

GOA BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION

(A Corporate Statutory Body Constituted by an Act of the State Legislature)

ALTO BETIM – GOA 403 521

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GBSHSE/EXAM/SSC/HSSC/2009/

Date : 29th June, 2009

CIRCULAR No. **26**

To,
The Heads of all recognised Secondary
& Higher Secondary Schools within the
jurisdiction of this Board.

Sub: Minimum Attendance.

Sir/Madam,

This Office is in receipt of queries from various Institutions seeking information on :

- (i) minimum attendance required by regular students to be eligible to appear for S.S.C.E/H.S.S.C.E. and
- (ii) procedure for withdrawal of SSC/HSSC examination application.

In this connection attention of all the Heads of Institutions is invited to Goa Secondary and Higher Secondary Education (Amendment) Rules 2001 wherein under Section 15(2)(a) it is laid down that:

- 1) A regular student appearing for SSC/HSSC Examination in March/April is required to put in minimum attendance of 75% days of total working days from the commencement of that academic year till 20 days prior to the commencement of the first theory/practical/oral examination of the schedule.
- 2) A regular student appearing for an examination to be held in October is required to put in minimum attendance of 75% of the working days from the commencement of the same academic year till 20 days prior to the commencement of the first theory/practical/oral examination of the schedule.

It is to further inform that the Chairman of the Board is vested the powers to condone the deficiency of the attendance upto 15% of the total requirement, if such a request is made on the following grounds :

- a) Prolonged illness, duly certified by registered medical practitioner.
- b) Loss of father/mother or some such other incident, leading to absence from school and which merits this type of special consideration.
- c) Any other reasons of similar serious nature.

From above it is clear that a student with attendance below 60% **cannot be sponsored nor admitted** for the respective examination and such cases should not be referred to the Board for condonation of attendance.

In view of above, the Head of Institution shall arrange to scrupulously monitor the attendance of all the students monthwise to ensure that the student meets the minimum attendance requirement .

A record to that effect is to be maintained by the Head of the Institution to be produced to the Board authorities whenever called for.

P.T.O.

Attention of the Head of Institution is further drawn to the provision of Section 22 of the Goa Secondary and Higher Secondary Education (Amendment) Rules 2001 about the withdrawal of examination application/s by the Head of Institution on account of deficiency of attendance by any student. Since the attendance is to be monitored upto 20 days prior to the commencement of the examination, it shall be the responsibility of the Head of the Institution to promptly, within three days of conclusion of the attendance period of earlier submission, request the Board for either withdrawal of the examination application/s forms of such students or request for condonation of deficiency of the attendance, as the case may be as deemed fit, as per above mentioned respective provisions.

Applications for withdrawal of examination applications, either by the candidate or Head of the Institution, should be supported by relevant documents. In case of withdrawal of examination application on medical grounds, the supporting documents should include copies of Medical Certificate and Medical Fitness Certificate, whichever applicable, from Goa Medical College and Hospital, Bambolim or any Govt. Hospital or Govt. Health Centre. For withdrawal of examination application due to deficiency in attendance due to reasons not cited above, copies of warning letters to parents of students informing of deficiency of attendance for that particular month/s should be enclosed alongwith undertaking/s of candidate and countersigned by parents assuring improvement in attendance for subsequent month/s.

In case of any failure on part of the Head of the Institution for taking prompt action, as envisaged above, the responsibility of the consequences arising due to such failure shall rest with the Head of the Institution and the Board will not entertain any request for any condonation/relaxation recommended by the Head of the Institution.

As regards for refund of examination fees the provision of Section 25 of the Goa Secondary and Higher Secondary Education (Amendment) Rules 2001 shall remain in force.

Withdrawal of application for public examination permitted by the Board will not be considered as an attempt at the said Examination.

Contents of this circular may be brought to the notice of all concerned and acknowledgement of receipt of this circular may kindly be sent to the Board's Office.

(D. R. Bhagat)
Secretary

Copy forwarded with compliments to:

1. All members of the Board.
2. The Director of Education, Panaji
3. The Director of SCERT, Alto Betim
4. Asst. Director of Education North/South/Central Edu. Zone – Mapusa/Margao/Panaji
5. Heads of Sections of this office.

Yp/