



**TECNIA INSTITUTE OF ADVANCED STUDIES**  
NAAC ACCREDITED GRADE "A" INSTITUTE

Approved by AICTE, Ministry of HRD, Govt. of India, Affiliated to GGSIP University  
Recognized Under Sec. 2(f) of UGC Act 1956

**INSTITUTIONAL AREA MADHUBAN CHOWK, ROHINI, DELHI 110085**  
Tel: 91-11-27555121-24, E-Mail : directortias@tecnia.in, Website: www.tiaspg.tecnia.in



Ref. No: TIAS/Literary Club/2022-23/01

Date: 01/09/2022

## Literary Club

### Notice of Selection of Core Committee

This is to notify that following members have been selected as core committee members of Literary Club. This core committee is effective from 01.09.2022.

(a) Chairperson : Mr. Nitin Yadav

(b) Members:

1. Dr. Ruchi Srivastava, Event Head
2. Ms. Jyoti Gupta, Assistant Professor, Department of Journalism and Mass Communication
3. Dr. Deepak Sonkar, Assistant Professor, Department of Information, Communication & Technology.
4. Dr. Sheenu Arora, Assistant Professor, Department of Management Sciences.
5. Mr. Naman, Student coordinator, Department of Management Sciences.
6. Ms. Kanika, Student coordinator, Department of Management Sciences.
7. Ms. Radhika, Student coordinator, Department of Journalism and Mass Communication
8. Mr. Akshat, Student coordinator, Department of Journalism and Mass Communication
9. Ms. Shreya, Student coordinator, Department of Journalism and Mass Communication
10. Ms. Prabhjot, Student coordinator, Department of Journalism and Mass Communication

Mr. Nitin Yadav

Nodal Officer- Literary Club

CC to:

1. Director, TIAS
2. HOD – MBA, BCA, BBA, BJMC, Dean and Head IQAC
3. IT Dept. For uploading on the website.





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Date: 08/09/2022

Ref. No: TIAS/Literary Club/2022-23/02

## Literary Club

### Annual Meeting Notice

This is to inform to all concerned that the "Annual Meeting" of the Literary Club is scheduled on 09/09/2022(Friday) at 4:00 PM in room no 2503 under the chairmanship of Mr.Nitin Yadav (Nodal Officer, Literary Club). The following agendas will be discussed:

1. Club Activity Planning and Implementation for upcoming year to be started from September.
2. Finalization of Event Calendar for the year 2022-23.
3. Discussion on adding members to Core Committee.
4. Circulation of information regarding clubs' activities through core committee.
5. Nomination of President and Vice-President for smooth conduction of activities.
6. Dissemination of information to the nodal officer for uploading the report of activity.
7. Discussion on any other matter with the permission of chairperson.

Mr. Nitin Yadav

(Nodal Officer, Literary Club)

CC:

To Dean, Tecnia Institute of Advanced Studies for kind information

To Director, Tecnia Institute of Advanced Studies for kind information

To IT Dept. For uploading on the website



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Ref. No: TIAS/Literary Club/2022-23/03

Date:11/09/2022

## Literary Club Annual Meeting

### Minutes of the Meeting

In pursuance of "Literary Club" a meeting was scheduled on 09, September 2022 at 4 pm through offline mode under the chairmanship of Mr. Nitin Yadav to discuss and approve the agenda. The meeting started with the welcome of all members by the chair. The following members were present & attended the meeting.

(a) Chairperson : Mr. Nitin Yadav

(b) Members:

1. Dr. Ruchi Srivastava, Event Head
2. Ms. Jyoti Gupta, Assistant Professor, Department of Journalism and Mass Communication
3. Dr. Deepak Sonkar, Assistant Professor, Department of Information, Communication & Technology.
4. Dr. Sheenu Arora, Assistant Professor, Department of Management Sciences.
5. Mr. Naman, Student coordinator, Department of Management Sciences.
6. Ms. Kanika, Student coordinator, Department of Management Sciences.
7. Ms. Radhika, Student coordinator, Department of Journalism and Mass Communication
8. Mr. Akshat, Student coordinator, Department of Journalism and Mass Communication
9. Ms. Shreya, Student coordinator, Department of Journalism and Mass Communication
10. Ms. Prabhjot, Student coordinator, Department of Journalism and Mass Communication



## **Agenda Points :**

1. **Club Activity Planning and Implementation** for academic session to be started from 12<sup>th</sup> sep., 2022.
2. **Discussed regarding enrolment of volunteers of the club from all the departments:** All the core committee members are requested to motivate the students for participation as volunteers.
3. **To discuss the proposed events of the Literary Club:** Proposed event calendar has been discussed and finalized with the approval of all the committee members. Some of the proposed events are as follows:
  1. Article writing competition
  2. Story writing competition
  3. Essay Writing competition and many more
4. **Discussed the role and responsibilities of the committee members**
  - (a) Dissemination of the event information to their respective departments and ensure maximum participation from the students.
  - (b) Organising the club enrolment of volunteers
  - (c) To promote club events through all appropriate media
  - (d) To maintain an accurate record of all the activities of the club.
6. **Discussed and finalised the role and responsibilities of the volunteers of the club.**
  - (a) All volunteers shall work under the guidance of committee members.
7. **Framed the guidelines for smooth conduct of club activities.**
  - (a) All the students will be informed about the events through notice.
  - (b) Students may submit their entries to their respective coordinators.
  - (c) Certificates will be given to first 2 winners.
  - (d) Geo-tag photographs are mandatory
  - (e) Submission of report within 2 days is mandatory.

**All the resolutions and minutes are put-up in front of Institutional academic committee for approval.**

CC:

- To Dean, Tecnia Institute of Advanced Studies for kind information
- To Director, Tecnia Institute of Advanced Studies for kind information
- HOD's- MBA/BBA/BCA/BAJMC

