



मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी مولانا آزاد نیشنل اردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSITY  
(A Central University established by an Act of Parliament in 1998)

Accredited "A+" Grade by NAAC  
ACADEMIC SECTION



MANUU/Acad/F. 56/2022-23/321

03.02.2023

### CIRCULAR

Sub: Maintenance of Students/ Scholars attendance on daily basis- Reg.

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It has come to the notice that the daily attendance of the Students/ Scholars is not being maintained and updated in iUMS.

The scholars deserving to proceed on research or field work shall leave the Department with written permission from the concerned Research supervisor/ Head of the Department. The same to be recorded in the attendance register.

The attendance register of the Students/ Scholars shall be made available for checking when ever called for.

All the Heads of the Departments/ Principals/ Directors shall ensure the same.

  
Officer on Special Duty-1

To

1. All the Heads of the Departments/ Directors/ Principals, CTE's, Polytechnics, ITI's
2. Director CIT

Copy to :

1. All the Deans of Schools