

OFFICE OF THE DIRECTOR
Dr. AKHILESH DAS GUPTA INSTITUTE OF TECHNOLOGY & MANAGEMENT
(Formerly Northern India Engineering College)
New Delhi

DIR/Gen-Admin/2018-19

November 20, 2018

OFFICE ORDER

The following timings will be observed by all faculty and Lab staff members from **22nd November, 2018 to 12th December, 2018** due to End Term Examinations.

Faculty & Lab Staff Members	Date	Timings	Half Day Timing (Arrival & Departure)
B.Tech. – I Shift B.Tech. II Shift, MBA, BBA & MCA	22 nd November , 2018 to 12 th December, 2018	09.00 am to 04.00 pm	01.15 pm
Exam Duties in both Shifts		09.00 am to 05.45 pm	01.45 pm
Exam Duties in 2 nd Shift		10.45 am to 05.45 pm	02.15 pm

On the above mentioned dates, the College timings for Lab Staff working either from 08.00 – 04.30 pm or 09.00 – 05.30 pm will be from **09.00 am to 04.00 pm** and for **both shifts** will be from **09.00 am to 05.00 pm**.

On the above mentioned dates, the College timings for Library Staff working in both shifts will be from 09.00 am to 05.45 p.m.

On the above mentioned dates, there will be no change in the timings of staff working in the General Shift.


Prof. (Dr.) Sanjay Kumar
Director


S. N. Garg
Chief Executive Officer

Copy for information to:

1. Director (Coordination), ADGITM, New Delhi.
2. Principal (1st Shift), ADGITM, New Delhi.
3. Dean (Management Studies), ADGITM, New Delhi.
4. Sr. Dy. Director (Construction), ADGITM, New Delhi.
5. Asstt. Director (HR) & Staff Officer to Hon'ble Chairperson, ADGITM, New Delhi.
6. Incharge (2nd Shift), ADGITM, New Delhi.
7. Chief Account Officer (Accounts) ADGITM, New Delhi.
8. Head, Examination Controller (Examination Cell), ADGITM, New Delhi.
9. Dr. Saurabh Gupta, Incharge (Website Cell), ADGITM, New Delhi.
10. All HODs/DIs, ADGITM, New Delhi.
11. Compliance Officer-cum-Executive Coordinator (HR), ADGITM, New Delhi.
12. Librarian, Central Library, ADGITM, New Delhi.
13. Asstt. Registrar (Admission Cell), ADGITM, New Delhi.
14. Asstt. Registrar (Examination Cell), ADGITM, New Delhi.
15. Training & Placement Cell, ADGITM, New Delhi.
16. Sr. Executive Officer (Bio-Metric Attendance Cell), ADGITM, New Delhi.
17. J.E. (Civil), ADGITM, New Delhi.
18. Infirmary Department, ADGITM, New Delhi.
19. Supervisor (Construction), ADGITM, New Delhi.
20. Incharge (Stores), ADGITM, New Delhi.
21. Maintenance Incharge, ADGITM, New Delhi.
22. Canteen Incharge, ADGITM, New Delhi.
23. Security Supervisor, ADGITM, New Delhi.