

# **NAAC Criterion-VI**

## **Governance, Leadership and Management**

**Key Indicator – 6.2 Strategy Development and Deployment**

**Sub-Criteria 6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.**



**TECNIA INSTITUTE OF ADVANCED STUDIES**

**(Approved By AICTE, Ministry of Education, Govt. of India,  
Affiliated to G.G.S.I.P. University & Recognised Under Sec. 2 (f) of UGC 1956)  
3 PSP, Institutional Area Madhuban Chowk, Sector 14, Rohini, New Delhi-110085**

# INDEX

## Evidence/Proof/Additional information

<b>S. No.</b>	<b>Particulars</b>	<b>Page No. /Relevant Link</b>
<b>1</b>	<b>Organizational Structure</b>	<b>3</b>
<b>2</b>	<b>List of Committee</b>	<b>4-5</b>

# TECNIA INSTITUTE OF ADVANCED STUDIES

3 PSP, Institutional Area, Madhuban Chowk, Rohini, New Delhi-110085

---

**6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.**

## **Organizational Structure:**

Governing body of the institute: Board of Governors: i.e. is the highest body where all policy decisions are taken. Members of Board of Governors are appointed in accordance with the guidelines provided by the Technical Education Department of the State & AICTE, Advisors/Consultants: They are the Senior administrators who interact with all the academic & administrative bodies on regular basis.

**Director:** He is the head of all the administrative activities and the Member Secretary of the Board of Governors.

**IQAC:** Institute Quality Assurance Cell provides the benchmark standards for quality mandate require to be adhered in consultation with the Director to propagate all the statutory norms in its letter and spirit.

**Dean (Academics):** He is the academic head of the Institute, All the main academic decisions related to the institute are taken by the respective HoDs of all the programs MBA, BBA, BCA & BA (JMC) in consultations with the Dean (Academics) and inform Director through IQAC about the progress from time to time.

**Chief Admin Officer:** CAO/ AO of the institute deals with the implementation of the policies of the institute and its regulating bodies i.e. water, electricity, sewage etc.

**Librarian:** To provide all administrative and Management work pertaining to Library.

**ITC Head:** To provide all administrative and Management work pertaining to Laboratory and Lab, Website, ERP, Portal, Software, E-Resources etc.

**Head of Department:** HODs coordinate all the academic and administrative activities in their respective departments. HODs constitute departmental committees to carry out departmental activities smoothly. HOD is responsible for preparing departmental calendar, budget, new requirement etc and to coordinate with institutional administrative body. HOD may sign tie-ups with industries as well as academic institute after getting approval from high authority.

**Various Statutory and other Committees & Board: are in place to execute the mandate provided in the Statute and specified objects:**

**The list of such committees is as follows:-**

1. Anti-Ragging Committee
2. Grievance Redressal Committee
3. SC/ST Committee
4. Internal Complaint Committee
5. Canteen Committee
6. Discipline Committee
7. Alumni Committee
8. Library Committee
9. Research Journal Editorial Board
10. Examination Committee University Events

**Institute participation in various GGSIPU events i.e.**

1. University Sports Meet 2. Anugoonj- University Fest Student's Services:

1. Financial Assistance – Scholarships (Govt./ Mgt.) 2. Educational Tour 3. Siring Clubs 4. First Aid & Medical Centre 5. Student's Committee 6. Bus/ Railway Pass 7. Fresher/ Farewell Party 8. Counselling  
COUNCIL & CELLS: Institute has various Cells and Council.

Council i.e. Institute Innovation Council and Cells i.e. 1. Internal Quality Assessment Cell 2. Training & Placement Cell (Internship, Placements, Alumni) 3. Entrepreneurship Development Cell 4. Unnat Bharat Abhiyan Cell 5. Social Media Cell 6. Student Induction Programme Cell 7. Pre-Incubator Cell as per AICTE Norms to propel on specified objects for the smooth and efficient management

**The following clubs are active in the institute for different extension and outreach activities. NUES**

**CLUBS:** 1. NSS-RRC 2. NCC 3. NSO NODAL CLUBS: ECO Club 2. Fit India Youth Club 3. EBSB Club 4. Happiness Club 5. Electoral Literacy Club 6. Gender Champion Club SIRING CLUBS:

1. Literacy Club 2. Dramatic Club 3. Photography Club 4. Dance & Music Club The Institute establishes the Centres of Excellence in the following areas/ fields like Universal Human Values Development Centre (Fostering Cell - Student Activity Cell), Professional Training & Development Centre, Centre of Excellence in Communications, Centre of Excellence A.I. & Robotics & Centre of Excellence in Media Practices Policies: - Admission policy: The institute strictly follows the policy of affiliating university and state government for admission in different UG/PG programmes. Recruitment: The institute appoints faculty/staff members as per the guidelines of UGC/ AICTE, and GGSIP University (affiliating university) and follows the same as well for promotion/ career advancement for the faculty and staff

members. Campus Placement Policy: Institute has constituted training & placement cell to look after the placement of students. A detailed & defined policy regarding campus placement is framed to prepare students well in advance so that students get selected by the companies that they dream of. Policy regarding higher education of faculty members The institute has a policy to encourage and sponsor faculty members to various centers of higher learning under the quality improvement programme (QIP) sponsored by AICTE and also through Distance Education mode (IGNOU etc). The Institute extends financial support to faculty members to buy laptops etc. for their personal use; also provided with financial assistance/ paid leave for attending conferences/workshops, undergoing MooC's courses, publishing patents and taking membership of professional bodies. In addition Institute also provides for Best Faculty Award, Free ship/ Fee Subsidy to students, Scholarship, Financial Assistance for Travel, Leaves Rules, Procedure for availing Casual Leaves/ Short Leaves, Career Advancement etc. Organogram is provided for reporting framework of the Institute. The Organogram of the Institute for the session 2021-22 is as under:

**Response:**

The Board of Governors ensure the establishment/monitoring of effective and efficient systems of control and accountability to ensure Outcome Based Quality Education as per the vision of the Institute. The day-to-day administrative affairs of the College are managed by the Director of the Institute through a decentralized system to ensure the proper conduct of all the academic/research/development/extension activities. Ø The administrative responsibilities are shared by the Dean-Academics, Dean-Students Welfare, Registrar, Exam Controller, Proctor, Heads of the Department, Deputy Registrar and Finance officer. Ø Decentralized mechanism exists in the Institute, the other faculty as per abilities/choice & interests are assigned the responsibility of coordinator/In-charge/member of committee for empowerment and one to one interaction with the stakeholders. Ø The various administrative responsibilities as shown in organizational chart of the institute and committees including anti-ragging & Grievance redressal committees have been formed for power delegation and decentralization of authority for the effective/efficient functioning of the institution in all its spheres of planning, decision-making and implementation. Ø The Board of Governors of the Institute is playing a crucial role in the growth of the Institute in terms of Quality & Quantity through various meetings and visits in the Institute. Paste link to Organogram on the institution.

Web page : <https://tiaspg.tecna.in/organogram/>

\*\*\*\*\*

\*\*\*\*\*

\*