

**SILVER JUBILEE 23rd CONVOCATION
WORK ALLOCATION FOR OFFICERS & STAFF**

Work allotted	Medical Officer	Officer	Staff	
Seating arrangements	Dr.S.Pushkala, M.D. Dr.Jasmine S Sundar, MBBS, M.Sc.,	Mrs.M.Shanthi	Mrs. K. Rajalakshmi Mrs. A.N. Lakshmi Devi Mrs. K. Karpagam Mrs. A.Thilakavathy Mr. M.Govindan, SO Mr. M.Suresh, SO Ms. J. Chitra, SO Ms. A. N.Lakshmi Devi, Mr. K.S. Gurunathan Mr.R. Deiveegan Ms. J.Chitra Ms. M. Veeralakshmi	Before Convocation to paste numbers to plan the seating. Regulating Faculty after procession. Regulating awardees to dias. Seating arrangement to students.
Vehicle arrangement	Dr.G.Bharatkumar MD(S)	Mrs.K.S.Krishnakumari Assistant Registrar	Mr. N. Adhikesavan, SO Mr. Srinivasan , O.A. DTM	
Police Band Security	Dr.Joseph Maria Adaikalam MD(S)	Mr.P.Mohandhas Assistant Registrar	Mr.D. Raja, ASO Mr. D. Raj Kumar Lab Technician	To pick up the Police band
Preparation of Citation & Chief Guest Address	Dr.R.Srilakshmi Ph.D.,			
Compering	Dr.Priya Kannan, MBBS			
Dias arrangement	Dr.S.Pushkala,MD Dr.E.M.Manikgandan MD(S)	1.Mrs.D.Ushamalini Assistant Registrar 2.Mr.S.Subramanian Asst.Exe.Eng.(PWD) 3.Mr.M.Kamalakaran Asst.Eng.(Electrical)	Mr.A.Rajkumar Asst.Section Officer	
Grace room	Dr.N.Kabilan MD(S)	Mrs.P.Jayalekshmi Assistant Registrar	Mr.M.S.Kulasekaran Section Officer Mr.P. Ponnusami, Lab Technician,	

			grade III	
Assignments attached to Convocation	Dr.K.Sivasangeetha MD	Mrs.P.Tamilselvi Assistant Registrar	Mr.K.Asokan Section Officer	
	Dr. K. Rajalakshmi, MD(S)	Mrs. K. Vijaya, Asst.Registrar	Mr. A.M. Chandrasekar, Section Officer	Co-ordinating with seating arrangement team and convocation team.
	Dr. Manikgantan, MD(S)	Mrs. V. Uma, Asst. Registrar	Mrs. C. Saraswathy, Section Officer	Co-ordinating with exam wing & Convocation section Medal list, Getting read with medals, work related to medal students on the day of convocation.
	Dr. S.T. Radhiga, MD		Mr. K. Asokan, Section Officer Mr.N. Perumal, Section Officer	Communication to students (In person & Medal candidates)
	Dr. Saramma Mini Jacob,	Mrs. K.S. Krishnakumari, Asst. Registrar	Mrs. V. Gomathi, Section Officer	Vehicle allotment for Convocation, exam wing and other sections
Collection Deposits		Mr.G.Subramonian Assistant Registrar	Mrs.R.Punithavalli Section Officer	
			Mr. N.S. Chandrasekaran, SO Mrs. N. Dhanalakshmi, SO Mr. A. Gajendran, ASO	Collection of deposits and hire charges from the candidates
			Mr. S. Anbalagan, Cashier	To receive the money collected and for safe

			Mrs. R. Malarvizhi, ASO	custody. Proper distribution of tokens for Lunch
Printing Materials, House keeping & Form of Procedure	Dr.Parameswari Srijayanth MBBS	Mr.V.N.Mohan Assistant Registrar	1.Mrs.V.Geetha Section Officer 2.Mr.N.Shanmuga sundaram Sergeant Mr. S. Pandian, SO Mrs. R. Anuradha, ASO Mr. G. Manohar, Asst. Mr. T.S. Dananjayan, SO	For pasting the stickers for procession For distribution of printing materials in the convocation hall. For obtaining signature in the respective vouchers.
Communication to Police, Fire Service, Press & Media etc.,		1.Mr.D.Jothimani Sr.Pub.Relations Officer 2.Mr.K.Udayakumar Assistant Registrar	Mr. B. Dhandapani, ASO	
Invitees list / Despatch, Invitation Card & Car Pass		Mrs.S.Laksham Deputy Librarian	1.Mr.B.Kambaraman Asst.Librarian 2Mr.S.Muthuperumal Library Assistant 3.Ms. K. Punitha 4. Mrs.K. Tavamani	To despatch the invitation cards
Photography / Video			Mr.K.Sampath	
Providing gowns to GC Members / VC / Chief Guest / Hon. Causa.		1.Selvi.S.Geetha Deputy Registrar 2.Mrs.G.Vijaya Assistant Registrar	Mrs.V.Mohana Asst.Section Officer Mr.C. Sivasankaran, SO	

Gowns to students & Badges		Mr.S.Ayyadurai Deputy Registrar	Mr.R.Venkatesh Section Officer Mr. R. Marimuthu, ASO Ms. C. Vasanthi, Asst.	For distribution of gowns and badges
Public Address System & Stage Lighting		1.Mr.S.Subramanian Asst.Exe.Eng(PWD) 2.Mr.M.Kamalakannan Asst.Eng.(Electrical)		
Web Slide Show		1.Mr.M.Shanmugam Systems Analyst 2.Mrs.K.Rajalakshmi Systems Analyst 3.Mrs.D.Shanthi Programmer 4.Mr.N.Narayanaswamy Principal Systems Analyst 5.Mr.C.Raveendran Library Assistant		
May I Help you?		Mr. L.Joseph Stephen Max, System Analyst Ms. G. Kavitha, Computer Operator. Ms. N. Poongothai, Computer Programmer		
To Assist Vice-Chancellor			Mr. R. Swamikannu, SO Mr.K. Chandrasekar, PSII Mr. TSB Suresh Babu, ASO Mr. M. Paul Raj, ASO Mr. A. Vincent, OA	