



CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Union Ministry
of Human Resource Development Govt. of India)
SHIKSHA KENDRA, 2. COMMUNITY CENTRE,
PREET VIHAR, DELHI - 110 301

COORD/2009

08.10.2009

All the Heads of the Schools
affiliated to the Board

Subject: Requirement of 75% of attendance in Classes X/XII

Sir/Madam,

You are aware that as per the Examination Bye-laws of the Board, it is essential for every student to complete the required percentage of attendances and the rules of the Examination Bye-laws in this regard are as under:

Rule 13.1(i) : The expression " a regular course of study" referred to in these Bye-laws means atleast 75% of attendance in the Classes held counted from the day of commencing teaching Classes IX/X/XI/XII, as the case may be, upto the 1st of the month preceding the month in which the examination of the School/Board commences. Candidates taking up a subject(s) involving practicals shall also be required to have put in at least 75% of the total attendance for practical work in the subject in the laboratory. Heads of Institutions shall not allow a candidate who has offered subject(s) involving practicals to take the practical examination(s) unless the candidate fulfils the attendance requirements as given in this Rule.

Rule 13.1 (i) (a) : The expression " a regular course of study" referred to in these Bye Laws means atleast 60% of attendance in respect of students participating in Sports at National level organized by recognized Federations/CBSE/SGFI, the Classes held counted from the day of commencing teaching Classes IX/X/XI/XII, as the case may be, upto the 1st of the month preceding the month in which the examination of the School/Board commences. Candidates taking up a subject(s) involving practicals shall also be required to have put in at least 60% of the total attendance for practical work in the subject in the laboratory. Heads of Institutions shall not allow a candidate who has offered subject(s) involving

practicals to take the practical examination(s) unless the candidate fulfills the attendance requirements as given in this Rule.

Rule 13.2(i): No student from a School affiliated to the Board shall be eligible to take the examination unless he has completed 75% of attendance counted from the opening of class IX/X/XI/XII upto the first of the month preceding the month in which the examination commences in the subjects of internal assessment.

Rule 13.2(i) (a): No student from a School affiliated to the Board shall be eligible to take the examination unless he has completed 60% of attendance in respect of students participating in Sports at National level organized by recognized Federations/CBSE/SGFI counted from the opening of class IX/X/XI/XII upto the first of the month preceding the month in which the examination commences in the subjects of internal assessment.

Rule 14(ii) of the Examination Bye-laws allow for condonation of shortage of attendance upto 15% only to be condoned by the Chairman and the Rule is as under:

"Shortage up to 15% only may be condoned by the Chairman. Cases of candidates with attendance below 60% in class X or class XII, as the case may be, shall be considered for condonation of shortage of attendance by the Chairman only in exceptional circumstances created on medical grounds, such as candidate suffering from serious diseases like cancer, AIDS, TB or similar serious diseases requiring long period of hospitalization."

Regular course of study implies that the students have to be physically present in the school and they attend the classes for the full duration on the dates they are physically present.

In order to ensure that the students of Classes IX/X/XI/XII marked present and those students registered for Class IX and those sponsored for the Class X & XII examinations are physically present in the school, Board may conduct surprise inspections.

The Board, time and again, has been bringing to the notice of the schools to adhere to the rules contained in the Examination Bye-laws and also

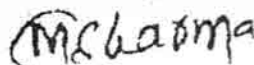
requests all the Heads of the Schools to bring the above essential rules of completion of attendances to the notice of all the candidates whose names have been sponsored by the school for the Board's examinations- 2010, and their parents, either verbally or in writing, especially those candidates who have not attended/are not attending the school regularly for various different reasons whatsoever may be.

It may also be brought to their notice that shortage in attendances will be condoned only as per Rule 14 of the Examination Bye-laws, to avoid any hardship to the students/parents immediately before the commencement of the examinations. It may also be brought to their notice that in case of shortage of attendance without valid reasons, they would not be permitted to appear for the Board's Class X/XII examinations.

We are sure that once the students are aware of the necessity of completing the attendance requirement, majority of students would certainly attend the classes regularly, thus reducing the number of requests for condonation in shortage of attendance at the last minute.

Kindly acknowledge receipt.

Yours faithfully



(M.C.SHARMA)

CONTROLLER OF EXAMS.

7. ADMISSION TO EXAMINATIONS	13.2	REQUIREMENT OF ATTENDANCES IN SUBJECTS OF INTERNAL ASSESSMENT
<p>13.2(i): No student from a School affiliated to the Board shall be eligible to take the examination unless he has completed 75% of attendance counted from the opening of class IX/X/XI/XII upto the first of the month preceding the month in which the examination commences in the subjects of internal assessment.</p>		<p>13.2(i)(a) No student from a School affiliated to the Board shall be eligible to take the Senior School Certificate Examination conducted by the Board unless he has completed 75% of attendance counted from the opening of class XII upto the first of the month preceding the month in which the examination commences in the internal assessment.</p>
<p>(I)(b) New Rule</p>		<p>13.2(i)(b) No student from a School affiliated to the Board shall be eligible to take the Senior School Certificate Examinations conducted by the Board unless he has completed 60% of attendance in respect of students participating in Sports at National level organized by recognized Federations/CBSE/SGFI counted from the opening of class XII upto the first of the month preceding the month in which the examination commences in internal assessment.</p>
<p>ii) Exemption from W.E/Art Education/P & H E may be granted to a candidate on medical grounds provided the application is supported by a certificate given by a registered medical officer of the rank not below that of Assistant Surgeon and forwarded by the Head of the School with his recommendations.</p>		<p>(ii) Exemption from study of subjects under Scholastic Area B/W.E/Art Education/P & H E may be granted to a candidate on medical grounds in respect of Secondary and Senior School candidates appearing for the Secondary and Senior School Certificate Examinations conducted by the Board provided the application is supported by a certificate given by a registered medical officer of the rank not below that of Assistant Surgeon and forwarded by the Head of the School with his recommendations.</p>
<p>(iii) The Chairman shall have the powers to condone shortage of attendances in subjects</p>		<p>(iii) The Chairman shall have the powers to condone shortage of attendances in</p>

4	ADMISSION TO EXAMINATIONS	14	RULES FOR CONDONATION OF SHORTAGE OF ATTENDANCES
<p>14(i) If a candidate's attendance falls short of the prescribed percentage, the Head of the School may submit his name to the Board provisionally. If the candidate is still short of the required percentage of attendance within three weeks of the commencement of examination, the Head of the Institution shall report the case to the Regional Officer concerned immediately. If in the opinion of the Head of the Institution, the candidate deserves special consideration, he may submit his recommendation to the Regional Officer concerned not later than three weeks before the commencement of the examination for condonation of shortage in attendances by the Chairman, CBSE who may issue orders as he may deem proper. The Head of the school in his letter requesting for condonation of shortage in attendance, should give the maximum possible attendance by a student counted from the day of commencing teaching of Classes X/XII(beginning of the session) upto the 1st of the month preceding the month in which the examination of the Board commences, attendance by the candidate in question during the aforesaid period and the percentage of attendance by such a candidate during the aforesaid period.</p>		<p>14(i) If a candidate's attendance falls short of the prescribed percentage, in case of students appearing for the Secondary and Senior School Certificate Examinations conducted by the Board, the Head of the School may submit his name to the Board provisionally. If the candidate is still short of the required percentage of attendance within three weeks of the commencement of examination, the Head of the Institution shall report the case to the Regional Officer concerned immediately. If in the opinion of the Head of the Institution, the candidate deserves special consideration, he may submit his recommendation to the Regional Officer concerned not later than three weeks before the commencement of the examination for condonation of shortage in attendances by the Chairman, CBSE who may issue orders as he may deem proper. The Head of the school in his letter requesting for condonation of shortage in attendance, should give the maximum possible attendance by a student counted from the day of commencing teaching of Classes X/XII(beginning of the session) upto the 1st of the month preceding the month in which the examination of the Board commences, attendance by the candidate in question during the aforesaid period and the percentage of attendance by such a candidate during the aforesaid period.</p>	

<p>(ii) Shortage up to 15% only may be condoned by the Chairman. Cases of candidates with attendance below 60% in class X or class XII, as the case may be, shall be considered for condonation of shortage of attendance by the Chairman only in exceptional circumstances created on medical grounds, such as candidate suffering from serious diseases like cancer, AIDS, TB or similar serious diseases requiring long period of hospitalization.</p> <p>(iii) The Principal shall refer a case of shortage within the above prescribed limit of condonation to the Board, either with the recommendations or with valid reasons for not recommending the case.</p> <p>(iv) The following may be considered valid reasons for recommending the cases of the candidates with attendance less than the prescribed percentage:</p> <ul style="list-style-type: none"> (a) prolonged illness (b) loss of father/mother or some other such incidence leading to his absence from the school and meriting special consideration and (c) any other reasons of similar serious nature (d) authorised participation in sponsored tournaments and sports meets of not less than inter school level and at NCC/NSS camps including the days of journeys for such participation shall be counted as full attendance;; 	<p>14(ii) Shortage up to 15% only may be condoned by the Chairman in respect of those students appearing for the Secondary and Senior School Certificate Examinations conducted by the Board. Cases of candidates with attendance below 60% in class X or class XII, appearing for the Board's examinations, as the case may be, shall be considered for condonation of shortage of attendance by the Chairman only in exceptional circumstances created on medical grounds, such as candidate suffering from serious diseases like cancer, AIDS, TB or similar serious diseases requiring long period of hospitalization.</p> <p>iii) No change</p> <p>iv) No change</p>
---	--