

JADAVPUR VIDYAPITH

ESTD. : 1957

(Govt. Sponsored Co-educational H.S. School)

Index No. : A3-037 • HS Code : 101125 • DISE Code : 19170109529

email : vidyapithjadavpur@gmail.com / headmasterjv@gmail.com

Website : www.jadavpurvidyapith.in

188, Raja Subodh Chandra Mallick Road, P.O. : Jadavpur University, Kolkata - 700 032

Phone : 033-2414-6746 / 97481 50347



From : Secretary & Headmaster

Memo No. : JV/N / 82 / 2026



Date : 23/02/2026

Subject: Mandatory Attendance Requirements as per WBCHSE (Examination) Regulations, 2024

It has been observed that some students are not maintaining regular attendance in their respective classes. Please note that regular school attendance is crucial not only for academic success but is also a mandatory prerequisite for appearing in the final examinations. As per Regulation 7(c) of the official **West Bengal Council of Higher Secondary Education (Examination) Regulations, 2024**, published in the Kolkata Gazette, the detailed breakdown of attendance requirements is outlined below. All students, parents, and teachers are requested to take strict note of these statutory guidelines, as they will be enforced without deviation.

Attendance Slab & Statutory Eligibility Criteria:

Attendance Percentage	Eligibility Status	Legal Provision / Action Required
70% and above	Fully Eligible	Allowed to enrol and appear in the respective semester examinations without restrictions.
50% to 69%	Conditional (Condonation Required)	May be allowed to appear only if the deficiency is condoned by the Council on grounds of illness or other valid, satisfactory reasons. This is subject to the submission of authentic proof and payment of the prescribed condonation fee.
Below 50%	Strictly Ineligible	Not eligible under any circumstances to appear at the examination of that Semester. The student shall have to attend classes in the Semester afresh

Important Instructions for Students and Parents

- **Mandatory Enrolment Prerequisite:** Enrolment for Semester examinations is strictly conditional upon the student having attended the requisite percentage of classes in each semester.
- **Daily Monitoring:** Students must ensure they meet the minimum 70% attendance threshold to avoid automatic disqualification.

Continued →

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Leave Applications: In case of absence due to illness, a formal leave application along with a valid medical certificate must be submitted to the Class Teacher immediately upon returning to school to preserve eligibility for potential Council condonation.

Instructions for Class Teachers

Class Teachers are required to maintain up-to-date attendance registers and calculate the exact attendance percentage at the end of every month.

Student Attendance Breakdown:

Class	Sec	Roll	Name	Total Days Present	Total working days

Class / Subject Teachers are requested to submit the data in the following tabular format for any student who has been continuously absent for more than 15 days .

Sl no	Class	Sec	Student's Name	Roll	Period of Absence from – to	Action taken report by class teacher (phone call / Letter issued / E diary intimation / guardian call	Remarks / Current Status / Outcomes of any guardian interaction regarding the absence.
1			...				
2							

Mr. Rajendra Nath Mandal, AHM, Sir is requested to supervise this entire tracking process, ensure strict compliance across all sections, and submit the final consolidated report to the undersigned immediately following the respective monthly deadlines.

Let us work together to strictly adhere to the Council's regulatory framework and maintain the academic discipline and excellence of Jadavpur Vidyapith.

By Order,

Headmaster

Jadavpur Vidyapith

Partha Pratim Baidya
Headmaster
Jadavpur Vidyapith
Kolkata-700 032