<table>
<thead>
<tr>
<th>No</th>
<th>Name of the Staff</th>
<th>Designation</th>
<th>Dept.</th>
<th>Qualification</th>
<th>Total Service in this Job/Field</th>
<th>D.O.J at WISTM</th>
<th>Nature of Work / Duties</th>
</tr>
</thead>
</table>
| 1  | Mr. K. Venkatesh       | Administrative Officer (A.O) | ADMN  | MBA           | 2 Months                        | 21-07-13       | • Complete Admissions Process  
• Monitoring all Financial Transactions & Sending reports to H.O.  
• Signing the Material Delivery Challans and forwarding the bills to H.O, follow-up for payment to be made.  
• Safety monitoring of all Electrical, Electronic, lab equipment. Periodically verifying the stock registers, check for consistency between registers and physical stock.  
• Looking after the amenities in the college.  
• Preparation & uploading AICTE Reports.  
• Submission of Inspection Report to CDC, A.U for granting affiliation every year and student strength to CDC, A.U  
• Maintenance of records for various inspection committees.  
• Any other works, assigned by Principal / H.O.                                                                                                                                                                                                                                               |
| 2  | Mr. Sairam Naidu       | Public Relations Officer (PRO) | ADMN  | M.Sc.         | 3 Years                         | 1/6/2010       | • Admissions Campaigning Follow-up.  
• College Buses - Follow-up.  
• College Lab Exams:- Receiving & dropping the observers, scheduling, follow-up and providing hospitality.  
• Students, Staff ID Cards – Preparation and issuing.  
• Coordinating Progress reports distribution (door to door).  
• College functions total arrangements & coordination.  
• Collecting requirements (general items) from all departments, forwarding to Secretary Sir & follow-up.  
• Stationery, other material purchasing - coordinating with Head Office.  
• Any other works, assigned by Principal / H.O.                                                                                                                                                                                                                                              |
<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Designation</th>
<th>Department</th>
<th>Qualification</th>
<th>Experience</th>
<th>Date</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| 3   | K.Sridevi     | Academic Coordinator | ADMN       | M.Sc.         | 3 Years    | 6/01/2010  | - Attendance follow-up.  
- Preparing loss of pay (LOP) statement, get it endorsed by Principal.  
- Issuing of counseling books and attendance registers.  
- Collecting answer scripts, consolidated marks statements, attendance registers.  
- Maintains condonation list and detention list from all the departments.  
- Follow up action on, posting the marks in consolidated registers.  
- Any other works, assigned by Principal.  
- Handling Diploma mathematics classes.  
- Verification of faculty individual subject wise registers and student attendance. |
| 4   | L.SATYANNARAYANA | ACCOUNTANT          | ADMN       | M.Com, MBA    | 4 Years 5 Months | 5/01/2009  | - Day wise fee receipt statements and preparation of day sheets.  
- Maintaining Receipt books & Voucher books.  
- Maintaining & updating Asset Register (furniture & all lab equipment)  
- All online Banking works.  
- Preparing fee estimation letters to students.  
- Exploring Govt. Websites (education related) regularly and pass the information to related authorities & follow-up  
- EAMCET, ECET. POLYCET: Online data submission of reporting candidates & other Admission works  
- Submission of Necessary Reports & statements to H.O time to time.  
- Any other works, assigned by Principal / Management. |
| 5   | Mr.B.LOVA RAJU | OFFICE ASSISTANT    | ADMN       | B.Sc, ITI     | 2 Years 2 Months | 8/12/2011  | - Scholarships, reimbursement works including maintenance of records.  
- Preparing salary statement.  
- Tuition Fee dues, Fines collection & Accounting.  
- Preparation of Acquaintance Registers, Manual entries into all types of account books.  
- All offline Bank transactions.  
- Maintaining 4 years engineering student’s data & fee structure.  
- Works assigned by Principal / Management from time to time. |
<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Designation</th>
<th>Department</th>
<th>Qualification</th>
<th>Years</th>
<th>Date</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| 6   | Mrs. G.M. DEVI      | Jr. ASSISTANT       | ADMN       | M.A           | 14    | 7/10/2013  | • Drafting & Verification of Principal Office Letters (Appointment Letters, Joining reports, No Objection Certificates, Relieving, Service certificates, Transfer Certificates, Study Certificates, other letters).  
  • Maintenance of office registers, Manual entries in office registers.  
  • Drafting & Communicating Circulars, Office Orders and Minutes of the meetings.  
  • Office Files Maintenance.  
  • Daily Employees attendance sending to HR Manager, HO.  
  • Any other works assigned by Principal / Management. |
| 7   | Mr. D. SURESH KUMAR | Data Entry Operator | Exam Cell  | B.Sc.         | 2 & 2 | 25-12-07   | • Examination works (Internal, External).  
  • University Works relating to examinations.  
  • Result Analysis & Maintenance.  
  • Maintaining Examination related Files.  
  • Any other works, assigned by Exam cell In-charge / Principal. |
| 8   | Mr. Ch. Ramesh      | Jr. Assistant       | ADMN       | M.A (Pub Admn)| 4 & 2 | 9/10/2013  | • Principal I/C - Office works.  
  • Preparing day wise attendance, late coming report of staff.  
  • Maintaining Data relating to both Teaching & Non-teaching.  
  • Examination Cell Duties during examinations.  
  • Progress reports distribution works (door to door)  
  • Any other works assigned by Principal / Management. |
| 9   | Mr. S. Shanmuka Rao | Vigilance Officer   | ADMN       | Inter         | 4     | 03.06.2013 | • Monitoring Campus Discipline.  
  • Monitoring CC Camera, Other Intelligence works, reporting any indiscipline to Principal immediately.  
  • Issuing gate pass for the students after getting permissions.  
  • Security duties – follow-up works.  
  • Looking after the canteen.  
  • Any other works assigned by Principal / Management. |
| 10  | Mrs. GOURISWARI     | RECEPTIONIST        | ADMN       | INTER         | 15    | 13-08-12   | • Reception, Stationery, Canteen Bills, Tapals & Dispatch  
  • Communications to students, parents & others.  
  • Preparing daily report on visitors & feedback to principal |

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Note: The information is presented in a table format with each employee's name, designation, department, qualification, years of experience, date of services, and their respective responsibilities.
<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Designation</th>
<th>Degree</th>
<th>Experience</th>
<th>Start Date</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| 11  | Mr. Ramana Rao   | P.D         | M.A M.P.Ed | 18 Years   | 30/9/2009  | - Total Sports & Games related works.  
- Monitoring Housekeeping works.  
- Bus Passes – Interaction with RTC depot.  
- Student Discipline - Help |
| 12  | Mr. G. Krishna   | P.D. Asst   | B.A    | 7 Years+2 years | 16-12-11   | - Helping P.D - Sports & Games.  
- Help in general works as per the need. |
| 13  | Mrs. P. M. S. Kanchana | Jr. Assistant | ADMN/DIPLOMA | 4 Year 8 Months | 1/5/2012   | - All Diploma Office works  
- College office works as per the need  
- Assisting in works relating to Examinations (Exam cell)  
- Any other works assigned by Principal & Special Officer. |
| 14  | Mr. B. J. Narahari | Electrician | ADMN ITI | 4 Years 5 Months | 1/6/2009   | - Electrical Maintenance & Plumbing works.  
- Generator on / off and other requirements.  
- Periodical inspection of all the electrical & plumbing materials in the college and reporting to A.O.  
- Solar Fencing & Work maintenance.  
- CC Cameras maintenance.  
- Intercom phones maintenance.  
- Water tank filling as per the need & Monitoring water saving. |
| 15  | Mr. K. Demudu     | Electrician | ADMN SSC | 4 Years     | 1/6/2009   | - Electrical Maintenance works.  
- Verification of lights off every day in and day out.  
- Monitoring power saving.  
- Assisting in Solar fencing work maintenance.  
- Assisting in C.C. Camera maintenance.  
- Assisting in Intercom phones maintenance. |
| 16  | Mr. M. Maheswara RAO | Warden | ADMN / HOSTEL | 7 Years+11 months | 25-09-12   | - Welfare and discipline amongst the residents in the Hostel and to maintain daily record of the resident students such as students present each day, students absent from the Hostel together with reasons for absence.  
- Overseer health, hygiene and general life of the students in the Hostel and to ensure that the students observe the Regulations and discipline in accordance with the rules framed thereof.  
- Report to the Principal, A.O all cases of misbehaviour, indiscipline and illness of students. |
- Safe custody and maintenance of such properties of the hostel.
- The Warden shall maintain, check the Resident Student's Register and the Guest Room Register.
- Periodically verify the furniture and fittings of the Hostel with the assistance of the Caretaker and take action for their repairs/replacement for obtaining additional furniture.
- In case of misuse / damage of the property in the hostel rooms by the students, necessary action to be taken through principal.
- Take disciplinary action though Principal against a resident student for keeping any unauthorized guest/material in his room.
- Make sure to observe the Time-table strictly by every resident of Hostel.

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Designation</th>
<th>Class</th>
<th>Years</th>
<th>Date</th>
<th>Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>Mr.P.SATISH KUAR</td>
<td>ATTENDER</td>
<td>ADMN</td>
<td>10th</td>
<td>3 Years</td>
<td>1/6/2011 House Keeping works.</td>
</tr>
<tr>
<td>18</td>
<td>Mrs.G.MAHALAKSHMI</td>
<td>ATTENDER</td>
<td>OFFICE</td>
<td>10th</td>
<td>4 Years</td>
<td>21-07-12 Attending office works (V.P)</td>
</tr>
<tr>
<td>19</td>
<td>Mr.P.Y.KUMAR</td>
<td>ATTENDER</td>
<td>OFFICE</td>
<td>10th</td>
<td>1 Year</td>
<td>18-08-12 Attending office works (Library)</td>
</tr>
<tr>
<td>20</td>
<td>Mrs.B.LAKSHMI</td>
<td>ATTENDER</td>
<td>OFFICE</td>
<td>8th</td>
<td>2 Years</td>
<td>18-08-10 Exam Cell Attender</td>
</tr>
<tr>
<td>21</td>
<td>Mrs.K.RADHA</td>
<td>ATTENDER</td>
<td>OFFICE</td>
<td>10th</td>
<td>10 Months</td>
<td>23-01-13 Attending office works (Office)</td>
</tr>
</tbody>
</table>