

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

New Delhi

DIR/Gen-Admin/2021-22

February 7, 2022

OFFICE ORDER

Attn: All Faculty & Staff Members

All the faculty and staff members are hereby informed that the College timings from **February 08, 2022 (Tuesday)** will be as follows:

All Faculty & Staff Members	Timings	Half Day Timing Arrival & Departure
B.Tech.(1 st Shift)	08.00 am to 03.30 pm	11.30 am
B.Tech.(2 nd Shift)	10.00 pm to 05.30 pm	01.30 pm
Both Shift (Lab & Library Staff)	08.00 am to 05.30 pm	01.00 pm
Lab Staff	08.00 am to 04.30 pm	01.00 pm
Lab Staff	09.00 am to 05.30 pm	01.30 pm
MBA	09.00 am to 04.30 pm	12.50 pm
BBA	09.00 am to 04.30 pm	12.50 pm
General Shift (Admin. Staff)	09.30 am to 05.00 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. Dean (Management), ADGITM, New Delhi.
5. Chief Accountant (Accounts) ADGITM, New Delhi.
6. Head, Examination Cell, ADGITM, New Delhi.
7. Dr. Saurabh Gupta, Incharge (Website Cell), ADGITM, New Delhi.
8. All-HODs, ADGITM, New Delhi.
9. Executive Coordinator (HR), ADGITM, New Delhi.
10. Librarian, Central Library, ADGITM, New Delhi.
11. Asstt. Registrar (Admission Cell), ADGITM, New Delhi.
12. Asstt. Registrar (Examination Cell), ADGITM, New Delhi.
13. Training & Placement Cell, ADGITM, New Delhi.
14. Sr. Executive Officer (Bio-Metric Attendance Cell), ADGITM, New Delhi.
15. J.E. (Civil), ADGITM, New Delhi.
16. J.E. (Electrical), ADGITM, New Delhi.
17. Maintenance Manager, ADGITM, New Delhi.
18. Infirmary Department, ADGITM, New Delhi.
19. Incharge (Stores), ADGITM, New Delhi.
20. Security Supervisor, ADGITM, New Delhi.
21. All Notice Boards