



# 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- Dir.off/2025-26/36

Date: 13.05.2026

## NOTICE

**Subject: Mandatory Pre-Approval for Attending University Viva Voce Examination**

It is hereby notified for the information of all faculty members and staff that no individual shall proceed to take or participate in any University viva voce examination without obtaining prior written approval from the competent component authority. Any unauthorized attendance at such examinations will be treated as a violation of duty norms and may attract appropriate administrative action.

All concerned are directed to submit their requests for approval at least two working days in advance, mentioning the following details:

1. Name and designation of the examinee(s)
2. Date, time, and venue of the viva examination
3. Subject/Course code

This directive comes into force with immediate effect.

Director  
Tecnia 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