

Annexure-1
List of File Distribution in the Department

Sr. No.	File No.	Name of File
ESTABLISHMENT/ STAFF SECTION		
1.	S-1	Establishment Correspondence
2.	S-2	Office Muster
3.	S-3	Teaching
4.	S-4	Non-Teaching
5.	S-5	Appointment Order
6.	S-6	Research Students / Activities
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- Requirement
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. Conti.-V
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-Analytical 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

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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)
49.	G-12	Innovative Programme GoG-VLSI (Account)
ACADEMIC /ADMINISTRATION SECTION		
50.	C-1	Academic Correspondence
51.	C-2	Programme Syllabi
52.	C-3	Admission (M.Sc. Programme)
53.	C-4	Admission (Ph.D.. Programme)
54.	C-5	Student Muster
55.	C-6	Students Information & Details
56.	C-7	Students Scholarship & Details
57.	C-8	Students Feedback & Analysis
58.	C-9	Academic/ Extension Activities (Seminar, Workshop Conference Etc. Organized)
59.	C-10	Certificate Programme on Skill Development
60.	C-11	Certificate Programme on PLC
61.	C-12	Admission (B.Sc. & M.Sc. Programme)
EXAM/ SELF FINANCE /TECHNICAL SECTION		
62.	E-1	Exam Correspondence
63.	E-2	Question Paper/ Choice Based Credit System
64.	E-3	Time Table / WorkLoad / Curriculum
65.	SF-1	SF-General Correspondence
66.	SF-2	SF-Inquiry/Quotation/Order
67.	SF-3	SF-Grant-Voucher
68.	T-1	Technical Leaflet / Instrument Details
69.	T-2	Technical Service Job-card / Letters

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