



NO. NU/EST/CIR/17/3705

Date:- 09/8/17

CIRCULAR

It is hereby informed to all concerned that **Ms. Sapna D. Bhatt** has joined as a Counselor in the Nirma University with effect from 28-07-2017. She will be available in the University on following working week days and timings:

Working Week Days	Timings
Tuesday and Wednesday	11:00 a.m. to 06:00 p.m.
Friday	09:00 a.m. to 04:00 p.m.

Kindly note that the other details and work profile of Ms. Sapna D. Bhatt will be informed shortly.


Assistant Registrar (I/c.)

Copy to:

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|--|----------------------------|
| 1 All HOIs | 14 Public Relation Officer |
| 2 All HODs / Area Heads all Institutes | 15 All OS |
| 3 All Deputy Registrars | 16 Student Section I/c. |
| 4 HOD, Department of Design | 17 Estate Department I/c. |
| 5 Shri Ashishbhai Desai – Chief Engineer | 18 Establishment Section |
| 6 Dy. Director – ADR Cell | 19 All Libraries |
| 7 Chief Account Officer | 20 Visiting Doctor |
| 8 All Asst. Registrar | 21 Student Store |
| 9 Chief Coordinator – Student Welfare | 22 Transport / Canteen |
| 10 Statistician | 23 Security Officer(s) |
| 11 Publication Co-ordinator all Institutes | 24 Chief Warden of Hostels |
| 12 Internal Auditor | 25 PA to VP/DG/D(A&GA)/ER |
| 13 III Cell | |

C.f.w.cs. to: 1. Vice President 2. Director General
 3. Director (A&GA) 4. Executive Registrar