

GOVT. OF NCT OF DELHI
OFFICE OF THE DIRECTOR OF EDUCATION
DIRECTORATE OF EDUCATION
ROOM NO-12, OLD SECTT. CIVIL LINES, NEW DELHI-110054

No. PS/DE/2023/256

Date: 09/08/2023

// ORDER //

Subject:- Online Attendance Mandatory for Appearing in Examinations

Directorate of Education, Govt. of NCT of Delhi expresses deep concern regarding student attendance in all classes. It is crucial that the students are present in school and are actively engaged in the learning process.

It should be noted that Absenteeism significantly affects a child's ability to succeed in school. Extensive evidence demonstrates that absenteeism is a primary cause of low academic achievement and a powerful predictor of a student's likelihood of dropping out. Therefore, schools must expand their attendance efforts beyond a targeted interventions for at-risk students, and provide additional general supports.

Further, it is reiterated that the Promotion Policies of classes IX & XI (order No. DE.5/212/Exam/16-17/ Part-1/400-407 dated 07/07/2022) and Promotion Policy of classes V & VIII (order No. DE.5/212/Exam/16-17/ Part-1/717-727 dated 07/10/2022) have already been implemented in all the schools under the Directorate of Education, Delhi.

Therefore, all the Heads of Govt. and Govt. Aided Schools are hereby directed to comply with the following directions:

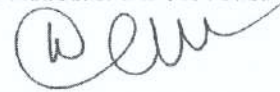
1. Ensure personalized attendance taking by addressing their students by names. This practice fosters positive sense of connection to the school community.
2. Establish a positive home-school relationship by making personal calls to student's family and also utilize digital communication channels like SMS, Whatsapp, Mail etc.
3. Online Attendance System is operational on MIS accessible at school, Zone, District & HQ level for monitoring of attendance in all Govt. schools. Govt. Aided schools will mark the attendance manually.
4. Class teacher will mark the attendance of the students online of their respective sections using tabs/school computer system etc. Online attendance records will be considered final for examinations.
5. The attendance data of the students submitted online by the class teacher & school will be reflected at HQ level.
6. Manual attendance marked by the class teacher will not be considered for any purpose.
7. Communicate the student's daily attendance to their parents through digital channels such as Phone Call, SMS, Whatsapp, Mail etc.
8. Make attendance a topic for discussion in all the school events & parents meetings.
9. Initiate a School wide Attendance Campaign and organize events on the first day of each month during morning assembly to celebrate excellent attendance. Consider providing rewards such as pencils, pens, notepads, dictionary etc.
10. PTM will be held on every Saturday excluding the Second Saturday and holidays after the school hours. During the meeting, provide parents with comparative analysis of their child's attendance, especially for students who are absent more than three days in that week.
11. DSE (IT) will monitor the data of attendance of students of all the classes through 25 Hotlines who will be in regular touch with parents in digital modes. These Hotlines will maintain the call record of each student on day today basis.



Attendance Criteria for Classes V, VIII & IX to XII Circulated in Promotion policy:

1. Student will not ordinarily be eligible to appear at any exam, if he/she has not put in at least 75% actual attendance of the total attendance during the session up to the date of each exam. The attendance for the session shall be counted for the working days from the date of admission (but not later than 31st July except in compartmental examination cases. For them the date of declaration of result of compartment examination will be treated as the date of admission) until last day of the session.
2. Percentage of attendance for each student should be computed before Mid Term Exam. If there is shortage of attendance in Mid Term Exam, the student may be allowed to take the exam based on an undertaking from the parents or the guardian as well as from the student that the student shall, in future, be regular and will make up for the shortage in attendance.
3. If the shortage of attendance at the time of Annual Examination is not more than 10%, in special circumstances of the case and if the Head of the school is satisfied with the genuineness of the reasons of shortage submitted by the student and his/her parents or guardian in written application for condonation of shortage of attendance to take the Annual Examination, the shortage of attendance up to 10% may be condoned by concerned Head of School. Application for condonation of attendance shall be submitted by the parents or the guardian of the student to the Head of school latest by the last day of January.
4. If the shortage of attendance at the time of Annual Examination is more than 10% but not more than 15% and the Head of the school is satisfied with the genuineness of the reasons of shortage submitted by the student and his parents or guardian, the Head of School may recommend, giving concrete and satisfactory reasons in writing thereof, his case for condonation of shortage of attendance to the concerned DDE(Zone) who may approve such condonation at his discretion and allow the student to take the Annual Examination. Application for condonation of attendance shall be submitted by the parent or the guardian of the student to the Head of school latest by the last day of January.
5. If the shortage of attendance at the time of the Annual Examination, for whatsoever reason or reasons, is more than 15%, i.e. the actual attendance of the student is less than 60% of the total attendance during the session, condonation of the shortage of attendance shall not be allowed, the student shall not be eligible to appear in Annual Examination and shall be detained except in such cases as mentioned in the instructions.
6. As per Rule 35 of DSEAR- 1973, the name of student who has attained the age of 14 years and is studying in classes IX to XII, may be struck off from the roll by Head of School on account of continued absence without leave for six consecutive days, after giving the parents or guardian of such student a reasonable opportunity of showing cause against proposed action.

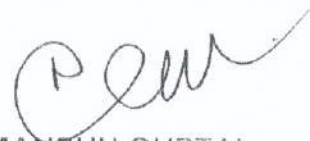
All the Heads of Govt. and Govt. Aided Schools shall bring these instructions to the notice of the teachers, students and their parents/guardians immediately.



(HIMANSHU GUPTA)
DIRECTOR (EDUCATION)

All Heads of Govt. & Govt. Aided Schools through DEL E
Copy to:-

1. PS to Secretary (Education)
2. PA to Director (Education)
3. All Spl. DEs/Addl DEs/RDEs
4. DDFs (District & Zone), DDE (ASB) & DDE (IEB)
5. ADE (IT) to paste on website of DoE
6. Guard File



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