



# TECNIA INSTITUTE OF ART & DESIGN

(College of Dance, Music & Fine Art)

Affiliated by Indira Kala Sangit Vishwavidyalaya, UGC Recognized University, Khairagarh (C.G.)

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16<sup>th</sup> November 2023

## CIRCULAR

### Subject – Revised Responsibilities of Committees

In order to streamline the academic and non-academic working of the Institute, this is being notified to all the Teaching & Non-teaching Staffs that they are required to adhere to the following responsibilities without any deviation with immediate effect:

- 1) **Admission Committee** – Dr. Madhu Aggarwal , Dr. Lal Bahadur Kumar, Ms. Ruma Chakraborty, Mr. Vicky Vishwakarma
- 2) **Time Table Responsibility** - Dr. Lal Bahadur Kumar, Mr. Akartha Halder (Fine Art)  
Ms. Ruma Chakraborty, Mr. Aditya Kumar (Performing Art)
- 3) **Examination Responsibilities** – Dr. Madhu Aggarwal , Mr. Vicky Vishwakarma , Ms. Deepshikha Pathak
- 4) **Alumni Association** – Mr. Satyaranjan Das
- 5) **Library** – Mr. Satyaranjan Das, Mr. Serjeet Kumar
- 6) **Disciplinary Committee** – Dr. Lal Bahadur Kumar, Ms. Deepshikha Pathak
- 7) **Grievance Redressal Committee** – Dr. Madhu Aggarwal, Dr. Lal Bahadur Kumar, Mr. Vicky Vishwakarma
- 8) **Stock Register Responsibility** – Mr. Serjeet yadav, Mr. Vicky Vishwakarma
- 9) **General Administration** – Ms. Deepshikha Pathak, Mr. Serjeet Kumar
- 10) **Academic Administration** – Dr. Madhu Aggarwal, Ms. Deepshikha Pathak
- 11) **Social Media Advertisement** – Mr. Akartha Halder, Mr. Satyaranjan Das, Ms. Ruma Chakraborty
- 12) **ERP Responsibility** – Mr. Satyaranjan Das, Ms. Ruma Chakraborty
- 13) **NAAC Responsibility** – Dr. Lal Bahadur Kumar, Ms. Ruma Chakraborty
- 14) **Coordination with University** – Ms. Deepshikha Pathak
- 15) **Coordination with the Management** – Ms. Deepshikha Pathak
- 16) **Research & Development Committee** – Dr. Madhu Aggrawal, Ms. Saraswati Sharma

This is being issued with the approval of the competent authority for the strict compliance.

**Dr. Madhu Aggarwal**  
**Principal**

Cc to: Chairman (for kind information please)