



CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.4.1 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Relevant supporting document

- **Operational Process: Financial resource utilization**
- **Finance committee & MOM**



Minutes of the 12th meeting of the Finance Committee held on 04.03.2024 at 11:00 am in the Board room of the Gokul Group, Gokul Pratham, in SWA Scheme, Near Tapovan Circle, Ahmedabad Gandhinagar Highway, AT.P. 44, Chandkheda, Ahmedabad-382424, Gujarat.

The following members have attended the meeting.

1. Shri Balwantsinh C. Rajput, President	Chairman
2. Dr. Sunil Joshi, Provost	(Absent)
3. Dr. Himmatsinh C. Rajput, Registrar	Member
4. Shri Sureshsinh Vihol, President Nominee	Member
5. Shri Shaunak Mandaliya, Trust Nominee	Member
6. KEVAL DABHI, CFO	Member Secretary
CA. Mahendra Pandhi	(Additional Member)

Shri Keval Dabhi, CFO and Member Secretary extended his warm welcome to the Chairman, Registrar and other members of the finance committee and appraised them about the university activities.

Thereafter, the following business was transacted as per the agenda.

Item no. 10.1. Confirmation of minutes of the the 11th Finance committee held on Dt.01.09.2023

Confirmation of members who were attended the the 10th Finance committee held on Dt.01.09.2023 done by the member secretary.

Item no. 10.2. Action Taken report for the 10th Finance committee held on Dt. 01.09.2023

Member secretary explained the details of action taken report of the finance committee meeting held on 01.09.2023.

Item no. 10.3. Approval of Advance payment to Samast Designs

Approval for payment to Samast Designers totalling to Rs.50.00 Lakh till end of Mar2024 for completion of Ayurveda Hospital Building before time.

Item no. 10.4. Approval of Donation

Approval of Donation to Various parties amounting to Rs.25.00 Lakh till end of Mar2024.



**GOKUL
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Approved By Govt. of Gujarat
(Recognized by UGC under Section 12 & 10(f) of 1956)
(Gujarat Private State University Act 6 of 2016)

No. GGU/ACCOUNT/IC/2023/

Date: 01.03.2024

To,

All the Members of Finance Committee

Gokul Global University

Siddhpur – 384151

Sub: Forwarding the agenda of the 12th meeting of the Finance Committee

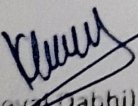
Dear Sir,

Kindly find enclosed the agenda of the 12th meeting of Finance committee to be held on
Date: 04.03.2023 at 11:00 am in the Board Room of Gokul House – Ahmedabad.

You are requested to make it convenient to remain presence.

With Regards,

Yours Sincerely,


(Keshav Dabhi)

Chief Finance and Accounts Officer





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(Gujarat Private State University Act 4 of 2018)

Agenda for 12th Finance Committee

Agenda for the 12th meeting of the Finance committee to be held on 04.03.2024 at 11:00 am in the Board room of Gokul House, Ahmedabad will preside by Shri Balwantsinh C. Rajput, President, Gokul Global University.

Item No.	Subject
10.1	Confirmation of minutes of the 11 th Finance committee held on Dt. 01.09.2023
10.2	Action Taken report for 11 th Finance committee held on Dt. 01.09.2023
10.3	Approval of advance to Samast Designs for Ayurveda Hospital
10.4	Approval of Donation
10.5	Approval of Fixed Deposit Closure
10.6	Approval of Fees increase as per FRC

Chief Finance and Accounts Officer



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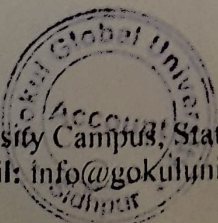
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Item no. 10.5. Approval of Fixed Deposit Premat withdrawal

Approval of premat withdrawal of FD Rs.1.00 Crore for various payments till March End.

Item no. 10.6. Approval of Fees Increase

Approval of Fees increase as per FRC recent approval for various coursed in Hansaba College of Engineering and Technology approved for First Year. Fees receivable in ERP to make due accordingly with higher fees.

At the end, visiting senior member and practising Chartered Accountant Shri Mahendra Pandhi Sir advised about Year End closing activity to be performed and points to look into for March ending.

The meeting ended with the vote of thanks to the Chair and distinguish members for their active participation and necessary suggestions for the business by the Chief Accounts and Finance Officer and Member secretary.

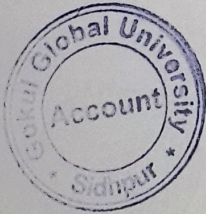
This is issued with approval of the President as the Chairman of the Finance Committee on the file.

No. GGU/ACCOUNT/FC/2023/

To,

- i) All the members of Finance Committee
- ii) Academic Section for information & put before Board of Management and Governing Body.

Chief Accounts and Finance Officer



University Campus, State Highway-41, Sidhpur - 384151, Dist. Patan, Gujarat, INDIA **M:** +91 95124 00803
Mail: info@gokuluniversity.ac.in, registrar@gokuluniversity.ac.in **Website:** www.gokuluniversity.ac.in

E-mail : info@gokuluniversity.ac.in, registrar@gokuluniversity.ac.in **Website :** www.gokuluniversity.ac.in

APPENDIX-II
Fee Regulatory Committee (Technical)
Fee Block Years 2023-24, 2024-25 and 2025-26
List of the Institutions Proposing Raise in the Fee Structure upto aggregate 5%
of the existing fee for the Year 2022-23

SR. NO	Ins. Code	Name of Institution	Program	Base Notional Fee for the year 2022-23*	Maximum Ceiling Limit of the fee structure for the year#		
					2023-24	2024-25	2025-26
1	11562	Hansaba College Of Engineering & Technology, Sidhpur.	B.E./B.Tech	74000	77700	77700	77700
2	11552	Laxmi Institute Of Technology, Sarigam, Valsad	B.E./B.Tech	75000	78750	78750	78750
3	12302	Shivam Pharmaceutical Studies & Res Centre, Valasan, Anand	B.Pharmacy	71000	74500	74500	74500
4	11685	Amrut Institute, Junagadh	Diploma Engg.	43050	45200	45200	45200
5	31952	Hansaba College Of Engineering & Technology, Sidhpur. (Merger of Jashodaba Polytechnic Institute, Sidhpur)	Diploma Engg.	42000	44100	44100	44100
6	11691	Laxmi Institute Of Technology, Sarigam, Valsad	Diploma Engg.	43000	45150	45150	45150
7	51562	Hansaba College Of Engineering & Technology, Sidhpur.	M.E./M.Tech	85000	89250	89250	89250
8	51731	Laxmi Institute Of Management, Sarigam, Valsad	MBA	86000	90300	90300	90300

25500
35000



[Handwritten signatures]



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Donation List:

1. Angdan Charitable Trust Rs.2,00,000/-
2. Shri Ardeshwar Mahade Trust Rs.12,39,000/-
3. Raval Samaj Seva Trust – Kuvara Rs.51000/-
4. Bavan Gol Rajput Samaj Trust Rs.1,51,000/-
5. Kholvada Pran Pratishtha Rs.2,51,000/-
6. Bhutiyavasna Pran Prishtha Mahotsav Rs.51,000/-
7. Katra Pran Pratishtha Mahotsav Rs.61,000/-
8. Shri Siddhpur Audichya Brahman Samiti Rs.51,000/-
9. Shri Laxmipura Pasvadal Rajput Samaj Samuh Lagna Samiti Rs.51,000/-



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Action taken report and confirmation of minutes of 11th Finance committee held on Dt.01.09.2023

As per 11th Finance committee held on Dt. 01.09.2023 at 11:00 am at Board Room of Gokul Global University, Sidhpur, following action taken as per agenda.

- Advance payment to Samast Designs made as per approval for Ayurveda Hospital to speed-up the completion of project before time.
- Fixed deposits investment made in DCB Bank as per highest rate available as per approval.

GOKUL GLOBAL UNIVERSITY, SIDHPUR

(Established by Govt. of Gujarat Act No. 4 of 2018 & Recognised under Section 2(f) of UGC Act 1956)

MAINTENANCE POLICY



**GOKUL
GLOBAL
UNIVERSITY**

Gokul Global University

Near Sujanpur Patia,

State Highway-41, Sidhpur,

Dist:-Patan, Gujarat (India)-384151

Web: www.gokuluniversity.ac.in

Sr. No.	Content
1	Purpose
2	Objectives
3	Policy Coverage
4	Classification of Maintenance
5	Maintenance Composition
6	Physical Infrastructural Maintenance
7	Complaint Register
8	Maintenance of Classroom
9	Maintenance of Laboratories
10	Maintenance of Library
11	Maintenance of Auditorium/Seminar Halls/ Conference Halls
12	Maintenance of Sports Equipment and grounds
13	Maintenance of Housekeeping and Security



MAINTENANCE POLICY FOR GOKUL GLOBAL UNIVERSITY

I. Purpose

The purpose of this policy is to ensure the effective maintenance, handling, and management of various physical, academic, and support facilities of the university to prevent unexpected breakdowns. The Preventive Maintenance Program aims to:

- Reduce equipment and system downtime.
- Increase the lifespan of buildings and machinery.
- Enhance equipment reliability.
- Ensure proper operation of equipment.
- Improve the overall appearance of the facilities.

II. Objectives

- Provide amenities meeting the University's requirements and fostering an environment-friendly ambiance for stakeholders' health and security.
- Conduct periodic maintenance to identify and address potential issues in a timely manner.
- Maintain an orderly program to minimize administrative costs and streamline human resources.
- Conserve energy and resources by maximizing operating efficiency.
- Foster good relations with users by offering well-maintained facilities and details on preventive maintenance.
- Identify and implement cost-effective advances for more efficient operation.
- Upgrade amenities in alignment with technological advancements in building engineering.

III. Policy Coverage

This policy applies to all university units, ensuring continuous maintenance to fulfill the institution's Mission and Vision.

IV. Classification of Maintenance

Maintenance works are classified as:

- Day-to-day repairs/service facilities
- Annual repairs
- Special repairs
- Preventive Maintenance



Day-to-Day Repairs

Every building has a separate engineering unit, and laboratory technicians under its supervision handle daily repairs based on complaints. Estate department of Gokul Global University maintains all of the buildings under its control on a daily basis.

The tasks that have to be completed on a every day. Daily service facilities take care of things like mowing the lawn, trimming the hedges, sweeping the leaves, replacing blown fuses, fixing damaged switches, cleaning obstructions out of drainage pipes, manholes, resuming water supply, watering plants, and so on. Ensuring the efficient functioning of numerous services within the buildings is the aim of this facility.

These services are provided following a customer complaint that is received by the engineering division.

Frequent grievances, including painting and whitewashing, are often addressed

Annual Repairs

In order to preserve the appearance of buildings and services and to extend their lifespan, certain tasks are completed on a regular basis. These tasks include painting, white washing, distempering, and cleaning of tanks and lines. Annual repairs are those that are carried out on a regular basis using a contracting system. Examples of these repairs include painting, distempering, white washing, colour washing, and so forth.

Special Repairs

The purpose of these repair projects is to replace building components and services that have deteriorated due to age of the structure. Maintaining the building's structure and providing services is essential, as is trying to return them as close to their former state as feasible.

Preventive Maintenance

The goal of preventive maintenance is to avoid equipment, machinery, and gadgets malfunctioning and creating problems with building and service maintenance. Frequent surveys and inspections serve as the basis for preventive maintenance. The purpose of preventive maintenance is to stop mechanical breakdown or the beginning of maintenance problems in services and buildings.

Preventive maintenance, including guarding against seepage, is crucial when it comes to structures.

Conversely, preventive maintenance greatly depends on regular assessments and inspections of buildings and labs. Preventive maintenance on the building need examination. The building has to be examined once a year before the monsoon.



V. Maintenance Composition

Registrar	Chairperson
Deputy Registrar (Admin)	Member Secretary
Senior Administrative Officers	Member
Finance officer	Member
Junior Engineer (Civil) Member	Member
Junior Engineer (Electrical) Member	Member
Estate officer	Member

VI. Physical Infrastructural Maintenance

Both civil and electrical maintenance are included in the physical upkeep of infrastructure. All tasks assigned to civil engineers go under the category of civil maintenance, whereas tasks assigned to electrical engineers fall under the category of electrical maintenance.

Civil Maintenance:

The University Civil Engineer is in charge of the department of civil maintenance. The carpentry, construction, plumbing, and whitewashing tasks were maintained by this division. Supervisors oversee each division, which employs the corresponding specialised individuals. Any complaints about civil maintenance that are received will be handled right away. The date of the correction and the complaint's receipt should be recorded in the maintenance register.

Electrical Maintenance:

To guarantee a steady supply of electricity and upkeep of its electrical resources, the university maintains an electrical division. The University Electrical Engineer oversees the electrical maintenance division, with assistance from electrical electricians and volunteers. The electrical maintenance tasks include fixing the inverter, generator, air conditioner, transformer, motors, pumps, street light, painting electric poles, solar panels, and other equipment. Any complaints about electrical maintenance should be addressed right away. The date of the correction and the complaint's receipt should be recorded in the maintenance register.

VII. Complaint Register

The engineering sector maintains a crucial document called the Complaint Register. Every complaint submitted using the ERP web interface.

VIII. Maintenance of Classrooms

The appropriate Head of the Department/School oversees and maintains classrooms furnished with instructional aids and furnishings with the help of attendants and department personnel. Periodically, the heads of departments provide reports to the administration regarding all upkeep functions. Throughout the working day, students make the most use of every



classroom and receive mentoring on how to maintain the furnishings. The services for maintaining the classrooms listed in Table 1 are available.

SERVICE	FREQUENCY	RESPONSIBLE PERSON
Classroom, laboratory, and chalkboard cleaning Dust mop for floors, wet mop, high and low dusting, Taking out trash cans, Taking undesirable notices down from notice boards	Daily	Peon/Lab Assistant
The computer system, projector, and projector screen are in operational condition. Condition of lab equipment in operation		Technician/ Lab Assistant

IX. Maintenance of Laboratories

The obligation for maintaining the equipment falls on the relevant teaching members, staff, lab assistants, and other service people. The corresponding laboratories keep logbooks, asset registers, stock registers, and tools in order to submit entries and problems that arise for correction. When necessary, external expertise is sought for equipment maintenance, and all significant repairs are identified with the approval of university authorities.

Users have access to standard operating procedures for every high-end equipment.

Users on campus are accountable for handling the equipment safely and registering in the log books. Any breaks or repairs are notified to the department head or the faculty member in charge, depending on the situation, and appropriate action is made to ensure that the equipment functions quickly. Glassware broken for student and scholar use is recorded in the breakage register, and fees are assessed based on the equipment cost, which is paid for by the research scholars at the conclusion of the course programme and by the students at the end of the year.

X. Maintenance of Library

The library staff receives comprehensive training on handling and maintaining library materials, especially during processing, shelving, and transportation. To ensure proper care:

Bound volumes should not be pulled from their fore edges to avoid weakening the binding.

Shelves shouldn't be overly packed to prevent spine damage when readers retrieve volumes, especially large ones that should be stored flat.



Dust accumulation must be prevented as it can stain documents and create chemical and biological issues; regular and careful cleaning and vacuuming are essential.

Magnetic discs or documents with discs should be stored away from magnetic or electric devices in a controlled environment to avoid damage.

Pest management practices include using borax or common salt to deter cockroaches, applying sodium fluoride to protect volumes from silverfish, and employing kerosene oil, DDT, or gamaxine powder to eliminate termites or white ants. Regular cleaning, fumigation, exposure to sunlight, and repellents are used to mitigate insect-related issues in the library materials.

XI. Maintenance of Auditorium/Conference Halls/Seminar Halls

The numerous departments house the auditorium, conference rooms, and seminar rooms, which are utilised for a variety of educational and cultural events. The cleaning crew looks after the Auditorium, Conference halls, and Seminar halls. Faculty and staff who plan events must submit a request note sheet via the HOD or Concerned Officer in order to use the facilities, and the date of the event must be registered. After then, first-come, first-served access is granted to the Auditorium and Halls.

XII. Maintenance of Sports Equipment and Ground

The Physical Education department is in charge of overseeing and maintaining the sports and fitness equipment, the field, and the several courts. In addition to seasonal maintenance performed once every three months, ground level maintenance is completed annually over the holidays.

All playground and gymnasium equipment is maintained seasonally by the Physical Education Officer's personnel.

XIII. Maintenance of Housekeeping and Security

With the assistance of the contracted housekeeping service, every morning courses will commence with a thorough cleaning of the campus, including the academic and administrative buildings. In addition, every morning, sweeping will be done on the roadways, in residential areas, and at health facilities, guest homes, and hostels. Every day, the toilets will be cleaned three times. The housekeeping supervisor will be in charge of maintaining the whole campus environment and overseeing outsourced security. He/She will report the supervisor's completion of job to the Assistant Registrar (Admin).



BH Rajput
Registrar

Gokul Global University, Sidhpur



PROCEDURE FOR OPTIMAL RESOURCE UTILIZATION

The Governing Body oversees resource mobilisation and optimal use of finances for the University's seamless operation.

The organisation has a competent financial advisory board for account management, and all approved accounts are audited both internally and externally. All daily transactions are confirmed by the college's financial advisor on behalf of the management.

Resource Mobilization and Management: The Governing Body oversees the resource mobilization and optimal utilization of funds for the institution's seamless operations. It employs the following strategies:

Financial Oversight and Advisory Board:

A robust financial advisory board manages accounts, conducting internal and external audits for all sanctioned accounts. Daily transactions are verified by the college's financial advisor on behalf of the management.

Financial Resources:

Various sources contribute to the institution's financial resources, including student fees (tuition, college, hostel, transport, repeater, and other fees) and other income streams (interest, collections, fines, research funds, etc.).

Budget Planning and Execution:

A team of experts, supervised by the Controller of Finance, prepares the budget aligning with the institution's developmental criteria. The Finance Committee approves the budget before sanctioning funds, ensuring transparent utilization across different expenditure heads.

Transparency and Accountability:

Annual audits and internal reviews of college accounts by the institution's staff maintain transparency. The financial advisor oversees modifications in account statements based on observations by the internal auditor.

Annual Financial Statements:

External auditors prepare annual financial statements and audit reports at the end of each financial year, ensuring compliance with the approved budget.

Allocation and Utilization of Funds: Gokul Global University allocates funds for various purposes:

Infrastructure and Development:

Funds are allocated for infrastructure requirements and institution development, including seminars, workshops, faculty development programs, and extracurricular activities.

Student Welfare:





Scholarships, free ships, and provisions for extracurricular activities, sports, and cultural events are funded to support student growth and engagement.

Employee Benefits:

Staff benefits such as provident fund, group insurance, and Employee State Insurance (ESI) are provided by the management.

Research and Consultancy:

The institution encourages multidisciplinary research and consultancy services, utilizing funds from consultancy, self-financing courses, and industry engagements.

Teaching-Learning Practices:

Adequate funds are allocated for quality education, faculty development, and academic enhancements like induction programs, workshops, and industry-academia interactions.

Infrastructure Maintenance:

Funds are utilized for maintenance and up-gradation of infrastructure, including labs, library facilities, classrooms, and other fixed assets.

Social Responsibility:

Funds are allocated for social service activities through NSS and Extension activity committee, fulfilling the institution's social responsibilities.

Gokul Global University aims to achieve global recognition in Engineering & Paramedical education, Scientific research, and Patient care through judicious resource mobilization and optimal utilization strategies across various facets of its operations. The institution prioritizes transparency, accountability, and efficient allocation of resources to ensure holistic development and excellence.




Registrar
Gokul Global University, Sidhpur



SOP-Purchase GGU

Procedure for Procurement of New Equipment/ Any Requirement:

1. Identify the requirement for the Academics/ Maintenance/ Research/ Breakdown/ Repair etc.,
2. List out the specifications of the requirements/ system.
3. Estimate the approximate cost of the system from the vendor's input and apply for financial approval from the management/ Trust.
4. Identify the vendors and call them for the quotations.
5. Enquire about the equipment/ item's quality and reliability from the users of the items/ equipment.
6. Prepare Comparative statement for the price and technical specifications.
7. After getting confirmation from the management call the vendors for price negotiations before the following purchase committee:
 - Registrar - Chairman
 - Dean/Principal/HoD - Member
 - Dy Registrar (Admin)- Member
 - Accounts Officer - Member
 - Technical Expert - Member
 - Purchase Manager - Convener
8. On recommendations of purchase committee, the vendor will be finalized.
9. Based on the terms and conditions of the purchase order the vendor will supply and install or show the system/ equipment/ item.
10. Supervise the work done by the vendor as per our requirements and training will be provided by the vendor to the staff member's concern.
11. After satisfactory completion of the work, Bill will be settled by the accounts section after the details of the system are entered in the Central Stores and respective department Stock Register.
12. Purchase of Regular day to day Requirements/ Consumables is done as and when required & distributed through Material Requisition Slip.

Process flow:

Requirement as per the Academic Activities/ Maintenance Activities/Research Activities/Breakdown/ Repair-Hols

Raising of Purchase indent by the Respective Hols for < 1 lakh purchase. For above 1 lakh purchase prior approval to be received from the President or his nominee through the Registrar Office

Getting Approval from the President or his nominee /Registrar - Purchase Manager

Raising Purchase Order on approval from The President or his nominee/Registrar- Purchase Manager





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Sending Purchase order to the selected vendor & Receipt of Purchased Materials from vendor-Purchase Manager

Checking of Purchased materials against specification- By the respective personnel

Checking of Bill with the Purchase Order & passing the Bill for final approval-PS to President Sir

Bill settlement to Vendor - Accounts Section




Registrar
Gokul Global University, Sidhpur