

For Limited Circulation

**MINUTES OF THE
MEETING
OF THE GOVERING**

Held on
the 05 September 2019
at
Conference Room 1
Prime Plaza, Indira Nagar
Lucknow 226001



Central Board of Open Schooling and Examination

Website: www.cbose.com

CENTRAL BOARD OF OPEN SCHOOLING AND EXAMINATION

Prime Plaza, Indira Nagar Lucknow 226001

MINUTES OF THE MEETING

OF THE GOVERING BODY

Date	:	05 September 2019
Meeting No.	:	Third
Time	:	11:30 AM – 04:30 PM
Venue	:	Conference Room 1 Prime Plaza, Indira Nagar Lucknow 226001

1. Purpose of the Meeting

The meeting was convened to (i) review the registration progress under the Societies Registration Act, 1860, (ii) finalize the operational launch plan of CBOSE, (iii) adopt the Affiliation Policy for Study Centres/Institutions, (iv) approve the Examination & Evaluation Regulations, and (v) authorize the Board's communication with national-level bodies for recognition and cooperation.

2. Members Present

1. **Mr. Vimal Rastogi** – Chairperson
2. **Mr. Manohar Lal Sharma** Vice-Chairperson
3. **Mr. Gaurav Malik** – Secretary
4. **Mr. Amrit Kumar** – Treasurer
5. **Mr. Karunesh Kumar** – Executive Member
6. **Dr. Shubhangi Chauhan**– Member

3. Review of Registration Status

The Secretary presented the status update:

- MoA and Rules & Regulations submitted to the Registrar of Societies.
- Physical verification of documents completed.
- Registrar sought minor modifications regarding office address compliance.
- Revised documents submitted with corrections.
- Registration Certificate expected shortly.

The Board appreciated the progress and instructed the Secretary to pursue the matter regularly.

4. Agenda Items

Vimal Rastogi *Shubhangi Chauhan* *Amrit Kumar*

Amrit Kumar

A. Approval of Operational Launch Plan of CBOSE (2020 Session)

The Board discussed the proposed schedule for the public launch:

- Launch of Official Website: **January 2020**
- Opening of Admission Portal for January Cycle: **15 January 2020**
- Declaration of Affiliation Window for Study Centres: **1 February 2020**
- Uploading of Prospectus, Handbook, Bye-laws & Digital SOPs: **February 2020**

Resolution: Operational launch approved.

B. Approval of Affiliation Policy for Study Centres & Institutions

The Academic Director and Examination Committee jointly presented the Affiliation Framework.

Key points approved:

1. Categories of Affiliation:
 - Academic Study Centre
 - Vocational/Skill Centre
 - Examination Centre
 - Integrated Affiliation for both Academic + Vocational
2. Mandatory Requirements:
 - Building, Infrastructure & Lab Facilities
 - Faculty Qualification Norms
 - Digital Attendance & Record Maintenance
 - CCTV during Examination
 - Adherence to Fee Transparency Norms
3. Fee Structure Model Approved:
 - Application Fee
 - Annual Affiliation Fee
 - Examination Service Fee
 - Digital Portal Fee
4. Inspection Process:
 - Pre-inspection
 - Deficiency Report
 - Conditional/Provisional/Final Affiliation

Resolution:

Affiliation Policy adopted and approved for implementation.

C. Approval of Examination & Evaluation Regulations

Vimal Reddy Shubhangi D. K.

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The Controller of Examinations presented the regulatory framework.

Approved items:

- Term-End Examinations to be conducted twice a year.
- Practical Examinations to be held at approved centres only.
- External Examiners to be appointed for practicals.
- Introduction of **Competency-Based Questions** (NEP-aligned).
- Digital evaluation to be introduced in phases.
- LOC (List of Candidates) and Admit Card guidelines finalized.
- Marksheet format, Certificate format & Migration Certificate approved.

D. Establishment of Regional & State Coordination Units

The Board approved:

- Regional Coordination Cells in:
 - North Zone (Delhi)
 - East Zone (Kolkata)
 - West Zone (Mumbai)
 - South Zone (Bengaluru)
- State Coordinators to manage admissions, affiliation, and examinations.

Resolution:

Regional Units approved for strengthening national outreach.

E. Approval for Communication with National Bodies

The Board resolved to initiate formal communication with:

- **COBSE** for Membership
- **AIU** for Equivalence
- **State Education Departments** for operational permissions
- **Skill Development Bodies** for vocational course linkage
- **Digital Verification Agencies**

Draft letters were reviewed and approved for dispatch.

F. Financial Review & Approval of Budget Utilization (2019–2020)

The Treasurer presented expenditure statements and upcoming requirements:

- Registration formalities
- Website & Digital Portal Development
- Examination materials
- Staff Honorarium

Vimal Babu Shukhargi

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Gruhi Datar

- Technology Infrastructure

Members unanimously approved the utilization and permitted additional allocation for digital system enhancements.

G. Student Support & Grievance Redressal Mechanism

Key decisions:

- Establishment of a **Central Student Helpdesk**.
- 24x7 Email Support System.
- Dedicated grievance redressal portal.
- Policy for addressing misrepresentation or misuse by centres.

H. Approval of Policies for January & July Admission Cycles

The Board approved:

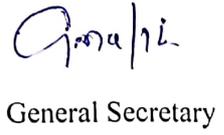
- Admission start dates
- Last date without late fee
- Late fee schedule
- Document verification timelines
- ID card issuance system
- Study material dispatch plan

5. Resolutions Passed

Resolution No.	Description	Status
1	Approval of Operational Launch Plan	Passed
2	Adoption of Affiliation Policy	Passed
3	Adoption of Examination Regulations	Passed
4	Establishment of Regional Units	Passed
5	Approval for Communication with National Bodies	Passed
6	Approval of 2019-20 Budget Utilization	Passed
7	Approval of Two Admission Cycle Policies	Passed
8	Student Support & Grievance Mechanism	Passed


President

Vimal Rastogi


General Secretary

Gaurav Malik


Vice- President

Manohar Lal Sharma


Treasurer

Amrit Kumar

