

**TECNIA INSTITUTE OF ADVANCED STUDIES**  
**Grade 'A' Institute**

Ref. No. TIAS/ Dir. Off./2023-24/23

Date: 20.10.2023

**OFFICE ORDER**

**Subject: Programme Officer-NSS (1<sup>st</sup> SFU, 2<sup>nd</sup> SFU & 3<sup>rd</sup> SFU) w.e.f. 20.10.2023**

Reference the NATIONAL SERVICE SCHEME MANUAL (REVISED) 2006; Ministry of Youth Affairs & Sports, Government of India, New Delhi; PART-VI: Implementation of NSS Programme; Chapter 2: Programme Officer; Pg. No. 89 wherein Appointment, Duties and Functions of the Programme Officer has been elaborated. Link for the NSS Manual:

<https://nss.gov.in/sites/default/files/manualNss2006.pdf>


In compliance of the same and reference to the previous order no. TIAS/Dir.Off/2022-23/31 Dt. 31.03.2023 to further propagate the mandate of Programme Officer in Tecnia Institute of Advanced Studies. The Nodal Officer Faculty is under medical leaves, so the mandate has been transferred accordingly to

<b>Transfer the Charge of Program Officer-NSS (1<sup>st</sup> SFU to be divided into 3) bfor remaining period w.e.f. 20.10.2023 in addition to already assigned duties/ charges till further orders.</b>	
<b>From</b>	<b>To</b>
Mr. Piyush Kumar, Assistant Professor, Department of Management Sciences	<b>NSS 1<sup>st</sup> SFU (1<sup>st</sup> 100 students) -Mr. Piyush Kumar, Assistant Professor in the Department of Management Sciences</b> <b>NSS 2<sup>nd</sup> SFU (101-200) – Ms. Sheenu Arora, Associate Professor, Department of Management Sciences</b> <b>NSS 3<sup>rd</sup> SFU (201-300) - Mr. Deepak Prasad, Assistant Professor, Department of Journalism &amp; Mass Communication</b>
Official email ID for correspondence with all statutory agencies	nss@tecnia.in


Accordingly, he is required to take all conceivable efforts and make himself 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. He is further, required to establish a meaningful linkage between the campus and the community through regular NSS activities and special camping Programme for TIAS Youth/ TIAS NSS Volunteer/ students are required to make propagation of all the notifications issued by the competent authority from time to time i.e. the NSS, Ministry of Youth Affairs & Sports, Government


of India, New Delhi and NSS Cell, GGSIP University, Govt. of NCT of Delhi and take requisite action and make records with appropriate Geo-tag photographs and report of the activities and share the same with the competent authorities NSS portal, GGSIP University, social media platform (Facebook, Twitter, Instagram, WhatsApp, Koo) and also of the Institute website for the advantage of all stakeholders.

*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  
Teoria Institute of Advanced Studies  
(Affiliated to GGSIP University Delhi)  
To: Madhuban Chowk, Rohini, Delhi-85

Mr. Piyush Kumar Assistant Professor- Management Sciences. 

Dr. Sheenu Arora, Associate Professor- Management Sciences. 

Dr. Deepak Prasad, Assistant Professor- Journalism & Mass Communication. 

Copy forwarded to the following for information and necessary action:

Dean (Academics)

All HoDs- Dept. of Mgt. Sciences/ Journalism & Mass Comm. /ICT, TIAS

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- to provide the password of the email and for uploading the same on the institute website

Personal File