



# TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC GRADE "A" INSTITUTE (CYCLE-1)  
Approved by AICTE, Ministry of Education, Govt. of India, Affiliated to G.G.S.I.P. University  
Recognized Under Sec. 2(f) of UGC Act 1956,  
INSTITUTIONAL AREA, MADHUBAN CHOWK, ROHINI, NEW DELHI-110085  
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Ref. No.: TIAS/ Dir. Off./2024-25/31A

Date: 8.08.2024

## OFFICE ORDER

**Subject: – Department of management Sciences, HoD – B.Com (H)**

With reference to the order no. Ref. No.: TIAS-Dir.off/2024-25/31A 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- B.Com (H) in Tecnia Institute of Advanced Studies.

The following faculty member has been entrusted with the charge as HoD B.Com (H) w.e.f. 09.08.2025 detailed below:-

**Dr. Pushpa Rani, [Assistant Professor],**  
**Department of Management Sciences- B. Com (H.)**  
Official Email ID: [hodbcom@tecnia.in](mailto:hodbcom@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 – B.Com (H) 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: Job 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.

Dr. Ajay Kumar, Director  
Tecnica Institute of Advanced Studies  
Affiliated to GGSIPU University Delhi  
Madhuban Chowk, Rohini, Delhi-85

### Copy to:

1. Chairman, Tecnia Group – for information
2. Dean Academics, TIAS
3. Director, Development, TIAS
4. All Heads of Departments – MBA, MCA, BBA, BCA, BAJMC, B.Com (H) (All Shifts), TIAS
5. Dean IQAC – Research, Innovation, Consultancy & Development; Statutory Cell; CoE In-Charges
6. In-Charge – Students' Welfare & Proctor
7. HR, Accounts & Finance, Store (through ED Sir)
8. Nodal Officers – NCC, NSS, UBA; Allied Clubs (as per GGS IP University)
9. All Branch Heads/In-Charges – ITC, Labs, TIAS Website, Administration (EDC)
10. In-Charges – Examinations, Librarian, TIAS; Admin In-Charge & PRO
11. Secretary to Director, TIAS – for statutory and other compliance
12. A.O. to Admin Staff – for information and compliance, TIAS
13. All Admin In-Charges of Departments
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