

Govt. of NCT of Delhi: Directorate of Education
Examination Cell, Room No. 222-A
Old Secretariat, Delhi-110054

No.DE.5 (31)/ Pt-V/Exam/ 2019/1015-1021

Date: 02.08.2019

// CIRCULAR //

Please find enclosed herewith a copy of CBSE circular no. COORD/ROs/Attendance/2019 dated 18.07.2019 issued by the Controller of Examinations, CBSE vide which information regarding Standard Operating Procedure for dealing with students having attendance less than prescribed percentage of attendance has been disseminated.

In this regard, all the Heads of Government, Govt. Aided & Unaided Recognized Schools are hereby directed to comply with the directions/instructions issued by CBSE vide aforesaid circular and disseminate the information about the importance of attendance to the students and their parents.

Encl: As above.

S. Sain
2.8.19
(DR. SAROJ SAIN)
Addl.DE (Exam)

All Heads of Govt., Govt. Aided & Unaided Recognized Schools through DEL E
Copy to:

1. PS to Chairman, CBSE
2. PS to Secretary (Education)
3. PS to Director (Education)
4. Spl. DE (PSB) & Spl. DE (ASB)
5. All RDEs/DDEs (District & Zonal)/DEOs through Del E.
6. ADE (IT) to get it placed on website of Directorate of Education.
7. Guard file.

Mukta Soni
2.8.19
(MUKTA SONI)
OSD (Exam)



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.

It has been observed by the CBSE that the poor attendance of students has resulted in poor performance in Board Exams. You are requested to send your ward to school daily on all working days. The 75% attendance is strictly followed in the school. If your ward does not full fill the attendance criteria, she will not be allowed to appear in the Board Exam as per the CBSE notification dated 02/08/2019.



Dr. Ritu P. Solomon
(Principal)