



TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC GRADE "A" INSTITUTE (CYCLE-2)

Approved by AICTE, Ministry of Education Govt. of India,

Affiliated to G.G.S.I.P. University & Recognized Under Sec. 2(f) of UGC Act 1956.

INSTITUTIONAL AREA, MADHUBAN CHOWK, ROHINI, DELHI-110085

Ref. No.: TIAS/2025-26/116

Date: 04.04.2026

The Concerned Authority
Drum Shape Building, I.P. Bhawan, I.P. Estate
ITO, New Delhi, Delhi – 110002

Subject: Nomination of Nodal Officer for E-District and NSP Portal Login Credentials

Dear Madam/ Sir,

In compliance with the aforementioned meeting notice and with reference to the online submission of student applications under the E-District and National Scholarship Portal (NSP) Scheme for the Academic Year 2025–26, the following faculty member is hereby nominated as the Nodal Officer from this institution:

Name	Designation	Department	Mobile No.
Mr. Mayank Arora	Assistant Professor	Dept. of Journ. & Mass Comm. (DJMC)	8168081688

He is authorized to:

- Attend the scheduled meetings in future
- Receive the User ID and Password for the E-District and National Scholarship Portal (NSP) Financial Assistance Scheme 2025–26
- Handle all matters related to the online submission and processing of EWS scholarship applications for students of this department/institution

As per University instructions, his presence is mandatory.

Thank you.

Regards,


Dr. Ajay Kumar
Director, TIAS
Director, Institute of Advanced Studies
Affiliated to GGSIP University Delhi
Madhuban Chowk, Rohini, Delhi-85

Copy forwarded to the following for information and necessary action:

1. Chairman, Tecnia Group – for information
2. Dean Academics, TIAS
3. Director Development, TIAS
4. All Associate Deans – DMS, DICT, DJMC, TIAS
5. All Heads of Departments – MBA, MCA, BBA, BCA, BAJMC, B Com (H) (All Shifts), TIAS
6. All In-Charges/Coordinators – Internal Quality Cell, Training & Development Cell, Entrepreneurship Development Cell, RIDC
7. Internal Chair – Centre of Excellence: AI & Robotics (DICT); Centre of Communication & News Bureau (DJMC)
8. DMS Chair – Universal Human Values Development Centre, CoE (AICTE Potential Nodal Centre)
9. Dean IQAC – Research, Innovation, Consultancy & Development; Statutory Cell; CoE In-Charges
10. In-Charge – Students' Welfare & Proctor
11. HR, Accounts & Finance, Store (through ED Sir)
12. Nodal Officers – NCC, NSS, UBA; Allied Clubs (as per GGS IP University)
13. All Branch Heads/In-Charges – ITC, Labs, TIAS Website, Administration (EDC)
14. In-Charges – Examinations, Librarian, TIAS; Admin In-Charge & PRO

15. Internal Chair – Centre of Excellence: Centre of Communication (DJMC); News Bureau; Media Coordinator for Tecnia TV, Youngster; In-Charge
 - Social Media Cell, TIAS
16. Secretary to Director, TIAS – for statutory and other compliance
17. A.O. to Admin Staff – for information and compliance, TIAS
18. All Admin In-Charges of Departments
19. Office Copy
20. Guard File