

Ref. No. : MIET/ADM/OCD/2024-25/084

Date : 06th January, 2025

Circular

(Reporting Timings and Bus Timings during University Exam)

Owing to conduct of AKTU End Semester (ODD Semester) Examinations (Phase-I), the institute working timings for all the Faculty and staff members (whether commuting by Institute Bus or their own) will be:

Morning Reporting Time : 08:50 am

Evening Departure : 05:20 pm

In this respect, all the institute transport buses will ply accordingly. The bus timing will be:

Reporting Time at MIET : 08:30 am (approx. 20 min. prior to scheduled time)

Departure : 05:30 pm

These changes are effective wef **January 08th, 2025** to **January 11th, 2025** and **January 16th, 2025** to **January 27th, 2025** till the end of AKTU Exam concerned on all those days on which AKTU End Sem. Exam is to be conducted at MIET.

NOTE:

1. Departure time / Evening Out-time may be 05:00 pm on all non-exam days / no exam in evening shift (to be confirmed and communicated by Centre Superintendent, MIET).
2. Morning time (reporting and bus) will not vary (whether there is exam or not).
3. Permitted students are required to be seated in respective bus only – approx. 10 minutes prior to scheduled time.


Prof. (Dr.) Sanjay Kr. Singh
Campus Director

Copy for information and necessary compliance to:

- Hon'ble Chairman / Vice-chairman (for kind information please)
- Dean-Academics, Dean-CSE, IT & Allied Branches, Dean-Student's welfare, Associate Dean-First year
- All the HoDs / Section Head – please inform to all concerned
- IQAC, Chief Proctor, Chief Warden, Hostel, Wardens and All Faculty members
- Registrar, Transport, Account, Library and all other staff members ERP, Web. Developer
- Office File