

Index

Long Note Book / 2 in 1

Name of the Student

Class Sec. Roll No. Subject

School Phone No.

S.No.	DATE	NAME OF THE ITEM	PAGE NO.
		Hostel Warden - Duties	
		Study hour duties on Holidays.	
		Exam - August 2023 - to.	

S.W.R.G.D.C (G), Kanchi Kacherla.

2023-24

MONTH :- AUGUST-2023.

Name of the warden : Sri M. Aruna, Lect. in Physics
Hostel Holiday Duties

Sl No.	DAY	DATE	FORE NOON (FN)		AFTER NOON (AN)		Remarks
			Name of the faculty	Sign	Name of the faculty	Sign	
1	Second Saturday	12.08.2023	TNL		PSSV	PSSV	
2	Sunday	13.08.2023	MA		KSR		
3	Independence Day Tuesday	15.08.2023	—	—	KBK		
4	Friday (all OH)	18.08.2023	MA KSR		MA		
5	Sunday	20.08.2023	PPR		LAL		
6	Sunday	27.08.2023	PDL		MA		

(PPL)

Abstract for Calendar year - 2023:

	No. of duties		Oct-23	Nov-23	Dec 2023	Total
	Aug-23	Sept-23				
1 KBK	1	1	2	2	1+1	=08
2 Dr YS	—	—	—	—	—	—
3 Dr PDL	1	2	1	1	1(6)	=06
4 Dr KSR	2	①	1	2	1	=07
5 Smt PSSV	1	②	2	2	1	=07
6 Sri PPR	1	②	2	2	1	=07
7 Sri MA	2	①	1	1	1	=07
8 Smt LAL	1	2	1	1	1(6)	=07
9 Dr. TNL	1	②	2	1	1(6)	=06

V. Arunaj;
 PRINCIPAL
 S.W.R.G.D.C. FOR GIRLS
 KANCHIKACHERLA.

SWR Govt. Degree College (G), KANCHIKACHERLA

MONTH : SEPTEMBER - 2023

Name of the Warden : Dr. T. Naga Lakshmi
Lect. in Comp. Science

Hostel Holiday Duties During this month.

Sl NO.	DAY	DATE	Fore Noon (FN) 9.30 to 1.30		After Noon (AN) 1.20 PM to 5.30 PM		Remarks
			Name of the Faculty	Sign	Name of the Faculty	Sign	
1	SUN	03.09.2023	PPR	<i>[Signature]</i>	KBK	<i>[Signature]</i>	
2	WED Krishna Astami	06.09.2023	MA	<i>[Signature]</i>	LAL	<i>[Signature]</i>	
3	Second-Saturday	09.09.2023	KSR	<i>[Signature]</i>	TNL	<i>[Signature]</i>	
4	Sunday	10.09.2023	LAL	<i>[Signature]</i>	PSSV	<i>[Signature]</i>	
5	Sunday	17.09.2023	<u>KSR</u>	—	<u>KBK</u>	—	} GPO Civil Services Main Exam 144 Section
6	Mondary (Vinayakachavithi)	18.09.2023	<u>PSSV</u>	—	<u>TNL</u>	—	
7	Sunday	24.09.2023	<u>PPR</u>	—	<u>MA</u>	—	
8	Thursday (Milad Un Nabi)	28.09.2023	PDL	<i>[Signature]</i>	PDL	<i>[Signature]</i>	

PPL
 V. N. N. N.
 PRINCIPAL
 S.W.R.G.D.C. FOR GIRLS
 KANCHIKACHERLA.

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 KANCHIKACHERLA

SWR Govt. Degree College (G), Kanchikacherla

MONTH: OCTOBER-2023

Name of the Warden: Dr. P. Dhama Lakshmi
Lect. in Commerce

Hostel Holiday Duties During October-2023.

SL No	DAY	DATE	FORE NOON (FN) 9.30 AM to 1.30 PM		After Noon (AN) 1.30 PM to 5.30 PM		Remarks
			Name of the Faculty	Sign	Name of the Faculty	Sign	
1	Sunday	1-10-2023	TNL	Devi 11/10/23	KBK	Devi	
2	Monday	2-10-2023	PSS	PE	KSR	KBK	
3	Sunday	8-10-2023	PPR	mya 18/10/23	MA	mya	
4	second Saturday	14-10-2023	TNL	Devi 14/10/23	LAL	Devi	
5	Sunday	15-10-2023	PPR	mya 15/10/23	KBK	mya	
6	Sunday	29-10-2023	PDL	mya	PSS	PE	

V. n. n. n. n.
PRINCIPAL
S.W.R.G.D.C. FOR GIRLS
KANCHIKACHERLA.

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KANCHIKACHERLA.

S.W.R. Govt Degree College (G), KANCHIKACHERLA
 MONTH: NOVEMBER 2023

Name of the Warden: Sri P.N.V. Prasad Rao
 Lecturer in Mathematics

Hostel Holiday duties During this month

(Handwritten notes in blue ink, partially illegible)
 11/2/2023 to 11/2/2023
 11/2/2023 to 11/2/2023
 11/2/2023 to 11/2/2023

SL NO	DAY	DATE	Fore Noon (FN) 9:30 AM to 1:30 PM		After Noon (AN) 1:30 PM to 5:00 PM		Remarks
			Name of the Faculty	Sign	Name of the Faculty	Sign	
1	SUN	5-11-2023	PPR		KSR		
2	SAT	11-11-2023	KSR PSS		LAL		
3	SUN (Deepavali)	12-11-2023	MA		PSS		
4	SUN	19-11-2023	PPR		KBK		
5	SUN	26-11-2023	PDL		TNL		
6	(Deepavali) MON (Optional Holiday)	13/11/2023 20/11/2023	PSS		KBK		

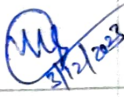

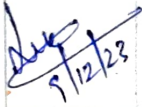







V. Naregi
 PRINCIPAL
 S.W.R.G.D.C. FOR GIRLS
 KANCHIKACHERLA.

SWR Govt. Degree College(G); KANCHIKACHERLA

MONTH: DECEMBER-2023.

Name of the warden: Dr. K. Balakrishna.
Lecturer in Telugu.

Holidays- Hostel duties during Dec-2023

SL NO	DAY	DATE	FORE NOON (FN)		After Noon (AN)		Remarks
			9-30AM to 1.30PM		1.30PM to 5.00PM		
			Name of the Faculty	Sign	Name of the Faculty	Sign	
1	SUN	03.12.2023	M.A		PSS		
2	SAT	09.12.2023	TNL		LAL		
3	SUN	10.12.2023	PPR		KSR		
4	SUN	17.12.2023	PDL		KBK		
5	SUN	31.12.2023	KBK		LAL		

V. Narayana
PRINCIPAL
S.W.R.G.D.C. FOR GIRLS
KANCHIKACHERLA.

Proceedings of the Principal, SWR Govt. Degree College (G), Kanchikacherla
Present: Dr.V. Neeraja, M.Sc., Ph.D.

R.C No.3/Committees/2023-24.

Dated: 29-11-2023.

Sub: Rotation Hostel Matrons- SWR Government Degree College (G), Kanchikacherla, NTR District - Constitution of the Rotation Hostel Matrons from the year 2023 - 2024 - Orders - Issued - Regarding.

Ref : CSECOMIS(MIS) /24/2018-SA (C3)-KCO dated 13-3-2018

ORDER

As per the reference proceedings the Principal is pleased to appoint the following Lecturers as Rotation Hostel Matrons to supervise the hostel Matters and report the Warden on daily basis from 2023-24 onwards . These orders are applicable from 2023-24 to until further orders.

S.No	Name of the Lecturer	Designation	Period of In-charge Duration	Period Of In-Charge Duration
1.	Dr.K.Bala Krishna	Lecturer in Telugu	December 2023	September 2024
2.	Smt.Lavanya AL	Lecturer in Computer Science	January 2024	October 2024
3.	Dr.K.Sudha Rani	Lecturer in Commerce	February 2024	November 2024
4.	Smt.P.Satya Vani	Lecturer in Commerce	March 2024	December 2024
5.	Sri M.Aruna	Lecturer in Physics	April 2024	January 2025
6.	Dr.T.Naga Lakshmi	Lecturer in Computer Science	May & June 2024	February 2025
7.	Dr.P.Dhana Lakshmi	Lecturer in Commerce	July 2024	March 2025
8.	Sri.P.PrasadaRAo	Lecturer in Mathematics	August 2024	April 2025

Responsibilities of the Rotation Hostel Matron During their Month :

- Responsible for allotment of rooms .
- Look after the quality & quantity of food served in the hostel.
- Keeps strict discipline among students of the hostel.
- Responsible to their safe entry and safe Exit.
- Must take student responsibility in their sick times.
- Must attend and report to Warden and Deputy warden in Emergency timings

Copy to Individual & Office

V. Neeraja 29.11.23
PRINCIPAL
S.W.R.G.D.C FOR GIRLS
KANCHIKACHERLA.

STUDY HOUR DUTIES DURING THE YEAR JANUARY to DECEMBER - 2024 - FOR LECTURERS.

Name	JANUARY 2024		FEBRUARY 2024		MARCH 2024		APRIL 2024		MAY 2024		JUNE 2024		JULY 2024		AUGUST 2024		SEPTEMBER 2024		OCTOBER 2024		NOVEMBER 2024		DECEMBER 2024	
	No. of duties allotted	No. of duties allotted	No. of duties allotted	No. of duties allotted	No. of duties allotted	No. of duties allotted	No. of duties allotted	No. of duties allotted	No. of duties allotted	No. of duties allotted	No. of duties allotted	No. of duties allotted	No. of duties allotted	No. of duties allotted	No. of duties allotted	No. of duties allotted	No. of duties allotted	No. of duties allotted	No. of duties allotted	No. of duties allotted	No. of duties allotted	No. of duties allotted	No. of duties allotted	No. of duties allotted
r. Y. Sureshitha . Eng.	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
r. K. Balakrishna TEL	—	1	2 (3)	1+1	2	1+1	2	1	2	1	1	1	1	1	2	—	—	—	—	—	—	—	—	—
r. P. Ahanaakshmi Com. merce	1	1+1	— (2)	2+1	—	2+1	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
. K. SudhaRani Commerce	1	1	1 (3)	1+1	1	1+1	1	1	2	1	1	1	2	2	2	1	2	—	—	—	—	—	—	—
t. P. S. Satjavani Commerce	1	1+1	— (3)	1+1	—	1+1	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
. P. N. V. Prasad Rao Mathematics	1	01	— (2)	2+1	—	2+1	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
M. Aruna Physics	1	①	2+1	1+1	2+1	1+1	1+1	1+1	1+1	1+1	1+1	1+1	1+1	1+1	1+1	1+1	1+1	1+1	1+1	1+1	1+1	1+1	1+1	1+1
st. Lavanya AL Comp. Science	1	1	1 (3)	1+1	1	1+1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
r. T. Nagalakshmi Comp. Science	1	1+1	1 (3)	1+1	1	1+1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
mt. M. Divya-CA	107	11	07	07	07	07	07	07	07	07	07	07	07	07	07	07	07	07	07	07	07	07	07	07

Dr. K. Balakrishna
 Sr. P. N. V. Prasad Rao
 Dr. K. SudhaRani
 Smt. Lavanya AL
 Dr. K. Sureshitha
 Smt. P. S. Satjavani

Dr. P. Ahanaakshmi
 Sr. M. Aruna
 Smt. Nagalakshmi

Smt. P. S. Satjavani
 Sr. M. Aruna
 Smt. Nagalakshmi

Smt. P. S. Satjavani
 Sr. M. Aruna
 Smt. Nagalakshmi

Smt. P. S. Satjavani
 Sr. M. Aruna
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Principal
 S. M. R. G. D. C. FOR GIRLS
 KANCHIKACHERU

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