



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

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Note-Sheet

Date: 17/11/2023

Subject : Approval of "Overall Load, Duty and Responsibility Chart" for the program MBA, BBA, MCA, BCA, & BA(JMC); Academic Year 2023 - 2024.

"Overall Load, Duty and Responsibility Chart" for the program MBA, BBA, MCA, BCA, & BA(JMC); Academic Year 2023 – 2024, for Faculty and Administrative area as well is being put up for your kind perusal and approval please.

(Dr. Bhupinder Pal Singh)
Chief Coordinator

(Dr. Jagbir)
Dean Development

(Dr. Vinay Kumar Nassa)
Dean ICT

(Dr. M N Jha)
Dean Academics

(Dr. Ajay Kumar)
Director

Tecnia Institute of Advanced Studies

Academic Session: 2023-24

Semester: 1st, 3rd & 5th

Overall Load, Duty and Responsibility

Faculty Load, Duty and Responsibility

S. No.	Designation	Name	Key Responsibility Areas	Total Teaching Load	Additional Responsibility Areas, If any	Contact No.	email ID
1	Director	Dr. Ajay Kumar	IQAC, NBA, NAAC, Administration as a Director	6	All Statutory Compliances	7678600432	directortias@tecnia.in
2	Dean Admission & Dean Academic/BAJMC/ Discipline	Dr. M. N. Jha	Admission Incharge	9	Academics & Academic Administration	9873057126	deanacademics@tecnia.in
3	Dean - Management Sciences /T&P	Dr. Jagbir Ahlawat	Placement Overall	9	HoD -MBA 2nd Shift	9911571256	deandevlopment@tecnia.in
4	Dean ICT	Dr. Vinay K Nasa	MCA/BCA/ IT-Overall	9	HoD- MCA 2nd Shift	9215348268	headhod@tecnia.in
5	Chief Co-ordinator IQAC/ Recruitment / Academic Administration	Dr. Bhupinder Pal Singh	Entrepreneurship Development Cell	16	HR (Interview)	9407383442	drbhupinderpalsinghdhillon@gmail.com
6	Head Research & Development / Journal	Dr. Sandeep Kumar	NAAC CO-ordinator, IIC & RID Cell	14		9818083607	generaltias@tecnia.in
7	Chief Co-ordinator- Extention Activities /All Clubs & Cells	Dr. Ruchi Shrivastava	All Clubs & Cells	13	Class In-charge -3EB BBA	7607742209	nss@tecnia.in
8	Head Student Welfare	Dr. Chaitali Bhattacharya	Statutory Committees & Scholarship	13	Class In-charge- 5MA BBA	9910055811	studentswelfare@tecnia.in
	Head Student Welfare , Aftere 29th November 2023	Dr. Vipul Partap	Statutory Committees & Scholarship	21	Class In-charge 2MB-BAJMC	9013494334	hodbajmc@tecnia.in
9	Admission- Exam Co-ordinator- TIAS	Mr. Mayank Arora	Co-ordinator Industrial Tour	20		8168081688	admissiontias@tecnia.in
10	Exam/Library Coordinator-TIAS	Dr. Bhoopendra Bharti	Exam Co-ordinator -TIAS	15	Class In-charge 5MB-BBA	9350464601	
11	IT Head	Mr. Deepak Sharma	All IT/Mass Com Labs- Hardware & Software, Internet, Intranet, Camera Installation & Functioning Stock of Camera, Systems and related items	18			
12	In-charge, Tecnia TV	Mr. Amit Sharma	In-charge, Literary Club	18			
13	Youngester & Press Release	Dr. Rajnesh K Pandey	UBA Cell	23	Class In-charge 3MB-BAJMC	7903296043	uba@tecnia.in
14	Social Media Incharge	Dr. Gopal Thakur	Social Media, Admission, Library & Technical HoDs - BA(JMC)				

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(Dr. Bhupinder)

JAGBIAR
(DR JAGBIAR)

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I-VII NAAE criteria's Popover
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Dr. Vinay K. Nasa

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15	Social Media Sub-Inchege	Ms. Navya Singh	Class In-charge 1EA-BAJMC	21	STR, FER, VAC	8850065352	hodbajmc@tecia.in
16	HoD -MBA- 1st Shift	Dr. Pooja Sharma	NAAC/IQAC- MBA	10		9779212140	hodmba@tecia.in
17	HoD -MBA- 2nd Shift	Dr. Jagbir Ahlabat	Dean - Management Sciences /T&P	9	Admission, R&D and Library ,T&P-MBA		
18	HoD -BBA -1st Shift	Dr. Monisha	Admission, R&D and Library- BBA	11			hodbba@tecia.in
19	HOD -BBA -2nd Shift	Dr. Archana Dixit	NAAC/IQAC- BBA	12		8470804868	hodbba@tecia.in
20	HoD- MCA- 1st Shift	Dr. Shalini Goel	NAAC/IQAC- MCA	10		8571007256	hodmca@tecia.in
21	HoD- MCA- 2nd Shift	Dr. V.K. Nasa	Dean ICT				
22	HoD- BCA- 1st Shift	Dr. Deepak Sonker	NAAC/IQAC-BCA	18	Admission, R&D & Library (BCA)	9711788920	hodbca@tecia.in
23	HoD- BCA- 2nd Shift	VACANT					
24	HoD- BAJMC- 1st Shift	Dr. Shivendu Kumar Rai	NAAC/IQAC	18	R&D - BA(JMC)	8964028587	hodbajmc@tecia.in
25	HoD- BAJMC- 2nd Shift	Dr. Gopal Thakur	Social Media Overall	20	Admission, Library & HoDs - BA(JMC)	9213131038	hodbajmc@tecia.in
26	FPC - BBA -T&P	Mr. Kapil Bhardwaj	Class In-charge 5EA-BBA	11		9729152467	hodbba@tecia.in
27	FPC - BCA -T&P	Ms. Abhishek K. Upadhyay		20		8766789836	upadhyaybjp2014@gmail.com
28	FPC - BAJMC -T&P	Dr. Shaheen Bano		20		8788871204	hodbajmc@tecia.in
29	Events - Co-ordinator-MBA/BBA	Ms. Chahat Malhotra	Class In-charge 2MA-BBA	15		9871411941	hodbba@tecia.in
30	Events - Co-ordinator- MCA/BCA	Ms. Geeta Rani	Nodal Officer, Technical Club 3rd Year; BCA-374	20		9205801584	
31	Events - Co-ordinator-BAJMC	Ms. Sonia Batra	Class In-charge 3EA-BAJMC	24			
32	Class In-charge 1MA-MBA	Ms. Shraddha Jain	Nodel Officer, Gender Champion & VAC coordinator	20			hodbba@tecia.in
33	Class In-charge 2MA-MBA	Dr. Preeti Jindal	Co-ordinator -UHV Cell	16		9717812810	hodbba@tecia.in
34	Class In-charge 1MA-BBA	Dr. Sheenu Arora	Red Ribbon Club, Nodal Officer & Programme Officer-NSS Unit 2	17		9416779236	nss@tecia.in
35	Class In-charge 1MB-BBA	Dr. Kapil Dev	Library/ Exam Co-ordinator_TIAS & MOOC University Cordinator TIAS	16		8814044633	hodbba@tecia.in
36	Class In-charge 1EA-BBA	Ms. Himani Chaudhary	Nodal Officer, Happiness Club	16		9411086841	hodbba@tecia.in
37	Class In-charge 1EB-BBA	Ms. Aparna Vats					
38	Class In-charge 2MA-BBA	Ms. Chahat Malhotra	Events - Co-ordinator-MBA/BBA, Nodal Officer -ELC	15		9871411941	hodbba@tecia.in
39	Class In-charge 2MB-BBA	Dr. Pushpa Rani	Social Media- MBA/BBA	15		9467465721	academiccell@tecia.in
40	Class In-charge 2MC-BBA	Mr. Karan Babbar	Language Lab Incharge	7		9811007991	placementstias@tecia.in
41	Class In-charge 2EA-BBA	Dr. Puja Devi	LEAVING	15		9729152467	hodbba@tecia.in
42	Class In-charge 2EB-BBA	Dr. Ruchi Srivastava	Chief Co-ordinator- Extention Activities /All Clubs & Cells	13			
43	Class In-charge 5MA-BBA	Dr. Chaitali Bhattacharya	Head Student Welfare	13			

Dr. Bk
17/11/25

Dr. Jagbir

M. N. S. 17/11/25

Dr. Pooja Sharma
17/11/2025
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44	Class In-charge 5MB-BBA	Dr. Bhoopendra Bharti	Exam/ Library Co-ordinator -TIAS	15		9350464601	exmtias@tecnia.in
45	Class In-charge 5MC-BBA	Ms. Amarpreet Kaur	Nodal Officer, EBSB Club	22		7082476822	hodbba@tecnia.in
46	Class In-charge 5EA-BBA	Mr. Kapil Bhardwaj	T&P (FPC)	14		8448969501	hodbba@tecnia.in
47	Class In-charge 5EB-BBA	Mr. Piyush Kumar	Nodal Officer, Programme Officer, NSS-Unit-1 - BBA/MBA	14		8178227222	hodbba@tecnia.in
48	Class In-charge 5EC-BBA	Dr. Rubeena Bano	STR/ FP Co-ordinator_BBA/MBA	18		9911085093	hodbba@tecnia.in
49	Class In-charge 1M-MCA	Ms. Anju Goel (Half Day)		6			
50	Class In-charge 1MA-BCA	Ms. Geeta Rani	Nodal Officer, Technical Club 3rd Year; BCA-374	20		9818283821	yukti1794@gmail.com
51	Class In-charge 1MB-BCA	Ms. Chesta Agrawal	Nodal Officer, ECO Club	20		9871234503	agarwal.chesta19@gmail.com, ecoclub@tecnia.in
52	Class In-charge 1EA-BCA	Ms. Mansi Jaisawal	Nodal Officer, Technical Club 1st Year; BCA-374	24		7974992574	
53	Class In-charge 1EB-BCA	Ms. Shikha Yadav (Trial)		16		9643907496	
54	Class In-charge 2MA-BCA	Ms. Arnima Pathak	VAC-Co-ordinator_BCA, Social Media Coordinator	22	Nodal Officer, Technical Club 2nd Year; BCA-374	6393991091	arnimatias12@gmail.com
55	Class In-charge 2EA-BCA	Ms. Vandana Sharma	Event Co-ordinator_BCA	20		8955254321	vannu.angel@gmail.com
56	Class In-charge 3MA-BCA	Ms. Sania Kukkar		20		9821713486	sssaniakukkar@gmail.com
57	Class In-charge 3EA-BCA	Ms. Abhishek K. Upadhyay		20		8766789836	upadhyaybjp2014@gmail.com
58	Class In-charge 1MA-BAJMC	Mr. Deepak Prasad	Nodal Officer- NCC & Programme Officer- NSS Unit-3	21		9555432008	hodbajmc@tecnia.in
59	Class In-charge 1EA-BAJMC	Ms. Navya Singh	STR, FER, VAC	21	Social Media Sub-Inchege	8850065352	hodbajmc@tecnia.in
60	Class In-charge 2MA-BAJMC	Mr. Aashish Kumar	Tecnia News Part of Tecnia TV	24		7991153753	hodbajmc@tecnia.in
61	Class In-charge 2MB-BAJMC	Dr. Vipul Partap	Statutory Committees & Scholarship	21	Head Student Welfare	9013494334	hodbajmc@tecnia.in
62	Class In-charge 2EA-BAJMC	Mr. Nitin Yadav	Nodal Officer, Fit India Youth Club & NSO, VAC	21		8920204407	hodbajmc@tecnia.in
63	Class In-charge 3MA-BAJMC	Ms. Jyoti Gupta	In-charge, Photography Club & VAC_BAJMC	21	Vedio Production, Basic of Vedio Camera, Lights and Sound,	9650863386	hodbajmc@tecnia.in
64	Class In-charge 3MB-BAJMC	Dr. Rajnesh Kr. Pandey	Co-ordinator -UBA Cell	23	Youngester & Press Release	7903296043	uba@tecnia.in
65	Class In-charge 3EA-BAJMC	Ms. Sonia Batra	Event Co-ordinator_BAJMC, Nodal Officer, Cultural Club	24		9717180250	hodbajmc@tecnia.in
66	Class In-charge 3EB-BAJMC	Mr. Ketan Kumar Kataria	In-charge, Graphic Club	24		9654177892	hodbajmc@tecnia.in

Bulk
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Jahnavi
(DR JAGSIR)

M. Reddy
(A. M. Reddy) 17/11/23

Shree
17/11/2023
Dr. Sunil Kumar

TOTTH/2023

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Overall Administrative Load, Duty and Responsibility							
Chief Admin In-charge/ PRO/ Electric/ IT (Upgradation Co-ordinator)/ Stocks/ Store/ Records/ Security/ House Keeping/ Reception	Ms. Preeti Batra					9250408934	pro@tecnia.in
Time Keeper Duty & Responsibilities of Electricians/ Plumber/ Civil/ Repair/ Key Management	Mr. Hemant Nagpal					9953321355	adminofficer@tecnia.in
In-House Admin	Ms. Uma Sharma					9899171561	adminofficer@tecnia.in
First Aid	Ms. Isha Sharma					9212080415	admissiontias@tecnia.in
Fire-in-charge	Ms. Isha Sharma					9212080415	admissiontias@tecnia.in

Bulk
12/11/23

Jalil
(DR / AGR / A)

Mudh
(Dr / AGR / A)
APR 23

(Dr / AGR / A) (4)

June
27/11/2013
Dr. June