

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 03, 2023

OFFICE ORDER

Attn: All Faculty & Staff Members

The following timings will be observed by all faculty and Lab staff members from **4th July to 17th July 2023** due to End Term Theory Exams.

Faculty & Lab Staff Members	Date	Timings	Half Day Timing (Arrival & Departure)
B.Tech. – I Shift B.Tech. II Shift, MBA, BBA, BA LLB & BBA LLB (Only those who are involved in End Term Theory Examinations)	4 th July, 2023 to 17 th July, 2023	<u>Exam Duty in 1st Shift</u> 09.00 am to 04.30 pm <u>Exam Duty in 2nd Shift</u> 10.00 am to 05.30 pm <u>Exam Duty in Both Shifts</u> 09.00 am to 05.30 pm	01.30 pm


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. All HODs/DIs, ADGITM, New Delhi.
10. Executive Coordinator (HR), ADGITM, New Delhi.
11. Librarian, Central Library, ADGITM, New Delhi.
12. Asstt. Registrar (Admission Cell), ADGITM, New Delhi.
13. Asstt. Registrar (Examination Cell), ADGITM, New Delhi.
14. Training & Placement Cell, ADGITM, New Delhi.
15. Sr. Executive Officer (Bio-Metric Attendance Cell), ADGITM, New Delhi.
16. J.E. (Civil), ADGITM, New Delhi.
17. J.E. (Electrical), ADGITM, New Delhi.
18. Maintenance Manager, ADGITM, New Delhi.
19. Infirmarv Department. ADGITM. New Delhi.