



केन्द्रीय माध्यमिक शिक्षा बोर्ड

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Ministry of Education, Govt. of India)



No. CBSE/CE/SPPS/2023

Date 29.08.2023

To,

**The Principals/Heads of
Schools Affiliated to CBSE**

Sub:- Compliance of Rules 13 & 14 of the Examination Bye-Laws on attendance

Madam/Sir,

Schools are known as the temple of learning and are responsible for transforming the journey of a student by giving them education as a lifelong process to learn and grow. Schools are not only meant for imparting subject knowledge to their students. During schooling, students' overall development is ensured by way of extracurricular activities, peer learning, character building, inculcation of values, collaboration, respecting diversity and inclusion, respectful interactions, teamwork, and so on. Overall, schools play a vital role in shaping well-rounded individuals.

Regular attendance in school is therefore important as students' presence in the schools contributes to a student's academic success, personal development, and overall well-being. If the students do not attend school, their all-round development will be hampered.

Accordingly, the CBSE has issued circulars and Standard Operating Procedures (SOPs) and has prescribed mandatory at least 75% attendance for appearing in the Board examination. 25% relaxation is given in attendance considering exigencies and emergencies faced by the students and their families as per rules 13 and 14 of the Examination Bye-Laws.

CBSE therefore directs schools to strictly follow the Board's Examination Bye Laws Rule No. 13 & 14 and also to ensure the following:-

- All the students and parents may be informed that it is mandatory to have at least 75% minimum attendance as stipulated in the Examination Bye-Laws of the Board.
- Any student, if on leave due to a medical emergency, needs to apply for the leave to the school with proper medical prescription and certificate etc. immediately after falling ill.
- In the rest of the cases, the student will follow the due process for availing the leave informing the valid reason for leave in writing to the school at the time of availing leave.
- The schools will ensure that students are attending the schools regularly and in case, any student is not serious about his/her attendance and frequently availing the leave or not attending school, then the school has to inform the parents in writing to ensure attendance as per Boards norms otherwise the student will not be allowed to appear in the examinations.



"शिक्षा केन्द्र", 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली-110092

"SHIKSHA KENDRA" 2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110092





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- (e) Schools are also directed to ensure that their students are attending the school regularly, attendance registers are maintained properly by marking the attendance of the students every day in the attendance register, attendance Registers are duly signed by the teacher and the authorities of the school and these are readily available in the office of the school for verification by the Board as and when required.
- (f) The CBSE may conduct surprise inspections of schools without prior intimation to the schools to verify the presence of the students from classes IX to XII in the school.
- (g) In case, during the inspection, it is found that the students are not present and the desired records are not complete or available, CBSE will initiate disaffiliation proceedings against the school, and such students who would not be fulfilling the attendance criteria, will not be allowed to appear in the Board's Examination.
- (h) In case, students of Class X and Class XII are sent on educational tours or for any other activity, appropriate records should be maintained and are available in such a manner that they could be made available at the time of sudden inspection to the team.

Please also find the Standard Operating Procedures to be followed strictly by the schools for condoning the shortage of attendance. The schedule mentioned should also be strictly adhered to.

If it is observed that schools are not adhering to the instructions issued and engage in activities that are against the board rules, a strict action which includes financial penalty or disaffiliation of the school will be taken by the Board.

Schools are, therefore, directed to comply with the above directions strictly as regular attendance of students is important and a must.

Yours faithfully,

(Dr. Sanyam Bhardwaj)

Controller of Examinations

