

**OFFICE ORDER**

Subject: Appointment of Incharge & Member Secretary – Indian Knowledge System (IKS) Cell

In accordance with the Institute's approved administrative structure, the vision of the National Education Policy (NEP) 2020, and the mandate of the Ministry of Education's IKS Division to preserve, promote, and integrate Indian Knowledge Systems into higher education, the following faculty member is hereby appointed to a key role within the IKS Cell.

Ms. Meenakshi Azad, Assistant Professor, Department of Management Sciences (DMS), is hereby appointed as the Incharge of the Indian Knowledge System (IKS) Cell and Member Secretary of the Committee, Tecnia Institute of Advanced Studies, with immediate effect.

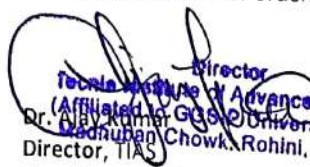
The aforesaid duty assigned as per UGC; Gazette Notification; Dt. 18.07.2016; UGC Regulations on minimum qualifications for appointment of teacher and other academic staff in universities and colleges and measures for the maintenance of standards in Higher Education, 2018; pg. no. 104; Appendix- II; Table- I; Assessment Criteria and methodology for university/college teachers; S. No. 2; Heading: Grading Criteria; "involved in at least 3 activities".

The faculty will have to comply and abide by all conditions, roles and responsibilities adopted by Tecnia Institute of Advanced Studies, Delhi for In-charge of the Indian Knowledge System (IKS) Cell and faculty in Reference to UGC Regulations on Minimum Qualifications For Appointment Of Teachers And Other Academic Staff In Universities and Colleges And Measures for the Maintenance of Standards in Higher Education, 2018 and Amendments thereof; also AICTE Notification dt. 3rd May'2000 Appendix F: Job Responsibilities of Teachers (Degree Level Technical Institution); GGSIPU Act., Statutes & Ordinance (as amended up to 30th June'2012) Calendar Edition- II 2012.; ORDINANCE- 34: Responsibilities and authorities of Profile of the Dean, in the University Schools of Studies adopted for HoD, ORDINANCE – 32: Code of Professional Ethics, Discipline, Penalty & Appeal Rules (Teaching Staff), or any other relevant work assigned by Head of the Institution.

As Incharge & Member Secretary, Ms. Meenakshi Azad shall be responsible for the strategic and administrative functioning of the IKS Cell. Her duties shall include, but are not limited to:

1. **Strategic Leadership & Liaison:** Leading the strategic planning, coordination, and execution of all IKS Cell functions. Serving as the primary liaison with institutional leadership and national bodies such as AICTE, UGC, and the Ministry of Education.
2. **Academic & Curricular Integration:** Identifying IKS integration points within departmental curricula and developing specialized IKS modules or courses in line with UGC guidelines. This includes implementing NEP 2020's vision to integrate traditional wisdom into the modern curriculum.
3. **Research & Documentation:** Promoting interdisciplinary research and spearheading the scientific documentation, archiving, and digitization of traditional knowledge, manuscripts, and practices.
4. **Administrative & Secretarial Functions:** Preparing annual work plans, budget proposals, and compiling reports for stakeholders. Acting as the custodian of records for the Cell. Organizing and maintaining the proceedings of meetings and ensuring smooth coordination of all Cell activities.
5. **Outreach & Events:** Organizing and managing workshops, seminars, lectures, and outreach activities to foster dialogue between traditional knowledge holders, scholars, and students.

All faculty members, staff, and students are hereby directed to extend their full cooperation to Ms. Meenakshi Azad in the discharge of her official duties related to the IKS Cell.
This order supersedes all previous arrangements regarding the headship of the IKS Cell and shall remain in force until further orders.


Director
Tecnia Institute of Advanced Studies
(Affiliated to GGS Indraprastha University Delhi)
Dr. Ajay Kumar
Dadabhai Chowk, Rohini, Delhi-8
Director, TIAS

Copy forwarded to the following for information and necessary action:

1. Chairman, Tecnia Group – for information
2. Dean Academics, TIAS
3. Ms. Meenakshi Azad. Incharge IKS Cell
4. All Heads of Departments – MBA, MCA, BBA, BCA, BAJMC, B.Com (H) (All Shifts), TIAS
5. All In-Charges/Coordinators – Internal Quality Cell, Training & Development Cell, Entrepreneurship Development Cell, RIDC
6. In-Charge – Students' Welfare & Proctor
7. HR, Accounts & Finance, Store (through ED Sir)
8. Nodal Officers – NCC, NSS, UBA; Allied Clubs (as per GGS IP University)
9. All Branch Heads/In-Charges – ITC, Labs, TIAS Website, Administration (EDC)
10. In-Charges – Examinations, Librarian, TIAS; Admin In-Charge & PRO
11. Secretary to Director, TIAS – for statutory and other compliance
12. All Admin In-Charges of Departments
13. Office Copy
14. Guard File