However, they would be eligible for awards and ranks.

11. The grade distribution of the original examination would be used as the benchmark for finalizing the new grades.

12. The final transcript will not indicate whether a student opted for improvement exam or not.

Annexure A

New Delhi

Improvement Exam Registration Form

Name of the Student:	
Registration No.:	**Contact No.**
Email id:	
Programme name:	**Semester:**

Reason of Improvement Exam:	**(a) Low CGPA / SGPA**	**(b) Awarded F Grade(s)**

Course Detail of the Improvement Exam:	
Exam-I	**Exam-II**
Course Name:	Course Name:
Course Code:	Course Code:
Course Coordinator name:	Course Coordinator name:

Declaration:

I hereby declare that I have gone through the rules of Grade Improvement Exams Policy. I hereby declare that the marks obtained be deemed cancelled for the exam in which I appear for the improvement exam. I know that the marks obtained in the improvement exam shall be final and unchangeable. I am aware that the fee deposited for the improvement exam will neither be returned in any condition and nor it will be adjusted in any other exam. I hereby declare that all the above information is true and correct and nothing has been concealed.

Date: Signature of the Applicant

Permission from:

Course Coordinator	Programme Coordinator	Head of Department
Proposed Date of Exam -		

Submit to Controller of Examinations office.

Annexure 1

Grading Rubric for Projects and Dissertations.

The following grading rubric is to be used for evaluation of Minor/Major Projects and Dissertations. This rubric may also be adapted for any other assessments if applicable.

A+/A
- The project shows creativity and substantial effort. Either good results have been achieved or there is an explanation and analysis of what went wrong and suggestions for improvements.
- The project report is well written and easy to understand. The technical descriptions are accurate and complete. (Definitions may be given to clarify ambiguities.) Data is presented in an easy-to-understand format (tables and/or graphs). Diagrams are labelled and clear. Grammar, typing, and spelling errors have been corrected.
- The oral presentation is done in a professional and organized manner, describing the main highlights and contributions of the project.

B+/B
- The project shows good effort. Acceptable results have been achieved or there is an explanation of what went wrong.
- The project report is reasonably well written. The technical descriptions are accurate and complete, although there may be some ambiguities. Data is presented in an easy-to-understand format (tables and/or graphs). Diagrams are included. Most of the grammar, typing, and spelling errors have been corrected.
- The oral presentation is done in a professional manner, describing the main highlights of the project.

C+/C
- The project shows reasonable effort but produces limited results.
- The project report is submitted but parts of it are not easy to understand. The technical descriptions may be inaccurate or incomplete. Some data or diagrams may be missing. The report includes grammar, typing, or spelling errors.
- The oral presentation is done in a professional manner, but is difficult to follow or does not include significant details.

D
- The project shows a lack of effort and produces poor results.
- The project report is submitted but is difficult to understand. The technical descriptions may be inaccurate or incomplete. Data or diagrams may be missing. The report includes numerous grammar, typing, or spelling errors.
- The oral presentation is done in an unprofessional manner.

F
- The project shows a lack of effort and produces poor results.
- The project report is not submitted.
- The oral presentation is done in an unprofessional manner.

8 Guidelines for Major Project

8.1 Objective

The major project is a credit course work, designed for students and is positioned at the fourth semester (second year) of the programme. The objective of the major project is to widen the students' perspective by providing an exposure to real life issues. At the end of the major project, student is expected to submit a dissertation and make a presentation in front of a committee for evaluation.

Timeline for important activities

Activity	Due date
Joining Joining the host organization and internship	As per the timelines defined by respective HoDs on portal
Joining report Certified Letter from host organization/supervisor Attesting your joining date in the organization/supervisor.	
Monthly progress report Upload the monthly progress report on the portal and email the same to your internal supervisor as per format given in form 1. First report should contain the working title, draft of objectives and list for three internal supervisors from TERI SAS	
Synopsis The synopsis should be uploaded on the portal and should be sent to internal supervisor by email	
Dissertation The dissertation should be uploaded on the portal and emailed to the internal supervisor along with a copy to major project department assistant for evaluation, as single .pdf file with bookmarks for main chapters	
Feedback form (form 2) of the external supervisor Link would be sent to the external supervisor/host organization. The students are required to follow-up with the external supervisor/host organization so that feedback is received before/on the deadline.	
Presentation of major project Dates will be announced well in advance. It is advised to check dates with major project department assistant before travel plans are made!!	

Final Dissertation Submit soft copy (by email only) of the final dissertation to the major project department assistant and with a copy to the internal supervisor, failure to do so will result in non-submission of thesis. The thesis will be allowed to be submitted only after it has been duly approved by internal supervisor stating that the revisions suggested by the presentation evaluation committee and the internal supervisor have been incorporated in the final version of the thesis. Failure to submit the final thesis by assigned date major project will be considered incomplete and the student will be assigned zero marks in the evaluation	

- Students are required to upload each and every report/three supervisor choice on TERI SAS portal. Report/details submitted via email will not be acceptable.
- Topic on the main cover page and on the certificate must be same; otherwise thesis/ dissertation will not be accepted.
- Please check the formatting, especially cover page (word to word)/certificate and thesis are submitted in accordance to the major project guidelines. If the thesis doesn't comply with the guidelines, then the submission would be considered incomplete and won't be evaluated further.
- Plagiarism report would be shared with the internal supervisors and the students through the link provided on **onedrive**
- If students are doing a combined project, they are required to seek approval from the Major project coordinator by writing a justification for the joint/combined work. Only if the approval is given by the major project coordinator the student will be allowed for joint work. However, the students are required to upload separate report/progress report etc. on their portal. The individual reports should not be verbatim copy of each other.
- Feedback form – Follow-up with the respective supervisor is to be done by the student and any delay due to technical reasons should be informed before final submission with a copy to external supervisor. Its solely the responsibility of the student to get the feedback submitted by external before the deadline.
- Students must finalize the topic/title of thesis/dissertation before the synopsis submission. The title and objectives cannot be changed post synopsis submission.
- Students are required to sign the declaration form in the thesis/dissertation.
- In case student did not submit any report mentioned in the guidelines may attract marks deduction which would be decided by the MPEC.
- Naming convention for the report should follow your name, your stream, major project dissertation (i.e. Raj_ESRM_Progress report 1 or Raj_ESRM_Major Project Dissertation, do not write title of your major project dissertation/report). Not following the naming convention would be disregarded as report submission.

8.2   Internal Supervisor

Each student is required to have one internal supervisor from TERI School of Advanced Studies (exceptions on the number can be granted if verified); the student must provide a list of three faculty members of TERI School of Advanced Studies preferred as supervisor with the

joining report failure to provide the three choices of supervisor will be considered as non-compliance to major project guidelines and the department would take a call on whether the student is allowed to continue with the major project or not.

The students should choose the internal supervisor from the Department or outside the Department from TERI SAS. In case the preference is given for the faculty from any other department, the student should communicate with the concerned faculty well in advance and inform major project department assistant about it marking a copy to internal supervisor.

The preference for a supervisor should be purely based on area of the work during major project. This must be done within a week of joining the organization or the date to submit Joining report, whichever is earlier. Department will nominate one of the faculty members as supervisor to the student. The preference for the supervisor given by the student should not be considered final and the allocation of the supervisor can be assigned beyond the given choices of the students. The students are required to communicate with the assigned internal supervisor as soon as they are assigned their respective internal supervisor.

8.3   External Supervisor

Each student has one external supervisor from her/his host organization (exceptions on the number can be granted if verified). External supervisors are to be identified by the host organization. It must be communicated to the TERI SAS within 10 days of joining or the date to submit Joining report, whichever is earlier. Guest/visiting faculty can act as external supervisor.

External supervisor is not required, if a student is doing his/her major project under direct supervision of a faculty from TERI SAS. Such that the mentor at TERISAS will be acting as external and internal supervisor.

8.4   Evaluation Criteria

As per the Major Project Course Outline.

8.5   Late submission

   (a) <u>Joining report</u>: The reports must be uploaded as per the dates mentioned on portal..
   (b) <u>Monthly progress report</u>: No monthly progress report will be accepted until the completely filled joining report has been submitted.
   (c) <u>Synopsis</u>: The synopsis has to be submitted on the date mentioned under point 2.
   (d) Submission of <u>final dissertation</u> for evaluation: The softcopy for evaluation has to be submitted on the date mention under point 2. <u>Dissertation</u>s that are submitted after the mentioned date won't be considered for evaluation and "0" marks would be awarded for the same. Further, the regulations of the TERI School of Advanced Studies apply as laid down in the actual student handbook (available at the TERI School of Advanced Studies web page (https://www.terisas.ac.in/student-handbook.php)

(e) <u>Dissertation:</u> The major project is completed after the <u>Dissertation</u> is submitted. Incomplete projects will lead to non-release of the final degree.

8.6 Format of the Synopsis

The length of the synopsis is limited to six printed pages. The synopsis should be structured as:

- **Cover Page**: Clearly indicate title, name of candidate, stream and Department & TERI SAS with month and year at the bottom.
- **Introduction**: State the background of your work, the purpose and goals
- **Background**: This is a literature review related concepts that affect your work. The reference sources should be textbooks, journals, statutory and legal reports and publications. Limit yourself to authentic sources. All references are to be reported in the references section.
- **Objectives**: Limit yourself to objectives which are doable in a semester. It is advisable not to do more than 3 objectives
- **Materials and Methodology**: Please mention very explicitly the materials (data, software, equipment etc.) and methods you propose to achieve your aim and objectives. Indicate clearly, which methodology you use for which objective.
- **Expected Outcomes**: This should list the major products/knowledge gained through the Independent Study and, if possible, how the work can be carried forward.
- **References**: Refer to Harvard System of Referencing Guide (http://libweb.anglia.ac.uk/referencing/harvard.htm).
- **Time line/schedule**: Use a Gantt-Chart (PERT) format to represent the time line of the proposed work.

Format of <u>Dissertation</u> The length of the <u>Dissertation</u> should be limited to 40 to 60 pages. Please refer to the annexure at the end of document for detailed structure. The <u>Dissertation</u> will be evaluated chapter wise. Missing chapters will lead to loss of marks. The <u>Dissertation</u> should be structured as following:

- **Abstract:** This is a summary of the work done within 300 words. Broadly, it defines the concepts studied and key findings. (Use times new roman 10 font and italics in this section. It should be followed by five key words.
- **Introduction:** As above plus an introduction in the structure of your work**.**
- **Background.** This is a literature review giving an overview of the knowledge regarding your work and relevant concepts. The reference sources should be textbooks, journals, statutory and legal reports and publications. Limit yourself to authentic sources. All references are to be reported in the references section.
- **Material and Methods:** Study area, if applicable, should be part of this chapter. Mention further very explicitly the materials (data, software, equipment etc.) and methods you used to achieve your aim and objectives. Indicate clearly, which methodology you use for which objective.
- **Results and discussion:** This is the final outcome of the work done. It is to be expressed qualitatively or quantitatively. Please establish relation between the

objectives defined and the results obtained. In this chapter, you should discuss the key findings of your research in the context of the overall study, existing studies and the state-of-the-art knowledge in the field. The results in this section should be structured in such a way that it follows and adheres to the methodology.

- **Conclusion:** This section should have your assessment (in terms of important advances in the field of study, critics, gaps, limitations and scope for further research) against the background of the state-of-art-knowledge in the field. It helps if you follow the structure of the previous two chapters and address each objective separately.
- **References:** Refer to Harvard System of Referencing Guide. (http://libweb.anglia.ac.uk/referencing/harvard.htm).
- **Annexure(s):** Any graphs, boxes and tables that could not be accommodated in the main section.

Page setup compulsory for synopsis/Dissertation
- A page size of A4;
- Left margin: 42 mm, right margin: 30 mm, top: 15 mm, bottom: 20 mm;
- Times New Roman 12 point as the base font and 1.5 lines spacing;
- Page numbers in the bottom margin, centered.
- The Dissertation should not extend beyond 60 pages in softcopy and 30 double sided print in hardcopy
- Captions must explain table/figures without reference to the text: Position: above tables and below figures

8.7 Presentation and Question & Answers/Viva Voce

The time allotted for the Presentation is only 10 minutes (maximum) which would be followed by 10 mins questions answer by the panel. If the students are presenting this in group, then each student will add 2 mins extra amounting to a total of 14 mins for the presentation. The presentation should explain (a) Background/Introduction; (b) Research Questions; (c) Objective(s); (d) Materials & methods; (e) Results and discussion; (f) Conclusion; (g) Limitations and future scope of work.

8.8 Honor Code

If a student is found to be misrepresenting any fact with respect to major project in any organization as well as at TERI SAS, this will be brought to the notice of Dean (Academic) by the MPEC. The Dean (Academic) will decide on further action to be taken. The matter would be dealt as per the honor code of TERI SAS.

Note: You must send emails regarding any concern to respective Major Project Coordinator and Program Assistant.

IT related issues

In case of any IT related problem during major project, student should send a mail to ITHELP ithelp@terisas.ac.in with the screenshot of the error. If the problem is not

resolved within 2 working days, it should be forwarded to Ms. Pooja Choudhary (pooja.choudhary@terisas.ac.in) Students can expect a response within 3 working days.

Annexure 1:

Program Name	Major Project Coordinator	Program Assistant
M.Tech. (REEM)	Dr Sapan Thapar (sapan.thapar@terisas.ac.in)	Sushil (sushil.kumar@terisas.ac.in)
M.Tech. (UDM)	Dr Amit Kaur (amit.kaur@terisas.ac.in)	Sushil (sushil.kumar@terisas.ac.in)
M.Sc. (ESRM)	Dr Amit Singh (amit.singh@terisas.ac.in)	Jyoti (jyoti.mahlawat@terisas.ac.in)
M.Sc. (CSP)	Dr Anand Madhukar (anand.madhukar@terisas.ac.in)	Doris (doris.justina@terisas.ac.in)
M.Sc. (Geo)	Dr Ayushi Vijani (ayushi.vijani@terisas.ac.in)	Vidhya (vidhya.sharma@terisas.ac.in)
M.Sc. (WSG)	Dr Ranjana Chaudhuri (ranjana.chaudhuri@terisas.ac.in)	Raj (raj@terisas.ac.in)
M.Sc. (BT)	Dr Shashi Bhushan Tripathi (shashi.tripathi@terisas.ac.in)	Vidhya (vidhya.sharma@terisas.ac.in)
MBA (SM)	Dr Shruti Sharma Rana (shruti.rana@terisas.ac.in)	Nishtha (nishtha.kaushik@terisas.ac.in)
M.A. (SDP)	Dr Swarup Dutta (Swarup.dutta@terisas.ac.in)	Pankaj (pankaj.mahajan@terisas.ac.in)
LLM	Dr. Kavita (kavita@terisas.ac.in)	Jyoti (jyoti.mahlawat@terisas.ac.in)

Annexure 2:

The students who are repeating the major project should ascertain that the work carried out during repeating the Major project should either be an extension of the research done in previous major project or should be entirely a different topic of research.

DECLARATION

This is to certify that the work that forms the basis of this project "TITLE" (12 font + Capital Letter) is an original work carried out by me and has not been submitted anywhere else for the award of any degree.

I certify that all sources of information and data are fully acknowledged in the project Dissertation.

YOUR NAME

Date:

CERTIFICATE

This is to certify that Name of Candidate (12 font) has carried out his major project in partial fulfillment of the requirement for the Degree of Master of Science in Your Stream on the topic "Title" (12 font) during January/February (Year) to May/June (Year). The project was carried out at the organisation you are working with.

The <u>Dissertation</u> embodies the original work of the candidate to the best of our knowledge.

Date:

Name   Name
(External Supervisor)   (Internal Supervisor)
Designation   Designation
Organisation   <Department Name>
                                                            TERI School of Advanced Studies

<HOD Name>
<Designation>
<Department Name>
TERI School of Advanced Studies

<u>Dissertation</u> outline

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INTRODUCTION
LITERATURE REVIEW
MATERIAL AND METHODS
RESULTS AND DISCUSSION
CONCLUSION
REFERENCES
ANNEXURE(S)

TITLE (16 font + Bold + Capital Letter)

Major Project <u>Dissertation</u> (14 font + Bold + Italics)

*Submitted by (***11 font + italics***)*

NAME OF CANDIDATE (12 font + Bold + Capital Letter)

For the partial fulfillment of the (11 font + italics)

Degree of Master of <Science/ Arts/Technology) in (12 font + Bold)
YOUR STREAM (12 font + Bold + Capital Letter)

Submitted to (11 font + italics)
<Department Name> (12 font)
TERI School of Advanced Studies (12 font)
(Month Year) (12 font)

Joining Report

Dear Dr. _____   ,

This is to confirm that _____(Name of student), enrolled in M.Tech./

M.Sc./ MBA/M.A./ LLM_____(stream), at TERI School of Advanced Studies,

has joined _____ (organization name), in _____ (name of city)

on _____ (date) for completion of his/her Major Project.

She/he is expected to stay with our organization until _____ (Date).

Regards,

Name of your supervisor

PROGRESS REPORT

Major Project Work

1	Name of the student	
2	Title of the research project	
3	Period of progress report	
4	Objectives of the study	
5	Work done during the current report period	
6	Were you able to complete the work according to the proposed timeline? If not, why?	
7	Work proposed for the next reporting period:	
	Date:	**Comments of the Internal Supervisor (TERI School of Advanced Studies):**

8.9 Thesis outline

ACKNOWLEDGMENT

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Annexure

TITLE (16 font + Bold + Capital Letter)

Major Project Thesis **(14 font + Bold +** *Italics)*

*Submitted by (***11 font +** *italics***)**

NAME OF CANDIDATE (12 font + Bold + Capital Letter)

*For the partial fulfillment of the (***11 font +** *italics***)**

Degree of Master of <Program Name> in (12 font + Bold)
<YOUR STREAM> (12 font + Bold + Capital Letter)

*Submitted to (***11 font +** *italics***)**
<Department Name> *(***12 font***)*
TERI School of Advanced Studies *(***12 font***)*

<Month Year> *(***12 font***)*

....

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DECLARATION

This is to certify that the work embodied in this thesis "TITLE" (11 font + Capital Letter) is an original work carried out by me and has not been submitted anywhere else for the award of any degree.

I certify that all sources of information and data are fully acknowledged in the project thesis.

<YOUR NAME>

Date:

===

CERTIFICATE

This is to certify that <NAME OF CANDIDATE> (11 font + Capital Letter) has carried out his major project in partial fulfillment of the requirement for the degree of Master of (Program Name) in YOUR STREAM on the topic "TITLE" (11 font + Capital Letter) during January 2014 to May 2014. The project was carried out at the <ORGANISATION YOU ARE WORKING WITH>.

To the best of our knowledge the thesis embodies the original work of the candidate.

Date:

Name	Name
(External Supervisor)	(Internal Supervisor)
Designation	Designation
ORGANISATION	<Department Name>
	TERI School of Advanced Studies
	New Delhi

<HOD Name>
<Designation>
<Department Name>
TERI School of Advanced Studies
New Delhi

Feedback from the external Supervisor

Confidential Report, TERI School of Advanced Studies, New Delhi

Student:

External Supervisor:

Host organization:

Project title:

Please grade the students on the following criteria (Outstanding = 5, Excellent = 4.5; Very Good = 4; Good = 3.5; Above Average = 3; Average = 2.5; Below Average = 2; Marginal = 1.5; Poor = 1, Very Poor = 0). This feedback is considered while calculating the candidate's grades in the major project, which is part of curriculum.

S No	Criterion	Marks	Comments
1	Ability to work in a team		
2	Analytical skills		
3	Technical skills		
4	Initiative		
5	Oral & written communication		
6	Understanding of the given problem		
7	Data collection / field work		
8	Data analysis and interpretation		
9	Punctuality		
10	Conduct and ethics		

Place: Signature:

Date: Designation:

For the planning of next academic session, we request you to kindly provide the following information.

Will you be interested to engage our students for the forthcoming year for Minor (June-July-August, 8 weeks) and Major (Feb- June, 20 weeks) project work.

Program Name	Minor*	Major*
M.Tech. (Renewable Energy Engineering & Management)		
M.Tech. (Urban Development Management)		
M.Sc. (Environmental Studies & Resource Management)		
M.Sc. (Climate Science & Policy)		
M.Sc. (Geoinformatics)		
M.Sc. (Biotechnology)		
M.Sc. (Water Science and Governance)		
MBA (Sustainability Management)		
M.A. (Sustainable Development Practice)		

Please indicate approximate number of students

Please let us know your suggestions for teaching and research at our Deemed to be University based on your experience with our students.

Please provide key words of research activities/projects being carried out at your institution and laboratory

Would you like to hire man-power for activities in the recent future? If yes, please provide details

9 Rules for PhD Programme

9.1 Preamble

TERI School of Advanced Studies (TERI SAS) provides a refreshing environment to achieve academic excellence. The Deemed to be University offers Ph.D. programs in a wide range of globally relevant areas of study like Natural resources management, Energy and environment, Economics, Policy studies, Management, Biotechnology and Social sciences etc.

9.2 Scope

This policy will be called "TERI School of Advanced Studies Ph.D. Rules-2019" and shall be applicable to Ph.D. students and Ph.D. supervisors of the deemed to be university.

A. Eligibility criteria for admission to Ph.D. programme:

1. The following are eligible to seek admission to the Ph.D. programme:

1.1. Candidates who have completed:

A 1-year/2-semester master's degree programme after a 4-year/8-semester bachelor's degree programme or a 2-year/4-semester master's degree programme after a 3-year bachelor's degree programme or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed.
or equivalent qualification from a foreign educational institution accredited by assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution.

A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

Provided that a candidate seeking admission after a 4-year/8-semester bachelor's degree programme should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

1.2. Candidates who have completed the M.Phil. programme with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved,

recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the Ph.D. programme. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

1.3.   Requirements for full-time sponsored candidates

1.3.1. Sponsored candidates are required to submit a sponsorship certificate from their employers on an official letter head clearly stating that for the period of his/her studies under the programme, the candidate would be treated on duty with usual salary and allowances and that he/she will be fully relieved for the full period of the study and admissible fee of the candidate will be paid by the sponsoring organization.

1.3.2. Candidates seeking admissions to Ph.D. programmes on the basis of study leave must present a proof at the time of interview of the fact that they will be/have been granted study leave for a minimum period of three years.

1.4.   Requirements for the part-time candidates

1.4.1.   Such Candidates are required to submit a "No Objection Certificate" at the time of interview from their employer stating clearly that the candidate is permitted to pursue studies on a part-time basis and that:

1.4.1.1. His/her official duties permit him/her to devote sufficient time for research;
1.4.1.2. The candidate shall be provided full access to the facilities as may exist in the field of research;
1.4.1.3. He/she shall be permitted to attend classes at the Deemed to be University as and when required;

1.4.2.   Self-employed candidates need to provide a documentary proof of being in self-employment.

B. Admission:
2. Applications to the Ph.D. programme must be necessarily made on the Deemed to be University prescribed form. Admission will be made on the basis of a written test followed by an interview conducted by the Deemed to be University. Candidates may however apply at any time throughout the year. Nonetheless, the applications are normally processed in two cycles for semesters commencing in July and January months each year. Candidates who may have qualified the national level tests including UGC-CSIR NET (JRF), and candidates with valid GATE score, etc., can appear directly in the interview. For such candidates their merit score will be based on 100% weightage assigned to interview marks.

2.1. Admission is subject to vacancies as available in the relevant areas of specializations.

2.2. After the selection, the candidates will be formally admitted to the Ph.D. programme. The date of admission will be considered as the corresponding date of registration.

2.3. Categories of admission:

2.3.1. Full time with assistantship[1] /without assistantship

2.3.2. Full time with UGC/CSIR/DBT/another research scholarship scheme

2.3.3. Sponsored

2.3.4. Part-time

C. Duration of the programme:

1. Ph.D. programme shall be undertaken for a minimum duration of three years, including course work and for a maximum of six years. The date of thesis submission shall be considered as the relevant benchmark for assessing the duration of Ph.D. programme.
2. The women candidates and persons with disability (more than 40% disability) may be allowed a maximum possible relaxation of 2 years in the maximum duration; however, the total period for completion of a Ph.D. programme in such cases should not exceed ten (10) years[2] from the date of admission in the Ph.D. programme.
3. Female Ph.D. Scholars may be provided Maternity Leave/Child Care Leave for up to 240days in the entire duration of the Ph.D. programme

D. Extension criteria:

The maximum time limit for submission of Ph.D. thesis[3] may be extended by the Dean (Academic) based on a specific request by the Supervisor(s) concerned and duly recommended by the Student Research Committee (SRC) through Department Research Committee (DRC)/Centre Research Committee (CRC) as a special case for a period of one (1) year (on a maximum of two (2) occasions), following the acceptance of which the registration will automatically stand cancelled. While recommending to the Dean (Academic), the DRC/CRC may consider one or more of the following criteria as accentuating circumstances (based on the actual evidence produced by the candidate):

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[1] Subject to availability

[2] The request for relaxation by the candidate should reach the Supervisor prior to completion of 6 years. The Supervisor should forward the request to the Dean (Academic) through Head of the Department/Centre.

3.1. Medical exigency.

3.2. Forced break due to an unforeseen employment requirement (in case of part-time candidates only).

3.3. Discontinuity in supervision (due to non-availability of Supervisor).

3.4. Change in focal area of research due to possible emergence of any new/unforeseen challenges in conducting research.

NOTE:- **Ph. D. Scholars seeking extension shall be provided the same through the recommendation of DRC and the fee applicable shall be as per the current fee prevailing at TERI SAS.**

E. Conversion of Full time to Part time:

4. Full time candidate may be allowed to convert his/her registration into a Part time on the specific recommendation of the SRC to the Dean (Academic) through Head of the Department/Centre. However, such a change will be allowed only once during the entire course of study.

F. Allocation/Eligibility of Research supervisor[4]:

5. Following are the eligibility criteria to be a research supervisor/co-supervisor:

5.1. Any regular Professor of the Deemed to be University with at least five (5) research publications in refereed journals and any regular Associate/Assistant Professor of the deemed to be university with a Ph.D. degree and at least two (2) research publications in refereed journals may be recognized as a Research Supervisor.

5.2. Only a full-time regular faculty member of the Deemed to be University can act as a Supervisor subject to conditions laid down at Para 7.0. The external members cannot be allowed as Supervisors. However, Co-Supervisor can be allowed in inter-disciplinary areas and/or as warranted by the research area from other departments of the Deemed to be University or from other related institutions with due approval of the SRC.

5.3. The allocation of Research Supervisor for a selected research scholar shall be decided by the DRC/CRC of the concerned Department/Centre while considering various factors which may include number of existing scholars per Research Supervisor, the available specialization amongst the Supervisors and importantly, the research interests of the scholars as indicated by them in the application form or at the time of interview.

5.4. A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than Eight (8) Ph.D. scholars. An Associate Professor as a Research

_____

[3] Over and above to the duration mentioned in the section C.3

[4] Adapted from Section 6 of UGC gazette notification F. no. 14-4/2016(PS) dated 5 May 2016

Supervisor can guide up to a maximum of six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of four (4) Ph.D. scholars.

5.5. In case of relocation of a Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred[2] to the Deemed to be University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the TERI SAS/faculty member from any funding agency. The scholar will however give due credit to the supervisor and TERI SAS for the part of research already done.

6. Re-allocation of Research Supervisor.
    6.1. (a) In case a Research Supervisor leaves or retires TERI SAS before the student clears SRC thesis presentation, s/he may continue to supervise the scholar(s) in TERI SAS as external Co-Supervisor only.

    However, the out-going supervisor will be considered as Co-supervisor, only if S/he wishes so and upon approval from DRC/CRC and only if the student has cleared the comprehensive examination (in old cases)/research proposal defence.

    The outgoing Supervisor may recommend a new Supervisor in proper consultation with the SRC and the scholar for due approval from the DRC/CRC. If, this process has not been completed before leaving of the faculty, then the DRC/CRC Chairperson shall initiate the process of change of Supervisor in consultation with erstwhile SRC members and the scholar. The erstwhile SRC members may be given preference for appointment as a new Supervisor.

    (b) If the Supervisor leaves after the successful completion of the requirements of SRC thesis presentation by the student, s/he shall continue as the Supervisor if a request for the same is received three months before date of leaving/retiring by H/CoD from the outgoing Supervisor and the same is duly recorded in the DRC minutes.
    To facilitate the scholar for submission of her/his thesis and take care of the timebound academic and administrative matters a faculty member of TERI SAS shall be appointed as 'officiating Supervisor' by D/CRC to facilitate the scholar for submission of her/his thesis and take care of the timebound academic and administrative matters. The name of the officiating Supervisor won't be appearing in the thesis. Due acknowledgement may be given to the officiating supervisor for his/her contributions by the student. If a co-Supervisor from Deemed to be University already exists, then S/he shall act as the officiating Supervisor to facilitate thesis submission.

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[5] In accordance with Institutional Intellectual Property Rights policy of TERI SAS

In absence of a Co Supervisor from Deemed to be University, if DRC and SRC fail to appoint an officiating Supervisor, the DRC Chairman would assume the position of officiating supervisor for the purpose.

In case no request for continuation is received from outgoing Supervisor by due date, then D/CRC Chairperson shall initiate the process of change of Supervisor in consultation with erstwhile SRC members and the scholar. The erstwhile SRC members may be given preference for appointment as a new Supervisor.

6.2.   A Supervisor under exceptional circumstances may place a request to relinquish a student to the DRC/CRC, in consultation with the SRC. The DRC/ CRC Chairperson shall initiate the process of change of Supervisor in consultation with SRC members.

6.3.   In all such matters, the final approving authority will be the DRC/CRC. However, in exceptional cases prior to final approval, the matter will be placed before the Doctoral Programme Advisory Committee (DPAC) of Deemed to be University for its specific views and recommendations.

7. Admission of International students in Ph.D. programme:
   7.1.   Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars as specified in clause 5.4 above.

G.   Ph.D. coursework requirements[6]:

8. The Ph.D. coursework shall be treated as a pre-requisite for Ph.D.

   8.1.   In order to overcome any deficiency in the domain of fundamental training for advanced work, several courses are offered across disciplines taught at the Deemed to be University.

   8.2.   The credit assigned to the Ph.D. course work shall be a minimum of 12 credits. The Student Research Committee can also recommend UGC recognized online courses as part of the credit requirements for the Ph.D. programme

   8.3.   The course requirement will be prescribed by the DRC/CRC on the recommendations of the SRC. In order to fulfil the coursework requirement, a student will be required to take the following few courses:

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[6] Adapted from section 7 of UGC gazette notification F.no. 14-4/2016(PS) dated 5 May 2016

8.3.1. Research Methodology (Mandatory) – 3 credits

8.3.2. Research and Publication Ethics – 2 credits (Credit or audit course)

8.3.3. Quantitative methods – (Minimum 2 credits is required)[7]

8.3.4. Other advanced level courses may be prescribed by SRC after considering the student's background in relation to the proposed topic of research

8.4. After completion of the prescribed coursework, including the Research Methodology and quantitative method, a combined assessment of fulfilment of the requisite credit earned and grades thereof will be carried out and finalized by the SRC. The final grades shall be communicated to Registrar of the Deemed to be University.

8.5. A Ph.D. scholar must obtain a minimum of 55% marks or its equivalent grade in the UGC 10-point scale in the course work to be eligible to continue in the programme and submit his or her thesis.

8.6. The Ph.D. course work must be completed within the first two semesters of joining the programme.

Note - There are no exemptions to the above provisions

H. Research proposal defence:

9. A student will be permitted to appear for defending the research proposal only after he/she has completed the Ph.D. course work as decided by the SRC and defined in G.7.

9.1. As a part of the research proposal defence, a draft research proposal must be prepared by the student in consultation with the Supervisor(s). The Supervisor will circulate the draft proposal to a panel comprising of the SRC members and other invited members, if any, and schedule the research proposal defence activity after keeping a gap of at least 10 days for their review.

9.2. The panel may recommend a repeat of research proposal defence in case of any failure.

9.3. After the satisfactory defence, the student will submit his/her final research proposal and related documents to the DRC/CRC with due approval from the Supervisor. The final research proposal must be submitted to the DRC/CRC within a period of 24 months from the date of registration in the Ph.D. programme[8] and not later than that under any circumstances

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[7] The acceptable list of quantitative methods courses under this category will be prepared by the respective Departments/Centres

[8] To avoid unnecessary delay a pre-proposal defence may be planned at least 3 months prior to the deadline

10. The student's evaluation will be based on an oral presentation and the accompanying draft research proposal that should broadly include its proposed title, introduction and literature review, rationale for research (through identification of gaps etc.), research question(s)/hypotheses, objectives, /proposed methodology, expected outcomes and proposed timeline. The presentation should also list the Ph.D. courses completed, grades obtained, and any other research-related activities undertaken by the student

11. Changes in the Research Proposal approved in the research proposal defence:
    11.1. If, any major changes are suggested in the research proposal due to exceptional circumstances, as assessed by the SRC, including, but not limited to the topic, objectives and methodology, the SRC may recommend submission of a revised research proposal to be followed up by a fresh research proposal defence and same should be communicated to the DRC/CRC.

I. Attendance requirements for Ph D students:
12. The attendance requirement for Ph.D. students shall be as follows:
    12.1. A Ph.D. student, whether full-time or part-time, is expected to attend all the classes in each course, in which he/she is registered. In case his/her attendance is less than 75%, he/she will be debarred from the test/examination for the course and will be awarded an Ab Grade.

    12.2. A research scholar, after having completed the course work, must attend to his/her research work on all the working days and mark attendance except when s/he is on leave or any official work as approved by the Supervisor. Deemed to be University should develop a mechanism for registering attendance.

J. Grant of leave to Ph.D. students:
13. The leave regulations for Ph.D. students shall be as follows:
    13.1. During the course work, a full-time Ph.D. student, during his/her stay at the Deemed to be University will be entitled to a leave for 30 days, including leave on medical grounds, per academic year. However, the leave will be granted subject to the approval of Supervisor.

    13.2. After completing the course work a full-time Ph.D. student during his/her stay at the Deemed to be University, will be entitled to leave for 30 days per academic year. In addition, a Ph.D. scholar who has completed his/her course work may be granted leave on medical grounds up to 10 days per academic year.

    13.3. The female Ph.D. scholars are entitled to maternity leave/childcare leave and male Ph.D. scholar to paternity leave once in the entire duration of the Ph.D. programme for up to 240 days and 15 days, respectively.

    13.4. In exceptional circumstances, student may avail "zero semester", with approval by DRC/CRC on the recommendation of SRC and on concurrence of Dean (Academic).

13.5.   In an approved zero semester, the candidate is not required to pay the admissible fees. A zero semester will not count towards the minimum/maximum duration of the Ph.D. programme. A zero semester can be approved for a maximum of two times, in a candidate's Ph.D. programme duration.

K.   Research committees and their functions:

14. Student Research Committee (SRC)[9]:

14.1.   A Student Research Committee (SRC) shall be formed for each Ph.D. student with Supervisor as convenor.

14.2.   Students Research Committee (SRC) Composition
14.2.1. Supervisor – Convenor and Co- Supervisor, if any
14.2.2. At least two faculty members from the Deemed to be University, with at least one from the Department
14.2.3. The convenor may co-opt any other external expert as an SRC member or Co-Supervisor

14.3.   Following are the main roles and responsibilities of SRC:
14.3.1. To review the research proposal and finalize the topic of research under consideration;
14.3.2. To advise the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to undertake;
14.3.3. To periodically review and assist in the progress of the research work of a research scholar;
14.3.4. To advise and monitor the progress of the doctoral scholar periodically

14.4.   Ph.D. scholar shall appear before the SRC at least once in each semester so as to make a presentation of the progress of his/her work for evaluation and further guidance. The semester progress report shall be submitted by the SRC to the Dean (Academic) through DRC/CRC.

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[9] The role and function of SRC is equivalent to the Research Advisory Committee as laid out in section 8 of UGC gazette notification F.No.14-4/2016(PS) dated 5 May 2016

14.5. An 'X' grade will be awarded along with the comments received for that semester if the progress is 'satisfactory'. In case the progress of the research scholar is unsatisfactory ('U'), the SRC shall record the underlying reasons for the same and suggest corrective measures. If, the research scholar fails to implement these corrective measures, the SRC may recommend a 'U' grade along with comments. When a 'U' grade is awarded for the first time, a warning will be issued to the student. If, his/her performance does not improve even after the warning, on receiving a total of three 'U' grades or two consecutive 'U' grades, the student will be de-registered from the Ph.D. programme. On receiving a total of three 'U' grades or two consecutive 'U' grades, the student will be deregistered from the Ph.D. programme. Two 'U' grades with a zero semester in-between will be considered as two consecutive 'U' grades.

14.6. An absent grade (Ab) would be awarded for not meeting the attendance requirement compliance as stipulated in the Deemed to be University attendance guidelines. On receiving a total of three 'Ab' grades or two consecutive 'Ab' grades, the student will be deregistered from the Ph.D. programme. Two 'Ab' grades with a zero semester in between will be considered as two consecutive 'Ab' grades.

14.7. The progress of Ph.D. research work will be discussed in the DRC/ CRC as per the semester schedule.

14.8. The above process will continue until thesis submission.

14.9. In the event of the supervisor being unavailable for supervision, the SRC will recommend to the DRC/CRC another faculty member nomination as per the provisions given in F.6.1 and F.6.2.

15. Department/Centre Research Committee (DRC/CRC):
   15.1. Department/Centre Research Committees are to be formed by each Department/Centre with the following composition and functions:

   15.2. Composition
      15.2.1. Head of Department/Centre – Chairperson
      15.2.2. Faculty members of the Department/Centre supervising Ph.D. scholars
      15.2.3. Secretary – To be nominated by Chairperson

   15.3. Roles and responsibilities
      15.3.1. The academic programme of all the Ph.D. students in a Department/Centre will be coordinated by the DRC/CRC as per the rules and regulations of the Deemed to be University upon recommendation of the SRC.

15.3.2. Prepare and periodically review the research plans of the Department/Centre, such that these align with the overall vision of the Deemed to be University.

15.3.3. Discuss and periodically review the research plans and objectives of each faculty member in the Department/Centre, such that they align with the overall vision of the Department/Centre/Deemed to be University.

15.3.4. Ensure/monitor functioning of SRC.

L. Evaluation and Assessment Methods, minimum standards/credits for award of the degree, etc.:

16. The procedure with respect to the above shall be as follows:

    16.1. The Ph.D. scholar may submit his/her thesis at any time provided that s/he has completed the minimum period of registration and S/he has completed the course work requirement as prescribed by the DRC/CRC on the recommendations of the SRC with a CGPA not below 7.0 and has also successfully defended his/her research proposal.

    16.2. Prior to the thesis submission, the scholar shall make a presentation in the Department before the SRC, which shall also be open to all the faculty members and other research scholars of the Deemed to be University. Relevant feedback and comments obtained from them may be suitably incorporated into the draft thesis in due consultation with SRC. The minutes and the action taken report (ATR) shall be submitted to the Dean (Academic) within six months of time from the presentation.

    16.3. In addition to the thesis the scholar is required to submit a synopsis document, duly approved by SRC. The synopsis document summarises the thesis, which essentially introduces the potential examiner(s) to the objectives, methodology, major findings along with an outlined structure of the thesis.

    16.4. Ph.D. scholars must have a published record or a proof of acceptance for publication of at least one (1) research paper in UGC-CARE Reference List of Quality Journals, which is a direct outcome of their Ph.D. research (review paper will not be counted for this purpose) and having made two paper presentations in conferences/seminars before submission of the thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.

    16.5. The thesis will be scrutinized for plagiarism if any using appropriate scientific software for detection of similarity. While submitting for evaluation, the thesis shall have an undertaking from the research scholar regarding the originality of the work presented, vouching that there is no plagiarism[10] and that the work has not been submitted for the award of any other degree/diploma of the TERI SAS where the work was carried out, or to any other Institution.

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[10] Excluding part of the own Ph.D. work published in journals or conference proceedings

16.6. The thesis shall be written in English in the specified format and shall contain a critical account of the student's research. It should be characterized by discovery of facts or a fresh approach towards the interpretation of facts and theories or a significant contribution to the knowledge of design or development, or a combination of them. It should bear evidence of the student's capacity for analysis and judgment, and his/her ability to carry out independent investigation, design, or development. No part of the thesis, or supplementary published work, shall have been submitted for the award of any other degree. Three copies of thesis in a soft cover shall have to be submitted by scholar in a prescribed format. In case of joint supervision, additional copies of the thesis are required to be submitted. Additionally, a soft copy of the thesis shall be submitted.

16.7. The Ph.D. thesis submitted by the scholar shall be evaluated by an approved Board of Examiners. The supervisor(s) shall provide a list of at least eight potential examiners of international repute (at least four from India), who are not in employment of TERI SAS to the Dean (Academic). If required, Dean (Academic) may request for additional information about the potential examiners or an additional list of the potential examiners, to be forwarded to the Chairperson, Academic Council.

16.8. Subsequently, the Chairperson, Academic Council, will appoint a Board of Examiners for each student. The Board will consist of his or her research supervisor(s) (internal examiners) and at least two external examiners of whom one examiner may be from outside the country.

16.9. Each examiner will submit a detailed assessment report, preferably within two months but not exceeding three months, recommending to the Chairperson, Academic Council, one of the following courses of action:

16.9.1. That the thesis is deemed satisfactory and that the student may defend his/her thesis orally before a committee constituted for the purpose and any members of the faculty and research students who wish to be present.

16.9.2. That the student may submit a revised thesis.
16.9.2.1. In normal circumstances, s/he may submit the revised thesis within a period of one year from the date of communication in this regard from the Chairperson, Academic Council.

16.9.2.2. However, in exceptional circumstances, this period may be extended by the Chairperson, Academic Council by another one year; the total revision time, irrespective of the number of revisions allowed, will not exceed a period of two years.

16.9.3. The thesis may be out rightly rejected due to specific reasons as given in the detailed report.

16.10. In the event of any disagreement arising between the external examiners, the Chairperson, Academic Council, may, as a special case, appoint yet another external examiner, if, the merit of the case so demands. The examiner thus appointed will report independently to the Chairperson, Academic Council.

16.11. The oral defence of the thesis shall be conducted by an Oral Defence Committee consisting of the internal examiner(s) and at least one external examiner. If, for some reasons, neither of the external examiners is not available for the conduct of the oral defence, an alternative external examiner shall be appointed by the Chairperson, Academic Council. Chairperson, DRC/CRC (or his/her nominee) shall be the non-member convenor of the Oral Defence Committee.

16.12. On completion of all stages of the examination, the Convenor, Oral Defence Committee shall recommend to the Chairperson, Academic Council, along with a report of the Oral Defence Committee duly signed by all its members, one of the following courses of action.
16.12.1. That the degree be awarded.
16.12.2. That the student should be examined further on another occasion in a manner that they shall prescribe.
16.12.3. That the degree shall not be awarded.

16.13. In case of (L.16.12.2), the Oral Defence Committee shall also provide the student a list of all the desired corrections and modifications, if any, suggested by the examiners.

16.14. The degree shall be awarded upon approval by the Board of Management, provided that:
16.14.1. The Oral Defence Committee, so recommends;
16.14.2. The student produces a 'no dues certificate' from all those concerned in the prescribed form and gets it forwarded by the supervisor; and
16.14.3. The student has submitted three hard-bound copies of the thesis, after incorporating all necessary corrections and modifications in the version submitted earlier and duly certified by the Supervisor(s), after the viva voce examination (one of the copies is to be kept at TERI SAS library.)

16.15. Candidates will be awarded Ph.D. degree with the title of thesis irrespective of the discipline or department of graduation.

16.16. Prior to the actual award of the degree, a provisional Certificate shall be issued by deemed to be university upon successful completion of L.16.14.1-L.16.14.3.

M. Award of Ph.D. degrees prior to notification of these regulations, or degrees awarded by foreign Universities:

17. These regulations are applicable for the all those students registered after notification of this regulation. Award of degrees to the candidates registered for the Ph.D. programme on or before the date of notification of these regulations, shall be governed by the earlier regulations under which initial admission has been granted.

N. Depository with INFLIBNET:

18. As mandated by UGC, the following norms shall be followed:
    18.1. Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree, the Librarian, TERI SAS shall submit an electronic copy of the Ph.D. thesis to the INFLIBNET, for hosting the same so as to make it accessible to all the enlisted Universities/Institutions/Colleges.

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10 Masters' Programme Structure

Refer to the webpage of respective programme.

https://www.terisas.ac.in/index.php

11 Important Policies

11.1 Intellectual Property Rights

One of the objectives of TERI SAS is "to provide for research and for advancement of knowledge". Students, while engaged in the scholarly pursuit of knowledge and applied research may lead to the development of intellectual property that may be protected by IPR (which includes patents, trademarks, copyrights for commercial value). These guidelines lay down the rights and responsibilities of the students of TERI SAS wherever the results of their research, creative pursuit, innovations or endeavours are patentable, copyrightable or commercially marketable. These guidelines, whilst safeguarding the Deemed to be University, attempt to encourage, support and motivate students in the creation of new knowledge and application of existing knowledge.

The Dean (Research & Partnerships) or the Vice Chancellor is responsible for the interpretation and implementation of the provisions contained in the guidelines.

Full policy is available at : Student portal

IPR GUIDELINES

I ...., registration no. .... certify that I have read and understood the IPR guidelines of the TERI SAS. I undertake to abide by the IPR guidelines of the Deemed to be University while working on any research project at TERI/TERI SAS.

Date. …………......   Student's signature………………………

Place……………..   Name ……………………….................

                                                         Registration No.…………………

11.2 Appropriate Authority – IP policy 2017

The following constitute the appropriate authority to deal with all issues required under the IP policy and submit their recommendations to the Vice Chancellor:

A Committee as follows is hereby constituted on all the issues pertaining to the implementation of IP Policy at TERI SAS:-

(a) Dean (Research & Partnerships)   - Chairperson
(b) Head of the concerned Department/Centre   - Member
(c) One faculty from the concerned Department/Centre - Member
(d) Assistant Librarian   - Member Secretary

The IP and Technology Transfer Cell of TERI SAS shall function under the supervision of the Committee coordinated by the Secretary. The secretary on advice of the Chair will intimate the members as per the issues dealt and maintain the minutes/records of the Authority and the Cell.

11.3 Anti-Ragging Measures

Ragging in any form is strictly prohibited in the TERI SAS. Any case of abetment to ragging physically or psychologically, humiliation, violation of decency and morals, and any other offence which could be construed as ragging will be viewed extremely seriously by the Deemed to be University and strict action would be taken against those found guilty. In case of any incident of ragging the following officials of the Deemed to be University Anti Ragging Committee may be contacted: -

The following will constitute the Anti Ragging Committee of TERI School of Advanced Studies: -

Chairman	Vice Chancellor
Faculty representatives (2)	Dr Swarup Dutta, Dr Manini Syali
Vice Chancellor nominee	Registrar
Warden	Ex-officio
Director, Student Affairs	Ex-officio
Non-teaching staff representative (Convenor)	Ms Veena
Student representative (Masters')	Ms Ginni Singh
Student representative (UG)	Ms Amulya Saxena
Representative of NGO	To be nominated by the Placement & External Relations Officer
Parent representative	Ms Subhasree Vijayaraghavan, Parent of Mr Tushaar Vijayaraghavan, MA (SDP)

The students in distress due to ragging related incidents can also call the National Anti-ragging Helpline 1800-180-5522 (24 x 7 toll free) or e-mail the Anti-ragging Helpline at helpline@antiragging.in. For any other information regarding ragging, please visit the UGC website i.e.www.urc.ac.in and www.antiragging.in and contact UGC monitoring agency i.e. Aman Satya Kachoroo Trust on following No. 09871170303, 09818400116 (only in case of emergency).

डॉ. तेजस प्रद्युम्न जोशी
संयुक्त सचिव

Dr. Tejas Pradyuman Joshi
Joint Secretary

विश्वविद्यालय अनुदान आयोग
University Grants Commission
(शिक्षा मंत्रालय, भारत सरकार)
(Ministry of Education, Govt. of India)

D.O. F. No. 1-15/2009(ARC)PT.III   12th June, 2023

To,

    The Vice Chancellor of all University
    The Principal of all Colleges

Subject: Regarding revised procedure of Anti Ragging Undertaking & Compliance submission.

Sir/Madam,

As part of UGC's initiative towards reduction of compliance burden of its stakeholders, UGC has revised the procedure for students to file online Anti Ragging undertaking. Now the procedure is completely online and student is not required to submit any hard/printed affidavit in institute.

This procedure has been changed with the view to conserve paper, to protect our environment and to reduce compliance burden of our stakeholders.

It has been observed that some prominent institutions are still following the previous exercise. You are therefore requested to adopt the revised procedure and not to receive any hard/ printed affidavit by students.

Anti-Ragging Undertaking must be filled by the students online on http://www.antiragging.in only. Universities/Colleges will not accept Anti Ragging Undertaking by students in Hard/Printed copy/Affidavits. **(Please note that the student is not required to print & sign it as it used to be in the earlier case).**

Further the compliance submission is not upto the mark by the institutions, therefore you are also requested to submit compliance on the following link:

https://www.antiragging.in/compliance_desclaimer.html

Soft copy of the Anti-Ragging Posters are also enclosed with a request to display on the prominent places in your campus areas like Admission Centre, Departments, Library, Canteen, Hostel, and Common facilities etc.

For any query in this matter, you may contact National Anti-Ragging Helpline   1800-180-5522 or email us at helpline@antiragging.in

With regards,

                                                                    Yours faithfully,

TEJAS   Date:
PRADYUM   2023.06.1
AN JOSHI   2 17:55:24
                   +05'30'   **(Tejas P. Joshi)**

11.4 Internal Complaints committee (Prevention of sexual harassment)

Internal complaints committee: -

Dr Anandita Singh	Professor	-	Presiding Officer
Dr Swaroop Dutta	Associate Professor	Two faculty members	Member
Dr.	Assistant Professor		Member
Ms Veena	Executive Assistant	Two non-teaching employees	Member
Mr Rakesh Joshi	Administrative Officer		Member
Ms Betty Mark	Receptionist	Two PG students and one research scholar	Non-member Secretary
Ms. Kripa Bharadwaj	Reg No. 2200013MSG	Two PG students and one research scholar	Member
Ms. Rishikaa Sajeev	Reg No. 2200089MSO		Member
Ms Tejasi Shah	Reg No. 2000530RSP		Member
Dr. Anjali Mehta		Non-govt. Org.	Member

Policy document available at :

https://www.terisas.ac.in/prevention-and-sexual-harassment.php

Procedure for lodging complaints is available at the deemed to be university website under the above mentioned link.

11.5 Committee on SC/ST

TERI School of Advanced Studies is a Deemed to be University granted by the University Grants Commission and notified vide the Ministry of Human Resources Development, Department of Education, Government of India, notification no. F.9-19/95-U-3 dated 5 October 1999.

The University is committed to provide an environment that promotes diversity and respects for everyone regardless of colour, religious, belief, caste, creed or cultures, while maintaining diversity of all kinds. It also commits to ensuring protection of everyone including person with disabilities and acting as per the provisions of Constitution of India in such matters. In order to create a living and working environment where all employees and students feel safe and respected, the university is doing its best in this regard. In order to ensure due compliance of the orders of reservation issued from time to time in favour of SC and ST and to ensure prompt disposal of the grievances of the employees of SC ST and PWD Category, the University has established a committee.

Composition of the Committee

1. Prof Ramakrishnan Sitaraman   - Convenor
2. Prof Shaleen Singhal   - Member
3. Prof Anandita Singh   - Member
4. Dr Adil Masood   - Member
5. Dr Ratan Jha   - Member
6. Dr Moumita Mandal   - Liaison Officer for SC/ST

11.6 Student Disciplinary committee

The formal procedure of a complaint with respect to violation of Honour Code will be heard and adjudicated by the TERI SAS Disciplinary Committee (DC) consisting of the following: -

(a)	Nominee of VC	Chairperson
(b)	Dean(s)	Member
(c)	Concerned Head of Centre/Department	Member
(d)	Registrar	Secretary

Anyone can lodge a complaint with the Head of the Department about a perceived breach of honour code by a student. All such complaints will be forwarded to the Dean (Academic) who will, in consultation with the Course Instructor and/or Ph.D. supervisor, determine the severity of the breach of conduct and discipline and decide to either deal with the complaint informally or formally. If the case has to be dealt formally, it must be forwarded to the Vice Chancellor for convening a Disciplinary committee. If a student is found responsible for violation(s) of the Honour Code, disciplinary action will be taken as under: -

Minor Punishment
Oral Reprimand. Advised and cautioned about misconduct orally.

Written Reprimand. Advised and cautioned about misconduct in writing.

Written Warning. Warning may be imposed for a period of not more than one calendar year. To be communicated in writing mentioning that further violations of any section of Honour Code, will result in more severe disciplinary action.

Major Penalties
Academic Penalties: -
Debar from Exam. Based on the rules promulgated by Controller of Examination.
Reduced Grade/F Grade. Based on Deemed to be University policy on various issues other than a legitimate performance in the exam.

Cancellation of registration and/or Denial of Credit. Applicable to cases where the student is found guilty of withholding information relating to the student's admission, transfer credits, academic status, records, etc.

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

(i)	Hostel Privileges
(ii)	Use of Lab Facilities
(iii)	Use of Library facilities
(iv)	Use of Cafeteria Block

(v)	Use of sports facilities
(vi)	Membership in Clubs and Other bodies
(vii)	Placement Activity
(viii)	Internship/academic association with partner institution

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

Disciplinary Probation. Written notification that further violations of Honour Code may result in suspension. The terms of disciplinary probation shall be determined on case-to case basis.

Suspension. Student will be withdrawn from all courses carried in that semester and forfeit fees. Student shall be refrained from visiting the Deemed to be University premises unless approved in writing by the Dean (Academics). Suspension may involve course drop, semester drop, rustication for a specified period depending on the severity of the offence(s). The student can be reinstated on receipt of a written request from him/her after completion of the suspension period.

Expulsion. Forfeiture of all rights and degrees not actually conferred at the time of the expulsion, forfeiture of right to study and fees. Student can only visit the Deemed to be University premises only if the permission is issued in writing by the Dean (academics).

11.7 Committee for Grievance Redressal

Grievances and complains of any kind may be forwarded to the concerned Deemed to be University Authorities/Offices (details provided in student's portal , notice boards and the relevant policies) for resolution. If the complainant is not satisfied with the decision, then the issue may be forwarded to the Grievance Redressal Committee at email ID kamals@terisas.ac.in The committee consists of the following:-

Name	Designation
Prof. Ramakrishnan Sitaraman	Chairperson
Prof. Anandita Singh	Member
Prof. Shaleen Singhal	Member (Senior Academician)
Prof. Sukanya Das	Member (Senior Academician)
Ms. Bhavya Batra	Student Nominee
Ms. Veena	Secretary

You can lodge your complaint with grievance committee online at:
https://www.terisas.ac.in/committee-for-grievance-redressal.php

11.8 Institutional Academic Integrity Panel (IAIP)

In order to comply with the UGC rules (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018, the committee will look into the issues related to implementation of UGC norms related to the prevention of plagiarism in TERI SAS. The committee comprises of the following:

Name	Designation
Prof Shashi Bhushan Tripathi	Chairperson
Prof Sukanya Das	Member (Senior Academician)
	Member (Senior Academician)
Dr. Ratan Jha	Member (Assistant Librarian)
Prof. N Raghuram	External Member
Mr. Rakesh Joshi	Secretary

12 The Student's Honour Code

Each student must show due respect and courtesy to all members of TERI SAS community; they must not infringe upon the fundamental rights of fellow Students.

It is the responsibility of the student to ensure a comprehensive understanding of TERI SAS policies

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

In the event of an illegal activity on the campus, on the approval from VC, the Deemed to be University is obligated to permit the police and judiciary intervention.

The Honour Code is a personal and ethical code of conduct, expected out of a Student of TERI SAS to facilitate a healthy academic environment during his/her study/research work at the Deemed to be University. Each student is required to submit a undertaking in the following format in the beginning of the session.

<div align="center">Honour Code</div>

(i) *I .... registration no.......................... do hereby undertake that as a student at the TERI SAS: -*

(ii) *I will conduct myself within and outside the Deemed to be University's premises in a manner befitting the students of a research university, and consider the following as actions that are in violation of the Student's Honour Code of the Deemed to be University, and which would invite disciplinary action:-*

   a. *Convicted under any law of the country. Any violation pertaining to the Indian Penal Code.*

   b. *Noncompliance of published TERI SAS policies, academic & Examination rules or regulations applicable to students.*

   c. *Academic and Research Misconduct. Impersonation, committing forgery, furnishing false certificate or information, tampering with TERI SAS documents or records, Accessing confidential records/ data of Deemed to be University without permission, adopting unfair means and disorderly conduct during exams, , interfering in the laboratory work of colleagues, revising/resubmitting a marked test /quiz for re-grading without the instructor's consent and receiving or giving unpermitted aid in any assignment which is to be graded for individual performance (like take-home tests).* **Misconduct while undertaking an academic/research study or survey or study visit outside the campus.**

      i *Violation of Research Integrity. Distorting research procedures by fabrication of data, generating and reporting fraudulent data or distortion of the research process in any other ways.*

      ii *Plagiarism and Unauthorized Stealing of Others' Intellectual Works. Plagiarizing from printed or electronic (web-based) material, hijacking ideas discussed, representing someone else's work as own and misleading faculty members about the condition under which the work was prepared.*

   d. *Misuse of Technology Resources. Using technology to gain unfairly (where not permitted), committing cyber offences like hacking , spamming, breaking into another's account, defacing website, hosting sexually explicit material, using social media to host material that goes against the prevailing laws, sending derogatory emails, copying electronically, planting viruses etc.*

   e. *Misuse of Alcoholic Beverages and Controlled Substances. Consuming or possessing alcoholic drinks, prohibited narcotic drugs, or other such intoxicants for recreational purposes in the Deemed to be University premises. Smoking in the campus including hostel rooms.*

f. *Assault, Injury and Threat. Any assault (verbal or physical) upon or intimidation of or insulting behavior towards a member of TERI SAS Community inside or outside the Deemed to be University campus.*

g. *Indecent Exposure. Conduct and exposure undertaken in publicly viewable location, which is deemed indecent in nature.*

h. *Sexual Misconduct, Sexual Assault and Sexual Harassment. Offences committed under UGC, AICTE and TERI SAS Policy & guidelines for the prevention, prohibition and punishment of Sexual Harassment of Women.*

i. *Discrimination. Discriminating any one on any ground and arousing communal, caste, colour, regional feelings or creating disharmony among students as defined in TERI SAS Policy on Equality, Diversity and Inclusion.*

j. *Theft or Damage to Property or Services & Disruption of activities. Attempt to prevent the members of TERI SAS community from discharging their duty, vandalizing or defacing the Deemed to be University property, causing or colluding in unauthorised entry of any person in the campus. Willful violation of biohazard/chemical safety rules, fire safety and security rules/policies of the Deemed to be University.*

k. *Possession or Misuse of Weapons Possessing or using weapons such as explosives, firearms, knives, lathis, iron chains, iron rods and sticks in the Deemed to be University premises.*

l. *Violation of Study Abroad/Internship Contracts. Willful violation of contractual terms and conditions agreed with an Institution/Agency/Organisation. Professional misconduct during study abroad and short or longer internships while at any external institution as part of academic engagement.*

m. *Ragging. Committing an act of ragging in any form as laid under UGC, AICTE and TERI SAS policy on the issue.*

n. *Failure to obey instructions of any TERI SAS disciplinary authority. Failure to comply with written or oral communications from an authorized TERI SAS official to appear for a meeting or hearing.*

o. *Engage in any conduct which is unbecoming of a student of the TERI SAS.*
Date. …………....   Student's signature………………
Name ……………………
Registration no……………………

Facilities available

13.1 Mentors

All master's students are assigned a faculty member to serve as an academic mentor during the students' stay at the TERI SAS.

The mentor provides academic guidance and offers assistance on selection/scheduling of courses based on experience and career aspirations of the students. Personal problems may also be discussed with the mentor.

13.2 Library

The TERI School of Advanced Studies Library and its collections and services continue to grow and evolve. It delivers a number of electronic services and an ever-wider range of resources in order to support teaching, learning, and research. The Library continually seeks to identify key areas to add value and develop services that facilitate seamless access to e-resources. It exemplifies modern methods for creating, applying, and utilizing digital resources and services. The services are offered electronically through a web-enabled integrated digital information system. Electronic resources and services are centrally organized and available via a single-window access and also remote access on Knimbus platform . The collection of TERI SAS library includes books, e-books, CD-ROMs, DELNET, periodicals, online journals and databases like ScienceDirect, Jstor, Capitoline Plus and Manupatra etc.

Besides its own library at the campus, the TERI School of Advanced Studies has access to the TERI library, which has emerged as a pioneering research library and information centre in South Asia on energy, environment, and sustainable development. The library is one of the largest repositories of information in South Asia and most modern in terms of service, infrastructure, and information technology applications.

Several information centres are also housed in the library. The collection includes over 21 000 books, 931 e-books, 5,000 bound volumes of periodicals, more than 1600 print and online journals and databases, 1556 CD-ROMs, and also miscellaneous items such as government documents, standards, and pamphlets. The entire library collection is indexed, searchable on the OPAC (Online Public Access Catalogue), and is bar coded.

The facilities offered by the library include, reprography, study carrels (clusters), and access to computers, Internet systems, multimedia system, and common user terminals for accessing the catalogue and databases.

Digital library initiatives have been launched for developing an electronic library that provides rich and structured content through online, remote, and continuous access to resources. It is a common gateway that provides free facility to browse and search various forms of digital publications.

TERI has also developed a comprehensive KM (knowledge management) system to organize all its knowledge sources centrally and provide a single-window access to researchers at their desktops for searching as well as updating.

15.1.1 Library Rules and Regulations

a) Loan Period:

For Circulation	Master Students	Ph.D Students
Text Books	7 Days (3 per borrower)	10 Days (5 per borrower)
CDs	2 Days (One per borrower)	2 Days (2 per borrower)
Loose Magazine	Overnight (2 per borrower)	Overnight (2 per borrower)

b) Documents issued Overnight
- Reference books (Not available to issue during examination period)
- Government documents
- Loose magazine issues (Excluding the latest issue)

c) Overdues and Fines
- Books may be reissued three times if not required by other users, at the Library Counter.
- Rs.5/- per day for first 4 days, Rs. 10/- per day for next 10 days and thereafter Rs. 50/- a day
- Subject to a maximum the cap of the fine at cost of book Plus (+) 20%
- Waiver of fines to be approved by the VC, Pro VC and the Registrar of TERI SAS.

15.1.2 Timings of the library

The TERI SAS Library shall remain open on all the days except list of holidays notified by the Deemed to be University (http://www.terisas.ac.in/list-of-holidays). The opening timings shall be as under: -

Monday to Friday 8:00 AM to 8:00 PM (Issue/return of books from 8:30 AM to 5:30 PM)

Saturday 8:00 AM to 8:00 PM.   (Issue/return of books from 8:30 AM to 1:30PM)

Sunday   8:00 AM to 8:00 PM.   (No issue/return of books)

13.3 Internet access

Internet access is available in all Deemed to be University's computers located in the library. Students are discouraged from doing any personal work on the computers. Cases detected would be severely dealt with.

13.3a Student Email id: Account Deactivation

Students are permitted to retain their university e-mail id till one month after the convocation. The institute mail id is deactivated thereafter. The personal e-mail ids of the graduating students are collected at the time of submission of the clearance form. Every

graduating student''s mail id gets added to the group id alumni@teriuniversity.ac.in which is used for all future communications with the Alumni. In case any alumnus approaches the university to access the university id mailbox, he/she is provided temporary access after approval of the request from the Registrar. Graduating students are encouraged to use the message forwarding feature in Office 365 to divert their mails to their personal ids.

13.4 Notice boards

Notice boards are available for information or messages to the students at various locations all over the campus. Students must read the notices regularly.

13.5 Telephones

The office telephones in the TERI SAS campus are NOT available for students' use unless, they are for official business or have the permission of a faculty member or are working on a special authorized project. Please do not use the Deemed to be University phone for your private or business purposes except in the case of an emergency.

13.6 Photocopy and printing

Photocopy and printing facilities are available for students to use on a payment basis.

13.7 Dress regulations

While the Deemed to be University does not have any dress regulations, students are expected to be decently dressed at all times.

13.8 Pets

Pets of any variety (walking, flying, swimming, or slithering) are not allowed into any of the buildings at any time.

13.9 Equipment uses

Students must seek prior permission of faculty members before using the equipment in laboratories. Equipment cannot be transferred from one laboratory to another without specific permission. The computers, LCD projectors, and overhead projectors in classrooms are to be handled with care.

13.10 Medical room

Counsellor / Psychiatrist / Medical practitioner is available in the campus on alternate Wednesday for two hours in the Medical Inspection (MI) Room (hostel block). In case of medical emergency, vehicle is provided to ferry students to nearest hospital.

13.11 Cafeteria

The Deemed to be University has a well-stocked cafeteria, in the ground floor for the use by the students. A rate list (finalized in consultation with the canteen committee) is available for ready reference of the students.

13.12 Clubs

The Deemed to be University has three active clubs (a) Eco-Club, (b) Media and Arts Club and (c) Sports Club.

a. Eco-Club: organizes and celebrates environment-related events and activities, such as 'No Plastic Day,' 'Earth Day,' 'International Youth Day', tree plantation drives etc.

b. Media and Arts Club: This club helps artistic pursuits and promotes talent of the students by creating awareness about the TERI SAS activities and its philosophy to the world outside.

c. Sports Club: The intra-university Sports Meet is an annual sports extravaganza organized by the TERI SAS's Sports Club. It's a two weeklong event, which includes sports like badminton, table tennis, cricket, athletics, volleyball, football, basketball and carom. All the sports events take place in the Deemed to be University premises except cricket and athletics, which are held in TERI Gram, Gual Pahadi, Gurgaon. This helps foster healthy sportsman spirit amongst students.

D In addition TERI SAS published own in a quarter the newsletter titled TERRAMATTERS, where in students are encourage write article and submit their thoughts. Point of contact is MS. Sonika Goyal (sonika.goyal@terisas.ac.in) VASUNDHARA – Once in a quarter is published by the club.

13.13 Institutional Innovation Council (IIC)

The Ministry of Education (MoE), through its Innovation Cell (MIC), launched the Institution's Innovation Council (IIC) program in collaboration with AICTE for Higher Educational Institutions (HEIs) to systematically foster the culture of innovation and the start-up ecosystem in education institutions.

The IIC at the TERI SAS is working towards fostering an ecosystem of innovation at the institute in areas related to sustainable development. The IIC at TERI SAS has members from the faculty, industry professionals (external experts) as well as student representatives.

Regular activities are being undertaken by the Council on areas related to ideation, Problem solving, Proof of Concept development, Design Thinking, IPR and project management. The Institute offers courses related to 'Entrepreneurship' and 'Design Thinking' as electives to the students. Professionals from the industry are being invited to enlighten the student community on relevant themes. Founders of several start-ups have also delivered pep-talks, inspiring the students to think big and start their own ventures. Students are further being encouraged to participate in design competitions and hackhatons.

The Institution's Innovation Council (IIC) of TERI SAS:-

Internal Members

Sl.no.	Name	Department	Roles & Responsibilities (as per IIC)
FACULTY			
(i)	Prof Sukanya Das	Dean (Research & Partnerships)	President
(ii)	To be confirmed		Convener
(iii)	Dr Ranjana Chaudhuri	DoRWS	Social Media Coordinator
(iv)	Dr Gopal Sarangi	DoPMS	Start-up Activity Coordinator
(v)	Dr Anand Madhukar	DoNAS	Internship Activity Coordinator
(vi)		CPGLS	IPR Activity Coordinator
(vii)	Dr Shruti Sharma Rana	DoPMS	ARIIA Coordinator
(viii)	Dr Chandan Kumar	DoPMS	NIRF Coordinator
(ix)	Prof. Shashi Bhushan Tripathi	DBT	Member-1
(x)	Dr Amit Singh	DoNAS	Member-2
(xi)	Dr Sanyyam Khurana	DoPMS	Member-3
(xii)	Dr Sapan Thapar	DoSE	Member-4
NON- FACULTY			
(xiii)	Ms Sonika Goyal	Admin	Ecosystem Facilitator
(xiv)	Mr Devinder Kumar	Admin	Secretary
STUDENT			
(xv)	Ms Arushi Verma	MBA (SM)	Member
(xvi)	Mr Hans Malik	MBA (SM)	Member
(xvii)	Mr Abhishek Hanumant Shastri	MTech (REEM)	Member
(xviii)	Mr Karan Deep Sood	MTech (REEM)	Member
(xix)	Mr Tejavath Manohar Naik	MSc (ESRM)	Member
(xx)	Ms Aesha Himanshu Sura	MSc (CSP)	Member
(xxi)	Mr Dhroov Chauhan	MSc (Geoinformatics)	Member
(xxii)	Ms Jhalak Jauhari	MSc (Biotechnology)	Member
(xxiii)	Ms Ritika Kalra	MSc (Biotechnology)	Member

(xxiv)	Mr Vaibhav Kothari	MSc (Biotechnology)	Member
(xxv)	Ms Anusha Paul Choudhury	MSc (Economics)	Member
(xxvi)	Mr Riddhi Kailash Dhand	MA (SDP)	Member

External Members

Sl.No.	Name	Organization	Roles & Responsibilities (as per IIC)
(xxvii)	Mr Amit Kumar	Consultant	Technical Expert
(xxviii)	Mr Vikrant Rana	Managing Partner- SS Rana & Associates (law firm)	Patent expert
(xxix)	Mr Mudit Jain	Head-Research, Tata Cleantech Capital	Bank/ Investor
(xxx)	Ms Devakshi Dhawan	Social Alpha (Tata Trusts)	Ecosystem Enablers
(xxxi)	Mr Alok Gupta	Alumni & Start-up Founder (ENVECOLOGIC)	Startup/ Alumni Entrepreneur
(xxxii)	Mr KP Philip	AGM, IREDA	Member-1
(xxxiii)	Mr Lucky Agarwal	Alumni & Start-up Founder (SolarTech)	Member-2

13.14 Entrepreneurship Development Cell

Objective: The following will be the objectives of EDS:-

(a) To inculcate the spirit of entrepreneurship amongst the students of TERI SAS.

(b) To facilitate various support services including information to students of TERI SAS endeavoring to become entrepreneurs.

(c) To provide an environment for self-employment and entrepreneurship development through conduct of various programmes.

(d) To introduce the concept of entrepreneurship in the curricula of TERI SAS

(e) To make use of the facilities available in the campus and trained manpower for the development of non-corporate and unorganized sectors.

Activities: The following activities will be carried out by EDC in each academic year:-

(a) Entrepreneurship awareness programme (EAP)

(b) Talks by successful entrepreneurs/Guest lectures

(c) Skill development programmes (SDP)

(d) Research and survey for identifying entrepreneurial opportunities

(e) To support prospective entrepreneurs on various aspects of new startups wrt project approvals, loans and facilities etc.

Dr. Shruti Sharma Rana is a coordinator of Entrepreneurship Development Cell.

14 Fees and payments

14.1 Fees Programme Wise

S.No.	Programmes	Admission fee	Semester-wise Tuition Fee			
		One time payment	1st Sem	2nd Sem	3rd Sem	4th Sem
	TERI School of Advanced Studies, New Delhi					
	Statement of fee structure for Academic session 2024					
A	**Master Programmes**					
1	M.Sc. (Climate Science and Policy)	20,000	1,05,000	1,05,000	1,15,000	1,15,000
2	M.Sc. (Environmental Studies and Resource Management)	20,000	1,10,000	1,10,000	1,20,000	1,20,000
3	M.Sc. (Geoinformatics)	20,000	1,05,000	1,05,000	1,15,000	1,15,000
4	M.Sc. (Biotechnology)	20,000	80,000	80,000	85,000	85,000
5	M.Sc. (Water Science and Governance)	20,000	71,300	71,300	71,300	71,300
6	M.Sc. (Economics)	20,000	91,000	91,000	1,00,000	1,00,000
7	M.Sc. (Energy Studies and Management)	20,000	80,000	80,000	85,000	85,000
8	M.Tech. (Renewable Energy Engineering and Management)	20,000	95,000	95,000	95,000	95,000
9	M.Tech. (Renewable Energy Engineering and Management) : Weekend	20,000	95,000	95,000	95,000	95,000
10	*M.Tech. (Urban Development Management)	20,000	95,000	95,000	95,000	95,000
11	*M.Tech. (Urban Development Management) : Weekend	20,000	95,000	95,000	95,000	95,000
12	*M.Tech. (Water Resources Engineering and Management)	20,000	95,000	1,01,400	1,01,400	1,01,400
13	M.A. (Sustainable Development Practice)	20,000	71,000	71,000	75,000	75,000
14	M.A. (Public Policy and Sustainable Development)	20,000	74,000	74,000	80,000	80,000
15	MBA (Sustainability Management)	35,000	2,95,000	2,95,000	3,00,000	3,00,000
16	LL.M.	20,000	69,300	76,200	-	-
17	Post Graduate Diploma in Renewable Energy Management	20,000	71,300	71,300	-	-
18	*Post Graduate Diploma in Urban Development Management	20,000	71,300	71,300	-	-
B	**Doctoral Programmes**					
1	Doctoral Programmes (Ph.D.)	20,000	38,500	38,500	38,500	38,500
	Notes:					
a	Institute deposits (refundable) of Rs 5,000 and Library deposits (refundable) of Rs 5,000 to be paid separately at the time for registration for 1st semester.					
b	Field visit charges to be paid separately on actual basis before commencement of field visits.					
c	Examination fees of Rs 10,000 (per semester) to be paid separately before registration for semester examinations.					
d	Tuition fee for sponsored candidates will be 1.5 times that of non-sponsored candidates.					
*. This programme is not offered from academic year 2024-25						

14.2 Fee for Foreign Students

Fee for foreign students
Foreign students will be required to pay a fee as per the table below per semester.

Course	Tuition fees		Other charges	Total	Total
	US$	US$	INR	US$	US$
	Developing countries	Developed countries	Flat Rate	Developing Countries	Developed Countries
Ph D	500	1000	6210	615	1115
M Sc (CSP, ESRM, Eco)	2000	4000	8010	2148	4148
M Sc (Geo, BT, WSG)	2000	4000	18010	2334	4334
MA (SDP)	1600	3200	17800	1930	3530
MA (PP&SD)	1600	3200	7800	1744	3344
M Tech (REEM, UDM), (WSG)	2000	4000	18010	2334	4334
MBA (BS)	5000	10000	7800	5144	10144
PG Diploma (WSG)	1000	2000	6210	2200	4200

In addition, a fee of INR 10,000 per semester cost for Field Training will be required to be paid in rupees.

14.3 Other fees

Sr No.	Heads	Fee (Rs.)
1	Transcript Fee	500
2	Duplicate Grade Card	500
3	Duplicate Degree	4,000
4	Late Fee (within 10 days)	2,000
5	Late Fee (11-20 days)	4,000
6	Late Fee (21-30 days)	8,000
7	Improvement exam fee per subject	2,500
8	i) Convocation Fee for Student Only	2,500
	ii) Convocation Fee (Accompanied with two members)	4,000
9	Duplicate Identity Card Fee	500

14.4 Fee Refund

UGC notification on Fee Refund Policy dated 3rd July 2023 is applicable to academic year 2023-24 only. Till any fresh notification is issued from UGC, TERI School of Advanced shall follow the UGC guidelines on the subject of Fee Refund Policy dated October 2018 (reproduce below)

University Grants Commission

Notification

on

Refund of Fees and Non-Retention of Original Certificates

October, 2018

1. Introduction:

The Commission has notified University Grants Commission (Grievance Redressal) Regulations, 2012 on redressal of multifarious grievances of students. But given the sheer volume of the complaints regarding non-refund of fees and retention of original certificates by Higher Educational Institutions (HEI), the Commission felt the need to notify elaborate instructions so as to curb such malpractices and decided to issue appropriate instructions in the form of this Notification to all universities and other HEIs under the purview of the UGC.

2. Objective:

To prohibit coercive and profiteering institutional practices in the matters related to refund of fees in case of withdrawal from the programme and retention of original certificates at the time of and / or after admission.

In exercise of powers conferred by Section 12 (d) read with Section 12(j) of the UGC Act, 1956, the UGC issues this Notification for adoption of standard operating procedures in the matters related to refund of fees in the event of student's withdrawal from the program and non-retention of certificates at the time of admission.

3. Application and Enforcement

3.1. The instructions contained in this Notification shall be in supersession to its earlier Public Notice dated 23.04.2007 and its Notification dated 16th December, 2016. It shall be applicable to Undergraduate, Postgraduate and Research Programs run by universities included under Section 2 (f) of UGC Act, together with all colleges under their affiliating domain and institutions declared as deemed to be universities under Section 3 of the UGC Act.

3.2 The provisions contained in this Notification shall come into force with immediate effect and shall have regulatory force on extant as well as future grievances over issues and matters covered herein.

4. Specific provisions for Mandatory compliance by HEIs:

The Commission herewith lays down specific provisions and consequent mandatory compliance on the issues related to:

(1) Refund of fees by the institution concerned in the event of the withdrawal from the programme by a student; and

(2) Verification and non-retention of academic and personal certificates of student;

For any complaint in respect of (1) & (2) above, the grievance redressal mechanism as prescribed under UGC (Grievance Redressal) Regulations, 2012, shall be followed.

4.1 Refund of Fees

4.1.1 No HEI shall make it mandatory for applicants to purchase the institutional prospectus at any time during the course of the programme of study. Purchasing prospectus shall be the personal choice of the applicant and he/she shall have rights to decide against it in case he/she wishes to access the information from the institutional website. As laid down in the Right to Information Act, 2005, and reiterated in the UGC Guidelines on Students' Entitlement, all HEIs shall disclose on their website and prospectus information regarding the status of the institution, its affiliation, accreditation

status, physical assets and amenities, course-wise sanctioned intake of students, various types of fees payable for different programmes, total fees payable for an entire programme, last date of admission, details of faculty, members of governing bodies and minutes of the meetings of bodies like Academic/Executive Council, sources of income, the financial situation and any other information about its functioning, necessary for an applicant to make a fully informed choice.

4.1.2 HEIs shall charge fees in advance only for the semester/year in which a student is to engage in academic activities. Collecting advance fees for the entire programme of study or for more than one semester/year in which a student is enrolled is strictly prohibited.

4.1.3 If a student chooses to withdraw from the programme of study in which he/she is enrolled, the institution concerned shall follow the following five-tier system for the refund of fees* remitted by the student.

S. No	Percentage of Refund of fees*	Point of time when notice of withdrawal of admission is received in the HEI
(1)	100%	15 days or more **before** the formally-notified last date of admission
(2)	90%	Less than 15 days **before** the formally-notified last date of admission
(3)	80%	15 days or less **after** the formally-notified last date of admission
(4)	50%	30 days or less, but more than 15 days, **after** formally-notified last date of admission
(5)	00%	More than 30 days **after** formally-notified last date of admission

NOTE : *Caution money and security deposit, which are not part of the fees chargeable, shall be refunded in full.

4.1.4 In case of (1) in the table above, the HEI concerned shall deduct an amount not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5,000/- as processing charges from the refundable amount.

4.1.5 Fees shall be refunded by all HEIs to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.

4.2 Verification and Non-retention of Students' Academic and Personal certificates

4.2.1 No HEI shall insist upon a student to submit the original academic and personal certificates, like, mark-sheets, school leaving certificates and other such documents, at the time of submitting admission form, but the submission of self-attested copies thereof shall be mandatory.

4.2.2 HEIs shall physically verify the originals at the time of admission of the student in his/her presence and return them immediately after satisfying themselves about their authenticity, keeping the attested copies for their record.

4.2.3 The self-attested certificates of students shall be held valid and authentic by institution concerned and/or the affiliating university for all purposes and administrative requirements and should there be a need for physical verification at any time during the course of the programme of study, such verification shall be undertaken and the original certificates thus used for verification shall be returned immediately to the student concerned.

4.2.4 Taking the certificates into institutional custody under any circumstance or pretext is strictly prohibited.

4.2.5 In case of any suspicion over the authenticity or genuineness of a certificate, reference may be made to university or the Board which issued the certificate to the student and the admission be subjected to the authentication, but original certificate shall not be retained by the HEI under any circumstance.

4.3 Grievance Redressal Mechanism (GRM)

15 Miscellaneous guidelines

15.1 Identity card

All students will be issued the Deemed to be University's identity card within a few days of registration. This identity card is to be carried by the student at all times while at the campus.

15.2 Working hours

The administration working hours of the Deemed to be University are from 0830 hours to 1700 hours, Monday through Saturday. However, all students are required to see the teaching schedule and attend classes accordingly. These may be held beyond 1630 hours or even on Sundays/holidays.

15.3 Classroom use

Students are expected to be in the classroom only when a class is scheduled. At all other times, they must vacate the classroom. However, seminars, small meetings, project work, etc., may be conducted in the classroom when not in use with prior permission from the Registrar's office. Please contact Dy Registrar/Asst. Registrar.

Students are expected to keep the classrooms as clean as possible. No food items of any nature is permitted in the classrooms.

15.4 Mobile phones

The use of mobile phones is strictly prohibited in the classrooms/seminar halls/library. Mobile phones are to be either switched off or kept in silent mode if they are brought into the classrooms/seminar halls/library. Faculty members may confiscate mobile phones that ring in the classrooms/seminar halls/library.

15.5 Security

While the Deemed to be University is conscious about the security of personal belongings, all students must take precautions so that personal belongings are kept safely at all times. Students are urged never to leave personal property unattended and always check to see that doors and windows are properly closed when leaving the classroom at the end of the working day.

15.6 Writing articles in newspapers/periodicals

Students registered in the TERI SAS are free to write articles in newspapers/periodicals as individuals. However, under no circumstances must they indicate any affiliation to the TERI SAS unless explicit permission has been taken from the Vice-Chancellor/Registrar.

15.7 Students Feedback

As a practice the Deemed to be University collects feedback from the students on various aspects of their experience in the Deemed to be University both within and outside the classroom. They range from courses, programme and teaching to teachers and other members of the Deemed to be University community along with infrastructure and ambience. The general purpose is to address the shortcomings and improve the positives further and sustain them, through documentation of collective reflections.

For the courses, feedback is sought on all stages of its 'life cycle', from the syllabus, modules, readings and assessments to the teacher, pedagogy and relevance. Students will be required to submit the feedback on two occasions—at the middle and end of the semester for each of the courses being studied. For the matters other than the courses, feedback will be sought at the end of one academic year.

It is expected that the students will take notes from the day one to enable sincere, honest and responsible feedback.

Feedback template

Mid-semester
[All scales 10 points, NA indicates not applicable (it may mean your inability to comment or your lack of willingness to comment)]
Indicative scale:
Outstanding—9-10
Exceeds expectations—7-8

Some scope for improvement —5-6
Considerable scope for improvement—1-4

(i) The instructor clearly explained the objectives and teaching plan of the course (scale)

(ii) The reading material suggested by the instructor is relevant and useful (scale)

(iii)I am comfortable with the pace of progress in the course (scale)

(iv)Adequate encouragement given by the instructor to think, question and discuss. (scale)

(v) Questions/clarifications raised in the class were appropriately addressed (scale)

(vi)The instructor could convey her/his command over the subject (scale)

(vii)   The instructor could articulate and express adequately (scale)

(viii)   The instructor could create an interest in the subject for me (scale)

(ix)Other comments:

You may write about the aspects of the course and the teaching not captured above. For example, the aspects of the course that you have liked, the problems that you have faced during this course, etc. You may also make suggestions to improve the course delivery? [750 characters with space] [Instruction: kindly add buttons to include Emoticons within the text].

End-Semester

(i) There has been an enhancement of my knowledge through this course

(ii) The reading material suggested by the instructor is relevant and useful

(iii)I was exposed to updated material in this course

(iv)The course content delivered within assigned number of class hours

(v) The pedagogy employed by the instructor was appropriate for meeting the objectives of the course

(vi)The instructor was accessible outside of class for discussions (during contact hours and by appointment)

(vii)   Evaluation process (in the same 10 point scale as in mid-semester):

The mode of assessment and process of evaluation reflected the course plan
The evaluation tested in-depth understanding of the subject
The evaluation helped in understanding the subject better
The evaluated answer-sheets/assignments/etc. were made available for consultation as per schedule
The evaluation process was appropriate and fair

15.7.1 Points related to feedback on the course itself
Assigned hours is commensurate with the course content

Topics covered in the course were appropriate and interconnected
The course is commensurate with the overall programme
This course is relevant for my professional development

15.7.2 Other comments:
You may write about the aspects of the course and the teaching not captured above. For example, the aspects of the course that you have liked, the problems that you have faced during this course, etc. You may also make suggestions to improve the course delivery? [750 characters with space] [Instruction: kindly add buttons to include Emoticons within the text].

You may wish to comment on (a) administrative support, (b) adequacy of materials in the library, (c) quality of the laboratory facilities, (d) ITes, etc., relevant to the course per se?
[750 characters with space]

General Module—only one—not course wise
Mark your choice against the following:
Administrative Support
Computer laboratory
Information Technology services
Infrastructural facilities in the class room
Laboratory facilities
Library Services
Health, Hygiene and Sanitation quality
Quality of food/beverage and environment in Canteen
Beyond curriculum activities

15.8 Undertaking for use of student photographs

I ....age.................son/daughter of ....residing at..and presently pursuing..................programme, do hereby authorise the TERI SAS to use any of my photograph/audio/video (recorded during academic, cultural and sports activities) for publicity/campaign initiatives of TERI SAS as the management deem fit.

Date. …………....

Place……………..

Student's signature………………………

Name ……………………...................

Registration No.…………………

15 Hostel

16.1 Hostel Facilities at the TERI SAS:

(i)   The Deemed to be University shall provide hostel facility exclusively to women students.

(ii)   Apart from hygienic food the hostel is to provide furnished rooms, recreational facilities, which would include a TV, indoor games, gym etc.

(iii)   The Hostel is to be administered by a warden–in-charge, who shall be appointed from amongst the faculty members of the Deemed to be University on rotation.

(iv)   The hostel shall have its in living supervisor/Asst warden who will supervise day to day activities in the hostel.

(v)   In view of the limited hostel accommodation, grant of admission to a programme of study in the Deemed to be University does not ensure allotment of hostel accommodation and that the accommodation will be offered to the eligible applicants, subject to availability.

(vi)   All selected students who need hostel accommodation will be required to apply in the prescribed application form available with the Registrar's office. The application forms received after the last date will be considered by the Registrar on a case to case basis.

16.2 Procedure for allotting hostel:

(i)   Hostel facility shall be provided to the women students who are not from Delhi & NCR.

(ii)   Performance in the admission process shall be taken into consideration for students from Under Graduate & post-graduate programmes.

(iii)   Vacant seats are to be extended to visiting woman students/interns/faculty at the discretion of the Registrar.

(iv)   Hostel facilities shall be allocated to the students from each stream and the seats are to be reserved per programme. {In case there are fewer applications from any streams, the Registrar's discretion in allocation of resources shall be final}

16.3 Fees:

Hostel Charges shall be as follows: (To be paid at the time of admission to hostel)

Sr. No.	Hostel Room Rent per month (including meals)	INR
(a)	Single Occupancy	24000
(b)	Double Occupancy	20000

Note:- Interest free refundable security – Rs 10000/-
Fees to be paid per semester basis

1. At the time of admission, fees for the entire semester will be collected on date of admission to hostel.
2. Late fee of Rs. 1000/- will be applicable for a period up to 15 days.
3. Applicants not paying the dues by the late fee date will lose their seat and the seat will be allotted to the next applicant in the merit list.
4. Applicants not paying the dues within 15 days from the promulgated dates will be asked to vacate the hostel.

16.4 Discipline:

(i)   Hostel residents are expected to observe the rules and instructions prescribed to them as well as meet all the requirements of social norms that living together demands.

(ii)   If found at any stage that the information provided is incorrect or some material facts have been concealed, the student would be liable to eviction from the hostel.

(iii)   Residents who wilfully violate the hostel rules are liable for any of the following punitive action(s) by the warden in charge of the hostel:

(iv)   Oral reprimand Written reprimand Written warning Fine for damages

(v)   If the violation is repeated or of grave nature then it is to be reported to Registrar / Dean (Academic) by the warden-in-charge for further necessary action.

(vi)   Residents who violate hostel rules may also lose their hostel privileges as per the Deemed to be University Rules and have to vacate their hostel seat.

16.5 Rules for Hostel Residents:

(i)   Medical facilities shall be provided on call at the expense of the resident. A 'First Aid' box shall be available at the hostel.

(ii)   Basic furniture and mattresses shall be provided in the rooms. Residents are required to make their own arrangements for linen, blankets, pillow etc.

(iii)   Consumption of alcohol, smoking and gambling is strictly prohibited within the hostel.

(iv)   No personal guests are allowed to stay in the hostel.

(v)   All residents are required to be back in the hostel everyday by **8:30 pm**.

(vi)   Strict action shall be taken as per Deemed to be University rules against residents who indulge in or encourage ragging of other students/residents.

(vii)   Students would not be allowed to stay in the hostel during vacations however, a cloak room shall be provided for safe keeping of their luggage.

16.6 Mess Timings:

		(Mondays to Saturdays)	(Sundays)
	Breakfast:	0730hrs to 0830hrs	0830hrs to 1000hrs
	Lunch:	1245hrs to 1345hrs	1300hrs to 1400hrs

	Dinner:	2000hrs to 2130hrs	2000hrs to 2200hrs

16.7 Miscellaneous Instructions:

(i)   Residents are;

    a.   not allowed to make any additional extension from the electrical switches. They are required to switch off the electrical switches before leaving the room.

    b.   allowed to use mobile and laptop chargers only. Electrical appliances such as oven, cooking stove, gas cylinder and refrigerator are not allowed for safety reasons. The hostel management has the right to confiscate the appliances and penalize the errant resident.

    c.   not allowed to get involved in any business activity related to food and beverages in their   respective rooms or within the hostel compound.

    d.   not allowed to cook in the hostel rooms. Disciplinary action would be taken against those who are found cooking in hostel rooms.

    e.   not allowed to make noise especially after 10.00pm as it would disturb the privacy of other residents.

    f.   not allowed to change the position of room furniture and facilities.

    g.   not allowed to bring any personal furniture to the hostel.

    h.   prohibited to display any obscene picture / poster in their rooms or within the hostel area.

    i.   not allowed to put nails, dirty the walls or damage the room at any time.

(ii)   Arms and ammunition are strictly prohibited within the Deemed to be University premises.

(iii) Security of residents shall be the responsibility of the Deemed to be University only within the premises.

(iv) Outside the campus premises, the security shall be the responsibility of the residents.

(v)   The cafeteria (Ground Floor) shall be used as the Meeting Room for visits. The visiting hours shall be from 1730hrs to 1830hrs.

(vi) In case of requests for night outs – the resident are required to take prior permission of the Warden-in- charge.

(vii) The respective timings provided in these rules should be strictly adhered to.

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