



F. No. 25-15/NBER(AIOAT)/RCI/2016

Dt. 14.09.2018

CIRCULAR

Sub: Adherence of minimum requirement of attendance by the candidates of Diploma/Certificate level courses – reg.

As per the regulation of the Scheme of Examination, NBER, 2018, minimum 75% attendance each in theory and practical classes from the date of commencement of course/instructional days are compulsory for students to be eligible to appear in the final theory and practical examination. Accordingly, the training institutions are advised to adhere with the minimum requirement of attendance to be completed by the candidates.

2. In case, the student is found absent from the class with or without permission other than medical reason for a week, leave application may be considered by the institution for not more than a week. This should not be repeated by the student again and again. Leave in case of medical ground, for more than a week or less than a month, in one semester shall be considered by the Head of the institutions as a special case provided appropriate medical certificate is submitted by the student.

3. Students who are found absent from the class for a longer period that is more than 25% of the total instructional days of the training course even on medical ground will not be allowed to appear in the semester end/final examination.

4. Such students are required to repeat the semester to be eligible to appear in the supplementary examination as per the scheme of examination.

5. Institutions are required to send the monthly status of students having short attendance on the prescribed format through e-mail.

6. Prescribed format which is mentioned as below.

Course Name	Name of the Student	Roll No./Enrolment No.	Shortfall of attendance during the month.	Reason

(Dr. Kamlesh Kumar Pandey)
Chairperson