

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

DIR/Gen-Admin/2022-23

July 28, 2023

OFFICE ORDER

Attn: All Faculty & Staff Members

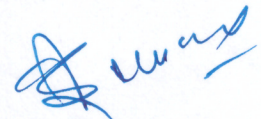
The following timings will be observed by all faculty and Lab staff members from **31st July, 2023 to 6th September, 2023** due to Summer Training.

| All Faculty & Staff | Dates | Timings | Half Day Timing (Arrival & Departure) |
|---------------------------------|--|----------------------|---------------------------------------|
| B.Tech. (2 nd Shift) | 31 st July to 6 th September, 2023 | 09.00 am to 04.30 pm | 1.00 pm |

There will be no change in the timings of the B.Tech (1st Shift), MBA, BBA, BALLB, BBALLB, Both Shift (Lab & Library Staff), Lab Staff (8.00 am to 4.30 pm & 9.00 am to 5.30 pm) and Admin 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. Asstt. Director (HR) & Staff Officer to Hon'ble Chairperson, ADGITM, New Delhi.
4. Principal (CLE), ADGITM, New Delhi.
5. Director, IQAC & Dean, Students' Welfare Committee, ADGITM, New Delhi.
6. Incharge, B.Tech 1st year, ADGITM, New Delhi.
7. Chief Accountant (Accounts) ADGITM, New Delhi.
8. Head, Examination Cell, ADGITM, New Delhi.
9. Dr. Saurabh Gupta, Incharge (Website Cell), ADGITM, New Delhi.
10. All HODs/DIs, ADGITM, New Delhi.
11. 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. Executive Asst. (Bio-Metric Attendance Cell), ADGITM, New Delhi.
17. J.E. (Civil), ADGITM, New Delhi.
18. J.E. (Electrical), ADGITM, New Delhi.
19. Maintenance Manager, ADGITM, New Delhi.
20. Infirmary Department, ADGITM, New Delhi.
21. Incharge (Store), ADGITM, New Delhi.
22. Security Supervisor, ADGITM, New Delhi.