

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

Ref. No. TIAS/ Dir.Off./2022-23/21

Date: 09.02.2023


**OFFICE ORDER**

**Subject: - Nodal Officer/ Programme Officer/ HoDs/ Incharges and other office bearers.**

This is to inform all concerned office bearer of Tecnia Institute of Advanced Studies that for the purpose of all official correspondence only official Email provided by ITC Head to be taken in to the account in all their dealings with respective stakeholders. No official record be fetched or forwarded to any of the personal emails, WhatsApp or any other electronic portal in any format i.e. photographed on personal mobile phone or screen shots etc. are prohibited. If any official/ person is found to be indulging in the above mentioned nefarious activities, it will tantamount to be a trespassing/ breach of trust in the official affairs and matter of the Institute.

The above officials are required to undertake all conceivable efforts towards the protection and maintenance of Intellectual and Administrative secrecy in the respective protocols.

All concerned to note and comply.

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

Copy to:

Dean (Academics)  
Chairperson, Department of Management Sciences  
Chair, Social Media Cell  
Chair, Centre of Excellence  
All HoDs – MBA, BBA, BA (J&MC) & BCA Program  
Incharge, Admissions  
Training & Placement Cell  
Research & Publications  
In-charge, Examinations  
PRO  
In-charge, Library  
In-charge, Student Welfare  
In-charge-ITC  
Academic Cell – Faculty Concerned  
Admin/ Accounts/ HR  
IQAC  
Directorate Secretariat  
Guard File