

# 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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15.11.2022


## CIRCULAR

### Subject – 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 , Mr. Vicky Vishwakarma
- 2) Time Table Responsibility - Dr. Lal Bahadur Kumar + Mr. Akartha Halder (Fine Art) ,  
Dr. Ravi Pal + Mr. Aditya (Performing Art)
- 3) Examination Responsibilities – Mr. Satyaranjan Das + Mr. Vicky Vishwakarma
- 4) Almuni Association – Mr. Satyaranjan Das + Ms. Deepshikha Pathak
- 5) Library – Mr. Satyaranjan Das + Mr. Serjeet Kumar
- 6) Disciplinary Committee – Dr. Lal Bahadur Kumar + Mr. Ashwani Kumar
- 7) Grievance Redressal Committee – Dr. Madhu Aggarwal + Mr. Vicky Vishwakarma
- 8) Stock Register Responsibility – Mr. Ashwani Kumar + Mr. Vicky Vishwakarma
- 9) General Administration – Mr. Ashwani Kumar + Mr. Serjeet Kumar
- 10) Academic Administration – Dr. Madhu Aggarwal + Ms. Deepshikha Pathak
- 11) Social Media Advertisement – Mr. Akartha Halder + Ms. Deepshikha Pathak
- 12) ERP Responsibility – Ms. Deepshikha Pathak
- 13) NAAC Responsibility – Ms. Deepshikha Pathak
- 14) Coordination with University – Ms. Deepshikha Pathak
- 15) Coordination with the Management – Ms. Deepshikha Pathak

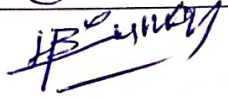
This is being issued with the approval of the competent authority for the strict compliance.

  
Dr. Madhu Aggarwal  
Principal | TIAD

Cc to: Chairman (for kind information please)

November 15, 2022

### List of Teaching & Non-Teaching Staff

S.No.	Name	Designation	Signature
1	Dr. Madhu Aggarwal	Principal	
2	Dr. Lal Bahadur Kumar	Asst. Prof. (Fine Arts)	
3	Dr. Ravi Pal	Asst. Prof. (Performing Arts)	
4	Mr. Satyaranjan Das	Asst. Prof. (Fine Arts)	
5	Mr. Akartha Halder	Asst. Prof. (Fine Arts)	
6	Ms. Deepshikha Pathak	Academic Coordinator	
7	Mr. Ashwani Kumar	Admin Officer	
8	Mr. Vicky Vishwakarma	Admin Incharge	
9	Mr. Serjeet Kumar	Caretaker	