

SWRGDC[G], Kanchikacherla

Hostel Secretaries and Responsibilities

Academic Year: 2025-2026

Secretaries	Student Names	Program	Roles
General Secretaries	<ul style="list-style-type: none">• Sriramadasu Trisha• G. Nikhitha	<ul style="list-style-type: none">• II B.Sc (CS)• II B.Com (CA)	General Secretaries monitor total hostel in each and every aspect, if they found any discrepancy immediately they will inform to the Dy.warden & Principal. On the basis of instructions of Principal & Dy.warden they handle the situation and guide the concern secretaries.
Food Secretaries	<ul style="list-style-type: none">• Parimi sanjana• Nallagorla Harika	<ul style="list-style-type: none">• II B.Ccm(Gen)• II B.Sc (CS)	Monitoring food distribution, allotting food serving duties, taking the responsibility of food wastage
Strength Secretaries	<ul style="list-style-type: none">• Dharavathu Anitha• Penumala Akhila	<ul style="list-style-type: none">• II B.Sc (CS)• II B.Com (CA)	Strength Secretaries monitor the total strength in the hostel all students are in hostel or anybody is absent. They will allot the rooms to the students. They will take the attendance in morning 5:30 to 6:30a.m and evening 6:00 to 8:00p.m
Study Secretaries	<ul style="list-style-type: none">• Dosapati Sankeerthana• Vakunavath Thanusri	<ul style="list-style-type: none">• II B.Sc (CS)• II B.Com (CA)	Study Secretaries will check the study hours followed by student's daily morning and evening. They will maintain the hostel library, issue the books to the hostellers maintain the issue & return register properly, conduct quiz, group discussions regularly.
Health Secretaries	<ul style="list-style-type: none">• Chintha Bhuvanewari• Mekala yesu mani	<ul style="list-style-type: none">• II B.Sc (CS)• II B.Com (CA)	Health Secretaries will check about the health condition of the students in the hostel, daily morning and evening. In case of Sick students immediately they will inform to the doctor who visits in evening time from 8:00 to 9:00p.m even though they are not recovered within 2 days or any serious case immediately they will inform to the parents

			and sent them to home. Up to that sick students will keep in emergency room.
Cleaning Secretaries			
Hostel, Classrooms, Corridor and steps, Toilets	Dosapati Keerthana Alugusani Sruthi	<ul style="list-style-type: none"> • II B.Sc (CS) • II B.Com (CA) 	Cleaning Secretaries will check the rooms cleaning maintained by students in the respective rooms. If they found any room was not cleaned they will impose fine for the total room students.
			Secretaries will check the class rooms cleaning maintained by students in the respective rooms. If they found any room was not cleaned they will impose fine for the total room students
			Secretaries will Ensure cleanliness of toilets , If they found any ,they will impose fine
Anti-ragging Secretaries	<ul style="list-style-type: none"> • Manda.jyoshna • Hemalatha Alavala • Telagathoti Persi 	<ul style="list-style-type: none"> • II B.Com (G) • II B.Com (CA) • II B.Sc (CS) 	Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution
Water Secretaries	<ul style="list-style-type: none"> • Kallepalli Bhargavi • Mukiri Reshmi 	<ul style="list-style-type: none"> • II B.Sc (CS) • II B.Com (CA) 	Ensure all water bubbles are filled on time and maintained properly as per the daily schedule. Monitor the usage, refill levels, and cleanliness of each water bubble and report any issues immediately.



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