



NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS WITH MULTIPLE DISABILITIES (NIEPMD)
(DEPT OF EMPOWERMENT OF PERSONS WITH DISABILITIES, (DIVYANGJAN) MSJ & E GOVT OF INDIA)

National Board of Examination in Rehabilitation(NBER)

(An Adjunct Body of Rehabilitation Council of India, under Ministry of Social Justice and Empowerment)

ECR, MUTTUKADU, KOVALAM POST, CHENNAI- 603 112, TAMIL NADU

Email:niepmd.examinations@gmail.com

NIEPMD –NBER/2018-19/ 206

Date: 11.12.2018

CIRCULAR 18/4

To,

Course Coordinators

Teacher Training Institutions

RCI – Recognized Course, [DSEASD, DSECP, DSE-MR, DECSE (MR), DVR (MR),
DCBR (MR), CCCG, DPO, CPO, DRT, CRT & ACCIE (CD)]

It is requested to all the course coordinators to send the attendance percentage of all the students who are admitted at your institute from the starting date of the course up to 30th November 2018. The format to fill the attendance is attached.

You are further request to read the guidelines carefully which is attached before filling the attendance format.

DIRECTOR
NIEPMD

Encls.1.Attendance format

2. Guidelines to fill up the attendance format

Guidelines to fill up the attendance format

It is requested to all the course coordinators to read carefully the guidelines before filling up the attendance percentage format.

1. The course coordinator himself / herself has to fill up the attendance format for all the students. The enrolment numbers are not issued by the NIEPMD-NBER to the candidates who are admitted to the course. So the name of the candidates must carefully be written in the attendance format. The course coordinators is requested to fill up the names as per 10th standard certificate.
2. No candidates will be considered other than the approved candidates list of RCI which has been sent to NIEPMD-NBER, Chennai after the AIOAT examination.
3. The attendance percentage is to be provided in each two months period from the starting date. It is requested follow the following dates;

I period	Starting date	30/11/2018
II period	01/12/2018	31/01/2019
III period	01/02/2019	30/03/2019
IV period	01/04/2019	10/06/2019

4. The course coordinator is requested to maintain the attendance record (theory and practical separately) from the start date of the academic year till the end of the course.
5. The total number of working days are calculated excluding all the Sundays and Public holidays.

Total working days for the period = Total number of days - (Public Holidays + Sundays)

6. The theory and practical attendance must be shown separately and convert the days into percentage. The equation for percentage calculation is given below

Theory percentage calculation

$$\frac{\text{Total no of working days in which student attended}}{\text{Total no of theory working days}} \times 100$$

Practical percentage calculation

$$\frac{\text{Total no of working days (Practical) in which student attended}}{\text{Total no of practical working days}} \times 100$$

If the calculation is made in hours, it should be converted into days before percentage calculation.

7. The attendance percentage once submitted will not be allowed to change at any circumstances.
8. It is requested to submit the attendance percentage at the end of each period and the same must be uploaded online.
9. Specimen copy of the attendance format is attached for your ready reference.