

Ref No: MIET/ADM/OCD/2025-26/054

Date: 23<sup>rd</sup> December, 2025

## **Circular**

### **(Reporting Timings and Bus Timings during University Exam)**

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

**Morning Reporting Time** : 08:45 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 w.e.f. December 29<sup>th</sup>, 2025 to January 31<sup>st</sup>, 2026 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 action to:**

1. Hon'ble Chairman and Vice Chairman (for your kind information please)
2. Dean Academics, Dean CSE, IT & Allied, DSW, Asso. Dean Ist Year, all other Deans
3. Placement Cell, All the HODs, COE, Transport In-Charge, All the faculty members
4. IQAC, Registrar, ERP, Account Section, Hostel Warden, Admin Officers, Notice Board.