સરદાર પટેલ યુનિવર્સિટી વલ્લભ વિદ્યાનગર

યુનિવર્સિટીનાં શૈક્ષણિક વિભાગો માટેનું દફતરી વર્ગીકરણ

વિભાગનું નામ: P. G. Department of Home Science

ક્રમ	વિષય
1	Academic File (Time Table, Exam Time Table, Academic Calander, TTC etc.)
2	Exam File
3	Establishment File
4	Account File
5	Repairs & Maintenance Of Computr/Equipment Budget expenditure Register
6	Stationery & Printing Budget expenditure Register
7	Academic Activities Budget expenditure Register
8	Educational Tour Budget expenditure Register
9	Working Expenses Budget expenditure Register
10	Cultural Activities Budget expenditure Register
11	Kitchenware & Glassware Budget expenditure Register
12	DDF Budget expenditure Register
13	Self Finance Student Fee Register
14	Voucher File
15	Lab. Expenses Budget expenditure Register
16	Lab. Expenses voucher File
17	Electricity & Water Charges Budget expenditure Register
18	Electricity & Water Charges voucher File
19	Alcohol & R.Spirit Stock Register
20	Chemicals Stock Regester
21	Glassware Stock Registr
22	Miscellaneous Stock Registr
23	Alcohol & R.Spirit Stock & Issue Slip File
24	Indent File
25	Audit File

26	Practical Bill File
27	Rate Contract File
28	Issue Slips File
29	Breakage Charge Receipt File
30	S. F. Food Biotechnology TADA/Remuneration File
31	S. F. Foods & Nutrition TADA/Remuneration File
32	books purchasing Order File
33	Library Correspondance letter file
34	Books Register
35	Books Issue Return Register
36	M.Sc. Dissertation Register
37	Research Journal Register
38	Library Visitor's Register
39	Equipment/Dead Stock Register
40	Equipment Report File
41	Reparing Complain File(USIC/ESTAT)
42	Water Cooler AMC File
43	Writeoff File
44	Internet/Computer Complain File (Computer Center)
45	Minutes of Staff Meeting File
46	Minutes of DRAC File
47	Minutes of D-IQAC File
48	Student Activities File
49	Educational Tour File

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