



TEERTHANKER MAHAVEER UNIVERSITY

(Established under Govt. of U. P. Act No. 30, 2008)

Delhi Road, Moradabad (U.P)

Phone No.: 0591-2476813

Email : jointregistrar@tmu.ac.in

Ref. : TMU/R.O./2025-26/ADM/24

Date : 04.09.2025

Circular

Subject: Mandatory Guidelines for Maintaining Student Attendance from Academic Session 2025-26 Onwards (Except Medical & Dental)

With reference to the above subject, all Deans, Principals, and HoDs are hereby informed that the following measures shall be strictly implemented from the Academic Session 2025-26 onwards to ensure proper maintenance of student attendance in every course throughout the semester/year:

1. Notification to Students

The Dean/Principal shall issue a notification within 15 days of the commencement of classes of each semester/year, informing all students about the mandatory requirement of maintaining attendance in every course throughout the semester/year.

2. Counselling/Awareness Sessions

The concerned Mentor/HoD shall organize counselling and awareness sessions at regular intervals to sensitize students regarding the importance of attendance, ensuring that they are not detained from appearing in the End Semester Examination. The records of such activities need to be submitted to Principal/Dean by the concerned Mentor/HoD.

3. Mandatory Undertaking Before CT-1

Attendance records shall be compiled before the commencement of CT-1. Each student with less than 75% attendance must submit an undertaking form (Annexure-1). Dean/Principal should ensure that students failing to submit the undertaking will not be permitted to appear in CT-1.

4. Special Classes for Final Year Detained Students to appear in Special Re-appear Examination

All final-year students who may be detained from the End Semester Examination due to attendance shortage or absence in any course shall be required to attend special classes for such courses, which will be scheduled every year from June 15 to July 14 (applicable for both Odd and Even Semesters/Year).

4.1. A minimum of 20 special classes shall be conducted for each 4-credit course or proportionately for courses with credits other than four. Such students shall be required to pay an additional fee of ₹ 5,000 per course in which they were detained.

4.2. Students must maintain a minimum of 75% attendance in these special classes to become eligible for the Special Reappear Examination to be scheduled in September each year. Those who will fail to have obtained 75 % attendance in any course, shall not be allowed in the Special Re-appear Examination. The marks of the attendance (equivalent weightage to regular classes) would be given to the students based on attendance of these special classes.

This is issued with the approval of Hon'ble Vice Chancellor.

(Dr. Vaibhav Rastogi)

Joint Registrar

Dr. Vaibhav Rastogi

Joint Registrar

**Teerthanker Mahaveer University
Moradabad**

Copy to:-

1. P.S. to Hon'ble Chancellor for info. Please
2. P.S. to Hon'ble Group Vice Chairman for info. Please
3. Hon'ble Executive Director
4. Registrar
5. Director (Administration)
6. Director (Hospital Administration)
7. Director- Governance (Dental & Allied Health Sciences)
8. Director HR
9. Director (Accounts)
10. Director (IQAC)
11. Director (Admissions)
12. Chief Warden
13. Chief Proctor
14. Finance Officer
15. Jt. Registrar (Alumni Relations)
16. Jt. Registrar (gen. Administration)
17. Jt. Director (Security, Students Welfare & Admin.)
18. Jt. Director (TMU Entrance Test)
19. Deputy Registrar (Registration & Migration)
20. Dy. Chief Warden
21. Head (Social Media, Media & Digital Marketing, ERP)
22. Head (IT)
23. Manager (Media)
24. Manager (Payroll)
25. Manager (Transport)
26. Electrical Engineer
27. Engineer(s) (Civil, Electrical, Maintenance, Fire, Emergency, other essential staff)
28. Sr. Executive (Constructions, Engg. & Maintenance)
29. Executive (Purchase & Stores)
30. Hostel Warden(s)
31. Audio- Visual Section
32. Guard File

II

1. Hon'ble Vice Chancellor
2. Dean (Academics)
3. Controller of Examinations
4. Deans/ Principals/ HoDs
5. Dean Students' Welfare
6. Director (CTLD)
7. Director (CDOE)
8. Associate Dean (R&D)
9. Associate Dean (Academics)
10. Associate Dean (Ph.D. Cell)
11. University Librarian
12. Joint Director (CRC)

Attendance Undertaking

The Director/Principal/HOD

Date:

..... (College/Department)

Teerthanker Mahaveer University, Moradabad.

Subject: - Undertaking for maintaining 75% attendance.

Respected Sir/Madam,

This is to state that I,
and my father/mother Sh./Smt.
have complete knowledge about the Teerthanker Mahaveer University Ordinance governing the attendance of students, according to which I have to attend at least 75% of the classes individually in each course during the entire semester/year of the programme; failing which I will not be allowed to appear in internal and/or external examinations of the University in the course(s) wherein my attendance is less than 75%.

As on date, my attendance in various courses is as mentioned in the table below:

S. No.	Course Name	Course Code	Attendance (%)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

It would be my personal responsibility to ensure 75% attendance separately in each course during the programme, otherwise, I shall have no right/claim to appear in the internal and/or external examinations of the university in the course(s) less than 75% attendance.

I further, undertake that it shall be my responsibility to inform my parents regarding my short attendance as mentioned above.

I am signing this undertaking after reading the University Ordinance on attendance and other matters.

Student's Name :
 Programme :
 Branch (if any):
 Semester/Year :
 Student's Mobile No :
 Student's E-Mail ID :
 Father's Mobile No :
 Father's E-Mail ID :

VERIFICATION

I have read and understood the undertaking furnished above by me, and that I fully understand its implications.

Student's Signature