



**National Board of Examination in Rehabilitation**

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

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

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NIEPMD –NBER /2018-19/

Date:18.02.2019

**CIRCULAR 18/14**

To,

Course Coordinators,  
Training Institutions,  
RCI – Recognized Course, [DSEASD, DSECP, DSE-MR, DSEMD, DECSE (MR), DVR (MR), DCBR (MR), CCCG, DPO, CPO, DRT, & CRT]

**Sub: Last date of submission of attendance percentage- Reg.**

Respected Sir/Madam,

It is requested that all the course coordinators should send the attendance percentage of all the students who are admitted for the above mentioned courses of your institute for the academic year 2017-18(2<sup>nd</sup> year) and 2018-19(1<sup>st</sup> year). The following is the last date of submission of attendance for each Phases/Periods.

Phases /Periods	Phase duration	Last date of submission
Phase 1	July,2018 to 31 <sup>st</sup> November 2018	30 <sup>th</sup> December, 2018
Phase 2	1 <sup>st</sup> December,2018 to 31 <sup>st</sup> January, 2019	28 <sup>th</sup> February,2019
Phase 3	1 <sup>st</sup> February 2019 to 31 <sup>st</sup> March, 2019	30 <sup>th</sup> April,2019
Phase 4	1 <sup>st</sup> April 2019 to 10 <sup>th</sup> June 2019	20 <sup>th</sup> June,2019
Consolidated attendance	July,2018 to 10 <sup>th</sup> June 2019	20 <sup>th</sup> June,2019

**Guidelines:**

1. Some of the institutes have not submitted the first period /phase of attendance till date. Those institutes which have not submitted the percentage of attendance for the first phase/period, will be considered as defaulters; all such institutions are warned to strictly comply henceforth.
2. The student/s who has/have got less percentage of attendance in any phase, can be given chance to improve their attendance in the subsequent phases/periods. The consolidated attendance of the candidates will be taken as final for sitting in the term end examination.
3. Online attendance entry system will start shortly and it is requested to fill all the candidates' attendance in the online attendance entry system before the dates given in the table.
4. Kindly take utmost care while you prepare the attendance percentage format and entering the percentage of attendance in the online attendance entry system. The hard copy of the attendance should be sent to NIEPMD-NBER before the last date of submission and that

will be considered as final. **If there is any differences of attendance in the hardcopy and online attendance entry system, the coordinators shall be held responsible.**

5. The competent authority may ask the attendance register of the institute for verification at any point of time. Hence, it must be kept (theory and practical attendance separately) for the future verification.
6. The format for filling up the attendance percentage is attached. Please send the filled format for the first year and the second year and for each course separately.

Sd/-  
DIRECTOR  
NIEPMD