

Workload of Manubhai M. Makwana, Senior Clerk

1. Work related to various Programmes - Special Assistance Programmes (SAP), Centre for Advance Studies (CAS), Innovative Programme, IBT-DBT Programme.
 - a. Inviting of proposals from time to time of various Programmes as shown below:
 - b. Submission of the proposals to UGC after verifying and obtaining approval of authority.
 - c. To prepare syndicate item approve of selection committee, minutes / issue of office order
 - d. Correspondence with UGC.
 - e. Maintenance of detailed account (Bill wise/Voucher wise) reconciliation of accounts with department and accounts section.
 - f. Preparation of statement of grant and expenditure.
 - g. Preparation of utilization certificates.
2. Submission of office notes for all type of permission/sanction.
3. To Pass all the bills/vouchers of the Programme.
4. Reconciliation of accounts.
5. Preparation of Utilization Certificates & Progress Reports of all the Programmes..
6. Submitting the same to the Funding Agency each year for further grant after the end of each financial year.
7. To obtain All kinds of permissions of the Programmes.
8. All type of computerized typing work (English as well as Gujarati) i.e. Office Note, Permission letters, thanks letter, Appointment letters of Fellows, Correspondence with Co-ordinator / UGC..
9. To prepare University Budget (Part – II – Plan Scheme & III – Earmarked funds) of the University.
10. To prepare Annual Accounts each year of every programme.
11. To maintain the updated records of all above work.
12. Other miscellaneous work of section.

At present there are following on going programmes:

 - o SAP Programmes : 10 (Mathematics, Biosciences, Business Studies, Home Science, Statistics, English, Business Administration (MBA), Economics, Physics, Chemistry & Gujarati.)
 - o Innovative Programme : 2 (Home Science/Statistics)
 - o CAS Programme : 4 (Economics, Chemistry, Materials Science & Biosciences)
 - o IBT-DBT Programme : 1 (Biosciences)