

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

New Delhi

DIR/Gen-Admin/2022-23

March 29, 2023

**NOTICE**


**Attn: All Faculty & Staff Members**

All HODs/DIs, Faculty and staff members (including Admin. Departments) are hereby informed that the following timings will be observed on Annual Techno Cultural Fest **Utkarsh 2023**.

**30<sup>th</sup> March, 2023 - 09.30 am to 05.30 pm**  
**31<sup>st</sup> March, 2023 - 09.30 am onwards till the function is over.**

30<sup>th</sup> March, 2023 (Ram Navami) will be working for all faculty and staff members (including Admin. Departments) due to Utkarsh 2023.

Please note that the College will remain closed on 3<sup>rd</sup> April, 2023 (Monday) in lieu of 30<sup>th</sup> March, 2023 (Ram Navami).

  
**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 1<sup>st</sup> 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. Sr. Executive Officer (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. Infirmery Department, ADGITM, New Delhi.
21. Incharge (Stores), ADGITM, New Delhi.
22. Security Supervisor, ADGITM, New Delhi.