

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

Ref. No. TIAS/ Dir. Off./2020-21/50(A)

Date: 15.03.2021

**OFFICE ORDER**

**Subject: Nodal Officer-Eco Club w.e.f. 15.03.2021.**

In reference to previous office order no. TIAS/Dir. Off./2019-20/16 Dt. 30.08.19 to further propagate the mandate of Nodal Officer-Eco Club in Tecnia Institute of Advanced Studies; below mentioned faculty is hereby been nominated and entrusted in responsibility as Nodal Officer of Eco Club w.e.f. 15.03.2021 and she is required to create environmental awareness among the students for environmental improvement and to inculcate the culture of eco-friendliness and environmental conservation among them as per ECO-CLUB MANUAL (FOR ECO-CLUB INCHARGES) 2012, State Council of Educational Research and Training, Varun Marg, Defence Colony, New Delhi-110024. Link of the same: [https://tiaspg.tecnia.in/wp-content/uploads/2021/10/Eco-ClubManual\\_2012.pdf](https://tiaspg.tecnia.in/wp-content/uploads/2021/10/Eco-ClubManual_2012.pdf)

S. No.	Name of Faculty	Department	Responsibility
01	Ms. Sania	Computer Applications	Nodal Officer – Eco Club

Further, she is required to make herself abreast with all the notifications issued by the competent authority time to time from Department of Environment, Govt. of NCT of Delhi; Ministry of Environment and Forests, Govt. of India and other statutory agency. Accordingly, take requisite action and make report of the activities with appropriate Geo-tag photographs for sharing with the competent authorities whenever asked and upload the Institute website for the advantage of all stakeholders; also prepare the Annual Report of all the activities organized under the Eco Club to submit the Utilization Certificate of the Annual Grant Scheme along with Report to the concerned department and conduct the meeting twice in a year with proper record.

The aforesaid duty assigned as per UGC; Gazette Notification; Dt. 18.07.2018; 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"

  
**DIRECTOR**

Copy to:

Ms. Sania, Asst. Prof., Department of Computer Applications, TIAS  
All HoDs – MBA, BBA, BA (J&MC) & BCA Programme  
Incharge- Student's Welfare  
Academic Cell - to inform all concerned  
Incharge, ITC for uploading the order on the Institute's website  
IQAC  
Dean

*MS Sania's reference*  
*15/03/21*  
*Dr. A. B. Singh*  
*Dr. A. B. Singh*