



# TECNIA INSTITUTE OF ADVANCED STUDIES

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



"VYAKT" Literary Club

Ref. No: TIAS/Literary Club/2023-24/02

Date: 13/07/2023

## Annual Literary Club Meeting Notice

This is to inform to all concerned that the "Annual Meeting" of the Literary Club is scheduled on 14/07/2022(Friday) at 4:00 PM in room no 2504 under the chairmanship of Mr. Bal Krishna Mishra (Nodal Officer, Literary Club). The following agendas will be discussed:

- Review and discussion on the club activities of 2022-23.
- Club Activity Planning and Implementation for upcoming year to be started from August.
- Finalization of Event Calendar for the year 2023-24.
- Discussion on adding members to Core Committee.
- Circulation of information regarding clubs' activities through core committee
- Dissemination of information to the nodal officer for uploading the report of activity.
- Discussion on any other matter with the permission of chairperson.

Bal Krishna Mishra

(Nodal Officer, Literary Club)

CC:

In-Charge, Literary Club  
Tecnia Institute of Advanced Studies  
Madhuban Chowk, Rohini, Delhi - 85

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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## "VYAKT" Literary Club Annual Meeting

Ref.No: TIAS/Literary Club/2023-24/03

Date: 26/07/2023

### Minutes of the Meeting

In pursuance of "Literary Club" a meeting was scheduled on 14/07/2022 (Friday) at 4 pm through offline mode under the chairmanship of Mr. Bal Krishna Mishra 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. Bal Krishna Mishra

(b) Members:

- Dr. Ruchi Srivastava, Event Head
- Ms. Jyoti Gupta, Assistant Professor, Department of Journalism and Mass Communication
- Dr. Deepak Sonkar, Assistant Professor, Department of Information, Communication & Technology.
- Dr. Sheenu Arora, Assistant Professor, Department of Management Sciences.
- Mr. Naman, Student coordinator, Department of Management Sciences.
- Ms. Kanika, Student coordinator, Department of Management Sciences.
- Ms. Radhika, Student coordinator, Department of Journalism and Mass Communication
- Mr. Akshat, Student coordinator, Department of Journalism and Mass Communication
- Ms. Shreya, Student coordinator, Department of Journalism and Mass Communication
- Ms. Prabhjot, Student coordinator, Department of Journalism and Mass Communication

### Agenda Points:

1. In meeting discussion was done regarding the awareness and out rich activity which have successfully conducted in 2022-23. It was also discussed that documents related to aforementioned must be uploaded on website.

By  
In-Charge, Literary  
Tecnia Institute of Advanced Studies  
Madhuban Chowk, Rohini, Delhi-110085

2. Club Activity Planning and Implementation for academic session to be started from August 1, 2023: The annual calendar of literary club was discussed with core committee members and their suggestions were welcomed and incorporated. The calendar was divided into two parts A- Campus to community which included the outreach activities where as B part included awareness and various competitions to be conducted at institutional level.

3. 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. The sixth semester of all departments have completed their course as such existing volunteers and other core committee members were advised to enroll new volunteers from the upcoming batch 2023-24.

4. 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:

- a) Article writing competition
- b) Poem writing competition
- c) Hindi article Writing competition
- d) Campaign on Sarva Shiksha Abhiyan (Outreach Activity) and many more
- e)

5. 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.

(e) Uploading all the reports, photographs, fliers etc. on website and different social media platforms

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 5 days is mandatory.



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

Bal Krishna Mishra

Nodal officer

In-Charge, Literary Club  
Tecnia Institute of Advanced Studies  
Madhuban Chowk, Rohini, Delhi-85

cc: © To Dean, Tecnia Institute of Advanced Studies for kind information

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