



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

**MINUTES OF THE THIRTY NINTH MEETING OF THE BOARD OF
MANAGEMENT**

The Thirty-ninth meeting of the Board of Management was held on 14th August, 2021 at 10:30 hours online on Microsoft team platform. The following were present:-

PRESENT:

Members

Professor Eklabya Sharma, Chairperson
Professor Manipadma Datta
Dr V P Singh
Dr Nimmi Singh
Dr Sachin Chaturvedi
Professor George John
Dr Bhim Singh
Professor Arun Kansal
Professor Shaleen Singhal
Professor Ramakrishnan Sitaraman
Mr Kamal Sharma, Secretary

Special Invitees

Dr Vibha Dhawan
Dr Manish Shrivastava
Dr Fawzia Tarannum
Mr Dhanraj Singh
Ms. Pooja Chaudhary

Leave of absence: Professor E Somanathan and Mr RR Rashmi could not join the meeting.

Item No. 1: To confirm the minutes of the Thirty Eighth meeting of the Board of Management held on 29 December 2020.

It was informed that the minutes of the Thirty Eighth meeting of the Board of Management held on 29th December, 2020 were circulated to the members of the Board and no comments had been received on the same.

TS/BM/39.1.1. The Board resolved that the minutes of the 38th meeting of the Board of Management held on 29th December, 2020 be confirmed.

Item No. 2: To consider and approve Policy on Research Promotion

The Registrar requested Prof. Shaleen Singhal, Dean (Research & Relationships) to present the policy.

Prof. Shaleen Singhal informed that the Vice Chancellor has set up a Committee to look into the institution research facilities and come up with a policy for promotion of research at the TERI SAS and an Action Plan for its adoption and

implementation. The Committee has prepared a draft policy on Research Promotion and is presented to the Board as placed in **Enclosure 1**.

Prof. Sachin Chaturvedi lauded the efforts put in preparing the Policy on Research Promotion and said that the Institution Innovation Council and Entrepreneurship Development Cell of the institution should work together. Research accomplishments of students should be highlighted and it would be good to engage the students in more research activities. It would be good to showcase the achievement of the students. Dr Nimmi Singh suggested that it would be good to collaborate with companies from the beginning which would be helpful in filling up the data gaps. Prof. Bhim Singh said it would be a good initiative to set up a separate cell which could collaborate with government agencies for funding. Prof Ramakrishnan suggested allocation of bridge funding in the research policy and a provision for incentive be included in the policy. Prof. Eklabya Sharma welcomed the suggestions of the members and said that showcasing student research activities is important which can enhance TERI SAS' reputation. He requested that the suggestions of the members to be incorporated in the policy.

TS/BM/39.2.1 The Board resolved to approve the Policy on Research Promotion after incorporating the suggestion of the members as placed in **Enclosure 1**.

Item No. 3: To consider and approve the amended rules for the Students Council

The Registrar requested Dr Manish Shrivastava to present the matter to the Board. Dr Manish Shrivastava informed that the rules for the Students Council at TERI School of Advanced Studies were approved in the 35th BoM meeting held on 29th July, 2020 (TS/BM/35.5.1). Based on the comments received during the operationalising of the rules, a Committee was set up to review the rules and the revised rules are presented to the Board as placed in **Enclosure 2**.

TS/BM/39.3.1 The Board resolved to approve the amended rules for the Students Council as placed in **Enclosure 2**.

Item No. 4: To consider and approve IT Policy of TERI SAS

The Registrar requested Dr Fawzia Tarannum to present the IT Policy of TERI SAS. Dr Fawzia Tarannum explained in detail to the Board members the IT Policy of TERI SAS as placed in **Enclosure 3**. With regard to the validity of the students' official email ID for life time, Board members raised their apprehension and suggested suitable security measures should be taken so that it cannot be misused. Members suggested that strong cyber security and monitoring mechanism should be in place and provision of deactivation should be there. Proper handing over and taking over should be in place. Prof. Eklabya Sharma welcomed the views of the members and informed that the suggestions would be incorporated in the revised policy and be sent to the Board members for approval along with the minutes.

Enclosure 2

Rules for TERI School of Advanced Studies Students Council, 2021

1. Short Title and Commencement

This Rules shall be called as the Rules for the TERI School of Advanced Studies Students Council, 2021 and shall come into effect from the academic year 2021-22.

2. Definitions

- a) TERI SAS means TERI School of Advanced Studies having its campus at 10, Institutional Area, Vasant Kunj, New Delhi -70
- b) TSSC means the elected Students Council of TERI SAS for a tenure of one academic year to function without any direct or indirect political party/ideology affiliation or influence whatsoever.
- c) Academic Year means the academic year commences and ends as per the academic calendar of TERI SAS.
- d) Programme means all regular fulltime academic degree programmes approved and offered by TERI SAS in the academic year.
- e) Patron means the Vice Chancellor of TERI SAS.
- f) Programme Representatives means the directly elected student representatives of each programme in an academic year without any direct or indirect political party/ideology affiliation or influence whatsoever. All Programme Representatives will be members of the Executive Committee.
- g) Teacher means all regular teachers, part-time/ contractual lecturer and other persons engaged by TERI SAS for imparting teaching.
- h) Student means duly enrolled regular student of any of the Programmes with minimum one year duration and do not include a student of distance education programmes/courses or certificate courses offered by TERI SAS.
- i) Chief Electoral Officer and Electoral Officer: The Patron shall designate a teacher as Chief Electoral Officer and an admin member equal to or above the rank of Assistant Registrar as an Electoral Officer at least seven days before the electoral process. The Chief Electoral Officer and Electoral Officer shall facilitate/supervise the processes of election.

3. Name of the Council

The Council shall be called 'The TERI SAS Students Council' hereinafter referred to as TSSC.

4. Office

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

5. Aims and Objectives

- a) To promote spirit of oneness and to nurture academic, scientific and sustainable outlook amongst the students of TERI SAS
- b) To foster harmonious relationship based on mutual respect amongst the students and other teaching and non-teaching staff of TERI SAS
- c) To encourage and assist social, cultural, linguistic and intellectual development of the students of TERI SAS and enable their participation in society towards the fulfilment of the vision of TERI SAS.

6. Activities

Towards achieving the aims and objectives, TSSC may organize events/activities with prior permission of the Registrar. The activities may include:

- a) Debates, lectures, discussions, study circles, essay competitions etc.
- b) Cultural performance and contests.
- c) Sports activities and competitions.
- d) Film clubs, painting exhibitions, photography clubs etc.
- e) Trips and tours to places of academic importance
- f) Social service and relief activities
- g) The Executive Committee will nominate representatives to various committees of TERI SAS as and when needed. These representatives could be from the members themselves or any student from the programmes they represent.

7. Membership

All students shall be members of TSSC.

8. Funds

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

9. Bank Account

The Executive Committee shall open one bank account and the same shall be jointly operated by the President, the Secretary and the Treasurer. A cheque issued on behalf of TSSC shall be signed by any two of the authorised signatories above. The outgoing Executive Committee will be responsible for updating the particulars related to change in operating of the bank account are made within two weeks of the final notification of the election of the executive committee. Failing to do so will be liable for penalties for financial irregularities as per the TERI SAS rules.

10. Mentor to TSSC

The Faculty coordinator of the Student Engagement, Sports, and Club Committee shall be the ex-officio mentor to TSSC Mentor to ensure that TSSC functions in accordance with the Rule and also to advise the students in achieving the objectives TSSC.

11. Executive Committee:

The Executive Committee of TSSC shall include:

- a) **President:** A student elected by the electoral college as the President of TSSC for a tenure of one academic year. The President will function in accordance with this Rule for achieving the objectives. The President shall represent TSSC, preside the meetings of the Executive Committee and conduct the meetings in an orderly and peaceful manner.
- b) **Secretary:** A student elected by the electoral college as the Secretary of TSSC for a tenure of one academic year. The Secretary of TSSC will act in consultation with the President. In the absence of the President, the Secretary will discharge the functions of the President in addition to his duties. The Secretary shall prepare the minutes of all the meetings of the Executive Committee and keep the records of these meetings properly and in safe custody. The Secretary will also carry on all correspondence on behalf of TSSC and will keep and maintain all records. The Secretary, in consultation with the Executive Committee, will prepare a report of activities, along with documentary evidence, at the end of the tenure and submit the same to the Registrar's office and a copy to the new Executive Committee at the time of handing over of charge, as well as to the Convenor of the Student Engagement, Sports, and Club Committee.
- c) **Treasurer:** A student elected by the electoral college as the Treasurer of TSSC for a tenure of one academic year. The treasurer shall manage the finance of TSSC, keep the records of the finances in the prescribed accounting format. The Treasurer will submit at the end of the tenure the records of finance in prescribed format to the Finance Officer, TERI SAS and a copy of the same to the new Executive Committee, as well as to the Convenor of the Student Engagement, Sports, and Club Committee at the time of handing over the charge. The financial records, after approval by the Finance Officer, TERI SAS shall be uploaded on the TSSC page on the TERI SAS website. Any financial misconduct will be subject to penalties as per the rules of the TERI SAS.
- d) **Secretary, Eco club:** A student elected by the Executive Committee as the Secretary, Eco-Club for a tenure of one academic year
- e) **Secretary, Media & Arts Club:** A student elected by the Executive Committee as the Secretary of Media & Arts Club for a tenure of one academic year
- f) **Secretary, Sports Club:** A student elected by the Executive Committee as the Secretary of Sports Club for a tenure of one academic year
- g) **All Programme Representatives** as defined in clause 2(f) of this Rule.

12. Meetings of Executive Committee

The Executive Committee shall meet at least once a semester and plan the activities of TSSC. A notice of at least three days shall be given for meetings of the Committee by the Secretary on the authorization of the President. Fifty percent shall be the quorum for the Executive meeting. Two elected hostel representatives, one from the masters programme and one from the Ph.D. programme shall be the permanent non-voting invitees to the executive committee. The election for these hostel representatives shall be conducted

along with the election of the Executive Committee. Their presence will not be considered for the quorum requirement.

13. Number of Elected Representatives

Programme Representatives, constituting the Executive Committee, shall be directly elected in each of the eligible Programmes by students enrolled in a specific Academic Year. There would be one elected representative for every masters batch of the students enrolled in a programme in the academic year. Accordingly, a two year programme would have 2 representatives while a one year programme would have 1. For PhD programme, two Programme Representatives shall be elected for a one-year term.

14. Code of Conduct for election

- a) During the period of the elections no person, who is not a student on the rolls of TERI SAS, shall be permitted to take part (either directly or indirectly) in the election process in any capacity.
- b) Campaigns and processes will be apolitical, and any reference/affiliation of political party/ideology is strictly prohibited.
- c) There shall be no appeal/reference to religious, caste, communal or any other divisive feelings for securing votes and no candidate shall indulge in, nor shall abet, any activity of this nature.
- d) Criticism of other candidates, when made, shall be confined to their policies and programs, past record and work. Candidates shall refrain from criticism of all aspects of private life and criticism of other candidates, or their supporters based on unverified allegations or distortion is prohibited.
- e) All candidates shall be prohibited from indulging or abetting all activities which are considered to be ‘corrupt practices’ such as bribing of voters, intimidation of voters, impersonation of voters etc.
- f) No candidate shall be permitted to make use of printed posters, printed pamphlets, or any other printed material for the purpose of canvassing.
- g) No candidate shall be permitted to carry out processions, or public meetings, or in any way canvass or distribute propaganda outside the TERI SAS campus.
- h) No candidate shall, nor shall their supporters, deface or cause any destruction to any property of TERI SAS, for any purpose whatsoever. All candidates shall be held jointly and severally liable for any destruction / defacing of any TERI SAS property.
- i) During the election period the candidates may campaign through interactions with voters verbally or through email or other messaging services only. No campaigning activity should not in any manner disturb the classes and other academic and co-curricular activities of TERI SAS.
- j) The use of loudspeakers, vehicles and animals for the purpose of canvassing is prohibited.
- k) On the day of polling, student organizations and candidates shall co-operate with the officers on election duty to ensure peaceful and orderly polling and complete freedom to the voters to exercise their franchise without being subjected to any annoyance or obstruction;
- l) Distribution of any eatables/drinks is prohibited as part of the campaign or as a reward for casting votes in one favour.
- m) The Chief Electoral Officer and Electoral Officer shall supervise the strict obedience

to the code of Conduct. Any contravention of any of the above recommendations may make the candidate liable to be stripped of their candidature, or their elected post, as the case may be. TERI SAS may also take appropriate disciplinary action against such a violator.

15. Eligibility Criteria for Candidates

- a) For Post-Graduate students the maximum age limit to contest an election would be 25 years.
- b) For PhD Students the maximum age limit to contest an election would be 30 years.
- c) The candidate should have attained the minimum 75 percentage of attendance as prescribed by TERI SAS.
- d) The candidate shall not have any criminal record and should not have been tried and/or convicted for any criminal offence or misdemeanour. The candidate shall also not have been subject to any disciplinary action by the TERI SAS authorities.
- e) The candidate must be a regular, full time student of TERI SAS.
- f) No final year student enrolled in the Ph.D. can contest the election to the Executive Committee.
- g) No terminal year student shall be allowed to put forth his/her candidature for the posts of President, Secretary, Treasurer and Convenors of different clubs.

16. Administration of Election

- a) Election of Programme Representatives shall conducted on the 30th day from the beginning of the academic year (if it is a holiday on the next working day) through a secret ballot and shall be counted immediately after the election by the Programme Coordinator in the presence of another regular faculty member and the candidates.
- b) Election of the President, Secretary, Treasurer, and Club Convenors shall be through a secret ballot among the elected Programme Representatives, within a week of the election of the Programme Representatives. The CEO will notify the schedule of election allowing at least one day between expression of candidature and election. Votes will be counted by the CEO in presence of EO, two faculty members, and the elected Programme Representatives immediately after the ballot.
- c) Election of the Executive Council shall be notified 30 days prior to the date of election.
- d) Last date of submission of nomination to the Executive Council shall be twentieth day of the notification (if it is a holiday on the next working day).
- e) Last date for withdrawal of notification shall be twenty third day from the date of notification (if it is a holiday on the next working day).

17. Grievance Redressal

Any grievance arising from and/or of the election process shall be first brought before the Chief Electoral Officer who shall endeavor to dispose off the said complaint within 48 hours of its' receipt. An appeal from the order of the Chief Electoral Officer shall lie before the Patron. Such appeal must be filed within 48 hours of the order of the Chief Electoral Officer. Patron shall endeavor to dispose off the appeal within 48 hours of its receipt. The principles of natural justice shall be followed in the process of hearing and decision processes. The competent authority can cancel the candidature of a student who violates the election norms. The decision of the Patron shall be final and binding.

18. Election -Related Expenditure and Financial Accountability

The maximum permitted expenditure per candidate shall be Rs. 2000/-. Each candidate shall, within two weeks of the declaration of the result, submit complete accounts to the EO. TERI SAS shall publish such accounts, within 2 days of the submission of such accounts, through a suitable medium so that any member of the student body may freely examine the same. Any objections must be raised within 48 hrs of publication as per the grievance rules. The election of the candidate will be nullified in the event of any non-compliance or in the event of any excessive expenditure. With the view to prevent the inflow of funds from political parties into the student election process, the candidates are specially barred from utilizing funds from any other sources than voluntary contributions from the student body.

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

19. Transparency

All public notification related to TSSC election and activities shall be published on the TSSC page of the TERI SAS website. The CEO will be the issuing authority during the election process. After the final declaration of results, the President will be the issuing authority.

20. Amendment of the Rule

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

21. Interpretation of this Rule

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

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