

# **Tecnia Institute of Advanced Studies**

## **Grade 'A' Institute**

**Ref. No. TIAS/DIR. OFF./2024-25/03**

**Dated: 24.04.2024**

### **Office Order**

**Subject: - Regarding Completion of all pending work on daily basis up to 5 PM to 6 PM.**

It is to inform that all the faculty have to complete all the pending works of NAAC before leaving the institute on daily basis.

Further, it is to inform that all the faculty is require to coming to the Director's Office; come with updated daily task and complete in extended hour from 5PM to 6PM.

This is for strict compliance.

  
Director  
TIAS

**Copy to:**

- 1. Hon'ble E.D. Sir - For kind information please**
- 2. Dean Academics, for ensuring proper compliance**
- 3. Dean DMS**
- 4. Dean ICT**
- 5. HoD – MBA, BBA, BCA, MCA, BA(JMC)**
- 6. IT Dept.**
- 7. Account**
- 8. HR**
- 9. PRO**
- 10. Guard File**