



Dr. M.A. Sikandar
Registrar

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CIRCULAR

Sub: Release of Monthly Fellowships/Scholarships- Introduction of Biometric attendance for Ph.D scholars- reg.

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The Ph.D. Regulations as approved by the Academic Council provides the following with regard to the enforcement of attendance of Research Scholars:-

- (i) Both full-time and part-time research scholars shall have to secure a minimum aggregate of 75% attendance in order to be eligible to appear in the Ph.D Course work examination'.
- (ii) Only such scholars shall be considered for scholarship who put in 75% attendance each month. For the purpose, the Head of the Department/Director concerned shall maintain an 'Attendance Register' which needs to be daily signed by research scholars from the Semester-II onwards.
- (iii) The Course work classes in Semester-I shall serve the purpose of attendance verification and compliance.
- (iv) Those who are exempted from Course work shall be required to sign the attendance register from Semester-I onwards.
- (v) Research supervisor must report any absence from research work by the Research scholar due to illness, maternity leave or other circumstances to the Head concerned and Departmental Research Committee. Any leave or absence from research work shall require prior intimation and approval of the Departmental Research Committee.

2. In order to bring conformity to the above provisions and to streamline the attendance system for scholarship/fellowship purposes, it has been decided by the University to introduce Bio-metric Attendance System (ABAS) from the new academic year 2018-19. The students are required to mark their attendance twice in a day (Morning & Evening). The biometric machines are presently installed at the following locations:

Locations where biometric attendance machines are installed:

- 1) School of Computer Science and Information Technology (CS&IT)
- 2) Polytechnic
- 3) Saiyid Hamid Library
- 4) School of Education & Training
- 5) School of Languages, Linguistics and Indology
- 6) Centre for Urdu Culture Studies
- 7) Administration Building


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The students may use any of these biometric machines for marking their attendance. All the Research Scholars are advised to register themselves at the link given below latest by **20.8.2018**.

<http://manuuhyb.attendance.gov.in/register/myemp>

Note: while entering Organization details Organization Type should be chosen as "Government Employee" , Department/Division should be the name of the department and designation should be chosen as "Research Scholar".

[Students may contact Mr. Md. Shahnawaz Qureshi, Computer Programmer or Mr. Deepak Singh, Technical Assistant (On contract), Centre for Information Technology for facilitation or assistance.]

3. Henceforth, all the Fellowships viz. Non-NET, NET, JRF, MANF, RGNF etc. shall be processed by the Academic Section based on the attendance details recorded through centralized bio-metric system.

4. The HoDs shall attach a Monthly Attendance Report of Research Scholars enrolled in the department concerned, generated through the ABAS system along with the Claim Form indicating the particulars of leave or absence due to field work or any kind of leave granted to each Research Scholar.

5. Marking of biometric attendance by all the research scholars shall be compulsory from 1st September 2018.

6. Separate orders shall be issued for satellite campuses/CTEs (where Ph.D students are enrolled), after installation of Biometric attendance machines shortly.


Registrar

Copy to:-

1. All Deans of Schools and Head of Departments/Directors of Centres - *for information of all Research Supervisors and Research Scholars*
2. Principals of CTEs/In-Charge, Satellite Campuses at Lucknow & Srinagar- *for information of all Research Supervisors and Research Scholars*
3. University Librarian
4. Dean (Academics)
5. Director, CIT- *for uploading on website*
6. Head, Procurement - *for procurement & installation of Bio-Metric machines at Satellite campuses where Ph.D students are registered.*
7. PRO and Hindi Officer - *for Urdu and Hindi translations.*