



Thursday, 10 July 2014

**INFORMATION CIRCULAR
GNLU/IC/10/2014**

Subject: Duties Assigned to Non-Teaching Staff Members

With a view to strengthen the administration and keep delivering high standard services to the University and students at large, the duties under the following functional titles are being assigned to the below mentioned members:

1. Ms. Reena S.: Secretary to Dean of Academic Affairs and BAC of One UG Batch.
2. Mr. K. Swaminadhan: Secretary to Dean of Research Department & PG Council and BAC of PG Batch.
3. Ms. Nisha Trivedi: Press & Coordinator of IPSD
4. Ms. Vallari Solanki: Office of Global Outreach, Publication and GLEP
5. Mr. Nayan Kumar Vyas: Internship Co-coordinator, IPSD and BAC of Final year UG Batch.
6. Ms. Darshana Parmar: Office of the UGC, BCI and Planning & Coordination and Student's Scholarships.
7. Mr. Nimesh Dave: Internship Co-coordinator, IPSD
8. Mr. Ritesh Thakker: BAC of Two UG Batches
9. Ms. Dincy Paul: Secretary to Dean of GEXTRA Department and BAC of One UG Batch
10. Mr. Divyang Shukla: Guest House Administrator, Secretary to Dean of Students Welfare Department and Students Disciplinary Committee.

This circular shall come into effect from 21st July 2014.

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