

Circular

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Ref: Approved e-file GBU/Adm/e-file/265/2024/0603/Admin dated 16/0/2024.

Subject: Intercom telephone extension of GBU staff and usage Guidelines for Landline Telephones.

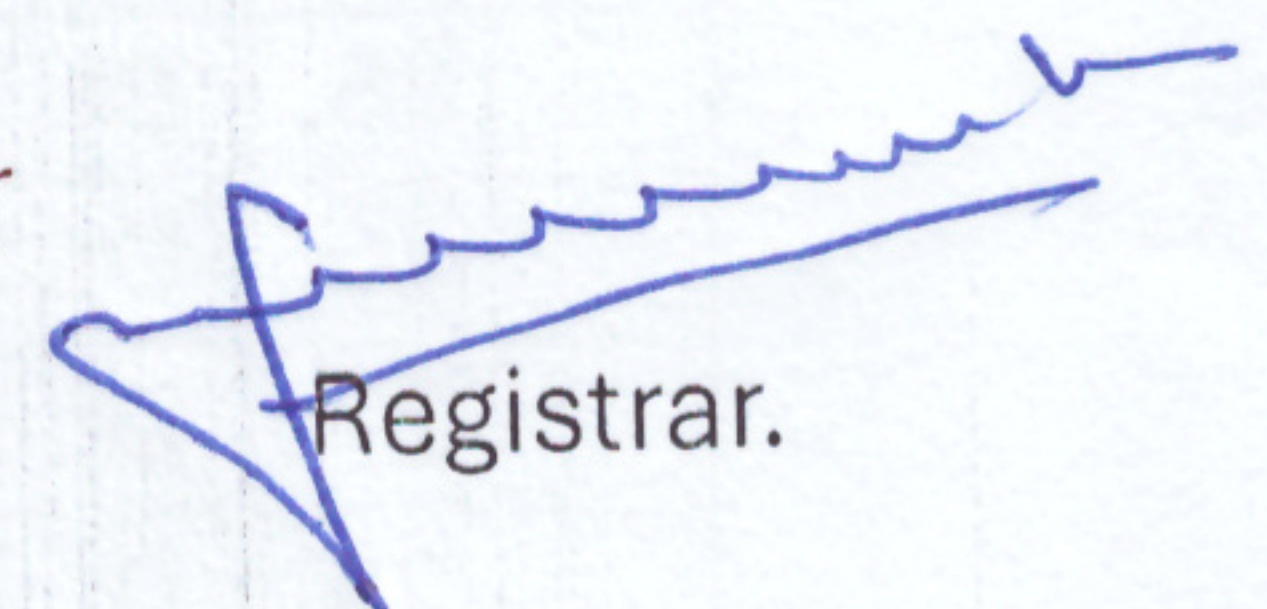
In alignment with our commitment to ensuring effective communication and connectivity both within and outside the university, landline telephone and extensions have been established for GBU staff. Below are the details of the intercom numbers for incoming and outgoing connections:

Sr. No.	Name	Landline No.	Extension	Designation
1.	Reception	079-690-14	999	
2.	Dr. Subeer Majumdar	079-690-14	901	Director General
3.	PA to DG	079-690-14	911	
4.	Dr. Jeetendra Lilani	079-690-14	909	Registrar
5.	PA to Registrar	079-690-14	919	
6.	Dr. Arun Bandyopadhyay	079-690-14	902	Director
7.	PA to Director	079-690-14	912	
8.	Mr. Vimal Shah	079-690-14	917	Deputy Registrar
9.	Mr. Sumit Sharma	079-690-14	927	
10.	Mr. Rajeshveer Maurya	079-690-14	937	
11.	Mr. Anas Mansuri	079-690-14	921	Assistant Registrar
12.	Ms. Himani Peshavaria	079-690-14	922	
13.	Mr. Bhadreshsinh Gohil	079-690-14	923	System Analyst
14.	Mr. Bhavesh Vaghela	079-690-14	924	Accountant
15.	Mr. Arun Parmar			
16.	Admin Office	079-690-14	925	
17.	Dr. Rakesh Raval	079-690-14	951	Professor
18.	Dr. Sudhir P. Singh	079-690-14	952	Professor
19.	Dr. Chirayu Desai	079-690-14	961	Associate Professor
20.	Dr. Ravindra Pal Singh	079-690-14	962	
21.	Dr. Tarun Sharma	079-690-14	963	
22.	Dr. Sudhir Pamidimarri	079-690-14	964	
23.	Dr. Sangram Lenka	079-690-14	965	
24.	Dr. Kanti Kiran	079-690-14	966	
25.	Dr. Vishal Suthar	079-690-14	967	
26.	Dr. Surya Ramachandran	079-690-14	968	
27.	Dr. Nisha Singh	079-690-14	971	Assistant Professor
28.	Dr. Rohini Nair	079-690-14	972	
29.	Dr. Neelam Kungwani	079-690-14	973	
30.	Dr. Sandeep Panda	079-690-14	974	
31.	Dr Ankit Rai	079-690-14	975	
32.	Dr. Nitin Trivedi	079-690-14	976	
33.	Dr. Jagat Rathod	079-690-14	977	

34.	Dr. Dhaval Patel	079-690-14	978
35.	Dr. Gaurav Jerath	079-690-14	979
36.	Dr. Imran Pancha	079-690-14	980
37.	Dr. Balaram Mohapatra	079-690-14	981
38.	Dr. Gunjan Sharma	079-690-14	982
39.	Dr. Archana Kumari	079-690-14	983
40.	Dr. Vivek Verma	079-690-14	984
41.	Dr. Varun Shah	079-690-14	985
42.	Dr. Kavita Yadav	079-690-14	986
43.	Dr. Ritesh Kumar	079-690-14	989
44.	Dr. Sudeepta Kumar	079-690-14	990
45.	Dr. Kamal Mandal	079-690-14	991

Guidelines for usage of GBU-office landline

- 1) GBU provides Landline phones because communication is essential for the performance of job-related duties. The landline telephones provided by the university to the employees are to be used primarily for university business. Employees may use landline telephones for personal business, provided such personal use is limited in frequency and duration and does not interfere with the performance of an employee's job. Landline telephones are provided at university expense.
- 2) Employees shall only engage in appropriate, ethical, and legal use of landline telephones and the use of landline telephones will be considered to be inappropriate if the use is one that could reasonably be viewed as malicious, obscene, threatening or intimidating, that disparages employees, students, parents, or citizens, or that might constitute harassment or bullying.
- 3) GBU owned landline telephones are considered public records. Landline telephone records may be subject to review by authorized University personnel. Misuse of landline telephone by an employee may result in loss of privileges and/or disciplinary action.
- 4) If the landline telephone assigned to an employee is lost, damaged or is malfunctioning, the Maintenance Department, GBU must be notified immediately.
- 5) The Competent Authority, GBU is authorized to review the use of university-issued landline telephones by employees and to revoke the privilege of using the university-issued landline telephone if it is determined that the telephone is being used primarily for personal business or is being used in any other manner which is contrary to university and government policies.


Registrar.

Copy To: All concerned