

# TECNIA INSTITUTE OF ADVANCED STUDIES

Grade 'A' Institute

Ref. No.: TIAS/ Dir. Off./2023-24/001A

Date: 14.07.2023

## OFFICE ORDER

**Subject: - Department of Information, Communication & Technology, HoD –MCA**

With reference to the letter no. GGSIPU/Affiliation/2023-24/6866 dated 23.06.2023 for Issuance/revalidation of provisional NOC in respect of Tecnia Institute Of Advanced Studies to run the MCA course w.e.f. Academic Session 2023-24; accordingly Department of Information, Communication & Technology commences MCA Program

In compliance of the same to propagate the mandate of HoD-MCA in Tecnia Institute of Advanced Studies. The following faculty member has been entrusted with the charge as HoD MCA w.e.f. 14.07.2023, detailed below:-

**Dr. Shalini Goel,**

**Professor, Department of Information, Communication & Technology**

**Official Email ID: hodmca@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 Information, Communication & Technology 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; 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 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. Shalini Goel

Dean (Academics)

Dean Development

IQAC

All HoDs –ICT-BCA, MS-MBA, BBA

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