



# MEENAKSHI

ACADEMY OF HIGHER EDUCATION & RESEARCH  
DEEMED TO BE UNIVERSITY U/S 3 OF UGC ACT, 1956

## Controller of Examinations

Ref: MAHER/COE/CON - 265/2022

Date: 08.07.2022

To,

The Principal,  
Meenakshi College of Nursing,  
Mangadu.

Sir/Madam,

**Sub: M.Sc (N) Degree Course – I Year Degree Examinations – August 2022 – Internal Assessment Marks and Attendance Particulars – Called for.**

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We wish to state that, as per the Regulations of this University for the M.Sc (N) Degree Course, the Internal Assessment Marks should be submitted to University duly endorsed by the Heads of the Institutions, 10 days prior to the commencement of the theory examinations. We are enclosing herewith the format of Internal Assessment and Attendance.

2. The consolidate statement of Internal Assessment Marks and Attendance may be filled up and forwarded to this University duly authenticated by the **Head of the Institution**. These should be returned to the University on or before **01.08.2022**. **THE DETAILS OF THE INTERNAL ASSESSMENT MARKS AND ATTENDANCE MUST ALSO BE DISPLAYED SEPARATELY ON THE NOTICE BOARD OF THE INSTITUTION.**

3. As per Regulations for the M.Sc (N) Degree Course, "A candidate is required to put in a minimum 80% (Eighty) of attendance (each academic year shall consist of not less than 240 working days) in both Theory and Practical / Clinical separately in each subject before admission to the examinations".

- No candidate shall be permitted to any one of the parts of M.Sc (N) Examination unless he/she has attended the course in the subject for the prescribed period and produces the necessary certificates of study and attendance from the Head of the Institution.
- A candidate, who has not completed the course in any subject and not submitted the course completion certificate from the Head of the Department, will not be permitted to appear for that particular subject alone. If the candidate has got adequate attendance in other subjects he/she will be permitted to appear for examination in those subjects.

Received by  
A. Adarsh  
(BHUVAJESWARIE)  
8/07/22



4) The attendance particulars and Internal Assessment Marks of the candidates are required to be furnished to this University at least 10 days to the Commencement of the theory examinations to enable this University to scrutinize the Attendance and Internal Assessment Marks sent by you and to prepare and dispatch the Hall Tickets so as to reach you at least three days prior to the commencement of the written examinations.

5) In this connection we would like to point out that as per the decision taken, classes taken beyond college working hours shall not be considered for attendance. Like wise classes taken on Sundays, Government Holidays and during summer vacation months also will not be considered for attendance. We request you to kindly instruct the Heads of Departments to calculate the attendance well in time so that be attendance particulars and the Internal Assessment Marks are sent to this University in time as stated in Para two

6) The Internal Assessment Marks of all the candidates should be furnished. **The Internal Assessment Marks once furnished in the format will be final and no changes will be entertained later under any circumstances. The forms sent by us with the Signature should alone be used. No column in the above format should be kept blank.** The Hall Tickets for the examination will not be issued for those candidates Whose Internal Assessment Marks / Attendance have not been received by this University.

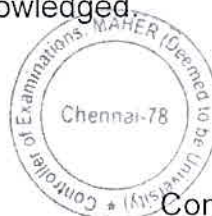
7) The marks and attendance furnished by the Institution in the format is the final one and under no circumstances shall, any request for future correction / revision in the marks / attendance, be entertained. Hence, you are requested to take more care in furnishing the marks and attendance to this University after a thorough verification. Any type of correction made in the marks and attendance in the format should be attested with signature of the Principal. White fluid used for corrections, also should be attested.

8) If the name of any eligible candidate is left in the format, after a thorough verification by the Principal, name of such candidate can be included in the format and Internal Assessment and attendance can be furnished.

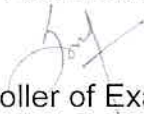
9) If the name of any ineligible candidate is found in the format, regarding the prescribed period of study, etc., name of such candidate can be deleted in the format after satisfaction of the Principal, with a written communication to this University.

**10) All the above instructions should be followed without any deviation and the personal attention of Principal is solicited in this regard.**

The receipt of this letter may be acknowledged.



Yours faithfully,

  
Controller of Examinations

**Encl : Internal Assessment & Attendance Formats**