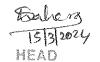
Department of Electronics Sardar Patel University, Vallabh Vidyanagar-388120

Annexure-1 List of File Distribution in the Department

1	Sr. No.	File No.	Name of File
L			ESTABLISHMENT/ STAFF SECTION
<u></u>	1.	S-1	Establishment Correspondence
	2.	S-2	Office Muster
_	3.	S-3	Teaching
	4.	S-4	Non-Teaching Non-Teaching
	5.	S-5	Appointment Order
	6.	S-6	December Children / A. C. C.
	7.	S-7	Electronics Alumni Association-EAA
	8.	S-8	Staff File
	9.	S-9	Staff File
	10.	S-10	Staff File
	11.	S-11	Staff File
	12.	S-12	Staff File
	13.	S-16	Students Activities (Achievements, NET-GATE, Awards &
			Placements)
	14.	S-17	Academic Records (Testimonial/Bonafied & Verify Documents)
	15.	S-18	Department Research Committee (DRC) / Research Activities
	16.	S-19	Adhoc Appointment
	17.	S-20	Staff Duty Leave Report / Letters
			ACCOUNT/ PURCHASE SECTION
	18.	A-1	Account Correspondence
	19.	A-2	DOE-Inquiry / DOE- Requirment
	_20.	A-3	DOE-Order Copy for Purchase
	21.	A-4	GeM- Purchase Documents
	22.	A-5	University Proposal & Order Copy
	23.	A-6	LE -50506-Laboratory Expenses-V
	24.	A-7	SC-50508-Soft.& Comp. ContiV
	25.	A-8	WE-50510-Working Expenses-V
	26.	A-9	EB-50511-Electricity Bill-V
	27.	A-10	RM-50505-Repair & Maintenance-V
	28.	A-11	AA-50509-Academic Activity-V
	29.	A-12	GF-45382-Gymkhana Fund- V
	30.	A-13	ASF-30631-Analalytical Service Fund-V
	31.	A-14	STCPW-30470-Short Term Courses /Programme /Workshop -V
	32.	A-15	DOE-Practical Bill
	33.	A-16	Examination Bill (Theory & Assessment)
	34.	A-17	Telephone Bill
	35.	A-18	University Store Section/ University Press/ News Paper Bill
	36.	A-19	Estate / USIC Correspondence
	37.	A-20	Scientific Instrument Committee
			· · · · · · · · · · · · · · · · · · ·



Sr. No.	File No.	Name of File	
		GENERAL / UNIVERSITY SECTION	
38.	G-1	UGC Correspondence	
39.	G-2	Head / Right to Information Act (RTI)	_
40.	G-3	General Office Copy / Staff Meeting	_
41.	G-4	Circular to Staff/ Notice Board/ Invitation/ Notification	
42.	G-5	D-IQAC/ I.Q.A.C/ NAAC	_
43.	G-6	Annual Report	_
44.	G-7	Adhoc Board Instruments/Visiting Fellow/Invited Talk	_
45.	G-8	University & Industry Interaction Cell (U&IIC)	-
46.	G-9	Library/Magazine Correspondence	_
47.	G-10	Department WebPage Correspondence	
48.	G-11	Innovative Programme GoG-VLSI (General)	4
49.	G-12	Innovative Programme GoG-VLSI (Account)	┪
		ACADEMIC /ADMINISTRATION SECTION	\exists
50.	C-1	Academic Correspondence	1
51.	C-2	Programme Syllabi	1
52.	C-3	Admission (M.Sc. Programme)	٦
53,	C-4	Admission (Ph.D Programme)	7
54.	C-5	Student Muster	1
55,	C-6	Students Information & Details	1
56.	C-7	Students Scholarship & Details	1
57.	C-8	Students Feedback & Analysis	1
58.	C-9	Academic/ Extension Activities	1
		(Seminar, Workshop Conference Etc. Organized)	
59.	C-10	Certificate Programme on Skill Development	1
60.	C-11	Certificate Programme on PLC	1
61.,	C-12	Admission (B.Sc. & M.Sc. Programme)	1
		EXAM/ SELF FINANCE /TECHNICAL SECTION	1
62.	E-1	Exam Correspondence	1
63.	E-2	Question Paper/ Choice Based Credit System	1
64.	E-3	Time Table / WorkLoad / Curriculum	1
65.	SF-1	SF-General Correspondence	1
66.	SF-2	SF-Inquiry/Quotation/Order	1
67.	SF-3	SF-Grant-Voucher	1
68.	T-1	Technical Leaflet / Instrument Details	
69.	T-2	Technical Service Job-card / Letters	1

Bohera HEAB DOLY

P.G. Department of Electronics
Sardar Patel University
Vallabh Vidyanagar-388120