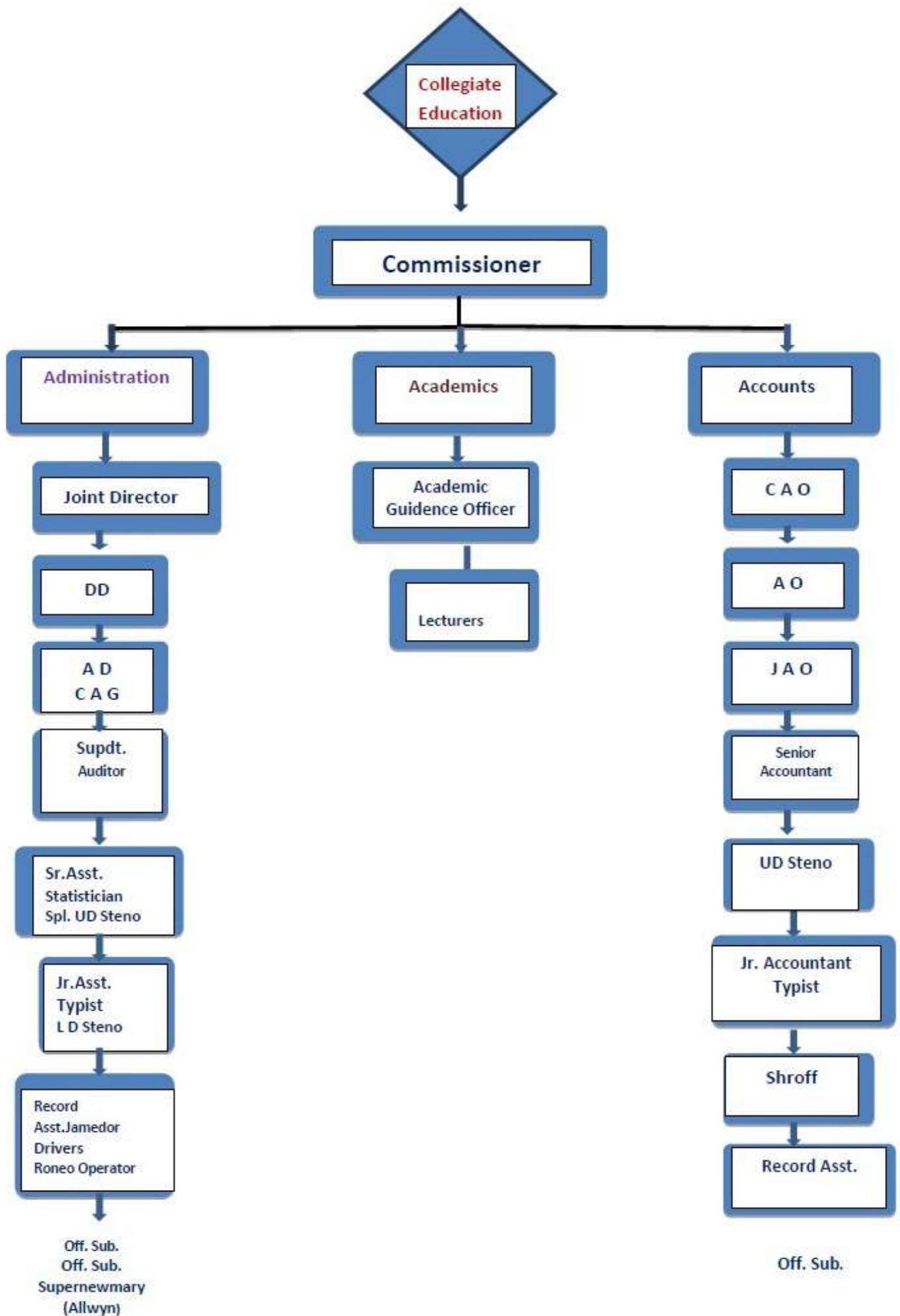


ORGANISATION STRUCTURE



**OFFICE OF THE PRINCIPAL GOVERNMENT DEGREE COLLEGE, MANUGURU
BHADRADRI KOTHAGUDEM DISTRICT**

PRESENT: Dr.B.Srinivas, Principal (FAC), MA; M.Phil; Ph.D

I am pleased to appoint the following in charges for the concern departments/labs/others for the academic year 2019-2020. I request you all to extend your valuable services for the welfare of the students as well as the college.

Chairman of the Committees: Dr.B.SRINIVAS, Principal (FAC).

S.N	Committees	Name Of The Faculty	Coordinator/ Convener
1	IQAC & NAAC Committee	SRI. J.ANIL KUMAR	Convener
		Smt.G.Pavani	Member
		Dr.S.Ramesh Babu	Member
		Sri.S.Samba Murthy	Member
		Sri..B.Sudhakar Rao	Member
		Kumari.A.SatyaSri. N.S	Member
2	DRC Committee	Dr.B.SRINIVAS	Convener
		Sri.N.Ramesh	Member
		Sri.P Laxman Rao	Member
3	Examination Committee	Smt. G.PAVANI	Academic Coordinator
		Sri.M.Samba Murthy	Member
		Sri. B. Sudhakar Rao	Member
		Sri.B.Mohan Rao	Member
		Sri.B.Jetram	Member
4	TSKC Committee & Placement Cell	Sri.J.ANIL KUMAR	Coordinator
		D.Sharanya	Member
		Sri.M.Samba Murthy	Member
		Sri.B.Mohan Rao	Member
5	NSS Committee	Dr.B.SRINIVAS	Coordinator
		Sri.M.Samba Murthy	Member
		Sri.P.Bhaskar Rao	Member
		Sri.B.Sudhakar Rao	Member
6	Discipline Committee	Sri.S.VENKATESWARLU	Convener
		G.Pavani	Member
		Sri.R.Nagaraju	Member
7		Smt. G.PAVANI	Convener

	Women Empowerment Cell	Sri.D.Sarany	Member
		Sri.M.	Member
8	Library Committee	Dr.S.RAMESH BABU	Convener
		Sri..P.Bhaskar Rao	Member
9	Sports & Games Committee	Sri. B.SUDHAKAR RAO	Convener
		Sri. J.Anil Kumar	Member
		Sri.S.Venkateswarlu	Member
		Sri. Md.Dillawar Hussain	Member
10	Scholarship Committee	Smt.G.PAVANI	Convener
		Sri.N. Ramesh	Member
		Sri.P.Laxman Rao	Members
11	Student Welfare Committee	Sri.P.BHASKAR RAO	Convener
		Smt.G.Pavani	Member
		Sri.E.Ashok Siva Kumar	Member
		Dr.S.Ramesh Babu	Member
		Sri.M.Samba Murthy	Member
12	Career Guidance Cell	Sri.J.ANIL KUMAR	Convener
		Sri.G.Ramthirupathi	Member
		Dr.S.Ramesh Babu	Member
		Sri.B.Sudhakar Rao	Member
13	Anti Ragging Committee	Sri.M.SAMBA MURTHY	Convener
		Smt.G.Pavani	Member
		Sri.E.Ashok Siva Kumar	Member
		Sri.V.Devula	Member
14	Grievance Redressal	Sri. P.BHASKAR RAO	Convener
		Sri.J.Anil Kumar	Member
		Smt.G.Pavani	Member
		Dr.S Ramesh Babu	Member
15	Cultural Activities Committee	Sri.P.BHASKAR RAO	Convener
		Dr.S.Ramesh Babu	Member
		Smt.D.Sharanya	Member
16	Health Club Committee	Sri.M.SAMBA MURTHY	Convener
		Sri. E. Ashok Siva Kumar	Member
		Sri.B.Jetram	Member
17	Furniture Committee	Smt.G.PAVANI	Convener

	Furniture Committee	Sri.M.Samba Murthy	Member
		Sri.B.Sudhakar Rao	Member
		Sri.S.Venkateswarlu	Member
		Sri.B.Mohan Rao	Member
18	Time Table Committee	Sri.R.NAGARAJU	Convener
		Smt. G.Pavani	Member
		Dr.S.Ramesh Babu	Member
		Sri.P.Bhaskar Rao	Member
19	Teaching Aids Committee	Sri.M.SAMBA MURTHY	Convener
		Sri.E.Ahok Siva Kumar	Member
		S.Venkateswarlu	Member
20	Haritha Haram & Gardening Committee	Sri. J.ANIL KUMAR	Coordinator
		Dr.B.Srinivas	Member
		Sri.M.Samba Murthy	Member
		Sri.D.Ravi Teja	Member
		Sri.L.Bala	Member
21	MANA TV T-SAT Committee & Virtual Class Rooms	Smt.G.PAVANI	Coordinator
		Sri.D.Sharanya	Member
		Sri.L.Bala	Member
22	DOST Committee	Dr.B.SRINIVAS	Coordinator
		D.Sharanya	Members
		Sri.P Laxman Rao	Member
		Kumari. Satya Sri N.S	Member
23	Eco Club	Sri.J.ANIL KUMAR	Coordinator
		Sri.S.Samba Murthy	Member
		Sri.B.Sudhakar Rao	Member
24	Physical Club	Sri. E. ASHOK SIVA KUMAR	Coordinator
		Sri.R.Naga Raju	Member
25	Social Science Club	Dr.S.RAMESH BABU	Coordinator
		S.Venkateswarlu	Member
26	Consumer Club	Smt.G.PAVANI	Coordinator
		Sri.G.Rama Thirupathi	Member
27	Red Ribbon Club	Sri.M.SAMBA MURTHY	Coordinator
		Sri.R.Nagaraju	Member
28	PRO / Alumni Committee	Dr.S.Ramesh Babu	Convener
		Sri.P.Bhaskar Rao	Member
		Sri.E.Ashok Siva Kumar	Member
29	Building / Construction Committee	Dr.B.SRINIVAS	Convener
		Sri.G.Pavani	Member
		Sri.J.Anil Kumar	Member
		Dr.S.Ramesh Babu	Member
30	Purchase Committee	SRI.J.ANIL KUMAR	Convener
		Smt.G.Pavani	Member

		Sri.S.Venkateswarlu	Member
		Sri.B.Sudhakar Rao	Member
		Sri.B.Mohan Rao	Member
31	Computer Resource Center Committee	Smt.G.PAVANI	Convener
		Kmr.A.Satya Sri. S.L	Member
		Smt.Ch.Sujatha	Member
32	SC & ST CELL	Sri.P.BHASKAR RAO	Convener
		Dr.B.Srinivas	Member
		Sri. M.Samba Murthy	Member
		Sri.B.Sudhakar Rao	Member
33	SDLCE	Dr.B.SRINIVAS	Coordinator
		Sri.P.Bhaskar Rao	Co - Coordinator
		Dr.S.Ramesh Babu	Member
		M.Samba murthy	Member
		G.Rama thirupathi	Member

Note : Any deviation is identified in this regard will be viewed and action must be taken accordingly.



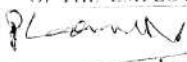

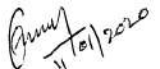

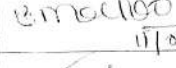
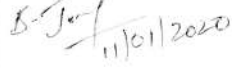
B. Srinivas
PRINCIPAL
 Govt Degree College, Manugur
 Bhadradi Kothagudem Dist.
 Telangana State

**OFFICE OF THE PRINCIPAL GOVERNMENT DEGREE COLLEGE MANUGURU
BHADRACHAL KOTLA, DEM. DISTRICT**

PRESENT: Dr.B.Srinivas, MA, M.Phil, Ph.D Principal (PAC)

OFFICE ORDER

The following duties are assigned to the Non Teaching staffs of the College for smooth conduct of college administration

SL. NO	NAME OF THE EMPLOYEE	DESIGNATION	SECTIONS	SIGNATURE OF THE EMPLOYEE
1	Sri.P. LAXMAN RAO (OS)	SENIOR ASST.	Pay Bills (All bills), Service Registers assistance and Office Online Works (Mails, e-office and Scholarship works), Bus Pass and any other college work assigned by the Principal.	 11/01/2020
2	Sri.N.RAMUJI	RECORD ASST.	Closing office disposals, Keeping the records in the Record room and Sending of circular letter to other station & Attend to dispatch work and Manual scholarship works, Maintenance of scholarship cash books, Maintenance of Attendance Registers, Admission Registers, issue of TC & Other Certificates, Pay Bills Assistance and any other college work assigned by the Principal.	 11/01/2020
3	Sri.MD.DILAWAR HUSSAIN	RECORD ASST.	Exam Branch, Maintenance of Circulars and Notices, Stitching of file disposals, Service Registers assistance, Leave account of staff, Inward/ Outward Register, Maintaining the postal stamp account, Maintenance of R.O Plant, In charge of all electrical works, General correspondence of any, and any other college work assigned by the Principal.	 11/01/2020
4	Sri.V.DEVULA (OS)	STORE KEEPER	Maintain stores and stocks of the sections and also maintain all the relevant records, STO work CC Camera, MANA TV, College Ground Maintenance any other college work assigned by the Principal.	 11/01/2020
5	Sri.B.MOHAN RAO (OS)	HERBARIUM KEEPER	Cash Book, Principal Office files, Stationery, All Types of accounts, Botany lab, Zoology lab, and any other college work assigned by the Principal.	 11/01/2020
6	Sri.B.JETRAM (OS)	RECORD ASST.	Maintenance of Central Marks Register, Special Fee and other fee collection, Audio Visual & Seminar Hall Maintenance, Maintenance of e-Class Rooms Physics Lab and Chemistry labs, and any other college work assigned by the Principal.	 11/01/2020

Note: All the Non-Teaching Staff instructed to follow above mentioned duties. Any deviation is identified in this regard will be viewed and action must be taken accordingly.

PRINCIPAL

GOVT DEGREE COLLEGE MANUGURU
Bhadrachal Kotla, Deodurg District