

TECNIA INSTITUTE OF ADVANCED STUDIES
NAAC Accredited Grade 'A' Institute

Ref. No. TIAS/Dir. Off./2022-23/08

Date: 27.07.2022

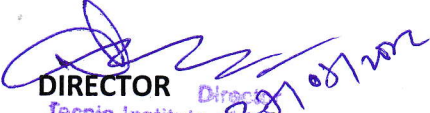
OFFICE ORDER

Sub: Admission Incharge for the Academic Session 2022-23.

Dr. Madhavendra Nath Jha, Dean will be the Admission Incharge of the admission process for the Academic Session 2022-23. He is required to make himself abreast with all the notification issued by GGSIP University for MBA, BBA, BA(JMC) & BCA Program and take immediate action on the following points:-

- Make a Duty & Responsibility Chart and share the details of the same with concerned person through training / meeting time to time for preparation of the assigned task.
- Make all conceivable efforts to fill up all the admission seats of BBA, BA(JMC) & BCA Program.
- Make all conceivable efforts to fill up all admission seats of MBA program on top priority as admissions are less than 50% for the third consecutive year.
- Activate the Social Media platform and disseminate admission related information about Institute through Facebook, YouTube, Instagram, Twitter and Tecnia TV on regular basis.
- Proper Signage placed in the campus and Obsolete Signage be removed on all location.
- Make sure the ERP modules are functioning properly for admissions & fees etc. for the Academic Session 2022-23 will start soon.
- Provide the status of admission related progress on regular basis to the undersigned so that compilation of final report become easy and final report be prepare within 15 days of final closing date of admissions.

Further, required to undertake the portal response from Institute through password and reporting of the students to University from time to time & comply with all the directions accordingly after carefully going through the contents & the timeline given by University and issue the admission slip to the eligible candidate after due verification under your charge.


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

Dr. Madhavendra Nath Jha, Dean, TIAS

Copy forwarded to the following for information:

Admin-Chairman Secretariat, TIAS

Dean/Coordinator Academic Cell, TIAS

Coordinator-IQAC, TIAS

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

In-Charge Students' Welfare, TIAS

In-Charge, Accounts

In-Charge Librarian, TIAS

In-Charge ITC

Personal File

Guard File