

TECNIA INSTITUTE OF ADVANCED STUDIES
Grade 'A' Institute

Ref. No.: TIAS/ Dir. Off./2022-23/15AA

Date: 04.02.2023

OFFICE ORDER

Subject: -Department of Management Sciences, HoD – BBA (2nd Shift)

With reference to the previous order no. TIAS/Dir. off/2022-23/01(B) Dt. 21.03.2022 on the subject cited above, and completion of tenure/relieving of the previous office bearer on the subject cited above; in continuation of the same and in compliance of mandate provided by various statutory bodies, to propagate the mandate of HoD-BBA (2nd Shift) in Tecnia Institute of Advanced Studies.

The following faculty member has been entrusted with the charge as HoD BBA (2nd Shift) w.e.f. 04.02.2023, detailed below:-

Dr. Archana Dixit,
Associate Professor, Department of Management Sciences
Official Email ID: hodbba@tecnia.in

The aforesaid duty assigned as per UGC; Gazette Notification; Dt. 18.07.2016; UGC Regulations on minimum qualifications for appointment of teacher and other academic staff in universities and colleges and measures for the maintenance of standards in Higher Education, 2018; pg. no. 104; Appendix-II; Table-I; Assessment Criteria and methodology for university/college teachers; S. No. 2; Heading: Grading Criteria; "involved in at least 3 activities,

The faculty will have to comply and abide by all conditions, roles and responsibilities adopted by Tecnia Institute of Advanced Studies, Delhi for

HoD, Department of Management Sciences-BBA (2nd Shift)

and faculty in Reference to UGC Regulations On Minimum Qualifications For Appointment Of Teachers And Other Academic Staff In Universities and Colleges And Measures for the Maintenance of Standards in Higher Education, 2018 and Amendments thereof;

Noted

Archana
4/2/23



also AICTE Notification dt. 3rd May'2000 Appendix F: Jobs Responsibilities of Teachers (Degree Level Technical Institution; GGSIPU Act., Statutes & Ordinance (as amended up to 30th June'2012) Calendar Edition-II 2012.; ORDINANCE-34: Responsibilities and authorities of Profile of the Dean, in the University Schools of Studies adopted for HoD, ORDINANCE – 32: Code of Professional Ethics, Discipline, Penalty & Appeal Rules (Teaching Staff), or

Any other relevant work assigned by Head of the Institution. Further the faculty shall sign Undertaking/ Affidavit on detailed roles and responsibility for understanding and execute all roles and responsibilities as adopted by TIAS. Issued with the approval of competent authority



Copy to: for information
Faculty - Dr. Archana Dixit
Dean (Academics)

Archana
4/2/23 *Noted*

IQAC

All HoDs – MS- MBA ,ICT-BCA, JMC-BA(JMC)

In/C-ITC

Training & Placement Cell

Chief Academic Coordinator –cum-PRO

Director Secretariat

In/C Student Welfare

Academic Cell – to inform all concerned faculty.

Personal File

Guard File