

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

DIR/ADGITM/Gen-Admin/2017-18

June 8, 2018

**OFFICE ORDER**

The following timings will be observed by all faculty and Lab staff members from **9<sup>th</sup> June to 31<sup>st</sup> July, 2018** due to Summer Training.

All Faculty & Staff	Timings	Half Day Timing Arrival & Departure
First Shift / Second Shift MBA, BBA & MCA	09.30 am to 04.30 pm	01.00 pm
Both Shift (Lab Staff)		

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 09.30 am to 04.30 p.m.

On the above mentioned dates, the College timings for Library Staff working in both shifts will be from 09.30 am to 05.00 p.m.

On the above mentioned dates, there will be no change in the timings of the 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. Sr. Dy. Director (Construction), ADGITM, New Delhi.
3. Principal (1<sup>st</sup> Shift), ADGITM, New Delhi.
4. Asstt. Director (HR) & Staff Officer to Hon'ble Chairperson, ADGITM, New Delhi.
5. Course Director (BBA), ADGITM, New Delhi
6. Incharge (2<sup>nd</sup> 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.
24. All Notice Boards