



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. No :	TMU/R.O./2024-25/Adm/101	Date:	10.05.2025
SOP No :	28.0	Issued By:	Joint Registrar
Total Pages :	05	Approved By:	Vice Chancellor

STANDARD OPERATING PROCEDURE (SOP) RE-ACTIVATION OF YEAR BACK STUDENTS

1. **Purpose:** The purpose of this SOP is to define a standardized process for marking students as year -back student status and activation process in the ERP system and outlining the procedure for reactivation of such students.
2. **Scope:** This SOP is applicable to all students of Teerthanker Mahaveer University, except for first-semester students and those enrolled in Medical College.
3. **Criteria for marking a student as year back:** A student will be marked as year-back in the ERP as per conditions given in **Annexure-1**
4. **Process for reactivation of year - back student of the concerned programmes marked in Annexure-1.**
 - i. **Student Request:** The students must submit a formal application for reactivation to the principal of their respective college.
 - ii. **Principal/HOD/Director Approval:** The application is reviewed and approved by the College Principal, Head of Department (HOD), or Director.
 - iii. **Forwarding to Director-Admission:** Once approved at the College level, the request is forwarded to the Director-Admission. The Admission Cell will initiate the reactivation process in the ERP system.
 - iv. **Academic Review by the Controller of Examinations (COE):** The COE will verify the academic eligibility of the students and grant approval based on the academic record.
 - v. **Fee Clearance/Accounts Department Action:** After COE approval, the student's academic details will be reflected in the ERP. The Accounts Department will process the applicable fee based on the updated information. The student must clear all pending dues as per University policy.
 - vi. **ERP Status Update:** Upon completion of the above steps, the student's status will be updated as "Active" in the ERP system.



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- vii. **Notification to Stakeholders:** A formal email notification will be sent to the concerned Principal/Dean/Director, ERP Coordinators, Examination Cell, associate dean academics/dean academics office and ERP Cell for information and necessary updates.

5. Implementation & Compliance:

- This SOP must be followed uniformly across all academic units to ensure accuracy and transparency in the student record.
- The ERP system should be regularly updated to reflect changes in the student status, ensuring real time access to accurate records for faculty, administration, and students.

6. Review & Amendments:

- This SOP will be subject to periodic review and amendments as per the directives of the University administration.


Dr. Vaibhav Rastogi
Joint Registrar
Teerthanker Mahaveer University
Moradabad
Joint Registrar

Annexures enclosed-

I- Flow Chart for Students' Promotion

Flow Chart for Students' Promotion in Various Programmes

(Annexure-I)





