



SARDAR PATEL UNIVERSITY

Functioning of General Section:-

1. Different funding agency related Research Project work
2. Different Chairs Related administrative work
3. Endowment Funds Related administrative work
4. Awards + Scholarship (Kashiben and GordhanBhai Patel,) Awards/ scholarship related circular & Approval related work
5. Diary/calendar Related administrative work
6. Canteen related maintenance / Advertisement Related administrative work
7. College/Department related Circulars dispatch
8. Radio station Related administrative work
9. Seminars/ Conferences/ Workshops Related administrative work
10. MoU related work/ Donation regarding work/file maintenance work/ regarding donation
11. PRAGYA Journal
 - (1) Humanity and Social Sciences
 - (2) Basic Science and
 - (3) Proceedings of Journal of Engineering and Technology
12. Regarding organization of various Government circular / University Programme related all programme arrangement work
13. Organizing special seminars/workshops throughout the year.
14. To Maintain annual accounts of all projects.
15. To Answering Audit Para related work
16. Travel grant related work administrative work
17. To prepare matters to be approved in Syndicate meeting.
18. To prepare matters for approval in the Finance and Establishment Committee.
19. To prepare matters for approval in Scientific Equipment Purchase Committee.
20. To prepare the budget of the each Project.
21. Community Science Centre related administrative work
22. Career Development Centre related administrative work.
23. MOUs related administrative work
24. Seed Money Project related administrative work
25. Patent related administrative work
26. IKS Project related administrative work
27. SSIP related Work
28. Day Care Centre related work

- 29 Padma Shri Vijeta Vyakhyan shreni related work
30 Prashnopanishad Quiz Related work
31 Tourism Corporation of Gujarat related work

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