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Document Title: <b>FILING &amp; REFERENCING INDEX</b>		

### FILING & REFERENCING INDEX USED IN CHUKA UNIVERSITY (CU/MR/FORM/16)

**Purpose:** Use these filing codes in the third and fourth levels of coding after the institutional and departmental codes e.g. CU/VC/ACAA/1. **ACAA** refers to the Academic Affairs subject being coded. The fourth level (1) refers to the serial/folio number. This list is not exhaustive. **Create new codes and submit to the M.R. once the ones below are exhausted.** *The first and third levels are fixed. The second level changes with Department. E.g. CU/EXTT/BPSR = Meaning a file in CU belonging to EXAMINATIONS & TIMETABLING directorate for **Filing-in Correspondence from & to, or Referencing Correspondence to BPSR.** Each Department to open its own box files or folders or spring files, as guided by the codes listed below and then be filing in documents. **Note:** All official correspondence **MUST** also be referenced as such just below the letterhead!*

SN	CODE	NAME OF SUBJECT MATTER OR DEPARTMENT & EQUIVALENTS
1	ACAA	Academic Affairs
2	ACAB	Academic Board
3	ACCD	Accommodation Department
4	ACCT	Accounts
5	ADMN	Administration
6	ATTA	Attachment
7	BPSR	Board of Postgraduate Studies & Research
8	BUSF	Board of Undergraduate Studies & Field Attachment
9	CASU	Casual
10	CATD	Catering Department
11	CATS	Continuous Assessment Tests
12	CERT	Certificate
13	CUED	Commission for University Education
14	CNCL	Council
15	COMM	Communication
16	COMY	Community
17	CTEE	Committee
18	CU	Chuka University
19	CURR	Curriculum
20	CUSA	Chuka University Student Association
21	DACA	Division of Academic, Research and Student Affairs
22	DAFP	Division of Administration, Finance, Planning & Development
23	DAGS	Department of Agricultural Sciences
24	DAHU	Department of Arts & Humanities
25	DANS	Department of Animal Sciences
26	DBAD	Department of Business Administration
27	DBSC	Department of Basic Sciences
28	DBIO	Department of Biological Sciences
29	DCOM	Department of Computer Science
30	DOHS	Department of Health Sciences
31	DEFE	Defer
32	DERD	Department of Environment Studies & Resources Development
33	DEDU	Department of Education
34	DNUR	Department of Nursing
35	DPHS	Department of Physical Sciences
36	DPLS	Department of Plant Sciences
37	DVCA	Deputy Vice-Chancellor (Academic, Research & Student Affairs)
38	DVCF	Deputy Vice-Chancellor (Administration, Finance, Planning & Development)
39	EMPL	Employment
40	ESTD	Estates Department
41	EXAM	Examinations
42	EXTE	Extension



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43	EXTT	Examinations & Timetabling
44	FAES	Faculty of Agriculture & Environmental Studies
45	FAHU	Faculty of Arts & Humanities
46	FARM	Farms Department
47	FBST	Faculty of Business Studies
48	FERD	Faculty of Education & Resources Development
49	FOHS	Faculty of Health Sciences
50	FIND	Finance Department
51	FLAW	Faculty of Law
52	FSET	Faculty of Science, Engineering & Technology
53	FTSE	Full-Time Staff Equivalent
54	GASD	Games & Sports Department
55	GRAD	Graduation
56	GSSP	Government-Sponsored Students' Programme
57	HEAL	Health
58	HELB	Higher Education Loans Board
59	HRMD	Human Resource Management Department
60	IAUD	Internal Audit
61	JABO	Joint Admissions Board
62	KUCCPS	Kenya Universities and Colleges Central Placement Service
63	LABS	Laboratory
64	LECT	Lecturers
65	LIBD	Library Department
66	LINK	Linkages
67	MANB	Management Board
68	MEDD	Medical Department
69	MEST	Ministry of Education, Science and Technology
70	PGME	Programme
71	PLEC	Part-Time Lecturers
72	PRAC	Practical
73	PRIN	Principal
74	PRNO	Pay Roll Number
75	PROD	Procurement Department
76	QAPC	Quality Assurance & Performance Contracting
77	RACA	Registrar, Academic Affairs
78	RADP	Registrar, Administration & Planning
79	REGI	Registry
80	RESE	Research
81	SENA	Senate
82	SESD	Security Services Department
83	SSSP	Self-Sponsored Students' Programme(s)
84	STAF	Staff
85	STDS	Students
86	STWD	Students' Welfare Department
87	TEAP	Teaching Practice
88	TRAD	Transport Department
89	TRAF	Transfer
90	TRAG	Training
91	TRAN	Transcript
92	VC or VICH	Vice-Chancellor

ETC