STANDARD OPERATING PROCEDURE (SOP) for
Marking of Not Reported (NR) Student Status and Activation Process in ERP

1. Purpose: The purpose of this SOP is to define a standardized process for marking students as "NR" (Not Reported or left the campus without cancellation) 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 first-semester students and those enrolled in Medical, Dental, and Doctorate programs.

3. Criteria for Marking a Student as NR in ERP: A student will be marked as "NR" in the ERP system under the following conditions:

1. **Continuous Absence for 30 Days:** If a student remains absent from classes for 30 consecutive days from the commencement of the academic session.
2. **Non-Filling of Semester Examination Form:** If a student fails to submit the semester examination form within the stipulated deadline.

4. Process for Reactivating an NR Student: If a student who has been marked as NR wishes to regain active status, the following procedure must be followed:

1. **Student Request:** The concerned student must submit a formal request for reactivation to their respective College Dean/Principal/HoD.
2. **Dean/Principal/HOD recommendation to Director Admissions:** The request must be reviewed, verified and recommended by the College Dean/Principal/HOD to the Director Admissions for further approval from Hon'ble Vice Chancellor.
3. **Vice-Chancellor's Approval:** The Director-Admissions will seek final approval from the Hon'ble Vice-Chancellor.
4. **ERP Status Update:** Once approved, the student's status will be provided to the ERP system to reflect their status as active in ERP, by the Director Admissions.
5. **Notification to Stakeholders:** A copy of the final approval will be sent to the Dean Academic Office, Concerned College Dean/Principal/HoD for information from the office of Director Admissions.

5. Implementation & Compliance:
- This SOP must be followed uniformly across all academic units to ensure accuracy and transparency in student records.
- The ERP system should be regularly updated to reflect changes in 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 and the Vice-Chancellor's office.

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