



مولانا آزاد نیشنل اردو یونیورسٹی  
MAULANA AZAD NATIONAL URDU UNIVERSITY  
(A Central University established by an Act of Parliament in 1998)  
(Accredited with Grade "A" by NAAC)

**Coordinator- Teaching**

**Biometric Attendance System (BAS)**

email: teaching.bas@manuu.edu.in

Ref No: F.No. BAS (T)/2019/CIT/

20/8/2019

All Heads of Departments/  
Director, DDE,  
Directors of Centres,  
Principals, CTEs, Polytechnics, Model Schools &  
In-charge, Satellite Campuses

**Sub: Introduction of Biometric Attendance System (BAS) for Teaching Staff**

- Ref:
1. Office Order No. MANUU/ER.I(B)/F.110/2019-20 dt. 15.7.2019
  2. NCTE Order No. NCTE-Regl912/26/2019-US (Regulation)-HQ dt.10.7.2019
  3. Circular No. MANUU/ER.I(B)/F.110/2019-20/738 dt. 31.7.2019
  4. F.No. MANUU/ER.I(B)/F.110/2019-20 dated 8th August, 2019

Dear Sir/Madam,

The University has issued detail modalities for implementation of Biometric attendance for teaching staff vide letter 4th cited. In the said order, it was notified that the salary for the regular teachers /contractual/guest faculty of the University shall be calculated strictly on the basis of their Bio-Metric attendance generated through BAS and certified by the HoD concerned effective from the date of circular (i.e. 9th August, 2019).

2. The Coordinator for Biometric attendance at Hyderabad shall act as Nodal officer for teaching staff (regular and contractual/Guest faculty) posted at Main Campus, Hyderabad. Similarly Principal/Regional Director/In-charge shall act the nodal officer for implementing the BAS for teaching (regular and contractual/Guest faculty) in all Satellite Campuses, College of Teacher Education, Polytechnics, ITI/ Model Schools / Regional Centres/ Sub Regional Centres.

3. As per the requirement, the Coordinator at Hyderabad has to share the electronic copy of the monthly statement generated from BAS System, showing attendance records of each teaching or academic staff working in various departments/institutions/directorates/centres/ offices of the university with the respective heads of department on the following working day after 20<sup>th</sup> of every month. The Heads of Departments are required to certify the attendance records and forward the certified electronic copy to the Finance Office. In the case of off-campuses, the Nodal Officer has to sent the duly certified electronic copy of attendance records of teaching staff generated through BAS, to the Finance Branch. Each HoD and Nodal Officer (Off campuses) are required to certify the attendance details with the following certificate:-

*"Certified that the teachers concerned were duly present in the department as per the minimum requirement prescribed under ..... (NCTE/UGC/AICTE) Regulations on the days as noted against each "*



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4. For every unmarked entry in the Attendance Report, the Head concerned is requested to indicate the nature of the leave i.e. CL, RH, EL/HPL/Commutated Leave/Paternity leave/Maternity leave/Child Care leave/Special Casual leave/Training/approved official tour/duty leave etc. availed by the teacher or put remarks giving additional information, if required.

5. The duly completed and certified attendance report is required to be send to the following email IDs:

**Name of the section**

**Email ID**

Finance Branch (Salary Section)

finance.bas@manuu.edu.in

cc:

Coordinator-Teaching, BAS

teaching.bas@manuu.edu.in

ER.I Section

timeoffice.er1@manuu.edu.in

6. In addition to the above, as per the NCTE directives (2nd cited), the Dean, School of Education & Training has to upload the attendance details of teaching and students working in the Department of Education & Training at Hyderabad as well as all 8-CTEs on the website on weekly basis. For detailed instructions about the implementation of BAS-Teaching, please refer the Circular dated 8.8.2019.

7. In order to facilitate the biometric attendance, all regular teaching staff posted at Hyderabad campus can now mark their attendance from any of the biometric machine installed at different locations inside the campus.

This issues with the approval of the Vice-Chancellor.

Coordinator- Teaching  
Biometric Attendance System (BAS)

**Copy to:**

1. All Deans of Schools/ Heads of Departments/ Directors of Centres / Director, DDE/ Regional Directors/ Assistant Regional Directors/ Principals of CTEs / Polytechnics/ ITIs/ Model Schools/ In-charge of Lucknow and Budgam Campuses.
2. Finance Officer
3. Deputy Registrar (ER.I)/Assistant Registrar (ER.I)
4. Sectional Heads/JRs/DRs/ARs
5. Office of the Vice Chancellor/ Pro-Vice Chancellor / Registrar/Librarian/CoE
6. Director, CIT for uploading the University website.