
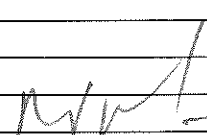


DEPARTMENT OF CHEMISTRY * SARDAR PATEL UNIVERSITY
*** FILE TO BE UPDATED IN DEPARTMENT ***

Sr. No.:	File No.:	File Name
(A) REGARDING STUDENTS		
01.	A - 01	YEAR WISE STUDENDTS LIST (M.Sc.)
02.	A - 01	YEAR WISE STUDENDTS LIST (Ph.D.) (First & Second Session)
03.	A - 02	STUDENTS REQUEST / SUGGESSIONS
04.	A - 03	IMPORTANT NOTICES FOR STUDENTS (NOTICE BOARD)
05.	A - 04	STUDENSTS SCHOLARSHIP UNIVERSITY LEVEL & DEPARTMENT LEVEL (SF SCHOLARSHIP)
06.	A - 05	STUDENTS MERIT LIST
07.	A - 06	STUDENTS ACTIVITIES: YEAR WISE REPORT AND SOFT COPIES OF PHOTOGRAPHS / YOUTH FESTIVAL / SPORTS AND CHEMICAL SOCIETY
08.	A - 07	CERTIFICATE ISSUED TO STUDENTS
09.	A - 08	ALUMNI AND ITS ACTIVITIES
10.	A - 09	STUDENTS FEEDBACK WITH ANALYSIS
11.	A - 10	NET / SLET / GATE RESULTS
(B) REGARDING STAFF (TEACHER & ADMINISTRATIVE)		
12.	B - 01	STAFF BIO-DATA / SELF APARAISAL FORMS
13.	B - 02	STAFF COUNCIL MEETING: MINUTES AND ACTION TAKEN REPORT
14.	B - 03	TEACHER'S WORKLOAD
15.	B - 04	TEACHERS AWARD-RECOGNITION
16.	B - 05	LECTURES / TALKS BY VISITING FACULTY
17.	B - 06	TEACHERS VISIT OUTSIDE INCLUDING CONFERENCES
(C) REGARDING ADMISSIONS		
18.	C - 01	ADMISSION PROCESS (M.Sc.)
18.1	C - 01	ADMISSION CANCELLED & OTHER DETAILS REGARDING ADMISSION
19.	C - 02	ADMISSION PROCESS (Ph.D.)
20.	C - 03	FINAL LIST OF ADMITTED STUDENTS
21.	C - 04	PROGRESS REPORT
22.	C - 05	Ph.D. COURSE WORK
23.	C - 06	PRE Ph.D. PRESENTATION
24.	C - 07	SUBMISSION OF SYNOPSIS
25.	C - 08	SUBMISSION OF THESIS
26.	C - 09	NO DUE CERTIFICATE
27.	C - 10	VIVA - VOCE NOTICE AND Ph.D. NOTIFICATION ETC.
28.	C - 11	YEAR WISE LIST OF PAST Ph.D. STUDENTS
(D) REGARDING TEACHING & RESEACH ACTIVITIES		
29.	D - 01	CURRICULUM (SYLLABUS) & TIME TABLE, TERM SCHEDULED
30.	D - 02	RESEARCH SCHEMES, PROJECTS, etc. UNDER TAKEN BY TEACHERS
31.	D - 03	RESEARCH FELLOWS: PROFILES, LIST WITH FULL DATA
32.	D - 04	RESEARCH PUBLICATIONS: YEAR WISE WITH REPRINTS
33.	D - 05	RESEARCH COMMITTE (DRC): MEETING & MINUTES
34.	D - 06	CUNSULTANCY (SYNOPSIS) : DETAILS
35.	D - 07	RESEARCH ACTIVITIES AND FELLOWSHIP
36.	D - 08	FUTURE PLAN
37.	D - 09	REVISION OF SYLLABI AND PAST SYLLABUS
(E) REGARDING EXTENSION ACTIVITIES		
38.	E - 01	SEMINARS, CONFERENCES WORKSHOPS : CIRCULARS & ORGANIZED BY DEPARTMENT


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Sr. No.:	File No.:	File Name
(F) EVALUATION		
39.	F - 01	EXAMINATION (INTERNAL): NOTICES: EXAM SCHEDULED, SEATING ARRANGMENT, INTERNAL QUESTION PAPERS, SEMINAR, QUIZ, PRACTICALS & INTERNAL MARKS.
39.1	F - 01	INTERNAL IMPROVEMENT TEST (ALL DETAILS)
40.	F - 02	EXAMINATION (EXTERNAL): NOTICES: EXAM NOTIFICATION, EXAM FEES DETAILS, EXAM SCHEDULE, STUDENTS LIST, SUBJECTWISE STATMENT, HALL TICKET, RESULT NOTIFICATION, RESULT MERIT, MARKSHEET/S ETC
41.	F - 03	TEST PAPERS - OBJECTIVE & REGULAR
(G) REGARDING DEPARTMENTS		
42.	G - 01	ANNUAL REPORT: ONLY DEPARTMENT DATA NOT UNIVERSITY ANNUAL REPORTS
43.	G - 02	BUDGET : DETAILS
44.	G - 03	PURCHASE : DETAILS
45.	G - 04	DEPARTMENT PROFILE:
46.	G - 05	DEPARTMENT INTERNAL QUALITY ASSURANCE (DIQAC) : MEETINGS AND MINUTES
47.	G - 06	PHYSICAL ASSESTS / FACILITIES
48.	G - 07	DEPARTMENT WEB PAGE UPDATE
49.	G - 08	DEPARTMENTAL COMMITTIES & MINUTES
50.	G - 09	DEPARTMENTAL CIRCULARS' & NOTICES
(H) LIBRARY FILE		
51.	H - 01	JOURNAL & PERIODICALS: LIST
52.	H - 02	DEPARTMENT LIBRARY: GRANTS, TOTAL HOLDING, LISTS STOCK, STATISTICS OF GLANCE / CORRESPONDENCE
53.	H - 03	LIBRARY CIRCULAR, NOTICES, NEWSPAPERBILLS ETC....
(I) UNIVERSITY		
54.	I - 01	UNIVERSITY CIRCULARS
55.	I - 02	CORRESPONDENCE WITH UNIVERSITY SECTIONS & OUTSIDES (ACADEMIC SECTION)
56.	I - 03	CORRESPONDENCE WITH UNIVERSITY & OUTSIDES (ACCOUNTS, COMPUTER CENTRE, ESTABLISHMENT, ESTATE, GENERAL, MUSEUM, NSS & PHYSICAL EDUCATION, SYNDICATE, UNIVERSITY PRESS, USIC & OUTSIDES)
57.	I - 04	CORRESPONDENCE WITH UNIVERSITY & OUTSIDES (EXAMINATION)
58.	I - 05	CORRESPONDENCE WITH UNIVERSITY & OUTSIDES (SC / ST CELL, SCHOLARSHIP)
59.	I - 06	GOLD MEDAL/S NOTIFICATION/S
(J) UGC		
60.	J - 01	11 TH & 12 TH PLAN : DETAILS
61.	J - 02	CORRESPONDENCE WITH UGC SECTION: BSR - RFMS / CAS / MRP (JRF TO SRF) ETC
62.	J - 03	CORRESPONDENCE WITH UGC SECTION: UGC - BSR CONTINUATION & HRA CERTI...
(K) NAAC: INTERNAL VISITS		
63.	K - 01	MOC VISIT OF STEERING COMMITTEE, MEETING WITH IQAC ADVISORY COMMITTEE, NAAC REPORT
(L) HOD'S FILE		
64.	L - 01	LETTERS / CIRCULARS FROM UNIVERSITY & OUTSIDE (REGARDING HEAD), HOD'S MEETING IN UNIVERSITY
(M) LEAVE REPORTS		
65.	M - 01	(1) OFFICE STAFF: LEAVE REPROTS, (2) LEAVE PERMISSION OF TEACHER'S, (3) ADJUSTMENT LEAVE OF TEACHERS (DURING VACATION) (4) DAILY WAGE LEAVE REPORTS (5) EXCHANGE LEAVE
(N) OTHERS		
66.	N - 01	P.HD. STUDENTS LEAVE REPORT
66.1	N - 01	P.HD. STUDENTS SALARY VOUCHER
(O) SELF FINANCE (S.F.) FILE		
67	O - 01	ALL CORRESPONDENCE OF SELF FINANCE
P	P - 01	X - FILE (GENERAL FILE)
Q	Q - 01	<u>INWARDS</u>
R	R - 01	<u>OUTWARDS</u>


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