

TECNIA INSTITUTE OF ADVANCED STUDIES
NAAC Accredited Grade 'A' Institute

Ref. No. TIAS/ Dir. Off./2021-22/027

Date: 26.10.2021

OFFICE ORDER

To: Ms. Priyanka Singh, Assistant Professor- BA(JMC)

Subject: Nodal Officer- Electoral Literacy Club

Reference to the email dated 25.10.2021 from Prof. Manpreet Kaur Kang, Director, Students' Welfare, Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi-110078; Phone No-011-25302801-03. (Copy enclosed)

It was further informed that Electoral Literacy Club in each institute/college is required to establish to sensitize students about electoral rights and electoral process of registration and voting through interesting activities and games. Accordingly, Tecnia Institute of Advanced Studies is been directed as per the directions of O/o CEO, Delhi to established the same and fill the attached form and mail at elcceodelhi@gmail.com at the earliest.

Accordingly, Ms. Priyanka Singh has been deputed as Nodal Officer of Electoral Literacy Club with details as under Form for ELC / VAF

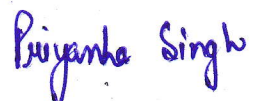
Name of Institute	:	Tecnia Institute of Advanced Studies
Complete Address	:	PSP, Institutional Area, Madhuban Chowk, Sector-14 Extn., Rohini, New Delhi-110085
Name of Assembly Constituency	:	Rohini
Name of District	:	North-West
Name of Nodal Officer	:	Ms. Priyanka Singh
Designation of Nodal Officer	:	Assistant Professor
Contact Number of Nodal Officer	:	8826726374
E mail id of nodal officer	:	epriyanka.singh.1997@gmail.com
Address of Nodal Officer	:	House No. 166 & 167, Pocket-20, Sector-24, Rohini, New Delhi
Pincode	:	110085
To be mailed at	:	elcceodelhi@gmail.com

RESPONSIBILITY OF NODAL OFFICER

Nodal Officer is required to propagate with all conceivable efforts to execute the aims and objects of the Electoral Literacy Club and is required to make herself abreast with all the notifications issued by the competent authorities (Election Commission of India, Nirvachan Sadan; National Voters' Services Portal; Systematic Voters' Education and Electoral Participation) in the matter and take immediate action with proper record and report to the undersigned and the competent authority for the same.



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NOMINATION: Nodal Officer must be faculty with Pol. Sc. background will act as the Nodal Officers for the ELC. They will also act as Mentors. The faculty with election duty experience will be preferred for this work. Their job content will focus on:-

- Promoting and supervising Club enrollment.
- Supervising the election and formation of the Executive Committee of ELC.
- Coordinating between the District Election Officer and the ELC for exchange of resources, information etc.
- Attempt generating new resources and forward the same to the District Election Officer.
- Guiding and supervising the development of the calendar of activities for the year by the Executive Council.

EXECUTIVE COMMITTEE

Nodal Officer is required to formulate Executive Committee with following composition

- ❖ The club would be run by an elected body from amongst the ELC member students with elected representatives from each of the classes.
- ❖ The committee members can only be students who are already enrolled as voters.
- ❖ The committee must not include any politically active student. However, students with political affiliations may enroll themselves as common members of the ELC itself.
- ❖ The elected representatives shall constitute the Executive Committee of the ELC.
- ❖ The elected representatives will elect one of the representatives as its Chairman and another as Vice Chairman.
- ❖ The Executive Committee, under the guidance, consultation and supervision of the Nodal Officer will be responsible for organizing the activities of the ELC.

Nodal Officer will take the help of Executive Committee Members in the operations of the ELC.


DIRECTOR

Copy to:

Incharge- Students Welfare for compliance

Coordinator-IQAC for information

Dean-BA(JMC) for information

All HoDs & Faculty Members of MBA, BBA, BCA & BA(JMC)

All Incharge –Library, T&P, Media Labs, Examination, Admission Cell etc.

Admin Officer for information

Incharge, ITC for uploading the order on the Institute's website



