

TECNIA INSTITUTE OF ADVANCED STUDIES

3 PSP, Institutional Area, Madhuban Chowk, Rohini, New Delhi-110085

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Additional Information

Organizational Structure:

Governing body of the institute: Board of Governors: i.e. is the highest body where all policy decisions are taken. Members of Board of Governors are appointed in accordance with the guidelines provided by the Technical Education Department of the State & AICTE, Advisors/Consultants: They are the Senior administrators who interact with all the academic & administrative bodies on regular basis.

Director: He is the head of all the administrative activities and the Member Secretary of the Board of Governors.

IQAC: Institute Quality Assurance Cell provides the benchmark standards for quality mandate require to be adhered in consultation with the Director to propagate all the statutory norms in its letter and spirit.

Dean (Academics): He is the academic head of the Institute, All the main academic decisions related to the institute are taken by the respective HoDs of all the programs MBA, BBA, BCA & BA (JMC) in consultations with the Dean (Academics) and inform Director through IQAC about the progress from time to time.

Chief Admin Officer/ Admin Officer: CAO/ AO of the institute deals with the implementation of the policies of the institute and its regulating bodies i.e. water, electricity, sewage etc.

Librarian: To provide all administrative and Management work pertaining to Library.

ITC Head: To provide all administrative and Management work pertaining to Laboratory and Lab, Website, ERP, Portal, Software, E-Resources etc.

Head of Department: HODs coordinate all the academic and administrative activities in their respective departments. HODs constitute departmental committees to carry out departmental activities smoothly. HOD is responsible for preparing departmental calendar, budget, new requirement etc and to coordinate with institutional administrative body. HOD may sign tie-ups with industries as well as academic institute after getting approval from high authority.

Various Statutory and other Committees & Board: are in place to execute the mandate provided in the Statute and specified objects: The list of such committees is as follows:-

1. Anti-Ragging Committee
2. Grievance Redressal Committee
3. SC/ST Committee
4. Internal Complaint Committee
5. Canteen Committee
6. Discipline Committee
7. Alumni Committee
8. Library Committee
9. Research Journal Editorial Board
10. Examination Committee

University Events: Institute participation in various GGSIPU events i.e.

1. University Sports Meet 2. Anugoonj- University Fest

Student's Services: 1. Financial Assistance – Scholarships (Govt./ Mgt.) 2. Educational Tour 3. Siring Clubs 4. First Aid & Medical Centre 5. Student's Committee 6. Bus/ Railway Pass 7. Fresher/ Farewell Party 8. Counselling

COUNCIL & CELLS: Institute has various Cells and Council. Council i.e. Institute Innovation Council and Cells i.e. 1. Internal Quality Assessment Cell 2. Training & Placement Cell (Internship, Placements, Alumni) 3. Entrepreneurship Development Cell 4. Unnat Bharat Abhiyan Cell 5. Social Media Cell 6. Student Induction Programme Cell 7. Pre-Incubator Cell as per AICTE Norms to propel on specified objects for the smooth and efficient management

The following clubs are active in the institute for different extension and outreach activities.

NUES CLUBS: 1. NSS-RRC 2. NCC 3. NSO

NODAL CLUBS: ECO Club 2. Fit India Youth Club 3. EBSB Club 4. Happiness Club 5. Electoral Literacy Club 6. Gender Champion Club

SIRING CLUBS: 1. Literacy Club 2. Dramatic Club 3. Photography Club 4. Dance & Music Club

The Institute establishes the Centres of Excellence in the following areas/ fields like Universal Human Values Development Centre (Fostering Cell - Student Activity Cell), Professional Training & Development Centre, Centre of Excellence in Communications, Centre of Excellence A.I. & Robotics & Centre of Excellence in Media Practices

Policies: - Admission policy: The institute strictly follows the policy of affiliating university and state government for admission in different UG/PG programmes.

Recruitment: The institute appoints faculty/staff members as per the guidelines of UGC/ AICTE, and GGSIP University (affiliating university) and follows the same as well for promotion/ career advancement for the faculty and staff members.

Campus Placement Policy: Institute has constituted training & placement cell to look after the placement of students. A detailed & defined policy regarding campus placement is framed to prepare students well in advance so that students get selected by the companies that they dream of.

Policy regarding higher education of faculty members The institute has a policy to encourage and sponsor faculty members to various centers of higher learning under the quality improvement programme (QIP) sponsored by AICTE and also through Distance Education mode (IGNOU etc).

The Institute extends financial support to faculty members to buy laptops etc. for their personal use; also provided with financial assistance/ paid leave for attending conferences/workshops, undergoing MooC's courses, publishing patents and taking membership of professional bodies. In addition Institute also provides for Best Faculty Award, Free ship/ Fee Subsidy to students, Scholarship, Financial Assistance for Travel, Leaves Rules, Procedure for availing Casual Leaves/ Short Leaves, Career Advancement etc. Organogram is provided for reporting framework of the Institute. The Organogram of the Institute for the session 2021-22 is as under:-

TECNIA INSTITUTE OF ADVANCED STUDIES



ORGANOGRAM

Governing Body of the Institute

Internal Quality Assurance Cell
(Dr.Ashutosh Bajpai) --- Director (Dr.Ajay Kumar)

Dean (Dr.M.N. Jha)

Admin

Chief Admin Officer
Admin Officer (Mr. Vikram)
Statutory Cell
Accountant (Mr.R. Mishra)
HR-Executive (Ms.Monika)
Care Taker (Mr.Rajesh)
Receptionist (Ms.Rakha)

Library

Librarian (Ms.Shikha)
Asst. Librarian (Mr.Kapil)

ITC Dept.

Computer Center/Labs

ITC- Head (Mr.Deepak)
Website Dev. (Mr.Anshul)
ERP (Mr.Deepak)
Media Lab (Mr.Amit)
Lab Asst. (Mr.Ranish)

In/C

Admissions (Ms.Isha/Mr. Mayank)

Social Media Cell (Dr.Monika/D...)

Facebook, Insta.

Pinterest, Youtube

Tecnia TV

Academics Coordinator

Dept. of Mgt. Sciences

HoD - MBA HoD - BBA

Class In/C

Sr./Jr.Faculty

NUES- NSS,NCC,NSO

Dept. of ICT

HoD - BCA

Class In/C

Sr./Jr.Faculty

Info., Comm. & Technology

Dept. of J&MC

HoD - BA(JMC)

Class In/C

Sr./Jr.Faculty

Journalism & Mass Comm.

Academic Events

Conferences

Seminars

Workshops

Std's Dev. Prog.

Skill Dev. Prog.

Convocation

Value Added Courses (Dr.Ashutosh Bajpai)

MBA BBA BCA BA(JMC)

Sr./Jr.Faculty

Examination Cell

Dean-Research & Innovation (Dr.Gaurav Shina)

Institution's Innovation Council-EDC

Research & Innovation Development Cell-YUKTI

Intellectual Property Rights Cell- KAPILA

Entrepreneurship Development Cell-Incubator

Head- Placements & Alumni (Dr.Nivedita)

Training and Placement Cell

Faculty Program Coordinator

TIAS Alumni's - Our Prides

Institution Industry Cell

Center of Excellence

UHV Development Centre

Professional Training & Dev. Centre

Center of Excellence Communications

Center of Excellence A.I. & Robotics

Center of Excellence Media Practices

Universal Human Values Cell

Prof. In/C/ Nodal Officer

Outreach-Ext.-Events (Dr.Ruchi)

Unnat Bharat Abhiyan Cell (Dr.Rajneesh)

NUES CLUBS

NSS-RRC (Ms.Vaishali)

NCC (Dr.Suhail)

NSO (Dr.Ruchi)

NODAL CLUBS

ECO Club (Dr.Sania)

FIT India Youth Club (Dr.Ruchi)

EBSE Club (Dr.Saumya)

Happiness Club (Dr.Neha)

Electoral Literacy Club (Ms.Priyanka)

Gender Champion Club (Dr.Karishma)

SIRING CLUBS

Literary Club (Ms. Megha)

Dramatic Club (Dr. Shaheen)

Photography Club (Ms. Jyoti)

Dance & Music Club (Dr. Jagriti)

Student's Welfare (Ms.Megha Sharma)

Statutory Committee

Anti Ragging

Grievance Redressal (Dr.Deepak)

SC-ST (Dr.Sandeep)

Internal Complaint

University Events

Univ. Sports Meet

Anugoonj- Unvi. Fest

Student's Services

Financial Assistance

Educational Tour

Siring Clubs

First Aid & Medical

Student's Committee

Bus/Rly. Pass

Fresher Party

Counseling

Canteen Committee

Student Development Cell