

VEERAYATAN INSTITUTE OF PHARMACY

Ref. No. VIP/GVS/B.Ph./2015/1086

Date:-02/11/2015

INTER – OFFICE NOTE

This is to inform all the staff and students of the College that the College remains closed for Deewali (winter) Vacation from 09/11/2015 to 28/11/2015. The College will be reopening from Monday, 30/11/2015.

The following mentioned Teaching & Supporting staff members will be present in the college as per schedule given below during the Deewali (Winter) vacations from 10:00 am to 2:00 pm and will be attending to the regular postal correspondence, for attending preparations of GTU Winter 2015 Examinations, taking the follow-up action of PCI approval status of the college and other duties specified by the Principal and will be in regular touch with the Principal and the management pertaining to the college matters.

Schedule of Duties

Sr. No.	Date of Duties	Name of the Teaching faculty member & Contact Number	Name of the Supporting Staff Members & Contact Number
1	08 & 09 th Nov & 23 rd Nov to 28 th Nov, 2015	Prof. Dr. Gali Vidya Sagar (98253 72991)	-
2	23 rd Nov to 28 th Nov, 2015	Dr. Chirag J Patel (84695 65669)	-
3	16 th Nov to 21 st Nov, 2015	Dr. Mahesh Senghani (94298 17941)	-
4	23 rd Nov to 28 th Nov, 2015	Dr. Prakash Sukhramani (99796 63330)	-
5	16 th Nov to 28 th Nov, 2015	-	Mr. Karshan Vagela (99138 43172)

Duties and responsibilities of staff:

1. Attend to the administrative chores and correspondence of the college and coordinate routine matters related to the college with admin.office.
2. Look after the matters pertaining to GTU, JACPC, AICTE and PCI tasks.
3. Inform the principal by 2.00 pm every day developments by phone.
4. Check the GTU, PCI, AICTE, ACPC AND KUTCH UNIVERSITY websites for regular updates and take necessary directions from the principal for further action on the matters.
5. Act on any other exigency as the situation demands related to the matters of the college.
6. Any types of leaves are not permitted during schedule of duties.

Prof. Dr. G. Vidya Sagar
Principal