



केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Ministry of Human Resource Development, Govt. of India)



COORD/ROs/2019

27.12.2019

To,
The Principal/Head of All Schools
Affiliated to CBSE

Subject: Standard Operating Procedures for cases where attendance is less than the prescribed percentage of attendance - reg.

Madam/Sir,

You are aware that Board's examination 2020 will begin from 15th February, 2020. As per Rule 13 of Examination Bye-laws, a student who has at least 75% attendance as on 01st January of the year of examination is eligible for appearing in Board's Class X/XII examinations.

Now, on 01st January, 2020, schools can calculate the attendance of their students to take necessary action as per Rules 13 & 14 of the Examination Bye-laws.

CBSE had issued Circular No. Coord/ROs/Attendance/2019 dated 18.07.2019 for dealing with students having attendance less than the prescribed percentage of attendance (copy enclosed). All schools are requested to again read, understand, the aforementioned circular and bring the information to the notice of their Class-X and Class-XII students and comply with the Standard Operating Procedures in toto.

Schools will also ensure that shortage of attendance cases, if any, complete as per SOP's, are sent to the concerned Regional Office for condonation of attendance as per Rule 14 of the Examination Bye-Laws to avoid any delay.

Accordingly, the schools are requested that documents as per requirement be obtained from the student(s) and provided to the concerned Regional Office for taking decision by the Competent Authority.

Requests sent in contravention of the SOP's will not be considered.

Yours faithfully,

(Dr. SANYAM BHARDWAJ)
Controller of Examinations

Encl: As above

Contd. 2/-



Copy to:-

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, New Delhi-16
2. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida 201309
3. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110054
4. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160 017
5. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim -737101
6. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar -791 111
7. The Director of Education, Govt. of A&N Islands, Port Blair - 744101
8. The Director, Central Tibetan School Administration, ESSESS Plaza, Community Centre, Sector 3, Rohini, Delhi
9. The Additional Director General of Army Education, A - Wing, Sena Bhawan, DHQ, PO, New Delhi-110001
10. The Secretary AWES, Integrated Headquarters of MoD (Army), FDRC Building No. 202, Shankar Vihar (Near APS), Delhi Cantt-110010
11. All Regional Directors/Regional Officers of CBSE with the request to send this circular to all the Heads of the affiliated schools of the Board in their respective regions
12. All Joint Secretary/Deputy Secretary/Assistant Secretary, CBSE
13. In charge IT Unit with the request to put this circular on the CBSE website
14. The Public Relations Officer, CBSE
15. SPS to Chairperson, CBSE
16. SPS to Secretary, CBSE
17. SPS to Controller of Examinations, CBSE
18. SPS to Director (Information Technology), CBSE.
19. SPS to Director (CTET)
20. SPS to Director (Edusat)
21. SPS to Director (Academics) CBSE
22. SPS to Director (Professional Examinations)


22/12/19

CONTROLLER OF EXAMINATIONS



No.Coord/ROs/Attendance/2019

18.07.2019

**All the Heads of Institutions
Affiliated to CBSE**

Sub: Standard Operating Procedures for dealing with students having attendance less than the prescribed percentage of attendance

Madam/Sir,

You are aware that Rule 13 of the Examination Bye-Laws of the Board specifies the attendance requirements for a student to be eligible to appear for the Class X and XII examinations of the CBSE. Rule 14 of the Examination Bye-laws state the percentage of attendance upto which it can be considered for condonation and the grounds for its consideration.

Following has been observed:-

1. students, parents and schools are not following Rule 13 and Rule 14 of the examination Bye Laws strictly;
2. they are not submitting desired documents and certificates of the Competent Authority while seeking exemptions in attendance;
3. Schedule for submission of documents and certificates is not being adhered to;
4. Schools are not sending all the cases of shortage of attendance to the CBSE;
5. Students are not attending the school regularly; and
6. as per analysis of the result of 2019 of the students whose attendance had been condoned have performed poorly in the examinations.

To ensure the importance of the classes and the attendance, CBSE is taking following two measures:-

1. has prepared Standard Operating Procedures for dealing with students having attendance less than the prescribed percentage of attendance for the information and compliance by Schools, Students and Parents.
2. Schools are requested to communicate information and rule position to students and parents.

Standard Operating Procedures for dealing with students having attendance less than the prescribed percentage of attendance

1. Schools will take following action:-
 - a. inform the importance of attendance and classes etc to the students and their parents in the beginning of session;
 - b. sensitize the students and parents about the relevant rules and about the attendance requirement during the academic session;
 - c. inform the students and parents the grounds on which shortage of attendance could be condoned;
 - d. inform the students and parents to submit medical certificate(s) from the competent authority/leave application supporting the reason for availing/taking leave as and when leave is availed;
 - e. warn the students and parents if they are not attending the classes regularly and maintain the records of such students;
 - f. will inform the parents about shortage of attendance;
 - g. schools will recommend the cases as per Examination Bye-Laws only;
 - h. Attendance will be calculated as on 1st January of the Academic session.
 - i. Shortage of attendance cases received in the concerned Regional Office upto 7th January of the academic session of Class X or XII will only be considered by the Board.
 - j. No case will be accepted after 7th January of the academic session of Class X or XII;
 - k. Cases without Mandatory documents will be summarily rejected.

2. In case of shortage of attendance, schools shall be required to procure following documents from the student(s)/parent(s) and submit to the concerned Regional Office of the Board while forwarding the cases for considering condonation of shortage of attendances:

S. No.	Valid reason for condonation of shortage of attendance	Mandatory documents
1	Prolonged illness	1. Request(s) from the parent 2. Medical Certificate(s) for the period of absence from Government Doctor 3. All medical reports, X-rays etc 4. Recommendation of school in the proforma attached
2	Loss of father/mother or some other such incident leading to his/her absence from the school and meriting special consideration	1. Request from the parent 2. Death Certificate issued by concerned Authority 3. Recommendation of school concerned in the proforma attached

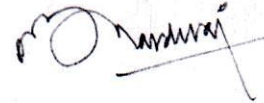
3	Any other reason of similar serious nature.	<ol style="list-style-type: none"> 1. Request from the parent 2. Certificate issued by concerned Authority supporting the nature of the reason. 3. Recommendation of school concerned in the proforma attached
4	Authorised participation in Sports at National level organized by CBSE / SGFI.	<ol style="list-style-type: none"> 1. Request from the parent 2. Certificate issued by concerned Authority 3. Recommendation of school concerned in the proforma attached
5	Authorised participation in Sports at National/ International level organized by recognized Federations	<ol style="list-style-type: none"> 1. Request from the parent 2. Recommendation letter from Sports Authority of India 3. Recommendation of school concerned in the proforma attached

3. Following will be the schedule for sending the request to the CBSE for condonation of attendance:-

S.No.	ACTIVITY	SCHEDULE
1.	To consider attendance put in by the student(s) in view of Rule 14(i) of Examination Bye-laws	upto 1st January of the academic session for Class X or XII
2.	Schools to compile all such shortage of attendance cases at 1 above in tabular form (separately for Class X and XII) supported with documents as mentioned above.	To be sent to concerned Regional Office so as to reach within 07 days of Activity at SI.No.01 i.e. 7th January of the academic session.
3	Regional Office will also communicate deficiency, if any, to the schools	Within 15 days from the date of receipt i.e. latest by 21st January of the academic session.
4	Schools will communicate fulfilment of deficiency to the Regional Office	Within 07 days from the date of activity at SI.No.03 i.e. 28th January of the academic session.
5	Last date for according approvals by CBSE	07th February of the examination year.

All schools are directed to read, understand and comply the SOPs in toto. Schools will ensure that all the documents as per requirement are obtained from the student(s)/parent(s) concerned and provided to the concerned Regional Office, wherever required.

Yours faithfully,



**(DR. SANYAM BHARDWAJ)
CONTROLLER OF EXAMINATIONS**

(PROFORMA FOR FORWARDING SHORTAGE OF ATTENDANCE CASES BY SCHOOLS)

CONDONATION OF SHORTAGE OF ATTENDANCE IN CLASS X / XII
(SEPARATE PROFORMA EACH FOR CLASS X AND XII)

1. Following candidates of Class _____ have not attained the required percentage of attendance during the academic session 20..... - 20....., as per details mentioned against each:

S. No.	Name of Candidate	Regn. No./ Roll No.	Class X / XII	No. of teaching days in the school	No. of days attended by the student	Percentage of attendance put in by the student upto 1 st Jan. 20.....	Recommendation as under - R for Recommended N for Not Recommended
1							
2							
3							
4							
5							

2. Following documents duly attested are attached with following cases

S.No.	Name of Candidate	Name of Document(s) attached
1		
2		
3		
4		
5		

Signature: _____

Name of Principal: _____

School Name: _____

School No. _____

Affiliation No. _____

Seal of the school _____