

MAHATMA GANDHI UNIVERSITYAdminisreation WingEmployees' Rotation Chart from 18 May 2020Office/Section:- Ad A1

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Aparna Ajayan	Office Attendant	Tuesday Thursay	
02	Navamoni B	Cl Asst	Monday Wednesday Friday	Quarantine duty
03	Suresh kumar M S	Cl Asst	Tuesday Thursay	Subject to availability of transportation
04	Shabna T A	Com Asst	Tuesday Thursay	
05	Sreejamol E T	Com Asst	Monday Wednesday Friday	
06	Anupriya Lukose	Assistant	Monday Wednesday Friday	
07	Fathima A Vahab	Assistant	Tuesday Thursay	Subject to availability of transportation
08	Prasobhraj K	Assistant	Tuesday Thursay	Subject to availability of transportation
09	Sajimon M T	Assistant	Tuesday Thursay	
10	Anilkumar J	Section Officer	All Days	


 Joint Registrar I
 (Admn)

MAHATMA GANDHI UNIVERSITY

Administration Wing

Employees' Rotation Chart from 18 May 2020

Office/Section:- Ad A II

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Sudha Menon. J.	Section Officer	18, 20, 22	
02	Dhanya D.S.	Computer Asst.	18, 20, 22	
03	Bindhu P.R.	O.A. (Provisional)	18, 20, 22	
04	Pravosh Dhar T	ASO	19, 21	Residing at Thiruvananthapuram
05	Aswathy M.	Assistant	" "	" " "
06	Aleeda C.K.	Assistant	" "	She is pregnant and residing at Ernakulam
07				
08				
09				
10				

Sudha Menon J.
Section Officer

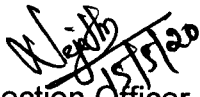

Joint Registrar I
(Admn)

MAHATMA GANDHI UNIVERSITY

Administration Wing
Employees' Rotation Chart from 18 May 2020

Office/Section:- Ad A3

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	MALA P	OS	May 19,20,22	
02	NEJITHA N J	SO	May 20,21,22	
03	RAGI K H	COMP.ASST	May 18	
04	JIJO GEORGE	ASST	May 18,20	
05	ANOOP V	ASO	May 18,21	
06	JINU RAJEEV P	ASO	May 19,21	
07	ANN V SOPHI	ASO	May 19,21	
08				
09				
10				


Section Officer


Joint Registrar I
(Admn)

Mahatma Gandhi University

Employees' Rotation Chart from 18.05.2020 to 22.05.2020

Ad.A4 Section

Sl. No.	Name	Designation	Days of Duty	Remarks
1	Vinod V	Office Attendant	Tuesday Thursday	Subject to availability of transportation
2	Sinimol M.K	Cl. Assistant	Tuesday Thursday	
3	Shanty Kurian	Com. Assistant	Monday Wednesday Friday	
4	Jiju Cyriac	Assistant	Tuesday Wednesday Thursday	
5	Susvin N. B	Assistant	Tuesday Wednesday Thursday	
6	Ansar K.M	A.S.O	Monday Friday	Subject to availability of transportation
7	Premlal S	A.S.O	Monday Friday	Subject to availability of transportation
8	Nisha T.S	Section Officer	Monday Wednesday Friday	

7/5
S.O, Ad. A4
15.05.2020.



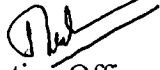
Joint Registrar-1 (Admin)

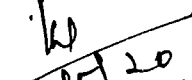
MAHATMA GANDHI UNIVERSITY

Employees' Rotation Chart from 18 May 2020 to 22 May 2020 Administration Wing

Office/Section:- Ad A V

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Sailajadevi T.K	S.O	18/5/20-22/05/20	
02	Pramod S	ASO	19/5/20 & 21/5/20	
03	Hari Govind	ASO	19/5/20 & 21/5/20	
04	Rakesh M	Asst	18/5, 20/5, 22/5	
05	Palvathy T.R	Asst	18/5, 20/5	From Kumarakom - she is pregnant
06				
07				
08				
09				
10				


Section Officer


15/5/20
DR II (Admn)


Joint Registrar I
(Admn)

MAHATMA GANDHI UNIVERSITY

Administration Wing

Employees' Rotation Chart from 18 May 2020

Office/Section:- Ad A VI

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Sreelekha. V. G	Section officer	18, 20, 22	
02	Jayalekha. M. Kumar	Assistant	19, 21	
03	Symnaco. V. D	Computer Assistant	18, 20, 22	
04	Sangeetha. S. S	Assistant	20, 21	He is from TUM, If possible, he will come
05				
06				
07				
08				
09				
10				

Sreelekha. V. G
Section Officer

[Signature]
Joint Registrar I
(Admn)

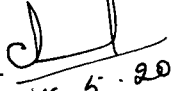
MAHATMA GANDHI UNIVERSITY

Administration Wing

Employees' Rotation Chart from 18 May 2020

Office/Section:- Ad A/VIII

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	CHANDINI. K	SECTION OFFICER	18, 19, 21, 22	
02	AJITH CHACKO	A.S.O	18, 19, 20, 21, 22	
03				
04	SHANINOH. S		18, 19, 20, 22	
05				
06	ARUNYA LAXMANAN		18, 21	From Alappuzha.
07				
08	SHYAMKUMAR. V.		18, 22	From Karunagapally
09				
10	Sunantha M.	O.A	18, 20, 21, 22	From Alappuzha.

Section Officer 
15.5.2020


Joint Registrar I
(Admn)

MAHATMA GANDHI UNIVERSITY

Employees' Rotation Chart from 18 May 2020

Administration Wing

Office/Section:- Ad A1X

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	BINOY A.R	S.O	18 th , 19 th	
02			20 th	
03			May 2020	
04	JAISON JOSE	A.S.O	- "	
05				
06	ANIMOL ISSAC	A.S.O	21 st & 22 nd	
07			May 2020	
08	INDU B.C.	Asst	"	
09				
10				

Section Officer

15.5.2020
S.O Ad A1X

Joint Registrar I
(Admn)

MAHATMA GANDHI UNIVERSITY

Administration Wing
Employee Rotation Chart from 18 May 2020 to 22 May 2020

Office/Section:- Ad A10

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	M. Laxmi. K. M	SO	18, 20 & 22 May	
02	Krishnakumary. M	ASO	18, 20 & 22	
03	Shan. S	Asst.	19, 21	Available on demand 21 days on demand
04	Aswathy. D	"	19, 20 & 22	
05				
06				
07				
08				
09				
10				

[Signature]
Section Officer

[Signature]
Joint Registrar I
(Admin)

MAHATMA GANDHI UNIVERSITY

Administration Wing

Employees' Rotation Chart from 18 May 2020

Office/Section:- Ad 81

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Manji. R	Assistant	19, 21	at Trivandrum
02	Shyma. A	Assistant	22, 24	at Kollam.
03	Gopalesthana. M.N	S.O	18, 20, 22	—
04				
05				
06				
07				
08				
09				
10				

Section Officer


Joint Registrar I
(Admn)

MAHATMA GANDHI UNIVERSITY

Administration Wing

Employees Rotation Chart from 18 May 2020

Office/Section:- Ad A+ B III

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Shanavas. K	S.O	19/5, 21/5, 25/5 27/5, 29/5	Residing at Kottam. Dist
02	Shiny. S	A.SO	18/5, 20/5, 22/5, 26/5, 28/5	
03	Prineer Thomas	Asst	19/5, 21/5, 25/5 27/5, 29/5	Alappuzha Dist
04	Anil Kumar.	Cl. Asst	19/5, 21/5, 25/5, 27/5,	Pathanamthitta
05	Varghese	Care taker Overnight	18/5, 20/5, 22/5 25/5, 27/5/29/5	
06				
07				
08				
09				
10				

15/5/20
So, Ad B3

U. Karthikeyan
Joint Registrar I
(Admin)

AdBv

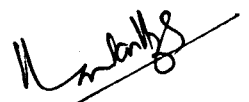
MAHATMA GANDHI UNIVERSITY

Adminisreation Wing
Employees' Rotation Chart from 18 May 2020 to 22 may 2020

Office/Section:- AdA1- AdBv

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Saji - m'u	SO	18 - 22	
02	Joy Joseph	Asst	18, 19, 21, 22	
03	Anil. S	Asst	Covid	Duty - Hostel
04	Sajith - m'u	Asst	20	
05	Biju N.T	Conductors	18 - 22	
06	Joseph malhu	Conductors	18 - 22	
07	Tommy Joseph	Conductors	18 - 22	
08				
09				
10				

SO
AdBv


Joint Registrar I
(Admn)

MAHATMA GANDHI UNIVERSITY

Administration wing

Employees Rotation Chart from 18 May 2020

Office/Section – Ad B 7

Sl No	Name of Employee	Designation	Days of Duty	No of Duty days	Remarks
1	RADHAKRISHNAN K	SECTION OFFICER	MAY 19,20,21,22,25,26,27,28	8	
2	RENJITH BABU S	ASST SECTION OFFICER	MAY 18,20,22,25,28,29	6	
3	GEETHADEVI C T	ASSISTANT	MAY 18,19,21,26,27,29	6	
4	BINDHU K V	OA (EMPLOYMENT)	MAY 19,21,26,29	4	No public transportation available

Total no of working days – 10 (excl: Saturday & Sundry)

Pala
Pranitha
ham

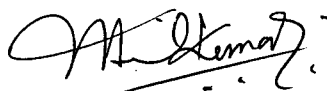

Section Officer


Joint Registrar I (Admn)

MAHATMA GANDHI UNIVERSITY
ROTATION CHART OF STAFF W.F. 18.05.2020

SECTION:- AdBIX

Sl No	NAME	DESIGNATION	DAYS	REMARKS.
1.	ANIL KUMAR. V.S.	SECTION OFFICER	18, 20, 22, 25 , 27, & 29 of May 2020	Kottayam
2.	DEEPA. S. NAIR .	ASSISTANT	20, 21, 22 & 27, 28, 29 of May 2020.	Trivandrum
3.	SHANAVAS. K.M.	ASSISTANT	19, 21, 23 , 26 & 28 29 of May 2020	Changanassery


SECTION OFFICER


JOINT REGISTRAR,

MAHATMA GANDHI UNIVERSITY

Administration Wing

Employees' Rotation Chart from 18 May 2020

Office/Section:- ~~Admin~~ *University Health Centre*

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Dr. THANKANATHAN M K	MEDICAL OFFICER	18,20,22	
02	RENJINI V THAMPY	STAFF NURSE	18,20,22	
03	RENU PAULOSE	STAFF NURSE	19,21,22	
04	PREETHA JOSEPH	LAB. TECHNICIAN	18,20,22	
05	GEETHA N M	OFFICE ATTENDANT	19,21	
06	GOPALAKRISHANAN M N	SECTION OFFICER	18,20,22	
07				
08				
09				
10				

Section Officer

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Joint Registrar I
(Admn)

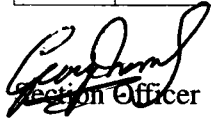
MAHATMA GANDHI UNIVERSITY

Administration Wing

Employees' Rotation Chart from 18 May 2020

AdCI
Office/Section:- AdAd

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	George Thomas P	Section Officer	18, 19, 20, 21, 22, 23, 24 , 25, 26, 27, 28, 29	
02	Sree Prabha	ASO	20, 22, 27, 29	
03	Remya Viswanath	ASO	19, 21, 26, 28	
04	Jessy A.B.	Assistant	18, 25	From TVM & She has a baby (7 months old)
05				
06				
07				
08				
09				
10				


Section Officer


Joint Registrar I
(Admn)

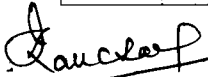
MAHATMA GANDHI UNIVERSITY

Administration Wing

Employees' Rotation Chart from 18 May 2020

Ad.c II
Office/Section: ~~Ad.A1~~

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Kanchana N Nair	S.O (HG)	18/5, 20/5, 22/5	25/5, 27/5, 29/5
02	Sarithamol Ravi	A.S.O	18.5, 19.5	25.5 - 26.5
03	Sheju P.G.	A.S.O	18/5, 21/5	25/5 - 28/5
04	Ani M.K.	Assistant	20/5 & 21/5	27/5 & 28/5
05				
06				
07				
08				
09				
10				


Section Officer 15/5/2020


Joint Registrar I
(Admn)

MAHATMA GANDHI UNIVERSITY

Administration Wing

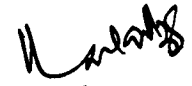
Employees' Rotation Chart from 18 May 2020

Office/Section:- ~~Ad-A~~

Ad-C III

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	ARUNA S.	S.O.	18/5, 19/5	20/5, 21/5
02	RAJI E.M.	ASO	18/5, 19/5	23/5, 24/5, 27/5
03	SARIKA S.	Assistant	21/5, 22/5	25/5, 26/5
04	SAJITHA S.	"	20/5, 21/5, 22/5	25/5, 26/5
05				
06				
07				
08				
09				
10				


15/5/2020
Section Officer


Joint Registrar I
(Admn)

MAHATMA GANDHI UNIVERSITY

Administration Wing

Employees' Rotation Chart from 18 May 2020

Office/Section:- **ADD SECTION**

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Saino G. Pothara	S.O	Monday, Wednesday, Friday.	
02	Shahina P.I	A.S.O	Tuesday, Thursday, Friday.	
03	Sandhya G. Kurup	A.S.O	Thursday, Thursday, Friday.	
04	Biby Saida P.S	Assistant	Tuesday, Friday.	
05	Seeniya Sebastian	Assistant	Monday, Wednesday, Thursday.	
06	Bindu E.R	O.A	Monday, Wednesday, Friday.	
07				
08				
09				
10				

for  Section Officer


Joint Registrar I
(Admn)

18.05.2020 Grand

General Tapal I Section

1. Kuxian K P, Clerical Assistant
(Monday, Wednesday, Friday)
2. Jayakumar M D, Clerical Assistant
(Tuesday, Thursday, Saturday)
3. Minamol M P, Section Officer

15/05/2020

Minamol M.P.
MINIMOL MP
Section Officer
General Tapal I Section

Unkath

JRI (Admin)

18.05.2020 ശുക്രൻ.

ജനറൽ നമ്പർ II

1. റാജേഷ് .കെ. ഓട്ടോറിക്ഷാ അസൈൻ
2. സുധീർ സിംഗ്. ഓ. "
3. ലീലാമ്മ. ടി. "
4. ശിതമ്മ. കെ.എൻ SO.

. ഓട്ടോറിക്ഷാ ഓട്ടോ ഓടുന്ന ദിവസം.

റാജേഷ് .കെ. നിജം - ബുധൻ - വെട്ടി.

ലീലാമ്മ. ടി. ചൊവ്വ. പൂട്ടം - ശനി.

സുധീർ സിംഗ്. ഓ. - [Bus കിട്ടുകയാണെങ്കിൽ
വരാതെന്ന് വിചിത്രം.]

അലപ്പുഴ ജില്ല ചിങ്ങമല
അനുസരണ നിരവധി

പി.വി.എസ്.

15.05.2020

Rajesh
ശിതമ്മ.കെ.എൻ
'ഡെപ്യൂട്ടി അസിസ്റ്റന്റ്
ജന. നമ്പർ II

IRI (km)

General Despatch (W. e. f 18.05.2020)

1. JAYANTHY.T (S.O)
2. Reghu N. (Clerical Assistant)
3. Rajesh R. (")

Reghu. N. (Monday, Wednesday, Friday) (Mavelikkara
Train & Bus Service
is not available)

Rajesh R. (Tuesday, Thursday & Saturday)

15/05/2020.

Jayanthi
JAYANTHY.T
SO (General Despatch)

Kanishk
JR (Dom)

MAHATMA GANDHI UNIVERSITY

Administration Wing

Employees' Rotation Chart from 18 May 2020

Office/Section:- ~~Adm~~ General Store

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Ajith Kumar J	S. K	18.5.20, 19.5.20, 20.5.20, 25 th	18 th 19 th 20 th 25 th May
02				
03	Rajesh	Store Asst	Quarantine Duty	
04				
05	Manoj M.R		18 th , 20 th , 22 nd	25 th , 27 th , 29 th
06				
07	Ajith A.K		19.5, 21.5	Residence at Palakkad
08			21.5, 28.5	
09				
10				

Section Officer

[Signature]
Adm

[Signature]
Joint Registrar I
(Admn)

MAHATMA GANDHI UNIVERSITY

Administration Wing

Employees' Rotation Chart from 18 May 2020

Office/Section:- ~~DR P&D~~

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Dileep Kumar R	Deputy Registrar	All Days	
02	Pradeep R	Assistant Registrar	Tuesday, Thursday, Friday	
03	Maya J Pallipparambil ✓	Assistant Registrar <u>IV</u>	Monday, Wednesday, Friday	
04	Najeeb M	Assistant Registrar	Wednesday, Thursday, Friday	
05				
06				
07				
08				
09				
10				

Section Officer


Joint Registrar I
(Admn)

MAHATMA GANDHI UNIVERSITY

Administration Wing

Employees' Rotation Chart from 18 May 2020

Office/Section:- IRIS

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Komalavally. K	IR	01 days	
02				
03	Shesine Thomas	el. Asst	18, 20, 22	
04				
05	Somitha K Chellappan	OA	19, 21, 22	
06				
07				
08				
09				
10				

Section Officer


Joint Registrar I
(Admn)

MAHATMA GANDHI UNIVERSITY

Administration Wing

Employees' Rotation Chart from 18 May 2020

Office/Section:- Ad Ad CHPC

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01				
02	Greevarghese Kurian J	Asst	18, 20, 22 May 2020	
03		Programmer	25, 27, 29	
04				
05				
06				
07				
08				
09				
10				



Joint Registrar I
(Admn)

MAHATMA GANDHI UNIVERSITY

Administration Wing

Employees' Rotation Chart from 18 May 2020

Office/Section:- Adm *Roneo Sw*

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01				
02				
03	<i>Prakash P</i>	<i>Assistant</i>	<i>18, 20, 22</i>	<i>May 2020</i>
04			<i>25, 27, 29</i>	
05				
06				
07				
08				
09				
10				

Nandakumar
Joint Registrar I
(Admn)

MAHATMA GANDHI UNIVERSITY

Administration Wing

Employees' Rotation Chart from 18 May 2020

Office/Section:- Adm 7C I

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01				
02	Annamma	Post officer	Monday, Wednesday, Friday	(18 th , 20 th and 22 nd)
03				
04	Sulajakumari K.		18, 20, 22	} May 2020
05			25, 27, 29	
06				
07				
08				
09				
10				


Joint Registrar I
(Adm)

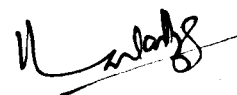
MAHATMA GANDHI UNIVERSITY

Administration Wing

Employees' Rotation Chart from 18 May 2020

Office/Section:- Ad Ad Records

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01				
02				
03	George John	cl. Asst	Monday, Wednesday & Friday	3rd week of May 2020
04				
05				
06			25 th , 27 th and 28 th	4 th week of May 2020
07				
08				
09				
10				



Joint Registrar I
(Admn)

MAHATMA GANDHI UNIVERSITY

Administration Wing

Employees' Rotation Chart from 18 May 2020

Office/Section:- ~~Ad-A1~~ Directorate for Applied Short-term Programmes

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	SATU O.C	Section Officer	} Alternate days from 18/05/2020	
02	Arun P. Raj	Assistant		
03	Asokan N.K	Deputy Registrar	} Alternate days from 19/05/2020	
04	Sanil Kumar M.V.	A.S.O		
05	Ajith Kumar	Office Attendant		
06				
07				
08				
09				
10				

Section Officer

SATU O.C.
SD, DASP



Joint Registrar I
(Admn)