



TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC GRADE "A" INSTITUTE (CYCLE-2)

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, DELHI-110085

Ref. No.: TIAS/ Dir. Off./2025-26/05

Date: 07.01.2026

OFFICE ORDER

Subject: Assumption of Charge as Head of Department – Department of Clinical Psychology


In accordance with the Institute's approved administrative structure and competent authority's notification, Ms. Rachna Garg is hereby appointed as the Head of the Department, Department of Clinical Psychology, Tecnia Institute of Advanced Studies, with immediate effect. Ms. Rachna Garg shall exercise all academic, administrative, and co-curricular powers pertaining to the office of the Head of Department, including but not limited to:

1. **Academic Oversight:** Curriculum planning, faculty coordination, student academic progress, and examination-related responsibilities within the Department of Clinical Psychology.
2. **Administrative Functions:** Preparation of duty rosters, leave recommendations, faculty/staff performance reporting, and maintenance of departmental records.
3. **Disciplinary Authority:** Maintenance of discipline among students and staff within the department, subject to institutional bylaws.
4. **Meetings & Reporting:** Chairing departmental meetings, submitting periodic reports to the Principal/Director, and ensuring compliance with university/institute policies.
5. **Student Guidance:** Addressing student grievances, mentoring assignments, and facilitating internship/counseling placements as per academic norms.

All faculty members, staff, and students of the Department of Clinical Psychology are hereby directed to extend their full cooperation to Ms. Rachna Garg in the discharge of her official duties.

This order supersedes all previous arrangements regarding the headship of the Department of Clinical Psychology and shall remain in force until further orders.

By Order of the Competent Authority


Director
Tecnica Institute of Advanced Studies
(Affiliated to GGSIP University Delhi)
Madhuban Chowk, Rohini, Delhi-85

- Copy to:
1. Ms. Rachna Garg, HOD – Clinical Psychology (for information and compliance)
 2. Chairman, Tecnia Group – for information
 3. Dean Academics, TIAS
 4. Director, Development, TIAS
 5. All Associate Deans – DMS, DICT, DJMC, TIAS
 6. All Heads of Departments – MBA, MCA, BBA, BCA, BAJMC, B.Com (H) (All Shifts), TIAS
 7. All In-Charges/Coordinators – Internal Quality Cell, Training & Development Cell, Entrepreneurship Development Cell, RIDC
 8. Internal Chair – Centre of Excellence: AI & Robotics (DICT); Centre of Communication & News Bureau (DJMC)
 9. Dean IQAC – Research, Innovation, Consultancy & Development; Statutory Cell; CoE In-Charges
 10. In-Charge – Students' Welfare & Proctor
 11. HR, Accounts & Finance, Store (through ED Sir)
 12. Nodal Officers – NCC, NSS, UBA; Allied Clubs (as per GGS IP University)
 13. All Branch Heads/In-Charges – ITC, Labs, TIAS Website, Administration (EDC)
 14. In-Charges – Examinations, Librarian, TIAS; Admin In-Charge & PRO
 15. Internal Chair – Centre of Excellence: Centre of Communication (DJMC); News Bureau; Media Coordinator for Tecnia TV, Youngster; In-Charge Social Media Cell, TIAS
 16. Secretary to Director, TIAS – for statutory and other compliance
 17. A.O. to Admin Staff – for information and compliance, TIAS
 18. All Admin In-Charges of Departments
 19. Office Copy
 20. Guard File