

राष्ट्रीय आदिवासी छात्र शिक्षा समिति

(जनजातीय कार्य मंत्रालय के अंतर्गत
एक स्वायत्त संस्थान, भारत सरकार)
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National Education Society for Tribal Students

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F. No. NESTS/H-2/6/AcadPlan/2025-26 / **2092**

Dated: 06th March, 2026

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

Subject: Attendance Norms and Condonation of Attendance for Students of EMRS-reg.

With reference to the above subject, it is conveyed that Attendance Norms have been prescribed for students of Eklavya Model Residential Schools (EMRS) with a view to ensure academic discipline, regular participation in school activities. At the same time, provisions for condonation of shortage of attendance have been incorporated to address genuine and exceptional circumstances. The detailed Guidelines on Attendance Norms and condonation is attached herewith as **Annexure-I**.

In this regard, it is requested to ensure that the Attendance Norms are implemented in all respective EMRSs and that attendance records are properly maintained and periodically reviewed. Cases of condonation shall be examined as per the prescribed procedure and approved within the delegated powers.

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.

These guidelines are intended to ensure regular attendance, uphold academic discipline, and maintain continuity of learning in EMRS through clearly defined attendance norms and a structured mechanism for condonation of shortage of attendance. They shall be implemented in conjunction with the Protocol for Prevention and Reduction of Long Absenteeism, which provides for welfare-based interventions, counselling support, and reintegration measures to safeguard students' educational continuity.

(A) Attendance Norms:

Each EMRS Shall maintain a consolidated absenteeism tracking sheet.

Minimum **90% attendance** in the session (including days on duty for participation in various competitions/activities organized by NESTS in attendance and excluding the days before joining EMRS in case of newly admitted students) shall be mandatory for all students to appear in the session-ending examination.

Cut-off date for marking attendance:

- **Classes VI, VII, VIII, IX and XI:** 1st February
- **Classes X and XII:** 1st January

Any shortage of attendance may be condoned (by the competent authority) on valid grounds and special circumstances as given below:

1. Prolonged illness
2. Loss of father/mother or similar serious incident leading to absence from school and meriting special consideration
3. Any other reason of similar serious nature

However, cases of attendance **below 40%** shall not be considered for condonation.

(B) Competent Authority for Condonation of Shortage of Attendance:

(i) For Classes VI to IX & XI:

Attendance Range	Competent Authority
Less than 90% up to 70%	Principal, EMRS
Less than 70% up to 40%	State/UTs EMRS Society/ Deputy Commissioner, RO

(ii) For Classes X and XII:

Attendance Range	Competent Authority
Less than 90% up to 75%	State/UTs EMRS Society/Deputy Commissioner, RO
Less than 75%	CBSE

(C) Sensitization at the Beginning of Academic Session:

All students and parents must be sensitized regarding:

- The mandatory 90% attendance requirement. It must be clearly communicated that failure to meet this requirement may result in disqualification from appearing in Term-End Board Examinations.
- Valid grounds for condonation.
- Procedures for submitting leave requests.
- Students and parents shall also be informed of the support mechanisms available under the Long Absenteeism Prevention Protocol.

(D) Attendance Monitoring at EMRS Level:

- Daily updating of attendance registers by the class teacher is compulsory.
- Registers must be verified and signed regularly by the Vice-Principal/Principal.
- At the end of each month, cumulative attendance for each student must be compiled and information must be sent to the parents of those students found below the required attendance percentage.
- All such communication must be kept in the personal file of the student.
- Class-wise student attendance must be displayed on the notice board on Parents Visiting Day.
- Attendance records must be kept ready for scrutiny by the Panel Inspection Team or other authorities.
- In the House Movement Record, a separate page shall be used for recording leave movement of each student to track frequent leave/absence.
- Students with the highest attendance (more than 95%) in each class throughout the session should be felicitated.

(E) Leave Application Procedure:

- The Hostel Warden shall process the leave application, verify student and guardian details, and after approval, allow the student for out pass under an authorized escort.
- The Hostel Warden shall maintain a day-wise record of out-passed students and inform the respective House Master.
- In cases where a student rejoins after medical leave exceeding five (05) consecutive days, a Medical Fitness Certificate issued by a registered medical practitioner may be obtained.

Unauthorized absence: Not reporting after vacation or after expiry of approved leave (without extension) shall be treated as unauthorized absence.

- In cases of unauthorized absence, the school shall issue a formal attendance warning and initiate appropriate supportive measures to facilitate the student's return to school and ensure continuity of education as per NESTS Letter No. NESTS/H-2/6/AcadPlan/2025-26/2093 dated 06.03.2026.

(F) Appearing for Examinations:

- No student shall be eligible to appear in Term-II Examinations unless he/she meets the minimum 90% attendance requirement counted from the commencement of the academic session/admission in EMRS up to the respective cut-off date, unless duly condoned by the competent authority.
- For condonation of attendance shortage, the school must submit a detailed request to the competent authority (RO/CBSE/State EMRS Society) with relevant documents well in time.
- The school may provisionally allow the student to continue study/appear in the examination if attendance is not below 40% (excluding days before joining EMRS in case of newly admitted students) while the condonation request is under process.
- Condonation does not imply automatic promotion. The student must compulsorily appear and qualify in the Term-End Examination for promotion.

(G) SOP and Timeline of Action for Dealing with Long Leave/Absence:

(i) If attendance falls below 40% after 3 months of joining EMRS/start of session (without valid documents), the Principal, EMRS shall issue a formal warning letter to parents stating that failure to maintain mandatory attendance may lead to disqualification from appearing in Term-End Examinations.

(ii) All cases of shortage of attendance as on the cut-off date shall be forwarded for condonation to the competent authority as per Para (B).

(iii) Timeline for Long Leave/Absence:

Total Days of Absence	Action to be Initiated
10 Days	EMRS issues 1st written communication (via registered post) to parents outlining mandatory attendance requirement and directing reporting immediately or submission of documents in case of leave extension.
20 Days	EMRS issues 2nd written communication (via registered post) instructing reporting immediately with warning that student will not be allowed to appear in examination in case of non-reporting.
30 Days	EMRS shall ensure that sustained and continuous outreach efforts are undertaken to secure the student's return. 3rd written communication (via registered post) should be given. Physical visits to the student's residence, regular engagement with parents/guardians, and implementation of appropriate welfare, counselling, and reintegration, interventions to be done. Such measures shall remain ongoing until the student rejoins.
40 Days	EMRS shall submit a detailed report to the State EMRS Society/Regional Office for information and further directions. The school shall continue sustained follow-up and reintegration efforts to facilitate the student's return. Condonation of attendance, wherever admissible, shall be considered and processed strictly in accordance with the applicable rules and procedures.

Note:- Communication with parents/guardians regarding long absence shall, wherever feasible, be conducted in the local or tribal language.

(iv) Processing Timeline:

- Any request for condonation of absence shall be processed within 10 days at State EMRS Society/RO level.
- Clarifications/additional documents shall be provided by EMRS/State EMRS society within 3 days of being sought. (Absence Condonation Request format enclosed at Annexure-2)

FORMAT FOR SUBMISSION OF ATTENDANCE CONDONATION REQUEST**PART-A (To be filled by EMRS)****1. Student Details:**

- (a) Name of the Student: _____
- (b) Class: _____
- (c) EMRS Name: _____
- (d) Total No. of Working Days (from start of Academic Session / Date of Admission of student): _____
- (e) Total Attendance of student in EMRS in Academic Session/till 01Feb: _____ days, i.e. _____ %

2. Details of Absence:

- (a) Total duration of absence from EMRS during the current academic session: _____

- (b) Detailed of leave/Absence:

From	To	Total No. of Days	Justification by Parent (Medical/Other Grounds)	Whether, EMRS sent Letter to Parent as per SoP , If Yes Date(s) of Letter

3. Details of Documents Furnished by the parents in support of the case:

Sl. No.	Details	Particulars	Period

4. Whether particulars and details of documents verified at EMRS level (Medical Fitness/Other Grounds): Verified by (Name and Designation): _____
5. Details of Examinations during the Session (Term Exam / PWT / UT, etc.): (Appeared / Not Appeared and Result): _____

6. Comments about the Student:

- (a) General health condition of the student as per medical record maintained by EMRS: _____

- (b) About the general work and conduct of the student in EMRS: _____

7. (a) Date on which the student has been declared medically fit (in case of illness):

(b) Authority under whose signature fitness certificate of candidate has been issued:

8. Whether the proposal sent by EMRS is in accordance with NESTS guidelines and SOP (Yes/No): _____

9. Final recommendation of EMRS, along with justification for condonation request:

Signature of Principal: _____

Date: _____