



MEENAKSHI

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

Controller of Examinations

Ph - 23640066

Ref: MAHER/COE/CON – 261/2022

Date: 07.07.2022

To,

The Principal,
Faculty of Occupational Therapy,
MAHER,
Chennai.

Sir,

Sub: I & II Semester (CBCS Batch) and II, III & IV Year BOT Degree Examinations – August 2022 – Internal Assessment Marks and Attendance Particulars – Called for.

We wish to state that, as per the Regulations of this University for the BOT Degree Course, the Attendance should be submitted to University duly endorsed by the Heads of the Institutions, 15 days prior to the commencement of the theory examinations. We are enclosing herewith the format of 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 **19.07.2022**. **THE DETAILS OF THE ATTENDANCE MUST ALSO BE DISPLAYED SEPARATELY ON THE NOTICE BOARD OF THE INSTITUTION.**

3. As per Regulations for the BOT 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".

- a) No candidate shall be permitted to any one of the parts of BOT 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.
- b) 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 for the Examinations.

4. The attendance particulars of the candidates are required to be furnished to this University at least 15 days to the Commencement of the theory examinations to enable this University to scrutinize the Attendance 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 attendance particulars are sent to this University in time as stated in Para two

6. **The forms sent by us with the signature should alone be used. No column in the above format should be kept blank.** The Hall Ticket for the examination will not be issued for the candidate whose Attendance have not been received by this University.

7. The 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 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 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

Received
@ 9:47
07/07/2022