

Proceedings of the Principal, D.K. Govt. College for women (A), Nellore.

Present: Dr. D. GIRI, M.Sc., Ph.D.

Rc.. No. Stock Verification/A/2022-23

Date:26/03/2023.

Sub:- 2022-23 Formation of Committees for Stock Verification of various Departments in the college for the year 2022-23 – Orders – Issue.

The following Committees have been constituted for stock verification physically with reference to the stock register maintained in the Departments and to submit reports for the year 2022-23 on or before 31-03-2023.

SARVASREE:

I. Physics Department &AVE

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|---|----------|
| 1. Dr. P. Victoriya Rani, Lec.in Botany | Convener |
| 2. Dr. M. Muni Prasad, Lec.in Chemistry | Member |
| 3. P. Rathnamma, Record Assistant | Member |

II. Chemistry Department

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|---|----------|
| 1. Dr. C. Kala Priya, Lec.in Home Science | Convener |
| 2. T. Mounica, Lec.in Physics | Member |
| 3. L. Aruna Kumari, Record Assistant | Member |

III. Botany/ Micro- Biology Department

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|-------------------------------------|----------|
| 1. A.V. Ramana Rao, Lec. in Physics | Convener |
| 2. Dr. N. Anitha, Lec.in Zoology | Member |
| 3. Ch. Danamma, Record Assistant | Member |

IV. Zoology/Bio-Technology Department

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| 1. D. Surendra, Lec.in Chemistry | Convener |
| 2. E. Kanya Kumari, Lec.in Micro Biology | Member |
| 3. D. Vanaja, Record Assistant | Member |

V. Home Science Department

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|---|----------|
| 1. Dr. T. Sri Ranjani, Lec.in Zoology | Convener |
| 2. K. Sai Sudha, Lec.In Bio Technology | Member |
| 3. M. Hema Latha Danial, Record Assistant | Member |

VI. Library Department

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|---|----------|
| 1. Dr. Y. Divya, Lec in Telugu | Convener |
| 2. V. Padmavathi, Lec in Computer Science | Member |
| 3. Sd. Noor Mohammed, Jr. Asst | Member |

VII. Physical Education

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|--|----------|
| 1. Dr. Ch. Narayana Reddy, Lec.in Lib. Science | Convener |
| 2. Dr. C. Salma, Lec.in Physics | Member |
| 3. Sk. Masthan Basha, Record Assistant | Member |

VIII. NSS

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| 1. M. Lakshmi Prasanna, Lec.in Mathematics | Convener |
| 2. Dr. K. V. Sathynarayana, Lec.in Telugu | Member |
| 3. K. Ramanaiah, Record Assistant | Member |

IX. Computer Science & Statistics Department

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|--|----------|
| 1. Dr. K. Suvarna, Lec.in Mathematics | Convener |
| 2. Dr. T. Raveendranath Babu, Lec.in Chemistry | Member |
| 3. SK. Masthan Basha, Record Assistant | Member |

X. Mathematics Department

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|--|----------|
| 1. B. Vidyullatha, Lec.in Computer Science | Convener |
| 2. Dr. S. Vindya vali Lec.in English | Member |
| 3. T. Padmavathi, Record Assistant | Member |

XI. NCC

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|---|----------|
| 1. Dr. Ch. Krishna Murthy, Lec.in English | Convener |
| 2. SK. Tamanna, Lec.in English | Member |
| 3. S. Vijaya, Office Subordinate | Member |

XII. Student Union & Dramatic

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|---------------------------------------|----------|
| 1. K. Joji, Lec.in Political Science | Convener |
| 2. Dr. J. Kavitha, Lec.in Mathematics | Member |
| 3. N. Sreenivasulu, Herbarium Keeper | Member |

XIII. Nodal Resource Centre

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|---|----------|
| 1. Dr. Md. Mahaboob, Lec.in Urdu | Convener |
| 2. Dr. K. Sravana Kumar, Lec.in History | Member |
| 3. J. Srujana, Lec.in Commerce | Member |

XIV. Hostel & Hostel Accounts

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|--|----------|
| 1. K. Sai Sudha, Lec.in Bio Technology | Convener |
| 2. P. Umamaheswari, Lec.in English | Member |
| 3. Sd. Noor Mohammad, Jr. Asst | Member |

XV. JKC & English Department

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|---|----------|
| 1. Dr. Y. Divya, Lec.in Telugu | Convener |
| 2. Dr.K. Chandra Sekhar, Lec.in Mathematics | Member |
| 3. Dr. J. Kavitha, Lec.in Mathematics | Member |

XVI. Telugu Department

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| 1. Dr. S. Vindyavali Lec.in English | Convener |
| 2. K. Anusha Devi, Lec.in Computer Science | Member |
| 3. K. Ramanaiah, Record Asst | Member |

XVII. Office Stationery

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|---|----------|
| 1. Dr. R. Vijaya Bhaskar, Lec.in Commerce | Convener |
| 2. Dr. Ch. Ramadevi, Lec.in Zoology | Member |
| 3. T. Padmavathi, Record Asst | Member |

XVIII. Service Postage

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|---|----------|
| 1. Dr. M. Venkatrao, Lec.in Telugu | Convener |
| 2. Dr. Ch. Lalitha Kumari, Lec.in Zoology | Member |
| 3. Dr. C. Vijaya Kala, Lec.in Phy. Edn., | Member |

XIX. Furniture

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|--|----------|
| 1. Dr. V. Chenchu Ramaiah, Lec.in Economics | Convener |
| 2. Dr. B. Rambabu,, Lec.in Political Science | Member |
| 3. Sd. Noor Mohammad, Jr. Asst | Member |

XX. UGC & RUSA Committee

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|---|----------|
| 1. Dr. PMV. Prasad Lec.in Mathematics | Convener |
| 2. Md. Sameera, Lec.in Computer Science | Member |
| 3. D. Vanaja, Record Asst | Member |

XXI. IQAC

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| 1. Dr. K. Karuna Sree, Lec.in Telugu | Convener |
| 2. Dr. KPPR. Mohan Reddy, Lec.in Chemistry | Member |
| 3. A. Venkata Ramesh, Jr. Asst | Member |

IV. Zoology/Bio-Technology Department

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| 1. D. Surendra, Lec.in Chemistry | |
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XXII. Autonomy

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|---|----------|
| 1. D. Surendra, Lec.in Chemistry | Convener |
| 2. Dr. K. Sreenivasulu, Lec.in Statistics | Member |
| 3. S. Vijaya, Office Subordinate | Member |

XXIII. COE

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|---------------------------------------|----------|
| 1. Dr. K. Suvarna, Lec.in Mathematics | Convener |
| 2. K. Nagaraju, Lec.in Zoology | Member |
| 3. Ch. Danamma, Record Asst | Member |

1. The members of the above Committees are requested to verify the stock of the departments with reference to the stock registers maintained by the Departments concerned and give compliance report by 31-03-2023 duly making necessary entries in the stock registers connected.
2. The in charges of the departments are also requested to submit the list of idle articles with the date of purchase, amount of the articles, date of idle and list of articles to be repaired with the approximate cost and of unused etc., separately by 31-03-2023.
3. The committee of furniture verification is requested to list out the furniture item wise, room wise, class wise, and department wise and compare with stock register and give compliance report for future observation.
4. The in charges of the departments are also requested to submit the indents for purchase of the articles for the year 2023-24 with approximate cost so as to enable the undersigned to submit the proposals to the Commissioner of Collegiate Education, AP, Vijayawada in the month of May 2023, since no lecturer is available in the summer vacation.
5. All the in charges of the departments are requested to submit a list of permanent articles both equipment and furniture in separate statements in the enclosed proforma and keep one copy at the distinguished place.

To
All the staff members of the staff concerned
Copy to the ABCD sections for information and necessary action
Copy to the Principal table for ready reference
Copy to the Superintendent for ready reference


Principal
Principal
D.K.Govt. College for Women (A)
NELLORE.
26/3/2023