

# TECNIA INSTITUTE OF ADVANCED STUDIES

Voucher No. ....

Dated...06/7/2024

| DEBIT            |           | AMOUNT |    |
|------------------|-----------|--------|----|
|                  |           | Rs.    | P. |
| Dr. Pooja Sharma |           | 2000   | /  |
|                  |           |        |    |
|                  |           |        |    |
|                  |           |        |    |
|                  |           |        |    |
|                  |           |        |    |
|                  | TOTAL Rs. | 2000   | /  |
| CREDIT           |           |        |    |
| Cash             |           | 2000   | /  |
|                  |           |        |    |
|                  |           |        |    |
|                  |           |        |    |
|                  |           |        |    |
| Rupees           | TOTAL Rs. | 2000   | /  |

**AUTHORISED SIGNATORY**

**Teoria Institute of Advanced Studies**  
(Affiliated to GGSIP University Delhi)  
Noida, Uttar Pradesh, India

**CHIEF ACCOUNTANT**

## ACCOUNTS

RECEIVED with thanks from TECNIA INSTITUTE OF ADVANCED STUDIES  
the sum of Rupees. Two Thousand Only  
by Cash/Cheque/DD No. .... Dt. 21/7/24  
on account of. ....

Rs.

**Signature**





# TECNIA INSTITUTE OF ADVANCED STUDIES

INSTITUTIONAL AREA, MADHUBAN CHOWK, ROHINI, DELHI- 110085



TIAS AC/F/35

Application To Participate In Conference / Workshop / Seminar/Refresher Course/

Orientation Programmes/FDP

Department DMS Name Pooja Sharma Designation Asso Prof.  
 Event Title Paper Presented on Factors Influencing The Consumer Awareness  
 Date of Application 21/6/24 Date of Event 28-29 June Venue Chandigarh

Invited as (Please tick): Key-note speaker/Speaker in Plenary Session/ Contributor of paper/Chairperson / under International Collaboration Exchange Programmes/Resource person in Talks/Invited Lectures/ Delegate

Submission of soft copy of the full text of document/ paper: Yes/No/NR

Registration Fee+ TA in INR (upto max. Rs. 2000/Faculty) 2000/-

  
 (Signature of Applicant)  
 Instructions/Directions

  
 Recommended for sanction  
 HoD

  
 Approval  
 Director  
 Tecnia Institute of Advanced Studies  
 (Affiliated to GGS Indraprastha University Delhi)  
 Madhuban Chowk, Rohini, Delhi-85

- ❖ Faculty after attending the programme should provide a participation certificate and submit the bills within one week of return.
- ❖ In case of attending of International Conference/ Refresher Course/ Orientation Programme by the applicant, he/she shall have to give an indemnity bond to serve this institution at least 4 years on return and in the event of default he/she shall have to reimburse the expenses.
- ❖ In case of local Conference/ Seminar/ Workshop/ Refresher Course/ Orientation Programme only registration fee will be paid and duty leave granted.





**CHANDIGARH  
UNIVERSITY**

Discover. Learn. Empower.

**NAAC  
GRADE A+**  
ACCREDITED UNIVERSITY



GLOBAL RANK #691-700

**2nd International Conference on  
Emerging Technologies and Sustainable Business Practices (ICETSBP-24)**

# Certificate of Paper Presentation

This is to Certify that

Dr./Mr./Ms. POOJA SHARMA

of TECNIA INSTITUTE OF ADVANCED STUDIES

has presented a paper titled FACTORS INFLUENCING THE CONSUMER AWARENESS LEVEL in the  
IN PRESENT ERA  
**2nd International Conference on Emerging Technologies and Sustainable Business Practices (ICETSBP-24)**  
held on 28th and 29th June, 2024

organized by Department of Commerce, University School of Business, Chandigarh University.



**Dr. Nitin Pathak**  
HOD - Commerce  
Convener -ICETSBP-24





**Prof. (Dr.) Nilesh Arora**  
Director, University School of Business  
Conference Chair



# TECNIA INSTITUTE OF ADVANCED STUDIES

Voucher No. ....

Dated. 30/9/2024

DEBIT

Rs. AMOUNT P.

Dr. Pushpa Rani

2000/-

TOTAL Rs.

2000/-

CREDIT

Cash

2000/-

Rupees

TOTAL Rs.

2000/-

AUTHORISED SIGNATORY

Director  
Tecnica Institute of Advanced Studies  
(Affiliated to GGSIP University Delhi-85)  
Madhuban Chowk, Rohini, Delhi-85

CHIEF ACCOUNTANT

ACCOUNTS

RECEIVED with thanks from TECNIA INSTITUTE OF ADVANCED STUDIES  
the sum of Rupees. Two thousand only.

by Cash/Cheque/DD No. ....

Dr. 2/10/24

on account of. ....

Rs. 2000/-

Signature

[Signature]



## Application To Participate In Conference / Workshop / Seminar/Refresher Course/

### Orientation Programmes/EDP

Department DMS Name Pushpa Rani Designation Asst Prof.  
 Event Title IEEE Int. Conf. on Distributed System Comp. Network and  
Cloud Computing ICDSCN 2024  
 Date of Application 27/8/24 Date of Event 20-21 Sep 24 Venue Bangalore  
 Invited as (Please tick): Key-note speaker/Speaker in Plenary Session/ Contributor of  
 paper/Chairperson / under International Collaboration Exchange Programmes/Resource person in  
 Talks/Invited Lectures/ Delegate  
 Submission of soft copy of the full text of document/ paper: Yes/No/NR  
 Registration Fee+ TA in INR (upto max. Rs. 2000/Faculty) 2000/-

Pushpa  
 (Signature of Applicant)

[Signature]  
 Recommended for sanction  
 HoD

[Signature]  
 Approval  
 Director  
 Tecnica Institute of Advanced Studies  
 (Affiliated to GGSIP University Delhi)  
 Madhuban Chowk, Rohini, Delhi-85

### Instructions/Directions

- ❖ Faculty after attending the programme should provide a participation certificate and submit the bills within one week of return.
- ❖ In case of attending of International Conference/ Refresher Course/ Orientation Programme by the applicant, he/she shall have to give an indemnity bond to serve this Institution at least 4 years on return and in the event of default he/she shall have to reimburse the expenses.
- ❖ In case of local Conference/ Seminar/ Workshop/ Refresher Course/ Orientation Programme only registration fee will be paid and duty leave granted.





INSTITUTION'S  
INNOVATION  
COUNCIL

MoE's  
INNOVATION CELL  
(GOVERNMENT OF INDIA)

IEEE  
BANGALORE SECTION

IEEE

# SRI KRISHNA INSTITUTE OF TECHNOLOGY

(Affiliated to VTU, Belagavi and Accredited by NAAC)

No.57, Hesaraghatta Main Road, Chimney Hills, Chikkabanavara Post, Bengaluru - 560090

## Certificate of Appreciation

This is to certify that Dr./Prof./Mr./Ms

**Pushpa Rani**

has **PRESENTED** Paper entitled

Enhancing Intellectual Property Rights(IPR) Transparency with Blockchain and Dual Graph Neural Networks  
for IEEE International Conference on Distributed Systems, Computer Networks and  
Cybersecurity ICDSCNC 2024 organized by Sri Krishna Institute of Technology, Bangalore  
on 20<sup>th</sup>-21<sup>st</sup> September 2024.

*Hemalatha*

**Dr. HEMALATHA K.L**

Technical Program Chair - ICDSCNC 2024,  
Dean-Student Welfare, SKIT, Bangalore, India

*Pushpa*

**Dr. MAHESHA K**

General Chair - ICDSCNC 2024  
Principal, SKIT, Bangalore, India

**TECNIA INSTITUTE OF ADVANCED STUDIES**

**Voucher No.** .....

Dated..06/7/2024

| DEBIT          |  | Rs.    | AMOUNT | P. |
|----------------|--|--------|--------|----|
| Dr. Pushpa Ram |  | 2000/- |        |    |
|                |  |        |        |    |
|                |  |        |        |    |
|                |  |        |        |    |
|                |  |        |        |    |
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| TOTAL Rs.      |  | 2000/- |        |    |
| CREDIT         |  | Rs.    | AMOUNT | P. |
| Cash           |  | 2000/- |        |    |
|                |  |        |        |    |
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|                |  |        |        |    |
|                |  |        |        |    |
| Rupees         |  | 2000/- |        |    |
| TOTAL Rs.      |  | 2000/- |        |    |

**AUTHORISED SIGNATORY**

Director  
Technic Institute of Advanced Studies  
IGNORATORY GGSIP University Delhi  
Madhuban Chowk, Rohini, Delhi-110085

CHIEF ACCOUNTANT  
ACCOUNTS

**RS.**

**Signature**

RECEIVED with thanks from TECNIA INSTITUTE OF ADVANCED STUDIES  
the sum of Rupees Rs 100000 only -  
by Cash/Cheque/DD No. .... Dt. 28/3/24  
on account of. ....

Dt. 27/8/24





# TECNIA INSTITUTE OF ADVANCED STUDIES

INSTITUTIONAL AREA, MADHUBAN CHOWK, ROHINI, DELHI- 110085



400/1993/2008

TIAS AC/F/35

## Application To Participate In Conference / Workshop / Seminar/Refresher Course/

### Orientation Programmes/FDP

Department DMS Name Pushpa Rani Designation Asst. Prof.  
 Event Title Paper Presented on Understanding CSR Investment for Sustainable Development a Five Year Review in India  
 Date of Application 21/6/24 Date of Event 28-29 June 24 Venue Chandigarh  
 Invited as (Please tick): ☒ Key-note speaker/Speaker in Plenary Session/ Contributor of paper/Chairperson / under International Collaboration Exchange Programmes/Resource person in Talks/Invited Lectures/ Delegate  
 Submission of soft copy of the full text of document/ paper: Yes/No/NR  
 Registration Fee+ TA in INR (upto max. Rs. 2000/Faculty) 2000/-

Pushpa  
 (Signature of Applicant)

Puri  
 Recommended for sanction  
 HoD

[Signature]  
 Approval  
 Director  
 Director

### Instructions/Directions

- ❖ Faculty after attending the programme should provide a participation certificate and submit the bills within one week of return.
- ❖ In case of attending of International Conference/ Refresher Course/ Orientation Programme by the applicant, he/she shall have to give an indemnity bond to serve this institution at least 4 years on return and in the event of default he/she shall have to reimburse the expenses.
- ❖ In case of local Conference/ Seminar/ Workshop/ Refresher Course/ Orientation Programme only registration fee will be paid and duty leave granted.

TECNIA Institute of Advanced Studies  
 (Affiliated to GGSIP University Delhi)  
 Madhuban Chowk, Rohini, Delhi-85





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Discover. Learn. Empower.

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GRADE A+**  
ACCREDITED UNIVERSITY



**2nd International Conference on  
Emerging Technologies and Sustainable Business Practices (ICETSBP-24)**

# Certificate of Paper Presentation

This is to Certify that

Dr./Mr./Ms. PUSHPA RANI

of TECNIA INSTITUTE OF ADVANCED STUDIES  
has presented a paper titled UNDERSTANDING CSR INVESTMENT FOR SUSTAINABLE DEVELOPMENT  
A FIVE YEAR REVIEW IN INDIA in the

**2nd International Conference on Emerging Technologies and Sustainable Business Practices (ICETSBP-24)**  
held on 28th and 29th June, 2024

organized by Department of Commerce, University School of Business, Chandigarh University.

**Dr Nitin Pathak**  
HOD - Commerce  
Convener - ICETSBP-24



**Prof. (Dr.) Nitesh Arora**  
Director, University School of Business  
Conference Chair



# TECNIA INSTITUTE OF ADVANCED STUDIES

**Voucher No.** .....

Dated. 20/01/2025

| DEBIT           |  | Rs.    | AMOUNT | P. |
|-----------------|--|--------|--------|----|
| Dr. Rubena Bano |  | 2000/- |        |    |
|                 |  |        |        |    |
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|                 |  |        |        |    |
| TOTAL Rs.       |  | 2000/- |        |    |
| CREDIT          |  | Rs.    | AMOUNT | P. |
| Cash.           |  | 2000/- |        |    |
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|                 |  |        |        |    |
| Rupees          |  | 2000/- |        |    |
| TOTAL Rs.       |  | 2000/- |        |    |

**AUTHORISED SIGNATORY** Institute of Advanced Studies  
(Affiliated to OGSIP University Delhi)  
Madhuban Chowk, Rohini, Delhi-85

CHIEF ACCOUNTANT

RECEIVED with thanks from TECNIA INSTITUTE OF ADVANCED STUDIES  
the sum of Rupees TWO thousand only:-  
by ☒ Cash/☐ Cheque/DD No. .... Di. 30/1/24  
on account of: .....

**RS:**

**Signature**

Indrag





# TECNIA INSTITUTE OF ADVANCED STUDIES

INSTITUTIONAL AREA, MADHUBAN CHOWK, ROHINI, DELHI- 110085

TIAS AC/F/35

## Application To Participate In Conference / Workshop / Seminar/Refresher Course/

### Orientation Programmes/FDP

Department DMS Name Rubina Bano Designation Asso Prof.  
Event Title Int. Conf. on Corporate Activism: A Catalyst for Sust. Dev.  
Date of Application 01/01/25 Date of Event 10-01-2025 Venue Delhi Institute of Ad. Stud.

Invited as (Please tick): Key-note speaker/Speaker in Plenary Session/ Contributor of paper/Chairperson / under International Collaboration Exchange Programmes/Resource person in Talks/Invited Lectures/ Delegate

Submission of soft copy of the full text of document/ paper: Yes/No/NR

Registration Fee+ TA in INR (upto max. Rs. 2000/Faculty) 2000/-

(Signature of Applicant)

### Instructions/Directions

- ❖ Faculty after attending the programme should provide a participation certificate and submit the bills within one week of return.
- ❖ In case of attending of International Conference/ Refresher Course/ Orientation Programme by the applicant, he/she shall have to give an indemnity bond to serve this institution at least 4 years on return and in the event of default he/she shall have to reimburse the expenses.
- ❖ In case of local Conference/ Seminar/ Workshop/ Refresher Course/ Orientation Programme only registration fee will be paid and duty leave granted.

Recommended for sanction  
HoD

Approval  
Director

Tecnia Institute of Advanced Studies  
(Affiliated to GGSIP University Delhi)  
Institutional Area, Madhuban Chowk, Rohini, Delhi-85





# DELHI INSTITUTE OF ADVANCED STUDIES

25 years

Plot No. 6 Sector 25, Rohini Delhi - 110085

Re-Accredited with 'A' Grade by NAAC

(Approved by AICTE and Affiliated with GGSIP University For B.Com (H), BBA, MBA, & MBA (FM) Programmes)

## Certificate of Appreciation

This is to certify that Prof. Dr. Mr. Ms. Rubena Bano, Associate professor  
of Technia Institute of Advanced Studies has presented a Paper / In Absentia  
titled Effective Talent Acquisition & Retention Strategies in the  
IT/ITES Industry,  
in International Conference on "Corporate Activism: A Catalyst for Sustainable  
Development" organized by the Institute on 10<sup>th</sup> January 2025.

The Institute places on record its appreciation for his/her contribution.

*Munishi*

CONFERENCE CO-CONVENER

*Pastor*

IQAC COORDINATOR

*Neten*

DIRECTOR

*Rubena*



**TECNIA INSTITUTE OF ADVANCED STUDIES**

Voucher No. ....

Dated. 28/2/2025

| DEBIT           |           | Rs.    | AMOUNT | P. |
|-----------------|-----------|--------|--------|----|
| Dr. Rubena Bano |           | 1000/- |        |    |
|                 |           |        |        |    |
|                 |           |        |        |    |
|                 |           |        |        |    |
|                 |           |        |        |    |
| TOTAL Rs.       |           | 1000/- |        |    |
| CREDIT          |           |        |        |    |
| Cash            |           | 1000/- |        |    |
|                 |           |        |        |    |
|                 |           |        |        |    |
|                 |           |        |        |    |
|                 |           |        |        |    |
| Rupees          | TOTAL Rs. | 1000/- |        |    |

**AUTHORISED SIGNATORY**

Director: **CHIEF**  
Faculty Institute of Advanced Studies  
(Affiliated to GGSIP University Delhi)  
Madhuban Chowk, Rohini, Delhi-85

**CHIEF ACCOUNTANT**

## ACCOUNTS

RECEIVED with thanks from TECNIA INSTITUTE OF ADVANCED STUDIES  
the sum of Rupees. *One thousand only.*  
by Cash/Cheque/DD No. .... Dt. *21/5/25*  
on account of. ....

RS. 1000/-

**Signature**

*In closing*



# TECNIA INSTITUTE OF ADVANCED STUDIES

INSTITUTIONAL AREA, MADHUBAN CHOWK, ROHINI, DELHI- 110085

TIAS AC/F/35

Application To Participate In Conference / Workshop / Seminar/Refresher Course/

Orientation Programmes/FDP

Department DMS Name Rubeena Bano Designation Asst Prof.  
Event Title Paper Title Investigating the Impact of Mem-Tech up IT Corp.  
Date of Application 29/12/25 Date of Event 05/01/2025 Venue Delhi, Kalkaji

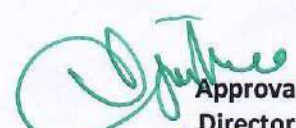
Invited as (Please tick): Key-note speaker/Speaker in Plenary Session/ Contributor of paper/Chairperson / under International Collaboration Exchange Programmes/Resource person in Talks/Invited Lectures/ Delegate

Submission of soft copy of the full text of document/ paper: Yes/No/NR

Registration Fee+ TA in INR (upto max. Rs. 1000/Faculty) 1000/-

  
(Signature of Applicant)

  
Recommended for sanction  
HoD

  
Approval  
Director  
Tecnica Institute of Advanced Studies  
(Affiliated to GGS Indraprastha University Delhi)  
Madhuban Chowk, Rohini, Delhi-85

## Instructions/Directions

- ❖ Faculty after attending the programme should provide a participation certificate and submit the bills within one week of return.
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**Jagannath International Management School**  
(Affiliated to Guru Gobind Singh Indraprastha University)  
(Accredited by National Assessment and Accreditation Council)

## NATIONAL CONFERENCE

on

### AI FOR CREATIVITY AND INNOVATION: SHAPING ECONOMIC DEVELOPMENT

## CERTIFICATE

This is to certify that Ms./Mr./Dr. Rubina Prane..... of  
Techion Institute of Advanced Studies has participated/presented the paper titled  
Investigating the Impact of High Tech Up..... - IT Companies  
in National Conference on the topic 'AI for Creativity and Innovation: Shaping Economic  
Development' organized by JIMS Kalkaji, New Delhi on 5th April 2025.

Dr. Niti Saxena  
Convenor

Dr. Pallavi Ahuja  
Co-Convenor

Ms. Aastha Behl  
Co-Convenor



# TECNIA INSTITUTE OF ADVANCED STUDIES

Voucher No. ....

Dated... 10/5/2024

RECEIVED with thanks from TECNIA INSTITUTE OF ADVANCED STUDIES  
the sum of Rupees... Two Thousand only.

by Cash/Cheque/DD No. .... Dt. 16/5/25  
on account of. ....

Rs. 2000/-

Signature

DEBIT

Dr. Pooja Sharma

Rs. AMOUNT P.

2000/-

TOTAL Rs.

2000/-

CREDIT

Cash -

2000/-

Rupees

TOTAL Rs.

2000/-

AUTHORISED SIGNATORY

Tecnia Institute of Advanced Studies  
(Affiliated to GGSIP University Delhi)  
Madhuban Chowk, Rohini, Delhi-85

CHIEF ACCOUNTANT  
ACCOUNTS





TIAS AC/F/35

## Application To Participate In Conference / Workshop / Seminar/Refresher Course/

### Orientation Programmes/FDP

Department DM 9 Name Pooja Sharma Designation Asst Prof.  
 Event Title Int. Conf on Paper Role & Analysis of Artificial Intelligence  
 Date of Application 23/4/24 Date of Event 2-3 May 2024 Venue Mohali  
 Invited as (Please tick): Key-note speaker/Speaker in Plenary Session/ Contributor of paper/Chairperson / under International Collaboration Exchange Programmes/Resource person in Talks/Invited Lectures/ Delegate  
 Submission of soft copy of the full text of document/ paper: Yes/No/NR  
 Registration Fee+ TA in INR (upto max. Rs. 2000/Faculty) 2000/-

  
 (Signature of Applicant)

  
 Recommended for sanction  
 HoD

  
 Approval  
 Director

### Instructions/Directions

- ❖ Faculty after attending the programme should provide a participation certificate and submit the bills within one week of return.
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- ❖ In case of local Conference/ Seminar/ Workshop/ Refresher Course/ Orientation Programme only registration fee will be paid and duty leave granted.

*Tecnia Institute of Advanced Studies*  
 (Affiliated to GGSIP University Delhi)  
 Madhuban Chowk, Rohini, Delhi-85





**CHANDIGARH  
GROUP OF COLLEGES**  
Building Careers, Transforming Lives.

**NAAC**  
**GRADE A+**



**CRC Press**  
Taylor & Francis Group

# Appreciation Certificate

This is to certify that Prof./ Dr./Mr./Ms./ *Pooja Sharma*..... Research Scholar/ Professional from *Tecnia Institute of Advanced Studies, Delhi* has participated/ presented/ attended/ co-authored paper titled *Role and Analysis of Artificial Intelligence Intervention in Education System of India*..... in the 4th International Conference on Computational Methods in Science & Technology (ICCMST-2024) held on 2nd and 3rd May 2024 at Chandigarh Engineering College-CGC Landran, Mohali.

*Amanpreet Kaur*

Dr. Amanpreet Kaur  
General Co-Chair

*Sukhpreet Kaur*

Dr. Sukhpreet Kaur  
General Co-Chair

*Rajdeep Singh*

Dr. Rajdeep Singh  
Executive Chair

*Pooja Sharma*



# INCENTIVE TO FACULTY MEMBERS

The Institute gives the following incentives to faculty members:

**i) Certificate of Appreciation:**

Great teaching is far more than classroom performance per se. In fact, the essence of teaching is not performance, but the effective creation of environment in which learning takes place. The main philosophy that define the best faculty- Education Qualification & Experience; Professional proficiency and Ability and other guiding characteristics and best staff award on the basis of recommendation of Heads. Best Faculty and staff awards shall be given to the Faculty & Staff on Founder's day, i.e. 5th September every year from every department. Based on the scores, the faculty with the highest rating shall be awarded with the best faculty, promising faculty and upcoming faculty award.

**ii) Incentive for Academic accomplishments :**

- a) Ph.D.:** A Faculty member will get two increments on award of Ph.D. degree. It will be given with effect from the date of declaration of result.
- b) Publications:** Every faculty member is expected to publish at least one Research Paper every year in a UGC approved, peer reviewed journal, which is a pre-requisite for annual increment. For every additional Research Paper published in UGC approved, peer reviewed journal, a cash award of Rs.5000/- will be given.
- c) Book Writing:** A Faculty member is awarded cash prize of Rs5000/- for writing a book on technical subject of his/her area of specialization.
- d) Consultancy and Research Project:** Faculty is expected to bring Consultancy work 90% of the amount received will be given as incentive to the concerned faculty. For Research Projects. 75% of the overhead charges (payable to the Institute) shall be given to the concerned faculty to be used by him/her for professional growth.
- e) Financial assistance for attending Faculty Development programs/Conferences/Seminars:**  
To encourage the Faculty to write Research Paper and attend Seminars / Conference /Faculty Development Programs, Financial assistance of 50% of the Registration amount and travel cost limited to @ AC train fare shall be provided by the Institute.

**iii) Incentive for non-academic activities:**

An award of Rs.3000/- is given to the faculty for extra ordinary performance in fields like Sports, Co- curricular activities, extra-curricular activities etc. on the express approval of the competent authority.

**iv) Following facilities are available to all faculty and staff members**

- a) Group Insurance of Rs. 1.00 Lakhs on accidental death
- b) Long term meritorious service (15yrs) award
- c) 15 days paid Leave after completing 5 years of service
- d) Rs. 5,100/- is given as Gift on the occasion of the wedding of the staff members and their children.
- e) 50% concession in the tuition fees to the employees studying in Group School and Institutions.

# TECNIA INSTITUTE OF ADVANCED STUDIES

## Amendments/Revisions in Leave Rules

w.e.f 01/July/2023

| Sr. No. | Nature of Leave                   | Quantum of Leave                                                | Remarks                                                                                                                                                                                                                                                                                      |
|---------|-----------------------------------|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | List of Holidays                  | As per GGSIP University/ DHE                                    | As per the Notification on Holidays by GGSIP University/ DHE                                                                                                                                                                                                                                 |
| 2       | Restricted Holiday (RH)           | 02 Days                                                         | As per the Notification on Holidays by GGSIP University/ DHE                                                                                                                                                                                                                                 |
| 3       | Casual Leave (CL)                 | 12 Days                                                         | a. Casual leave cannot be combined with any other kind of leave.<br>b. It may be combined with holidays including Sundays.<br>c. Full CL if joining before and up to 15 <sup>th</sup> of the Month otherwise Half.<br>d. Sunday deduction only if leaves of Saturday and Monday are availed. |
| 4       | Earned Leave (EL)                 | 15 Days                                                         | a. After completion of Probation Period<br>b. Encashment of Maximum 15 accrued EL of Previous year<br>c. Sanction of EL pertaining to any month of previous year only if no Unplanned Leave is taken in that particular month.                                                               |
| 5       | Medical Leave (ML)                | 2 Days                                                          | a. 1 Day Medical without Certificate.<br>b. 2 Days Medical leave in-continuations may be granted on the basis of Medical Certificate from a Registered Medical Practitioner.                                                                                                                 |
| 6       | Short Leave For 4 Hours Per month | Total 04 Hours Per Month subject to the Maximum 1 Hour in a Day | a. To be sanctioned only in the unavoidable circumstances.<br>b. There should not be any class as per Time Table/ Class Adjustment or urgent assigned work to be discharged                                                                                                                  |
| 7       | Summer Vacation                   | One Week                                                        | After completion of Probation Period                                                                                                                                                                                                                                                         |
| 8       | Winter Vacation                   | One Week                                                        | After completion of probation period                                                                                                                                                                                                                                                         |
| 9       | Academic Leave (AL/OD)            | 6 month without Pay                                             | For Ph.D. Course Work                                                                                                                                                                                                                                                                        |
| 10      | Duty Leave (DL)                   | 2 Days with Pay (1 Days per Semester)                           | For GGSIP University Paper Evaluation / UR Duty                                                                                                                                                                                                                                              |

### Instructions/Directions :

- ❖ Leave cannot be claimed as a matter of right. In case of exigencies of service leave may be revoked/refused.
- ❖ Leave must be sanctioned in advance. Leave without prior approval will be treated as LWP and summarily be rejected.
- ❖ Absence from duty without prior sanction will be considered as delinquency in duty amounting to misconduct inviting disciplinary action.
- ❖ Only one leave may be sanctioned in a ratio of 6:1 in department on first come first serve basis on Pro-rata basis.
- ❖ Leave must be applied 01 week before leave applied for ; Applicant must obtain leave approval before proceeding for leave from HR Coordinator.
- ❖ Applicant must get sign of reliever and reliever must be on duty failing which disciplinary action will be taken.

(Dr. M. N. Jha)  
Dean TIAS

*M.A.*  
*21st July*  
*2023*

*[Signature]*  
(Dr. Ajay Kumar)  
Director TIAS  
Tecnica Institute of Advanced Studies  
(Affiliated to GGSIP University Delhi)  
Medhesh Chowk, Rohini, Delhi-85

Page 1 of 1



**TECNIA INSTITUTE OF ADVANCED STUDIES**  
**Amendments/Revisions in Service Rules**

**LEAVE; RULES 4.2 xv GENERAL**

| Nature of Leave                                                                                              | Quantum of Leave/year                                       | Leave with pay /Without Pay | Remarks                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-----------------------------|----------------------------------------------------------------------------------------------------------------------------|
| Casual Leave                                                                                                 | 08 days                                                     | With pay                    | Cannot be combined with any other kind of leave.                                                                           |
| *Earned Leave                                                                                                | 4+14 days                                                   | With pay                    | 4 days<br>Summer Vacation- 01 Week<br>Winter Vacation-01 Week<br>Subjected to completion of 2 years or regular appointment |
| II Saturday                                                                                                  | 01 day/month                                                | With pay                    |                                                                                                                            |
| To attend Conferences, seminars, workshops, FDP, Orientation, Fresher programs etc. Paper Evaluation/UR Duty | 05 days/year                                                | With pay                    | Proportionately in each semester                                                                                           |
| Study Leave                                                                                                  | 01+01 day for M.Phil/PhD Viva-voce and Convocation Ceremony | With pay                    |                                                                                                                            |
| Duty Leave/OD Leave                                                                                          | As per requirement                                          | With pay                    | As per requirement for official work                                                                                       |
| LTC                                                                                                          | 15 days off                                                 | 15 days pay                 | After completing 5 years of service                                                                                        |
| International Trip                                                                                           | 3-6 Days                                                    | One month salary            | After completing 10 years of service                                                                                       |
| International Trip with Spouse                                                                               | 6 Days leave                                                | Double of one month salary  | After completing 15 years of service                                                                                       |
| Higher Education                                                                                             |                                                             |                             | 50% reimbursement of tuition fees in sister concern                                                                        |
| Paper Publication in National Journal                                                                        |                                                             |                             | 1,000/- per publication                                                                                                    |
| Paper Publication in Inter National Journal                                                                  |                                                             |                             | 3,000/- per publication                                                                                                    |

\* Relaxation may be given at the discretion of Management/Director

May kindly be approved wef 01.04.2019

  
01/04/19  
(Dr. A.P. Singh)

Director, TIAS

Dr. S. S. for final Approval please

  
14/4/19