

PROCEEDING OF THE PRINCIPAL (FAC), GOVERNMENT DEGREE COLLEGE,
NAKREKAL, NALGONDA (DIST).

PRESENT: SRI K.CHANDRA SHEKAR, M.Sc., PGDCA

Pro.Rc.No./Spl./Est./A/GDC/NAKREKAL/2021-22, Date: 07.01.2022

Sub:- Govt.Degree College, Nakrekal-Allotment of duties among Teaching & Non-Teaching Staff of this college for the year 2021-22 for smooth functioning of the Office Orders-issued-Reg.

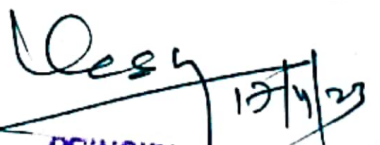
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ORDER:

With reference cited above have been made in the allotment orders of the Teaching & Non-Teaching Staff of this college for smooth function of the college with immediate effect. The details are as follows:

S.No	Name of the Employee & Designation	Work Allotted	Signature
1	G.Madhusudhana Reddy Lec.in Political Science	* Vice Principal & Academic Co-Ordinator * Overall Supervision in the Administration * Audit, Inspections & Meetings * Task Co-Ordinator. * CPDC Committee Member * Special Fee Committee Member.	
2	Dr.V.Shekar Assistant Prof.of Chemistry	* IQAC Co-Ordinator	
3	G.Kavitha Lecturer in Economics	* Stationary Registers * Leaves and Bio-Metric Attendance * Women's Protection Cell Convener * Clean & Green Committee Member * Special Fee Committee Member * I-BA E/M Group In-Charge	
4	Sk.Habib Jani Lecturer in History	* Exam Co-Ordinator * Exam Fee & Special Fee * Scholarships Co-Ordinator * NSS Co-Ordinator * Jignasa Co-Ordinator * Special Fee Committee Member * III-BA Group In-Charge	
5	V.Venkatesham Lecturer in Physics	* IQAC & NAAC Co-Ordinator. * CA & IMS Co-Ordinator. * Anti-Raging Committee Convener * Special Fee Committee Member * Clean & Green Committee Member * I-B.Sc.(MPCs)Group In-Charge * Physics Lab In-Charge.	
6	S.Shankar Lecturer in Botany	* Furniture Committee Convener * Anti-Raging Committee Member * Special Fee In-Charge * Special Fee Committee Member * Clean & Green Committee Member * I-B.Sc.(BZC) Group In-Charge * Botany Lab In-Charge.	
7	Dandi Anjaiah	* Sports In-Charge	

	Lecturer in Telugu	<ul style="list-style-type: none"> * Scholarships Committee Member * Anti-Raging Committee Member * Special Fee In-Charge * Clean & Green Committee Member * II-BA (T/M & E/M) Group In-Charge 	
8	Nagiri Surendar Lecturer in English	<ul style="list-style-type: none"> * Library & Reading Room In-Charge * Examinations & Results * Special Fee In-Charge * Anti-Raging Committee Member * Clean & Green Committee Member * I-BA T/M Group In-Charge 	
9	P.Narsimha Chary Lecturer in Maths.	<ul style="list-style-type: none"> * Anti-Raging Committee Member * CPDC Committee Member * Special Fee In-Charge * Clean & Green Committee Member * I-B.Sc.(MPCs)Group In-Charge 	
10	Dr.Modala Mallesh Lecturer in Zoology	<ul style="list-style-type: none"> * Anti-Raging Committee Member * CPDC Committee Member * Special Fee In-Charge * Clean & Green Convener * I-B.Sc.(BZC) Group In-Charge * Zoology Lab In-Charge. 	
11	S.Radhika Lecturer in Computer Sc.	<ul style="list-style-type: none"> * TASK In-Charge * Women's Protection Cell Member * Furniture Committee Member * I-B.Sc.(MPCs)Group In-Charge * Other Computer related works. * Computer Lab In-Charge 	
12	K.Anitha Lecturer in Commerce	<ul style="list-style-type: none"> * Admissions In-Charge * Preparation of Admission Register, * Furniture Committee Member * Women's Protection Cell Member * I-B.Com.(CA)Group In-Charge 	
13	S.Venkanna Record Assistant	<ul style="list-style-type: none"> * Establishment-Maintenance of Service Registers of Teaching & Non-Teaching Staff. * Preparation of Regular Salary Pay Bills * Preparation of Contract, Guest Salary & Other Bills * STO & Reconciliation of Receipts and Expenditure with the Treasury figures * All Kind of Accounts. * All Kind of Bank related works. * CA & IMS In-Charge. * Preparation of DFCR & TFR. * Qfix related works 	
14	Ch.Ravi Prasad Office Subordinate	<ul style="list-style-type: none"> * Principal Chamber, Office Room, Class Rooms Cleaning. * Staff Room In-Charge. * All Kind of Office works. 	


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