

**Bio Metric Monthly Attendance Report with (In/Out) Time**  
For Period : 01/10/2025 To 31/10/2025

Company Name : MARKAZ UNANI MEDICAL COLLEGE & HOSPITAL

NON TEACHING STAFF

Location : PUTHUPPADI

Emp Code	Emp Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
10	Mr. AFZAL MOHAMED KOYA	A	A	08:58 17:02	08:58 17:02	WO-I	08:54 17:10	08:55 17:03	08:58 17:01	08:58 17:01	A	A	WO-I	08:45 17:20	08:54 17:20	08:58 17:01	08:51 17:05	08:54 17:20	08:58 17:01	WO-I	A	08:56 17:13	08:58 17:02	08:58 17:01	08:58 17:01	08:45 17:20	WO-I	08:45 17:15	08:50 17:15	08:35 17:18	08:58 17:01	08:58 17:02	
81	Mrs. LIJI JOSEPH	A	A	08:58 17:02	08:56 17:13	WO-I	08:55 17:20	08:55 17:06	08:45 17:11	08:54 17:10	A	A	WO-I	13:15 17:08	08:55 17:20	08:55 17:08	08:45 17:11	08:56 17:13	08:51 17:13	WO-I	A	08:58 17:02	08:56 17:13	08:58 17:01	08:56 17:13	A	WO-I	08:54 17:10	08:51 17:11	08:54 17:20	08:45 17:11	08:55 17:20	
215	Mrs. KULSU M K	A	A	08:45 17:11	08:55 17:05	WO-I	08:54 17:20	08:50 17:15	08:54 17:20	08:54 17:10	08:54 17:20	A	WO-I	08:51 17:13	08:58 17:06	08:50 17:15	08:54 17:10	08:58 17:02	08:58 17:01	WO-I	A	08:54 17:10		A	08:55 17:20	08:58 17:06	WO-I	08:55 17:20	08:45 17:11	08:45 17:11	08:45 17:20	08:54 17:10	
218	Mrs. RAHEEMA T P	A	A	08:45 17:12	08:50 17:15	WO-I	08:55 17:20	08:35 17:18	08:55 17:20	08:58 17:02	08:51 17:13	A	WO-I	08:51 17:13	08:45 17:11	08:51 17:13	08:55 17:20	08:51 17:13	08:55 17:05	WO-I	A	08:45 17:12	08:50 17:15	08:54 17:20	08:58 17:02	08:54 17:10	WO-I	08:55 17:20	08:55 17:20	08:35 17:18	08:55 17:05	08:59 17:00	
220	Mr. ABDUL SALAM P.M.	A	A	08:51 17:13	08:55 17:03	WO-I	08:54 17:20	08:51 17:13	08:54 17:20	A	08:55 17:03	A	WO-I	08:51 17:13	08:45 17:20	08:51 17:13	08:55 17:20	08:45 17:12	08:51 17:13	WO-I	A	08:51 17:13	08:55 17:03	08:55 17:05	08:45 17:25	08:51 17:13	WO-I	08:45 17:25	08:55 17:05	08:45 17:20	08:35 17:18	08:59 17:00	
224	Mrs. SUBAIDA K S	A	A	08:40 17:12	08:58 17:02	WO-I	08:45 17:11	08:55 17:20	08:40 17:12	08:50 17:15	08:30 17:10	A	WO-I	08:55 17:20	08:59 17:05	08:55 17:20	08:45 17:25	08:54 17:03	A	WO-I	A	08:40 17:12	08:58 17:02	08:35 17:18	08:54 17:10	08:50 17:15	WO-I	08:30 17:10	08:54 17:20	08:45 17:15	08:45 17:20	08:50 17:11	
225	Mrs. LATHI REJEESH	A	A	08:45 17:11	09:03 17:08	WO-I	08:58 17:01	08:51 17:13	08:45 17:11	08:54 17:20	08:56 17:09	A	WO-I	08:51 17:13	08:54 17:20	08:51 17:13	08:30 17:10	09:03 17:08	A	WO-I	A	A	08:45 17:11	08:45 17:20	08:54 17:20	A	WO-I	08:56 17:09	08:55 17:05	08:43 17:08	08:50 17:15	08:54 17:10	
354	Mrs. SAJINA P.A	A	A	08:50 17:15	08:50 17:15	WO-I	08:54 17:10	08:50 17:15	08:45 17:11	08:55 17:20	08:50 17:11	A	WO-I	08:59 17:00	08:59 17:00	08:50 17:15	08:58 17:06	A	08:45 17:13	WO-I	A	08:54 17:20	08:54 17:20	08:50 17:15	08:55 17:20	08:59 17:02	WO-I	08:55 17:20	08:50 17:11	08:35 17:04	08:35 17:04	08:54 17:20	
477	Mrs. ZUHARA E K	A	A	A	A	WO-I	A	A	A	A	A	A	WO-I	A	A	A	A	A	A	WO-I	A	A	A	A	A	A	WO-I	A	A	A	A	A	A
509	Mrs. JINI JOSEPH	A	A	08:54 17:20	08:40 17:12	WO-I	08:50 17:15	08:58 17:06	08:51 17:05	12:58 17:10	08:50 17:15	A	WO-I	A	08:54 17:20	08:58 17:06	08:40 17:12	08:58 17:06	08:54 17:10	WO-I	A	A	A	A	08:40 17:12	08:45 17:11	WO-I	08:50 17:15	08:35 17:04	08:50 17:15	08:58 17:02	08:54 17:20	
510	Mrs. ATHIRA P. K	A	A	08:58 17:01	08:50 17:15	WO-I	08:58 17:02	09:02 17:11	08:51 17:13	08:54 17:10	08:54 17:20	A	WO-I	08:54 17:20	08:58 17:06	08:54 17:20	08:50 17:15	08:45 17:12	08:45 17:20	WO-I	A	08:51 17:13	08:50 17:15	08:50 17:15	08:54 17:10	08:45 17:20	WO-I	13:15 17:08	08:58 17:02	08:55 17:06	08:54 17:10	08:59 17:00	
511	Mrs. ANJANA RADHAKRISHNAN V M	A	A	08:50 17:15	08:45 17:20	WO-I	08:54 17:10	08:45 17:11	08:56 17:18	09:03 17:08	08:45 17:11	A	WO-I	08:50 17:15	08:45 17:11	08:55 17:20	08:45 17:20	08:55 17:10	08:43 17:08	WO-I	A	08:50 17:15	08:54 17:10	08:55 17:06	08:58 17:02	08:58 17:06	WO-I	08:54 17:20	08:51 17:13	08:40 17:12	08:45 17:20	08:55 17:20	
560	Mr. YOOSUF ALI	A	A	08:45 17:11	08:58 17:06	WO-I	08:40 17:12	08:51 17:13	08:55 17:06	08:35 17:04	08:56 17:18	A	WO-I	08:51 17:13	08:55 17:03	08:51 17:13	08:54 17:20	08:45 17:11	A	WO-I	A	08:54 17:20	08:45 17:11	08:45 17:20	A	WO-I	08:45 17:12	08:55 17:03	08:55 17:05	09:03 17:08	08:55 17:06		
573	Mrs. SHEEBA K V	A	A	08:54 17:20	08:58 17:02	WO-I	08:54 17:18	08:51 17:13	08:59 17:00	08:59 17:00	08:45 17:13	A	WO-I	A	08:57 17:01	08:51 17:13	08:54 17:20	08:45 17:03	08:55 17:03	WO-I	A	08:50 17:15	08:51 17:13	08:45 17:20	08:58 17:06	08:55 17:06	WO-I	08:56 17:09	08:54 17:10	08:59 17:00	08:55 17:06	08:50 17:15	
575	Mrs. FAREEDHA	A	A	08:58 17:02	08:51 17:13	WO-I	08:45 17:11	08:54 17:20	08:56 17:09	08:55 17:02	08:54 17:20	A	WO-I	08:54 17:20	08:51 17:13	A	A	08:58 17:02	08:58 17:01	WO-I	A	08:45 17:20	08:59 17:00	09:03 17:08	09:03 17:08	08:56 17:18	WO-I	13:35 17:18	08:45 17:20	08:54 17:10	08:59 17:00	08:59 17:08	
582	Mrs. NILA SURENDRAN	A	A	08:45 17:11	09:03 17:08	WO-I	08:51 17:13	09:03 17:08	08:45 17:13	08:45 17:20	08:45 17:11	A	WO-I	08:59 17:00	08:45 17:20	A	A	A	08:55 17:03	WO-I	A	08:51 17:05	08:45 17:12	08:58 17:02	08:54 17:10	08:54 17:20	WO-I	08:45 17:20	08:45 17:10	A	A	17:08	
583	Mrs. LIJI K K	A	A	08:51 17:05	08:45 17:12	WO-I	08:45 17:00	08:45 17:11	08:50 17:15	08:45 17:11	08:50 17:15	A	WO-I	A	A	08:50 17:15	08:51 17:13	08:59 17:00	08:58 17:02	WO-I	A	08:45 17:11	08:54 17:20	08:59 17:05	08:59 17:05	A	WO-I	08:58 17:01	08:58 17:10	08:50 17:15	08:45 17:12	08:57 17:01	
640	Mr. MUHAMMED ASLAM M	A	A	A	08:54 17:06	WO-I	08:51 17:14	08:54 17:20	08:54 17:06	08:55 17:03	08:55 17:03	A	WO-I	09:03 17:08	08:55 17:20	08:55 17:06	08:58 17:01	08:54 17:10	09:03 17:08	WO-I	A	08:55 17:20	08:45 17:11	08:58 17:06	08:50 17:15	08:55 17:06	WO-I	08:58 17:06	08:54 17:20	08:51 17:13	08:45 17:20	08:56 17:18	
649	Mr. ABDUL MAJEED P M	A	A	08:51 17:13	08:51 17:13	WO-I	08:59 17:00	08:54 17:20	08:54 17:00	08:59 17:12	08:45 17:12	A	WO-I	08:45 17:12	08:56 17:09	08:54 17:20	08:58 17:06	08:54 17:20	08:51 17:13	WO-I	A	08:59 17:02	08:54 17:10	08:45 17:11	08:56 17:18	09:03 17:08	WO-I	08:51 17:13	08:54 17:20	08:56 17:13	08:45 17:11	08:54 17:20	
672	Mr. MELVIN P KURIAS	A	A	08:58 17:01	08:51 17:13	WO-I	08:54 17:10	08:54 17:10	08:58 17:02	08:59 13:05	08:54 17:10	A	WO-I	08:54 17:20	09:02 17:01	09:03 17:08	A	A	A	WO-I	A	08:45 17:00	08:58 17:06	08:45 17:20	08:45 17:11	08:45 17:11	WO-I	A	08:55 17:09	08:59 17:10	A	08:50 17:15	
706	Mr. SHYIU T P	A	A	08:45 17:00	08:58 17:06	WO-I	08:58 17:02	08:45 17:12	08:54 17:20	A	08:50 17:15	A	WO-I	09:03 17:08	08:45 17:12	08:51 17:13	08:55 17:03	08:54 17:10	A	WO-I	A	09:03 17:08	08:45 17:11	08:45 17:11	09:03 17:08	08:45 17:11	WO-I	08:51 17:13	08:51 17:13	08:55 17:03	08:45 17:20	13:35 17:18	
712	Mrs. FARSA NA P H																											08:51 17:13	08:51 17:13	08:55 17:03	08:45 17:20	13:35 17:18	

**NON-TEACHING STAFF ATTENDANCE REGISTER MARKAZ UNANI MEDICAL COLLEGE & HOSPITAL, PUTHUPADI FOR OCTOBER 2025**

S · N o	Designation	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total days of working			
			Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri				
1	Administrative Manager	Mr. Afzal Koya			P	P			P	P	P	P	C/L				P	P	P	P	P			P	P	P	P	P		P	P	P	P	P	22		
2	Head Clerk	Mrs. Raheema T.P.			P	P			P	P	P	P	P				P	P	P	P	P			P	P	P	P	P		P	P	P	P	P	23		
3	Superintendent	Mr. Yoosuf Ali			P	P			P	P	P	P	P				P	P	P	P	P	C/L			P	P	P	P	C/L		P	P	P	P	P	21	
4	Account Section in charge	Mrs. Sajina P.A.			P	P			P	P	P	P	P				C/P/L	P	P	C/P/L	C/L	P			P	P	P	P	P		P	P	P	P	20		
5	Establishment Section in charge	Mrs. Nila Surendran			P	P			P	P	P	P	P				P	P	O/D	C/L	C/L	P			P	P	P	P	P		P	P	M/L	M/L	M/L	17	
6	Librarian	Mrs. Kulsu M.K.			P	P			P	P	P	P	P				P	P	P	P	P	P			P	P	P	P		P	P	P	P	P	21.5		
7	Laboratory Technician	Mrs .Lathi Rejeesh			P	P			P	P	P	P	P				P	P	P	P	P	C/L			C/L	P	P	P	C/L		P	P	P	P	20		
8	Laboratory Technician	Mrs .Jini Joseph			P	P			P	P	P	P	P				P	P	P	P	P	P			C/L	C/L	C/L	P	P		P	P	P	P	P	20	
9	Laboratory Technician	Mrs. Athira. P.K			P	P			P	P	P	P	P				C/L	P	P	P	P	P			P	P	P	P	P		P	P	P	P	P	22	
10	Laboratory Technician	Mrs .Anjana Radhakrishnan			P	P			P	P	P	P	P				P	P	P	P	P	P			P	P	P	P	P		P	P	P	M/L	M/L	21	
11	Laboratory Technician	Mrs. Liji K K			P	P			P	P	P	P	P				C/L	C/L	P	P	P	P			P	P	P	P	P		P	P	P	P	P	21	
12	Museum Keeper	Mr .Abdul Salam P.M.			P	P			P	P	P	P	P				P	P	P	P	P	P			P	P	P	P	P		P	P	P	P	P	23	
13	Students Section In Charge	Mrs .Lij Joseph			P	P			P	P	P	P	C/P/L				P	P	P	P	P	P			P	P	P	P	C/L		P	P	P	P	P	21	
14	Attendant	Mrs. Subaida K.S.			P	P			P	P	P	P	P				P	P	P	P	P	C/L			P	P	P	P	P		P	P	P	P	P	22	
15	Museum Keeper	Mrs . Zuhara E. K																																			
16	Attendant	Mrs. Sheeba K V			P	P			P	P	P	P	P				C/L	P	P	P	P	P			P	P	P	P	P		P	P	P	P	P	22	
17	Attendant	Mr. Muhammed Aslam M			C/L	P			P	P	P	P	P				P	P	P	P	P	P			P	P	P	P	P		P	P	P	P	P	22	
18	Attendant	Mr .Abdul Majeed P M			P	P			P	P	P	P	P				P	P	P	P	P	P			P	P	P	P	P		P	P	P	P	P	23	
19	Attendant	Mrs. Fareedha P			P	P			P	P	P	P	P				P	P	C/L	C/L	P	P			P	P	P	P	P		P	P	P	P	P	21	
20	Attendant	Mr. Melvin P Kurias			P	P			P	P	P	P	C/L				P	P	P	M/L	M/L	M/L			P	P	P	P	P		C/P/L	P	P	C/L	P	17.5	
21	Gardener	Mr. Shyju T P			P	P			P	P	P	C/L	P				P	P	P	P	P	C/L			P	P	P	P	P		P	P	P	P	P	21	

P=Present,C/L=Casual Leave,E/L=Earned Leave,O/D=On Duty,M/L=Medical Leave,MT/L=Maternity Leave,S/L=Special Leave,Cpl/L=Compensatory Leave,LP/L=Loss of Pay Leave,W/V=

Winter Vacation R/S=Resigned,L/D=Lock Down,H/L Holiday.

