



ANDHRA UNIVERSITY

VISAKHAPATNAM, ANDHRA PRADESH, INDIA

NAAC – Accredited “A” Grade with a CGPA of 3.60 out of four point scale
“ISO 9001 : 2008 Certified”

83rd & 84th COMBINED CONVOCATION

No.S.III(1)/2116/2000 (84)

DATE:26-07-2017

OFFICE ORDER

In connection with the 83rd and 84th Combined Convocation to be held at 03.30 p.m. on 29-07-2017, the following arrangements are ordered:

On the Convocation Day i.e. 29-07-2017, the following staff will work from 09.00 a.m. till the Convocation is over.

1. Sri S.A.Amied, Senior Assistant, C.I Section with the assistance of the clerks in C.I. Section under the supervision of Smt. J.Adilakshmi, Deputy Registrar (Admn.) will look into the seating arrangements on the Dias for the Convocation and distribution of procedure copies, etc., to the Graduates.
2. A.VI Section will arrange for payment of T.A. on 29-07-2017, only two Attenders for the work should be taken and no other Attender should be allowed to assemble there.
3. Sri N.Yagneswara Rao, Superintendent; Sri I.Tulasi Rao, Senior Assistant; Sri V.Koteswara Rao, Senior Assistant; Sri A.Ganga Raju, Senior Assistant; Sri P.V.Appaji Rao, Typist of S.I Section; Smt. C.V.Rajeswari, Superintendent, UGC Section; Smt. Ch.V.Padma, Senior Assistant, E.VIII Section; Kum. N.Urmila Yadav, Attender, O/o. Finance Officer will take the scarves from Central Administrative Office and bring them back to office after the function is over. Sri G.Chandra Mouli, Senior Assistant, S.I Section; Sri K.Asi Dora, Attender, S.III Section will assist them and they will stay with them till the Convocation is over.
4. Dr. B.V.Ramana Reddy, Supdt., A.III Section and Sri K.Rajan, Supdt., A.VIII Section with the assistance of the following clerks will supervise the seating arrangements at the Convocation Theatre, Graces Room, Robing Room and also check the numbers of seating arrangements, etc., on 28-07-2017 and 29-07-2017 and satisfy themselves that everything is in order:
 1. Sri P.Vinod Kumar, Senior Assistant, A.III Section
 2. Sri Sk.Shareefa, Record Assistant, S.III Section

The following staff members are directed to attend the duties at the respective Blocks as noted below:

Block	Seat Nos.		Total no. of seats	Name of the person deputed	Kept under the supervision of
	From	To			
A	1	148	148	<i>Sarvasri:</i> K.Dharma Rao, Supdt., Legal Section D.Eswara Rao, Typist, A.III Section	<i>Sarvasri:</i> S.V.S.Reddy Dy. Registrar (Exams.)
B	149	301	153	D.V.Ramana, Supdt., Dr. V.S.K. Library P.Appala Murthy, Jr. Asst., E.IX Section	MVSS Prakash Dy. Registrar (Exams.)
C	302	460	159	P.Appala Naidu, Supdt., School of D.E. P.S.N.Murthy, Jr. Asst., Legal Section	M.Adinarayana Asst. Registrar (UGC)
D	461	668	208	T.Narayana, Supdt., P.O. (Arts) K.Rajasekhara Reddy, Sr. Asst., A.VIII Sec.	NVVSS Markandeyulu Asst. Registrar (Exams.)
E	669	875	207	B.Bodanna, Supdt., School of D.E. MVSSASRS Prasad, Typist, P.O. (Sci.)	G.Gopala Krishna Asst. Registrar (Finance)

(P.T.O.)

F	876	1026	151	Gopinath Sahu, Supdt., E.VI Section Ch.Subrahmanyam, Sr. Asst., Dept. of Bio-Chem. (Bio-Technology)	KVGS Appa Rao Asst. Registrar (Science)
G	1027	1176	150	K.Tirupathi Rao, Supdt., A.I Section V.V.Narasimha Rao, Sr. Asst., E.VI Sec.	T.Veera Swamy Asst. Registrar, PO (Engg.)
H	1177	1318	142	B.Guruva Reddy, Supdt., E.IX Section V.Suribabu, Sr. Asst., A.III Section	M.Padma Raju Asst. Registrar (Admn.)
Balcony	1	500	500	BVS Koteswara Rao, Supdt., E.VIII Sec. BVSSN Murthy, Jr. Asst., E.VIII Section K.Kiran Kumar, Jr. Asst., A.VIII Section	PVSNV Samba Murty Dy. Registrar (UGC, A.V & C.II Sections)

All the staff members should be present at their respective posts by 01.00 p.m. sharp. Under no circumstances, they should not violate these order. And they shall stay until the Convocation is over.


The gates shall be opened for admission at 01.30 p.m.

The gates shall be closed sharply at 03.00 p.m.

Sri S.Srinivasa Rao, Superintendent, S.III Section will be the in-charge of the Attendance Registers of the members on Dias on the Convocation Day and see that all those present have signed. He will be assisted by Sri M.S.Nagendra, Senior Assistant, S.III Section and Sri B.Panduranga Vithal, Senior Assistant, A.IV Section.

Sri N.Demudu, Attender, S.III Section and Sri N.Nooka Raju (28 days), E.C. Hall will be in attendance with fresh water near to Dias.

Smt. D.Vijaya Bharathi, Finance Officer; Sri T.Chittibabu, Joint Registrar; Sri M. Hema Naik, Deputy Registrar, School of Distance Education; Smt. T.V.Satyavathi Devi, Deputy Registrar (Academic) will be in general supervision of the arrangements.


(J.ADILAKSHMI)
DEPUTY REGISTRAR (ADMN.)

To
The parties concerned

Copies to:

- The concerned Heads of the Offices/Departments, A.U.
- All Officers in C.A.O., A.U.
- All Section Superintendent in C.A.O., A.U. - for circulation in the Section.
- The Secretary to the Vice-Chancellor, A.U.
- The P.A. to Registrar, A.U.
- O.O.F.