



Ref: I- 423/JBIT/RO//2025-26

Date: 20.08.2025

## OFFICE ORDER

### Duty during Lunch for Odd Semester 2025-26

The following Departments have been assigned duty to maintain the discipline in the institute campus especially from 12:45 PM to 2:00 PM. Mr. Puneet Kr. Garg is requested to ensure that duties should be performed properly by all departments.


S. No	Name of Department	Day	Venue
1	Mechanical Engineering	Monday & Thursday	Canteen, Back Side Of Main Academic Block & Back Gate
	Management	Monday & Thursday	Main Gate & Near Hut
	Agriculture	Monday & Thursday	Front & back side of Hostels
2	Civil Engineering	Tuesday & Friday	Front & back side of Hostels
	Computer Science & Engineering/ AI & ML	Tuesday & Friday	Main Gate & Near Hut
	Pharmacy	Tuesday & Friday	Canteen, Back Side Of Main Academic Block & Back Gate
3	Electrical Engineering	Wednesday & Saturday	Front & back side of Hostels
	Electronics & Communication Engineering	Wednesday & Saturday	Main Gate & Near Hut
	Applied Science/ Computer Application	Wednesday & Saturday	Canteen, Back Side Of Main Academic Block & Back Gate

HODs will also maintain the discipline in corridor of their respective departments.

The order comes into force w.e.f. August 21, 2025. Your Co-operation in this regards will be appreciated.

#### The duties are:

1. It shall be the duty of each department to ensure that no student will go outside the campus without permission.
2. It shall be the duty of each department to ensure that all students should go back to their respective classes after lunch.

  
Prof ( Dr.) Vishant Kumar  
Registrar

CC: Director/Proctor/Principals/All HODs

#### For kind information to:

1. PS to Hon'ble Vice Chairman Sir – for kind information to Hon'ble Vice Chairman Sir please.