



MAHATMA GANDHI UNIVERSITY, KERALA

No. 60728/AD A1/4/2021/AD A1

Dated: 26.03.2021

Priyadarsini Hills

CIRCULAR

Sub:- Asset Management System for the University - Induction of Assistants into the System - Voluntary Participation - Willingness called for.

Ref :- Submission dated 06.03.2021 of Deputy Registrar (P&D) , with orders of the Vice Chancellor.

As per orders of the Vice Chancellor vide reference above willingness is called from Assistants of the University for their voluntary participation towards the successful completion and implementation of the project for developing a comprehensive Asset Management System in the University,

Assistants who are interested in associating with this project are expected to bring in ideas for the project, co-operate and share ideas in virtual environment and assist in the preparation of modules for the detailed project report with reference to the ISO documents (IS/ISO 55000:2014(E), IS/ISO 55001:2014, IS/ISO 55002:2014) and manual prepared by KILA under KLSGDP on Asset Management and performance audit in LSGD, Kerala.

The prospective applicants shall have,

1. Confidence in preparing Technical Documents and presentations using Word processors/ Spreadsheets / Presentation software.
2. Basic knowledge on the principles of programming and database.
3. General knowledge on the management principles of accounting (desirable).

Assistants who are interested to be a part of this project should be willing to dedicate time without disturbance to the execution of duties currently assigned to them, until the successful completion of the project. Interested applicants may apply on or before **13.04.2021** through '**Google Form page**' link given below.

<https://forms.gle/hrUmZVKHfyssTN768>

Sd/-

RAMESH R
ASSISTANT REGISTRAR I
(ADMIN)

To

1. All Sections/ Departments
2. PS to VC/ PVC
3. PA to Registrar/ Finance Officer/ Controller of Examinations
4. Content Management Cell/ PRO Section/FCC/ IQAC/ Statistical Unit
5. Stock File/ File Copy