

राष्ट्रीय आदिवासी छात्र शिक्षा समिति

(जनजातीय कार्य मंत्रालय के अंतर्गत
एक स्वायत्त संस्थान, भारत सरकार)
भू-तल, गेट नंबर-3ए, जीवन तारा बिल्डिंग,
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National Education Society for Tribal Students

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F. No. NESTS/H-2/6/AcadPlan/2025-26 /2093

Dated: 06th March, 2026

The Nodal Officer,
State/UT EMRS Society,
(As per list).

Subject: Protocols for Prevention and Reduction of Long Absenteeism in EMRS-reg.

With reference to the above subject, it is conveyed that the Protocols for Prevention and Reduction of Long Absenteeism in Eklavya Model Residential Schools (EMRS) have been formulated with the objective of ensuring student retention, and timely intervention in cases of prolonged absence.

These protocols provide a structured framework for early identification of students at risk of long absenteeism, systematic monitoring of attendance patterns, counselling and welfare-based interventions, parental engagement, and reintegration measures to prevent dropouts and safeguard academic progression. The detailed Protocols are attached herewith.

In this regard, it is requested to ensure that the provisions of the Protocol are effectively implemented in all respective EMRSs, periodic reviews are conducted, and consolidated reports, wherever required, are furnished to this office within the prescribed timeframe.

This issues with the approval of the Competent Authority.

Encl: As above.

- Sd -
(Vipin Kumar)
Joint Commissioner

Copy to:

1. The Principal, all EMRS for information and necessary action please.

Protocols for Prevention and Reduction of Long Absenteeism in EMRS

1. These Protocols are issued with the primary objective of preventing absenteeism, ensuring early identification of students at risk of long absence, strengthening student retention, and providing timely academic, emotional, support so that absence does not escalate into long absenteeism or dropout from EMRS.
2. All teachers, wardens and house master must be oriented annually on these protocols to ensure uniform understanding and implementation.
3. Welfare intervention under these Protocol shall operate concurrently with statutory attendance actions under the Attendance Norms Guidelines vide NESTS letter NESTS/H-2/6/AcadPlan/2026-26/2092 dated 06.03.2026.

Note: - Communication with parents/guardians at any stage, wherever feasible, be conducted in the local or tribal language.

1. PREVENTION & STUDENT RETENTION SYSTEM

1.1 Student Mentorship Structure (Mandatory)

1. House Master will be the student mentor.
2. The Student Mentor shall maintain basic personal and background information of each allotted student, including home village/location, family situation, and any known health issues, if applicable.
3. Any concern related to a student's health, family condition, emotional state, or likelihood of absence shall be promptly reported to the Principal.

1.2 House Master & Hostel Warden Responsibility

In matters relating to student welfare and prevention of long absenteeism, the Hostel Warden and the House Master shall perform their duties strictly in accordance with NESTS guidelines in this regard and shall ensure continuous monitoring of students' well-being, residential presence, and overall adjustment in the hostel.

1.3 SCHOOL ABSENTEE REVIEW COMMITTEE (SARC)

1. Every EMRS shall constitute a *School Absentee Review Committee (SARC)* to deal with cases of long, repeated, or habitual student absenteeism.
2. The Committee shall be headed by the Principal and shall include the concerned House Master, Hostel Warden, and one senior teacher. In the case of a girl student, a female teacher shall be associated. The Counsellor, where available, may be co-opted.
3. **Scope of Work:** SARC shall intervene only in cases where:
 - A student remains absent beyond 15 days after vacation or cases of habitual absenteeism.
 - A student fails to return after sanctioned leave, or
 - The student is a repeat long absentee, or
 - The absence involves medical, psychological, safety, or serious family issues, or
 - The case is likely to require condonation or special support.

4. In such cases, SARC shall:
 - Confirm and record the specific reason for long absence in detail.
 - Decide immediate support measures such as counselling, medical review etc.
 - Permit provisional rejoining of the student.
5. The Committee shall meet only when required. Decisions shall be recorded briefly, indicating the action to be taken, the responsible person, and the review date.
6. SARC shall treat absenteeism primarily as a student welfare, retention, and protection matter.
7. For taking any decision, the School Absentee Review Committee (SARC) shall have a mandatory quorum. The quorum shall consist of the Principal and at least two other members as mentioned above. In cases relating to a girl student, the presence of at least one female teacher/female hostel warden/female staff nurse in the Committee meeting shall be mandatory. No formal decision shall be taken by the Committee in the absence of the prescribed quorum.

2 Pre & Post Vacation Absenteeism Prevention Measures

2.1 Actions to be Taken Before Long Vacations / Breaks

Responsibility: Class Teacher, House Master and Principal

1. The Class Teacher shall clearly inform students and parents of the exact date and time for reporting back to school after the vacation.
2. The Class Teacher shall inform students and parents that any delay in reporting must be intimated in advance and that school support may be considered only in genuine and verified cases.
3. The House Master shall collect and submit updated contact details of the parent/guardian, an alternate family contact, and the local guardian, wherever applicable to school office.
4. The Principal shall ensure that students with history of absenteeism, emotional vulnerability, expressed reluctance to return after vacation, known medical, family, or travel constraints are identified in advance and such students are appropriately advised on return planning and shall be personally counselled before vacation to reduce the risk of non-return.

2.2 Actions to be Taken After Reopening in case of Absentee Students

Day 1 to Day 7 of Reopening

Responsibility: House Warden and House Master

1. On the first day of reopening, Hostel Warden shall prepare a list of students who have not reported and provide it to the House Master.
2. The Hostel Warden will contact the parents or guardians of absent students through a phone call.

3. The Hostel Warden will assess whether the absence is due to medical, family, or adjustment-related reasons etc. If required, the house warden may contact a local guardian or community contact.
4. The Hostel Warden will record the date of contact, the reason stated for absence, and the expected date of return.
5. The Hostel Warden will submit a brief written report to the Principal by Day 7 indicating the reason for absence, the likely duration, and the immediate support required.

Note: - If a student remains absent beyond seven days after reopening, the Principal shall personally review the case.

Day 8 to Day 15 of Reopening

Responsibility: Principal

Mandatory Actions:

1. Principal shall establish direct telephonic contact with the parent/guardian to ascertain and verify the actual reason for such absence. The specific reason, along with the date and outcome of communication, shall be duly recorded. All efforts shall be undertaken during this period to facilitate the student's return.
2. Immediate solutions shall be offered, such as a flexible return date, a medical rest period (if required as per doctor advise), and support after return, including remedial classes and counselling.

Day 16 to Day 30 of Reopening

Responsibility: Principal

Mandatory Actions:

1. Home visits shall be conducted by designated staff or House Master, and in the case of a girl child, a female teacher shall mandatorily be included in the visit.
2. The specific reason for a student's absence shall be recorded in detail. Vague or generic entries such as 'personal reason' shall not be accepted or recorded in official records.
3. The school shall coordinate with the local guardian, community elders, or appropriate village authorities to obtain relevant information and extend necessary support so as to facilitate the student's safe return to the EMRS.

Barrier Removal to Prevent Dropout

At any stage, the school shall take proactive measures to remove identified barriers to the student's return and continuation, as applicable:

1. Medical Grounds: In cases where a student is absent (more than 5 days) due to a medical condition, rejoining shall be permitted after submission of a valid Medical Fitness Certificate issued by a registered medical practitioner.

2. Fear of Hostel Environment or Bullying: The Hostel Warden and Counsellor shall take corrective and supervisory measures as per duties prescribed by NESTS time to time, to ensure a safe and supportive residential environment.
3. Academic Anxiety or Fear: The school shall provide structured remedial support, avoid immediate testing upon return, and facilitate phased academic reintegration to restore student's confidence.
4. If fear or homesickness is reported, reassure the parents and student should be counselled on phone by Counsellor.

Post-Return Reintegration and Support Measures to be Undertaken by EMRS

Responsibility: Counsellor and Hostel Warden

1. Upon return, the student shall receive individual counselling addressing fear of punishment, hostel adjustment, and overall emotional well-being.
2. Returned students shall not be subjected to public questioning, adverse remarks or any form of stigma on account of their absence.
3. Peer support shall be facilitated through the assignment of a buddy or peer mentor and by encouraging the student's participation in group activities.
4. The Hostel Warden shall closely monitor the student's daily routine, eating patterns, and social interaction for at least the first 10 days following return.