

## **SALE PROCEEDINGS COUNTER**

- Maintenance of Students Fee – Registers of M.A/M.Com./M.Sc & M.Phil/Ph.D. and Diploma Courses candidates.
- Maintenance of Daily Fee Collection Registers.
- Verification of Fee Registers and issue of No-Dues Certificate to University College Students and Scholars.

## **DESPATCH SECTION**

- Maintenance of Inward, Outward Registers and Stock Register of College Assets