

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

Ref. No. TIAS/ Dir. Off./2016-17/

Date: 10.08.2016

**OFFICE ORDER**

**Subject: Training & Placements Head w.e.f. 10.08.2016**

Reference to the Gazette of India: Extraordinary Part-III, Section-4; 4th January 2016; AICTE Notification, New Delhi; [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); and 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
01	Dr. Nivedita	Training & Placements Head

  
DIRECTOR

Copy to:

Admin, Chairman Secretariat, TIAS for kind information

Academic Controller- to inform all concerned

T&P Cell, TIAS

In-Charge, Students' Welfare, TIAS

All HoDs- Dept. of MBA/BBA BJMC/MCA

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.*  
*10/8/16*  
*Dr. Nivedita*