



**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




Note-Sheet

17/11/2023

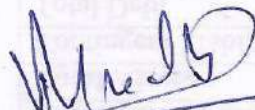
**Subject: Approval of Non Academic Activities Calander for the program MBA, BBA, MCA, BCA, & BA(JMC) Academic Year 2023 - 2024.**


Academic Calendar for the program of MBA, BBA, MCA, BCA, BA (JMC) Is being enclosed here with for the kind perusal, and approval of the competent authority.

Prepared By:

  
 Dr. Bhupinder Pal Singh  
 (Professor)

  
 Dr. Jagbir  
 (Dean Development) 17/11/2023

  
 Dr. M N Jha  
 (Dean Academics) 17/11/23

  
 (Dr. Ajay Kumar)  
 Director



# TECNIA INSTITUTE OF ADVANCED STUDIES

## GRADE "A" INSTITUTE

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### TIAS OVERALL - ANNUAL CALENDAR 2023-24

| Date      | Day | Activities  | Notes |
|-----------|-----|---|-------|
| 01-Aug-23 | Tue | <ol style="list-style-type: none"> <li>1. Admission Process (First Year)</li> <li>2. Activation of Cells &amp; Clubs</li> <li>3. Reregistration of 2nd Yr &amp; 3rd Yr Students (New I-Card, Lib Card etc)</li> <li>4. Re-Formation/Updating of whatsapp Group (2nd, 3rd &amp; 4th Yr)</li> <li>5. Campus Publications</li> <li>6. Daily interaction with students on their class progression &amp; related activities</li> <li>7. Recording the class progression on daily &amp; weekly basis by HOD</li> <li>8. Planning to form students grievance committee</li> <li>9. 1st interactions for Topic &amp; interactions for Finalization of Topic with Research Committee(Faculty Supervisor &amp; Faculty Evaluator) 1st Aug - 6th Aug</li> </ol>                          |       |
| 02-Aug-23 | Wed | <ol style="list-style-type: none"> <li>1. Admission Process (First Year)</li> <li>2. Induction/orientation Program (2nd, 3rd &amp; 4th Yr)</li> <li>3. Re-Formation/Updation of whatsapp Group (2nd, 3rd &amp; 4thYr)</li> <li>4. Circular to all deans/DSW/HoD's to nominate faculty members to form students grievance committee</li> <li>5. Recording the class progression on daily &amp; weekly basis by HOD</li> <li>6. T&amp;P - Group Discussion on current topics</li> <li>7. Due fees details via mail to all students of 2nd, 3rd, &amp; 4th Yr</li> <li>8. Renewal of Drillbit Plagiarism Software</li> <li>9. Session to promote the students &amp; record the items through Mentor-Mentee System Students' for Publications &amp; Paper Presentation</li> </ol> |       |
| 03-Aug-23 | Thu | <ol style="list-style-type: none"> <li>1. Admission Process (First Year)</li> <li>2. Induction/orientation Program (2nd, 3rd &amp; 4th Yr)</li> <li>3. Re-Formation/Updation of whatsapp Group (2nd, 3rd &amp; 4thYr)</li> <li>4. Circular to all deans/DSW/HoD's to nominate faculty members to form students grievance committee</li> <li>5. Recording the class progression on daily &amp; weekly basis by HOD</li> <li>6. Distribution of Library Cards to New Students from 3rd August - 31st August</li> <li>7. Admissions - 3rd Round Counseling Preference Filling 3-6 August</li> </ol>  |       |
| 04-Aug-23 | Fri | <ol style="list-style-type: none"> <li>1. Admission Process (First Year)</li> <li>2. Induction/orientation Program (2nd, 3rd &amp; 4th Yr)</li> <li>3. Re-Formation/Updation of whatsapp Group (2nd, 3rd &amp; 4thYr)</li> <li>4. Circular to all deans/DSW/HoD's to nominate faculty members to form students grievance committee</li> <li>5. Recording the class progression on daily &amp; weekly basis by HOD</li> <li>6. T&amp;P Job Options after BBA/BCA/BA(JMC) (Separate sessions for all programs)</li> <li>7. Lib - Book Donation Camp</li> <li>8. Disciplinary Action File - Putting up the indiscipline of students to HoD</li> </ol>  |       |
| 05-Aug-23 | Sat | <ol style="list-style-type: none"> <li>1. Admission Process (First Year)</li> <li>2. Induction/orientation Program (2nd, 3rd &amp; 4th Yr)</li> <li>3. Re-Formation/Updation of whatsapp Group (2nd, 3rd &amp; 4thYr)</li> <li>4. Circular to all deans/DSW/HoD's to nominate faculty members to form students grievance committee</li> <li>5. Recording the class progression on daily &amp; weekly basis by HOD</li> <li>6. Collection &amp; Analysis for fees details</li> <li>7. Renewal of American Library</li> <li>8. Disciplinary Action File - execution of the decision given by HoD/Dean/ Disciplinary Committee/SGRC/Director</li> </ol>  |       |

*Signature*  
09/11/2023

*Signature*  
09/11/2023

*Signature*  
Director  
Tecnia Institute of Advanced Studies  
Affiliated to GGSIP University  
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| Date      | Day | Activities   | Notes |
|-----------|-----|--|-------|
| 06-Aug-23 | Sun | <b>SUNDAY</b>  |       |
| 07-Aug-23 | Mon | <ol style="list-style-type: none"> <li>1. Admission Process (First Year)</li> <li>2. Induction/orientation Program (2nd, 3rd &amp; 4th Yr)</li> <li>3. Re-Formation/Updation of whatsapp Group (2nd, 3rd &amp; 4thYr)</li> <li>4. Circular to all deans/DSW/HoD's to nominate faculty members to form students grievance committee</li> <li>5. Recording the class progression on daily &amp; weekly basis by HOD</li> <li>6. R&amp;D Notice for submission of research work record in hard copy to R&amp;D incharge</li> <li>7. Notice - Fees Defaulter</li> <li>8. T&amp;P Session on Job Options after MBA (HR, Finance &amp; Marketing)</li> <li>9. Session to promote the students for representation and engagement in various administrative, co-curricular and extracurricular activities</li> </ol> |       |
| 08-Aug-23 | Tue | <ol style="list-style-type: none"> <li>1. Admission Process (First Year)</li> <li>2. Induction/orientation Program (2nd, 3rd &amp; 4th Yr)</li> <li>3. Re-Formation/Updation of whatsapp Group (2nd, 3rd &amp; 4thYr)</li> <li>4. Circular to all deans/DSW/HoD's to nominate faculty members to form students grievance committee</li> <li>5. Recording the class progression on daily &amp; weekly basis by HOD</li> <li>6. 2nd interactions for Industry Point of view With Research Committee (Faculty Supervisor &amp; Faculty Evaluator) 8th Aug to 14th Aug</li> <li>7. T&amp;P - Session on options for Higher Studies after Graduation</li> </ol>   |       |
| 09-Aug-23 | Wed | <ol style="list-style-type: none"> <li>1. Admission Process (First Year)</li> <li>2. Induction/orientation Program (2nd, 3rd &amp; 4th Yr)</li> <li>3. Re-Formation/Updation of whatsapp Group (2nd, 3rd &amp; 4thYr)</li> <li>4. Circular to all deans/DSW/HoD's to nominate faculty members to form students grievance committee</li> <li>5. Recording the class progression on daily &amp; weekly basis by HOD</li> </ol>   |       |
| 10-Aug-23 | Thu | <ol style="list-style-type: none"> <li>1. Admission Process (First Year)</li> <li>2. Induction/orientation Program (2nd, 3rd &amp; 4th Yr)</li> <li>3. Re-Formation/Updation of whatsapp Group (2nd, 3rd &amp; 4thYr)</li> <li>4. Circular to all deans/DSW/HoD's to nominate faculty members to form students grievance committee</li> <li>5. Recording the class progression on daily &amp; weekly basis by HOD</li> </ol>   |       |
| 11-Aug-23 | Fri | <ol style="list-style-type: none"> <li>1. Admission Process (First Year)</li> <li>2. Induction/orientation Program (2nd, 3rd &amp; 4th Yr)</li> <li>3. Re-Formation/Updation of whatsapp Group (2nd, 3rd &amp; 4thYr)</li> <li>4. Circular to all deans/DSW/HoD's to nominate faculty members to form students grievance committee</li> <li>5. Recording the class progression on daily &amp; weekly basis by HOD</li> </ol>   |       |
| 12-Aug-23 | Sat | <ol style="list-style-type: none"> <li>1. Admission Process (First Year)</li> <li>2. Induction/orientation Program (2nd, 3rd &amp; 4th Yr)</li> <li>3. Re-Formation/Updation of whatsapp Group (2nd, 3rd &amp; 4thYr)</li> <li>4. Circular to all deans/DSW/HoD's to nominate faculty members to form students grievance committee</li> <li>5. Recording the class progression on daily &amp; weekly basis by HOD</li> <li>6. T&amp;P - Workshop on Portfolio Building (Source person external)</li> <li>7. Celebration of Library day 12th Aug</li> <li>8. Disciplinary Action File - Following of Disciplinary procedure/SGRC procedure and giving recommendation/approval on the same-HoD/Dean/ Disciplinary Committee/SGRC/Director</li> </ol>   |       |
| 13-Aug-23 | Sun | <b>SUNDAY</b>  |       |

  
 9/11/23  
 C.Dr. Bhupinder Singh



Director  
 Technia Institute of Advanced Studies  
 (Affiliated to GGSIP University Delhi)  
 Madhuban Chowk, Rohini, Delhi-80

| Date      | Day | Activities   | Notes |
|-----------|-----|--|-------|
| 14-Aug-23 | Mon | <ol style="list-style-type: none"> <li>1. Admission Process (First Year)</li> <li>2. Induction/orientation Program (2nd, 3rd &amp; 4th Yr)</li> <li>3. Re-Formation/Updation of whatsapp Group (2nd, 3rd &amp; 4thYr)</li> <li>4. Circular to all deans/DSW/HoD's to nominate faculty members to form students grievance committee</li> <li>5. Recording the class progression on daily &amp; weekly basis by HOD</li> <li>6. 2nd interactions for Industry Point of view With Research Committee (Faculty Supervisor &amp; Faculty Evaluator) 8th Aug to 14th Aug</li> <li>7. Follow up Notice - Fees Defaulter</li> </ol>  |       |
| 15-Aug-23 | Tue | <b>Independence Day</b>  |       |
| 16-Aug-23 | Wed | <ol style="list-style-type: none"> <li>1. Admission Process (First Year)</li> <li>2. Induction/orientation Program (2nd, 3rd &amp; 4th Yr)</li> <li>3. Re-Formation/Updation of whatsapp Group (2nd, 3rd &amp; 4thYr)</li> <li>4. Circular to all deans/DSW/HoD's to nominate faculty members to form students grievance committee</li> <li>5. Recording the class progression on daily &amp; weekly basis by HOD</li> <li>6. After 3rd interaction-Submission of Executive summary 16th Aug to 22nd Aug</li> <li>7. R&amp;D Reminder Notice for submission of research work record in hard copy to R&amp;D incharge</li> </ol>  |       |
| 17-Aug-23 | Thu | <ol style="list-style-type: none"> <li>1. Admission Process (First Year)</li> <li>2. Induction/orientation Program (2nd, 3rd &amp; 4th Yr)</li> <li>3. Re-Formation/Updation of whatsapp Group (2nd, 3rd &amp; 4thYr)</li> <li>4. Circular to all deans/DSW/HoD's to nominate faculty members to form students grievance committee</li> <li>5. Recording the class progression on daily &amp; weekly basis by HOD</li> </ol>   |       |
| 18-Aug-23 | Fri | <ol style="list-style-type: none"> <li>1. Admission Process (First Year)</li> <li>2. Induction/orientation Program (2nd, 3rd &amp; 4th Yr)</li> <li>3. Re-Formation/Updation of whatsapp Group (2nd, 3rd &amp; 4thYr)</li> <li>4. Circular to all deans/DSW/HoD's to nominate faculty members to form students grievance committee</li> <li>5. Recording the class progression on daily &amp; weekly basis by HOD</li> </ol>   |       |
| 19-Aug-23 | Sat | <ol style="list-style-type: none"> <li>1. Admission Process (First Year)</li> <li>2. Induction/orientation Program (2nd, 3rd &amp; 4th Yr)</li> <li>3. Re-Formation/Updation of whatsapp Group (2nd, 3rd &amp; 4thYr)</li> <li>4. Circular to all deans/DSW/HoD's to nominate faculty members to form students grievance committee</li> <li>5. Recording the class progression on daily &amp; weekly basis by HOD</li> <li>6. Workshop on Etiquettes and Social Behavior (Source person external)</li> <li>7. Disciplinary Action File - Following of Disciplinary procedure/SGRC procedure and giving recommendation/approval on the same-HoD/Dean/ Disciplinary Committee/SGRC/Director</li> </ol> |       |
| 20-Aug-23 | Sun | <b>SUNDAY</b>  |       |
| 21-Aug-23 | Mon | <ol style="list-style-type: none"> <li>1. Admission Process (First Year)</li> <li>2. Induction/orientation Program (2nd, 3rd &amp; 4th Yr)</li> <li>3. Re-Formation/Updation of whatsapp Group (2nd, 3rd &amp; 4thYr)</li> <li>4. Circular to all deans/DSW/HoD's to nominate faculty members to form students grievance committee</li> <li>5. Recording the class progression on daily &amp; weekly basis by HOD</li> <li>6. R&amp;D follow up on submission of research work record in hard copy to R&amp;D incharge</li> <li>7. Official Letter to Fees Defaulter</li> </ol>  |       |

*(Dr. Bhupinder)*

*(Secretary)*

  
**Director**  
**Tecnia Institute of Advanced Studies**  
 (Affiliated to GGSIP University De  
 Chank, Rohini, Delhi

| Date      | Day | Activities   | Notes |
|-----------|-----|--|-------|
| 22-Aug-23 | Tue | <ol style="list-style-type: none"> <li>1. Admission Process (First Year)</li> <li>2. <b>Induction/orientation Program (2nd, 3rd &amp; 4th Yr)</b></li> <li>3. Re-Formation/Updation of whatsapp Group (2nd, 3rd &amp; 4thYr)</li> <li>4. <b>Circular to all deans/DSW/HoD's to nominate faculty members to form students grievance committee</b></li> <li>5. Recording the class progression on daily &amp; weekly basis by HOD</li> <li>6. <b>After 3rd interaction-Submission of Executive summary 16th Aug to 22nd Aug</b></li> </ol>   |       |
| 23-Aug-23 | Wed | <ol style="list-style-type: none"> <li>1. Admission Process (First Year)</li> <li>2. <b>Induction/orientation Program (2nd, 3rd &amp; 4th Yr)</b></li> <li>3. Re-Formation/Updation of whatsapp Group (2nd, 3rd &amp; 4thYr)</li> <li>4. <b>Circular to all deans/DSW/HoD's to nominate faculty members to form students grievance committee</b></li> <li>5. Recording the class progression on daily &amp; weekly basis by HOD</li> <li>6. 3rd Round Counseling Result, 23-24 August</li> <li>7. <b>Sliding Round, 23-24 August</b></li> </ol>  |       |
| 24-Aug-23 | Thu | <ol style="list-style-type: none"> <li>1. Admission Process (First Year)</li> <li>2. <b>Induction/orientation Program (2nd, 3rd &amp; 4th Yr)</b></li> <li>3. Re-Formation/Updation of whatsapp Group (2nd, 3rd &amp; 4thYr)</li> <li>4. <b>Circular to all deans/DSW/HoD's to nominate faculty members to form students grievance committee</b></li> <li>5. Recording the class progression on daily &amp; weekly basis by HOD</li> </ol>   |       |
| 25-Aug-23 | Fri | <ol style="list-style-type: none"> <li>1. Admission Process (First Year)</li> <li>2. <b>Induction/orientation Program (2nd, 3rd &amp; 4th Yr)</b></li> <li>3. Re-Formation/Updation of whatsapp Group (2nd, 3rd &amp; 4thYr)</li> <li>4. <b>Circular to all deans/DSW/HoD's to nominate faculty members to form students grievance committee</b></li> <li>5. Recording the class progression on daily &amp; weekly basis by HOD</li> <li>6. <b>First Progress Report to the respective guides (Chapter-I-Introduction, Chapter-II, Review of Literature, Chapter-III-Research Methodology) 25 Aug to 31st Aug</b></li> <li>7. Disciplinary Action File - Putting up the indiscipline of students to HoD</li> </ol> |       |
| 26-Aug-23 | Sat | <ol style="list-style-type: none"> <li>1. Admission Process (First Year)</li> <li>2. <b>Reminder to deposit the fees (2nd, 3rd &amp; 4th Yr)</b></li> <li>3. Planning Minute to Minute of Orientation Program for 1st Yr Students</li> <li>4. Recording the class progression on daily &amp; weekly basis by HOD</li> <li>5. Disciplinary Action File - Following of Disciplinary procedure/SGRC procedure and giving recommendation/approval on the same-HoD/Dean/ Disciplinary Committee/SGRC/Director</li> </ol>  |       |
| 27-Aug-23 | Sun | <b>SUNDAY</b>  |       |
| 28-Aug-23 | Mon | <ol style="list-style-type: none"> <li>1. <b>Admission Process (First Year)</b></li> <li>2. Intimation to (students of 2nd &amp; 3rd yr) parents regarding late fees in Black &amp; White</li> <li>3. <b>Planning Minute to Minute of Orientation Program for 1st Yr Students</b></li> <li>4. Notify to faculty members for 1st Assignments - 2nd, 3rd &amp; 4yr</li> <li>5. <b>R&amp;D final follow up on submission of research work record in hard copy to R&amp;D incharge</b></li> <li>7. Official Letter to Fees Defaulter</li> <li>5. Recording the class progression on daily &amp; weekly basis by HOD</li> </ol>   |       |

  
 9/11  
 (Bhupinder)

  
 Director

  
**Director**  
**Tecnia Institute of Advanced Studies**  
**(Affiliated to GGSIP University Delhi)**  
**Madhuban Chowk, Rohini, Delhi-85**


| Date      | Day | Activities   | Notes |
|-----------|-----|--|-------|
| 29-Aug-23 | Tue | <p><b>1. Admission Process (First Year)</b></p> <p>2. Intimation to (students of 2nd &amp; 3rd yr) parents regarding late fees in Black &amp; White</p> <p><b>3. Planning Minute to Minute of Orientation Program for 1st Yr Students</b></p> <p>5. Recording the class progression on daily &amp; weekly basis by HOD</p> <p>6. Admissions-PPT Readiness of respective courses on Academic Achievement, Result, Career Counseling, Placements, Events, Sports, Research &amp; all related activities to motivate new Aspirants and also to give presentation in Rohini &amp; Sonipat based Schools (12th Only).</p> <p>7. Admissions - Standee &amp; Canopy / I Cards/ Other Promotional Logistic Supports needs ready in hand</p> <p><b>8. GGSIPU Admission Reporting in Audi (29 Aug- 1 Sep)</b></p>  |       |
| 30-Aug-23 | Wed | <b>Raksha Bandhan ( RH)</b>  |       |
| 31-Aug-23 | Thu | <p>1. Admission Process (First Year)</p> <p><b>2. Intimation to (students of 2nd &amp; 3rd yr) parents regarding late fees in Black &amp; White</b></p> <p>3. Planning Minute to Minute of Orientation Program for 1st Yr Students</p> <p><b>4. Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</b></p> <p>5. Adjustment of credit gain and loss and timely coverage and completion of course</p> <p><b>6. Reminder to faculty members for Assignments - 2nd, 3rd &amp; 4yr</b></p> <p>7. First Progress Report to the respective guides (Chapter-I-Introduction, Chapter-II, Review of Literature, Chapter-III-Research Methodology) 25th Aug to 31st Aug</p> <p>5. Recording the class progression on daily &amp; weekly basis by HOD</p>   |       |
| 01-Sep-23 | Fri | <p>1. Admission Process (First Year)</p> <p>2. Intimation to (students of 2nd &amp; 3rd yr) parents regarding late fees in Black &amp; White</p> <p>3. Planning Minute to Minute of Orientation Program for 1st Yr Students</p> <p>4. Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</p> <p>5. Second Progress Report to the respective guides.(Chapter-IV-Data Reduction, Presentation, Analysis Chapter-V- Data Interpretation, Chapter-VI-Summary &amp; Conclusions) through e mail or in person 1st Sept to 6th Sept</p> <p>6. Final submission of research work record in hard copy to R&amp;D incharge</p> <p>5. Recording the class progression on daily &amp; weekly basis by HOD</p> <p>6. Disciplinary Action File - Putting up the indiscipline of students to HoD</p> <p>7. Career Counseling Session for Medical, Non-Medical, Humanities &amp; Commerce Students in near by Schools of Rohini (From 1st September to 31st October)</p> |       |
| 02-Sep-23 | Sat | <p>1. Admission Process (First Year)</p> <p>2. Intimation to (students of 2nd &amp; 3rd yr) parents regarding late fees in Black &amp; White</p> <p>3. Planning Minute to Minute of Orientation Program for 1st Yr Students</p> <p>4. Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</p> <p>5. Recording the class progression on daily &amp; weekly basis by HOD</p> <p>6. Workshop for use of Digital Library</p> <p>7. Disciplinary Action File - Following of Disciplinary procedure/SGRC procedure and giving recommendation/approval on the same-HoD/Dean/ Disciplinary Committee/SGRC/Director</p> <p>8. Career Counseling Session for Medical, Non-Medical, Humanities &amp; Commerce Students in the Schools of near by areas like Bawana, Narela, Kundalishool &amp; Sonipat From (2nd September to 31st October)</p> <p>Data Collection from Schools through Google Form (2nd September to 31st October)</p>                              |       |
| 03-Sep-23 | Sun | <b>SUNDAY</b>  |       |

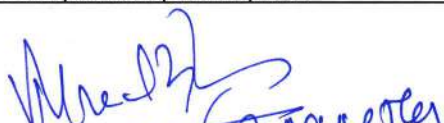
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Director  
Tech Institute of Advanced Stu  
(Affiliated to GGSIP University)  
Madhuban Chowk, Rohini, Delhi

| Date      | Day | Activities  | Notes |
|-----------|-----|---|-------|
| 04-Sep-23 | Mon | <ol style="list-style-type: none"> <li>1. Admission Process (First Year)</li> <li>2. Admission dept. - Providing data to CI for making whatsapp group</li> <li>3. Notice for fine on late payment (Fees) (2nd &amp; 3rd yr students)</li> <li>4. Planning Minute to Minute of Orientation Program for 1st Yr Students</li> <li>5. Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</li> <li>6. Final Reminder for Assignments to Faculties</li> <li>7. Official Letter to Fees Defaulter</li> <li>5. Recording the class progression on daily &amp; weekly basis by HOD</li> <li>6. Session to promote the students &amp; record the items through Mentor-Mentee System Students' for Publications &amp; Paper Presentation</li> <li>7. CUET Registration with Rs.2500/- (4-11 Sep)</li> </ol>  |       |
| 05-Sep-23 | Tue | Teachers Day/ Foundation Day  |       |
| 06-Sep-23 | Wed | <ol style="list-style-type: none"> <li>1. Admission Process (First Year)</li> <li>2. Admission dept. - Providing data to CI for making whatsapp group</li> <li>3. Notice for fine on late payment (Fees) (2nd &amp; 3rd yr students)</li> <li>4. Planning Minute to Minute of Orientation Program for 1st Yr Students</li> <li>5. Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</li> <li>6. Second Progress Report to the respective guides.(Chapter-IV-Data Reduction, Presentation, Analysis Chapter-V- Data Interpretation, Chapter-VI-Summary &amp; Conclusions) through e mail or in person 1st Sept to 6th Sept</li> <li>5. Recording the class progression on daily &amp; weekly basis by HOD</li> <li>6. Spot Round 1 Counseling Registration with Rs.500/- (6-9 Sept)</li> </ol>  |       |
| 07-Sep-23 | Thu | Janmashtami   |       |
| 08-Sep-23 | Fri | <ol style="list-style-type: none"> <li>1. Admission Process (First Year)</li> <li>2. Admission dept. - Providing data to CI for making whatsapp group</li> <li>3. Notice for fine on late payment (Fees) (2nd &amp; 3rd yr students)</li> <li>4. Planning Minute to Minute of Orientation Program for 1st Yr Students</li> <li>5. Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</li> <li>6. Correction Phase -Chapter I-VI with respective Faculty Guide-8th Sept to 15th Sept</li> <li>5. Recording the class progression on daily &amp; weekly basis by HOD</li> <li>6. Session to promote the students for representation and engagement in various administrative, co-curricular and extracurricular activities</li> <li>7. Disciplinary Action File - Putting up the indiscipline of students to HoD</li> <li>8. Higher Studies Session of TIAS UG Students to Appear in CAT, CUET, NIMCET &amp; CET Exams (From Spet to April month)</li> <li>9. Spot Round 1 Counseling Preference Filling (7-10 Sept)</li> </ol> |       |
| 09-Sep-23 | Sat | <ol style="list-style-type: none"> <li>1. Admission Process (First Year)</li> <li>2. Admission dept. - Providing data to CI for making whatsapp group</li> <li>3. Notice for fine on late payment (Fees) (2nd &amp; 3rd yr students)</li> <li>4. Planning Minute to Minute of Orientation Program for 1st Yr Students</li> <li>5. Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</li> <li>6. Recording the class progression on daily &amp; weekly basis by HOD</li> <li>7. Library - Deep Cleaning</li> <li>8. Disciplinary Action File - Following of Disciplinary procedure/SGRC procedure and giving recommendation/approval on the same-HoD/Dean/ Disciplinary Committee/SGRC/Director</li> <li>9. Career Counseling Session of TIAS UG Students to Appear in CAT, CUET,NIMCET &amp; CET Exams. (From Spet to April month)</li> </ol>  |       |
| 10-Sep-23 | Sun | SUNDAY  |       |
| 11-Sep-23 | Mon | <ol style="list-style-type: none"> <li>1. Execution of Orientation/Induction Programme (11-19 Sept)</li> <li>2. Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</li> <li>3. Execution of Bridge Class for 1st Yr TimeTable</li> <li>4. Official Letter to Fees Defaulter</li> <li>5. Recording the class progression on daily &amp; weekly basis by HOD</li> </ol>   |       |

  
 9/11  
 (Dr. Bhupendra)

  
 Director

Director  
 Technia Institute of Advanced Studies  
 (Affiliated to GGSIP University Delhi)  
 Madhuban Chowk, Rohini, Delhi-85

| Date      | Day | Activities  | Notes |
|-----------|-----|---|-------|
| 12-Sep-23 | Tue | 1. Execution of Orientation/Induction Programme (11-19 Sept)<br>2. <b>Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</b><br>3. Recording the class progression on daily & weekly basis by HOD<br>4. <b>Spot Round 1 Counseling Result</b><br>5. University Online Fee Rs.60,000/-, If not paid before (12-16 Sept)  |       |
| 13-Sep-23 | Wed | 1. Execution of Orientation/Induction Programme (11-19 Sept)<br>2. <b>Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</b>  |       |
| 14-Sep-23 | Thu | 1. Execution of Orientation/Induction Programme (11-19 Sept)<br>2. <b>Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</b>  |       |
| 15-Sep-23 | Fri | 1. Execution of Orientation/Induction Programme (11-19 Sept)<br>2. <b>Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</b><br>3. Adjustment of credit gain and loss and timely coverage and completion of course<br>4. <b>Submission of Assignments by Faculty members with register record</b><br>5. Correction Phase -Chapter I-VI with respective Faculty Guide-8th Sept to 15th Sept<br>6. Disciplinary Action File - Putting up the indiscipline of students to HoD<br>7. <b>Spot Round 1 Counseling Reporting (15-18-20 Sept)</b> |       |
| 16-Sep-23 | Sat | 1. Execution of Orientation/Induction Programme (11-19 Sept)<br>2. <b>Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</b><br>3. Submission of Assignments, Segregation of Assignments, Uploading of Assignments Mark on ERP<br>4. Disciplinary Action File - Following of Disciplinary procedure/SGRC procedure and giving recommendation/approval on the same-HoD/Dean/ Disciplinary Committee/SGRC/Director  |       |
| 17-Sep-23 | Sun | <b>SUNDAY</b>   |       |
| 18-Sep-23 | Mon | 1. <b>Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</b><br>2. Completion of all requisite entries on ERP including categorization of students (under Job Category/ Entrepreneurial venture/Family Business Category and Higher Education/Competitive Exams Category) and filling of electives. (1st Yr)<br>3. <b>Final- Power Point based Presentation &amp; Defending of Work to the respective Faculty Guide - 18 Sept to 23 Sept</b>  |       |
| 19-Sep-23 | Tue | 1. <b>Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</b><br>2. Completion of all requisite entries on ERP including categorization of students (under Job Category/ Entrepreneurial venture/Family Business Category and Higher Education/Competitive Exams Category) and filling of electives. (1st Yr)  |       |
| 20-Sep-23 | Wed | 1. <b>Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</b><br>2. Completion of all requisite entries on ERP including categorization of students (under Job Category/ Entrepreneurial venture/Family Business Category and Higher Education/Competitive Exams Category) and filling of electives. (1st Yr)  |       |
| 21-Sep-23 | Thu | 1. <b>Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</b><br>2. Completion of all requisite entries on ERP including categorization of students (under Job Category/ Entrepreneurial venture/Family Business Category and Higher Education/Competitive Exams Category) and filling of electives. (1st Yr)  |       |
| 22-Sep-23 | Fri | 1. <b>Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</b><br>2. Completion of all requisite entries on ERP including categorization of students (under Job Category/ Entrepreneurial venture/Family Business Category and Higher Education/Competitive Exams Category) and filling of electives. (1st Yr)<br>3. Disciplinary Action File - Putting up the indiscipline of students to HoD  |       |

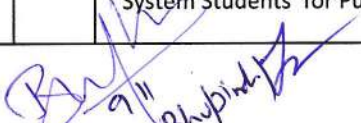
*Dr. Bhupinder Singh*  
9/11

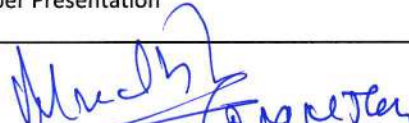
*(Dr. Bhupinder Singh)*

  
 Director  
 Technia Institute of Advanced Studies  
 (Affiliated to GGSIP University Delhi)  
 Madhuban Chowk, Rohini, Delhi-110085



| Date      | Day | Activities  | Notes |
|-----------|-----|---|-------|
| 23-Sep-23 | Sat | <ol style="list-style-type: none"> <li>1. Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</li> <li>2. <b>Expert Lecture -</b></li> <li>3. Completion of all requisite entries on ERP including categorization of students (under Job Category/ Entrepreneurial venture/Family Business Category and Higher Education/Competitive Exams Category) and filling of electives. (1st Yr)</li> <li>4. <b>Class Progression, Course Completion report &amp; credit gain and loss (1st, 2nd, 3rd &amp; 4th Yr)</b></li> <li>5. Final- Power Point based Presentation &amp; Defending of Work to the respective Faculty Guide - 18 Sept to 23 Sept</li> </ol>   |       |
| 24-Sep-23 | Sun | <b>SUNDAY</b>   |       |
| 25-Sep-23 | Mon | <ol style="list-style-type: none"> <li>1. Providing the ERP login and password to 1st Yr student</li> <li>2. <b>Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</b></li> <li>3. STR - Notice to students for spiral bound submission with last date as 30th Sept</li> </ol>  |       |
| 26-Sep-23 | Tue | <ol style="list-style-type: none"> <li>1. Providing the ERP login and password to 1st Yr student</li> <li>2. <b>Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</b></li> </ol>   |       |
| 27-Sep-23 | Wed | <ol style="list-style-type: none"> <li>1. Providing the ERP login and password to 1st Yr student</li> <li>2. <b>Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</b></li> </ol>   |       |
| 28-Sep-23 | Thu | <b>Id-e-Milad</b>   |       |
| 29-Sep-23 | Fri | <ol style="list-style-type: none"> <li>1. Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</li> <li>2. Disciplinary Action File - Putting up the indiscipline of students to HoD</li> <li>3. <b>Preparation of bills/remuneration of Visiting Faculty from Industry</b></li> </ol>  |       |
| 30-Sep-23 | Sat | <ol style="list-style-type: none"> <li>1. Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</li> <li>2. <b>Adjustment of credit gain and loss and timely coverage and completion of course</b></li> <li>3. STR - Final Date for spiral bound submission</li> <li>4. <b>R&amp;D Notice - Monthly submission of Research data of Concerned deptt. In Prescribed format of RIDC Cell</b></li> <li>5. Disciplinary Action File - Following of Disciplinary procedure/SGRC procedure and giving recommendation/approval on the same-HoD/Dean/ Disciplinary Committee/SGRC/Director</li> <li>6. <b>Preparation of bills/remuneration of Visiting Faculty from Industry</b></li> </ol>  |       |
| 01-Oct-23 | Sun | <b>SUNDAY</b>   |       |
| 02-Oct-23 | Mon | <b>Mahatma Gandhi's Birthday</b>  |       |
| 03-Oct-23 | Tue | <ol style="list-style-type: none"> <li>1. <b>Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</b></li> <li>2. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support &amp; Guidance, 2. Scholarship Support &amp; Guidance)</li> <li>3. <b>Notice for revised fine on late payment - Fees (2nd, 3rd &amp; 4yr students)</b></li> <li>4. Attendance Issue 1st Year</li> <li>5. <b>Submission of Students' Assignments-2nd, 3rd &amp; 4yr students assignments in the given format (2nd, 3rd &amp; 4th Yr)</b></li> <li>6. STR-Notice to students for Final Submission of one hard bound, one spiral bound &amp; 1CD duly completed in all respect last date 5th Oct</li> <li>7. <b>Renewal of British Council Library membership</b></li> <li>8. Spot Round 2 Counseling Registration (2-4 October)</li> <li>9. <b>Spot Round 2 Counseling Preference Filling (2-4 October)</b></li> </ol> |       |
| 04-Oct-23 | Wed | <ol style="list-style-type: none"> <li>1. <b>Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</b></li> <li>2. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support &amp; Guidance, 2. Scholarship Support &amp; Guidance)</li> <li>3. Session to promote the students &amp; record the items through Mentor-Mentee System Students' for Publications &amp; Paper Presentation</li> </ol>  |       |

  
 9/11  
 Dr. Bhupinder Singh

  
 Dr. Anand

Director  
 Techno Institute of Advanced  
 (Affiliated to GGSIP University)  
 Madhuban Chowk, Rohini,

| Date      | Day | Activities   | Notes |
|-----------|-----|--|-------|
| 05-Oct-23 | Thu | 1. Planning for Multi Disciplinary National Conference (24 & 25 Nov 2023)<br>2. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>6. STR-Final Submission of one hard bound, one spiral bound & 1CD   |       |
| 06-Oct-23 | Fri | 1. Planning for Multi Disciplinary National Conference (24 & 25 Nov 2023)<br>2. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>3. STR - Identification of Best Summer Internship Project<br>4. Disciplinary Action File - Putting up the indiscipline of students to HoD   |       |
| 07-Oct-23 | Sat | 1. Planning for Multi Disciplinary National Conference (24 & 25 Nov 2023)<br>2. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>3. STR - Identification of Best Summer Internship Project   |       |
| 08-Oct-23 | Sun | <b>SUNDAY</b>  |       |
| 09-Oct-23 | Mon | 1. Planning for Multi Disciplinary National Conference (24 & 25 Nov 2023)<br>2. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>3. STR - Identification of Best Summer Internship Project<br>4. Session to promote the students for representation and engagement in various administrative, co-curricular and extracurricular activities<br>5. Spot Round 2 Counseling Result<br>6. University Online Fee Rs.60,000/-, If not paid before (9-13 October) |       |
| 10-Oct-23 | Tue | 1. Planning for Multi Disciplinary National Conference (24 & 25 Nov 2023)<br>2. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>3. STR - Identification of Best Summer Internship Project   |       |
| 11-Oct-23 | Wed | 1. Planning for Multi Disciplinary National Conference (24 & 25 Nov 2023)<br>2. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>3. STR - Two Best Paper Research Projects Awards Nominations - Concerned Students & their Supervisor & motivating them to present Papers in National/International Conference of their concerned Department<br>4. Spot Round 2 Counseling Reporting (11-14 October)   |       |
| 12-Oct-23 | Thu | 1. Planning for Multi Disciplinary National Conference (24 & 25 Nov 2023)<br>2. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)  |       |
| 13-Oct-23 | Fri | 1. Planning for Multi Disciplinary National Conference (24 & 25 Nov 2023)<br>2. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>3. Library - Newspaper reading competition<br>4. Disciplinary Action File - Putting up the indiscipline of students to HoD  |       |
| 14-Oct-23 | Sat | 1. Planning for Multi Disciplinary National Conference (24 & 25 Nov 2023)<br>2. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>3. Submitting Online & Offline List of Students to different Programs (15th October)<br>4. Refund Process of Withdrawal/Up gradation (15th October)   |       |
| 15-Oct-23 | Sun | <b>SUNDAY</b>  |       |

*Dr. Bhupinder*  
9/11  
(Dr. Bhupinder)

*Dr. Anand*  
(Dr. Anand)

*Director*  
Director  
Tecnia Institute of Advanced Studies  
(Affiliated to GGSIP University Delhi)  
Madhuban Chowk, Rohini, Delhi-85

| Date      | Day | Activities  | Notes |
|-----------|-----|---|-------|
| 16-Oct-23 | Mon | <ol style="list-style-type: none"> <li>1. Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</li> <li>2. Awareness among probable candidates seeking admission to apply in GGSIPU</li> <li>3. Class Progression, Course Completion report &amp; credit gain and loss (1st, 2nd, 3rd &amp; 4th Yr)</li> </ol>  |       |
| 17-Oct-23 | Tue | <ol style="list-style-type: none"> <li>1. Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</li> <li>2. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support &amp; Guidance, 2. Scholarship Support &amp; Guidance)</li> </ol>   |       |
| 18-Oct-23 | Wed | <ol style="list-style-type: none"> <li>1. Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</li> <li>2. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support &amp; Guidance, 2. Scholarship Support &amp; Guidance)</li> </ol>   |       |
| 19-Oct-23 | Thu | <ol style="list-style-type: none"> <li>1. Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</li> <li>2. GGSIPU Sports Meet</li> <li>3. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support &amp; Guidance, 2. Scholarship Support &amp; Guidance)</li> </ol>  |       |
| 20-Oct-23 | Fri | <ol style="list-style-type: none"> <li>1. Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</li> <li>2. GGSIPU Sports Meet</li> <li>3. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support &amp; Guidance, 2. Scholarship Support &amp; Guidance)</li> <li>4. Disciplinary Action File - Putting up the indiscipline of students to HoD</li> </ol>  |       |
| 21-Oct-23 | Sat | <ol style="list-style-type: none"> <li>1. Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</li> <li>2. GGSIPU Sports Meet</li> <li>3. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support &amp; Guidance, 2. Scholarship Support &amp; Guidance)</li> </ol>  |       |
| 22-Oct-23 | Sun | SUNDAY  |       |
| 23-Oct-23 | Mon | <ol style="list-style-type: none"> <li>1. Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</li> <li>2. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support &amp; Guidance, 2. Scholarship Support &amp; Guidance)</li> </ol>   |       |
| 24-Oct-23 | Tue | Dussehra  |       |
| 25-Oct-23 | Wed | <ol style="list-style-type: none"> <li>1. Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</li> <li>2. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support &amp; Guidance, 2. Scholarship Support &amp; Guidance)</li> <li>3. Planning for One Day Workshop on MS-Office - 11 Nov</li> <li>4. Planning for Class Test (Theory &amp; Practical Internal Examination) (6-9 Nov)</li> <li>5. Workshop on e-resources 20th OCT</li> <li>6. CUET Round of Counseling/Admission (25-30 October)</li> </ol>   |       |
| 26-Oct-23 | Thu | <ol style="list-style-type: none"> <li>1. Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</li> <li>2. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support &amp; Guidance, 2. Scholarship Support &amp; Guidance)</li> <li>3. Planning for One Day Workshop on MS-Office - 11 Nov</li> <li>4. Notice for Class Test (Theory &amp; Practical Internal Examination) (6-9 Nov)</li> <li>5. Call for Question Papers from All Programs</li> </ol>  |       |
| 27-Oct-23 | Fri | <ol style="list-style-type: none"> <li>1. Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</li> <li>2. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support &amp; Guidance, 2. Scholarship Support &amp; Guidance)</li> <li>3. Planning for One Day Workshop on MS-Office - 11 Nov</li> <li>4. Planning for Class Test (Theory &amp; Practical Internal Examination) (6-9 Nov)</li> <li>5. Reminder for Call for Question Papers from All Programs</li> <li>6. Disciplinary Action File - Putting up the indiscipline of students to HoD</li> <li>7. CUET Document Verification Registration by University (27Sep - 10Oct)</li> </ol> |       |
| 28-Oct-23 | Sat | Maharishi Valmiki's Birthday  |       |
| 29-Oct-23 | Sun | SUNDAY  |       |

*[Handwritten signatures and initials]*

| Date      | Day | Activities  | Notes |
|-----------|-----|---|-------|
| 30-Oct-23 | Mon | <ol style="list-style-type: none"> <li>1. Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</li> <li>2. Awareness among probable candidates seeking admission to apply in GGSIPU</li> <li>3. Planning for One Day Workshop on MS-Office - 11 Nov</li> <li>4. Finalizing the classes, other infra &amp; <b>Preparation of Detained list</b> for Class Test (Theory &amp; Practical Internal Examination 6-9 Nov) 2nd, 3rd &amp; 4th Yr</li> <li>5. <b>Reminder for Call for Question Papers from All Programs</b></li> <li>6. R&amp;D Notice - Monthly submission of Research data of Concerned deptt. In Prescribed format of RIDC Cell</li> <li>7. Preparation of bills/remuneration of Visiting Faculty from Industry</li> </ol> |       |
| 31-Oct-23 | Tue | <ol style="list-style-type: none"> <li>1. Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</li> <li>2. Awareness among probable candidates seeking admission to apply in GGSIPU</li> <li>3. Planning for One Day Workshop on MS-Office - 11 Nov</li> <li>4. Finalizing the classes, other infra &amp; <b>Preparation of Detained list</b> for Class Test (Theory &amp; Practical Internal Examination 6-9 Nov) 2nd, 3rd &amp; 4th Yr</li> <li>5. <b>Collection of Question Papers from All Programs</b></li> <li>6. Class Progression, Course Completion report &amp; credit gain and loss (1st, 2nd, 3rd &amp; 4th Yr)</li> <li>7. Preparation of bills/remuneration of Visiting Faculty from Industry</li> </ol>                |       |
| 01-Nov-23 | Wed | <ol style="list-style-type: none"> <li>1. Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</li> <li>2. Awareness among probable candidates seeking admission to apply in GGSIPU</li> <li>3. Planning for One Day Workshop on MS-Office - 11 Nov</li> <li>4. Display of Detained list &amp; pending works of Class Test (Theory &amp; Practical Internal Examination) (6-9 Nov),</li> <li>2. Notice to students for Reappear fees for back paper Internal Examination) (6-9 Nov),</li> <li>5. <b>Segregation, Print out etc of Question Papers from All Programs</b></li> <li>6. Assignments in the given format (1st Yr)</li> <li>7. <b>Notice to students for Reappear fees for back paper</b></li> </ol>                        |       |
| 02-Nov-23 | Thu | <ol style="list-style-type: none"> <li>1. Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</li> <li>2. Awareness among probable candidates seeking admission to apply in GGSIPU</li> <li>3. Planning for One Day Workshop on MS-Office - 11 Nov</li> <li>4. Duty chart for Class Test (Theory &amp; Practical Internal Examination) (6-9 Nov) assignments in the given format (1st Yr)</li> <li>5. Session to promote the students &amp; record the items through Mentor-Mentee System Students' for Publications &amp; Paper Presentation</li> </ol>   |       |
| 03-Nov-23 | Fri | <ol style="list-style-type: none"> <li>1. Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</li> <li>2. Awareness among probable candidates seeking admission to apply in GGSIPU</li> <li>3. Planning for One Day Workshop on MS-Office - 11 Nov</li> <li>4. Planning for Class Test (Theory &amp; Practical Internal Examination) (6-9 Nov) 2nd, 3rd &amp; 4th Yr</li> <li>5. Disciplinary Action File - Putting up the indiscipline of students to HoD</li> </ol>  |       |

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| Date      | Day | Activities   | Notes |
|-----------|-----|--|-------|
| 04-Nov-23 | Sat | <ol style="list-style-type: none"> <li>1. Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</li> <li>2. Awareness among probable candidates seeking admission to apply in GGSIPU</li> <li>3. Planning for One Day Workshop on MS-Office - 11 Nov</li> <li>4. Final Planning &amp; Cross checks for Class Test (Theory &amp; Practical Internal Examination 6-9 Nov) for 2nd, 3rd &amp; 4th Yr</li> <li>5. Library Quiz/Debate competition</li> <li>6. Disciplinary Action File - Following of Disciplinary procedure/SGRC procedure and giving recommendation/approval on the same-HoD/Dean/ Disciplinary Committee/SGRC/Director</li> </ol>  |       |
| 05-Nov-23 | Sun | SUNDAY   |       |
| 06-Nov-23 | Mon | <ol style="list-style-type: none"> <li>1. Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</li> <li>2. Class Test (Theory &amp; Practical Internal Examination 6-9 Nov) for 2nd, 3rd &amp; 4th Yr</li> <li>3. Awareness among probable candidates seeking admission to apply in GGSIPU</li> <li>4. Planning for One Day Workshop on MS-Office - 11 Nov</li> <li>5. Submission of Students' Assignments-1st year</li> <li>6. Reminder-Notice to students for Reappear fees</li> <li>8. Notice by Students Grievance Committee to students for any complain rearding questions paper or exam related issues</li> <li>9. Session to promote the students for representation and engagement in various administrative, co-curricular and extracurricular activities</li> </ol> |       |
| 07-Nov-23 | Tue | <ol style="list-style-type: none"> <li>1. Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</li> <li>2. Class Test (Theory &amp; Practical Internal Examination 6-9 Nov) for 2nd, 3rd &amp; 4th Yr</li> <li>3. Awareness among probable candidates seeking admission to apply in GGSIPU</li> <li>4. Planning for One Day Workshop on MS-Office - 11 Nov</li> </ol>  |       |
| 08-Nov-23 | Wed | <ol style="list-style-type: none"> <li>1. Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</li> <li>2. Class Test (Theory &amp; Practical Internal Examination 6-9 Nov) for 2nd, 3rd &amp; 4th Yr</li> <li>3. Awareness among probable candidates seeking admission to apply in GGSIPU</li> <li>4. Planning for One Day Workshop on MS-Office - 11 Nov</li> <li>5. Follow up with subject faculty for Answer Sheet evaluation</li> </ol>   |       |
| 09-Nov-23 | Thu | <ol style="list-style-type: none"> <li>1. Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</li> <li>2. Class Test (Theory &amp; Practical Internal Examination 6-9 Nov) for 2nd, 3rd &amp; 4th Yr</li> <li>3. Awareness among probable candidates seeking admission to apply in GGSIPU</li> <li>4. Planning for One Day Workshop on MS-Office - 11 Nov</li> <li>5. Follow up with subject faculty for Answer Sheet evaluation</li> <li>6. Reminder-Notice by Students Grievance Committee to students for any complain rearding questions paper or exam related issues</li> </ol>  |       |
| 10-Nov-23 | Fri | <ol style="list-style-type: none"> <li>1. Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</li> <li>2. Fresher Party</li> <li>3. Awareness among probable candidates seeking admission to apply in GGSIPU</li> <li>4. Planning for One Day Workshop on MS-Office - 11 Nov</li> <li>5. Follow up with subject faculty for Answer Sheet evaluation</li> <li>6. Disciplinary Action File - Putting up the indiscipline of students to HoD</li> </ol>  |       |

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Director  
 Technia Institute of Advanced Studies  
 (Affiliated to GGSIP University, D.  
 Madhuban Chowk, Rohini, D.

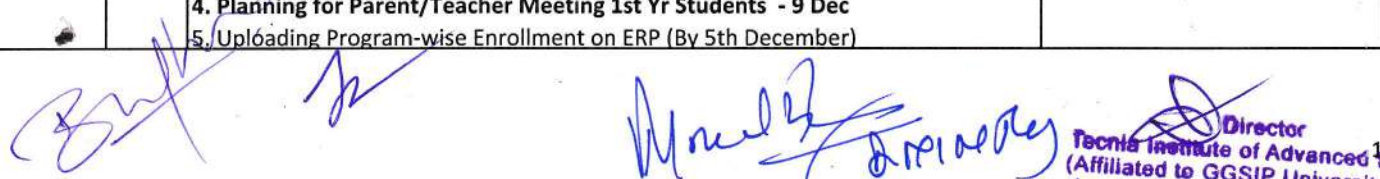
| Date      | Day | Activities   | Notes |
|-----------|-----|--|-------|
| 11-Nov-23 | Sat | <ol style="list-style-type: none"> <li>1. Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</li> <li>2. Awareness among probable candidates seeking admission to apply in GGSIPU</li> <li>3. Planning for Educational Cum Industrial Tour, 2nd. 3rd &amp; 4th Yr (5-9 Dec)</li> <li>4. Follow up with subject faculty for Answer Script evaluation</li> <li>5. One Day Workshop on MS-Office for 2nd, 3rd &amp; 4th Yr students (with Special Consideration on Advance excel) (1st Half for BBA &amp; MBA, 2nd Half for BCA, MCA &amp; BA-JMC), (In charge - Dean &amp; HOD) Speaker -</li> <li>6. Disciplinary Action File - Following of Disciplinary procedure/SGRC procedure and giving recommendation/approval on the same-HoD/Dean/ Disciplinary Committee/SGRC/Director</li> </ol> |       |
| 12-Nov-23 | Sun | SUNDAY   |       |
| 13-Nov-23 | Mon | Govardhan Puja (RH)  |       |
| 14-Nov-23 | Tue | <ol style="list-style-type: none"> <li>1. Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</li> <li>2. Awareness among probable candidates seeking admission to apply in GGSIPU</li> <li>3. Planning for Educational Cum Industrial Tour, 2nd. 3rd &amp; 4th Yr (5-9 Dec)</li> </ol>   |       |
| 15-Nov-23 | Wed | Bhai Dooj (RH)   |       |
| 16-Nov-23 | Thu | <ol style="list-style-type: none"> <li>1. Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</li> <li>2. Awareness among probable candidates seeking admission to apply in GGSIPU</li> <li>3. Planning for Educational Cum Industrial Tour, 2nd. 3rd &amp; 4th Yr (5-9 Dec)</li> <li>4. Planning for Parent/Teacher Meeting (2nd. 3rd &amp; 4th Yr) - 18 Nov</li> <li>5. Follow up with subject faculty for Answer Script evaluation</li> <li>6. Class Progression, Course Completion report &amp; credit gain and loss (1st. 2nd. 3rd &amp; 4th Yr)</li> </ol>  |       |
| 17-Nov-23 | Fri | <ol style="list-style-type: none"> <li>1. Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</li> <li>2. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support &amp; Guidance, 2. Scholarship Support &amp; Guidance)</li> <li>3. Planning for Educational Cum Industrial Tour, 2nd. 3rd &amp; 4th Yr (5-9 Dec)</li> <li>4. Planning for Parent/Teacher Meeting for 2nd. 3rd &amp; 4th Yr students - 18 Nov</li> <li>5. Result Analysis of Class Test - 2nd. 3rd &amp; 4th Yr students/Internal Evaluation Analysis based on marks and Class Test Attendance status (Present/Absentee)</li> <li>6. Disciplinary Action File - Putting up the indiscipline of students to HoD</li> </ol>   |       |
| 18-Nov-23 | Sat | <ol style="list-style-type: none"> <li>1. Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</li> <li>2. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support &amp; Guidance, 2. Scholarship Support &amp; Guidance)</li> <li>3. Planning for Educational Cum Industrial Tour, 2nd. 3rd &amp; 4th Yr (5-9 Dec)</li> <li>4. Parent/Teacher Meeting (PTM) for 2nd. 3rd &amp; 4th Yr students - Points to discuss with parents Student's Performance (Class Attendance, Event Participation, Assignment Status, Class Test Result, Discipline)</li> </ol>   |       |
| 19-Nov-23 | Sun | SUNDAY   |       |
| 20-Nov-23 | Mon | <ol style="list-style-type: none"> <li>1. Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</li> <li>2. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support &amp; Guidance, 2. Scholarship Support &amp; Guidance)</li> <li>3. Planning for Educational Cum Industrial Tour, 2nd. 3rd &amp; 4th Yr (5-9 Dec)</li> <li>4. Parent/Teacher Meeting for 2nd. 3rd &amp; 4th Yr students (Highlights of ofference given &amp; to be given by Institute &amp; Department)</li> </ol>  |       |

Director  
 Institute of Advanced Studies  
 (Affiliated to GGSIP University)  
 Madhuban Chowk, Rohini

| Date      | Day | Activities   | Notes |
|-----------|-----|--|-------|
| 21-Nov-23 | Tue | 1. Planning for Multi Disciplinary National Conference (24 & 25 Nov 2023)<br>2. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>3. Planning for Educational Cum Industrial Tour, 2nd. 3rd & 4th Yr (5-9 Dec)  |       |
| 22-Nov-23 | Wed | 1. Planning for Multi Disciplinary National Conference (24 & 25 Nov 2023)<br>2. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>3. Planning for Educational Cum Industrial Tour, 2nd. 3rd & 4th Yr (5-9 Dec)  |       |
| 23-Nov-23 | Thu | 1. <b>Planning for Multi Disciplinary National Conference (24 &amp; 25 Nov 2023)</b><br>2. Awareness among probable candidates seeking admission to apply in GGSIPU<br>3. <b>Planning for Educational Cum Industrial Tour, 2nd. 3rd &amp; 4th Yr (5-9 Dec)</b><br>4. Class Progression, Course Completion report & credit gain and loss (1st, 2nd, 3rd & 4th Yr)   |       |
| 24-Nov-23 | Fri | <b>Multi-Disciplinary National Conference (24/25-11-23) &amp; Book Fair (25-11-2023)</b>   |       |
| 25-Nov-23 | Sat | <b>Multi-Disciplinary National Conference (24/25-11-23) &amp; Book Fair (25-11-2023)</b>   |       |
| 26-Nov-23 | Sun | <b>SUNDAY</b>  |       |
| 27-Nov-23 | Mon | <b>Guru Nanak Dev's Birthday</b>   |       |
| 28-Nov-23 | Tue | 1. Awareness among probable candidates seeking admission to apply in GGSIPU<br>2. <b>Planning for Educational Cum Industrial Tour, 2nd. 3rd &amp; 4th Yr (5-9 Dec)</b><br>3. Planning for Multi Disciplinary International Conference 23 & 24th Feb 2023<br>4. <b>Class Test (Theory &amp; Practical Internal Examination 28 Nov-1st Dec) for 1st Yr</b><br>5. Renewal of the Tally ERP<br>6. <u>Preparation of bills/remuneration of Visiting Faculty from Industry</u>   |       |
| 29-Nov-23 | Wed | 1. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>2. Planning for Educational Cum Industrial Tour, 2nd. 3rd & 4th Yr (5-9 Dec)<br>3. Planning for Multi Disciplinary International Conference 23 & 24th Feb 2023<br>4. Class Test (Theory & Practical Internal Examination 28 Nov-1st Dec) for 1st Yr<br>5. R&D Notice - Monthly submission of Research data of Concerned deptt. In Prescribed format of RIDC Cell<br>6. Prerequisite of the software requirements for the upcoming session.<br>7. Preparation of bills/remuneration of Visiting Faculty from Industry<br>8. Class-wise Drive for the Updation of 1st Year Student Data, especially, w.r.t. Pending Documents, Categorisation and Photo uploading (By 30 November) |       |

Director  
Tecnia Institute of Advanced Studies  
(Affiliated to GGSIP University Delhi)  
Madhuban Chowk, Rohini, Delhi-110085

| Date      | Day | Activities  | Notes |
|-----------|-----|---|-------|
| 30-Nov-23 | Thu | <ol style="list-style-type: none"> <li>1. Awareness among probable candidates seeking admission to apply in GGSIPU</li> <li>2. <b>Planning for Educational Cum Industrial Tour, 2nd. 3rd &amp; 4th Yr (5-9 Dec)</b></li> <li>3. Planning for Multi Disciplinary International Conference 23 &amp; 24th Feb 2023</li> <li>4. <b>Class Test (Theory &amp; Practical Internal Examination 28 Nov-1st Dec) for 1st Yr</b></li> <li>5. Class Progression, Course Completion report &amp; credit gain and loss (1st, 2nd, 3rd &amp; 4th Yr)</li> <li>6. Follow up subject faculty to complete their Answer Scripts evaluation on time-HoD/Examination In charge</li> <li>7. <u>Preparation of bills/remuneration of Visiting Faculty from Industry</u></li> </ol>   |       |
| 01-Dec-23 | Fri | <ol style="list-style-type: none"> <li>1. Awareness among probable candidates seeking admission to apply in GGSIPU</li> <li>2. Planning for Educational Cum Industrial Tour, 2nd. 3rd &amp; 4th Yr (5-9 Dec)</li> <li>3. Planning for Multi Disciplinary International Conference 23 &amp; 24th Feb 2023</li> <li>4. Class Test (Theory &amp; Practical Internal Examination 28 Nov-1st Dec) for 1st Yr</li> <li>5. Follow up subject faculty to complete their Answer Scripts evaluation on time-HoD/Examination In charge</li> <li>6. Recommendation of books for Even Semester by respective departments</li> <li>7. Session to promote the students &amp; record the items through Mentor-Mentee System Students' for Publications &amp; Paper Presentation</li> </ol>  |       |
| 02-Dec-23 | Sat | <ol style="list-style-type: none"> <li>1. Awareness among probable candidates seeking admission to apply in GGSIPU</li> <li>2. <b>Final Planning- Educational Cum Industrial Tour, 2nd. 3rd &amp; 4th Yr (5-9 Dec)</b></li> <li>3. (a) One Day Workshop on Analytics for MBA, BBA (Mktg, HR, Fin etc)<br/>Speaker - Arpit Jain - Physics Wallah<br/>(b) One Day Workshop on BCA, MCA<br/>(c) One Day Workshop on BA-JMC for 2nd, 3rd &amp; 4th Yr. (In charge - Dean &amp; HOD)-(In charge - HOD) Speaker -</li> <li>3. <b>Planning for International Conference</b></li> <li>5. Follow up subject faculty to complete their Answer Scripts evaluation on time-HoD/Examination In charge</li> <li>6. Disciplinary Action File - Following of Disciplinary procedure/SGRC procedure and giving recommendation/approval on the same-HoD/Dean/ Disciplinary Committee/SGRC/Director</li> </ol> |       |
| 03-Dec-23 | Sun | <b>SUNDAY</b>   |       |
| 04-Dec-23 | Mon | <ol style="list-style-type: none"> <li>1. Awareness among probable candidates seeking admission to apply in GGSIPU</li> <li>2. <b>Final Planning- Educational Cum Industrial Tour, 2nd. 3rd &amp; 4th Yr (5-9 Dec)</b></li> <li>3. Planning for Multi Disciplinary International Conference</li> <li>4. <b>Planning for Parent/Teacher Meeting for 1st Yr Students - 9 Dec</b></li> <li>5. Internal Evaluation Analysis based on marks and Class Test Attendance status (Present/Absentee). Exam Dept Ensure that all subject faculty have timely uploaded Marks and have given feedback to students- HoD/Dean</li> <li>6. Session to promote the students for representation and engagement in various administrative, co-curricular and extracurricular activities</li> <li>7. Prerequisite of the software requirements for the upcoming session</li> </ol>                              |       |
| 05-Dec-23 | Tue | <ol style="list-style-type: none"> <li>1. Awareness among probable candidates seeking admission to apply in GGSIPU</li> <li>2. <b>Final Planning- Educational Cum Industrial Tour, 2nd. 3rd &amp; 4th Yr (5-9 Dec)</b></li> <li>3. Planning for International Conference</li> <li>4. <b>Planning for Parent/Teacher Meeting 1st Yr Students - 9 Dec</b></li> <li>5. Uploading Program-wise Enrollment on ERP (By 5th December)</li> </ol>   |       |


  
**Director**  
 Technia Institute of Advanced  
 (Affiliated to GGSIP University)  
 Madhuban Chowk, Bahadurgarh



| Date      | Day | Activities   | Notes |
|-----------|-----|--|-------|
| 06-Dec-23 | Wed | <ol style="list-style-type: none"> <li>1. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support &amp; Guidance, 2. Scholarship Support &amp; Guidance)</li> <li>2. Educational Cum Industrial Tour, 2nd. 3rd &amp; 4th Yr (5-9 Dec)</li> <li>3. Planning for International Conference</li> <li>4. Planning for Parent/Teacher Meeting 1st Yr Students - 9 Dec</li> <li>5. Class Test - Result Analysis for 1st Yr</li> <li>6. Submitting Online &amp; Offline Final List of Students to different Programs with Enrollment (By 6th December)</li> </ol>   |       |
| 07-Dec-23 | Thu | <ol style="list-style-type: none"> <li>1. Awareness among probable candidates seeking admission to apply in GGSIPU</li> <li>2. Educational Cum Industrial Tour, 2nd. 3rd &amp; 4th Yr (5-9 Dec)</li> <li>3. Planning for International Conference</li> <li>4. Planning for Parent/Teacher Meeting (PTM) 1st Yr Students - 9 Dec</li> <li>5. Result Analysis of Class Test - 2nd. 3rd &amp; 4th Yr students/Internal Evaluation Analysis based on marks and Class Test Attendance status (Present/Absentee)</li> </ol>  |       |
| 08-Dec-23 | Fri | <ol style="list-style-type: none"> <li>1. Awareness among probable candidates seeking admission to apply in GGSIPU</li> <li>2. Educational Cum Industrial Tour, 2nd. 3rd &amp; 4th Yr (5-9 Dec)</li> <li>3. Planning for International Conference</li> <li>4. Varchsav</li> <li>5. Planning for Parent/Teacher Meeting (PTM) 1st Yr Students - 9 Dec</li> <li>6. Disciplinary Action File - Putting up the indiscipline of students to HoD</li> </ol>  |       |
| 09-Dec-23 | Sat | <ol style="list-style-type: none"> <li>1. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support &amp; Guidance, 2. Scholarship Support &amp; Guidance)</li> <li>2. Educational Cum Industrial Tour, 2nd. 3rd &amp; 4th Yr (5-9 Dec)</li> <li>3. Planning for International Conference</li> <li>4. Parent/Teacher Meeting for 1st Yr Students (PTM) (Highlights of ofference given &amp; to be given by Institute &amp; Department), Points to discuss with parents Student's Performance (Class Attendance, Event Participation, Assignment Status, Class Test Result, Discipline)</li> <li>5. Varchsav</li> <li>6. Deep Cleaning of Library</li> <li>7. Disciplinary Action File - Following of Disciplinary procedure/SGRC procedure and giving recommendation/approval on the same-HoD/Dean/ Disciplinary Committee/SGRC/Director</li> </ol> |       |
| 10-Dec-23 | Sun | SUNDAY   |       |
| 11-Dec-23 | Mon | <ol style="list-style-type: none"> <li>1. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support &amp; Guidance, 2. Scholarship Support &amp; Guidance)</li> <li>2. Planning for International Conference</li> <li>3. Installation of the software as per the requirements for the upcoming session</li> </ol>   |       |
| 12-Dec-23 | Tue | <ol style="list-style-type: none"> <li>1. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support &amp; Guidance, 2. Scholarship Support &amp; Guidance)</li> <li>2. Planning for International Conference</li> </ol>   |       |
| 13-Dec-23 | Wed | <ol style="list-style-type: none"> <li>1. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support &amp; Guidance, 2. Scholarship Support &amp; Guidance)</li> <li>2. Planning for International Conference</li> </ol>   |       |
| 14-Dec-23 | Thu | <ol style="list-style-type: none"> <li>1. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support &amp; Guidance, 2. Scholarship Support &amp; Guidance)</li> <li>2. Planning for International Conference</li> <li>3. Issuance of ID Card with Enrollment for 1st Yr</li> </ol>  |       |

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Director  
Tecnia Institute of Advanced Study  
(Affiliated to GGSIP University Delhi)  
Madhuban Chowk, Rohini, Delh.


| Date      | Day | Activities   | Notes |
|-----------|-----|--|-------|
| 15-Dec-23 | Fri | 1. Awareness among probable candidates seeking admission to apply in GGSIPU<br><b>2. Planning for International Conference</b><br>3. Two Days Corporate Seminar cum workshop Time 9am-5pm, In charge - HOD<br>External Speakers as per availability from corporate<br><b>4. Class Progression, Course Completion report &amp; credit gain and loss (1st, 2nd, 3rd &amp; 4th Yr)</b><br>5. Renewal of J-gate 15th Dec<br><b>6. Procurement of Books on the basis of Faculty Recommendation for even semester</b><br><b>7. Disciplinary Action File - Putting up the indiscipline of students to HoD</b> |       |
| 16-Dec-23 | Sat | 1. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>2. Planning for International Conference<br>3. Two Days Corporate Seminar cum workshop Time 9am-5pm, In charge - HOD External Speakers as per availability from corporate<br>4. Book Exhibition by publishers - Library  |       |
| 17-Dec-23 | Sun | SUNDAY   |       |
| 18-Dec-23 | Mon | 1. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>2. Planning for International Conference<br>3. Revision/Problem Solving Classes & Guidance on how to score good marks in University exams  |       |
| 19-Dec-23 | Tue | 1. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>2. Planning for International Conference<br>3. Revision/Problem Solving Classes & Guidance on how to score good marks in University exams  |       |
| 20-Dec-23 | Wed | 1. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>2. Planning for International Conference<br>3. Revision/Problem Solving Classes & Guidance on how to score good marks in University exams  |       |
| 21-Dec-23 | Thu | 1. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>2. Planning for International Conference<br>3. Revision/Problem Solving Classes & Guidance on how to score good marks in University exams  |       |
| 22-Dec-23 | Fri | 1. Awareness among probable candidates seeking admission to apply in GGSIPU<br><b>2. Planning for International Conference</b><br>3. Class Progression, Course Completion report & credit gain and loss (1st, 2nd, 3rd & 4th Yr)<br>4. Disciplinary Action File - Putting up the indiscipline of students to HoD   |       |
| 23-Dec-23 | Sat | <b>Preparatory Leave</b><br>1. Awareness among probable candidates seeking admission to apply in GGSIPU<br><b>2. Planning for International Conference</b><br>3. Revision/Problem Solving Classes & Guidance on how to score good marks in University exams  |       |
| 24-Dec-23 | Sun | SUNDAY   |       |
| 25-Dec-23 | Mon | CHRISTMAS  |       |

*By*

*Director*

Director  
 Techno Institute of Advanced Studies  
 (Affiliated to GGSIP University)  
 Madhuban Chowk, Rohini, Delhi

| Date      | Day | Activities   | Notes |
|-----------|-----|--|-------|
| 26-Dec-23 | Tue | <b>Preparatory Leave</b><br>1. Awareness among probable candidates seeking admission to apply in GGSIPU<br><b>2. Planning for International Conference</b><br>3. National and International Journal Subscription - Library<br>4. ERP Database Backup and Maintenance   |       |
| 27-Dec-23 | Wed | <b>Preparatory Leave</b><br>1. Awareness among probable candidates seeking admission to apply in GGSIPU<br><b>2. Planning for International Conference</b>   |       |
| 28-Dec-23 | Thu | <b>Preparatory Leave</b><br>1. Awareness among probable candidates seeking admission to apply in GGSIPU<br><b>2. Planning for International Conference</b><br>3. Preparation of bills/remuneration of Visiting Faculty from Industry   |       |
| 29-Dec-23 | Fri | <b>Preparatory Leave</b><br>1. Awareness among probable candidates seeking admission to apply in GGSIPU<br><b>2. Planning for International Conference</b><br>3. Preparation of bills/remuneration of Visiting Faculty from Industry<br>4. Closing of Admission File and submitting to Director Office (by 29th Dec)   |       |
| 30-Dec-23 | Sat | <b>1. Term End Examination</b><br>2. Interview for concerned Industry for STR Finalized by Training & Placement<br><b>3. Awareness among probable candidates seeking admission to apply in GGSIPU</b><br>4. Planning for International Conference<br><b>5. R&amp;D Notice - Monthly submission of Research data of Concerned depts. in Prescribed format of RIDC Cell</b><br>6. Completion and training of the NOC Module of the ERP<br><b>7. Preparation of bills/remuneration of Visiting Faculty from Industry</b>                                |       |
| 31-Dec-23 | Sun | <b>SUNDAY</b>  |       |
| 01-Jan-24 | Mon | <b>1. Term End Examination</b><br>2. Interview for concerned Industry for STR Finalized by Training & Placement 1st Jan to 30st March<br><b>3. Awareness among probable candidates seeking admission to apply in GGSIPU</b><br>4. Planning for International Conference  |       |
| 02-Jan-24 | Tue | <b>1. Term End Examination</b><br>2. Interview for concerned Industry for STR Finalized by Training & Placement<br><b>3. Awareness among probable candidates seeking admission to apply in GGSIPU</b><br>4. Planning for International Conference<br><b>5. Admissions - Updation &amp; Printing of Files/ MQ Form/ General Enquiry Form</b><br>6. Obtaining CAT/CET/CUET/NIMCET Data and calling to invite in college visit through Professionals / Counselor/ Respective program Faculty (From 1st Week of January and/or whenever it is available) |       |
| 03-Jan-24 | Wed | <b>1. Term End Examination</b><br>2. Interview for concerned Industry for STR Finalized by Training & Placement<br><b>3. Awareness among probable candidates seeking admission to apply in GGSIPU</b><br>4. Planning for International Conference  |       |

  
**Director**  
 Techno Institute of Advanced Studies  
 (Affiliated to GGSIP University D.)  
 Madhuban Chowk, Rohini, Delhi-110068

| Date      | Day | Activities   | Notes |
|-----------|-----|--|-------|
| 04-Jan-24 | Thu | <b>1. Term End Examination</b><br>2. Interview for concerned Industry for STR Finalized by Training & Placement<br><b>3. Awareness among probable candidates seeking admission to apply in GGSIPU</b><br>4. Planning for International Conference  |       |
| 05-Jan-24 | Fri | <b>1. Term End Examination</b><br>2. Interview for concerned Industry for STR Finalized by Training & Placement<br><b>3. Awareness among probable candidates seeking admission to apply in GGSIPU</b><br>4. Planning for International Conference<br>5. FAQs along with suitable/apt answers thereof (By 05th January)   |       |
| 06-Jan-24 | Sat | <b>1. Term End Examination</b><br>2. Interview for concerned Industry for STR Finalized by Training & Placement<br><b>3. Awareness among probable candidates seeking admission to apply in GGSIPU</b><br>4. Planning for International Conference  |       |
| 07-Jan-24 | Sun | SUNDAY   |       |
| 08-Jan-24 | Mon | <b>1. Term End Examination</b><br>2. Interview for concerned Industry for STR Finalized by Training & Placement<br><b>3. Awareness among probable candidates seeking admission to apply in GGSIPU</b><br>4. Planning for International Conference  |       |
| 09-Jan-24 | Tue | <b>1. Term End Examination</b><br>2. Interview for concerned Industry for STR Finalized by Training & Placement<br><b>3. Awareness among probable candidates seeking admission to apply in GGSIPU</b><br>4. Planning for International Conference  |       |
| 10-Jan-24 | Wed | <b>1. Term End Examination</b><br>2. Interview for concerned Industry for STR Finalized by Training & Placement<br><b>3. Awareness among probable candidates seeking admission to apply in GGSIPU</b><br>4. Planning for International Conference  |       |
| 11-Jan-24 | Thu | <b>1. Term End Examination</b><br>2. Interview for concerned Industry for STR Finalized by Training & Placement<br><b>3. Awareness among probable candidates seeking admission to apply in GGSIPU</b><br>4. Planning for International Conference<br>5. Student Satisfaction Survey : Online student satisfaction survey regard to teaching learning process (all currently enrolled students) |       |
| 12-Jan-24 | Fri | <b>1. Term End Examination</b><br>2. Interview for concerned Industry for STR Finalized by Training & Placement<br><b>3. Awareness among probable candidates seeking admission to apply in GGSIPU</b><br>4. Planning for International Conference<br>5. Student Satisfaction Survey : Online student satisfaction survey regard to teaching learning process (all currently enrolled students) |       |

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Director  
 Techno Institute of Advanced Studies  
 (Affiliated to GGSIP University D  
 Madhuban Chowk, Rohini, Delhi

| Date      | Day | Activities   | Notes |
|-----------|-----|--|-------|
| 13-Jan-24 | Sat | <b>1. Term End Examination</b><br>2. Interview for concerned Industry for STR Finalized by Training & Placement<br><b>3. Awareness among probable candidates seeking admission to apply in GGSIPU</b><br>4. Planning for International Conference<br>5. Student Satisfaction Survey : Online student satisfaction survey regard to teaching learning process (all currently enrolled students)   |       |
| 14-Jan-24 | Sun | <b>SUNDAY</b>  |       |
| 15-Jan-24 | Mon | <b>1. Term End Examination</b><br>2. Interview for concerned Industry for STR Finalized by Training & Placement<br><b>3. Awareness among probable candidates seeking admission to apply in GGSIPU</b><br>4. Planning for International Conference<br>5. Student Satisfaction Survey : Online student satisfaction survey regard to teaching learning process (all currently enrolled students)<br>6. Chatbot on TIAS Website (By 15th January) |       |
| 16-Jan-24 | Tue | <b>1. Term End Examination</b><br>2. Interview for concerned Industry for STR Finalized by Training & Placement<br><b>3. Awareness among probable candidates seeking admission to apply in GGSIPU</b><br>4. Planning for International Conference<br>5. Student Satisfaction Survey : Online student satisfaction survey regard to teaching learning process (all currently enrolled students)   |       |
| 17-Jan-24 | Wed | <b>1. Term End Examination</b><br>2. Interview for concerned Industry for STR Finalized by Training & Placement<br><b>3. Awareness among probable candidates seeking admission to apply in GGSIPU</b><br>4. Planning for International Conference<br><b>5. Feedback and its transaction (including syllabus) at the institution from the following stakeholders 1)Teachers 2)Employers 3)Alumni 4)Parents</b>                                  |       |
| 18-Jan-24 | Thu | <b>Winter Vacations (18 Jan 2024 - 24 Jan 2024)</b><br>1. Awareness among probable candidates seeking admission to apply in GGSIPU<br><b>2. Planning for even semester classes/labs, Subject allocation, Time Table, Class room allotment</b><br>3. Closing Certificate - Submission of Academic Records for the closing Academic Session semester wise along with closing certificate   |       |
| 19-Jan-24 | Fri | <b>Winter Vacations (18 Jan 2024 - 24 Jan 2024)</b><br>1. Awareness among probable candidates seeking admission to apply in GGSIPU<br><b>2. Planning for even semester classes/labs, Subject allocation, Time Table, Class room allotment</b><br>3. Closing Certificate - Submission of Academic Records for the closing Academic Session semester wise along with closing certificate   |       |

Director  
 Technia Institute of Advanced Stud-  
 (Affiliated to GGSIP University De-  
 Madhuban Chowk, Rohini, Delhi-85

| Date      | Day | Activities   | Notes |
|-----------|-----|--|-------|
| 20-Jan-24 | Sat | <b>Winter Vacations (18 Jan 2024 - 24 Jan 2024)</b><br>1. Awareness among probable candidates seeking admission to apply in GGSIPU<br>2. Time table display on all modes of circulations<br>3. Lecture Plan by faculty members<br>4. Preparation & Planning to celebrate Independence Day<br>5. Disciplinary Action File - Following of Disciplinary procedure/SGRC procedure and giving recommendation/approval on the same-HoD/Dean/ Disciplinary Committee/SGRC/Director<br>6. Closing Certificate - Submission of Academic Records for the closing Academic Session semester wise along with closing certificate |       |
| 21-Jan-24 | Sun | <b>SUNDAY</b>  |       |
| 22-Jan-24 | Mon | <b>Winter Vacations (18 Jan 2024 - 24 Jan 2024)</b><br>1. Awareness among probable candidates seeking admission to apply in GGSIPU<br>2. Time table display on all modes of circulations<br>3. Lecture Plan by faculty members<br>4. Preparation & Planning to celebrate Independence Day<br>5. Closing Certificate - Submission of Academic Records for the closing Academic Session semester wise along with closing certificate   |       |
| 23-Jan-24 | Tue | <b>Winter Vacations (18 Jan 2024 - 24 Jan 2024)</b><br>1. Awareness among probable candidates seeking admission to apply in GGSIPU<br>2. Lecture Plan by faculty members<br>3. Preparation & Planning to celebrate Independence Day  |       |
| 24-Jan-24 | Wed | <b>Winter Vacations (18 Jan 2024 - 24 Jan 2024)</b><br>1. Awareness among probable candidates seeking admission to apply in GGSIPU<br>2. Lecture Plan by faculty members<br>3. Preparation & Planning to celebrate Independence Day  |       |
| 25-Jan-24 | Thu | <b>Imparting of Instruction - As per Univ Guideline (25 Jan, 24 to 29 May 2024)</b><br>1. Awareness among probable candidates seeking admission to apply in GGSIPU   |       |
| 26-Jan-24 | Fri | <b>REPUBLIC DAY</b>  |       |
| 27-Jan-24 | Sat | 1. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>2. Disciplinary Action File - Following of Disciplinary procedure/SGRC procedure and giving recommendation/approval on the same-HoD/Dean/ Disciplinary Committee/SGRC/Director   |       |
| 28-Jan-24 | Sun | <b>SUNDAY</b>  |       |
| 29-Jan-24 | Mon | 1. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>2. Planning for Business Plan Competition 3rd Feb  |       |
| 30-Jan-24 | Tue | 1. Awareness among probable candidates seeking admission to apply in GGSIPU<br>2. R&D Notice - Monthly submission of Research data of Concerned deptt. in Prescribed format of RIDC Cell<br>3. Planning for Business Plan Competition 3rd Feb  |       |
| 31-Jan-24 | Wed | 1. Awareness among probable candidates seeking admission to apply in GGSIPU<br>2. R&D Notice - Monthly submission of Research data of Concerned deptt. in Prescribed format of RIDC Cell<br>3. Planning for Business Plan Competition 3rd Feb  |       |

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**Director**  
Teerika Institute of Advanced Studies  
(Affiliated to GGSIP University)  
Madhuban Chowk, Rohini, Delhi

| Date      | Day | Activities   | Notes |
|-----------|-----|--|-------|
| 01-Feb-24 | Thu | 1. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>2. E - Books Subscription: Renewal of Pearson<br>3. Session to promote the students & record the items through Mentor-Mentee System Students' for Publications & Paper Presentation<br>4. Planning for Business Plan Competition 3rd Feb<br>5. Admissions - Electronic Footprint Through Tecnia News Hindi/English with News about entrance exams and placements 1st Feb Onwards |       |
| 02-Feb-24 | Fri | 1. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>2. Disciplinary Action File - Putting up the indiscipline of students to HoD<br>3. Planning for Business Plan Competition 3rd Feb<br>4. Admissions - Electronic Footprint Through Podcast (RJ preferably through Students with Panelist from outsiders - Rubroo ) 2nd Feb Onwards  |       |
| 03-Feb-24 | Sat | 1. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>2. Workshop for use of Digital Library<br>3. Disciplinary Action File - Following of Disciplinary procedure/SGRC procedure and giving recommendation/approval on the same-HoD/Dean/ Disciplinary Committee/SGRC/Director<br>4. Business Plan Competition   |       |
| 04-Feb-24 | Sun | <b>SUNDAY</b>  |       |
| 05-Feb-24 | Mon | 1. Planning for Educational Cum Industrial Tour - 1st Yr (12-17 Mar)<br>2. T & P week cultural activities<br>3. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>4. Book Donation Camp<br>9. Session to promote the students for representation and engagement in various administrative, co-curricular and extracurricular activities   |       |
| 06-Feb-24 | Tue | 1. Planning for Educational Cum Industrial Tour - 1st Yr (12-17 Mar)<br>2. T & P week cultural activities<br>3. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)  |       |
| 07-Feb-24 | Wed | 1. Planning for Educational Cum Industrial Tour - 1st Yr (12-17 Mar)<br>2. T & P week cultural activities<br>3. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)  |       |
| 08-Feb-24 | Thu | 1. Planning for Educational Cum Industrial Tour - 1st Yr (12-17 Mar)<br>2. Anugooj<br>3. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)   |       |
| 09-Feb-24 | Fri | 1. Planning for Educational Cum Industrial Tour - 1st Yr (12-17 Mar)<br>2. Anugooj<br>3. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>4. Disciplinary Action File - Putting up the indiscipline of students to HoD   |       |
| 10-Feb-24 | Sat | 1. Planning for Educational Cum Industrial Tour - 1st Yr (12-17 Mar)<br>2. Anugooj<br>3. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)   |       |
| 11-Feb-24 | Sun | <b>SUNDAY</b>  |       |

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**Director**  
 Techno Institute of Advanced Studies  
 (Affiliated to GGSIP University)  
 Madhuban Chowk, Rohini, Delhi

| Date      | Day | Activities   | Notes |
|-----------|-----|--|-------|
| 12-Feb-24 | Mon | 1. Planning for Educational Cum Industrial Tour - 1st Yr (12-17 Mar)<br>2. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)   |       |
| 13-Feb-24 | Tue | 1. Planning for Educational Cum Industrial Tour - 1st Yr (12-17 Mar)<br>2. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>3. Tecnia Journal Dispatch - Library   |       |
| 14-Feb-24 | Wed | 1. Planning for Educational Cum Industrial Tour - 1st Yr (12-17 Mar)<br>2. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)   |       |
| 15-Feb-24 | Thu | 1. Planning for Educational Cum Industrial Tour - 1st Yr (12-17 Mar)<br><b>2. Awareness among probable candidates seeking admission to apply in GGSIPU</b><br>3. Class Progression, Course Completion report & credit gain and loss (1st, 2nd, 3rd & 4th Yr)   |       |
| 16-Feb-24 | Fri | 1. Planning for Educational Cum Industrial Tour - 1st Yr (12-17 Mar)<br>2. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)   |       |
| 17-Feb-24 | Sat | 1. Planning for Educational Cum Industrial Tour - 1st Yr (12-17 Mar)<br>2. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>3. Disciplinary Action File - Following of Disciplinary procedure/SGRC procedure and giving recommendation/approval on the same-HoD/Dean/ Disciplinary Committee/SGRC/Director |       |
| 18-Feb-24 | Sun | <b>SUNDAY</b>  |       |
| 19-Feb-24 | Mon | 1. Planning for Educational Cum Industrial Tour - 1st Yr (12-17 Mar)<br>2. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)   |       |
| 20-Feb-24 | Tue | 1. Planning for Educational Cum Industrial Tour - 1st Yr (12-17 Mar)<br>2. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>3. Renewal of the Microsoft Campus Agreement   |       |
| 21-Feb-24 | Wed | 1. Planning for Educational Cum Industrial Tour - 1st Yr (12-17 Mar)<br>2. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)   |       |
| 22-Feb-24 | Thu | 1. Planning for Educational Cum Industrial Tour - 1st Yr (12-17 Mar)<br>2. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)   |       |
| 23-Feb-24 | Fri | <b>International Conference</b><br>Timing 9am-5am, In charges-Deans & HOD  |       |
| 24-Feb-24 | Sat | <b>International Conference</b><br>Timing 9am-5am, In charges-Deans & HOD  |       |
| 25-Feb-24 | Sun | <b>SUNDAY</b>  |       |
| 26-Feb-24 | Mon | 1. Planning for Educational Cum Industrial Tour - 1st Yr (12-17 Mar)<br>2. T & P week cultural activities Certificate course<br>3. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)   |       |

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**Director**  
Tecnica Institute of Advanced Studies  
(Affiliated to GGSIP University)  
Madhuban Chowk, Rohini, Delhi



| Date      | Day | Activities   | Notes |
|-----------|-----|--|-------|
| 27-Feb-24 | Tue | <ol style="list-style-type: none"> <li>1. Planning for Educational Cum Industrial Tour - 1st Yr (12-17 Mar)</li> <li>2. T &amp; P week cultural activities Certificate course</li> <li>3. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support &amp; Guidance, 2. Scholarship Support &amp; Guidance)</li> <li>4. Preparation of bills/remuneration of Visiting Faculty from Industry</li> </ol>   |       |
| 28-Feb-24 | Wed | <ol style="list-style-type: none"> <li>1. Planning for Educational Cum Industrial Tour - 1st Yr (12-17 Mar)</li> <li>2. T &amp; P week cultural activities Certificate course</li> <li>3. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support &amp; Guidance, 2. Scholarship Support &amp; Guidance)</li> <li>4. Preparation of bills/remuneration of Visiting Faculty from Industry</li> </ol>   |       |
| 29-Feb-24 | Thu | <ol style="list-style-type: none"> <li>1. Planning for Educational Cum Industrial Tour - 1st Yr (12-17 Mar)</li> <li>2. <b>T &amp; P week cultural activities Certificate course</b></li> <li>3. Awareness among probable candidates seeking admission to apply in GGSIPU</li> <li>4. <b>Class Progression, Course Completion report &amp; credit gain and loss (1st, 2nd, 3rd &amp; 4th Yr)</b></li> <li>5. R&amp;D Notice - Monthly submission of Research data of Concerned deptt. in Prescribed format of RIDC Cell</li> <li>6. <b>Completion and Training of the ERP Module LMS and online certificate generation for the Vac.</b></li> <li>7. Preparation of bills/remuneration of Visiting Faculty from Industry</li> </ol>   |       |
| 01-Mar-24 | Fri | <ol style="list-style-type: none"> <li>1. Planning for Educational Cum Industrial Tour - 1st Yr (12-17 Mar)</li> <li>2. T &amp; P week cultural activities Certificate course</li> <li>3. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support &amp; Guidance, 2. Scholarship Support &amp; Guidance)</li> <li>4. Result analysis of odd semesters (or when ever result will be declared)</li> <li>5. Session to promote the students &amp; record the items through Mentor-Mentee System Students' for Publications &amp; Paper Presentation</li> <li>6. Disciplinary Action File - Putting up the indiscipline of students to HoD</li> <li>7. Admissions - Social Media Presence - Facebook, Instagram, You Tube, Linkden, Pinterest, Website &amp; WhasApp 1 March to 31st Oct</li> </ol> |       |
| 02-Mar-24 | Sat | <ol style="list-style-type: none"> <li>1. Planning for Educational Cum Industrial Tour - 1st Yr (12-17 Mar)</li> <li>2. T &amp; P week cultural activities Certificate course</li> <li>3. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support &amp; Guidance, 2. Scholarship Support &amp; Guidance)</li> <li>4. Library Quiz/Debate competition</li> <li>5. Disciplinary Action File - Following of Disciplinary procedure/SGRC procedure and giving recommendation/approval on the same-HoD/Dean/ Disciplinary Committee/SGRC/Director</li> <li>6. Display Chart in Counseling Room, MPH and Outer Areas</li> </ol>   |       |
| 03-Mar-24 | Sun | <b>SUNDAY</b>  |       |
| 04-Mar-24 | Mon | <ol style="list-style-type: none"> <li>1. Planning for Educational Cum Industrial Tour - 1st Yr (12-17 Mar)</li> <li>2. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support &amp; Guidance, 2. Scholarship Support &amp; Guidance)</li> <li>3. Session to promote the students for representation and engagement in various administrative, co-curricular and extracurricular activities</li> <li>4. Admissions - Printing of Leaflets/ Flyers</li> </ol>   |       |
| 05-Mar-24 | Tue | <ol style="list-style-type: none"> <li>1. Final Planning &amp; Check List for Educational Cum Industrial Tour - 1st Yr (12-17 Mar)</li> <li>2. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support &amp; Guidance, 2. Scholarship Support &amp; Guidance)</li> <li>3. Admissions - TIAS ID Generation from Library</li> <li>4. Admissions - Printing of Leaflets/ Flyers</li> </ol>   |       |

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**Director**  
 Sonia Institute of Advanced Studies  
 (Affiliated to GGSIP University D.)  
 Madhuban Chowk, Rohini, Delhi

| Date      | Day | Activities  | Notes |
|-----------|-----|---|-------|
| 06-Mar-24 | Wed | 1. Final Planning & Check List for Educational Cum Industrial Tour - 1st Yr (12-17 Mar)<br>2. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>3. Renewal of the ERP VPN<br>4. Admissions - Printing of Brochure/Handbook<br>4. Admissions - Printing of Leaflets/ Flyers   |       |
| 07-Mar-24 | Thu | 1. Final Planning & Check List for Educational Cum Industrial Tour - 1st Yr (12-17 Mar)<br>2. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>3. Admissions - Printing of Leaflets/ Flyers   |       |
| 08-Mar-24 | Fri | <b>Maha Shivratri</b>   |       |
| 09-Mar-24 | Sat | 1. Final Planning & Check List for Educational Cum Industrial Tour - 1st Yr (12-17 Mar)<br>2. Job Fair<br>3. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>4. Deep Cleaning of Library<br>5. Disciplinary Action File - Following of Disciplinary procedure/SGRC procedure and giving recommendation/approval on the same-HoD/Dean/ Disciplinary Committee/SGRC/Director |       |
| 10-Mar-24 | Sun | <b>SUNDAY</b>   |       |
| 11-Mar-24 | Mon | 1. Final Planning & Check List for Educational Cum Industrial Tour - 1st Yr (12-17 Mar)<br>2. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)   |       |
| 12-Mar-24 | Tue | 1. Final Planning & Check List for Educational Cum Industrial Tour - 1st Yr (12-17 Mar)<br>2. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)   |       |
| 13-Mar-24 | Wed | 1. Final Planning & Check List for Educational Cum Industrial Tour - 1st Yr (12-17 Mar)<br>2. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)   |       |
| 14-Mar-24 | Thu | 1. Final Planning & Check List for Educational Cum Industrial Tour - 1st Yr (12-17 Mar)<br>2. Awareness among probable candidates seeking admission to apply in GGSIPU<br>3. Class Progression, Course Completion report & credit gain and loss (1st, 2nd, 3rd & 4th Yr)<br>4. Library Budget Planning for Session 2024-25  |       |
| 15-Mar-24 | Fri | 1. Educational Cum Industrial Tour - 1st Yr (12-17 Mar)<br>2. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>3. International Conference  |       |
| 16-Mar-24 | Sat | 1. Educational Cum Industrial Tour - 1st Yr (12-17 Mar)<br>2. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>3. International Conference<br>4. Disciplinary Action File - Following of Disciplinary procedure/SGRC procedure and giving recommendation/approval on the same-HoD/Dean/ Disciplinary Committee/SGRC/Director  |       |
| 17-Mar-24 | Sun | <b>SUNDAY</b>   |       |

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**Director**  
 Technia Institute of Advanced Studies  
 Affiliated to GGSIP University  
 Madhuban Chowk, Rohini, Delhi

| Date      | Day | Activities   | Notes |
|-----------|-----|--|-------|
| 18-Mar-24 | Mon | 1. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>2. Planning & Notice for class test - 01 April, 2024   |       |
| 19-Mar-24 | Tue | 1. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>2. Call for question papers & submission of assignments at exam cell   |       |
| 20-Mar-24 | Wed | 1. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>2. Call for question papers & submission of assignments at exam cell   |       |
| 21-Mar-24 | Thu | 1. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>2. Call for question papers & submission of assignments at exam cell   |       |
| 22-Mar-24 | Fri | 1. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>2. Call for question papers & submission of assignments at exam cell<br>3. Disciplinary Action File - Putting up the indiscipline of students to HoD   |       |
| 23-Mar-24 | Sat | 1. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>2. Call for question papers & submission of assignments at exam cell<br>3. Disciplinary Action File - Following of Disciplinary procedure/SGRC procedure and giving recommendation/approval on the same-HoD/Dean/ Disciplinary Committee/SGRC/Director   |       |
| 24-Mar-24 | Sun | <b>SUNDAY</b>  |       |
| 25-Mar-24 | Mon | <b>Holi</b>  |       |
| 26-Mar-24 | Tue | 1. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>2. Reminder Notice for class test - 01 April, 2024<br>3. Follow-up for question papers & submission of assignments at exam cell, Detained list & finalization of classrooms and duty list  |       |
| 27-Mar-24 | Wed | 1. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>2. Display of Duty chart   |       |
| 28-Mar-24 | Thu | 1. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>2. Preparation of bills/remuneration of Visiting Faculty from Industry   |       |
| 29-Mar-24 | Fri | <b>Good Friday</b>   |       |
| 30-Mar-24 | Sat | 1. Awareness among probable candidates seeking admission to apply in GGSIPU<br>2. <b>Class Progression, Course Completion report &amp; credit gain and loss (1st, 2nd, 3rd &amp; 4th Yr)</b><br>3. Interview for concerned Industry for STR Finalized by Training & Placement 1st Jan to 30st March<br>4. <b>R&amp;D Notice - Monthly submission of Research data of Concerned deptt. in Prescribed format of RIDC Cell</b><br>5. Disciplinary Action File - Following of Disciplinary procedure/SGRC procedure and giving recommendation/approval on the same-HoD/Dean/ Disciplinary Committee/SGRC/Director<br>2. <b>Preparation of bills/remuneration of Visiting Faculty from Industry</b> |       |
| 31-Mar-24 | Sun | <b>SUNDAY</b>  |       |

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**Director**  
Terna Institute of Advanced Studies  
(Affiliated to GGSIP University)  
Madhubani, Bihar

| Date      | Day | Activities   | Notes |
|-----------|-----|--|-------|
| 01-Apr-24 | Mon | 1. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>2. STR - Supervisor allocation & Topic Finalization 1st April to 30th April<br>3. Class Test - even semester<br>4. Renewal of DELNET<br>5. Session to promote the students & record the items through Mentor-Mentee System Students' for Publications & Paper Presentation<br>6. Admissions - Corporate Photo Shoot  |       |
| 02-Apr-24 | Tue | 1. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>2. STR - Supervisor allocation & Topic Finalization 1st April to 30th April<br>3. Class Test<br>4. Admissions - Corporate Photo Shoot  |       |
| 03-Apr-24 | Wed | 1. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>2. STR - Supervisor allocation & Topic Finalization 1st April to 30th April<br>3. Class Test<br>4. Admissions - Corporate Photo Shoot  |       |
| 04-Apr-24 | Thu | 1. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>2. STR - Supervisor allocation & Topic Finalization 1st April to 30th April<br>3. Class Test<br>4. Admissions - Corporate Photo Shoot  |       |
| 05-Apr-24 | Fri | 1. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>2. STR - Supervisor allocation & Topic Finalization 1st April to 30th April<br>3. Class Test<br>4. Notice for answer sheet evaluation<br>5. Disciplinary Action File - Putting up the indiscipline of students to HoD  |       |
| 06-Apr-24 | Sat | 1. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>2. STR - Supervisor allocation & Topic Finalization 1st April to 30th April<br>3. Class Test<br>4. Follow-up for answer sheet evaluation<br>5. Newspaper Reading Competition<br>6. Disciplinary Action File - Following of Disciplinary procedure/SGRC procedure and giving recommendation/approval on the same-HoD/Dean/ Disciplinary Committee/SGRC/Director |       |
| 07-Apr-24 | Sun | <b>SUNDAY</b>  |       |
| 08-Apr-24 | Mon | 1. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>2. STR - Supervisor allocation & Topic Finalization 1st April to 30th April<br>3. Segregation of answer sheets and uploading the marks<br>4. Session to promote the students for representation and engagement in various administrative, co-curricular and extracurricular activities   |       |
| 09-Apr-24 | Tue | 1. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>2. STR - Supervisor allocation & Topic Finalization 1st April to 30th April<br>3. Segregation of answer sheets and uploading the marks<br>4. Planning for PTM - 13th April 2024  |       |

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**Director**  
**Tecnia Institute of Advanced Studies**  
**(Affiliated to GGSIP University Delhi)**  
**Madhuban Chowk, Rohini, Delhi - 110085**

| Date      | Day | Activities  | Notes |
|-----------|-----|---|-------|
| 10-Apr-24 | Wed | 1. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>2. STR - Supervisor allocation & Topic Finalization 1st April to 30th April<br>3. Segregation of answer sheets and uploading the marks<br>4. Planning for PTM - 13th April 2024   |       |
| 11-Apr-24 | Thu | <b>Eid-UI-Fitr</b>  |       |
| 12-Apr-24 | Fri | 1. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>2. STR - Supervisor allocation & Topic Finalization 1st April to 30th April<br>3. Finalizing the Result of Class Test & Result Analysis<br>4. Planning for PTM - 13th April 2024<br>5. Disciplinary Action File - Putting up the indiscipline of students to HoD        |       |
| 13-Apr-24 | Sat | 1. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)<br>2. STR - Supervisor allocation & Topic Finalization 1st April to 30th April<br>3. PTM<br>4. Disciplinary Action File - Following of Disciplinary procedure/SGRC procedure and giving recommendation/approval on the same-HoD/Dean/ Disciplinary Committee/SGRC/Director |       |
| 14-Apr-24 | Sun | <b>SUNDAY</b>   |       |
| 15-Apr-24 | Mon | 1. Awareness among probable candidates seeking admission to apply in GGSIPU<br>2. Class Progression, Course Completion report & credit gain and loss (1st, 2nd, 3rd & 4th Yr)   |       |
| 16-Apr-24 | Tue |   |       |
| 17-Apr-24 | Wed | <b>Ram Navami</b>   |       |
| 18-Apr-24 | Thu | 1. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)  |       |
| 19-Apr-24 | Fri | 1. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)  |       |
| 20-Apr-24 | Sat | 1. Awareness among probable candidates seeking admission to apply in GGSIPU (1. Bank Loan Support & Guidance, 2. Scholarship Support & Guidance)  |       |
| 21-Apr-24 | Sun | <b>SUNDAY</b>   |       |
| 22-Apr-24 | Mon |   |       |
| 23-Apr-24 | Tue | 1. World book day: Book Exhibition by publishers - Library  |       |
| 24-Apr-24 | Wed |   |       |
| 25-Apr-24 | Thu |   |       |
| 26-Apr-24 | Fri | 1. Disciplinary Action File - Putting up the indiscipline of students to HoD  |       |
| 27-Apr-24 | Sat | 1. Disciplinary Action File - Following of Disciplinary procedure/SGRC procedure and giving recommendation/approval on the same-HoD/Dean/ Disciplinary Committee/SGRC/Director  |       |
| 28-Apr-24 | Sun | <b>SUNDAY</b>   |       |
| 29-Apr-24 | Mon | 1. Preparation of bills/remuneration of Visiting Faculty from Industry  |       |
| 30-Apr-24 | Tue | 1. Class Progression, Course Completion report & credit gain and loss (1st, 2nd, 3rd & 4th Yr)<br>2. STR - Supervisor allocation & Topic Finalization Finalization<br>3. R&D Notice - Monthly submission of Research data of Concerned deptt. in Prescribed format of RIDC Cell<br>4. Preparation of bills/remuneration of Visiting Faculty from Industry   |       |
| 01-May-24 | Wed | 1. Session to promote the students & record the items through Mentor-Mentee System Students' for Publications & Paper Presentation  |       |
| 02-May-24 | Thu |   |       |
| 03-May-24 | Fri | 1. Disciplinary Action File - Putting up the indiscipline of students to HoD  |       |

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**Director**  
**Tecnic Institute of Advanced Studies**  
 (Affiliated to GGSIP University Delhi)  
 Madhuban Chowk, Rohini, Delhi-85

| Date      | Day | Activities  | Notes |
|-----------|-----|---|-------|
| 04-May-24 | Sat | 1. Disciplinary Action File - Following of Disciplinary procedure/SGRC procedure and giving recommendation/approval on the same-HoD/Dean/ Disciplinary Committee/SGRC/Director  |       |
| 05-May-24 | Sun | SUNDAY  |       |
| 06-May-24 | Mon | 1. Planning & Preparation of Duty Chart as per the schedule of End Term exams as centre at TIAS<br>2. Session to promote the students for representation and engagement in various administrative, co-curricular and extracurricular activities                                   |       |
| 07-May-24 | Tue | 1. Planning & Preparation of Duty Chart as per the schedule of End Term exams as centre at TIAS   |       |
| 08-May-24 | Wed | 1. Planning & Preparation of Duty Chart as per the schedule of End Term exams as centre at TIAS   |       |
| 09-May-24 | Thu | 1. Planning & Preparation of Duty Chart as per the schedule of End Term exams as centre at TIAS   |       |
| 10-May-24 | Fri | 1. Planning & Preparation of Duty Chart as per the schedule of End Term exams as centre at TIAS<br>2. Disciplinary Action File - Putting up the indiscipline of students to HoD   |       |
| 11-May-24 | Sat | 1. Planning & Preparation of Duty Chart as per the schedule of End Term exams as centre at TIAS<br>2. Disciplinary Action File - Following of Disciplinary procedure/SGRC procedure and giving recommendation/approval on the same-HoD/Dean/ Disciplinary Committee/SGRC/Director |       |
| 12-May-24 | Sun | SUNDAY  |       |
| 13-May-24 | Mon | 1. Collection of RC and execution thereof as per prescribed schedule<br>2. Filling of OMR Sheets and their timely submission to GGSIP University with proper records  |       |
| 14-May-24 | Tue | 1. Collection of RC and execution thereof as per prescribed schedule<br>2. Filling of OMR Sheets and their timely submission to GGSIP University with proper records  |       |
| 15-May-24 | Wed | 1. Collection of RC and execution thereof as per prescribed schedule<br>2. Filling of OMR Sheets and their timely submission to GGSIP University with proper records<br>3. Renewal of the Creative Cloud  |       |
| 16-May-24 | Thu |   |       |
| 17-May-24 | Fri | 1. Disciplinary Action File - Putting up the indiscipline of students to HoD  |       |
| 18-May-24 | Sat | 1. Disciplinary Action File - Following of Disciplinary procedure/SGRC procedure and giving recommendation/approval on the same-HoD/Dean/ Disciplinary Committee/SGRC/Director  |       |
| 19-May-24 | Sun | SUNDAY  |       |
| 20-May-24 | Mon |   |       |
| 21-May-24 | Tue |   |       |
| 22-May-24 | Wed |   |       |
| 23-May-24 | Thu | Buddha Purnima  |       |
| 24-May-24 | Fri | 1. Disciplinary Action File - Putting up the indiscipline of students to HoD  |       |
| 25-May-24 | Sat | 1. Disciplinary Action File - Following of Disciplinary procedure/SGRC procedure and giving recommendation/approval on the same-HoD/Dean/ Disciplinary Committee/SGRC/Director<br>2. Stock verification of the IT Equipments  |       |
| 26-May-24 | Sun | SUNDAY  |       |
| 27-May-24 | Mon | 1. Revision/Problem Solving Classes & Guidance on how to score good marks in University exams<br>2. Distribution of Admit Card to students  |       |
| 28-May-24 | Tue | 1. Revision/Problem Solving Classes & Guidance on how to score good marks in University exams<br>2. Distribution of Admit Card to students<br>3. ERP Database Backup and Maintenance  |       |

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20/05/24

Director  
Technic Institute of Advanced Studies  
(Affiliated to GGSIP University Delhi)  
Madhuban Chowk, Rohini, Delhi-85

| Date      | Day | Activities   | Notes |
|-----------|-----|--|-------|
| 29-May-24 | Wed | <ol style="list-style-type: none"> <li>1. Class Progression, Course Completion report &amp; cr dit gain and loss (1st, 2nd, 3rd &amp; 4th Yr)</li> <li>2. Revision/Problem Solving Classes &amp; Guidance on how to score good marks in University exams</li> <li>3. Distribution of Admit Card to students</li> </ol>   |       |
| 30-May-24 | Thu | <b>Preparatory Leave</b> <ol style="list-style-type: none"> <li>1. R&amp;D Notice - Monthly submission of Research data of Concerned deptt. in Prescribed format of RIDC Cell</li> <li>2. Preparation of bills/remuneration of Visiting Faculty from Industry</li> </ol>   |       |
| 31-May-24 | Fri | <b>Preparatory Leave</b> <ol style="list-style-type: none"> <li>1. R&amp;D Notice - Monthly submission of Research data of Concerned deptt. in Prescribed format of RIDC Cell</li> <li>2. Preparation of bills/remuneration of Visiting Faculty from Industry</li> <li>3. Admissions - Formation of Departmental Teams visiting Schools</li> </ol>   |       |
| 01-Jun-24 | Sat | <b>Preparatory Leave</b> <ol style="list-style-type: none"> <li>1. STR Notification about Date of Commencement , Date of Completion &amp; Final Submission - 1st June to 6th June</li> <li>2. Library Stock Verification (June 01-June 30)</li> <li>3. Library Software (KOHA) Maintenance &amp; Backup</li> <li>4. Admissions - Formation of Departmental Teams visiting Schools</li> </ol>   |       |
| 02-Jun-24 | Sun |  |       |
| 03-Jun-24 | Mon | <b>Preparatory Leave</b> <ol style="list-style-type: none"> <li>1. STR Notification about Date of Commencement , Date of Completion &amp; Final Submission - 1st June to 6th June</li> <li>2. Library Stock Verification (June 01-June 30)</li> <li>3. Library Software (KOHA) Maintenance &amp; Backup</li> </ol>   |       |
| 04-Jun-24 | Tue | <b>Preparatory Leave</b> <ol style="list-style-type: none"> <li>1. STR Notification about Date of Commencement , Date of Completion &amp; Final Submission - 1st June to 6th June</li> <li>2. Library Stock Verification (June 01-June 30)</li> <li>3. Library Software (KOHA) Maintenance &amp; Backup</li> </ol>   |       |
| 05-Jun-24 | Wed | <b>Preparatory Leave</b> <ol style="list-style-type: none"> <li>1. STR Notification about Date of Commencement , Date of Completion &amp; Final Submission - 1st June to 6th June</li> <li>2. Library Stock Verification (June 01-June 30)</li> <li>3. Library Software (KOHA) Maintenance &amp; Backup</li> </ol>   |       |
| 06-Jun-24 | Thu | <b>End Term Examination Even Semester 2023-24</b> <ol style="list-style-type: none"> <li>1. STR Notification about Date of Commencement , Date of Completion &amp; Final Submission - 1st June to 6th June</li> <li>2. Library Stock Verification (June 01-June 30)</li> <li>3. Library Software (KOHA) Maintenance &amp; Backup</li> </ol>  |       |
| 07-Jun-24 | Fri | End Term Examination Even Semester 2023-24   |       |
| 08-Jun-24 | Sat | End Term Examination Even Semester 2023-24   |       |
|           |     | 1. Deep Cleaning of Library  |       |
| 09-Jun-24 | Sun | SUNDAY   |       |
| 10-Jun-24 | Mon | End Term Examination Even Semester 2023-24   |       |
| 11-Jun-24 | Tue | End Term Examination Even Semester 2023-24   |       |
| 12-Jun-24 | Wed | End Term Examination Even Semester 2023-24   |       |
| 13-Jun-24 | Thu | End Term Examination Even Semester 2023-24   |       |
| 14-Jun-24 | Fri | End Term Examination Even Semester 2023-24   |       |
| 15-Jun-24 | Sat | End Term Examination Even Semester 2023-24   |       |
|           |     | 1. Admissions - Formation of Departmental Teams visiting Schools Finalized   |       |
| 16-Jun-24 | Sun | SUNDAY   |       |
| 17-Jun-24 | Mon | Id Ulf Zuha (Bakrid)   |       |
| 18-Jun-24 | Tue | <b>End Term Examination Even Semester 2023-24</b> <ol style="list-style-type: none"> <li>1. Planning for Advisory Meet-HoD/Dean -22 July 2024</li> <li>2. Student Satisfaction Survey : Online student satisfaction survey regard to teaching learning process (all currently enrolled students)</li> <li>3. Discuss &amp; Plan to SWOC of the Program-HoD/Dean</li> <li>4. Admissions - Seeking &amp; Finalizing Dates for School Visits in Rohini &amp; Sonipat</li> </ol> |       |

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Director  
Tecnia Institute of Advanced Studies  
(Affiliated to OGSIP University Delhi)  
Machubani Chowk, Rohini, Delhi-8

| Date      | Day | Activities  | Notes |
|-----------|-----|---|-------|
| 19-Jun-24 | Wed | End Term Examination Even Semester 2023-24<br>1. Planning for Advisory Meet-HoD/Dean -22 July 2024<br>2. Student Satisfaction Survey : Online student satisfaction survey regard to teaching learning process (all currently enrolled students)<br>3. Discuss & Plan to SWOC of the Program-HoD/Dean<br>4. Admissions - Seeking & Finalizing Dates for School Visits in Rohini & Sonipat  |       |
| 20-Jun-24 | Thu | End Term Examination Even Semester 2023-24<br>1. Planning for Advisory Meet-HoD/Dean -22 July 2024<br>2. Student Satisfaction Survey : Online student satisfaction survey regard to teaching learning process (all currently enrolled students)<br>3. Discuss & Plan to SWOC of the Program-HoD/Dean<br>4. Admissions - Seeking & Finalizing Dates for School Visits in Rohini & Sonipat  |       |
| 21-Jun-24 | Fri | End Term Examination Even Semester 2023-24<br>1. Planning for Advisory Meet-HoD/Dean -22 July 2024<br>2. Student Satisfaction Survey : Online student satisfaction survey regard to teaching learning process (all currently enrolled students)<br>3. Discuss & Plan to SWOC of the Program-HoD/Dean<br>4. Admissions - Seeking & Finalizing Dates for School Visits in Rohini & Sonipat  |       |
| 22-Jun-24 | Sat | End Term Examination Even Semester 2023-24<br>1. Planning for Advisory Meet-HoD/Dean -22 July 2024<br>2. Student Satisfaction Survey : Online student satisfaction survey regard to teaching learning process (all currently enrolled students)<br>3. Discuss & Plan to SWOC of the Program-HoD/Dean<br>4. Admissions - Seeking & Finalizing Dates for School Visits in Rohini & Sonipat  |       |
| 23-Jun-24 | Sun | SUNDAY  |       |
| 24-Jun-24 | Mon | End Term Examination Even Semester 2023-24<br>1. Planning for Advisory Meet-HoD/Dean -22 July 2024<br>3. Student Satisfaction Survey : Online student satisfaction survey regard to teaching learning process (all currently enrolled students)<br>4. Discuss & Plan to SWOC of the Program-HoD/Dean<br>5. Departmental Budget-Planning & Presentation by HoD/Dean of respective department   |       |
| 25-Jun-24 | Tue | End Term Examination Even Semester 2023-24<br>1. Planning for Advisory Meet-HoD/Dean -22 July 2024<br>2. Feedback and its transaction (including syllabus) at the institution from the following stakeholders 1)Teachers 2)Employers 3)Alumni 4)Parents<br>3. Departmental Budget-Planning & Presentation by HoD/Dean of respective department  |       |
| 26-Jun-24 | Wed | End Term Examination Even Semester 2023-24<br>1. Planning for Advisory Meet-HoD/Dean -22 July 2024<br>2. API Submissions-HoD/Dean<br>3. Departmental Budget-Planning & Presentation by HoD/Dean of respective department  |       |
| 27-Jun-24 | Thu | Summer Vacations (27 June - 31 July 2024)<br>1. STR-Date of Commencement to Date of Completion should be 6-8 weeks.(During Summer Break) - 27 June to 31st July<br>2. Planning to approach different agencies for grants, Research Projects, endowments (Grants)<br>3. Closing Certificate - Submission of Academic Records for the closing Academic Session semester wise along with closing certificate<br>4. Process to start Security Refund (III Year)<br>5. API Submissions-HoD/Dean<br>6. Departmental Budget-Planning & Presentation by HoD/Dean of respective department<br>7. GGSIPU Counseling Registration for Rs.1000/- (27-30 June) |       |

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Director  
Tecnia Institute of Advanced Studies  
(Affiliated to GGSIP University Delhi)  
Madhuban Chowk, Rohini, Delhi-85




| Date      | Day | Activities  | Notes |
|-----------|-----|---|-------|
| 28-Jun-24 | Fri | <b>Summer Vacations (27 June - 31 July 2024)</b><br>1. STR-Date of Commencement to Date of Completion should be 6-8 weeks.(During Summer Break) - 27 June to 31st July<br>2. <b>Planning to approach different agencies for grants, Research Projects, endowments (Grants)</b><br>3. Closing Certificate - Submission of Academic Records for the closing Academic Session semester wise along with closing certificate<br>4. <b>Process to start Security Refund (III Year)</b><br>5. API Submissions-HoD/Dean<br>6. <b>Departmental Budget-Planning &amp; Presentation by HoD/Dean of respective department</b>   |       |
| 29-Jun-24 | Sat | <b>Summer Vacations (27 June - 31 July 2024)</b><br>1. STR-Date of Commencement to Date of Completion should be 6-8 weeks.(During Summer Break) - 27 June to 31st July<br>2. <b>Planning to approach different agencies for grants, Research Projects, endowments (Grants)</b><br>3. Closing Certificate - Submission of Academic Records for the closing Academic Session semester wise along with closing certificate<br>4. <b>Process to start Security Refund (III Year)</b><br>5. API Submissions-HoD/Dean<br>6. <b>Departmental Budget-Planning &amp; Presentation by HoD/Dean of respective department</b>   |       |
| 30-Jun-24 | Sun | <b>SUNDAY</b>   |       |
| 01-Jul-24 | Mon | <b>Summer Vacations (27 June - 31 July 2024)</b><br>1. Date of Commencement to Date of Completion should be 6-8 weeks.(During Summer Break) - 27 June to 31st July<br>2. <b>R&amp;D Notice: Submission by Faculty to Research Innovation &amp; Development Cell through concerned deptt. :-</b><br><b>Research Papers Published in Journals (Peer Reviewed/UGC enlisted journal) (02 Paper each faculty) Essential Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) etc with last date as 31st July</b><br>3. Collection & Analysis for due fees details & Mail to Students<br>4. <b>Software requirement gathering for the odd semester</b><br>5. Model Preference Sheet Program-wise (1st July)<br>6. 1st Round Counseling Preference Filling 19-24 July<br>7. <b>Department wise Team for Successful Students/ Parents Campus Visit</b> |       |
| 02-Jul-24 | Tue | <b>Summer Vacations (27 June - 31 July 2024)</b><br>1. <b>STR-Date of Commencement to Date of Completion should be 6-8 weeks. (During Summer Break) - 27 June to 31st July</b><br>2. Planning to conduct or nominate staff members for Staff Development Programs pertains to Library, Labs,-Refresher courses(Faculties more than 5 years) /Short Term Courses/ Orientation (Faculties less than 5 years) /Induction details /Summer /winter schools /Online/ face-to-face Faculty Development Programmes (FDP) (01 SDP/Refresher/STC/FDP ets as above per semester for each Senior faculty-Domain Head, HoD, Dean) Essential<br>ii. MDP (1 MDP each Semester foe Senior Faculty Domain Head, HoD, Dean) Essential<br>iii. Skill Development Program /VAC/Add on/Certification (1 SDP each Semester for Senior Faculty Domain Head, HoD, Dean) SPSS/ R Studio Essential                    |       |

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**Director**  
**Tecnia Institute of Advanced Studies**  
**(Affiliated to GGSIP University Delhi)**  
**Madhuban Chowk, Rohini, Delhi**

| Date      | Day | Activities  | Notes |
|-----------|-----|---|-------|
| 03-Jul-24 | Wed | Summer Vacations (27 June - 31 July 2024)<br><b>1. STR-Date of Commencement to Date of Completion should be 6-8 weeks. (During Summer Break) - 27 June to 31st July</b><br>2. Planning to conduct or nominate staff members for Staff Development Programs pertains to Library, Labs,-Refresher courses(Faculties more than 5 years) /Short Term Courses/ Orientation (Faculties less than 5 years) /Induction details /Summer /winter schools /Online/ face-to-face Faculty Development Programmes (FDP) (01 SDP/Refresher/STC/FDP ets as above per semester for each Senior faculty-Domain Head, HoD, Dean) Essential<br>ii. MDP (1 MDP each Semester foe Senior Faculty Domain Head, HoD, Dean) Essential<br>iii. Skill Development Program /VAC/Add on/Certification (1 SDP each Semester for Senior Faculty Domain Head, HoD, Dean) SPSS/ R Studio Essential   |       |
| 04-Jul-24 | Thu | Summer Vacations (27 June - 31 July 2024)<br><b>1. STR-Date of Commencement to Date of Completion should be 6-8 weeks. (During Summer Break) - 27 June to 31st July</b><br>2. Planning to conduct or nominate staff members for Staff Development Programs pertains to Library, Labs,-Refresher courses(Faculties more than 5 years) /Short Term Courses/ Orientation (Faculties less than 5 years) /Induction details /Summer /winter schools /Online/ face-to-face Faculty Development Programmes (FDP) (01 SDP/Refresher/STC/FDP ets as above per semester for each Senior faculty-Domain Head, HoD, Dean) Essential<br>ii. MDP (1 MDP each Semester foe Senior Faculty Domain Head, HoD, Dean) Essential<br>iii. Skill Development Program /VAC/Add on/Certification (1 SDP each Semester for Senior Faculty Domain Head, HoD, Dean) SPSS/ R Studio Essential   |       |
| 05-Jul-24 | Fri | Summer Vacations (27 June - 31 July 2024)<br><b>1. STR-Date of Commencement to Date of Completion should be 6-8 weeks. (During Summer Break) - 27 June to 31st July</b><br>2. Planning to conduct or nominate staff members for Staff Development Programs pertains to Library, Labs,-Refresher courses(Faculties more than 5 years) /Short Term Courses/ Orientation (Faculties less than 5 years) /Induction details /Summer /winter schools /Online/ face-to-face Faculty Development Programmes (FDP) (01 SDP/Refresher/STC/FDP ets as above per semester for each Senior faculty-Domain Head, HoD, Dean) Essential<br>ii. MDP (1 MDP each Semester foe Senior Faculty Domain Head, HoD, Dean) Essential<br>iii. Skill Development Program /VAC/Add on/Certification (1 SDP each Semester for Senior Faculty Domain Head, HoD, Dean) SPSS/ R Studio Essential<br><b>3. Procurement of Books on the basis of Faculty Recommendation for ODD semester</b> |       |

Director  
 Technia Institute of Advanced Studies  
 (Affiliated to GGSIP University Delhi)  
 Madhuban Chowk, Rohini, Delhi

| Date      | Day | Activities  | Notes |
|-----------|-----|---|-------|
| 06-Jul-24 | Sat | Summer Vacations (27 June - 31 July 2024)<br><b>1. STR-Date of Commencement to Date of Completion should be 6-8 weeks. (During Summer Break) - 27 June to 31st July</b><br>2. Planning to conduct or nominate staff members for Staff Development Programs pertains to Library, Labs,-Refresher courses(Faculties more than 5 years) /Short Term Courses/ Orientation (Faculties less than 5 years) /Induction details /Summer /winter schools /Online/ face-to-face Faculty Development Programmes (FDP) (01 SDP/Refresher/STC/FDP ets as above per semester for each Senior faculty-Domain Head, HoD, Dean) Essential<br>ii. MDP (1 MDP each Semester foe Senior Faculty Domain Head, HoD, Dean) Essential<br>iii. Skill Development Program /VAC/Add on/Certification (1 SDP each Semester for Senior Faculty Domain Head, HoD, Dean) SPSS/ R Studio Essential |       |
| 07-Jul-24 | Sun | SUNDAY  |       |
| 08-Jul-24 | Mon | Summer Vacations (27 June - 31 July 2024)<br><b>1. STR-Date of Commencement to Date of Completion should be 6-8 weeks. (During Summer Break) - 27 June to 31st July</b><br>2. Planning to conduct or nominate staff members for Staff Development Programs pertains to Library, Labs,-Refresher courses(Faculties more than 5 years) /Short Term Courses/ Orientation (Faculties less than 5 years) /Induction details /Summer /winter schools /Online/ face-to-face Faculty Development Programmes (FDP) (01 SDP/Refresher/STC/FDP ets as above per semester for each Senior faculty-Domain Head, HoD, Dean) Essential<br>ii. MDP (1 MDP each Semester foe Senior Faculty Domain Head, HoD, Dean) Essential<br>iii. Skill Development Program /VAC/Add on/Certification (1 SDP each Semester for Senior Faculty Domain Head, HoD, Dean) SPSS/ R Studio Essential |       |
| 09-Jul-24 | Tue | Summer Vacations (27 June - 31 July 2024)<br><b>1. STR-Date of Commencement to Date of Completion should be 6-8 weeks. (During Summer Break) - 27 June to 31st July</b><br>2. Planning to conduct or nominate staff members for Staff Development Programs pertains to Library, Labs,-Refresher courses(Faculties more than 5 years) /Short Term Courses/ Orientation (Faculties less than 5 years) /Induction details /Summer /winter schools /Online/ face-to-face Faculty Development Programmes (FDP) (01 SDP/Refresher/STC/FDP ets as above per semester for each Senior faculty-Domain Head, HoD, Dean) Essential<br>ii. MDP (1 MDP each Semester foe Senior Faculty Domain Head, HoD, Dean) Essential<br>iii. Skill Development Program /VAC/Add on/Certification (1 SDP each Semester for Senior Faculty Domain Head, HoD, Dean) SPSS/ R Studio Essential |       |

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 Director  
 Technia Institute of Advanced Studies  
 (Affiliated to GGSIP University D  
 Madhuban Chowk, Rehini, Delhi

| Date      | Day | Activities  | Notes |
|-----------|-----|---|-------|
| 10-Jul-24 | Wed | Summer Vacations (27 June - 31 July 2024)<br><b>1. STR-Date of Commencement to Date of Completion should be 6-8 weeks. (During Summer Break) - 27 June to 31st July</b><br>2. Planning to conduct or nominate staff members for Staff Development Programs pertains to Library, Labs,-Refresher courses(Faculties more than 5 years) /Short Term Courses/ Orientation (Faculties less than 5 years) /Induction details /Summer /winter schools /Online/ face-to-face Faculty Development Programmes (FDP) (01 SDP/Refresher/STC/FDP ets as above per semester for each Senior faculty-Domain Head, HoD, Dean) Essential<br>ii. MDP (1 MDP each Semester foe Senior Faculty Domain Head, HoD, Dean) Essential<br>iii. Skill Development Program /VAC/Add on/Certification (1 SDP each Semester for Senior Faculty Domain Head, HoD, Dean) SPSS/ R Studio Essential |       |
| 11-Jul-24 | Thu | Summer Vacations (27 June - 31 July 2024)<br><b>1. STR-Date of Commencement to Date of Completion should be 6-8 weeks. (During Summer Break) - 27 June to 31st July</b><br>2. Planning to conduct or nominate staff members for Staff Development Programs pertains to Library, Labs,-Refresher courses(Faculties more than 5 years) /Short Term Courses/ Orientation (Faculties less than 5 years) /Induction details /Summer /winter schools /Online/ face-to-face Faculty Development Programmes (FDP) (01 SDP/Refresher/STC/FDP ets as above per semester for each Senior faculty-Domain Head, HoD, Dean) Essential<br>ii. MDP (1 MDP each Semester foe Senior Faculty Domain Head, HoD, Dean) Essential<br>iii. Skill Development Program /VAC/Add on/Certification (1 SDP each Semester for Senior Faculty Domain Head, HoD, Dean) SPSS/ R Studio Essential |       |
| 12-Jul-24 | Fri | Summer Vacations (27 June - 31 July 2024)<br><b>1. STR-Date of Commencement to Date of Completion should be 6-8 weeks. (During Summer Break) - 27 June to 31st July</b><br>2. Planning to conduct or nominate staff members for Staff Development Programs pertains to Library, Labs,-Refresher courses(Faculties more than 5 years) /Short Term Courses/ Orientation (Faculties less than 5 years) /Induction details /Summer /winter schools /Online/ face-to-face Faculty Development Programmes (FDP) (01 SDP/Refresher/STC/FDP ets as above per semester for each Senior faculty-Domain Head, HoD, Dean) Essential<br>ii. MDP (1 MDP each Semester foe Senior Faculty Domain Head, HoD, Dean) Essential<br>iii. Skill Development Program /VAC/Add on/Certification (1 SDP each Semester for Senior Faculty Domain Head, HoD, Dean) SPSS/ R Studio Essential |       |

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| Date      | Day | Activities   | Notes |
|-----------|-----|--|-------|
| 13-Jul-24 | Sat | <p>Summer Vacations (27 June - 31 July 2024)</p> <p><b>1. STR-Date of Commencement to Date of Completion should be 6-8 weeks. (During Summer Break) - 27 June to 31st July</b></p> <p>2. Planning to conduct or nominate staff members for Staff Development Programs pertains to Library, Labs,-Refresher courses(Faculties more than 5 years) /Short Term Courses/ Orientation (Faculties less than 5 years) /Induction details /Summer /winter schools /Online/ face-to-face Faculty Development Programmes (FDP) (01 SDP/Refresher/STC/FDP ets as above per semester for each Senior faculty-Domain Head, HoD, Dean) Essential</p> <p>ii. MDP (1 MDP each Semester foe Senior Faculty Domain Head, HoD, Dean) Essential</p> <p>iii. Skill Development Program /VAC/Add on/Certification (1 SDP each Semester for Senior Faculty Domain Head, HoD, Dean) SPSS/ R Studio Essential</p> |       |
| 14-Jul-24 | Sun | <b>SUNDAY</b>  |       |
| 15-Jul-24 | Mon | <p>Summer Vacations (27 June - 31 July 2024)</p> <p>1. Date of Commencement to Date of Completion should be 6-8 weeks.(During Summer Break) - 27 June to 31st July</p> <p><b>2. Reminder R&amp;DNotice: Submission by Faculty to Research Innovation &amp; Development Cell through concerned deptt. :-</b><br/> <b>Research Papers Published in Journals (Peer Reviewed/UGC enlisted journal) (02 Paper each faculty) Essential Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) etc with last date as 31st July</b></p> <p>3. Collection &amp; Analysis for due fees details &amp; Mail to Students</p> <p><b>4. Book Exhibition by Publishers</b></p> <p>5. Installation of the Software as per the requirements for the upcoming session</p>  |       |
| 16-Jul-24 | Tue | <p>Summer Vacations (27 June - 31 July 2024)</p> <p><b>1. STR-Date of Commencement to Date of Completion should be 6-8 weeks. (During Summer Break) - 27 June to 31st July</b></p> <p>2. Finalizing the list of staff member for Staff Development Programs pertains to Library, Labs,-Refresher courses(Faculties more than 5 years) /Short Term Courses/ Orientation (Faculties less than 5 years) /Induction details /Summer /winter schools /Online/ face-to-face Faculty Development Programmes (FDP) (01 SDP/Refresher/STC/FDP ets as above per semester for each Senior faculty-Domain Head, HoD, Dean) Essential</p> <p>ii. MDP (1 MDP each Semester foe Senior Faculty Domain Head, HoD, Dean) Essential</p> <p>iii. Skill Development Program /VAC/Add on/Certification (1 SDP each Semester for Senior Faculty Domain Head, HoD, Dean) SPSS/ R Studio Essential</p>           |       |
| 17-Jul-24 | Wed | <p>Summer Vacations (27 June - 31 July 2024)</p> <p><b>1. STR-Date of Commencement to Date of Completion should be 6-8 weeks. (During Summer Break) - 27 June to 31st July</b></p> <p>2. Finalizing the list of staff member for Staff Development Programs pertains to Library, Labs,-Refresher courses(Faculties more than 5 years) /Short Term Courses/ Orientation (Faculties less than 5 years) /Induction details /Summer /winter schools /Online/ face-to-face Faculty Development Programmes (FDP) (01 SDP/Refresher/STC/FDP ets as above per semester for each Senior faculty-Domain Head, HoD, Dean) Essential</p> <p>ii. MDP (1 MDP each Semester foe Senior Faculty Domain Head, HoD, Dean) Essential</p> <p>iii. Skill Development Program /VAC/Add on/Certification (1 SDP each Semester for Senior Faculty Domain Head, HoD, Dean) SPSS/ R Studio Essential</p>           |       |

Director  
 Technia Institute of Advanced Studies  
 (Affiliated to GGSIP University Delhi)  
 Madhuban Chowk, Rohini, Delhi-83

| Date      | Day | Activities   | Notes |
|-----------|-----|--|-------|
| 18-Jul-24 | Thu | <p>Summer Vacations (27 June - 31 July 2024)</p> <p><b>1. STR-Date of Commencement to Date of Completion should be 6-8 weeks. (During Summer Break) - 27 June to 31st July</b></p> <p>2. Finalizing the list of staff member for Staff Development Programs pertains to Library, Labs,-Refresher courses(Faculties more than 5 years) /Short Term Courses/ Orientation (Faculties less than 5 years) /Induction details /Summer /winter schools /Online/ face-to-face Faculty Development Programmes (FDP) (01 SDP/Refresher/STC/FDP ets as above per semester for each Senior faculty-Domain Head, HoD, Dean) Essential</p> <p>ii. MDP (1 MDP each Semester foe Senior Faculty Domain Head, HoD, Dean) Essential</p> <p>iii. Skill Development Program /VAC/Add on/Certification (1 SDP each Semester for Senior Faculty Domain Head, HoD, Dean) SPSS/ R Studio Essential</p>   |       |
| 19-Jul-24 | Fri | <p>Summer Vacations (27 June - 31 July 2024)</p> <p><b>1. STR-Date of Commencement to Date of Completion should be 6-8 weeks. (During Summer Break) - 27 June to 31st July</b></p> <p>2. Finalizing the list of staff member for Staff Development Programs pertains to Library, Labs,-Refresher courses(Faculties more than 5 years) /Short Term Courses/ Orientation (Faculties less than 5 years) /Induction details /Summer /winter schools /Online/ face-to-face Faculty Development Programmes (FDP) (01 SDP/Refresher/STC/FDP ets as above per semester for each Senior faculty-Domain Head, HoD, Dean) Essential</p> <p>ii. MDP (1 MDP each Semester foe Senior Faculty Domain Head, HoD, Dean) Essential</p> <p>iii. Skill Development Program /VAC/Add on/Certification (1 SDP each Semester for Senior Faculty Domain Head, HoD, Dean) SPSS/ R Studio Essential</p> <p><b>3. University Online Fee Rs.60,000/- 19-24 July</b></p> |       |
| 20-Jul-24 | Sat | <p>Summer Vacations (27 June - 31 July 2024)</p> <p><b>1. STR-Date of Commencement to Date of Completion should be 6-8 weeks. (During Summer Break) - 27 June to 31st July</b></p> <p>2. Finalizing the list of staff member for Staff Development Programs pertains to Library, Labs,-Refresher courses(Faculties more than 5 years) /Short Term Courses/ Orientation (Faculties less than 5 years) /Induction details /Summer /winter schools /Online/ face-to-face Faculty Development Programmes (FDP) (01 SDP/Refresher/STC/FDP ets as above per semester for each Senior faculty-Domain Head, HoD, Dean) Essential</p> <p>ii. MDP (1 MDP each Semester foe Senior Faculty Domain Head, HoD, Dean) Essential</p> <p>iii. Skill Development Program /VAC/Add on/Certification (1 SDP each Semester for Senior Faculty Domain Head, HoD, Dean) SPSS/ R Studio Essential</p>   |       |
| 21-Jul-24 | Sun | <b>SUNDAY</b>  |       |
| 22-Jul-24 | Mon | <p>Summer Vacations (27 June - 31 July 2024)</p> <p>1. STR-Date of Commencement to Date of Completion should be 6-8 weeks.(During Summer Break) - 27 June to 31st July</p> <p>2. Execution of Plan to approach different agencies for grants, Research Projects, endowments (Grants)</p> <p>3. Collection &amp; Analysis for due fees details &amp; Mail to Students</p> <p>4. Tecnia Journal Dispatch</p> <p>5. Advisory Meet-HoD/Dean</p>  |       |

Director  
Tecnia Institute of Advanced  
(Affiliated to GGSIP University)  
Madhuban Chowk, Rohini, Delhi-110085

| Date      | Day | Activities   | Notes |
|-----------|-----|--|-------|
| 23-Jul-24 | Tue | <b>Summer Vacations (27 June - 31 July 2024)</b><br>1. STR-Date of Commencement to Date of Completion should be 6-8 weeks.(During Summer Break) - 27 June to 31st July<br>2. Execution of Plan to approach different agencies for grants, Research Projects, endowments (Grants)<br>3. Follow-up for due fees details  |       |
| 24-Jul-24 | Wed | <b>Summer Vacations (27 June - 31 July 2024)</b><br>1. STR-Date of Commencement to Date of Completion should be 6-8 weeks.(During Summer Break) - 27 June to 31st July<br>2. Execution of Plan to approach different agencies for grants, Research Projects, endowments (Grants)<br>3. Follow-up for due fees details<br>4. 1st Round Counseling Result<br>5. University Online Fee Rs.60,000/-, If not paid before (24 July- 1-August)  |       |
| 25-Jul-24 | Thu | <b>Summer Vacations (27 June - 31 July 2024)</b><br>1. STR-Date of Commencement to Date of Completion should be 6-8 weeks.(During Summer Break) - 27 June to 31st July<br>2. Execution of Plan to approach different agencies for grants, Research Projects, endowments (Grants)<br>3. Follow-up for due fees details<br>4. Maintaining & Updating the tract record of alumni with following details   |       |
| 26-Jul-24 | Fri | <b>Summer Vacations (27 June - 31 July 2024)</b><br>1. STR-Date of Commencement to Date of Completion should be 6-8 weeks.(During Summer Break) - 27 June to 31st July<br>2. Execution of Plan to approach different agencies for grants, Research Projects, endowments (Grants)<br>3. Follow-up for due fees details<br>4. Maintaining & Updating the tract record of alumni with following details<br>5. 2nd Round Counseling Preference Filling 26-31-July  |       |
| 27-Jul-24 | Sat | <b>Summer Vacations (27 June - 31 July 2024)</b><br>1. STR-Date of Commencement to Date of Completion should be 6-8 weeks.(During Summer Break) - 27 June to 31st July<br>2. Execution of Plan to approach different agencies for grants, Research Projects, endowments (Grants)<br>3. Follow-up for due fees details<br>4. Maintaining & Updating the tract record of alumni with following details<br>5. Annual Report of the Department-HoD/Dean<br>6. Session by Director/Dean on Plan of action to be chalked out by the Department in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year  |       |
| 28-Jul-24 | Sun | <b>SUNDAY</b>  |       |
| 29-Jul-24 | Mon | <b>Summer Vacations (27 June - 31 July 2024)</b><br>1. Date of Commencement to Date of Completion should be 6-8 weeks.(During Summer Break) - 27 June to 31st July<br>2. Follow up & Reminder R&D Notice: Submission by Faculty to Research Innovation & Development Cell through concerned deptt. :-<br>Research Papers Published in Journals (Peer Reviewed/UGC enlisted journal) (02 Paper each faculty) Essential Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) etc with last date as 31st July<br>3. Annual Report of the Department-HoD/Dean<br>4. Session by Director/Dean on Plan of action to be chalked out by the Department in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year |       |

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Director  
 Jecnia Institute of Advanced Studies  
 Affiliated to GGSIP University Delhi  
 Madhuban Chowk, Rohini, Delhi-

| Date      | Day | Activities  | Notes |
|-----------|-----|---|-------|
| 30-Jul-24 | Tue | <p><b>Summer Vacations (27 June - 31 July 2024)</b></p> <ol style="list-style-type: none"> <li>1. STR-Date of Commencement to Date of Completion should be 6-8 weeks.(During Summer Break) - 27 June to 31st July</li> <li>2. Execution of Plan to approach different agencies for grants, Research Projects, endowments (Grants)</li> <li>3. R&amp;D Notice - Monthly submission of Research data of Concerned deptt. in Prescribed format of RIDC Cell</li> <li>3. Follow-up for due fees details</li> <li>4. Annual Report of the Department-HoD/Dean</li> <li>5. Session by Director/Dean on Plan of action to be chalked out by the Department in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</li> </ol> |       |
| 31-Jul-24 | Wed | <p><b>Summer Vacations (27 June - 31 July 2024)</b></p> <ol style="list-style-type: none"> <li>1. STR-Date of Commencement to Date of Completion should be 6-8 weeks.(During Summer Break) - 27 June to 31st July</li> <li>2. Execution of Plan to approach different agencies for grants, Research Projects, endowments (Grants)</li> <li>3. R&amp;D Notice - Monthly submission of Research data of Concerned deptt. in Prescribed format of RIDC Cell</li> <li>3. Follow-up for due fees details</li> <li>4. Annual Report of the Department-HoD/Dean</li> <li>5. 2nd Counseling Result - 31-07-2023</li> </ol>  |       |

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Director  
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