



മഹാത്മാഗാന്ധി സർവ്വകലാശാല, കേരളം

നമ്പർ. 20868/SF 1-3/2022/SF 1

തീയതി: 14.03.2025
എസ്. എഫ് 1 സെക്ഷൻ
പ്രിയദർശിനി ഹിൽസ്

സർക്കുലർ

വിഷയം:- മഹാത്മാഗാന്ധി സർവ്വകലാശാല മാനവ വിഭവശേഷി വികസന കേന്ദ്രത്തിന്റെ ആഭിമുഖ്യത്തിൽ 2021 മുതൽ അസിസ്റ്റന്റ് തസ്തികയിൽ സർവ്വകലാശാല സർവീസിൽ പ്രവേശിച്ചിട്ടുള്ള ഉദ്യോഗസ്ഥർക്ക് വേണ്ടി ഇൻഡക്ഷൻ ട്രെയിനിംഗ് പ്രോഗ്രാം നടത്തുന്നത് - സംബന്ധിച്ച്.

സൂചന :- സർവ്വകലാശാല ഉത്തരവ് നം .1749 / SF 1/ 2025/ എം.ജി.യു, തീയതി 24.02.2025

മഹാത്മാഗാന്ധി സർവ്വകലാശാല മാനവ വിഭവശേഷി വികസന കേന്ദ്രത്തിന്റെ ആഭിമുഖ്യത്തിൽ സർവ്വകലാശാല സർവീസിൽ നേരിട്ടും, അന്തർ സർവ്വകലാശാല സ്ഥലം മാറ്റത്തിലൂടെയും 2021 മുതൽ അസിസ്റ്റന്റ് തസ്തികയിൽ പ്രവേശനം നേടിയിട്ടുള്ള ഉദ്യോഗസ്ഥർക്ക് വേണ്ടി നടത്തുന്ന പരിശീലന പരിപാടിയുടെ രണ്ടാമത്തെ ബാച്ചിനുള്ള പരിശീലനം 17.03.2025 മുതൽ 29.03.2025 വരെ ക്രമീകരിച്ചിരിക്കുന്നു .

ഇതോടൊപ്പം ചേർത്തിരിക്കുന്ന പട്ടികയിൽ ഉൾപ്പെട്ടിട്ടുള്ള ഉദ്യോഗസ്ഥർ ഷെഡ്യൂൾ പ്രകാരം നിശ്ചയിച്ച സമയത്ത് പരിശീലന പരിപാടിയിൽ പങ്കെടുക്കേണ്ടതാണ്.

അന്വേഷണങ്ങൾക്കും, വിശദ വിവരങ്ങൾക്കും സർവ്വകലാശാല മാനവ വിഭവശേഷി വികസന കേന്ദ്രത്തിന്റെ ചുമതല വഹിക്കുന്ന എസ്.എഫ്-1 സെക്ഷനിൽ ബന്ധപ്പെടാവുന്നതാണ്.

ഫോൺ : 0481 2733311, ഇമെയിൽ: hrdc@mgu.ac.in

ഡോ.ബിസ്മി ഗോപാലകൃഷ്ണൻ
രജിസ്ട്രാർ

Training Schedule Batch II

Venue : University Senate Hall

Day	Time	Subject
17.03.2025 Monday	10.30 am – 11.45am	Concept of University (Dr.Jayachandran K, Senior Professor, School of Biosciences,Mahatma Gandhi University)
	12.00pm – 1.15 pm	Human Rights , Constitution of India (Prof(Dr.) Bismi Gopalakrishnan, Registrar, Mahatma Gandhi University)
18.03.2025 Tuesday	10.30 am – 11.45am	University Act , Statute & Regulations (Adv. V P Majeed , Advocate , Ernakulam)
	12.00pm – 1.15 pm	Affiliation System , Procedures for affiliation, Role of Academic Council, BOS , Faculty Deans, Deans Committee, Approval & Promotion of Assistant Professors. (Sri. Hari P , Rtd Joint Registrar ,Mahatma Gandhi University)
19.03.2025 Wednesday	10.30 am – 11.45am	Role of Statutory Bodies (Sri. Sasidharan Unnithan , Retd Joint Registrar & PS to VC, Mahatma Gandhi University)
	12.00pm – 1.15 pm	Purchase,Planning and Development Sri. Prasand Thampy (Deputy Registrar (P&D), Mahatma Gandhi University)
20.03.2025 Thursday	10.30 am – 11.45am	Audit (Sri. Sasi Josh , Audit Officer, KSAD , Kollam)
	12.00pm – 1.15 pm	Finance , Accounts (Sri.Rajeev A , Assistant Registrar,Mahatma Gandhi University)
21.03.2025 Friday	10.30 am – 1.15 pm	Role of Apex Bodies (Prof. Dr. Gabriel Simon Thattil , Former IQAC Director, Kerala University)
22.03.2025 Saturday	10.30 am – 11.45am	Legal Matters (Adv. P.C.Sasidharan , Advocate , Ernakulam)
	12.00pm – 1.15 pm	IT Support Services for Employees (Sri. Aneesh Kumar K C, Section Officer , VC Section, IT Cell 1,Mahatma Gandhi University)
24.03.2025 Monday	10.30 am – 11.45am	Role of Administration (Sri. Baburaj Warriar , Retd Joint Registrar, Mahatma Gandhi University)
	12.00pm – 1.15 pm	Role of Academic Departments/Schools (Dr. Biju P R , Professor & Director , School of Pure & Applied Physics , Mahatma Gandhi University)
25.03.2025 Tuesday	10.30 am – 1.15 pm	Kerala Service Rules (Sri. Rajan Nair , Faculty ,IMG)

26.03.2025 Wednesday	10.30 am – 12.30 pm	Getting to Know You
27.03.2025 Thursday	10.30 am – 1.15 pm	Role of Centralised Allotment Process , Board of Examiners and Examination Manual, Examination Portal (Sri.Sabareesh G , Assistant Registrar / Sri. Aneesh Kumar K.C, Section Officer , VC Section /Sri. Anz N M ,Section Officer , CE Section/ Smt. Savitha Sathyan , ASO , IT Cell 3, Mahatma Gandhi University)
28.03.2025 Friday	10.30 am – 1.15 pm	RPWD Act, Anti Ragging, POSH Act (Dr.Jasmine Alex, Assistant Professor, School of Indian Legal Thought, Mahatma Gandhi University)
29.03.2025 Saturday	10.30 am – 11.45am	Right To Information Act 2005 (Adv. D.B. Binu, President , Consumer Disputes Redressal Commission , Ernakulam)
	12.00pm – 1.15 pm	Certificate Distribution

MAHATMA GANDHI UNIVERSITY				
INDUCTION TRAINING PROGRAMME 2025				
LIST OF PARTICIPANTS – BATCH 1I				
Sl No.	NAME	DESIGNATION	PF No.	SECTION
1	AISWARYA PILLAI	Senior Grade Assistant	3850	CBCSS 29
2	ANNIE MARIAM S	Senior Grade Assistant	3851	Legislation
3	ANSIYA A	Senior Grade Assistant	3810	EH 3
4	ARATHY G	Senior Grade Assistant	3817	AdC 2
5	ATHUL V NATH	Senior Grade Assistant	3884	CBCSS 20
6	CHITRA CHANDRAN	Senior Grade Assistant	3801	PD 4
7	JOHN JOSEPH	Senior Grade Assistant	3837	Ac A 14
8	NITHIN RAJENDRAN	Senior Grade Assistant	3832	EI 31
9	RAJENDRAN K P	Senior Grade Assistant	3827	Ad B 6
10	RANJUMOL A V	Senior Grade Assistant	3856	PR 1
11	RESMY MOHANAN	Senior Grade Assistant	3880	EB7
12	SANDEEP JANS	Senior Grade Assistant	3861	EB 2
13	SANISHAMOL SHAJI	Senior Grade Assistant	3854	EH 6
14	SARANYA S	Senior Grade Assistant	3902	AcA 3
15	SREEJA M N	Senior Grade Assistant	3879	Int audit 1
16	ABHILASH C	Assistant	4109	IT CELL 2
17	ABHINAND	Assistant	4245	CBCSS 26
18	ALISHA PHILIP	Assistant	4232	EH 13
19	ALPHA SEBASTIAN	Assistant	4119	EB III
20	AMAL BABU	Assistant	4035	IT Cell 2

Batch 2 as on 14.03.25

21	AMAL V	Assistant	4239	CBCSS 25
22	AMALA MAREENA JAMES	Assistant	4262	EE 3
23	ANANTHU C D	Assistant	4240	DOC DIGIT
24	ANOOP S	Assistant	4050	CDOE
25	ANTONY N	Assistant	4280	IQAC/Statistical Unit
26	ANUPAMA S RAJ	Assistant	4272	EB 8
27	APARNA K P	Assistant	4124	CDOE 4
28	APARNA P	Assistant	4296	EI XXXX
29	ARATHI JAYAKUMAR	Assistant	4118	ACA10
30	ARSHA GEORGE	Assistant	4310	PRO Section
31	ARYA B NAIR	Assistant	4095	PD 6
32	ASEENA A	Assistant	4146	EI 5
33	ASHA KURUP	Assistant	4051	SOGS
34	ASHA SURENDRAN	Assistant	4122	EI 15
35	ASHIN DAVIS	Assistant	3999	EL 1
36	ASITHA V C	Assistant	4315	EN 15
37	ASWANTH M V	Assistant	4275	EB 6
38	ASWATHY A G	Assistant	3981	EI 32
39	ASWATHY S NAIR	Assistant	4049	EI 41
40	ASWATHY V UNNI	Assistant	4168	OQPM 1
41	ASWIN P V	Assistant	4132	ACC 1
42	ATHIRA P V	Assistant	4249	CSS 2
43	ATHIRA SHAJI	Assistant	3835	SCN
44	ATHUL P V	Assistant	4175	EJ 4

Batch 2 as on 14.03.25

45	CHRISLY ISSAC	Assistant	4263	EI 33
46	DEEPTHI N R	Assistant	4185	AD A9
47	DEEPU JOHN	Assistant	4167	PD 1
48	DEVIKA DAS	Assistant	4269	IT CELL 3
49	DILEEP V KURUP	Assistant	3915	AdA 7
50	GEETHIKA R	Assistant	4284	EH II
51	GOKUL G S	Assistant	4024	Gen Cash
52	GOKUL GOPAN	Assistant	4131	EA 1
53	GOKUL R G	Assistant	4191	FCC
54	HAFIS RISWAN P H	Assistant	4025	EJ 2
55	HARILAL M	Assistant	4032	EN 8
56	JINSHA J	Assistant	4134	EI 25
57	JITHIN XAVIER JOSE	Assistant	4001	IQAC
58	JOSEPH C THOMAS	Assistant	4299	PR 6
59	JUBIN JACOB	Assistant	4187	IT CELL 2
60	KARTHIKA A P	Assistant	4007	EH 17
61	KARTHIKA KARUNAKARAN	Assistant	4200	AC A6
62	KRISHNA VIJAYAN	Assistant	4067	EH 10
63	KRISHNENDU P K	Assistant	4136	CSS 2
64	MANJU G	Assistant	4015	CBCSS 10
65	MIDHUN MOHAN	Assistant	4093	EE 2
66	MIDHUNA V R	Assistant	4099	ACA 11
67	MINI NARAYANAN	Assistant	4003	CBCSS 22
68	NAVEEN NATESH	Assistant	3791	Ac.A 16

Batch 2 as on 14.03.25

69	NAYANA S	Assistant	4282	General Cash I
70	NEETHUMOL P S	Assistant	3828	EH 5
71	NIVYA S	Assistant	3918	PD 2
72	PRAVEEN P ONASSERIL	Assistant	4306	EH 1
73	PRINCE MATHEW	Assistant	4148	CBCSS 20
74	PRIYANKA T S	Assistant	4133	EI 31
75	PULARI PRASAD	Assistant	4194	ACB 5
76	RAHUL H	Assistant	4241	CBCSS 24
77	RAJALEKSHMI K R	Assistant	4202	AC A 9
78	RAMYA KRISHNAN R	Assistant	4271	AD B7
79	REMYA MOHAN	Assistant	4139	ACB 4
80	RESHMA J R	Assistant	4034	EB 6
81	RESHMA REMESH	Assistant	4274	EH VII
82	RESMI P R	Assistant	4290	EI XXX
83	RITTY RAJU	Assistant	4302	EJ 1
84	ROBERT M KUNJU	Assistant	4047	Legal Section
85	ROBINCE M SKARIA	Assistant	4174	CAC
86	SACHIN S	Assistant	3967	CSS 1
87	SANGEETHA G V	Assistant	4171	SNSNT
88	SARAN KUMAR DEV M	Assistant	3912	FO Section
89	SARATH M R	Assistant	4098	ADA 11
90	SARIKA S V	Assistant	4128	CBCSS 9
91	SETHULAKSHMI D NAIR	Assistant	4023	P & D 1
92	SHEENA SHAJI	Assistant	4307	EH 7

Batch 2 as on 14.03.25

93	SHIJI R	Assistant	4309	AD A11
94	SHILPA A S	Assistant	4137	CBCSS 24
95	SINI SOMANPILLAI	Assistant	4055	PD 7
96	SIVANAND M	Assistant	4283	PD VI
97	SREENA K V	Assistant	4084	EB 7
98	SUJESH C	Assistant	4278	EJ VII
99	SUJIN RAJ	Assistant	4056	DSS
100	SURYA P	Assistant		EJ 9
101	SYAM MANOHAR M S	Assistant	4266	EM 1
102	THANZEER S S	Assistant	4140	SEM
103	THARA R S	Assistant	4211	EJ 8
104	TOMS J S	Assistant	4096	EH 15
105	VIJI M	Assistant	4188	AC B2
106	VIPIN S	Assistant	4120	EI 3
107	VYSHNAV K P	Assistant	4247	ENGG UNIT

ADDITIONAL PARTICIPANTS IN BATCH 2

MAHATMA GANDHI UNIVERSITY				
INDUCTION TRAINING PROGRAMME 2025				
LIST OF ADDITIONAL PARTICIPANTS IN BATCH 1I				
Sl No.	NAME	PF No.	DESIGNATION	SECTION
1	ADARSH V	3814	SENIOR GRADE ASSITANT	AC B6
2	ARAVIND CHITHARANJAN	3803	SENIOR GRADE ASSITANT	AD A2
3	SARANYA M	3699	SENIOR GRADE ASSITANT	AC B2
4	VISHNU P	3839	SENIOR GRADE ASSITANT	EJ 4
5	ADARSH BABU	4326	ASSITANT	EK 2
6	AISHWARYA ANIL	4323	ASSITANT	AC B2
7	AMEENA JAFFER	4320	ASSITANT	CBCSS 26
8	ANEESH V S	3959	ASSITANT	CBCSS 2
9	ANJALY KRISHNA	4276	ASSITANT	CBCSS 23
10	ARCHANA M R	4076	ASSITANT	EG 1
11	ASHISH JOHNSON	4322	ASSITANT	CBCSS 2
12	ATHIRA O	4054	ASSITANT	EH 10
13	BIJI S	3785	ASSITANT	AC A4

ADDITIONAL PARTICIPANTS IN BATCH 2

14	DHANYAMOL K S	4321	ASSITANT	CBCSS 1
15	GIFTY JOHN J	4238	ASSITANT	CSS 1
16	GOPIKA S	4006	ASSITANT	EH 18
17	HARILEKSHMI S	4324	ASSITANT	EI 25
18	JAYASHANKAR K	3988	ASSITANT	EJ 4
19	MELBIN JOSEPH	4325	ASSITANT	PFMS
20	NAYANA K S	4186	ASSITANT	EI 14
21	NITHIN V	4287	ASSITANT	EB 5
22	POOJA PRADEEP		ASSITANT	CSS 2
23	PRAVEEN S PRAKASH	4317	ASSITANT	EI 7
24	PREETHI SUKUMAR	4208	ASSITANT	EJ 11
25	SHYNI S	4206	ASSITANT	EB 8
26	SINTA SUBHASH	4085	ASSITANT	CBCSS 9
27	SREE VISAKH M T	3826	ASSITANT	AC A13
28	SREEJA V NAIR	3966	ASSITANT	AC A3
29	SREEJITH R	4145	ASSITANT	EJ 11

ADDITIONAL PARTICIPANTS IN BATCH 2

30	SREEKANTH V S	3965	ASSITANT	IMPSS
31	SRUTHI YESODHAR S	3761	ASSITANT	EL 1
32	VISHNU PRAKASH E	4053	ASSITANT	CBCSS 26
33	VIVEK OTTUPARA	4281	ASSITANT	EH 4