



UNIVERSITY OF DELHI

दिल्ली विश्वविद्यालय

No. ESTAB-II (i)/54/2012/01/

Dated : 10th July, 2012

To,

The Deans of the Faculties / Heads of the Departments / Deputy Registrars /
Assistant Registrars / Offices / Sections concerned

**Subject : Implementation of file / document numbering system in the University-
regarding.**

Sir / Madam,


Reference subject cited above, it is informed that the University has finalized the implementation of file / document numbering system for proper record management as well as easy retrieval of documents from time to time. To further this cause, six different types of codes have been generated which would be essential for this purpose. These codes have been finalized after inputs received from various quarters in response to letter of even no. dated 14-05-2012 consequent upon elaborate discussion in this matter on 05-05-2012 by the Deputy Registrar (Information).

A copy of the final document containing various types of codes alongwith step by step procedure of file/document numbering is enclosed for kind information and strict implementation with immediate effect. However, a copy of the document may also be obtained from the Section Officer, Establishment Section- II(i), Room No. 203, IInd Floor, New Administrative Building (Tel. No. 011-27667725 / 1168).

In case of any, case specific difficulty in implementing the system in your office / section it may be taken up with the office of the Assistant Registrar (Estab NT) / Section Officer, Estab II(i) on telephone no. 011-27667129 / 011-27667725 (Extn.1168) for further clarification which may be relevant in this regard.

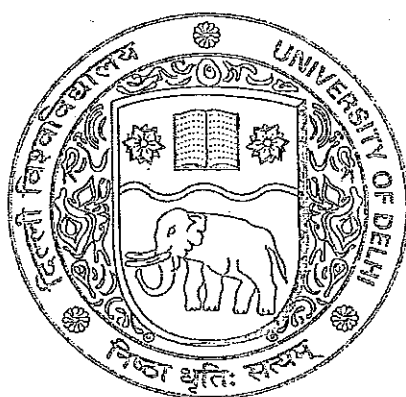
The file numbering system as mentioned above would be operative from the month of July, 2012. Therefore, you are required to take up the matter on priority.

Yours faithfully,


Registrar

Copy to: As per standard list

UNIVERSITY OF DELHI



FILE MANAGEMENT SYSTEM

FILE NUMBERING SYSTEM

INTRODUCTION

In order to systematize and classify various kinds of records held by the University, it is important that a proper numbering system of the records/documents is introduced across the board to facilitate proper correlation and easy retrieval of papers. This, in effect, would lead to proper record management and help in uniformity of decision making on similar issues / matters.

To effectuate such a system, it is important to assign identifiable numbers to various kinds of documents which are held by the University. Such a number system should have the following attributes.

1. It should be simple
2. It should be easily decipherable
3. It should be easily manageable

While formulating uniform numbering system, it is advisable to use both letters and numerals instead of only letters or only numerals, as such a combination helps in proper de-codification/identification of the documents quickly.

An effort has been made to impart numbering to the existing document which will also be used as a template for the documents to be opened in future.

Step by step procedure of file / document numbering

It seems that following system may be adopted for numbering of the various kinds of documents in the University.

1. The first attribute of the identification would be the codified name of the Section/Office/Department/Faculty/Centre of the University as the case may be. This will be followed by

2. Standard code number of the type of the document such as file / register / ledger / cash book etc., already prepared in a standard format with specific number. This will be followed by

3. Specific attribute of the document which is integral to its identifications and future reference, if any (optional).

However, if any particular Section / Office essentially requires to put some additional attribute in the file number system to make it more specific to the subject matter for easy classification, such kind of additional attribute may be put just after the document code in the form of short expression in words for a particular attribute for identification. This will be followed by

4. Year of opening of the document (in case of financial year it would be denoted accordingly). This will be followed by

5. Serial number of the document in the particular year in which it is opened. Here, serial number can be given separately for files, registers etc in a particular section/office.

Example 1:

Suppose personal file of an employee is required to be opened in the year 2009 on his/her joining the University in a permanent capacity in the Establishment - II (i) Section [section code ESTAB-II(i)], standard code of the personal files of non teaching employees is 002 and sl. no. of the file to be opened in the section for the year 2009 is 06, his or her file number would be as follows

ESTAB-II(i)/002/2009/06

Alternatively - the number system can be as follows:

1. The first attribute would be standard code number of the type of the document such as file/register/ledger/cash book etc., already prepared in a standard format with specific number. This will be followed by

2. Specific attribute of the document which is integral to its identifications and future reference, if any (optional).

However, if any particular Section / Office essentially requires to put some additional attribute in the file number system to make it more specific to the subject matter for easy classification, such kind of additional attribute may be put just after the document code in the form of short expression in words for a particular attribute for identification. This will be followed by

3. Year of opening of the document (in case of financial year it would be denoted accordingly). This will be followed by

4. Serial number of the document in the particular year in which it is opened. Here, serial number can be given separately for files, registers etc in a particular section/office.

5. The last attribute of the identification would be the codified name of the Section / Office / Department / Faculty / Centre of the University as the case may be.

Example 2 :

- ♦ Suppose personal file of an employee is required to be opened in the year 2009 on his/her joining the University in a permanent capacity in the Establishment – II (i) Section [section code ESTAB-II(i)], standard code of the personal files of non teaching employees is 002 and sl. no. of the file to be opened in the section for the year 2009 is 06, his or her file number would be as follows

002/2009/06/ESTAB-II(i)

- ♦ However, since identification of Section is an easier proposition than the identification of the document code, it would be appropriate that the name of the Section/Cell/Unit etc. is kept as the first attribute.

- ♦ Similarly, such a code can be attributed to various colleges, hostels, centers etc for proper identification of the documents.

Example 3:

Suppose, there is a file maintained by the college section III (standard code CS-III) relating to the pay fixation related matters of the non teaching employees (standard code 014) of the Miranda House College (standard code MH), file opened in the year 2009 and the serial number of the file in the Section is 25 for the year under reference, the file number would be as follows :

CS-III/014/MH/2009/25

Here, the file has been opened for the year 2009 and sl.no. of the file in the section is 25 for the year 2009. In this case college section has used the optional attribute in the form of standard code of the College just after the standard code of the document.

Similarly, numbering can be done for various kinds of documents in this manner.

Numbering of other types of documents such as registers

◊ In case of various types of registers, cash books etc. such kind of numbering can be done Section wise keeping the document code of the type of document to be opened as constant for same type of documents.

◊ There may be various kinds of registers for various types of activities undertaken by the Sections concerned. Therefore, subsequent numbering of these documents can be done with extensive classification.

Example 4:

Suppose there is an Other Charges Register (OCR) for reimbursement of contingent expenditure under the budget head "contingency" charges in Finance-XII Section [standard code FIN-XII] for the English Department [standard code ENG], the attributed serial number of OCR is 167, it is for the financial year 2009-10 and the serial number of the concerned OCR is 06 for the concerned year in Finance XII section, following can be the serial number of the OCR:

FIN-XII/167/ENG/2009-10/06

◊ Here Finance XII section has chosen to use the optional attribute after the document code to specify the department for easy classification of OCRs maintained by it.

◊ In case budget head "contingency" is also required to be specified to check for contingent expenditure across the departments of the University, the expression "contingency" can be placed just after the department name as an additional attribute. Then the number of the OCR would be as follows:

FIN-XII/167/ENG/Contingency/2009-10/06

Similarly, numbering can be done for various kinds of registers in this manner.

Some More Examples

Example 1

Suppose file relating to preparation of annual reports of the University for the year 2011-12 is required to be opened in the year 2012 in the Council Section-II [Section code CNC-II], standard code of the file relating to preparation of the Annual Report is 102 and the serial no. of the file in the Section is 14 for the year under reference, the file number would be as follows:

CNC-II/102/2012/14

Example 2.

Suppose file relating to election of the Academic Council of the University for the year 2012-14 is required to be opened in the year 2012 in the Academic Section-I [Section code ACA-I], standard code of the file relating to election of the Academic Council is 080 and the serial no. of the file in the Section is 12 for the year under reference, the file number would be as follows:

ACA-I/080/2012/12

Example 3.

Suppose file relating to a major project concerning the Department of Chemistry of the University for the year 2012-13 is required to be opened in the year 2012 in the Finance Section-III(i) [Section code FIN-III(i)], standard code of file relating to major projects is 155 and the serial no. of the file in the Section is 22 for the year under reference, the file number would be

Example 4

Suppose file relating to admissions for the academic session 2012-13 is required to be opened in the year 2012 in the Department of Economics [Department code ECO], standard code for the file relating to admissions in departments is 250 and the serial no. of the file in the Department is 32 for the year under reference, the file number would be as follows:

ECO/250/2012-13/32

Example 5

Suppose file relating to Board of Research Studies for the academic session 2012-13 is required to be opened in the year 2012 in the Faculty of Science [Faculty code FOS], standard code of the file relating to Board of Research Studies is 248 and the serial no. of the file in the Faculty is 38 for the year under reference, the file number would be as follows:

FOS/248/2012-13/38

Example 6:

Suppose file relating to temporary allotment of residential accommodation for the year 2012 is required to be opened in the Estate Section [section code- ESTATE], standard code of the file relating to temporary allotment of residential accommodation is 077 and the serial no. of the file in the Section is 05 for the year under reference, the file number would be as follows:

ESTATE/077/2012/05

Example 7:

Suppose file relating to rate contracts for the year 2012-13 is required to be opened in the year 2012 in the General Section-II [Section code GEN-II], standard code of the file relating to rate contracts is 122 and the serial no. of the file in the section is 45 for the year under reference, the file number would be as follows:

GEN-II/122/2012-13/45

Annexure-1

STANDARD CODE FOR VARIOUS
TYPES OF DOCUMENTS
IN THE
UNIVERSITY

Sl. No.	Type of Document	Standard Code	Section
1.	Personal file of teaching employees	001	Establishment
2.	Personal file of non-teaching employees	002	Establishment
3.	Service book of teaching employees	003	Establishment
4.	Service book of non-teaching employees	004	Establishment
5.	File relating to the confirmation of teaching employees	005	Establishment
6.	File relating to the confirmation of non-teaching employees	006	Establishment
7.	File relating to the seniority / gradation of non-teaching employees	007	Establishment
8.	File relating to promotion of teaching employees such as MPS, CAS etc.	008	Establishment
9.	File relating to promotion of non-teaching employees such as ACP, MACP, Time Scale etc.	009	Establishment
10.	File relating to appointment/nomination on tenure position	010	Establishment
11.	File relating to contractual engagement in teaching category	011	Establishment
12.	File relating to contractual engagement in non teaching category	012	Establishment
13.	File on policy relating to pay fixation of teaching employees	013	Establishment
14.	File on policy relating to pay fixation of non-teaching employees	014	Establishment
15.	File on policy relating to other personnel matters of teaching employees	015	Establishment
16.	File on policy relating to other personnel matters of non-teaching employees	016	Establishment
17.	File relating to communications received from MHRD/UGC from time to time regarding personnel matters regarding teaching employees	017	Establishment

18.	File relating to communications received from MHRD/UGC from time to time regarding personnel matters regarding non-teaching employees	018	Establishment
19.	File relating to implementation of personnel policies of teaching employees	019	Establishment
20.	File relating to implementation of personnel policies of non teaching employees	020	Establishment
21.	File relating to leave record of individual teaching employees	021	Establishment
22.	File relating to leave record of individual non-teaching employees	022	Establishment
23.	File relating to issues regarding medical attendance of employees	023	Establishment
24.	File relating to reservation roster of teaching employees	024	Establishment
25.	File relating to reservation roster of non-teaching employees	025	Establishment
26.	File relating to transfer / posting of non teaching employees	026	Establishment
27.	File relating to union / grievance bodies activities	027	Establishment
28.	File relating to temporary deployment of employees for official purpose	028	Establishment
29.	File relating to employees welfare such as DRAS, non-teaching welfare fund	029	Establishment
30.	File relating to vacancy of teaching employees	030	Establishment
31.	File relating to vacancy of non teaching employees	031	Establishment
32.	File relating to statistical data on personnel matters	032	Establishment
33.	File relating to reply of requests under RTI Act, 2005 by the deemed PIOs	033	Establishment
34.	File relating to mandatory periodical returns such as Hindi return	034	Establishment

35.	File relating to human resource development including training/orientation etc.	035	Establishment
36.	File relating to audit observation and reply on personal matters	036	Establishment
37.	File relating to creation /abolition of posts	037	Establishment
38.	File relating to compassionate appointment	038	Establishment
39.	File relating to wages relating to contractual / daily wage employees	039	Establishment
40.	File relating to observance of holidays in the university	040	Establishment
41.	File relating to conduct of committees	041	Establishment
42.	File relating to advertisement of teaching and non teaching posts	042	Establishment
43.	File relating to recommendation of selection committees	043	Establishment
44.	File relating to reply of Parliament questions	044	Establishment
45.	File relating to daily attendance of employees	045	Establishment
46.	File relating to limited departmental examination	046	Establishment
47.	File relating to competitive examination related to direct recruitment on substantive capacity	047	Establishment
48.	File relating to examination related to seasonal engagement in contractual capacity	048	Establishment
49.	File relating to panel of experts for recruitment and other purposes in teaching category	049	Establishment
50.	File relating to panel of experts for recruitment in non-teaching category	050	Establishment
51.	File relating to payment / reimbursement of periodical allowances to the employees such as DA, CEA etc.	051	Establishment
52.	File relating to disbursement of pay/salary	052	Establishment
53.	Guard file of concerned work / activities assigned	053	Establishment

54.	File relating to account of files, registers and other documents available in the sections in a systematic catalogue manner	054	Establishment
55.	File of account of weeded out records specifying the date of weeding out alongwith specific approval obtained for such weeding out	055	Establishment
56.	Register relating to leave availed by employees	056	Establishment
57.	Register relating to salary of the employees	057	Establishment
58.	Register relating to establishment check register (ECR)	058	Establishment
59.	Register relating to reimbursement of children education allowance (CEA)	059	Establishment
60.	Register relating to claims of medical reimbursement of retired employees	060	Establishment
61.	Register relating to compendium of office orders/ notifications etc.	061	Establishment
62.	Register relating to vacancy for various posts in teaching category	062	Establishment
63.	Register relating to vacancy for various posts in non-teaching category	063	Establishment
64.	Register relating to reservation roster for various posts in teaching category	064	Establishment
65.	Register relating to reservation roster for various posts in non-teaching category	065	Establishment
66.	Register relating to account of files, registers and other documents available in the sections in a systematic catalogue manner	066	Establishment
67.	Register of account of weeded out records specifying the date of weeding out alongwith specific approval obtained for such weeding out	067	Establishment
68.	File relating to individual ACR / APAR of non-teaching employees	068	CR
69.	File relating to cases related of vigilance / disciplinary matters including Enquiry Committee, Ordinance XV D etc.	069	CR

70.	File relating to allotment of residential accommodation allotment	070	Estate
71.	File relating to retention of residential accommodation	071	Estate
72.	File relating to the account of property / commercial property of the university	072	Estate
73.	File relating to the booking of space for academic activities on both the campuses of the university	073	Estate
74.	File relating to deployment of security personnel	074	Estate
75.	File relating to the sanitation work of the university	075	Estate
76.	File relating to the allotment to the office space	076	Estate
77.	File relating to temporary allotment of residential accommodation/community centre	077	Estate
78.	Registers relating to mandatory periodical recovery of Estate Section	078	Estate
79.	File relating election of the University Court	079	Council
80.	File relating to election of the Academic Council	080	Academic
81.	File relating to election of the Executive Council	081	Academic
82.	File relating to policy regarding students related matter	082	Academic
83.	File relating to policy implementation regarding students related matter such as defense quota admission, Kashmiri migrants admission etc.	083	Academic
84.	File relating to intra university students migration	084	Academic
85.	File relating to inter university students migration	085	Academic
86.	File relating to the admission to the under-graduate courses	086	Academic
87.	File relating to the admission to the post-graduate courses	087	Academic

88.	File relating to the issue of provisional Ph.D. certificate	088	Academic
89.	File relating to the admission related complaints, discrepancy etc.	089	Academic
90.	File relating to Standing Committees of the statutory bodies such as Academic Council/ Executive Council	090	Academic
91.	File for allotment of enrolment number to the students	091	Academic
92.	File relating to issue of Medium of Instruction certificates	092	Academic
93.	Policy files relating to amendment of statutes & ordinance etc.	093	Council
94.	File relating to University court meeting agenda	094	Council
95.	File relating to University court meeting minutes	095	Council
96.	File relating to Academic Council meeting agenda	096	Council
97.	File relating to Academic Council meeting minutes	097	Council
98.	File relating to Executive Council meeting agenda	098	Council
99.	File relating to Executive Council meeting minutes	099	Council
100.	File relating to the seniority of Head of the departments for appointment of the Dean of the faculties	100	Council
101.	File relating to the seniority of Professor / Associate Professor for the appointment of Heads of the departments	101	Council
102.	File relating to the preparation of annual reports of the university	102	Council
103.	File relating to attendance of conference by senior faculties of the university	103	Council
104.	File relating to the registration of nominees in	104	Council

	the meetings of the various statutory bodies		
105.	File relating to matters arising out of implementation of semester system in the university	105	Council
106.	File relating to legal cases for Department/Faculties and individual matters	106	Legal
107.	File relating to payment to the university counsels & other attendant matters	107	Legal
108.	File relating to the governing body of the college	108	College
109.	File relating to accounts/budget of the colleges	109	College
110.	File relating to reservation roster of the colleges	110	College
111.	Files relating to personnel matters of the teaching staff of the colleges	111	College
112.	File relating to personnel matters of the non-teaching staff of the colleges	112	College
113.	File relating to the students related matters of the colleges	113	College
114.	File relating to appointment of Principal/ Vice-Principal of the colleges	114	College
115.	File relating to appointment of Provost/Warden of the hostels	115	College
116.	File relating to personnel matters of the non-teaching employees of the hostels	116	College
117.	File relating to purchases through open tender process	117	General
118.	File relating to purchases through limited tender process	118	General
119.	File relating to purchases through local purchase process	119	General
120.	Files relating to purchases through single tender process	120	General
121.	Files relating to annual maintenance contract (AMC) / repairs	121	General
122.	File relating to rate contracts	122	General

123.	File relating to miscellaneous purchases	123	General
124.	Files relating to various committees not directly related to purchases	124	General
125.	File relating to the Programme /events managed by the Central Store	125	General
126.	File relating to issue of photo identity cards / medical cards to University staff/pensioners	126	General
127.	File relating to renewal of insurance policies	127	General
128.	File relating to various circulars / activities of public importance such as commemoration of communal harmony day, prohibition of smoking etc.	128	General
129.	Files relating to reimbursement of personnel / student claims	129	General
130.	Stock register of consumable office stationery	130	General
131.	Stock register of non-consumable items	131	General
132.	Register of assets	132	General
133.	Register relating to reimbursement of news paper, bills	133	General
134.	Register for diarizing inward communications	134	General
135.	Register for dispatch of outward communications	135	General
136.	Register for dispatch of letters and other communications	136	General
137.	Peon book	137	General
138.	File relating to department wise university teaching assistantship (UTA)	138	Scholarship
139.	Files relating to award of scholarship (Scholarship Cell to serialise the various scholarship in a standard document form and use such serial number against the concerned scholarship file after this major code No. 139)	139	Scholarship
140.	File relating to the verification of caste profile for admission / employment in reserved category	140	Special Cell

141.	Files relating to representation regarding admission in reserved categories	141	Special Cell
142.	File relating to plan proposal as well as sanction	142	Planning Unit
143.	File relating to grants other than plan grants – proposal as well sanction	143	Planning Unit
144.	File relating to consolidated data related to the students	144	Planning Unit
145.	File relating to consolidated data pertaining to various establishments of the university	145	Planning Unit
146.	File relating to the compiled data for various government bodies including UGC, MHRD etc.	146	Planning Unit
147.	File relating to the compilation of miscellaneous statistical data	147	Planning Unit
148.	Files relating to the Information Section other than registration/reply of the original applications	148	Information
149.	Files relating to the miscellaneous references	149	Information
150.	File relating to the reply to the Parliament question of the section/office concerned	150	Desk
151.	File relating to DUSU elections	151	DSW
152.	File relating to the publication unit	152	Publication Unit
153.	File relating to sanctions and approval of various financial activities of each faculty/department /centre	153	Finance
154.	File relating to the processing of bills/ accounts	154	Finance
155.	File relating to the various major projects concerning the faculties/department of the university	155	Finance
156.	File relating to the various minor projects concerning the faculties/department of the university	156	Finance
157.	File relating to the sanction of plan grant	157	Finance
158.	File relating to the utilization of plan grant	158	Finance

159.	File relating to the sanction of non-plan grant	159	Finance
160.	File relating to the utilization of non-plan grant	160	Finance
161.	File relating to management of various kinds of grants other than plan and non-plan such as SAP, ASHISS etc.	161	Finance
162.	File relating to compilation of annual accounts	162	Finance
163.	File relating to budget compilation /deliberation of the university	163	Finance
164.	File relating to Finance Committee of the University	164	Finance
165.	File relating to the disbursement of interest bearing advances	165	Finance
166.	File relating to disbursement of pension	166	Finance
167.	Register relating to other charges (OCR common head)	167	Finance
168.	File relating to travel expenses	168	Finance
169.	File relating to office expenses	169	Finance
170.	File relating to various periodical mandatory payments such as electricity charges	170	Finance
171.	File relating to the books and generals	171	Finance
172.	File relating to entertainment expenses	172	Finance
173.	File relating to other academic expenses	173	Finance
174.	File relating to advertisement and publicity	174	Finance
175.	File relating to repair and maintenance of residential buildings	175	Finance
176.	File relating to repair and maintenance of non-residential buildings	176	Finance
177.	File relating to legal and professional charges	177	Finance
178.	File relating to other contractual services	178	Finance
179.	File relating to chemicals and laboratory expenses	179	Finance

180.	File relating to machinery and equipment	180	Finance
181.	File relating to office equipment and furniture	181	Finance
182.	File relating to equipment repair and maintenance	182	Finance
183.	File relating to examination expenses	183	Finance
184.	File relating to entrance examination expenses	184	Finance
185.	File relating to remuneration to examiners	185	Finance
186.	File relating to civil infrastructure	186	Finance
187.	File relating to electrical infrastructure	187	Finance
188.	File relating to Health Centre expenses	188	Finance
189.	File relating to foreign travel	189	Finance
190.	File relating to domestic travel	190	Finance
191.	File relating to upgradation of the teaching facilities	191	Finance
192.	File relating to general amenities in Halls and Hostels	192	Finance
193.	File relating to the UTA scheme in finance	193	Finance
194.	File relating to research grant	194	Finance
195.	File relating to equal opportunity cell (EOC)	195	Finance
196.	File relating to miscellaneous grant	196	Finance
197.	File relating to income tax deduction	197	Finance
198.	File relating to reimbursement of medical expenses	198	Finance
199.	File relating to maintenance of general provident fund of the employees (GPF)	199	Finance
200.	File relating to maintenance of contributory provident fund of the employees (CPF)	200	Finance
201.	File relating to maintenance of new pension scheme of the employees (NPS)	201	Finance

202.	File relating to bank reconciliation	202	Finance
203.	File relating to the issuance of cheques/other financial instruments	203	Finance
204.	Register relating to travel expenses (OCR specific head)	204	Finance
205.	Register relating to office expenses (OCR specific head)	205	Finance
206.	Register relating to various periodical mandatory payments such as electricity charges (OCR specific head)	206	Finance
207.	Register relating to the books and generals (OCR specific head)	207	Finance
208.	Register relating to entertainment expenses (OCR specific head)	208	Finance
209.	Register relating to other academic expenses (OCR specific head)	209	Finance
210.	Register relating to advertisement and publicity (OCR specific head)	210	Finance
211.	Register relating to repair and maintenance of residential buildings (OCR specific head)	211	Finance
212.	Register relating to repair and maintenance of non-residential buildings (OCR specific head)	212	Finance
213.	Register relating to legal and professional charges (OCR specific head)	213	Finance
214.	Register relating to other contractual services (OCR specific head)	214	Finance
215.	Register relating to chemicals and laboratory expenses (OCR specific head)	215	Finance
216.	Register relating to machinery and equipment (OCR specific head)	216	Finance
217.	Register relating to office equipment and furniture (OCR specific head)	217	Finance
218.	Register relating to equipment repair and maintenance (OCR specific head)	218	Finance
219.	Register relating to examination expenses (OCR	219	Finance

	specific head)		
220.	Register relating to entrance examination expenses (OCR specific head)	220	Finance
221.	Register relating to remuneration to examiners (OCR specific head)	221	Finance
222.	Register relating to civil infrastructure (OCR specific head)	222	Finance
223.	Register relating to electrical infrastructure (OCR specific head)	223	Finance
224.	Register relating to Health Centre expenses (OCR specific head)	224	Finance
225.	Register relating to foreign travel (OCR specific head)	225	Finance
226.	Register relating to domestic travel (OCR specific head)	226	Finance
227.	Register relating to upgradation of the teaching (OCR specific head) facilities	227	Finance
228.	Register relating to general amenities in Halls and Hostels (OCR specific head)	228	Finance
229.	Register relating to the UTA Scheme (OCR specific head)	229	Finance
230.	Register relating to research grant (OCR specific head)	230	Finance
231.	Register relating to Equal Opportunity Cell (OCR specific head)	231	Finance
232.	Register relating to miscellaneous grant (OCR specific head)	232	Finance
233.	Register relating to income tax deduction (OCR specific head)	233	Finance
234.	Register relating to reimbursement of medical expenses (OCR specific head)	234	Finance
235.	Register relating to maintenance of general provident fund of the employees (GPF) (OCR specific head)	235	Finance

236.	Register relating to maintenance of contributory provident fund of the employees (CPF) (OCR specific head)	236	Finance
237.	Register relating to maintenance of New Pension Scheme of the employees (NPS) (OCR specific head)	237	Finance
238.	Register relating to bank reconciliation (OCR specific head)	238	Finance
239.	Register relating to the issuance of cheques/other financial instruments (OCR specific head)	239	Finance
240.	Cash books	240	Finance
241.	Ledgers	241	Finance
242.	Register for adjustment of imprest amount	242	Finance
243.	File relating to electrical infrastructure	243	Engineering Office
244.	File relating to civil infrastructure	244	Engineering Office
245.	File relating to processing of proposal of new construction	245	Engineering Office
246.	Measurement Book	246	Engineering Office
247.	File relating to admission to post graduate courses / doctoral courses	247	Faculties
248.	File relating to Board of Research Studies (BRS)	248	Faculties
249.	File relating to syllabus of courses of the faculties	249	Faculties
250.	File relating to admissions in departments	250	Department
251.	File relating departmental research committee (DRC)	251	Department
252.	File relating project/seminar/work shop etc.	252	Department
253.	File relating to salary of non teaching employees working in the department	253	Department
254.	File relating to leave record of teaching employees working in the department	254	Department
255.	File relating to leave record of non teaching employees working in the department	255	Department
256.	File relating to carrying out examinations by the	256	Examinations

	university		
257.	Register relating to the carrying out of the examinations by the university	257	Examinations
258.	File relating to affiliation/recognition of Colleges/Institutions	258	College
259.	File relating to inspection of Colleges	259	College
260.	File relating to introduction of new courses/self-financing courses in Colleges	260	College
261.	File relating to recognition as teachers of the University	261	College
262.	File relating to workload of College teachers	262	College
263.	File relating to panel of auditors for colleges	263	College
264.	File relating to refund of fee to the students	264	Finance
265.	File relating to the registration of reserved category students for centralized admission	265	Special
266.	Register relating to Additional Resource Generated Fund (ARGF) (OCR Specific head)	266	Finance
267.	File relating to rate of interest for Provident Fund (CPF/GPF/NPS)	267	Finance
268.	File relating to Provident Fund (PF) Committee of the University	268	Finance
269.	Register relating to Broadsheet for Provident Fund (CPF/GPF/ NPS)	269	Finance
270.	File relating to allotment of vehicle garage	270	Estate
271.	File relating to Fidelity Guarantee Insurance Policy of the University employee	271	Estate
272.	File relating to allotment of various commercial outlets/kiosks in the University campus	272	Estate
273.	File relating to Handing Over/Taking over of the flats	273	Estate
274.	File relating to Campus Bus service in North Campus	274	Estate
275.	File relating to improper usage of University accommodation and action thereto	275	Estate
276.	File relating to eviction proceedings under the Public Premises Act, 1961	276	Estate
277.	File relating to Full and final settlement and issue of no dues certificate	277	Estate

278.	File relating to recovery of arrears on account of licence fee, water and electricity charges	278	Estate
279.	File relating to change of name of students	279	Academic
280.	File relating to cancellation of migration certificate	280	Academic
281.	File relating to investment	281	Finance
282.	File relating to Inter Bank Transfer (IBT)	282	Finance
283.	File relating to Grant-in-aid (MG) to various Departments/Centres	283	Finance
284.	File relating to General Budget of the University	284	Finance
285.	File relating to approval of Budget of the University by the Court/Executive Council	285	Finance
286.	File relating to UGC Information for revised Estimates & Budget Estimates of the University	286	Finance
287.	File relating to re-appropriation of fund and additional commitment.	287	Finance
288.	File relating to waiving of economy cut imposed under Maintenance Grant	288	Finance
289.	File regarding medical reimbursement under cashless scheme	289	Finance
290.	File regarding grant of advances under medical reimbursement scheme	290	Finance
291.	File regarding allotment of permanent account number (PAN) Number	291	Finance
292.	File relating to M.Phil/Ph.D. matters	292	Council
293.	File relating to appointment of authorities of the University	293	Council
294.	File relating to membership of Faculties	294	Council
295.	File relating to membership of Executive Council/Academic Council/Court etc.	295	Council
296.	File relating to Rata Tata Library Endowment Fund	296	RTL
297.	File relating to amount received from the Library users due to loss of books, overdue charges etc.	297	RTL
298.	Register relating to amount received from the Library users due to loss of books, overdue charges etc.	298	RTL

299.	File relating to Academic Calendar of the University	299	Academic
300.	File relating to matters of semester system/restructuring of courses etc.	300	Academic
301.	File relating to University Development Fund (UDF)	301	Academic
302	File relating to committees constituted by the Vice-Chancellor in academic matters other than provided in the Statutes & Ordinances	302	Academic
303	File relating to the extension of span period and related matters	303	Academic
304	File relating to relaxation of age	304	Academic
305	File relating to condonation of delay in admission	305	Academic
306	File relating to change of subject	306	Academic
307	File regarding withdrawal of degree	307	Academic
308	File relating to alumni matters	308	Academic
309	File relating to Rajbhasha matters	309	Academic
310	File relating to physical verification of assets	310	Audit
311	File relating to Transaction Audit	311	Audit
312	File relating to audit reports	312	Audit
313	File relating to action taken on various audit reports.	313	Audit
314	File regarding instruction issued on audit matters	314	Audit
315	File relating to other activities and allied task for compilation of annual accounts	315	Finance
316	File relating to inter departmental notes and instructions sent to other branches	316	Special
317	File relating to National Commission on Scheduled Caste/Scheduled Tribes/OBC/ PWD/Human Rights Commission etc.	317	Establishment
318	File relating to payment of subsidy to teaching Centres of NCWEB	318	NCWEB
319	File relating to Annual receipts received through challans from students pursuing post graduate /under graduate courses	319	NCWEB
320	File relating to grant of financial aid.	320	NCWEB

321	File relating to annual function of NCWEB and other allied matters	321	NCWEB
322	File relating to Teaching Centers and other allied matters	322	NCWEB
323	Register of attendance of students enrolled in NCWEB	323	NCWEB
324	File relating to General/.Miscellaneous correspondence of the Section/Department/ Faculty	324	Law Faculty
325	File relating to legal Education and Bar Council of Indian (BCI)	325	Law Faculty
326	Guest/Visiting Teachers employed in the Department	326	Department
327	File relating to Foreign students admitted in the Department	327	Department
328	File relating to students and interdisciplinary programmes	328	Department
329	Visiting Teachers under Cultural Exchange Programme	329	Department
330	Files/Documents with non- specific transitory usage which has not been assigned with any separate specific head may be designated as Miscellaneous References**	330	Miscellaneous
331	*		
332	*		
333	*		
334	*		
335	*		
336	*		
337	*		
338	*		
339	*		
340	*		
341	*		
342	*		

343	*		
344	*		
345	*		

* Additional head to be allotted with heads contemplated at a later date depending upon operational requirement from time to time with the approval of the Registrar through Establishment Branch-II(i)/Assistant Registrar-Establishment (NT).

**This head should not be used frequently in preference to the separate specific designated heads mentioned above as it may create avoidable confusion while dealing with such matters in future for the purpose of references etc. As and when a separate specific head is assigned to the file/document, it should be immediately transferred from the head "Miscellaneous References" with proper marking.

Important instruction for usage of the codes:

It is important to note here that the sections mentioned against the standard code of various types of documents are only indicative in nature to facilitate dominant usage by the concerned. However, this is not demarcation per se. Therefore, other offices/sections can also use the code for such type of document, if required, for their specific usage.

Annexure-2

STANDARD CODE FOR VARIOUS OFFICES /CENTERS/ SECTIONS/CELLS/UNITS OF THE UNIVERSITY

Sl. No.	Name of the Offices/Centers/Sections/Cells/Units	Standard Code
1.	Office of the Vice Chancellor	VCO
2.	Office of the Pro Vice Chancellor	PVCO
3.	Office of the Dean of Colleges	DCO
4.	Office of the Director, South Delhi Campus	SDCO
5.	Office of the Director, Campus of Open Learning	COL
6.	Office of the Treasurer	TRO
7.	Office of the Proctor	PROC-O
8.	Office of the Registrar	RO
9.	Office of the Finance Officer	FO
10.	Office of the Dean Examination	DEAN-EXAMS
11.	Office of the OSD/Controller of Examination	OSD-CE
12.	Office of the Dean Students Welfare	DSW
13.	Office of the Dean, Research	DRCH
14.	Office of the Dean, Planning	DPL
15.	Office of the Dean International Relations	DINTR
16.	Office of the Foreign Students Advisor	FSA
17.	Office of the Dean, Alumni	DALU
18.	Office of the Central Public Information Officer	CPIO
19.	Office of the Estate Officer	EO
20.	Liaison Officer(SC/ST)	LO(SC/ST)
21.	Liaison Officer(OBC)	LO(OBC)
22.	Liaison Officer(PWD)	LO(PWD)

Sl. No.	Name of the Offices/Centers/Sections/Cells/Units	Standard Code
23.	Delhi University Librarian System	DULS
24.	Delhi University Librarian System – SDC	DULS-SDC
25.	Engineering Office	ENGG
26.	Engineering Office – SDC	ENGG-SDC
27.	Directorate of Hindi Medium Implementation	DHMI
28.	Non Collegiate Women's Education Board	NCWEB
29.	Centre for Professional Development in Higher Education	CPDHE
30.	Institute of Life long Learning	ILLL
31.	Institute of Informatics & Communication (South Delhi Campus)	IIC-SDC
32.	Delhi University Computer Centre	DUCC
33.	Delhi University Students Union Office	DUSU
34.	Delhi University Press	DUP
35.	Delhi University Sports Council	DUSC
36.	Delhi University Cultural Council	DUCL
37.	WUS Health Centre	WUSHC
38.	Women's Studies & Development Centre	WSDC
39.	Dr. B.R. Ambedkar Centre for Bio-Medical Research Centre	ACBR
40.	Institute of Economic Growth	IEG
41.	Agricultural Economics Research Centre	AERC
42.	Centre for Inter-Disciplinary Studies of Mountain & hill Environment	CISMHE
43.	Centre for Environmental Management of Degreed Eco System	CEMDE
44.	University Science Instrumentation Centre	USIC

Sl. No.	Name of the Offices/Centers/Sections/Cells/Units	Standard Code
45.	Developing Countries Research Centre	DCRC
46.	Prof. D.S. Kothari Centre for Science Ethics & Education	DSKCSEE
47.	Graphic Arts Centre	GAC
48.	Cluster Innovation Centre	CIC
49.	Equal Opportunity Cell	EOC
50.	Central Placement Cell	CPC
51.	International Guest House	IGH
52.	University Guest House	UGH
53.	Gandhi Bhawan	GDBH
54.	University Centre	UC
55.	Garden Committee	GDNC
56.	Departmental Canteen	DCN
57.	Establishment Section- I	ESTAB-I
58.	Establishment Section – II(i)	ESTAB-II(i)
59.	Establishment Section – II(ii)	ESTAB-II(ii)
60.	Establishment Section – III	ESTAB -III
61.	Establishment Section – IV	ESTAB -IV
62.	Establishment Section – V	ESTAB-V
63.	Establishment Section – VI	ESTAB-VI
64.	Establishment Section – SDC	ESTAB-SDC
65.	CR & Vigilance Section	CR-VIG
66.	Administration Reforms	ADR
67.	Human Resources Development Cell	HRDC

Sl. No.	Name of the Offices/Centers/Sections/Cells/Units	Standard Code
68.	Finance Section – I	FIN-I
69.	Finance Section – II	FIN-II
70.	Finance Section –III (i)	FIN -III(i)
71.	Finance Section – III (ii)	FIN -III(ii)
72.	Finance Section – IV	FIN-IV
73.	Finance Section – V	FIN-V
74.	Finance Section – VI	FIN -VI
75.	Finance Section – VII	FIN -VII
76.	Finance Section – VIII	FIN -VIII
77.	Finance Section – IX	FIN -IX
78.	Finance Section – X	FIN -X
79.	Finance Section – XI	FIN XI
80.	Finance Section – XII	FIN-XII
81.	Finance Section – XIII	FIN-XIII
82.	Finance Section – XIV	FIN-XIV
83.	Group Insurance Scheme Cell	GIS
84.	Conveyance & HBA Cell	HBAC
85.	Pension Cell	PENSION
86.	Finance Section – SDC/ Accounts Section-SDC	FIN-SDC / ACs-SDC
87.	Internal Audit Section – I	IAUS-I
88.	Internal Audit Section – II	IAUS-II
89.	Internal Audit Section – III	IAUS-III
90.	Internal Audit Section – SDC	IAUS-SDC

Sl. No.	Name of the Offices/Centers/Sections/Cells/Units	Standard Code
91.	Exam Branch – I	EXAM-I
92.	Exam Branch – II	EXAM-II
93.	Exam Branch – III(i)	EXAM-III(i)
94.	Exam Branch – III(ii)	EXAM-III(ii)
95.	Exam Branch – IV	EXAM-IV
96.	Exam Branch – V(i)	EXAM-V(i)
97.	Exam Branch – V(ii)	EXAM-V(ii)
98.	Exam Branch – VI	EXAM-VI
99.	Exam Branch – VII(i)	EXMA-VII(i)
100.	Exam Branch – VII(ii)	EXAM-VII(ii)
101.	Revaluation Section	REV
102.	Exam Section – I-SDC	EXAM-I-SDC
103.	Exam Section – II-SDC	EXAM-II-SDC
104.	Exam Section – III-SDC	EXAM-III-SDC
105.	Exam Section – IV-SDC	EXAM-IV-SDC
106.	Revaluation Section – SDC	REV-SDC
107.	NFEC – I	NFEC-I
108.	NFEC – II	NFEC-II
109.	Academic Section – I	ACA-I
110.	Academic Section – II	ACA-II
111.	Council Section –I	CNC-I
112.	Council Section –II	CNC-II
113.	College Section–I	CS-I/CB-I

Sl. No.	Name of the Offices/Centers/Sections/Cells/Units	Standard Code
114.	College Section -- II	CS-II/CB-II
115.	College Section – III	CS-III/CB-III
116.	College Section-South Delhi Campus	CS-SDC/CB-SDC-III
117.	General Section –I	GEN-I/GB-I
118.	General Section –II	GEN-II/GB-II
119.	General Section –III	GEN-III/GB-III
120.	General Section –SDC	GEN-SDC/GB-SDC
121.	Estate Section	ESTATE
122.	Information Section	INFO
123.	Telephone Section	TEL
124.	Legal Cell	LEGAL
125.	Special Cell	SPLC
126.	Scholarship Cell	SCHC
127.	Rajbhasha Cell	RBC
128.	Planning Unit	PLU
129.	Desk Unit (Parliament Questions)	DESK
130.	Publication Unit	PUBU
131.	South Delhi Campus	SDC
132.	Deputy Dean-Foreign Students	DyDFS
133.	Deputy Dean-Culture & Youth Affairs	DyDCYA
134.	Centre for Science Education & Communication	CSEC
135.	Delhi School of Economics	DSE

Annexure-3

STANDARD CODE FOR THE FACULTIES OF THE UNIVERSITY

Sl. No.	Name of the Faculty	Standard code
1.	Applied Social Sciences & Humanities	FASSH
2.	Arts	FOA
3.	Ayurvedic & Unani Medicine	FAUM
4.	Commerce & Business Studies	FCBS
5.	Education	CIE
6.	Homeopathic Medicine	FHM
7.	Inter-Disciplinary And Applied Sciences	FIDAS
8.	Law	FOL
9.	Management Studies	FMS
10.	Mathematical Sciences	FMTS
11.	Medical Sciences	FMDS
12.	Music & Fine Arts	FMFA
13.	Open Learning	SOL
14.	Science	FOS
15.	Social Sciences	FSS
16.	Technology	FOT

Annexure-4

STANDARD CODE FOR THE
DEPARTMENTS OF THE
UNIVERSITY

Sl. No.	Name of the Faculty & its Department	Standard code
	Faculty of Arts	FOA
1.	Arabic	ARABIC
2.	Buddhist Studies	BUDH ST
3.	English	ENG
4.	Germanic & Romance Studies	GRS
5.	Hindi	HINDI
6.	Library & Information Science	LIB&INF SC
7.	Linguistics	LINGUIS
8.	M.I.L. & Literary Studies	MIL&LS
9.	Persian	PERSIAN
10	Philosophy	PHILO
11	Psychology	PSYCHO
12	Punjabi	PUNJABI
13	Sanskrit	SANSKRIT
14	Urdu	URDU
	Faculty of Applied Social Sciences & Humanities	FASSH
1.	Slavonic & Finno-Ugrian	SFUS
2.	Business Economics (SDC)	BUSINESS-ECO
	Faculty of Ayurvedic & Unani Medicines	FAUM
1.	Ayurvedic Medicine	AYUR MED

Sl. No.	Name of the Faculty & its Department	Standard code
2.	Unani Medicine	UNANI
	Faculty of Commerce & Business	FCBS
1.	Commerce	COMMERCE
2.	Financial Studies (SDC)	FIN-ST
	Faculty of Education	CIE
1.	Education	EDU
	Faculty of Homeopathic Medicine	FHM
1.	Homeopathic Medicine	HOMEO-MED
	Faculty of Law	FOL
1.	Department of Law	LAW
1.	Campus Law Centre	CLC
2.	Law Centre – I	LC-I
3.	Law Centre – II	LC-II
	Faculty of Management Studies	FMS
1.	Business Management & Industrial Administration	BMIA
	Faculty of Mathematical Sciences	FMTS
1.	Computer Science	COMP-SC
2.	Mathematics	MATHS
3.	Operational Research	OR
4.	Statistics	STATIS

Sl. No.	Name of the Faculty & its Department	Standard code
	Faculty of Medical Sciences	FMDS
1.	Anesthesiology & Critical Care	ANESTH
2.	Anatomy	ANATOMY
3.	Medical Bio-Chemistry	MED.BIOCHEM
4.	Community Medicine	COMM-MED
5.	Dermatology, Venereology & Leprosy	DERM&VENER
6.	Dental Sciences	DENTAL-SC
7.	Forensic Medicine	FOREN-MED
8.	Obstetrics & Gynecology	OBS & GYN
9.	Medicine	MED
10	Microbiology	MICROBIO
11	Ophthalmology	OPHTHALMO
12.	Orthopaedics	ORTHO
13	Otolaryngology	OTOLARYNGO
14	Pediatrics	PAED
15	Pathology	PATHO
16	Pharmacology	PHARMA
17	Physiology	PHYSIO
18	Psychiatry	PSYCHIATRY
19	Pulmonary Medicine	PUL-MED
20	Radiology, Radio diagnosis & Radiation Medicine including Radiotherapy	RADIOLOGY
21	Surgery	SURGERY

Sl. No.	Name of the Faculty & its Department	Standard code
21.	Tuberculosis & Respiratory Disease	TB&RD
	Faculty of Music & Fine Arts	FMFA
1.	Music	MUSIC
2.	Fine Arts	FINE ARTS
	Faculty of Science	FOS
1.	Anthropology	ANTHRO
2.	Botany	BOTANY
3.	Chemistry	CHEM
4.	Environmental Studies	ENVIRON-ST
5.	Geology	GEO
6.	Home Science	HOME-SC
7.	Pharmacy	PHARMACY
8.	Physics & Astrophysics	PHY&ASTRO PHY
9.	Zoology	ZOO
10.	Nursing	NURSING
	Faculty of Social Sciences	FSS
1.	Adult Continuing Education & Extension	ACEE
2.	African Studies	AFRICAN-ST
3.	Economics	ECO
4.	East Asian Studies	EAS
5.	Geography	GEOG
6.	Sociology	SOCIO

Sl. No.	Name of the Faculty & its Department	Standard code
7.	History	HISTORY
8.	Political Sciences	POL-SC
9.	Social Work	SW
	Faculty of Technology	FOT
1.	Applied Sciences & Humanities	AS&H
2.	Civil Engineering	CIVIL ENGG
3.	Computer Engineering	COMP ENGG
4.	Electrical Engineering	ELECT ENGG
5.	Electronics & Communication Engineering	ELECT & COMM ENGG
6.	Instrumentation & Control Engineering	INSTRU & CTRL ENGG.
7.	Mechanical Engineering	MECH ENGG
8.	Production & Industrial Engineering	PROD & IND ENGG
	Faculty of Inter Disciplinary & Applied Sciences (SDC)	FIDS
1.	Bio Chemistry	BIOCHEM
2.	Bio Physics	BIOPHY
3.	Electronic Science	ELECTR-SC
4.	Genetics	GENETICS
5.	Microbiology	MICROBIO
6.	Plant Molecular Biology	PMB
7.	Physical Education & Sports Sciences	PE&SS

Annexure-5

STANDARD CODE FOR THE
COLLEGES OF THE
UNIVERSITY

Sl. No.	Name of the College	College Code
1.	Acharya Narendra Dev College	ANDC
2.	Aditi Mahavidyalaya	AM
3.	Atma Ram Sanatan Dharma College	ARSD
4.	Ahilya Bai College of Nursing	ABCN
5.	Amar Jyoti Insitute of Physiotherapy	AJIP
6.	Ayurvedic & Unani Tibbia College	AUTC
7.	Bhagini Nivedita College	BNC
8.	Bharti College	BMC
9.	Bhaskaracharya College of Applied Sciences	BCAS
10.	Bhim Rao Ambedkar College	BRAC
11.	College of Arts	COA
12.	College of Nursing	CON
13.	College of Vocational Studies	CVS
14.	Daulat Ram College	DRC
15.	Deen Dyal Upadhayaya College	DDU
16.	Delhi College of Arts & Commerce	DCAC
17.	Delhi College of Engineering (now Delhi Technological University)	DCE / DTU
18.	Delhi Institute of Pharmaceutical Sciences & Research	DIPSAR
19.	Deshbandhu College (Morning)	DBC
20.	Desbhandu College (Evening) (now Ramanujan College)	DBC(E)/RJC

21.	Dyal Singh College (Morning)	DSC
22.	Dyal Singh College (Evening)	DSC(E)
23.	Durga Bai Deshmukh College of Special Education	DDCSE
24.	Gargi College	GC
25.	Hans Raj College	HRC
26.	Hindu College	HMC
27.	Holy Family College of Nursing	HFCN
28.	Indira Gandhi Institute of Physical Education & Sports Sciences	IGIPES
29.	Indraprastha College	IP
30.	Institute of Home Economics	IHE
31.	Janki Devi Memorial College	JDM
32.	Jesus & Mary College	JMC
33.	Kalindi College	KC
34.	Kamala Nehru College	KNC
35.	Keshav Mahavidyalaya	KMV
36.	Kirori Mal College	KMC
37.	Lady Hardinge Medical College	LHMC
38.	Lady Irwin College	LIR
39.	Lady Shri Ram College for Women	LSR
40.	Lakshmi Bai College	LBC
41.	Maharaja Agrasen College	MAC
42.	Maharshi Valmiki College of Education	MVCE

43.	Maitreyi College	MTC
44.	Mata Sundri College	MSCW
45.	Maulana Azad Medical College	MAMC
46.	Maulana Azad Institute of Dental Sciences	MAIDS
47.	Miranda House	MH
48.	Moti Lal Nehru College (Morning)	MLN
49.	Motil Lal Nehru College (Evening)	MLN(E)
50.	Nehru Homeopathic Medical College & Hospital	NHMC&H
51.	Netaji Subhash Institute of Technology	NSIT
52.	Pt. Deen Dayal Uphadyaya Institute for the Physically Handicapped	PDUIPH
53.	P.G.D.A.V. College (Morning)	PGDAV
54.	P.G.D.A.V. College (Evening)	PGDAV(E)
55.	Rajdhani College	RC
56.	Ramjas College	RJC
57.	Rajkumari Amrit Kaur College of Nursing	RAKCN
58.	Ram Lal Anand College	RLA
59.	Ram Lal Anand College (Evening)	RLA(E)
60.	School of Open Learning	SOL
61.	School of Rehabilitation Sciences	SRS
62.	Satyawati College (Morning)	STC
63.	Satyawati College (Evening)	STC(E)
64.	Shaheed Bhagat Singh College (Morning)	SBSC

65.	Shaheed Bhagat Singh College (Evening)	SBSC(E)
66.	Shaheed Rajguru College of Applied Sciences	SRCAS
67.	Shaheed Sukhdev College of Business Studies	SSCBS
68.	S.G.T.B. Khalsa College	SGTBKC
69.	S.G.N.D. Khalsa College	SGNDKC
70.	Sherebtse College(Bhutan) (now not a college affiliated with the University)	SBC
71.	Shivaji College	SHC
72.	Shri Ram College of Commerce	SRCC
73.	Shyam Lal College (Morning)	SLC
74.	Shyam Lal College (Evening)	SLC(E)
75.	Shyama Prasad Mukherjee College	SPM
76.	Sri Aurobindo College (Morning)	SAC
77.	Sri Aurobindo College (Evening)	SAC(E)
78.	Sri Guru Gobind Singh College of Commerce	SGGSCC
79.	Sri Venkateswara College	SVC
80.	St. Stephen's College	SSC
81.	Swami Shradhanand College	SSN
82.	University College of Medical Sciences	UCMS
83.	V.P.Chest Institute	VPCI
84.	Vivekanand College	VMC
85.	Zakir Hussain College (Morning) (now Zakir Hussain Delhi College)	ZHC / ZHDC

86.	Zakir Hussain College (Evening) (now Zakir Hussain Delhi College)	ZHC(E)/ZHDC(E)
-----	---	----------------

Annexure-6

STANDARD CODE FOR THE HOSTELS OF THE UNIVERSITY

Sl. No.	Name of the Hostels	Standard Code
1.	Ambedkar Ganguly Students' House for Women	AGSHW
2.	D.S. Kothari Hostel	DSKH
3.	Gwyer Hall	GH
4.	International Students House	ISH
5.	International Student' House for Women	ISHW
6.	Jubilee Hall	JH
7.	Mansarovar Hostel	MNH
8.	Meghdoot Hostel	MDH
9.	North East Students Hostel for Women	NESHW
10.	P.G. Men's Hostel	PGMH
11.	University Hostel for Women	UHW
12.	V.K.R.V. Rao Hostel	VKRVRH
13.	W.U.S. University Hostel	WUSUH
14.	Department of Social Work Hostel	DSWH
15.	Centre Institute of Education Hostel	CIEH
16.	Geetanjali Hostel for women (SDC)	GHW-SDC
17.	Saramati P.G. Men's Hostel (SDC)	SPGMH-SDC
18.	Aravali Hostel (SDC)	AH-SDC
19.	Rajiv Gandhi Hostel for Post Graduate Girls	RGHPGG
20.	Under Graduate Hostel for Girls	UGHG

