



Gujarat National Law University

Gujarat National Law University (GNLU) Gandhinagar, Gujarat, India

Information Circular
No. GNLU/IC/03/0413

Thursday, April 04, 2013

Internal Transfer of Non-Teaching staff members

With an aim to utilize the experience, expertise and interests of the non-teaching staff and provide training & exposure for the purposes of other departments to enhance optimum performance of each of the departments, a meeting, called on 13th March 2013, consisting of Director, Registrar, D. Patel, M. Patel, R. Dave, L. Rabari, N. Khan, N. Vyas, T. Ram, S. Vanar, T. Mathew, A. Dave, B. Chawda, discussed the expectations, work load and new roles and responsibilities of various administrative departments and resolved to effect internal transfer of few non-teaching staff.

The internal transfer also aims to promote learning and broaden the capacity of the individual's knowledge for another department and to better appreciate his/her role in the overall contribution to realisation of the GNLU vision.

Internal Transfer of Non-Teaching Staff Members with effect from 1 May 2013			
Staff Member	Assigned Roles & Responsibilities	New Department and First Supervising Officer	Incumbent Location
Hiren Pandit	Campus Development, maintenance affairs and Gardening	<ul style="list-style-type: none">Campus Development & Maintenance (CMSD)Registrar	Room No. A 0.40
Nayan Vyas	Library and Museum	<ul style="list-style-type: none">LibraryAsst. Librarian	Room No. A 1.60
Ashmi Dave	Existing portfolio and additionally Canteen, Security, Housekeeping, Stationary, Transportation, Inventory Control	<ul style="list-style-type: none">Human Resources Affairs & CMSDRegistrar <p>(Ritesh Thakkar & Nimesh Dave will provide required assistance to Ashmi Dave)</p>	Room No. A 1.22
Nimesh Dave	Existing portfolio and shall assist as the Secretary to Head Research	<ul style="list-style-type: none">Academic Co-ordinator & Secretary to the Head Research	Room No. A -1.20
Suresh Vaghela	Canteen, Security, Gardening, Housekeeping, Stationary, Transportation, inventory control	<ul style="list-style-type: none">CMSDAshmi Dave	Room No. A -1.20
Ram Tekaman	Hostel Administration	<ul style="list-style-type: none">HostelRegistrar	Hostel Office
Vijay Vaghela	Assistance to the Office of the Director; Procurement Services	<ul style="list-style-type: none">Director OfficePlanning and Coordination Officer	Room No. A 1.34
Pankaj Champavat	Language Lab, Science Lab, Equal Opportunity Cell, Assistant to the Sports Director	<ul style="list-style-type: none">Academic Department Dean Academic Affairs	Room No. B 0.07

Registrar (I/C)

REGISTRAR INCHARGE
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Gandhinagar - 382028