

Workload of Kanji M. Desai, Senior Clerk

(A)

1. Inviting of proposals from time to time of Major Research Projects :
 - a. Submission of the proposals to UGC after verifying and obtaining approval of authority.
 - b. On receipt of the sanction from concern funding agencies, the work related of the schemes such as preparations of syndicate items, approve of one selection committee, its minutes.
 - c. Issue office orders and correspondence with UGC.

Preparation of statement of grant and expenditure, preparation of utilization certificates.

After sanctioning of Major/Minor from the funding agency all the type of work such as maintaining of two files for each scheme Grant File & Expenditure Files –

- Major /Minor Project: 39 (**34 Major + 5 Minor**) UGC Sanctions 12 to 15 Project every year. (on going)
2. Submission of office notes for all type of permission/sanction.
 3. To Pass all the bills/vouchers of the projects.
 4. After the end of each financial year, the work of reconciliation of accounts, preparation of Utilization Certificates & Progress Reports of all the Schemes and Submitting the same to the Funding Agency each year for further grant.
 5. Work to obtain All kinds of permission of the Projects.
 6. All type of computerized typing work (English as well as Gujarati) i.e. Office Note, Permission letters, Thanks letter, Appointment letters of Project Fellows, Item of Syndicate. Correspondence with Principal Investigator/ UGC.
 7. To Prepare University Budget (Part – II – Plan Scheme & III – Earmarked funds) of the University
 8. To prepare Annual Accounts each year.
 9. To maintain the updated records of all above work.

(B)

1. To take approval of selection committee for the selection of Research Fellow as well as approval of minutes Posts approved under Meritorious Research Fellows.
2. To issue appointment orders to Research Fellows.
3. Submission of all necessary documents to UGC the approval of the Appoint and too grant.
4. Submission of office notes for all type of permissions/sanctions.
5. To Pass all the bills/vouchers of the Programme/Projects..
6. Reconciliation of Accounts, Preparation of Utilization Certificates and send to the Funding Agency each year for further grant. After the end of each financial year.
7. Work related to Meritorious Fellowships / Contingency Grant & to claim grant from the Funding Agency and work of sanctioning contingency grant of each Fellowship. – At present 61 (Sixty one) Fellowships are sanctioned as under by UGC:-

1. CEAP(Bio-Science)	01
2. Physics	05
3. Chemistry	35
4. Home Science	04
5. Economics	01
6. Mathematics	04

8. To obtain : All kinds of permission in the Projects/Programme.
9. All type of computerized work in English as well as Gujarati i.e. Office Note, Permission letters, Thanks letter, appointment letters of Fellows, Item of Syndicate and F.E. Meeting, Planning & Monitoring Board, College Development of Council, etc.
10. To Carry out the work of University Budget (Part – II – Plan Scheme & III – Earmarked funds) of the University and to prepare Annual Account of U.G.C. each year.
11. To maintain the updated records of above work.

(C) One time Grant: (1) Dr. Kiran Kaliya (BRS School of Biosciences)
(2) Dr. H. S. Patel (Chemistry Department)
(3) Dr. M.N.Patel (Chemistry Department)

(D) UGC-BSR Faculty Fellowship Scheme, Dr. H.S. Patel, Department of Chemistry