

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

Ref. No. TIAS/ Dir. Off./2021-22/25A

Date: 18.10.2021

OFFICE ORDER


Subject: Training & Placement Officer (TPO), T & P Cell w.e.f. 18.10.2021

Reference to the Gazette of India: Extraordinary; AICTE; Notification, New Delhi, the 4th January 2016; Part-III, Section-4; [Clarifications on certain issues/Anomalies Pertaining to Qualifications, Pay Scales, Service Conditions, Career Advancement Schemes (CAS) etc. for Teachers and other Academic Staff of Technical Institutions (Degree/Diploma)]; Page No. 38, Annexure-V; Qualification, Pay Scales and Service Conditions of TRAINING AND PLACEMENT OFFICERS (Degree); clause: Duties and responsibilities of Training and Placement Officer.

(Copy of the same is enclosed herewith)

In light of above, the competent authority, Tecnia Institute of Advanced Studies is pleased to assign the duty as subject cited above. The details as under:-

S. No.	Name	Responsibility	Programme
01	Ms. Heena Lal	Training & Placement Officer (TPO)	MBA & BCA


DIRECTOR

Copy to:

- Admin, Chairman Secretariat, TIAS for kind information
- Dean/Coordinator, Academic Cell - to inform all concerned
- Coordinator-IQAC, TIAS
- Training & Placements Head, T&P Cell, TIAS
- In-Charge, Students' Welfare, TIAS
- All HoDs- Dept. of Mgt. Sciences/Journalism & Mass Comm. /Computer Applications, TIAS
- All Class In-Charges/Mentors notified through respective HoDs, TIAS
- In-Charge Librarian, TIAS
- In-Charge Admin, TIAS
- In-Charge ITC- for uploading the same on the institute website
- Personal file of faculty concerned
- Guard File

Noted
Heena Lal
18/10/21