

TECNIA INSTITUTE OF ADVANCED STUDIES
Grade 'A' Institute

Ref. No. TIAS/ Dir. Off./2023-24/21 (A)

Date: 04.10.2023

OFFICE ORDER

Subject: Nodal Officer of 'ELECTORAL LITERACY CLUB'

In reference to the previous order no. TIAS/Dir. Off./ 2021-22/027, Dt.26.10.2021. In light of above, below mentioned faculty is hereby been nominated and entrusted in responsibility as NODAL OFFICER of 'Electoral Literacy Club' w.e.f. 04.10.2023.

Transfer of Charge of Nodal Teacher, Electoral Literacy Club's for remaining 1 year period w.e.f. 04.10.2023 with immediate effect in addition to already assigned duties/ charges till further orders.	
From	To
Ms. Priyanka Singh, Assistant Professor, Department of Journalism & Mass Communication	Ms. Chahat Malhotra, Assistant Professor, Dept. of Management Sciences

Accordingly, Nodal Officer is required to follow the guidelines of Electoral Literacy Club issued by the Ministry of Women & Child Development, GoI for all activities and compliances. Further, Nodal Teacher is required take all conceivable efforts and makes herself abreast with all the notifications issued by the competent authority time to time and take requisite action; make report of the activities under this club and upload the Institute website for the advantage of all stakeholders. Further she is required to follow Guidelines for Gender Champion Clause: 8 Duties and Responsibilities of Nodal Teacher, Clause: 9 Annual Activity Calendar, Clause: 13 Monitoring & Reporting etc. assume the charge in its letter and spirit.

The aforesaid duty assigned as per UGC; Gazette Notification; Dt. 18.07.2018; UGC Regulations on minimum qualifications for appointment of teacher and other academic staff in universities and colleges and measures for the maintenance of standards in Higher Education, 2018; pg. no. 104; Appendix-II; Table-I; Assessment Criteria and methodology for university/college teachers; S. No. 2; Heading: Grading Criteria; "Involved in at least 3 activities".


DIRECTOR

Director

Tecnia Institute of Advanced Studies
(Affiliated to GGSIP University Dehra Dun)

To: Ms. Chahat Malhotra, Assistant Professor-Department of Management Sciences

Copy forwarded to the following for information and necessary action:

- All Deans: DMS/ DICT & DJMC
- All HoDs- Dept. of BBA/ BCA/ MBA & BA (JMC)
- All Class In-Charges/Mentors notified through respective HoDs, TIAS
- Dean/Coordinator Academic Cell - to inform all concerned
- In-Charge, Events, TIAS
- In-Charge Students' Welfare, TIAS
- In-Charge Librarian, TIAS
- Coordinator-IQAC, TIAS
- Admin-Chairman Secretariat, TIAS
- In-Charge ITC- for uploading the same on the institute website
- Personal File
- Guard File

Noted & Received
Chahat
4/10/23