

**PROCEEDINGS OF THE PRINCIPAL, MKR GOVT.DEGREE COLLEGE,
DEVARAKONDA**

Present: Dr. CH. RAMARAJU, M.Sc., M.Ed., Ph.D.

RC.NO.E1/Work distribution Orders/2022

Dated: 14/02/2022.

Sub: - Allocation of charge of certain Departments - Orders -
Issued.

Ref:- 1. CCE.TS.Hyd.Proc File No.CCE-SER1/FAC/2/2021-SER2,
Dated 29/01/2021.

2. Staff Council & Members meeting held on 09/02/2021.

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As per decision taken in the Staff Council meeting conducted on 01/09/2021, the following duties are allocated to the members of Teaching and Non Teaching Staff shown against their names.

They are requested to take over the charge and report compliance.

STAFF COMMITTEES 2021-22

	Name of the Committee	Name of the staff	Designation	
1	CPDC	Dr. Ch. RamaRaju	Chairman	Ch. RamaRaju
		Dr. P.J. Samson	Secretary	B. Raghavendra
		B. Raghavendra	Member	S. Sarada Devi
		S. Sarada Devi	Member	N. Bala
		N. Bala	Member	Ch. RamaRaju
2	Gold Medal	Dr. Ch. RamaRaju	Chairman	Ch. RamaRaju
		S. Dhanunjaiah	Secretary	M. Alivelu
		Dr. M. Alivelu	Member Coordinator	S. Sarada Devi
3	Academic Affairs	S. Sarada Devi	Coordinator	N. Bala
		N. Bala	Member Coordinator	Ch. RamaRaju
4	Examinations Branch	Ch. Lingamaih	Controller of Examinations	Ch. RamaRaju
		Dr. M. Alivelu	Member	M. Alivelu
		K. Niranjana	Member	Ch. RamaRaju
5	UGC & RUSA	N. Balakrishna	Coordinator	Ch. RamaRaju
		All Regular Staff	Members	Ch. RamaRaju
6	Internal Quality Assurance Cell(IQAC)	B. Raghavendra	IQAC Coordinator	B. Raghavendra
		S. Sarada Devi	Cr - I Coordinator	S. Sarada Devi
		Sk. Arifa	Member in Cr-I	N. Bala
		N. Bala	Cr - II Coordinator	V. Karunakar
		V. Karunakar	Member on Cr-II	G. Linga Reddy
		G. Linga Reddy	Cr-III Coordinator	B. Suresh kumar
		B. Suresh kumar	Member in Cr-III	K. Renuka
		K. Renuka	Cr - IV Coordinator	R. Shiva Krishna
		R. Shiva Krishna	Member in Cr-IV	Dr. M. Alivelu
		Dr. M. Alivelu	Cr-V Coordinator	G. Kotaiah
		G. Kotaiah	Member in Cr-V	V. Makatlal
		V. Makatlal	Cr-VI Coordinator	B. Suresh kumar
		B. Suresh kumar	Member in Cr-VI	M. Prabhakar
		M. Prabhakar	Cr-VII Coordinator	Dr. Ch. RamaRaju
7	DRC	Dr. Ch. RamaRaju	Principal FAC	Ch. RamaRaju
		S. Sarada Devi	Vice Principal	S. Sarada Devi
8	CAREER GUIDANCE CELL	B. Raghavendra	Coordinator	B. Raghavendra
		R. Shiva Krishna	TSKC FTM	R. Shiva Krishna
9	TSKC &	N. Bala	Coordinator	N. Bala

	PLACEMENTS	R. Shiva Krishna	TSKC FTM	
10	Spoken Tutorial Cell	M. Prabhakar	Coordinator	MPK
11	EDC Entrepreneurship and Development Cell	R. Shiva Krishna CA Lingamaih N. Bala M. Prabhakar	TSKC FTM Coordinator / Economics Faculty Member / Commerce Faculty Member / English Faculty	MPK S.K. S.K. MPK
12	MANA TV	Sk. Arifa P. Lingaiah	Coordinator Member Coordinator	MPK S.K.
13	NSS I & Swatch Bharath	V. Makathlal K. Venkanna Alivelu	NSS PO Museum Keeper Office Sub-ordinate	MPK S.K. S.K.
14	NSS II	Sk. Arifa P. Lingaiah J. Sainath	NSS PO Herbarium Keeper Office Sub-ordinate	MPK S.K. S.K.
15	NCC	N. Bala K. Niranjana	NCC ANO Record Assistant	MPK S.K.
16	WEC	S. Sarada Devi Sk. Arifa Ch. Geetha	Coordinator Member Member	MPK S.K. S.K.
17	ANTI RAGGING AND DISCIPLINARY	S. Sarada Devi Dr. M. Alivelu N. Bala	Coordinator Member Member	MPK S.K. S.K.
18	LIBRARY & READING	M. Alivelu S. Sarada Devi G. Kotaiah P. Lingaiah	Coordinator Member Member Member Coordinator	MPK S.K. S.K. S.K.
19	MAGAZINE	G. Kotaiah S. Sarada Devi G. Linga Reddy P. Lingaiah M. Alivelu M. Prabhakar	Coordinator Member / Commerce Faculty Member / Science Faculty Member / Arts Faculty Member / Library Member / Language Faculty	MPK S.K. S.K. S.K. S.K. S.K.
20	LITERARY & CULTURE	G. Kotaiah M. Prabhakar	Coordinator Member / Library	MPK S.K.
21	PHYSICAL EDUCATION	M. Prabhakar P. Jagathi R. Shiva Krishna	In-charge Member Coordinator Member	MPK S.K. S.K.
22	FACULTY FORUM	B. Raghavendra R. Shiva Krishna	Coordinator / IQAC Coordinator Member Coordinator	MPK S.K.
23	JIGNASA & RESEARCH	S. Sarada devi Dr. M. Alivelu	Coordinator / Academic Coordinator Member Coordinator	MPK S.K.
24	Website and Internet	B. Raghavendra B. Suresh Kumar M. Prabhakar R. Shiva Krishna	Coordinator Member Coordinator Member Member	MPK S.K. S.K. S.K.
25	HARITHA HARAM	K. Renuka P. Lingaiah	Coordinator Member	MPK S.K.
26	ECO CLUB	Sk. Arifa P. Lingaiah	Coordinator Herbarium Keeper	MPK S.K.
27	BOTANICAL Garden	V. Karunakar Sk. Arifa V. Makathlal K. Renuka P. Lingaiah	Coordinator Member Member Member Member	MPK S.K. S.K. S.K. S.K.
28	CONSUMER CLUB	S. Sarada Devi N. Bala CA Lingamaih	Coordinator / Commerce Faculty Member / Commerce Faculty Member / Economics Faculty	MPK S.K. S.K.

29	MOOCS	M. Prabhakar	Coordinator	MPR Vaz
		G. Linga Reddy	Member	G. Linga Reddy
		R. Shiva Krishna	Member	200
30	HEALTH BHAGYA (COVID)	V. Karunakar	Coordinator	200
		G. Kotaiah	Member	200
		Sk. Arifa	Member	200
		K. Renuka	Member	200
		Ch. Geetha	Member	200
31	RIGHT TO INFORMATION ACT	Dr. Ch. RamaRaju	AO / Principal	200
		S. Sarada Devi	APO/ Vice Principal	200
		Ch. Geetha	Member Coordinator	200
32	SCHOLORSHIP	N. Bala	Coordinator	200
		P. Jagathi	Member	200
33	STATIONARY PURCHASES COMMITTEE	M. Sathya Sai Nath	Coordinator Junior Asst.	200
		V. Karunakar	Member	200
		P. Jagathi	Record Assistant	200
34	HOBBIES AND LIFE SKILL	K. Renuka	Coordinator	200
		G. Kotaiah	Member	200
35	ALUMINI AND PARENTS ASSOCIATION	Dr. Ch. RamaRaju	Coordinator	200
		R. Shiva Krishna	Member Coordinator	200
		N. Bala	Member Coordinator	200
36	EBSB	K. Renuka	Coordinator	200
		G. Kotaiah	Member	200
37	Virtual Class Room	G. Linga Reddy	RUSA Coordinator	200
		K. Venkanna	Member	200
38	DOST and Admissions	N. Bala	Coordinator	200
		M. Sathya Sai Nath	Junior Asst. Member-Technical Asst.	200
39	ELC Electoral Literacy Club	V. Makathlal	Coordinator	200
40	Yoga & Meditation Club	G. LingaReddy	Coordinator	200
41	ICC Internal Compliance Committee	S. Sarada Devi	Coordinator	200
		Dr. M. Alivelu	Member	200
		Ch. Lingamaiah	Member	200
42	Press Reports and Public Relations	G. Kotaiah	Coordinator- Telugu	200
		M. Prabhakar	Coordinator- English	200
43	Red Ribbon Club	V. Karunakar	Coordinator	200
		G. Kotaiah	Member	200
		K. Renuka	Member	200
44	SCHOLORSHIPS	N. Bala	Coordinator	200
		P. Jagathi	Member	200
	ST CELL	V. Makatlal	Member	200
	SC CELL	M. Prabhakar	Member	200
	OBC CELL	G. Kotaiah	Member	200
	MINORITY CELL	Sk. Arifa	Member	200
45	DIFFERENTLY ABLE STUDENT WELFARE	G. LingaReddy	Coordinator	200
		P. Lingaiah	Member	200
		K. Venkanna	Member	200
46	REMEDIAL COACHING	K. Renuka	Coordinator	200
		G. Kotaiah	Member	200
		M. Prabhakar	Member	200
47	STUDENT BUS PASS	S. Sarada Devi	Member	200
		N. Bala	Member	200
		B. Raghavendra	Member	200
		Dr. M. Alivelu	Member	200
48	FURNITURE	K. Venkanna	In charge	200
		N. Bala	Member	200
		P. Jagathi	Member	200
		K. Niranjana	Member	200

		J. Sainadh	Member	J.S.
		ASK Durgaiah	Member	ASK
49	MINOR WORKS (Repairs & Maintenance)	Ch. Geetha	Coordinator, Sr. Asst.	Ch. Geetha
		B. Raghavendra	Member	B. Raghavendra
		G. Kotaiah	Member	G. Kotaiah
		G. Linga Reddy	Member	G. Linga Reddy
		K. Venkanna	Member	K. Venkanna
50	Central Purchase Committee	Dr. Ch. Rama Raju	Convener	Dr. Ch. Rama Raju
		S. Sarada Devi	Sr. Most Faculty Member	S. Sarada Devi
		Ch. Geetha	Sr. Most Non Teaching Member	Ch. Geetha
		G. Ragavendra	Committee for Arts	G. Ragavendra
		Dr. M. Alivelu	Committee Life Science Dept.	Dr. M. Alivelu
		G. Linga Reddy	Committee for Physical science Dept.	G. Linga Reddy
		N. Bala	Committee for Commerce Dept.	N. Bala
51	Grievance Redressal Cell	K. Renuka	Coordinator	K. Renuka
		Sk. Arifa	Member	Sk. Arifa
		Dr. M. Alivelu	Member	Dr. M. Alivelu
		G. Kotaiah	Member	G. Kotaiah
		M. Sathya Sai Nath	Member	M. Sathya Sai Nath
52	GREEN AUDIT	Dr. M. Alivelu	Coordinator	Dr. M. Alivelu
		V. Karunakar	Member	V. Karunakar
		Sk. Arifa	Member	Sk. Arifa
		G. Linga Reddy	Member	G. Linga Reddy
		K. Renuka	Member	K. Renuka
		V. Makatlal	Member	V. Makatlal
		G. Kotaiah	Member	G. Kotaiah
		M. Prabhakar	Member	M. Prabhakar
53	HVPE Cell	G. Kotaiah	Convener	G. Kotaiah
54	CA & IMS COMMITTEE			
	SIMS	N. Bala	Convener	N. Bala
		R. Shiva Krishna	Member	R. Shiva Krishna
	AMS	S. Sarada Devi	Convener	S. Sarada Devi
		Ch. Geetha	Member	Ch. Geetha
		M. Sathya Sai Nath	Member, Jr. Asst.	M. Sathya Sai Nath
	MMS	Ch. Lingamaiah	Convener	Ch. Lingamaiah
		G. Linga Reddy	Member	G. Linga Reddy
		K. Niranjana	Member	K. Niranjana
	CMS	Dr. M. Alivelu	Convener	Dr. M. Alivelu
		K. Venkanna	Member	K. Venkanna
	AAS	M. Prabhakar	Convener	M. Prabhakar
		P. Jagathi	Member	P. Jagathi

To
All the teaching and non teaching staff

Principal
PRINCIPAL (FAC)
M.K.R. Government Degree College,
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