


## Administrative Staff

<b>Employee Name</b>	Mr. KRUNAL R. LIMBACHIYA	
<b>Designation</b>	DEO	
<b>Email</b>	<a href="mailto:adm_gsp@gtu.edu.in">adm_gsp@gtu.edu.in</a> , <a href="mailto:krunal_deo@gtu.edu.in">krunal_deo@gtu.edu.in</a>	
<b>Qualification</b>	MBA , MCA	
<b>Joining Date</b>	27 <sup>th</sup> August, 2012.	

<b>Job Description</b>	<ul style="list-style-type: none"><li>✓ To assist Director sir's office.</li><li>✓ To prepare/maintain records for application in PCI, ACPC, QCI, FRC etc.</li><li>✓ To communicate with stake holders &amp; students for solve their queries.</li><li>✓ To manage institute's records/files handover by higher authority.</li><li>✓ To manage staff attendance/leave record for each month.</li><li>✓ To prepare various submissions/noting as per need of institute.</li><li>✓ To prepare video recording (DVD) for university exams and Ph.D. viva scheduled in the institute.</li></ul>
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<b>Training / Workshop / Seminar Details</b>	<ul style="list-style-type: none"><li>• Attended workshop on "Right to Information Act-2005" dated 06<sup>th</sup> February, 2014.</li><li>• Attended training program on "Effective Office Management" during 11<sup>th</sup> to 13<sup>th</sup> March, 2014.</li><li>• Attended training program on "Office Procedure and Letter Writing" during 16<sup>th</sup> to 18<sup>th</sup> July, 2014.</li><li>• Participated in Professional Development Program on Capacity Building for "University Administrative Staff" jointly sponsored by GTU &amp; AICTE during 30<sup>th</sup> May to 13<sup>th</sup> June, 2022.</li><li>• Participated in Capacity Building and Skill Enhancement Program on "Mindfulness for Wellbeing and Peak Performance &amp; Information and Communication Technology" in Administration and Effective use of MS Office on 6<sup>th</sup> January, 2024.</li><li>• Participated in Capacity Building Program organized by Ganpat University in Association with Association of Indian Universities during 3<sup>rd</sup> to 7<sup>th</sup> June, 2024.</li></ul>
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**GUJARAT TECHNOLOGICAL UNIVERSITY**

**SCHOOL OF PHARMACY**