

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

New Delhi

DIR/Gen-Admin/2019-20

January 3, 2020

**OFFICE ORDER**

**Sub: Commencement of Regular Classes of the MBA, BBA & B.Tech. (1<sup>st</sup> & 2<sup>nd</sup> Shifts) Courses of the Academic Session 2018 – 19 w.e.f. January 06, 2020 (Monday).**

The next Academic Session (Even Semester) is starting from January 06, 2020. All the faculty and staff members are hereby informed that the College timings from **January 06, 2020 (Monday)** will be as follows:

All Faculty & Staff Members	Timings	Half Day Timing Arrival & Departure
B.Tech.(1 <sup>st</sup> Shift)	08.00 am to 03.30 pm	11.30 am
B.Tech.(2 <sup>nd</sup> 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. Principal (1<sup>st</sup> Shift), ADGITM, New Delhi.
3. Sr. Dy. Director (Construction), ADGITM, New Delhi.
4. Asstt. Director (HR) & Staff Officer to Hon'ble Chairperson, ADGITM, New Delhi.
5. Incharge (2<sup>nd</sup> Shift), ADGITM, New Delhi.
6. Chief Accountant (Accounts) ADGITM, New Delhi.
7. Head, Examination Controller (Examination Cell), ADGITM, New Delhi.
8. Dr. Saurabh Gupta, Incharge (Website Cell), ADGITM, New Delhi.
9. All HODs/DIs, ADGITM, New Delhi.
10. Compliance Officer-cum-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. Infirmary Department, ADGITM, New Delhi.
18. Supervisor (Construction), ADGITM, New Delhi.
19. Incharge (Stores), ADGITM, New Delhi.
20. Maintenance Incharge, ADGITM, New Delhi.
21. Canteen Incharge, ADGITM, New Delhi.
22. Security Supervisor, ADGITM, New Delhi.
23. All Notice Boards