

TECNIA INSTITUTE OF ADVANCED STUDIES

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

Ref. No. TIAS/ Dir. Off./2022-23/ 06(A)

Date:17.01.2023

OFFICE ORDER

Ms. Preeti Batra joined the Tecnia Institute of Advanced Studies on 16/01/2023 will look after the duty of Public Relation Officer with immediate effect, till further orders. The Key Responsibility Area is attached herewith.

This issues with the approval of the Competent Authority.


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

copy forwarded to the following for information and necessary action:

Dean (Academics)

Dean (R&D)

All HoDs- Dept. of MBA/ BCA & BA (JMC)

Dean/Coordinator Academic Cell - to inform all concerned

In-Charge, Events, TIAS

In-Charge Students' Welfare, TIAS

In-Charge Librarian, TIAS

Coordinator-IQAC, TIAS

In-Charge ITC- for uploading the same on the institute website

Faculty concerned

Personal file of the faculty concerned.


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Duties & Responsibilities of Academic Coordinator as PRO

Key Responsibility Area in Quality check & Brand Management

- Check on all quality assurance n deliverables to students
- Academic Progress Reports Analytics (APR's)
- Students lectures class schedule Timings
- Grievance handling and concerns to sort in best possible way
- Assuring best of infrastructure related services.
- Build student contact as one point contact for any grievance/ suggestions / feedback
- Support and Supervise in Coordinating and executing student activities and events to promote a Brand Management of Institute.
- Manage Public Relations and Academic coordination with other staff
- Supervise and support Institute catalogs, printing collaterals for publicity
- Ensuring maximum participation in Institutes events by Clubs and Cells etc.
- Prepares letters and memos for supervisor general in every aspect needed.
- Prepares documents and reports as when needed.
- Coordinate in staff regarding any concerns.
- Liaising with marketing and PR to promote the event;
- Coordinating & handling queries and troubleshooting to ensure that all runs smoothly
- Coordinates and participates in the preparation of internal promotional & planning in Institution for academic / extra curriculum events.
- Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.
- Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
- Ensures preventive maintenance requirements; calling for repairs
- Provides information by answering questions and requests.
- Operational requirements by scheduling and assigning administrative task in expediting work results.
- Maintains professional and technical knowledge by attending educational workshops
- Contributes to team effort by accomplishing related results as needed.
- Any other relevant work assigned by the Head of the Institution.


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