मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी مولانا آزاد نیشنل اُردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University established by an Act of Parliament in 1998)
Accredited with 'A' Grade by NAAC

No. MANUU/ER.I(B)/F.110/2019-20/   4th July, 2019

OFFICE ORDER

Sub: **Biometric attendance system for Non-Teaching (Regular and Contractual) employees of MANUU at Hyderabad and other campuses/Offices of MANUU**

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In continuation to University Notice No. MANUU/ER.I(B)/F.110/2017-18/1487, dt. 4.1.2018 & even No.1523, dated 12.1.2018 on the above subject, it is notified to all Non-Teaching employees (both regular and contractual staff) working in the Main Campus, Hyderabad that due to technical constraints, the process of registration through Aadhar based Biometric could not be materialized. The University has now installed sufficient numbers of non- Aadhar based biometric machines in the buildings at MANUU campus, Hyderabad.

2. **Hyderabad Campus**: All the employees (regular and contractual) posted at Main Campus, Gachibowli, Hyderabad are directed to register themselves in the new Non-Aadhar based biometric machines. The registration process shall be facilitated by the staff of the CIT as per the schedule attached to this Office Order.

3. **Off-Campuses/RCs/SRCs**: The process of procurement and installation of non-Aadhar based biometric machines in off-campuses has already been completed. Therefore, all Principals/In-charges of institutions/ Colleges/ Polytechnics/ITIs/Model Schools/RCs/SRCs outside the Gachibowli campus, Hyderabad shall ensure a similar registration process at their respective locations.

4. Registration in the biometric machine is compulsory for every regular and contractual employee at all levels (from Group 'A' to Group 'C'/Support staff/Hostels staff etc).

5. The salary for the regular and contractual employees shall be based on the biometric attendance w.e.f **15th July, 2019**. Detailed guidelines for regulation of attendance and monitoring of biometric attendance at Hyderabad and off-campuses will be issued in due course.

6. Separate orders will be issued for teaching staff shortly.

Registrar

Encls: Schedule of registrar (starting from 5th to 12th July, 2019)

Copy to:
1. All Deans of Schools / Heads of Departments / Directors of Centres / Director, DDE / Regional Directors / Principals of CTEs / Principal of Polytechnics/ITIs/Model Schools/Teacher In-charge, Lucknow and Budgam Campuses.
2. Sectional Heads/JRs/DRs/ARs/ In-charge, Health Centre/Provosts of Hostels/Security In-charge
3. Office of the Vice-Chancellor / Pro-Vice-Chancellor / Registrar/Finance Officer/ Librarian/Controller of Examinations/Proctor
4. Director (Admissions)/Director, IQAC
5. Director, CIT for uploading on website
6. PRO-Hindi Officer - for Urdu and Hindi translations.

Schedule for Registration of Non-Employees (Regular & Contractual) in Biometric Machines at Hyderabad Campus, MANUU

Biometric Location	Machine No	Name of the Building for Marking Attendance	Floor	Name of the Office/Dept	Registration Date & Time	Registration Location
Administrative Building Ground Floor	1	Administrative Building	Ground/First	Staffs of Ground and 1st floor of Admin Building	05-07-2019 03:00 PM to 05:30 PM	Administrative Building Ground Floor
Administrative Building Ground Floor	2	Administrative Building	Second/Third	Staffs of 2nd and 3rd floor of Admin Building	05-07-2019 03:00 PM to 05:30 PM	Administrative Building Ground Floor
Administrative Building Ground Floor	3	Administrative Building	PWD staff	All floors of Admin Building	05-07-2019 03:00 PM to 05:30 PM	Administrative Building Ground Floor
CUCS Building	4	CUCS/DSW/Proctor Office/ Deccan Studies/ DDE/Sports/School of Arts/ HRDC/Health Centre/VIP Guest House	All	Staffs of All Buildings mentioned in coloumn3	08-07-2019 10:00 AM to 12:00 noon	CUCS Building
Library	5	Library/IMC/CPDUMT/School of Mgt & Commerce	All	Staffs of All Buildings mentioned in coloumn3	08-07-2019 03:00 PM to 05:30 PM	Library
ITI	6	ITI	All	Staffs of ITI Building	09-07-2019 10:00 am to 11:00 am	ITI
Polytechnic Building	7	Polytechnic	Ground/First	Staffs of Polytechnic	09-07-2019 11:30 am to 01:00 pm	Polytechnic Building
Polytechnic Building	8	School of Sciences	Second	Staffs of School of Sciences	09-07-2019 11:30 am to 01:00 PM	Polytechnic Building
Computer Sciences & IT	9	CS&IT/CSE/CIT	All	Staffs of All Buildings mentioned in coloumn3	09-07-2019 03:00 pm to 05:00 PM	Computer Sciences & IT
School of Education	10	School of Education	All	Staffs of SOE building	10-07-2019 10:00 am to 11:00 am	School of Education
School of Languages	11	School of Languages	All	Staffs of SOL building	10-07-2019 11:30 am to 01:00 pm	School of Languages
BoysHostel-1	1	BoysHostel-1	All	Staffs of respective Hostels	11-07-2019 10:00 am to 11:00 PM	BoysHostel-1
BoysHostel-2	2	BoysHostel-2	All	Staffs of respective Hostels	11-07-2019 11:15 am to 11:45 am	BoysHostel-2
BoysHostel-3	3	BoysHostel-3	All	Staffs of respective Hostels	11-07-2019 03:30 pm to 04:15 pm	BoysHostel-3
BoysHostel-4	4	BoysHostel-4	All	Staffs of respective Hostels	11-07-2019 04:30 pm to 05:30 pm	BoysHostel-4
Girls Hostel-1	5	Girls Hostel-1	All	Staffs of respective Hostels	12-07-2019 10:00 am to 11:00 am	Girls Hostel-1
Girls Hostel-2	6	Girls Hostel-2	All	Staffs of respective Hostels	12-07-2019 11:30 am to 12:30 pm	Girls Hostel-2