

OFFICE OF THE DIRECTOR
Dr. AKHILESH DAS GUPTA INSTITUTE OF PROFESSIONAL STUDIES
(Formerly Dr. Akhilesh Das Gupta Institute of Technology & Management)
New Delhi

DIR/Gen-Admin/2024-25

December 6, 2024

OFFICE ORDER

Attn: All Faculty & Staff Members

The following timings will be observed by all faculty and Lab staff members from **9th December, 2024 to 28th December, 2024** 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, BBA – I Shift, BBA-II Shift, MBA, BA-LLB & BBA-LLB (Only those who have assigned Invigilation Duty in End Term Theory Examinations)	9th December, 2024 to 28th December, 2024	<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

For others normal assigned timings /shifts will be followed.


Prof. (Dr.) Niranjan Bhattacharyya
Director


Prof. (Dr.) Sanjay Kumar
Director General

Copy for information to:

1. Director (Coordination), ADGIPS, New Delhi.
2. Director (Finance), ADGIPS, New Delhi.
3. Asstt. Director (HR) & Staff Officer to Hon'ble Chairperson, ADGIPS, New Delhi.
4. Sr. Dy. Director (Construction), ADGIPS, New Delhi.
5. All HODs/DIs, ADGIPS, New Delhi.
6. Incharge, B.Tech 1st year, ADGIPS, New Delhi.
7. Chief Accountant (Accounts) ADGIPS, New Delhi.
8. Incharge, Examination Cell, ADGIPS, New Delhi.
9. Dr. Saurabh Gupta, Incharge (Website Cell), ADGIPS, New Delhi.
10. Executive Coordinator (HR), ADGIPS, New Delhi.
11. Librarian, Central Library, ADGIPS, New Delhi.
12. Asstt. Registrar (Admission Cell), ADGIPS, New Delhi.
13. Asstt. Registrar (Examination Cell), ADGIPS, New Delhi.
14. Training & Placement Cell, ADGIPS, New Delhi.
15. Executive Asst. (Bio-Metric Attendance Cell), ADGIPS, New Delhi.
16. J.E.(Civil), ADGIPS, New Delhi.
17. J.E.(Electrical), ADGIPS, New Delhi.
18. Maintenance Manager, ADGIPS, New Delhi.
19. Infirmary Department, ADGIPS, New Delhi.
20. Incharge (Store), ADGIPS, New Delhi.