

CIRCULAR

All the staff members are hereby informed that there will be a **CECC MOCK EAMCET-2014 Test** for Intermediate students in our college from 9.30 to 12.30 P.M. and 10.30 to 1.30 P.M. for first and second batches respectively on Friday i.e 31-01-2014. Hence, all the staff members are requested to attend the college at 8.30 A.M. to conduct the **CECC MOCK EAMCET-2014 Test**.

Mr. P. Venkateswarlu, & Mr. G.S.J.Mani Kumar Asst. Professors in ECE department and Mr. H. Raghunadh & Mr.B. Satish Asso. Profs. will coordinate the MOCK Test in the Main Block and the PG Block respectively. They are required to prepare the seating plan by 2.00 P.M. today as per the town wise strength of the students. **All the teaching and non-teaching staff members are requested to assemble today i.e 30-01-2014 at 3.30 P.M. in the CSE Seminar Hall in order to discuss the arrangements to be made for CECC MOCK EAMCET-2014 Test.**

Note:

1. Mr. S. Suman, Canteen In-charge is requested to make the arrangements for lunch from 12.30 to 2.00 P.M. to all the students and the staff members with the cooperation of Mr. Sravan and Mr. Naga Raju, Technicians and Attenders.
2. Mr. Y. Venu Babu, Transport Incharge is requested to make the arrangement of Buses and prepare schedule at the earliest possible as per the information of town wise strength of Intermediate students with the cooperation of Transport Committee.
3. Mr. Y.T. Sameer, Event Organizing Committee and Reception Committee shall take the town wise students information and the staff information who have accompanied with them during the examination.
4. Mr. N. Suresh Babu, ECE HOD, Mr. G. Joga Rao, EEE-HOD, Mr. B. Raghavaiah, EIE-HOD, Mrs. M. Anitha, H & S – HOD, Mr. Venkata Rao, Asst. Prof. in MBA and the Physical Director are requested to make the arrangements for Power Point Presentation to be given by Mr. T. Ashok Kumar, Joint Secretary. They are also requested to make the necessary arrangements for the campus visit of the students in a proper schedule after lunch i.e. from 2.00 to 4.00 P.M.
5. All the teaching and non-teaching staff including Technicians and Attenders have to attend their duties at their respective blocks i.e Main & PG blocks at 9.00 A.M.

Sd/-
PRINCIPAL

-Copy to all HODs

E.E.E	M.E.	E.C.E	C.S.E	E.I.E	H & S	PD	Events Committee	Reception

- Circulate among all staff members
- Mr. P. Venkateswarlu, Mr. G.S.J. Mani Kumar, Mr. H. Raghunadh & Mr. B. Satish
- Canteen Incharge
- Transport In-charge
- Principal, MBA
- Management
- Office File