

**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**

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**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.