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

06. A - 05 STUDENTS MERIT LIST  07. A - 06 STUDENTS ACTIVITIES: YEAR WISE RE YOUTH FESTIVAL / SPORTS AND CHEM YOUTH FESTIVAL / SPORTS AND PH.D. NOTIFE AND CHEM YOUTH FESTIVAL / SPORTS AND PH.D. NOTIFE AND CHEM YOUTH FESTIVAL / SPORTS AND PH.D. NOTIFE AND CHEM YOUTH FESTIVAL / SPORTS AND PH.D. NOTIFE AND CHEM YOUTH FESTIVAL / SPORTS AND PH.D. NOTIFE AND CHEM YOUTH FESTIVAL / SPORTS AND PH.D. NOTIFE AND PH.D. OUTH YEAR WISE LIST OF PAST PH.D. STUDE (D) REGARDING TEACHING & RESEACH ACTIVITY AND CHEM YOUTH	IOTICE BOARD)  EVEL & DEPARTMENT LEVEL (SF SCHOLARSHIP)  ORT AND SOFT COPIES OF PHOTOGRAPHS / CAL SOCIETY  TIVE)		
01.         A - 01         YEAR WISE STUDENDTS LIST (M.Sc.)           02.         A - 01         YEAR WISE STUDENDTS LIST (Ph.D.) (F.D.)           03.         A - 02         STUDENTS REQUEST / SUGGESSIONS           04.         A - 03         IMPORTANT NOTICES FOR STUDENTS           05.         A - 04         STUDENTS SCHOLARSHIP UNIVERSITY           06.         A - 05         STUDENTS MERIT LIST           07.         A - 06         STUDENTS ACTIVITIES: YEAR WISE RE YOUTH FESTIVAL / SPORTS AND CHEM YOUTH FESTIVAL /	IOTICE BOARD)  EVEL & DEPARTMENT LEVEL (SF SCHOLARSHIP)  ORT AND SOFT COPIES OF PHOTOGRAPHS / CAL SOCIETY  TIVE)		
03.         A - 02         STUDENTS REQUEST / SUGGESSIONS           04.         A - 03         IMPORTANT NOTICES FOR STUDENTS           05.         A - 04         STUDENTS SCHOLARSHIP UNIVERSITY           06.         A - 05         STUDENTS MERIT LIST           07.         A - 06         STUDENTS ACTIVITIES: YEAR WISE RE YOUTH FESTIVAL / SPORTS AND CHEM YOUTH FESTIVAL / SPOR	IOTICE BOARD)  EVEL & DEPARTMENT LEVEL (SF SCHOLARSHIP)  ORT AND SOFT COPIES OF PHOTOGRAPHS / CAL SOCIETY  TIVE)		
04.         A - 03         IMPORTANT NOTICES FOR STUDENTS           05.         A - 04         STUDENSTS SCHOLARSHIP UNIVERSITY           06.         A - 05         STUDENTS MERIT LIST           07.         A - 06         STUDENTS ACTIVITIES: YEAR WISE RE YOUTH FESTIVAL / SPORTS AND CHEM YOUTH FESTIVAL / SPORTS AND PROCESS (M.SC.)           18.	DRT AND SOFT COPIES OF PHOTOGRAPHS / CAL SOCIETY  TIVE)		
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16. B - 05 LECTURES / TALKS BY VISITING FACUL  17. B - 06 TEACHERS VISIT OUTSIDE INCLUDING  (C) REGARDING ADMISSIONS  18. C - 01 ADMISSION PROCESS (M.Sc.)  18.1 C - 01 ADMISSION CANCELLED & OTHER DET  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. NOTIF  28. C - 11 YEAR WISE LIST OF PAST Ph.D. STUDE  (D) REGARDING TEACHING & RESEACH ACTIVIT  29. D - 01 CURRICULUM (SYLLABUS) & TIME TAB  30. D - 02 RESEARCH SCHEMES, PROJECTS, etc.			
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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. NOTIFE           28.         C - 11         YEAR WISE LIST OF PAST Ph.D. STUDE           (D)         REGARDING TEACHING & RESEACH ACTIVITY           29.         D - 01         CURRICULUM (SYLLABUS) & TIME TAB           30.         D - 02         RESEARCH SCHEMES, PROJECTS, etc.			
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25. C - 08 SUBMISSION OF THESIS  26. C - 09 NO DUE CERTIFICATE  27. C - 10 VIVA – VOCE NOTICE AND Ph.D. NOTIF  28. C - 11 YEAR WISE LIST OF PAST Ph.D. STUDE  (D) REGARDING TEACHING & RESEACH ACTIVIT  29. D - 01 CURRICULUM (SYLLABUS) & TIME TAB  30. D - 02 RESEARCH SCHEMES, PROJECTS, etc.			
26. C - 09 NO DUE CERTIFICATE  27. C - 10 VIVA – VOCE NOTICE AND Ph.D. NOTIF  28. C - 11 YEAR WISE LIST OF PAST Ph.D. STUDE  (D) REGARDING TEACHING & RESEACH ACTIVIT  29. D - 01 CURRICULUM (SYLLABUS) & TIME TAB  30. D - 02 RESEARCH SCHEMES, PROJECTS, etc.			
27. C - 10 VIVA - VOCE NOTICE AND Ph.D. NOTIF  28. C - 11 YEAR WISE LIST OF PAST Ph.D. STUDE  (D) REGARDING TEACHING & RESEACH ACTIVIT  29. D - 01 CURRICULUM (SYLLABUS) & TIME TAB  30. D - 02 RESEARCH SCHEMES, PROJECTS, etc.			
28. C - 11 YEAR WISE LIST OF PAST Ph.D. STUDE (D) REGARDING TEACHING & RESEACH ACTIVIT 29. D - 01 CURRICULUM (SYLLABUS) & TIME TAB 30. D - 02 RESEARCH SCHEMES, PROJECTS, etc.			
(D) REGARDING TEACHING & RESEACH ACTIVITY  29. D - 01 CURRICULUM (SYLLABUS) & TIME TAB  30. D - 02 RESEARCH SCHEMES, PROJECTS, etc.			
29. D - 01 CURRICULUM (SYLLABUS) & TIME TAB 30. D - 02 RESEARCH SCHEMES, PROJECTS, etc.			
30. D - 02 RESEARCH SCHEMES, PROJECTS, etc.	TERM COUEDINED		
	-, ILINI OUILDULLD		
	INITIED LAKENISY LEACHERS		
31. D - 03 RESEARCH FELLOWS: PROFILES, LIST 32. D - 04 RESEARCH PUBLICATIONS: YEAR WIS	MITH FILL DATA		
	WITH FULL DATA		
33. D - 05 RESEARCH COMMITTE (DRC): MEETIN	VITH FULL DATA WITH REPRINTS		
34. D - 06 CUNSULTANCY (SYNOPSIS) : DETAILS	VITH FULL DATA WITH REPRINTS		
35. D - 07 RESEARCH ACTIVITIES AND FELLOWS	VITH FULL DATA WITH REPRINTS & MINUTES		
36. D - 08 FUTURE PLAN	VITH FULL DATA WITH REPRINTS & MINUTES		
37. D - 09 REVISION OF SYLLABI AND PAST SYLI	WITH FULL DATA WITH REPRINTS & MINUTES IP		
(E) REGARDING EXTENSION ACTIVITIES	WITH FULL DATA WITH REPRINTS & MINUTES IP		
38. E - 01 SEMINARS, CONFERENCES WORKSHOPS	WITH FULL DATA WITH REPRINTS & MINUTES IP		

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Sr. No.:	File No.:	File Name	
(F)	EVALUAT	TION	
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, RESULST MERIT, MARKSHEET/S ETC	
41.	F - 03	TEST PAPERS - OBJECTIVE & REGULAR	
(G)		<u>ING DEPARTMENTS</u>	
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	
<u>(H)</u>	LIBRARY		
51.	H - 01	JOURNAL & PERIODICALS: LIST	
52.	H - 02	DEPARTMENT LIBRARY: GRANTS, TOTAL HOLDING, LISTS STOCK, STATISTICS OF GLANCE / CORRESPONDENCE	
53.	H - 03	LIBRARY CIRCUALR, NOTICES, NEWSPAPERBILLS ETC	
(1)	UNIVERS		
54.	i - 01	UNIVERSITY CIRCULARS	
55.	1 - 02	CORRESPONDENCE WITH UNIVERSITY SECTIONS & OUTSIDES (ACADEMIC SECTION)	
56.	1 - 03	CORRESPONDENCE WITH UNIVERSITY & OUTSIDES (ACCOUNTS, COMPUTER CENTRE, ESTABLISHMENT, ESTATE, GENERAL, MUSEUM, NSS & PHYSICAL EDUCATION, SYNDICATE, UNIVERSITY PRESS, USIC & OUTSIDES)	
57.	1 - 04	CORRESPONDENCE WITH UNIVERSITY & OUTSIDES (EXAMINATION)	
58.	l - 05	CORRESPONDENCE WITH UNIVERSITY & OUTSIDES (SC / ST CELL, SCHOLARSHIP)	
59.	1 - 06	GOLD MEDAL/S NOTIFICATION/S	
(J)	UGC		
60.	J - 01	11 <sup>IH</sup> & 12 <sup>IH</sup> 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 ADVISIORY COMMITTEE, NAAC REPORT	
<u>(L)</u>	HOD'S FI		
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) ADJSTMENT LEAVE OF TEACHERS (DURING VACATION) (4) DAILYWAGE LEAVE REPORTS (5) EXCHANGE LEAVE	
(N)	<b>OTHERS</b>		
66.	N - 01	P.HD. STUDENTS LEAVE REPORT	
66.1	N - 01	P.HD. STUDENTS SALARY VOUCHER	
<u>(O)</u>	SELF FINANCE (S.F.) FILE		
67	0 - 01	ALL CORRESPONDENCE OF SELF FINANCE	
Р	P - 01	X - FILE (GENERAL FILE)	
Q	Q - 01	<u>INWARDS</u>	
R	R - 01	<u>OUTWARDS</u>	
		Professor & Hoad	

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