

Workload of Mukesh C. Darji, Head Clerk & Sunil Macwan, Sr. Clerk

1. UGC Work related Scheme (all plan period)
 - Construction or Renovation of Buildings
 - Campus Development
 - Staff
 - Books & Journals
 - Laboratory Equipment and Infrastructure
 - Annual Maintenance Contract
 - Innovative Research Activities
 - University Industry Linkages
 - Extension Activities
 - Cultural Activities
 - Development of ICT
 - Health Care
 - Student Amenities Including Hostels
 - Travel Grant
 - Conference / Seminars / Symposia/Workshops
 - Publication Grant
 - Appointment of Visiting Professors/ visiting Fellows
 - Establishment of career and counseling cell
 - Day care Centres
 - Basic Facilities for Women
 - Faculty improvement Programme
 - ENCORE
 - Human Rights and Duties Education
 - Appointment/Honorarium of Guest part time Teachers
 - Equal Opportunity Cell
 - Facilities for differently abled persons
2. I. A. Patel Shertha Visiting Professor Scheme
3. Women's Studies Centre, P. G. Department of Home Science
4. Maintenance of Accounts of XI Plan & XII Plan and Other Budgets.
5. Submission of Office Notes for all type of Permission/Sanction.
6. To pass all the bills/vouchers of above the Programmes. To maintain registers and submission of the same to A/c section for onward payments. After the end of every financial year, preparing of the Utilization Certificates, Expenditure Statement & Progress Reports of all Head wise Programmes are submitted to the U.G.C., New Delhi each year.

7. College circulars for various U.G.C. scheme : Maintenance of files of each colleges which are covered under UGC act
8. U.G.C. Matching Share grant
9. Inviting of proposals of various Schemes/Programmes.
10. UGC National Educational Test (NET)
11. College Development Council
12. Carry out the work of University Budget (Part – II – Plan Scheme & III – Earmarked funds) of the University and Annual Account of U.G.C. each year.