



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/2019-20/201

Date: 19.11.2019

CIRCULAR 19/07

To,

Course Coordinators

Training Institutionsa

RCI – Recognized Course, [D.Ed. SE (ASD, CP, ID, MD), DECSE (ID), DVR (ID),
DCBR, CCCG, DPO, CPO, DRT & CRT]

**Sub: Circular for submission of Attendance Percentage and Guidelines
to fill up Attendance Entry form – reg.**

Sir/Madam,

It is requested to all the course coordinators to send the attendance percentage of all the candidates who are admitted at your institute from the starting date of the course with bio metric attendance. Please read the guidelines to fill up the attendance form and the attendance format is attached.

You are further requested to send the hard copy of the filled attendance form to NIEPMD-NBER with the Bio Metric attendance. The last dates of the attendance submission are as under;

S. No.	Attendance Phases	Last date of filled attendance form
1	Academic year Starting Date to 30.10.2019	15 th November, 2019
2	01.11.2019 to 31.12.2019	15 th January,2020
3	01.01.2020 to 29.02.2020	15 th March,2020
4	01.03.2020 to 31.04.2020	15 th May,2020
5	01.05.2020 to Academic year ending Date	1st June,2020
6	Consolidated Attendance	1st June,2020

Sd/-
DIRECTOR
NIEPMD

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 form.

1. The course coordinator himself / herself has to fill up the Theory and Practical attendance form for all the students.
2. In the first phase of submission, the filled Theory and Practical attendance shall be submitted without enrolment number. However the names of the candidates must be written legibly as per the 10th Standard certificate.
3. 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.
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 = 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

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

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. If any candidate has less percentage of attendance in any of the phase, a valid document (for eg, medical certificate etc.) must be attached with the filled attendance form.
8. The attendance percentage once submitted will not be allowed to change at any circumstances.
9. It is requested to send the filled attendance form (Hard Copy) at the end of each phase to NIEPMD-NBER and the copy of the same shall be sent to niepmd.examinations@gmail.com failing which the candidates will not be permitted to issue the hall ticket for theory and practical examinations.
10. **A copy of the time table** must be attached with the filled attendance form for knowing the time allocation of theory and practical hours.
11. A copy of the filled attendance form shall be sent to Rehabilitation Council of India, New Delhi also.
12. The filled attendance form must be displayed in the college notice board for students' perusal and the candidates who have less percentage, must be informed formally and a letter, in this regard must be sent to the parent or guardian to avoid all the confusion in future. This may be informed to NIEPMD-NBER also.

Sd/-
DIRECTOR
NIEPMD