

# Rules and Regulations



**Rules and Regulations**  
of  
**Central Board of Open Schooling and Examination**  
**(CBOSE) -2021**

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## ABBREVIATIONS

1. CBOSE	:	Central Board of Open Schooling and Examination
2. GOI	:	Government of India
3. GC	:	Governing Council
4. COE	:	Controller of Examinations
5. AO	:	Administrative Officer
6. FO	:	Finance Officer
7. EDMS	:	Electronic Document Management System
8. HRID	:	Human Resource Information System
9. HBA	:	House Building Advance
10. HOD	:	Head of Department
11. HQ	:	Headquarters
12. ICT	:	Information and Communication Technology
13. IT Act	:	Information Technology Act, 2000 (as amended)
14. NCVET	:	National Council for Vocational Education and Training
15. NCTE	:	National Council for Teacher Education
16. NEP 2020	:	National Education Policy, 2020
17. RTI Act	:	Right to Information Act, 2005
18. DPDP Act	:	Digital Personal Data Protection Act, 2023
19. CP Fund / CPF	:	Contributory Provident Fund
20. GLAS	:	Group Life Assurance Scheme
21. QAAD	:	Quality Assurance and Accreditation Directorate
22. AMS	:	Affiliation Management System
23. AQAS	:	Accreditation and Quality Assurance System
24. PD	:	Professional Development
25. COI	:	Conflict of Interest
26. SOP	:	Standard Operating Procedure
27. MoU	:	Memorandum of Understanding
28. LDAC	:	Legal and Disciplinary Action Committee
29. VCC	:	Vigilance and Confidentiality Cell
30. RDC	:	Records Disposal Committee
31. TGT/PGT	:	Trained Graduate Teacher / Post-Graduate Teacher
32. BoA	:	Board of Affiliations
33. EOC	:	Examination Operations Centre
34. MCC	:	Model Code of Conduct (Examination)
35. PFGC	:	Provident Fund and Gratuity Committee
36. HoI	:	Head of Institution
37. R&D	:	Research and Development
38. RDA	:	Research Advisory Committee
39. SFC	:	Sanctioned Financial Committee
40. MIS	:	Management Information System
41. RMC	:	Risk Management Committee
42. GFR	:	General Financial Rules
43. ACR	:	Annual Confidential Report
44. ERP	:	Enterprise Resource Planning
45. IPR	:	Intellectual Property Rights
46. EMS	:	Examination Management System
47. CSR-AID	:	Central Student Relief and Assistance for Inclusive Development

## CHAPTER-I

### PRELIMINARY

1. **Short title.** - These rules may be called the **Central Board of Open Schooling and Examination, New Delhi.**

2. **Definitions.** — (1) **In these rules, unless the context requires otherwise, —**

i. **“Board”** means the Central Board of Open Schooling and Examination (CBOSE), a self-governing educational body established for the promotion of open, distance, and inclusive schooling, vocational learning, and examination reforms across India.

ii. **“Chairman”** means the Chairman of the Central Board of Open Schooling and Examination, who shall be the chief executive and presiding authority of the Board.

iii. **“Vice-Chairman”** means the Vice-Chairman of the Board duly appointed to assist or act on behalf of the Chairman.

iv. **“Secretary”** means the Secretary or such officer as may be designated by the Governing Council to perform the duties of Secretary.

v. **“Constitution”** means the Constitution of the Central Board of Open Schooling and Examination as approved and amended from time to time.

vi. **“Guardian”** means the *natural or legal guardian* of a learner, or any person authorized in writing by the Head of the Institution to act as guardian for academic or examination purposes.

vii. **“Head of an Institution”** means the *Principal, Headmaster, Director or Centre-in-Charge* of an affiliated institution who is responsible for implementing the Board’s directions and maintaining academic standards.

viii. **“Open School”** means an *educational institution or study centre* providing instruction in open or distance learning mode under affiliation with the Board.

ix. **“Affiliation”** means *formal recognition* granted by the Board permitting an institution to offer approved courses and present learners for examinations.

x. **“Learner”** means any *candidate enrolled with an affiliated institution or directly with the Board* to pursue studies or appear in examinations.

xi. **“Examination”** means *any test, assessment, or evaluation process* conducted by or under the authority of the Board.

xii. **“Institution”** means any school, college, centre or training establishment affiliated with or recognized by the Board.

- xiii. “Regulations”** means these *Regulations framed under the authority of the Board* and approved by its Governing Council.
- xiv. “Rules and Bye-laws”** mean *subsidiary legislative instruments* framed by the Board to regulate its administration, affiliation, examination, and allied matters.
- xv. “Council”** means the *Governing Council, Executive Council or any Committee* constituted by the Board.
- xvi. “Centre Superintendent”** means the *officer appointed by the Board to supervise examinations* at an examination centre.
- xvii. “Examination Centre”** means a *venue approved by the Board for conducting examinations*.
- xviii. “Candidate”** means a *learner who has registered and been found eligible to appear in any examination*.
- xix. “Recognition”** means the *formal acceptance* by the Board that an institution, qualification or course satisfies prescribed standards.
- xx. “Government”** means the *Government of India or any State/Union Territory Government* as the context may require.
- xxi. “Council Year”** means the *academic or financial year* adopted by the Board.
- xxii. “Accredited Institution”** means an *institution granted permanent or provisional status* by the Board upon fulfilment of specified criteria.
- xxiii. “Accreditation”** means the *process of evaluation, approval, and periodic review* of institutions and programmes.
- xxiv. “Assessment”** means the *systematic evaluation of learner performance* through written, oral, practical or digital means.
- xxv. “Result”** means the *formal declaration of performance* of a learner in an examination, issued under seal of the Board.
- xxvi. “Certificate”** means the *document issued by the Board attesting that a learner has successfully completed a programme or examination*.
- xxvii. “Programme”** means any *course of study, curriculum or qualification framework* approved by the Board.
- xxviii. “Syllabus”** means the *prescribed outline of subjects, topics and learning outcomes* determined by the Academic Committee of the Board.
- xxix. “Curriculum”** means the *comprehensive academic plan* including learning objectives, pedagogy, and evaluation schemes.

- xxx.** “**Academic Committee**” means the *committee constituted by the Board to frame curricula, syllabi, textbooks and educational standards.*
- xxxi.** “**Examination Committee**” means the *committee responsible for formulation and supervision of examination policies, confidentiality and conduct.*
- xxxii.** “**Standing Committee**” means any *permanent committee* of the Board constituted to perform specific recurring functions.
- xxxiii.** “**Ad-hoc Committee**” means a *temporary committee constituted for a specific purpose* and dissolved upon completion of its task.
- xxxiv.** “**Enrolment Number**” means the *unique identification number assigned to each learner* at the time of registration.
- xxxv.** “**Registration**” means the *formal act of admitting a learner or institution* into the records of the Board.
- xxxvi.** “**Transcript**” means the *authenticated record of marks and credits* obtained by a learner in Board examinations.
- xxxvii.** “**Migration Certificate**” means a *certificate issued to a learner permitting transfer to another Board or Institution.*
- xxxviii.** “**Duplicate Certificate**” means a *re-issued certificate* provided in lieu of an original that is lost, damaged, or misplaced.
- xxxix.** “**Evaluation**” means the *process of marking, moderation, verification or re-checking* of answer scripts or practical performance.
- xl.** “**Moderator**” means a *person authorized by the Board to review the quality and uniformity of evaluation.*
- xli.** “**Examiner**” means a *person appointed by the Board to assess, value or mark the performance of candidates.*
- xlii.** “**Invigilator**” means a *person responsible for supervising candidates* during examination sessions at a centre.
- xliii.** “**Malpractice**” means any *act of misconduct, unfair means or violation* of examination rules by a candidate or staff.
- xliv.** “**Appeal**” means the *formal representation or petition made by a learner or institution* seeking redressal of grievances before the Board.
- xlv.** “**Grievance Redressal Committee**” means the *committee constituted to examine and dispose of complaints* from learners, staff or institutions.
- xlvi.** “**Inspection**” means the *official visit or verification by an authorized team* of the Board to examine the functioning of an institution.

**xlvi.** “**Inspector**” means the *person or officer deputed by the Board to carry out inspection duties* and submit factual reports.

**xlviii.** “**Audit**” means the *systematic examination of accounts, records and processes* of an institution or of the Board itself.

**xlix.** “**Competent Authority**” means the *authority empowered under these Regulations or under any resolution of the Board* to perform a specified act.

**i.** “**Digital Platform**” means the *online system, portal, or software environment* maintained by the Board for registration, examination management, data security, and issuance of digital certificates.

**ii.** “**Digital Record**” means the *electronic data, file, or document* maintained in the secure server of the Board, authenticated by digital signature or electronic verification.

**iii.** “**Electronic Governance**” means the *system of administration, monitoring, and service delivery* executed through online or digital platforms approved by the Board.

**liii.** “**Confidential Material**” means all *documents, papers, question sets, data, or communications* designated by the Board as confidential and protected under its confidentiality policy.

**liv.** “**Question Paper**” means the *set of questions prepared and approved* for any examination conducted by the Board, whether in printed or digital form.

**lv.** “**Practical Examination**” means the *assessment of hands-on skill or applied performance* conducted by an examiner or supervisor authorized by the Board.

**lvi.** “**Academic Session**” means the *period notified by the Board* during which learning activities and examinations are conducted.

**lvii.** “**Original Certificate**” means the *final certificate bearing the official seal and signature* of the competent authority of the Board.

**lviii.** “**Duplicate Admit Card**” means the *reissued hall ticket* provided to a candidate on loss or damage of the original admit card.

**lix.** “**Registration Form**” means the *prescribed form for learner admission and data entry* maintained by the Board or affiliated institution.

**lx.** “**Examination Fee**” means the *amount prescribed by the Board* to be paid by a candidate for appearing in an examination.

**lxi.** “**Affiliation Fee**” means the *sum payable by an institution* to the Board towards affiliation, inspection, or renewal.

- lxii. “Renewal”** means the *extension of affiliation or recognition* granted by the Board after review of compliance.
- lxiii. “Suspension”** means the *temporary deactivation of rights or privileges* of an institution or candidate pending inquiry.
- lxiv. “Blacklisting”** means the *formal declaration by the Board debarring an institution or person* from any association with the Board.
- lxv. “Inquiry Committee”** means the *committee constituted by the Board to examine cases of irregularities or misconduct*.
- lxvi. “Appeal Committee”** means the *committee authorized to review and adjudicate appeals* preferred under these Regulations.
- lxvii. “Monitoring Committee”** means the *committee constituted to monitor, inspect, and evaluate* the functioning of affiliated institutions.
- lxviii. “Confidential Branch”** means the *special division of the Board’s Examination Department* responsible for question paper setting, printing, coding, and security.
- lxix. “Data Security Policy”** means the *prescribed framework ensuring confidentiality, integrity, and protection of data* related to examination, learners, and institutions.
- lxx. “Digital Certificate”** means an *electronic certificate* issued through the Board’s verified online system with digital authentication.
- lxxi. “Equivalence”** means the *recognition of a qualification or certificate* issued by another recognized board or institution as comparable to that of the Board.
- lxxii. “Open and Distance Mode”** means the *flexible educational approach* that allows learners to study without attending regular classes.
- lxxiii. “Training Partner”** means the *organization, institution, or entity authorized by the Board* to conduct training or skill programmes.
- lxxiv. “Subject Expert”** means the *qualified professional nominated by the Board* to develop curriculum, question papers, or assessment tools.
- lxxv. “Moderator Panel”** means a *group of experts constituted to ensure standardization and fairness* in question setting and evaluation.
- lxxvi. “Innovation Cell”** means the *specialized unit* established to introduce modern technology, AI tools, or best practices into the Board’s academic operations.
- lxxvii. “ICT Division”** means the *Information and Communication Technology wing* of the Board managing digital governance and online systems.

**lxxviii.** “**Legal Cell**” means the *official division responsible for vetting, compliance, litigation, and legal correspondence* of the Board.

**lxxix.** “**Human Resource Division**” means the *wing of the Board dealing with recruitment, service matters, and personnel administration*.

**lxxx.** “**Service Rules**” mean the *rules governing the appointment, conduct, duties, and discipline of the officers and staff* of the Board.

**lxxxi.** “**Standing Order**” means the *official directive or circular issued by the Chairman, Secretary, or competent authority* for the implementation of these Regulations, which shall have binding effect until amended or rescinded.

## **CHAPTER II**

### **CONSTITUTION, COMPOSITION, POWERS AND FUNCTIONS OF THE BOARD**

#### **SECTION 1 – Establishment and Legal Status**

##### ***1.1 Short Title and Commencement***

These Regulations may be called the *Central Board of Open Schooling and Examination (CBOSE) Regulations – Establishment and Legal Status, 2021*. They shall come into force on and from the date of their publication in the Official Gazette of the Board or such other date as may be notified by the Governing Council.

##### ***1.2 Authority of Establishment***

The Central Board of Open Schooling and Examination (hereinafter referred to as “the Board”) is hereby established as a *self-governing, autonomous, non-governmental, and non-profit academic body* functioning under its own Constitution and Regulations.

##### ***1.3 Legal Personality***

The Board shall be a *body corporate* having perpetual succession and a common seal, with power to acquire, hold, lease, or dispose of movable and immovable property, to sue or be sued in its own name, and to enter into contracts necessary for carrying out its lawful purposes.

##### ***1.4 Nature and Character***

The Board shall function as a *national academic authority* for open schooling, distance education, and examination, promoting flexibility and inclusion in learning and assessment. It shall operate on a *no-profit, service-oriented* principle devoted to the advancement of education, research, and learner certification in accordance with national educational policies.

##### ***1.5 Autonomy and Independence***

The Board shall enjoy full academic, administrative, and financial autonomy within the framework of its Constitution and subject to laws in force. No external body shall interfere with the internal academic, examination, or administrative affairs of the Board except as provided by competent statutory authority.

### ***1.6 Recognition of Status***

The Board shall be competent to grant affiliation, recognition, or certification in accordance with its Regulations, and to enter into mutual agreements or understandings with Governmental or Non-Governmental agencies, Universities, and Skill Development Councils for academic collaboration or equivalence.

### ***1.7 Head Office and Jurisdiction***

The Head Office of the Board shall be situated at such place as may be notified by the Governing Council from time to time. The jurisdiction of the Board shall extend throughout the territory of the Republic of India and, with the approval of competent authority, to institutions or learners located outside India.

### ***1.8 Seal and Emblem***

The Board shall have an official seal and emblem approved by the Governing Council. The seal shall be used for all certificates, diplomas, and official instruments, and shall remain in the safe custody of the Secretary.

### ***1.9 Language of Operation***

The official language of the Board shall be *English*, provided that *Hindi* or any other Indian language may be used for communication, translation, or regional implementation as approved by the Council.

### ***1.10 Interpretation of Regulations***

If any question arises relating to the interpretation of these provisions, the matter shall be referred to the Chairman, whose decision shall be final, subject to ratification by the Governing Council.

## **SECTION 2 – Headquarters and Jurisdiction**

### ***2.1 Headquarters of the Board***

The principal office of the Central Board of Open Schooling and Examination (CBOSE) shall be known as the *Headquarters of the Board* and shall be situated at such place as may, from time to time, be notified by the Governing Council. The Headquarters shall be the seat of administration, record, and custody of all official documents, registers, seals, and archives of the Board.

## ***2.2 Establishment of Regional and State Offices***

The Governing Council may, with a view to decentralizing administration and facilitating better coordination, establish ***Regional Offices, State Offices, and District Coordination Centres*** in such parts of India as it may deem necessary. Each office so established shall function under the direct administrative control of an officer designated by the Board and shall perform such duties as may be assigned by the Governing Council or the Chairman.

## ***2.3 Authority of Regional and State Offices***

Regional and State Offices shall act as the representative arms of the Board for the purposes of examination management, inspection, affiliation, learner registration, and data collection. They shall operate strictly under the guidelines and directions issued by the Headquarters and shall have no authority to issue or interpret policy independently unless duly authorized in writing by the Chairman.

## ***2.4 Functional Coordination***

The **Secretary** of the Board shall ensure coordination between the Headquarters and all regional, state, or district offices to maintain uniformity in operations, communication, and record-keeping. All official correspondence from regional or state offices shall bear the reference code of the office and be transmitted to the Headquarters for record.

## ***2.5 Jurisdiction of the Board***

The territorial jurisdiction of the Board shall extend throughout the Republic of India and shall include all affiliated institutions, learners, and examination centres situated within its territory. The Board may, with the prior approval of the Governing Council and subject to applicable law, extend its jurisdiction to institutions or learners located outside India.

## ***2.6 Foreign Collaboration and International Extension***

The Board may, with due authorization, establish ***Collaborating Centres or Partner Institutions*** in foreign countries for promoting open schooling and examinations under joint academic arrangements. Such collaborations shall be governed by Memoranda of Understanding (MoUs) duly approved by the Governing Council and compliant with the policy of the Government of India.

## ***2.7 Official Communications and Notifications***

All official notifications, circulars, and orders of the Board shall be issued from the Headquarters and shall be deemed valid throughout the jurisdiction of the Board. Regional or State Offices may, with prior authorization, issue local administrative instructions for implementation of Board policies.

## ***2.8 Change of Headquarters or Regional Setup***

The Headquarters or any Regional Office of the Board may be relocated or reorganized by resolution of the Governing Council, subject to the approval of the Chairman and compliance with relevant administrative procedures.

### ***2.9 Custody of Records and Archives***

All permanent and confidential records of the Board shall be maintained at the Headquarters in digital and physical form under the supervision of the Secretary. Regional and State Offices shall maintain certified copies or digital backups of such records as are relevant to their jurisdiction.

### **2.10 Legal Jurisdiction**

For the purpose of all legal proceedings, the territorial jurisdiction shall ordinarily be that of the place where the Headquarters of the Board is situated, unless otherwise notified by the Governing Council.

## **SECTION 3 – Composition of the Governing Council**

### ***3.1 Constitution of the Governing Council***

The Governing Council shall be the *supreme policy-making, controlling, and supervisory body* of the **Central Board of Open Schooling and Examination (CBOSE)**. It shall be constituted in accordance with these Regulations and shall exercise all powers and perform all duties of the Board as may be necessary for the fulfilment of its objectives.

### ***3.2 Composition***

***The Governing Council shall consist of the following members:***

- (a) **Chairman of the Board** – who shall be the *Ex-officio President* of the Governing Council and preside over all its meetings.
- (b) **Vice-Chairman of the Board** – who shall assist the Chairman and act in his place whenever required.
- (c) **Secretary of the Board** – who shall act as *Member-Secretary* of the Council and record all proceedings and resolutions.
- (d) **Treasurer or Finance Officer** – who shall oversee the financial affairs of the Board and present accounts and budgets.
- (e) **Academic Members** – comprising Principals, Heads of Institutions, Professors, and Educationists nominated by the Board from recognized institutions or universities.
- (f) **Representatives of Affiliated Institutions** – not exceeding five in number, nominated by rotation to ensure regional representation.
- (g) **Legal Adviser** – one member nominated by the Chairman from among qualified advocates or legal experts to advise on legal and statutory matters.

(h) **Government or Allied Body Nominees** – one representative each from relevant governmental, paramedical, or educational departments when invited or co-opted.

(i) **Members of Eminence** – up to five distinguished persons in the fields of education, healthcare, skill development, or social service nominated by the Chairman with the approval of the Council.

(j) **Ex-officio Members** – any person who, by virtue of office held within the Board or its affiliated divisions, is declared by the Governing Council to be an ex-officio member.

### ***3.3 Co-opted Members and Advisors***

The Governing Council may co-opt such additional members, consultants, or subject experts as may be deemed necessary for specialized assignments or advisory functions. Co-opted members shall not ordinarily have voting rights unless specifically conferred by resolution of the Council.

### ***3.4 Representation of Women and Minorities***

At least one-third of the total membership of the Governing Council shall, as far as practicable, consist of women members and members representing marginalized or minority groups in keeping with the inclusive character of the Board.

### ***3.5 Tenure of Members***

Every nominated or appointed member shall hold office for a period of three years from the date of appointment, unless otherwise specified by the Governing Council. Members shall be eligible for re-nomination or re-appointment for one additional term of equal duration, subject to satisfactory conduct and performance.

### ***3.6 Resignation of Members***

Any member of the Governing Council may resign by submitting a written notice to the Chairman. The resignation shall take effect from the date of its acceptance by the Council.

### ***3.7 Cessation of Membership***

A member shall cease to hold office if:

- (a) He or she resigns, dies, or becomes incapacitated;
- (b) He or she is found guilty of gross misconduct or acts prejudicial to the interests of the Board;
- (c) He or she remains absent from three consecutive meetings of the Council without prior intimation or valid reason;
- (d) The Council, by resolution passed by a two-thirds majority, removes such member for proven misbehaviour, breach of trust, or neglect of duty.

### ***3.8 Filling of Casual Vacancies***

Any vacancy arising by reason of resignation, death, or removal shall be filled by nomination or appointment in the same manner as that of the original member.

The newly appointed member shall hold office only for the remaining term of the member whose place he or she fills.

### ***3.9 Honorary and Ex-officio Membership***

The Governing Council may, at its discretion, confer honorary or ex-officio membership upon individuals or organizations contributing significantly to the objectives of the Board. Such members shall be entitled to attend meetings and participate in deliberations but shall not have voting rights unless expressly authorized.

### ***3.10 Voting Rights and Quorum***

Every member, unless otherwise specified, shall have one vote. Decisions shall be taken by a majority of votes of members present and voting. In case of equality of votes, the Chairman shall exercise a *casting vote*. The quorum for a valid meeting of the Governing Council shall be one-third of its total membership or five members, whichever is higher.

### ***3.11 Meetings of the Governing Council***

The Governing Council shall meet at least twice in a calendar year, and at such other times as may be deemed necessary by the Chairman. A special meeting may be convened by the Chairman or upon a written requisition signed by not less than one-third of the members of the Council. Fourteen days' notice shall ordinarily be given for any meeting, along with the agenda approved by the Chairman.

### ***3.12 Minutes and Records***

The Secretary shall maintain accurate minutes of all meetings of the Governing Council, including resolutions passed and actions taken. Such minutes shall be approved by the Chairman and confirmed at the next meeting of the Council.

### ***3.13 Validity of Proceedings***

No act or proceeding of the Governing Council shall be invalid merely by reason of any vacancy or defect in its constitution, provided that the proceedings are otherwise in conformity with the Regulations.

### ***3.14 Powers of the Governing Council***

The Governing Council shall have full authority to:

- (a) Formulate and approve academic, administrative, and financial policies of the Board;
- (b) Frame, amend, or repeal Regulations and Bye-laws;
- (c) Sanction expenditure, approve budgets, and adopt annual reports;
- (d) Constitute committees, sub-committees, or expert groups for specific tasks;

- (e) Appoint, suspend, or remove officers, employees, or examiners of the Board;
- (f) Determine fees, charges, and other dues payable to the Board;
- (g) Enter into agreements and collaborations for educational, research, or developmental purposes;
- (h) Exercise such powers as may be incidental or conducive to the attainment of the objects of the Board.

### ***3.15 Power to Delegate***

The Governing Council may, by resolution, delegate any of its powers or functions to the Chairman, Secretary, or any Committee of the Board, subject to such conditions or restrictions as it may deem fit.

### ***3.16 Interpretation and Final Authority***

Any question relating to the interpretation of this Section or the constitution of the Governing Council shall be decided by the Chairman, whose decision shall be final, subject to confirmation by the Council.

## **SECTION 4 – Term of Office and Cessation of Membership**

### ***4.1 Term of Office***

Every nominated or appointed member of the Governing Council shall hold office for a period of **three years** from the date of appointment, unless otherwise specified in the order of appointment or governed by subsequent resolution of the Council. The term of office shall include the period during which the member continues to hold such office until a successor assumes charge, provided that such continuation shall not exceed six months beyond the expiry of the term unless expressly approved by the Chairman.

### ***4.2 Eligibility for Re-nomination***

Members shall be eligible for re-nomination or re-appointment for **one additional term** of equal duration, subject to satisfactory performance and absence of any disqualification under these Regulations. No person shall ordinarily hold membership for more than two consecutive terms, except where the Governing Council records reasons in writing for such continuation.

### ***4.3 Resignation of Members***

Any member may resign his or her office by submitting a written notice addressed to the Chairman. The resignation shall take effect from the date of its acceptance by the Chairman or from such later date as may be specified in the notice. A resignation once accepted shall be final and shall be reported to the Governing Council at its next meeting for ratification.

### ***4.4 Removal and Cessation of Membership***

A member shall cease to hold office and be deemed to have vacated his or her seat if:

- (a) He or she resigns, dies, or becomes incapacitated to perform duties;
- (b) He or she is found guilty of moral turpitude, corruption, gross misconduct, or acts prejudicial to the interests of the Board;
- (c) He or she is adjudged insolvent, convicted of a criminal offence involving moral delinquency, or declared of unsound mind by a competent court;
- (d) He or she fails to attend three consecutive meetings of the Governing Council without leave of absence or valid reason;
- (e) He or she accepts employment, consultancy, or any position that may create a conflict of interest with the objectives of the Board;
- (f) He or she violates the confidentiality obligations or code of conduct prescribed by the Board.

#### ***4.5 Procedure for Removal***

No member shall be removed from office except by a **resolution passed by a two-thirds majority** of the total strength of the Governing Council after giving the member concerned a reasonable opportunity of being heard. The resolution for removal shall state clearly the grounds and findings upon which the decision is based, and such proceedings shall be recorded in the official minutes of the Council.

#### ***4.6 Filling of Casual Vacancies***

Any vacancy arising by reason of resignation, death, disqualification, or removal shall be filled by **nomination or appointment** in the same manner as the original member.

The person so appointed shall hold office only for the **unexpired term** of the member whose place he or she fills.

#### ***4.7 Temporary Absence or Leave***

If any member is unable to attend meetings or perform duties for a period exceeding six months, the Chairman may, on recommendation of the Council, nominate a temporary substitute member to discharge such duties during the period of absence.

#### ***4.8 Continuance Until Successor Assumes Office***

Notwithstanding the expiry of the term, members shall continue to hold office until their successors are duly appointed and assume charge, unless otherwise directed by the Governing Council.

#### ***4.9 Disqualification from Re-nomination***

A person who has been removed or disqualified under this Section shall not be eligible for re-nomination or appointment to any office of the Board for a period of **five years** from the date of such removal or disqualification, unless the Governing Council decides otherwise by a resolution passed with not less than three-fourths of its members present.

#### ***4.10 Record of Membership***

The Secretary shall maintain an updated *Register of Members* containing the names, addresses, designations, date of appointment, term of office, and tenure details of all members of the Governing Council. Such register shall be made available for inspection to any member of the Council upon written request and shall be preserved in both physical and digital form.

### **SECTION 5 – Meetings of the Governing Council**

#### ***5.1 Frequency of Meetings***

The Governing Council shall ordinarily meet **at least twice in every calendar year**, preferably once in each half-year, to review policy, approve plans, and oversee the functioning of the Board. The Chairman may, whenever considered necessary, convene an **extraordinary or emergency meeting** to deliberate upon urgent matters requiring immediate decision.

#### ***5.2 Authority to Convene Meetings***

The Chairman shall be the competent authority to convene meetings of the Governing Council. In the absence or incapacity of the Chairman, the Vice-Chairman may convene meetings with the written approval of the Chairman or on authorization by a resolution of the Council. A meeting shall also be convened upon a **written requisition signed by not less than one-third** of the total members of the Council, specifying the matters proposed for discussion.

#### ***5.3 Notice of Meetings***

Ordinarily, not less than **fourteen (14) days' notice** shall be given to every member specifying the date, time, place, and agenda of the meeting. In case of an emergency meeting, the notice period may be reduced to **forty-eight (48) hours**, provided the same is duly recorded and justified by the Chairman. Notice shall be deemed properly served if delivered by hand, post, electronic mail, or any digital communication mode approved by the Secretary.

#### ***5.4 Agenda of Meetings***

The agenda of business to be transacted at each meeting shall be prepared by the Secretary in consultation with the Chairman and circulated to all members along with the notice. No

item other than that included in the agenda shall be discussed except with the permission of the Chairman.

### ***5.5 Quorum***

The quorum for any meeting of the Governing Council shall be **one-third of the total membership or five members**, whichever is higher. If the required quorum is not present within thirty minutes of the scheduled time, the meeting shall stand adjourned to a future date and time as may be fixed by the Chairman. At the adjourned meeting, the business may be transacted irrespective of the number of members present, provided the same is not contrary to the interests of the Board.

### ***5.6 Presiding Authority***

The Chairman shall preside over all meetings of the Governing Council. In the absence of the **Chairman, the Vice-Chairman** shall preside. If both are absent, the members present shall elect one among themselves to preside over the meeting.

### ***5.7 Decision-Making Process***

All questions at a meeting shall be decided by a **majority of votes** of the members present and voting. In case of equality of votes, the presiding authority shall exercise a **casting vote**. Voting may be conducted by show of hands, voice vote, or secret ballot, as the Chairman may direct. Where the Council so determines, resolutions may also be passed by **circulation** among the members, and such resolution shall be deemed valid as if passed at a duly convened meeting.

### ***5.8 Minutes of Proceedings***

The Secretary shall maintain **minutes of every meeting** of the Governing Council, containing a fair and accurate summary of discussions, resolutions adopted, and actions decided. The draft minutes shall be circulated to members within fifteen days of the meeting and, upon confirmation at the next meeting, shall be signed by the Chairman and entered in the *Minute Book of the Council*. A certified copy of the approved minutes shall be preserved in both digital and printed form at the Headquarters of the Board.

### ***5.9 Attendance Register***

An attendance register shall be maintained and signed by every member present at the meeting. The register shall form part of the permanent record of the Board and be maintained by the Secretary under his supervision.

### ***5.10 Adjournment of Meetings***

The Chairman may, at his discretion, adjourn any meeting for reasons recorded in writing. Any unfinished business shall automatically stand adjourned to the next meeting unless the Council resolves otherwise.

### ***5.11 Validity of Proceedings***

No act or proceeding of the Governing Council shall be invalid merely by reason of any vacancy among its members, any defect in the appointment of a member, or any inadvertent procedural irregularity, provided that such defect does not affect the substance of the decision taken.

## **SECTION 6 – Powers And Functions of the Governing Council**

### ***6.1 General Authority***

The Governing Council shall be the **supreme governing body** of the **Central Board of Open Schooling and Examination (CBOSE)** and shall exercise all such powers and perform all such functions as are necessary to carry out the aims and objectives of the Board. Its decisions shall be final and binding on all affiliated institutions, officers, and members, unless otherwise revised or rescinded by the Council itself or by a competent judicial authority.

### ***6.2 Policy Formulation***

The Governing Council shall have the authority to frame, amend, or repeal **Regulations, Bye-laws, and Standing Orders** governing all academic, administrative, financial, and examination matters of the Board. It shall formulate long-term and short-term policies consistent with the national educational policy framework and directives of competent authorities.

### ***6.3 Academic Powers***

#### ***The Governing Council shall:***

- (a) Prescribe and approve syllabi, curricula, and learning outcomes for all courses, programmes, and examinations conducted under the Board.
- (b) Approve the introduction, revision, or discontinuation of academic programmes, skill courses, and vocational qualifications.
- (c) Approve the standards of instruction, duration of courses, and methods of delivery in open and distance learning modes.
- (d) Approve equivalence and recognition of qualifications issued by other Boards, Councils, or Universities.
- (e) Ensure uniformity and quality of education through periodic review and academic audits.

### ***6.4 Examination and Certification Powers***

#### ***The Governing Council shall:***

- (a) Regulate the conduct of examinations, assessments, and evaluation processes at all levels.

- (b) Approve rules relating to the setting, moderation, printing, distribution, and custody of question papers.
- (c) Prescribe procedures for appointment of examiners, moderators, evaluators, and invigilators.
- (d) Approve the criteria for pass marks, grading systems, and declaration of results.
- (e) Sanction re-evaluation, verification, or cancellation of results as per the Board's policy.
- (f) Authorize the issue of certificates, diplomas, transcripts, and marksheets duly authenticated by the Secretary or designated officer.
- (g) Ensure the maintenance of confidentiality, integrity, and transparency in all examination operations.

### ***6.5 Administrative and Organizational Powers***

#### ***The Governing Council shall:***

- (a) Approve the organizational structure, departments, divisions, and offices of the Board.
- (b) Frame and enforce service rules, code of conduct, and conditions of employment for all officers and employees of the Board.
- (c) Appoint, promote, suspend, or remove officers, staff, and functionaries as may be required.
- (d) Determine remuneration, honorarium, or allowances payable to members, employees, examiners, and other persons engaged by the Board.
- (e) Establish regional, state, and district offices or coordination centres and define their jurisdiction and powers.
- (f) Approve delegation of powers to the Chairman, Secretary, or Committees for efficient administration.

### ***6.6 Financial Powers***

#### ***The Governing Council shall:***

- (a) Approve the annual budget and financial estimates prepared by the Finance Officer or Secretary.
- (b) Sanction expenditure within prescribed limits and authorize re-appropriation of funds between budget heads.
- (c) Approve creation of reserve funds, corpus funds, and security deposits.
- (d) Approve audited statements of accounts and balance sheets before publication.
- (e) Authorize the raising of funds through fees, subscriptions, donations, or grants for the lawful objectives of the Board.
- (f) Ensure strict financial discipline and compliance with accounting standards applicable to autonomous educational bodies.

## SECTION 7 – Powers And Duties of the Chairman

### ***7.1 Position and Authority***

The Chairman shall be the Principal Executive Authority and the highest administrative head of the **Central Board of Open Schooling and Examination (CBOSE)**. He shall preside over all meetings of the Governing Council and shall exercise such powers and perform such duties as are conferred upon him by the Constitution, Regulations, and resolutions of the Governing Council.

### ***7.2 General Administrative Control***

The Chairman shall have **overall control and supervision** of all activities of the Board including academic, administrative, financial, and examination functions. He shall ensure that all policies, decisions, and resolutions of the Governing Council are properly implemented and enforced.

### ***7.3 Representation and Correspondence***

The Chairman shall represent the Board in all official matters before the Government, statutory bodies, institutions, and other organizations, whether national or international. He shall sign and authenticate on behalf of the Board all instruments, contracts, agreements, or deeds duly authorized by the Governing Council.

### ***7.4 Convening of Meetings***

***The Chairman shall have the authority to:***

- (a) Convene meetings of the Governing Council, Standing Committees, and any other body of the Board as and when necessary.
- (b) Fix the date, time, and venue of such meetings and approve the agenda.
- (c) Preside over all meetings and maintain decorum and order during proceedings.

### ***7.5 Emergency and Residual Powers***

In cases of urgency where immediate action is required and it is not feasible to convene a meeting of the Governing Council; the Chairman may exercise emergency powers to take such decisions or actions as are necessary in the interest of the Board. All such actions shall be reported to the Governing Council at its next meeting for ratification. The Chairman shall also exercise residual powers on any matter not specifically provided for in the Regulations but necessary for the effective functioning of the Board.

### ***7.6 Financial and Budgetary Powers***

The Chairman shall:

- (a) Supervise and control all financial operations of the Board within the budget approved by the Governing Council.

(b) Authorize expenditure, sanction advances, and approve payments within the limits prescribed by the Council.

(c) Approve budget estimates before submission to the Governing Council.

(d) Ensure that all funds of the Board are utilized strictly for approved purposes and in accordance with financial norms.

(e) Recommend creation of reserve funds, endowments, and other financial instruments for the stability of the Board.

### ***7.7 Policy Implementation and Coordination***

The Chairman shall be responsible for the implementation of all policies, schemes, and projects approved by the Governing Council. He shall coordinate between the various committees, divisions, and regional offices of the Board to ensure uniformity of operations and adherence to prescribed standards.

### ***7.8 Disciplinary Powers***

The Chairman shall have the authority to:

(a) Institute disciplinary proceedings against any employee or officer of the Board.

(b) Impose minor penalties in accordance with service rules.

(c) Recommend to the Governing Council the imposition of major penalties where warranted.

(d) Suspend any officer or employee pending inquiry, if continuation in service is prejudicial to the interests of the Board or to the integrity of the inquiry.

### ***7.9 External Representation and Collaboration***

The Chairman may enter into Memoranda of Understanding (MoUs), cooperative agreements, or partnerships with other institutions, councils, universities, or agencies for academic or research collaboration, subject to ratification by the Governing Council.

### ***7.10 Power to Interpret and Clarify Regulations***

The Chairman shall have the authority to interpret, clarify, or decide on any ambiguity in the Regulations or procedures of the Board. His interpretation shall be final and binding, subject to review by the Governing Council.

### ***7.11 Annual Report and Accountability***

The Chairman shall cause to be prepared and submitted to the Governing Council an Annual Report of the Board detailing its activities, financial position, performance of affiliated institutions, and recommendations for future action.

The Chairman shall ensure transparency and accountability in all affairs of the Board.

### ***7.12 Power to Seek Legal or Expert Advice***

The Chairman may obtain legal opinions, audit reports, or expert consultation on any matter involving the interests of the Board and act upon such advice with subsequent approval of the Council.

### ***7.13 Succession and Continuity***

In the event of vacancy in the office of the Chairman by reason of resignation, removal, death, or incapacity, the Vice-Chairman shall assume charge until a new Chairman is duly appointed by the Governing Council. All acts done by the Vice-Chairman during such interim period shall be deemed valid and binding upon the Board.

## **SECTION 8 – Powers And Duties of the Vice-Chairman**

The Vice-Chairman shall be the principal supporting authority to the Chairman and shall discharge all duties entrusted to him under these Regulations or delegated to him by the Governing Council. He shall act as the executive deputy to the Chairman in all academic, administrative, and financial matters of the Board.

In the absence of the Chairman, or during his incapacity or temporary vacancy, the Vice-Chairman shall exercise all powers and perform all functions of the Chairman, and all acts so done shall have the same validity as if performed by the Chairman himself. The Vice-Chairman may chair meetings, committees, or consultations when directed by the Chairman or when the latter is not available. He shall ensure that minutes of such meetings are duly recorded and transmitted to the Chairman for approval and action. He shall provide strategic inputs for policy framing, budget planning, and examination reforms, and shall contribute to the overall governance, efficiency, and transparency of the Board's administration. The Vice-Chairman shall be responsible for mentoring and monitoring officers placed under his supervision, ensuring timely completion of official tasks, and upholding integrity and discipline across all units of the Board.

He shall discharge any other function specifically assigned to him by the Chairman or the Governing Council and shall act in conformity with the objectives, vision, and service-oriented mission of the Board.

## **SECTION 9 – Powers And Duties of the Secretary**

The Secretary shall be the chief administrative and coordinating officer of the **Central Board of Open Schooling and Examination** and shall function under the general supervision and control of the Chairman. He shall be responsible for the execution of all

decisions, resolutions, and policies approved by the Governing Council and shall ensure their effective implementation through the administrative machinery of the Board.

The Secretary shall be the custodian of all official records, registers, correspondence, minutes, property, seal, and archives of the Board. He shall maintain the permanent and confidential records of examinations, results, and certificates, both in physical and digital form, ensuring their safety and authenticity in accordance with data security norms. He shall prepare the agenda, convene meetings of the Governing Council, Standing Committees, and other bodies of the Board as directed by the Chairman, and shall record and maintain accurate minutes of every meeting. All notices, circulars, resolutions, and notifications of the Board shall be issued under his signature, and all official correspondence shall be conducted in his name or under his authority. The Secretary shall oversee the day-to-day administration of the Board, supervise the work of all departments, and ensure adherence to approved procedures and regulations. He shall coordinate between the academic, examination, financial, legal, and regional units of the Board to secure efficient and uniform functioning.

He shall be responsible for preparing the annual budget, financial statements, and reports of the Board in consultation with the Finance Officer and submit them to the Chairman and the Governing Council for approval. He shall also maintain accounts, supervise audit processes, and ensure financial discipline in accordance with prescribed rules. The Secretary shall authenticate all orders, certificates, and documents issued by the Board and shall affix the common seal of the Board to such instruments as may be duly authorized by the Chairman or the Governing Council.

He shall organize and supervise all examinations conducted by the Board, including registration of candidates, distribution of question papers, evaluation of answer scripts, and declaration of results. He shall ensure that all examination activities are carried out under conditions of fairness, transparency, and confidentiality.

The Secretary shall exercise general supervision over the employees of the Board, assign duties, and maintain discipline among the staff. He shall have the power to issue administrative directions, grant leave, and recommend promotions or disciplinary action in accordance with the service rules. He shall act as the principal liaison officer between the Board and all affiliated institutions, state or regional offices, and external agencies, ensuring compliance with affiliation norms, inspection reports, and quality standards. He shall prepare the annual administrative report of the Board detailing the progress of academic and operational activities and present it before the Governing Council for approval and publication.

The Secretary shall perform all such acts and duties as may be entrusted to him by the Chairman or the Governing Council and shall act in good faith for the efficient administration, integrity, and advancement of the Board's objectives.

## **SECTION 10 – Committees of the Board**

### ***10.1 Constitution of Committees***

For the effective discharge of its powers and responsibilities, the Governing Council of the Central Board of Open Schooling and Examination (CBOSE) shall constitute such committees, councils, or sub-committees as may be deemed necessary from time to time. Each committee shall operate within the scope of its delegated authority and shall remain accountable to the Governing Council for its functions, performance, and recommendations.

### ***10.2 Types of Committees***

The Governing Council may constitute both **Standing Committees** and **Ad-hoc Committees** for specific purposes. Standing Committees shall deal with continuous or recurring functions of the Board, whereas Ad-hoc Committees shall be constituted for temporary or special assignments and shall stand dissolved upon completion of their task.

### ***10.3 Standing Committees***

The Governing Council of the Central Board of Open Schooling and Examination (CBOSE) shall, for the efficient, continuous, and specialized discharge of its multifaceted functions, constitute a set of **Standing Committees**. These Committees shall serve as the permanent functional arms of the Board, designed to provide focused deliberation, policy formulation, and administrative oversight in their respective domains. Each Standing Committee shall operate within the framework of the Constitution and Regulations of the Board, and its recommendations shall be submitted to the Governing Council for consideration and approval. The Governing Council may from time to time amend, expand, or reorganize the scope and structure of these Committees in response to emerging educational, administrative, and technological needs.

***The following shall ordinarily constitute the Standing Committees of the Board:***

#### ***(a) Academic Committee***

This Committee shall be responsible for the development, review, and continuous improvement of academic programmes, curricula, syllabi, instructional methodology, and quality benchmarks of education offered under the Board. It shall evaluate the need for new subjects, qualifications, or academic streams, and recommend their inclusion or modification in accordance with the National Education Policy, 2020, the National Skill Qualification Framework (NSQF), and allied regulatory guidelines.

The Committee shall also advise on standards for textbooks, learning resources, and e-content, and oversee mechanisms for maintaining parity with national academic standards.

***(b) Examination Committee***

This Committee shall have charge of all matters relating to the conduct, supervision, and regulation of examinations. It shall formulate detailed procedures for paper setting, moderation, evaluation, verification, and declaration of results. The Committee shall ensure fairness, uniformity, and confidentiality throughout the examination process, and recommend preventive measures against malpractices or administrative lapses. It shall also oversee reforms relating to online testing, digital evaluation, and continuous assessment systems in keeping with global best practices.

***(c) Finance and Accounts Committee***

This Committee shall be entrusted with the financial stewardship of the Board. It shall review annual budgets, approve financial plans, examine accounts, and ensure adherence to financial propriety and transparency. The Committee shall advise the Governing Council on matters concerning income, expenditure, fund management, and investment of surplus resources. It shall also recommend the creation of reserves, corpus funds, endowment schemes, and audit mechanisms to safeguard the financial stability and accountability of the Board.

***(d) Affiliation and Inspection Committee***

This Committee shall examine all applications for affiliation, continuation, or renewal from institutions seeking recognition by the Board. It shall conduct physical or virtual inspections to verify compliance with prescribed norms concerning infrastructure, faculty, laboratories, and facilities for learners. The Committee shall evaluate institutional capacity and integrity, and submit its recommendations for grant, suspension, or withdrawal of affiliation to the Governing Council. It shall further ensure that affiliated institutions uphold the academic, administrative, and ethical standards laid down by the Board.

***(e) Legal and Grievance Redressal Committee***

This Committee shall act as the quasi-judicial forum of the Board for the examination and disposal of representations, complaints, disputes, and appeals arising from learners, staff, or affiliated institutions. It shall recommend corrective, disciplinary, or preventive measures in all cases of irregularities, misconduct, or violation of Regulations. The Committee shall also advise the Board on statutory compliance, interpretation of legal provisions, and litigation management, and may liaise with legal counsel whenever required.

***(f) Research and Development Committee***

This Committee shall promote academic research, innovation, and excellence in open schooling and examination systems. It shall conduct studies and propose reforms to enhance

curriculum relevance, teaching-learning methodologies, and evaluation systems. The Committee shall engage with universities, think tanks, and national research organizations to align the Board's initiatives with evolving educational paradigms. It shall also oversee pilot projects, evaluation studies, and academic publications of the Board.

***(g) Digital Governance and ICT Committee***

This Committee shall be responsible for the digital transformation and information technology governance of the Board. It shall oversee the planning, deployment, and maintenance of the Board's Management Information Systems (MIS), e-governance portals, and data storage systems. The Committee shall enforce the Board's Data Security Policy and ensure compliance with applicable cyber laws and digital authentication standards. It shall also advise the Governing Council on the adoption of emerging technologies such as artificial intelligence, blockchain, and biometric systems for examination security and efficiency.

***(h) Human Resource Management Committee***

This Committee shall regulate all matters concerning personnel policy, recruitment, service rules, promotions, and disciplinary procedures for officers and employees of the Board. It shall design and implement staff welfare schemes, capacity-building programmes, and performance evaluation frameworks. The Committee shall ensure that recruitment and employment practices adhere to principles of transparency, equity, and merit, and that all employees uphold the professional ethics and integrity expected of public educational service.

***(i) Any Other Committee***

The Governing Council may, from time to time, constitute such additional Committees as may be considered necessary for specific objectives, policy formulation, or project implementation. Such Committees may include representatives from Government departments, universities, professional bodies, or subject experts, depending on the nature of work assigned. Each such Committee shall function within defined terms of reference and tenure, and its recommendations shall be subject to the approval of the Governing Council.

**All Standing Committees shall maintain minutes of their meetings, which shall be duly signed by the Chairperson and transmitted to the Secretary within fifteen days for record and further action. The recommendations of Committees shall take effect only upon ratification by the Governing Council or the Chairman acting under delegated authority. Committees shall act collectively, uphold transparency in deliberations, and ensure that their functioning remains consistent with the objectives and integrity of the Board.**

#### **10.4 Composition of Committees**

Each Committee shall consist of not fewer than three and not more than seven members, including a Chairperson and a Member-Secretary. The Chairman of the Board shall have the authority to nominate the Chairperson or Convener of each Committee and to fill any vacancies that may occur during its tenure. The Secretary of the Board shall be an ex-officio member of all Committees unless otherwise decided by the Governing Council.

#### **10.5 Term and Tenure**

The term of each Committee shall ordinarily be **three years**, unless otherwise specified by the Governing Council. An Ad-hoc Committee shall automatically stand dissolved upon completion of its assigned work or upon expiry of the term specified in its constituting order, whichever occurs earlier.

#### ***10.6 Powers and Functions of Committees***

Each Committee shall perform such duties and functions as may be assigned to it by the Governing Council or prescribed in its terms of reference. Committees shall study, review, and recommend measures within their respective domains to ensure the efficient functioning of the Board. All decisions and recommendations of Committees shall be placed before the Governing Council through the Secretary for approval and implementation.

#### ***10.7 Legal and Grievance Redressal Committee***

The Legal and Grievance Redressal Committee shall:

- (a) Examine complaints, representations, and appeals submitted by institutions, students, or employees.
- (b) Investigate allegations of misconduct, irregularities, or malpractice.
- (c) Recommend disciplinary or corrective action to the Governing Council.
- (d) Advise the Board on legal matters, statutory compliance, and policy interpretation.

#### ***10.18 Dissolution or Reconstitution***

The Governing Council shall have the power to dissolve, merge, or reconstitute any Committee at any time when it considers such action expedient or necessary in the interest of the Board.

#### ***10.19 Preservation of Records***

Each Committee shall ensure that all its proceedings, reports, and communications are properly documented, signed, and transmitted to the office of the Secretary for record-keeping and archiving.

### ***11.1 Authority for Authentication***

All official orders, notifications, certificates, correspondence, and instruments issued in the name of the Central Board of Open Schooling and Examination (CBOSE) shall be duly authenticated by the Secretary or by any officer authorized in writing by the Chairman. Such authentication shall be deemed sufficient for all purposes and shall render the instrument valid and binding on the Board.

### ***11.2 Common Seal of the Board***

The Board shall have a **Common Seal**, bearing the official emblem, name, and motto of the Central Board of Open Schooling and Examination, as approved by the Governing Council. The design and format of the seal shall be standardized and used uniformly across all official instruments, certificates, and legal documents of the Board.

### ***11.3 Custody of the Common Seal***

The Common Seal shall remain in the **safe custody of the Secretary**, who shall maintain a Register of its usage and ensure that it is affixed only under proper authority. The Secretary shall be responsible for safeguarding the seal against misuse, duplication, or unauthorized application.

### ***11.4 Use of the Seal***

The Common Seal of the Board shall be affixed to the following documents and instruments, among others—

- (a) Certificates, diplomas, or mark sheets issued to learners under the authority of the Board.
- (b) Affiliation or recognition certificates granted to institutions.
- (c) Agreements, contracts, or memoranda of understanding entered into by the Board.
- (d) Notifications, circulars, or orders requiring formal authentication.
- (e) Any document required by law or the Governing Council to bear the seal of the Board.

### ***11.5 Procedure for Affixing the Seal***

The Common Seal shall be affixed only by or under the direction of the Chairman or the Secretary acting with written authorization.

**Every application of the seal shall be attested by the signatures of—**

- (a) The Chairman or Vice-Chairman; and
  - (b) The Secretary or an officer authorized in that behalf.
- A record of the date, nature of document, and purpose of each use of the seal shall be maintained in the Register of Sealed Instruments.

### ***11.6 Register of Sealed Instruments***

***The Register of Sealed Instruments shall contain the following particulars—***

- (a) Serial number of each entry;
- (b) Description and date of the instrument;

- (c) Authority under which the seal was affixed;
- (d) Signatures of the officer's present at the time of affixation;
- (e) Remarks regarding dispatch or storage of the document.

The Register shall be periodically reviewed and verified by the Finance and Accounts Committee or any other body appointed by the Governing Council.

### ***11.7 Duplicate or Replacement Seal***

In the event that the Common Seal is lost, defaced, or damaged, a duplicate seal may be made only with the prior written approval of the Governing Council. The defaced or damaged seal, if recoverable, shall be destroyed in the presence of the Chairman and Secretary, and a record of such destruction shall be entered in the Register.

### ***11.8 Legal Validity***

All documents, contracts, and certificates executed under the Common Seal of the Board and duly authenticated shall be recognized as legally binding upon the Board and enforceable in accordance with applicable laws.

### ***11.9 Interpretation***

In the event of any ambiguity or dispute concerning the application or custody of the Common Seal, the decision of the Chairman shall be final, subject to review or ratification by the Governing Council.

## **SECTION 12 – Delegation of Powers**

The Governing Council may delegate any of its powers, duties, or functions to the Chairman, Vice-Chairman, Secretary, or any committee or officer of the Board as it may deem necessary for the efficient and expeditious conduct of business. Such delegation shall be made by written resolution of the Governing Council, clearly specifying the nature, scope, and duration of authority so delegated and the limits within which it may be exercised.

The Chairman may, in turn, delegate specific administrative or operational powers to the Vice-Chairman, Secretary, or other senior officers of the Board to ensure smooth functioning of academic, financial, and examination activities. Every such delegation shall be made in writing and recorded in the official register maintained by the Secretary.

Delegated powers shall be exercised strictly within the limits prescribed by the Governing Council and shall remain subject to its review, modification, or withdrawal at any time without assigning any reason. All actions taken under delegated authority shall be reported to the Governing Council at its next meeting for ratification or further direction.

No delegation of power shall, however, preclude the Governing Council from exercising the same power itself whenever it considers such exercise necessary in the interest of the Board.

In case of doubt regarding the extent or interpretation of delegated authority, the decision of the Chairman shall prevail, subject to confirmation by the Governing Council.

All delegations shall be guided by principles of accountability, transparency, and due diligence, ensuring that no power is exercised in conflict with the objectives or policies of the Board. The record of delegation, along with amendments or withdrawals, shall be maintained permanently in the archives of the Board and be open for inspection by authorized auditors or committees.

### **SECTION 13 – Principles of Governance**

The Central Board of Open Schooling and Examination shall function in accordance with the fundamental principles of transparency, accountability, inclusiveness, integrity, and service to the learner community. Every act and decision of the Board shall reflect impartiality, fairness, and commitment to public interest and educational excellence.

The governance of the Board shall be guided by the Constitution, the Regulations framed thereunder, and the directives of the Governing Council. All organs, officers, and affiliated institutions shall act in conformity with these guiding principles to ensure ethical conduct, institutional stability, and good governance. The Board shall uphold academic freedom and institutional autonomy while maintaining strict adherence to regulatory compliance and quality assurance standards. Decisions shall be taken collectively through deliberation, evidence-based assessment, and respect for diversity of opinion, ensuring representation from all regions, genders, and sectors involved in open and distance education. Accountability shall be established through regular audits, transparent financial management, and periodic performance reviews of affiliated institutions, officers, and departments. The Board shall maintain openness in its policies, procedures, and records, except where confidentiality is mandated for examination integrity or national interest.

Integrity and ethical conduct shall form the foundation of all actions and relationships within and outside the Board. No member, officer, or affiliated institution shall act in any manner that may create conflict of interest, compromise impartiality, or erode public trust in the Board's functioning. The Board shall promote collaboration, innovation, and continuous improvement in governance through the integration of technology, capacity building, and best administrative practices. It shall also ensure equitable access to education and certification for all learners, irrespective of region, gender, religion, or social background. The Governing Council shall periodically review the governance practices of the Board to ensure compliance with these principles and alignment with the broader objectives of national education policy and skill development frameworks. Any deviation or violation of

these principles shall be subject to examination by the Governing Council, and corrective measures shall be taken without delay. The Board shall, in all circumstances, act as a public-serving institution of trust, guided by the spirit of education as a right, service as a duty, and excellence as a goal.

### CHAPTER III

#### AFFILIATION, RECOGNITION AND ACCREDITATION OF INSTITUTIONS

##### SECTION 1 – General Provisions for Affiliation

Affiliation to the Central Board of Open Schooling and Examination shall be granted to educational institutions, training centres, or organizations that satisfy the prescribed academic, infrastructural, and administrative standards set forth by the Board. The object of affiliation shall be to ensure that institutions function in conformity with the philosophy, regulations, and quality benchmarks of the Board while extending its approved programmes to learners across India and abroad.

No institution shall describe itself as affiliated, recognized, or associated with the Board unless a formal *Certificate of Affiliation* has been issued by the Board under the seal and signature of the competent authority. All such institutions shall display their affiliation number, validity period, and category prominently on their premises and in all official communications, advertisements, and publications.

The Governing Council shall have the sole authority to approve or reject applications for affiliation based on the recommendations of the Affiliation and Inspection Committee. The decision of the Board in such matters shall be final and binding on all applicants and affiliated bodies.

Affiliation may be of different types, including provisional affiliation, permanent affiliation, renewal of affiliation, and special recognition for specific programmes or regional purposes. Each category shall carry its own eligibility criteria, tenure, and compliance requirements as prescribed in the Affiliation Bye-Laws of the Board.

Every institution applying for affiliation shall be a legally constituted entity under the **Societies Registration Act, Trusts Act, Companies Act**, or any other law for the time being in force and shall possess requisite land, building, facilities, and faculty as per norms. It shall undertake to comply with all statutory provisions relating to safety, sanitation, health, and the rights of students and staff.

Applications for affiliation shall be submitted in the prescribed format along with requisite fees, documents, and undertakings, and shall be processed through inspection, verification,

and evaluation by authorized officers or committees of the Board. No institution shall commence or continue any course or admission under the name of the Board without prior written approval or renewal of its affiliation. Affiliation shall not confer upon the institution any ownership, franchise, or proprietary right over the name or emblem of the Board. All intellectual property, trademarks, and documents issued under the name of the Board shall remain the property of the Central Board of Open Schooling and Examination.

The Board may prescribe inspection fees, renewal charges, and other administrative fees from time to time for the maintenance of affiliation and quality monitoring. Failure to pay such dues within the stipulated time or violation of any prescribed condition shall render the affiliation liable to suspension or withdrawal.

**Institutions found guilty of misrepresentation, irregular admission, academic malpractice, or violation of Board policies shall be subject to inquiry and disciplinary action, including cancellation of affiliation and blacklisting. The decision of the Governing Council in this regard shall be final and not subject to challenge except as may be permitted under the grievance redressal mechanism of the Board.**

Every affiliated institution shall display prominently the rules, fee structure, and grievance redressal mechanism for the information of learners and shall function as a non-profit academic service unit devoted to the objectives of the Board.

The Board shall periodically review the affiliation norms to ensure alignment with national educational standards, technological advances, and learner-centric practices. Institutions failing to maintain minimum prescribed standards shall not be entitled to claim continuation or renewal of affiliation.

## **SECTION 2 – Categories and Types of Affiliation**

### ***a. General Classification***

Affiliation of institutions to the Central Board of Open Schooling and Examination (CBOSE) shall be classified into distinct categories based on the nature, scope, and duration of approval granted. The Governing Council shall determine, from time to time, the eligibility criteria, procedural requirements, and obligations for each category of affiliation in accordance with these Regulations and the Affiliation Bye-laws of the Board.

### ***b. Principal Categories of Affiliation***

The main categories of affiliation shall include the following:  
(a) Provisional Affiliation

- (b) Permanent Affiliation
- (c) Renewal of Affiliation
- (d) Special or Programme-Specific Affiliation

Each of the above categories shall serve a specific purpose and shall be subject to the approval, monitoring, and control of the Board through its designated committees and officers.

**c. *Provisional Affiliation***

Provisional Affiliation shall be granted to newly established institutions that meet the minimum infrastructural, academic, and legal requirements prescribed by the Board and are found suitable after inspection.

- (a) It shall ordinarily be valid for a period not exceeding three years.
- (b) During this period, the institution must demonstrate compliance with prescribed standards and satisfactory performance in the conduct of courses and examinations.
- (c) Extension of provisional affiliation may be granted upon review of progress, quality of education, and institutional integrity.

**d. *Permanent Affiliation***

Permanent Affiliation may be granted to institutions that have successfully completed one full term of provisional affiliation and have demonstrated academic consistency, transparency, and compliance with Board regulations.

- (a) Such institutions shall possess adequate infrastructure, qualified faculty, and a record of satisfactory academic and administrative performance.
- (b) Permanent affiliation shall ordinarily be valid for five years, subject to continuous compliance and periodic audit by the Board.
- (c) Renewal of permanent affiliation shall be contingent upon satisfactory inspection and submission of compliance reports.

**e. *Renewal of Affiliation***

Renewal of affiliation shall apply to all institutions whose affiliation—whether provisional or permanent—has expired or is nearing expiration.

- (a) Applications for renewal must be submitted within the time limit prescribed by the Board.
- (b) Each application shall be accompanied by inspection fees, compliance documentation, and records of performance.
- (c) Renewal shall be granted only after verification of continued adherence to standards, financial stability, and the absence of disciplinary proceedings.

**f. *Special or Programme-Specific Affiliation***

Special or Programme-Specific Affiliation may be granted to institutions or organizations for the conduct of certain approved vocational, technical, or skill-based programmes.

- (a) Such affiliation shall be granted for specific courses or qualifications only.
- (b) It shall be limited in scope and duration and may be issued in collaboration with recognized universities, government agencies, or skill councils.
- (c) Institutions holding such affiliation shall not conduct or advertise any other programme under the name of the Board without separate approval.

***g. Temporary Academic Collaboration or Centre Approval***

The Board may grant temporary academic collaboration or centre approval to Government institutions, NGOs, or recognized educational organizations for specific projects, training, or examinations.

- (a) Such approvals shall be conditional, non-transferable, and time-bound.
- (b) They shall not confer the status of regular affiliation.
- (c) Each collaboration shall operate under written terms of reference and shall automatically cease upon completion of the approved activity.

***h. Limitation of Rights and Privileges***

No institution holding provisional, temporary, or programme-specific affiliation shall claim equivalence with permanent affiliation.

- (a) Rights and privileges shall be confined strictly to the scope and category mentioned in the affiliation certificate.
- (b) Affiliation shall not confer franchise, ownership, or proprietary right over the name or emblem of the Board.
- (c) Any misuse of the Board's name or symbol shall render the institution liable for disciplinary and legal action.

***i. Withdrawal, Suspension, or Modification of Affiliation***

Affiliation of any category shall be subject to review and may be withdrawn, suspended, or modified by the Board in case of non-compliance or violation of prescribed norms.

- (a) Institutions found guilty of misrepresentation, misconduct, or malpractice shall be subject to inquiry.
- (b) The decision of the Governing Council in such matters shall be final and binding.

***j. Power to Revise Categories***

The Governing Council shall have the power to revise, modify, create, or abolish any category of affiliation when deemed necessary for maintaining academic quality and

regulatory alignment. All affiliated institutions shall remain bound by such decisions and by the terms stated in their certificates of affiliation.

### **SECTION 3 – Eligibility Conditions for Affiliation**

**a. *General Requirements***

Any institution applying for affiliation to the Central Board of Open Schooling and Examination (CBOSE) shall be a legally established educational or training organization, operating in conformity with the laws of India and the objectives of the Board.

It shall undertake to provide open, distance, or flexible learning opportunities in accordance with the academic and administrative norms prescribed by the Board.

**b. *Legal Status of the Institution***

The applicant institution must be a duly registered body under the Societies Registration Act, Indian Trusts Act, Companies Act (Section 8, if applicable), or any other law for the time being in force. It shall possess valid registration, Permanent Account Number (PAN), and statutory documents such as Memorandum of Association, Bye-laws, or Trust Deed clearly indicating its educational objectives.

**c. *Land and Infrastructure***

The institution shall have adequate land and a permanent building in its lawful possession, either owned or leased for a minimum period of ten years. The premises shall provide sufficient space for classrooms, laboratories, libraries, staff rooms, offices, examination halls, and sanitation facilities as per the standards fixed by the Board. The infrastructure shall be conducive to teaching, learning, and assessment, with due compliance to safety, ventilation, and accessibility norms.

**d. *Academic Resources***

The institution shall have qualified and competent faculty, trainers, and administrative staff in proportion to the number of enrolled learners and courses offered. All faculty shall possess the minimum qualifications prescribed by the relevant regulatory bodies, universities, or the Board, and shall be engaged on a full-time or part-time basis as required. Adequate library resources, ICT facilities, and teaching aids shall be maintained to support quality education and skill development.

**e. *Financial Stability***

The institution shall demonstrate sound financial capacity to meet operational expenses and sustain its academic and infrastructural obligations. It shall submit audited financial statements for the last two financial years or, in the case of new institutions, proof of

sufficient funds and capital investment certified by a Chartered Accountant. The Board reserves the right to verify financial stability before granting or renewing affiliation.

***f. Compliance with Statutory Requirements***

The institution shall comply with all applicable Central, State, and local laws relating to education, taxation, labour, environment, and public safety. Fire safety certification, building safety clearance, sanitary and health inspection certificates shall be mandatory prerequisites for affiliation.

***g. Non-Profit Character***

The institution shall function on a non-profit basis and shall not distribute surplus funds or income among members or promoters. All earnings and receipts shall be utilized solely for the development of education, training, and infrastructure related to its affiliated activities.

***h. Information and Communication Technology (ICT) Readiness***

The institution shall possess adequate ICT infrastructure for digital record-keeping, learner management, online assessment, and communication with the Board. Internet connectivity, computer systems, and secure data management practices shall be compulsory for all affiliated institutions.

***i. Student Welfare and Support Systems***

The institution shall ensure the provision of student welfare services, including counselling, grievance redressal, and equal opportunity measures. Facilities for differently-abled learners, girls, and marginalized communities shall be incorporated as part of institutional responsibility. Institutions shall maintain updated records of learner enrolment, attendance, performance, and progression for verification by the Board.

***j. Ethical and Professional Conduct***

Institutions applying for affiliation shall undertake to maintain academic integrity, transparency in admissions, and fairness in examinations. They shall refrain from misleading advertisements or claims of recognition not conferred by the Board. Every affiliated institution shall display its certificate of affiliation, validity period, and official code at a prominent location on its premises and website.

***k. Inspection Readiness***

The institution shall be ready for inspection at any time before or after affiliation. It shall permit the inspection team or authorized officers of the Board to verify records, infrastructure, staff, and learner-related data without obstruction. Failure to provide

access or falsification of records shall be treated as a serious violation and may result in immediate rejection or withdrawal of affiliation.

*l. Undertaking and Declaration*

Every applicant institution shall furnish a written undertaking to abide by the Constitution, Regulations, Bye-laws, and directives of the Board. It shall declare that it will not engage in any act prejudicial to the interests of the Board or detrimental to the credibility of open schooling and examination systems.

*m. Compliance and Verification*

All eligibility documents submitted by the institution shall be verified by the Board through physical inspection and digital validation mechanisms. Affiliation shall be granted only after satisfactory verification and the payment of prescribed fees. The decision of the Governing Council in respect of eligibility and compliance shall be final and binding on the applicant institution.

**SECTION 4 – Application And Procedure for Affiliation**

*a. Submission of Application*

Any institution seeking affiliation with the Central Board of Open Schooling and Examination (CBOSE) shall submit its application in the prescribed format issued by the Board. The application shall be complete in all respects and accompanied by requisite documents, declarations, and proof of payment of prescribed affiliation and inspection fees.

Incomplete or late applications shall not be considered and may be summarily rejected without notice.

*b. Prescribed Form and Mode of Submission*

Applications shall be submitted online through the official portal of the Board or in hard copy, as may be notified from time to time. Every application shall be duly signed and sealed by the Head of the Institution and shall include the official registration number, address, contact details, and e-mail ID of the institution. The Board may prescribe a digital format for uploading relevant documents, photographs, and compliance certificates.

*c. Documents to be Submitted*

Each application for affiliation shall be accompanied by the following documents:

(a) Certified copy of the registration certificate and constitutional documents of the institution.

(b) Proof of ownership or long-term lease of land and building.

- (c) Audited financial statements or financial certificate of stability.
- (d) List of teaching and non-teaching staff with qualifications and experience.
- (e) Details of infrastructure, laboratory equipment, library, and ICT facilities.
- (f) Fire safety, building fitness, and health and sanitation certificates.
- (g) Proof of compliance with statutory norms of local and State authorities.
- (h) Undertaking for adherence to the Regulations, Bye-laws, and Code of Conduct of the Board.

d. **Scrutiny of Application**

On receipt of the application, the Board shall conduct a preliminary scrutiny of documents to verify completeness, authenticity, and eligibility. If any deficiencies or discrepancies are found, the institution shall be informed in writing or through electronic means to rectify them within the stipulated period. Failure to comply within the prescribed time may lead to rejection of the application without refund of fees.

e. **Inspection and Verification**

After preliminary scrutiny, the Board shall arrange for an inspection of the institution by an authorized **Inspection Committee**. The inspection shall cover verification of infrastructure, faculty, records, and academic systems. The institution shall extend full cooperation to the inspection team, produce records, and provide clarifications as required. A detailed inspection report shall be prepared and submitted to the **Affiliation and Inspection Committee** for consideration.

f. **Evaluation of Inspection Report**

The Affiliation and Inspection Committee shall examine the inspection report and supporting documents to determine the suitability of the institution for affiliation. It may recommend:

- (a) Grant of affiliation, if the institution fulfils all prescribed conditions.
- (b) Conditional approval subject to rectification of minor deficiencies.
- (c) Rejection of the application, if major deficiencies are observed or eligibility conditions are not met.

The decision of the Committee shall be submitted to the Governing Council for final approval.

g. **Communication of Decision**

The decision of the Governing Council regarding the grant, conditional approval, or rejection of affiliation shall be communicated to the applicant institution in writing and published on the official website of the Board.

In case of approval, a **Certificate of Affiliation** bearing the affiliation number, validity period, and category shall be issued under the seal and signature of the competent authority.

**h. Conditions of Affiliation**

Every institution granted affiliation shall comply with the following conditions:

- (a) To strictly adhere to the curriculum, examination, and academic guidelines issued by the Board.
- (b) To admit learners only as per eligibility and intake capacity approved by the Board.
- (c) To maintain accurate and up-to-date records of staff, learners, and examinations.
- (d) To submit periodical reports, returns, and compliance certificates to the Board.
- (e) To permit inspection, audit, or verification at any time by authorized officers of the Board.
- (f) To refrain from unauthorized use of the Board's name, emblem, or documents.

**i. Grant of Affiliation Certificate**

Upon approval, the Board shall issue a **Certificate of Affiliation** specifying:

- (a) Name and address of the institution.
- (b) Type and category of affiliation granted.
- (c) Validity period and renewal date.
- (d) Approved courses, qualifications, or programmes.

The certificate shall remain the property of the Board and shall be subject to withdrawal in the event of violation of conditions or misrepresentation of facts.

**j. Payment of Fees**

All applications for affiliation shall be accompanied by the prescribed fees as notified by the Board from time to time. The fees shall be non-refundable except where the application is withdrawn before inspection, subject to approval of the Governing Council.

Separate fees shall be charged for inspection, renewal, and programme expansion.

**k. Timeframe for Processing Applications**

The Board shall endeavour to process all applications for affiliation within ninety working days from the date of submission of complete documents. Delays due to incomplete documentation, non-cooperation, or exceptional circumstances shall not be construed as default on the part of the Board.

**l. Reconsideration and Appeal**

An institution whose application for affiliation has been rejected may apply for reconsideration within thirty days from the date of communication of the decision. The application shall be accompanied by evidence of rectification of deficiencies and

payment of reconsideration fees. The Governing Council may review the case and pass such orders as deemed appropriate, and its decision shall be final.

*m. Record and Publication*

register of all affiliated institutions shall be maintained at the Headquarters and published annually on the official website of the Board. The register shall contain the name, code, address, category, validity, and status of each affiliated institution. Institutions shall also be issued login credentials for digital access to their affiliation status, updates, and communications.

*n. Confidentiality and Data Integrity*

All applications, inspection reports, and institutional data shall be treated as confidential and used solely for official purposes of the Board. Unauthorized disclosure or tampering with affiliation records shall be treated as a serious offence and attract disciplinary or legal action.

*o. Final Authority*

The decision of the Governing Council regarding the grant, renewal, or withdrawal of affiliation shall be final and binding on all concerned. No institution shall claim any right or privilege of affiliation except as specifically conferred by the Board through an officially issued certificate.

## **SECTION 5– Inspection and Verification Process**

Every institution applying for affiliation or renewal shall be subject to inspection and verification by the Central Board of Open Schooling and Examination before the grant of approval. The objective of the inspection shall be to assess the academic, infrastructural, financial, and administrative readiness of the institution to maintain the standards prescribed by the Board. The inspection shall be conducted by a duly constituted Inspection Committee comprising competent academic and administrative experts appointed by the Chairman or the Governing Council. The members of the Inspection Committee shall act independently and impartially, maintaining confidentiality and professional integrity throughout the process.

Prior intimation of the proposed date of inspection shall be communicated to the institution by the Board, and the institution shall ensure the presence of its Head or authorized representative along with all relevant records, registers, and supporting documents. The inspection team shall have the authority to examine physical facilities, laboratories, libraries, classrooms, staff qualifications, records of learner enrolment, and any other aspect relevant to affiliation. They may also interact with staff and

students to verify the authenticity of academic operations. The institution shall provide unhindered access to all premises, files, and data required for verification. Any attempt to obstruct, mislead, or influence the inspection team shall be treated as misconduct and may result in immediate rejection of the application.

The Inspection Committee shall prepare a detailed report based on its findings, including factual observations, photographs, and documentary evidence where necessary. The report shall cover the adequacy of infrastructure, compliance with safety norms, academic arrangements, governance systems, financial management, and adherence to the Regulations of the Board. The inspection report shall be signed by all members of the committee and submitted to the Affiliation and Inspection Committee for review. In case of difference of opinion among the members, the majority view shall prevail, and dissenting remarks, if any, shall be recorded separately.

Upon examination of the inspection report, the Affiliation and Inspection Committee may recommend any of the following actions to the Governing Council: Grant of affiliation to the institution; Conditional approval subject to rectification of specified deficiencies within a stipulated period; Rejection of the application on account of unsatisfactory findings or non-compliance with eligibility conditions.

Institutions receiving conditional approval shall submit a compliance report within the prescribed period along with evidence of rectification of deficiencies. A follow-up inspection may be ordered to verify such compliance before the final decision on grant of affiliation. The Governing Council shall be the final authority to approve, defer, or reject the affiliation based on the inspection report and recommendations of the concerned committees. Once approved, the institution shall be issued a Certificate of Affiliation specifying its category, validity, and conditions of operation.

Inspection reports shall remain the confidential property of the Board and shall not be disclosed to any unauthorized person or body. However, the Board may share factual portions of the report with the applicant institution for the purpose of compliance or improvement. The Board shall also have the right to conduct surprise or special inspections at any time after affiliation to ensure continued adherence to norms and standards.

**Such inspections may be initiated in response to complaints, reports of irregularities, or periodic review requirements. Failure to cooperate with the inspection team, submission of false information, or concealment of facts shall render the institution liable to disciplinary action, including suspension or cancellation of affiliation. The Board shall maintain a permanent record of all**

**inspection reports, observations, and compliance actions in both digital and physical form for audit and reference.**

## **Section 6– Grant, Refusal, and Withdrawal of Affiliation**

### ***Grant of Affiliation***

Affiliation shall be granted only after the Governing Council is satisfied, on the basis of the inspection report and supporting records, that the institution fulfils all prescribed conditions of eligibility, infrastructure, academic competence, and financial stability. The affiliation shall be conferred through a formal resolution of the Governing Council and communicated to the applicant by an official order under the seal and signature of the Chairman or Secretary.

The Certificate of Affiliation shall clearly specify the name and address of the institution, the category and scope of affiliation, the validity period, and the approved programmes or courses permitted to be conducted under the authority of the Board. Affiliation shall come into force from the date mentioned in the order and shall remain valid for the period indicated therein, subject to continued compliance with all Regulations of the Board.

### ***Conditions Attached to the Grant***

Every institution granted affiliation shall comply with the Constitution, Regulations, Bye-laws, and directives issued by the Board from time to time. It shall conduct academic, administrative, and financial affairs in a transparent and ethical manner, maintaining accurate records of learners, staff, examinations, and results.

The institution shall not advertise, represent, or operate in a manner that misleads the public or implies recognition beyond the scope of affiliation granted.

Affiliation shall not confer upon the institution any ownership or franchise right over the name, logo, or emblem of the Board; such identifiers shall remain the exclusive property of the Central Board of Open Schooling and Examination. All communication, publicity, or promotional material shall clearly mention the category and validity of affiliation as printed on the official certificate.

### ***Refusal of Affiliation***

The Board may refuse affiliation to an institution that fails to meet the prescribed eligibility standards, provides incomplete or misleading information, or is found involved in malpractice, misrepresentation, or violation of laws. Reasons for refusal shall be recorded in writing and communicated formally to the applicant.

An opportunity may, at the discretion of the Governing Council, be granted to the

institution to rectify deficiencies within a specified time. Failure to remove such deficiencies to the satisfaction of the Board shall result in final rejection of the application.

The decision of the Governing Council regarding refusal of affiliation shall be final and binding; however, the institution may reapply after fulfilling the prescribed conditions or within such time as may be allowed by the Board.

### ***Withdrawal, Suspension, or Cancellation***

The Board may withdraw, suspend, or cancel affiliation if an institution—

- fails to maintain the required academic or infrastructural standards,
- violates any provision of the Regulations or conditions of affiliation,
- engages in fraud, irregular admission, or examination malpractice,
- obstructs inspection, conceals records, or furnishes false information, or
- is found guilty of conduct detrimental to the reputation or objectives of the Board.

Before passing an order of withdrawal or suspension, the Board shall issue a written notice to the institution specifying the grounds and giving an opportunity to submit an explanation or appear before the competent committee.

After due consideration of the reply and evidence, the Governing Council may decide to withdraw, suspend, or modify the affiliation wholly or partly.

An institution whose affiliation has been withdrawn shall immediately cease to admit new learners or conduct examinations under the name of the Board.

### ***Effect of Withdrawal***

Upon withdrawal or suspension of affiliation, all rights and privileges of the institution as an affiliated body of the Board shall cease forthwith. The Certificate of Affiliation shall be deemed cancelled, and the institution shall return the original certificate and all related documents to the Board within fifteen days of such order. Learners already enrolled at the time of withdrawal may, at the discretion of the Board, be allowed to complete their courses or appear in examinations through transfer or special permission.

The name of every institution whose affiliation has been withdrawn shall be published in the official register and on the website of the Board for public information.

### ***Restoration of Affiliation***

An institution whose affiliation has been withdrawn or suspended may apply for restoration after the expiry of the specified penalty period or upon removal of deficiencies.

Such application shall be treated as a fresh request and shall undergo full inspection and verification before consideration by the Governing Council.

The decision of the Board on restoration shall be final and shall depend on evidence of genuine reform, compliance, and financial or academic stability.

***Final Authority***

The Governing Council of the Central Board of Open Schooling and Examination shall be the final authority in all matters concerning the grant, refusal, suspension, or withdrawal of affiliation. Its decisions shall be binding on all institutions, and no institution shall claim any right or remedy against the Board except as may be provided under the internal grievance redressal mechanism or by due process of law.

## **CHAPTER IV**

### **EXAMINATIONS AND ASSESSMENT FRAMEWORK**

#### **SECTION I – General Rules for Examinations**

All examinations conducted by the *Central Board of Open Schooling and Examination* shall be held in accordance with the schedule, syllabi, and scheme of studies prescribed and approved by the Governing Council. The Board shall conduct examinations at such centres and on such dates as may be notified through official circulars.

Every candidate shall be required to produce an admit card or hall ticket issued under the authority of the Board to appear in any examination. No person shall be admitted to an examination unless he or she has satisfied all conditions relating to attendance, eligibility, registration, *and payment of prescribed fees*.

Examinations may be conducted in written, oral, practical, online, or blended modes, as determined by the Board for each course or qualification. The Board shall ensure transparency, fairness, and confidentiality in all stages of question paper preparation, printing, dispatch, evaluation, and declaration of results.

Invigilation, supervision, and evaluation shall be carried out strictly by persons appointed or approved by the Board. The use of unfair means, impersonation, or misconduct by any candidate or institution shall result in disciplinary action, including cancellation of result, debarment, or withdrawal of affiliation.

The decision of the Board regarding the conduct of *examinations, evaluation of scripts, publication of results, and issuance of certificates shall be final and binding*.

#### **Section II – Scale of Fee and Other Charges**

The Governing Council shall prescribe from time to time the schedule of examination fees payable by candidates for registration, examination, re-checking, verification, re-evaluation, duplicate certificates, and any other related service. All fees shall be payable to the Central Board of Open Schooling and Examination through the modes of payment officially approved by the Board.

Institutions presenting candidates for examination shall remit the consolidated fees within the prescribed time along with the list of candidates duly verified and attested by the Head of the Institution. Late fees may be charged for applications or payments received after the due date as per the Board's notification. The Board may revise the scale of fees periodically, keeping in view the administrative cost, postal and technological charges, and overall financial sustainability of examination operations. No candidate shall be permitted to appear in the examination unless all dues have been paid in full and verified by the Board.

### **Section III – Rates for Remuneration for Examination Work**

The Board shall fix and periodically revise the rates of remuneration payable to paper setters, moderators, examiners, translators, invigilators, centre superintendents, clerical staff, observers, and other personnel engaged in examination work.

Remuneration shall be commensurate with the nature, volume, and responsibility of the work performed and shall be sanctioned only after verification of attendance and performance reports. Payment shall be made through approved financial channels of the Board after due certification by the controlling authority. No person engaged in examination work shall claim any remuneration or allowance not sanctioned by the Board. In case of delay or dispute in payment, the decision of the Chairman shall be final.

### **Section IV – Supplementary and Compartmental Examinations**

The Board may *conduct supplementary or compartmental examinations for candidates who fail in one or more subjects in the main examination, subject to such conditions as may be prescribed.*

A candidate placed in the compartment category shall be eligible to re-appear in the failed subject or subjects at the next available opportunity as notified by the Board. The result of such examination shall be *treated as final, and the marks obtained shall be combined with those of the main examination for determining the division or grade. Candidates failing to clear the compartmental examination within the permitted attempts* shall be treated as having failed in the examination and must re-register as fresh candidates. The Board shall notify separately the timetable, fees, and procedure for submission of forms for supplementary or compartmental examinations.

### **Rules for Improvement of Division or Performance**

A candidate who has passed an examination of the Board may be allowed one additional chance for improvement of division or grade in the entire examination or in

selected subjects, as per the rules notified by the Board. The better of the two results—original or improvement—shall be recorded as final, and no further opportunity shall be granted thereafter.

The candidate shall apply within the prescribed time limit and pay the requisite fee for improvement. Improvement examinations shall be held along with the main or supplementary examinations as determined by the Board. No candidate shall be permitted to appear for improvement once a higher qualification based on the same result has been obtained.

Certificates issued after improvement shall clearly indicate that they are based on improvement performance, and both the earlier and improved results shall be maintained in the Board's record for reference.

## **CHAPTER V**

### **EVALUATION, CERTIFICATION AND RESULT PUBLICATION**

#### **SECTION I – Evaluation and Assessment Standards**

The process of evaluation under the Central Board of Open Schooling and Examination shall be conducted in a manner that ensures fairness, impartiality, and accuracy in assessing the learning outcomes of all registered learners. Evaluation shall be based upon the approved curriculum, model question papers, and scheme of marking issued by the Academic Committee and endorsed by the Governing Council.

All theory, practical, project, and internal assessment components shall carry weightage as prescribed by the Board for each course or qualification. Moderation procedures shall be applied wherever necessary to bring uniformity in marking, to remove subjectivity, and to maintain comparability across different evaluators and centres.

The Board may adopt traditional paper-based, on-screen digital evaluation, or hybrid methods depending on the nature of the subject and the technological readiness of the evaluation system.

Answer books shall be coded, barcoded, or anonymized to preserve the confidentiality of candidates during evaluation. Each examiner shall sign a declaration of confidentiality and integrity before commencing the evaluation process.

The evaluation work shall be entrusted only to competent and qualified personnel selected from recognized institutions, possessing adequate teaching or examination experience in the concerned subject. All evaluators and moderators shall receive detailed instructions, model solutions, and marking keys before the commencement of the assessment.

Moderation Committees shall be constituted to review random samples of evaluated scripts to ensure consistency of marking and to identify errors or discrepancies in evaluation.

Where discrepancies are found, the Board may direct re-evaluation or scaling as deemed necessary to maintain equity among candidates.

Examiners, moderators, or officials found guilty of negligence, favouritism, misconduct, or breach of confidentiality shall be immediately debarred from all examination duties and may face disciplinary or legal action.

The entire evaluation process shall remain confidential, and under no circumstances shall an examiner disclose or discuss the performance of any candidate or share evaluated material with unauthorized persons.

## **Section II – Compilation of Results**

The compilation of results shall be carried out under strict supervision of the Examination Department using both human and digital verification systems. Marks from theory, practical, and internal assessments shall be entered, verified, and processed through the *Board's official examination software or Management Information System (MIS)*.

Cross-verification and random audits shall be conducted to prevent manual or digital errors in tabulation and aggregation of marks. All numerical data shall be validated through checksum verification, database control mechanisms, and digital approval workflows before publication.

Results shall be declared only after the Chairman and Secretary jointly certify their correctness and completeness. Wherever moderation or scaling is applied, it shall be documented and approved by the Governing Council.

The Board may provisionally release results subject to later verification, and in case of any discovered discrepancy, the Board reserves the right to amend or withdraw the result with due notice.

Results once declared shall be binding, and no re-examination shall be permitted except under the provisions of verification or re-evaluation defined by these Regulations. The Board shall take adequate measures to ensure that the results are accurate, transparent, and tamper-proof, including the use of *QR-coded or digitally authenticated mark sheets* for verification by institutions, employers, or universities.

## **Section III – Verification and Re-evaluation**

Any candidate who feels aggrieved by the marks obtained may apply for verification or re-evaluation within the time frame specified in the result notification. Applications

shall be submitted online or in writing along with payment of the prescribed non-refundable fee.

Verification shall involve only checking of totalling, transcription, and entry errors; no re-marking of individual answers shall be undertaken at this stage. Re-evaluation, where permitted by the Board, shall involve a fresh assessment of the entire answer script by a senior examiner or a panel of examiners other than those who evaluated it initially.

If a change in marks results from re-evaluation, the revised marks shall supersede the earlier marks and shall be binding for all purposes. The Board shall not entertain multiple appeals on the same script, nor any legal claims for re-examination or disclosure of answer scripts beyond the extent allowed under these rules.

All requests for verification or re-evaluation shall be disposed of within a reasonable time, and the decision of the Board shall be final. Where an error or irregularity is found in any result due to system failure or human negligence, the Board shall rectify it ***Suo motu and publish a revised result with appropriate notification.***

The Board may also order re-evaluation of a batch or group of answer books if large-scale discrepancies or moderation irregularities are detected during quality audit.

#### **Section IV – Certificates, Diplomas and Mark Sheets**

***All successful candidates shall be awarded certificates, diplomas, or mark sheets duly signed*** by the competent authorities and bearing the official seal of the Board. Each certificate shall include essential details such as the candidate's name, registration number, subjects passed, marks or grades obtained, year of examination, and division or grade classification.

Certificates shall be printed or generated under high-security conditions with watermarks, holograms, serial numbers, and digital verification features. In addition to physical copies, the Board may issue digitally signed e-certificates accessible through the Board's secure verification portal or the national academic depository system.

Duplicate certificates or mark sheets shall be issued only upon submission of an affidavit declaring the loss or damage of the original, along with payment of prescribed fees.

All duplicates shall be clearly marked "***Duplicate Issued in Lieu of Original Lost***" to prevent misuse.

Corrections to certificates, such as changes in name, date of birth, or spelling errors, shall be made only upon production of verified legal documents, including gazette

notifications, affidavits, or supporting identification proofs. The Board reserves the right to verify and validate all requests before issuing corrected certificates.

Certificates found to have been obtained through fraudulent means, impersonation, or malpractice shall be cancelled, and the matter shall be referred for legal action as per law.

The Board shall maintain a permanent register of certificates issued, including their serial numbers, issuance dates, and details of verification requests, both in digital and physical form.

### **Section V – Award of Division, Grade, and Merit**

The Board shall classify the performance of candidates based on the overall marks or grade points obtained across all subjects. Divisions or grades shall be awarded according to a standardized scheme approved by the Governing Council.

*Ordinarily, candidates securing 60% and above shall be placed in the First Division, those obtaining between 45% and 59% in the Second Division, and those securing between 33% and 44% in the Third Division, unless otherwise revised by the Board. In courses assessed on a grading system, alphabetical or numerical grades shall be awarded based on cumulative grade point averages (CGPA) or equivalent scales.*

Distinctions or special awards may be conferred upon candidates achieving exceptional performance as per the merit criteria approved by the Governing Council. The list of meritorious candidates may be published by the Board, subject to data protection norms and prior authorization of the Chairman.

No institution or individual shall issue or publish unauthorized merit lists or rankings using the Board's name, symbol, or data. Any such act shall be treated as misconduct and attract legal consequences.

The Board reserves the right to revise grading schemes or marking structures from time to time to align with the National Education Policy, National Skills Qualifications Framework, or other national standards.

### **Section VI – Record Maintenance and Data Security**

All examination-related records, including registration details, mark lists, attendance sheets, and evaluation data, shall be preserved by the Board for such duration as may be prescribed by the Governing Council, ordinarily not less than ten years. Sensitive

data, including question papers, mark sheets, and confidential communications, shall be encrypted and stored in secured servers under the supervision of the Data Controller appointed by the Board. Access to digital examination data shall be limited to authorized personnel through secure login credentials and audit tracking mechanisms. All transactions, modifications, or retrievals of examination data shall be logged for accountability and audit purposes.

No record of the Board shall be shared or reproduced in any manner except with the prior written approval of the Chairman or Secretary, or when required by a court of law or government authority. The Board may, however, share authenticated academic data with recognized universities, government departments, or authorized verification agencies through official channels.

Unauthorized access, tampering, or alteration of digital or physical records of the Board shall constitute a serious offence and shall attract disciplinary and criminal proceedings under applicable laws.

The Secretary shall ensure periodic review of data security infrastructure, backup mechanisms, and disaster recovery systems to prevent loss, damage, or corruption of records.

The Board shall adopt a policy of zero tolerance for data manipulation and shall immediately suspend any official or institution found guilty of compromising the confidentiality or accuracy of examination records.

## **CHAPTER VI**

### **DISCIPLINARY ACTION, UNFAIR MEANS AND EXAMINATION MISCONDUCT**

#### **SECTION I – General Principles of Discipline**

The Central Board of Open Schooling and Examination (CBOSE) affirms that discipline is the cornerstone of educational integrity. Every learner, teacher, examiner, invigilator, officer, and institution functioning under the authority of the Board is legally and morally bound to observe the highest standards of honesty, decorum, and professional ethics in all academic and examination-related activities. The purpose of discipline is not punitive alone but restorative and preventive — to protect the credibility of the national certification system and to guarantee equal justice to all learners.

The Board considers the examination hall a sanctified environment where equality of opportunity must prevail. Any conduct, omission, or negligence that disturbs this equilibrium shall be construed as an act of indiscipline. Discipline extends to all stages

— pre-examination preparation, conduct of examinations, evaluation, tabulation of results, publication of certificates, and preservation of records. It also extends to affiliated institutions, which shall be held responsible for ensuring that their staff and students observe these rules in letter and spirit.

To administer discipline effectively, the Board establishes a multi-tiered framework consisting of vigilance cells, inspection squads, and a standing *Disciplinary and Unfair Means Committee* (DUMC). These bodies are empowered to detect, investigate, and recommend action in every case of misconduct. The DUMC shall function under the supervision of the Secretary and submit its recommendations to the Chairman for approval. All cases involving major penalties shall be placed before the Governing Council for ratification.

All proceedings under this Chapter shall adhere to the principles of natural justice. Every person accused of misconduct shall be informed of the precise charge, granted access to relevant evidence, and given a reasonable opportunity to present an explanation either orally or in writing. However, the Board reserves the right to take immediate interim action — including suspension of examination, sealing of materials, or debarment from duties — when delay may jeopardize the fairness or confidentiality of the examination process.

Disciplinary jurisdiction shall extend not only to candidates but also to principals, teachers, examiners, paper setters, moderators, observers, and staff members associated with the Board. Where misconduct involves multiple jurisdictions or criminal elements, the Board may refer the matter to civil administration or law-enforcement authorities while continuing its internal proceedings.

Records of disciplinary proceedings shall be maintained in a secure and confidential manner. The outcome of each case shall be entered in the official *Register of Disciplinary Orders* with cross-reference to the individual or institution concerned. Orders imposing penalties shall be reasoned and communicated in writing. A certified copy of each order shall be kept in the permanent archive and in the digital case-management system of the Board.

The Board emphasises corrective discipline through counselling, training, and ethical awareness programmes. Institutions are encouraged to organize orientation sessions on examination ethics for staff and learners before every examination cycle. Nonetheless, the Board shall not hesitate to impose exemplary punishment in cases of deliberate fraud, malpractice, or moral turpitude, as deterrence remains an essential aspect of academic governance.

The Chairman of the Board shall be the Chief Disciplinary Authority for all operational purposes, while the Governing Council shall remain the appellate and reviewing

authority. Their decisions shall be final, binding, and enforceable across all affiliated institutions throughout India and abroad. Every person associated with the Board shall acknowledge that discipline is not a constraint but the very foundation of credibility, equality, and justice in education.

## **Section II – Misconduct and Unfair Means by Candidates**

*The integrity of an examination depends primarily on the honesty of candidates. Any departure from prescribed conduct, whether intentional or negligent, constitutes use of unfair means. This phrase shall cover every method or attempt to secure an advantage inconsistent with the accepted rules of the Board.*

Unfair means shall include but not be limited to possession of unauthorized material, copying, communication or signalling between candidates, impersonation, unauthorized entry into the examination centre, use of electronic gadgets, pre-arranged collusion with invigilators, substitution of answer books, or tampering with digital answer-submission platforms. Even preparation or possession of notes capable of being used for copying shall amount to an offence irrespective of actual use.

Any candidate detected or reasonably suspected of indulging in such practices shall have his or her answer book, material, and admit card seized on the spot. The Centre Superintendent shall prepare a written report detailing the incident, statements of witnesses, and any evidence collected. The candidate shall be allowed to continue writing the paper to prevent disturbance, but the script shall be kept separately sealed. The entire record shall reach the Board within twenty-four hours.

All cases shall be placed before the *Unfair Means Committee* (UMC). The Committee shall examine evidence, hear the candidate if necessary, and recommend suitable penalties. Penalties may include cancellation of the paper, cancellation of the whole examination, debarment from one or more subsequent examinations, or permanent disqualification in cases of gross misconduct such as impersonation or violence.

Candidates found guilty of threatening, abusing, or assaulting invigilators or staff shall be immediately handed over to the police and debarred from all future examinations. Forgery of admit cards, false representation of identity, or use of fabricated documents shall attract prosecution under the Indian Penal Code in addition to academic penalties. The decision of the Board, once communicated, shall be final. However, candidates may submit a mercy petition within thirty days showing genuine contrition or evidence of error. Such petitions shall be considered only once, and the decision of the Governing Council on the recommendation of the Chairman shall be conclusive.

The Board may also employ modern surveillance measures — ***CCTV recording, biometric attendance, metal detectors, and AI-based monitoring*** — to detect and deter

unfair practices. Institutions shall be responsible for maintaining these systems in proper working order and preserving recordings for at least ninety days after examinations.

Use of unfair means undermines public faith in education; therefore, the Board shall publicize its disciplinary policy widely so that every candidate understands that integrity is the price of qualification.

### **Section III – Misconduct by Institutions and Staff**

Affiliated institutions and personnel involved in the conduct of examinations carry fiduciary responsibility towards the Board. Breach of this trust is a grave offence. Institutional misconduct shall include any deliberate act or negligence that compromises confidentiality, impartiality, or accuracy of the examination process.

Typical violations include leakage or pre-distribution of question papers; unauthorized access to digital question repositories; substitution, tampering, or loss of answer books; fabrication of attendance or internal-assessment records; allowing unauthorized candidates to appear; collection of extra fees; or failure to maintain examination discipline. Equally serious are instances of teachers or invigilators assisting candidates, turning a blind eye to copying, or accepting inducements for favourable evaluation.

Upon detection or complaint, the Board shall order an immediate preliminary inquiry by the Vigilance Cell. If prima facie evidence exists, a full-fledged Inquiry Committee shall be constituted with powers to summon documents, inspect records, and examine witnesses. The institution and individuals concerned shall receive a written statement of allegations and be granted not less than fifteen days to submit their defence.

Pending inquiry, the Board may suspend the institution's status as an examination centre, withhold remuneration, or temporarily debar the staff involved. In urgent cases involving public interest or security of papers, such suspension may take effect immediately.

Where guilt is established, the Board may impose one or more penalties: withdrawal of examination-centre status; suspension or cancellation of affiliation; blacklisting of the institution; forfeiture of deposits; recommendation for termination of employment of responsible staff; or prosecution under criminal law. The severity of the penalty shall correspond to the magnitude of the offence and its impact on the credibility of the Board.

All findings shall be recorded in writing with reasoning and placed before the Governing Council for confirmation. Orders shall be communicated through registered

official correspondence and published in the Board's *Gazette of Notifications* for public information.

Institutions shall not reopen or re-admit candidates after suspension unless formally reinstated. They must also provide full cooperation to ongoing investigations and preserve all digital footage, documents, and attendance registers until clearance is issued by the Board.

The Board recognizes that most institutions strive to uphold integrity; therefore, it also maintains a system of commendation. Centres that demonstrate exemplary discipline, transparency, and compliance over successive sessions may receive *Certificate of Excellence in Examination Integrity* to promote positive motivation across the network.

#### **Section IV – Examination Irregularities and Systemic Violations**

While individual misconduct can be contained through deterrence, systemic irregularities pose an existential threat to the examination system. Such irregularities include organized cheating, mass copying, impersonation rackets, coordinated digital hacking, or leakage of question papers through networks.

On receipt of credible information, the Board shall immediately activate its Crisis Response Protocol. The Examination Control Room shall alert local authorities, suspend the ongoing session if necessary, and secure all material and digital data. A high-level *Fact-Finding Committee* (FFC) chaired by a senior officer shall be constituted within twenty-four hours to investigate.

The Committee shall identify the origin, mechanism, and extent of the violation, fix responsibility, and recommend measures for containment and prevention. Where organized criminal involvement is suspected, the Board shall lodge First Information Reports with law-enforcement agencies and cooperate fully in the investigation.

Depending on gravity, the Board may cancel the entire examination, order a re-test for all or selected centres, or declare results null and void. Institutions found complicit shall face permanent disaffiliation, while individuals involved shall be blacklisted across all future examination operations.

The Board shall maintain a *National Watch-List* of such offenders to prevent their engagement with any education body under cooperative agreements. The Board may also publish advisories, security audits, and revised Standard Operating Procedures (SOPs) after each major incident to strengthen preventive mechanisms.

Every examination season, the Board shall conduct a *Security Integrity Audit* assessing encryption protocols, paper-generation algorithms, data-transmission lines, and centre-level vulnerabilities. Institutions shall implement all recommendations without delay.

The long-term vision of the Board is a zero-leakage, tamper-proof digital assessment ecosystem combining technology with ethical responsibility.

### **Section V – Appeals and Review**

To ensure procedural fairness, an independent *Appellate Committee* shall exist to hear grievances arising from disciplinary decisions. The Committee shall consist of three members — one legal expert, one senior academician, and one administrative officer — appointed by the Governing Council for a fixed tenure.

Any candidate, staff member, or institution aggrieved by an order may prefer an appeal within thirty days from the date of receipt of the decision. The memorandum of appeal shall clearly state the grounds, be accompanied by supporting evidence, and be submitted through the prescribed form and fee. Appeals received after the prescribed period shall not ordinarily be entertained unless delay is justified by extraordinary circumstances.

The Appellate Committee shall review all material available on record, may call for additional documents, and may afford a personal hearing if deemed necessary. It shall record its findings and recommendations in writing. The Governing Council shall consider these recommendations and issue a speaking order confirming, modifying, or setting aside the impugned decision. Its verdict shall be final.

The Board may also entertain *Suo motu* reviews of its own orders if new evidence comes to light or if procedural error is discovered. Mercy petitions on humanitarian grounds, especially in cases involving first-time student offenders, may be considered once, but only where integrity of the system is not compromised.

Decisions of the Appellate Committee shall be implemented immediately and communicated to all stakeholders. The entire process, from receipt of appeal to final disposal, shall be completed within ninety days. Transparency, speed, and fairness shall be the guiding principles of appellate governance under the Board’s disciplinary framework.

### **Section VI – Preventive and Vigilance Measures**

Prevention of malpractice is more effective than punishment after occurrence. To this end, the Board shall maintain a dedicated *Vigilance and Confidentiality Cell* operating year-round to anticipate threats, analyze risk patterns, and coordinate with intelligence and cybersecurity agencies.

Before every major examination, the Board shall issue security advisories to all centres covering paper custody, digital encryption, transport logistics, and candidate

authentication protocols. Mock drills and training sessions shall be organized for superintendents and invigilators on incident management, reporting formats, and emergency communication.

Each examination centre shall install CCTV surveillance in entrance gates, seating halls, and control rooms with real-time feeds accessible to the Board's monitoring hub. Recordings shall be stored for not less than ninety days. Any tampering or blackout during examinations shall require immediate written justification from the Centre Superintendent.

Biometric attendance, bar-coded answer books, GPS-enabled dispatch of papers, and sealed online result-upload portals shall be progressively implemented to create an end-to-end secure environment. Random digital audits shall verify data integrity at every level.

The Vigilance Cell shall prepare an annual *Integrity Index* rating of each institution based on compliance, audit performance, and incident record. High-risk centres shall be subject to intensified supervision or temporary exclusion. Institutions scoring consistently high integrity ratings shall be publicly commended.

The Board shall also establish a confidential whistle-blower mechanism enabling staff, students, or the public to report malpractices without fear of retaliation. All such reports shall be investigated discreetly, and identities of informants shall remain protected.

Through these layered preventive systems, the Board seeks to transform examination discipline from a reactive to a proactive culture of integrity where every stakeholder perceives honesty as self-interest and duty alike.

## **Section VII – Final Authority and Enforcement**

The Governing Council of the Central Board of Open Schooling and Examination shall be the supreme authority for approval and enforcement of disciplinary decisions. It shall review annual reports of the Vigilance Cell, confirm penalties imposed, and issue binding directives to affiliated institutions.

The Chairman shall exercise emergency powers to suspend examinations, cancel results, or debar personnel when immediate action is necessary to safeguard public interest. Such orders shall later be placed before the Governing Council for ratification. Every penalty order, once issued, shall carry legal force across all jurisdictions where the Board operates. Institutions or individuals ignoring such orders shall render themselves liable to additional penalties including permanent blacklisting and legal prosecution.

Records of all disciplinary actions, appeals, and enforcement orders shall be digitized and indexed for transparency and audit. Annual summaries shall be included in the Board's public report to demonstrate accountability.

The ultimate object of enforcement is not vengeance but reform, deterrence, and restoration of faith in the examination process. The Board therefore pledges to apply disciplinary authority with balance — firm in principle, humane in execution, and unwavering in its commitment to educational justice and national integrity.

## **CHAPTER VII**

### **RECOGNITION, EQUIVALENCE AND MIGRATION OF LEARNERS**

#### **SECTION I – Recognition of the Central Board of Open Schooling and Examination**

The Central Board of Open Schooling and Examination (CBOSE) is a national-level autonomous examining body established with the objective of expanding equitable access to quality education through open, distance, and blended modes of learning. Its recognition, therefore, represents both an administrative mandate and a social responsibility to serve learners beyond the conventional boundaries of schooling.

Recognition of the Board shall be grounded in its compliance with the guiding principles of national educational policy, quality assurance frameworks, and the norms prescribed by statutory bodies such as the Ministry of Education, National Council for Vocational Education and Training (NCVET), National Institute of Open Schooling (NIOS), and the National Education Policy (NEP) 2020.

The Board shall maintain perpetual readiness for audit, inspection, and verification by competent authorities of the Central or State Governments whenever required. Recognition once granted to the Board by any authority shall be maintained by upholding transparency, reliability, and conformity with all national academic standards.

Recognition shall imply that the certificates and qualifications issued by the Board carry credibility and are acceptable for admission, employment, and progression in public and private institutions subject to fulfilment of eligibility conditions prescribed by respective organizations. However, recognition shall not be treated as a license to act beyond statutory boundaries, nor as a substitute for regulatory permissions required in specialized or professional disciplines governed by separate Acts of Parliament.

The Board shall continually align its operations, examinations, and certifications with frameworks such as the National Skills Qualifications Framework (NSQF), the Open and Distance Learning (ODL) Guidelines of the University Grants Commission

(UGC), and equivalence structures approved by the Association of Indian Universities (AIU).

In matters of recognition abroad, the Board may seek equivalence evaluation through recognized international agencies or bilateral agreements facilitated by the Government of India. For this purpose, the Board shall maintain liaison with foreign examination bodies, embassies, and international education councils to secure global acknowledgment of its credentials.

Institutions, universities, or councils seeking to recognize the Board's qualifications shall be provided with official documentation detailing the syllabus, scheme of examination, grading pattern, and authentication mechanisms. The Board shall also maintain a public register of institutions, universities, and departments that have recognized or accepted its qualifications for transparency.

Recognition shall remain contingent on the Board's continued adherence to principles of quality assurance, institutional integrity, learner support, and academic transparency. Should the Board deviate materially from such standards or violate national regulations, the concerned Government authority may initiate a review process.

However, the Board shall be given full opportunity to present its explanation, demonstrate compliance, and rectify deficiencies before any adverse order is passed. Recognition once confirmed through due process shall enjoy presumption of validity unless withdrawn by competent authority through a written notification published in the official gazette.

Thus, the recognition of the Central Board of Open Schooling and Examination shall stand not merely as a statutory acknowledgment but as a declaration of trust by the Republic of India in its mission to democratize education and empower lifelong learners across the nation.

## **Section II – Equivalence of Qualifications**

The equivalence of qualifications awarded by the Central Board of Open Schooling and Examination shall be determined by comparison of learning outcomes, syllabi, instructional hours, and assessment standards with those of other recognized national or international boards. The purpose of equivalence is to ensure horizontal and vertical mobility of learners between systems, enabling them to pursue higher studies, skill development, or professional opportunities without discrimination.

The Board shall adopt transparent mechanisms for establishing equivalence between its programmes and those of other education boards such as the CBSE, State Boards, ICSE, NIOS, and recognized open learning agencies. Equivalence shall be declared

only after thorough analysis by a duly constituted *Equivalence Committee* consisting of academic experts, representatives from higher education institutions, and policy advisors nominated by the Governing Council.

The Committee shall consider parameters including curriculum structure, content depth, contact hours, assessment methodology, and grading scales. Based on this evaluation, a formal *Equivalence Statement* shall be issued by the Board confirming parity with specific levels such as Secondary (Class X) or Senior Secondary (Class XII).

The equivalence so declared shall be valid throughout India for purposes of admission to higher education, professional courses, or employment in government and private sectors, subject to eligibility norms of respective institutions. The Board shall also recognize equivalent qualifications of other open schooling or foreign boards for reciprocal acceptance of learners seeking migration or admission into CBOSE programmes.

In cases of international recognition, equivalence may be established through comparative evaluation by organizations such as the Association of Indian Universities (AIU) or through inter-governmental educational agreements. The Board shall actively engage in such consultations to facilitate global mobility for its learners.

All equivalence decisions shall be published on the official website and included in the *Handbook of Academic Recognition and Equivalence* updated annually. Institutions, employers, or universities seeking verification of equivalence shall be entitled to obtain certified copies from the Board's Academic Division.

No equivalence shall be presumed by any institution without express written declaration by the Board. Misuse of the term "equivalent to CBOSE" by any unauthorized entity shall constitute a violation of the Board's intellectual property and invite legal action.

The Board may periodically revise its syllabi and credit system to maintain academic comparability with other national bodies. It shall ensure that its learners are not disadvantaged in university admissions, professional licensing, or employment on account of structural differences in its open learning format.

Equivalence, in the philosophy of the Board, is not limited to parity of marks or duration but to equality of knowledge, competence, and skill as demonstrated through standardized assessment and verifiable learning outcomes. The Board thus serves as a bridge between flexibility and formal recognition, ensuring that open schooling is not seen as a secondary route but as a parallel and respected pathway of national education.

### **Section III – Migration of Learners**

Migration of learners is a key right under the open schooling framework, ensuring educational continuity across institutions, boards, and geographic regions. The Central Board of Open Schooling and Examination recognizes that mobility of students — whether due to transfer of residence, change of institution, or shift between formal and open systems — must be facilitated through an equitable and verifiable procedure.

A learner may seek migration from any recognized board to the CBOSE or vice versa by submitting a duly verified *Migration Certificate* and other relevant documents such as the Transfer Certificate, mark sheets, and proof of identity. Applications shall be made in the prescribed form and accompanied by the applicable migration fee.

The Board shall issue a *Migration Certificate* to every learner who has passed or discontinued studies under it and wishes to enroll with another recognized board or institution. This certificate shall bear unique identification, secure watermarking, and digital verification features.

The Board shall also recognize migration certificates issued by other national and state boards, provided the institution and course are recognized by competent authorities. Upon verification of genuineness and equivalence, such learners shall be admitted into appropriate levels of study under CBOSE.

Migration shall not, however, be permitted from or to unrecognized, unapproved, or fraudulent educational entities. The Board shall maintain a blacklist of such bodies and periodically publish advisories to protect learners from exploitation.

To prevent duplication or misuse, every migration certificate shall be recorded in the *Learner Mobility Register* maintained both in print and on the Board's secure digital database. Verification of migration certificates by external institutions shall be possible through the online *Certificate Authentication Portal* of the Board.

Learners migrating into the Board's system shall be required to undertake orientation on open and distance learning processes, digital evaluation systems, and examination rules to ensure academic continuity. The Board shall also ensure that migration does not adversely affect the learner's eligibility for public examinations, scholarships, or welfare schemes linked to educational continuity.

In cases of inter-state or international migration, the Board may seek authentication through embassies, state education departments, or authorized verification agencies. The objective shall always be to enable legitimate mobility while preventing academic fraud.

Migration once granted shall be permanent, and duplicate migration certificates shall be issued only upon verification of loss and payment of prescribed fees. Learners found

to have obtained migration certificates through misrepresentation or forged documents shall be permanently debarred from the Board and reported to appropriate authorities. The spirit of migration policy under the *Central Board of Open Schooling and Examination* is to recognize education as a continuous right — one that transcends geography, age, and social boundaries — *while maintaining uncompromising standards of authenticity and trust.*

## CHAPTER VIII

### LEARNER WELFARE, SCHOLARSHIPS AND INCLUSION POLICY

#### SECTION I – Philosophy and Principles of Learner Welfare

The Central Board of Open Schooling and Examination (CBOSE) recognizes *learner welfare* as a constitutional and moral duty flowing from the right to education and the right to dignity guaranteed under Articles 21 and 21-A of the Constitution of India. Learner welfare, in the philosophy of the Board, encompasses not only the physical safety and emotional security of students but also their academic growth, equitable access, mental-health support, and empowerment through fair opportunities for learning and livelihood.

The Board conceives the learner not as a passive recipient of education but as an active partner in a national mission of social transformation through knowledge. Every affiliated institution and examination centre shall therefore operate under a declared *Learner Welfare Charter* affirming zero tolerance for discrimination, harassment, neglect, or exploitation of students on the basis of gender, caste, religion, region, disability, language, or economic background.

To translate this philosophy into practice, the Board establishes a three-tier structure of learner-welfare governance: (a) a Central Learner Welfare Directorate at the headquarters headed by a senior officer of Joint-Secretary rank; (b) Regional Learner Support Cells in each state or zone; and (c) Institutional Learner Welfare Committees in every affiliated college or training centre. These bodies shall coordinate policies, monitor compliance, and serve as first-response agencies for learner grievances.

The Directorate shall frame annual action plans focusing on (i) counselling and mentorship programmes, (ii) awareness drives on health, safety, and legal rights, (iii) periodic psychological assessment and emotional-well-being workshops, and (iv) linkages with government social-security schemes. It shall maintain a *National Learner Helpline* and an online portal for real-time grievance registration and resolution tracking.

Institutions shall be obligated to provide safe premises, adequate sanitation facilities, first-aid arrangements, and accessible infrastructure for differently-abled learners. A

certified counsellor or welfare officer shall be appointed in every institution with more than 200 enrolled learners.

Learner welfare shall also include academic guidance and career orientation. The Board shall maintain a *Career Information and Counselling Cell* offering verified data on higher-education pathways, vocational opportunities, apprenticeships, and employment linkages through digital platforms. Equal emphasis shall be given to soft-skill development, personality enhancement, and life-skills training.

All affiliated institutions shall submit an Annual Learner Welfare Report detailing their initiatives, workshops conducted, grievances resolved, and improvements made. These reports shall be audited by the Regional Learner Support Cell and summarized in the Board's national annual statement.

The underlying principle shall remain that every learner—irrespective of social or economic circumstances—must experience the Board as a transparent, humane, and responsive institution. Learner welfare is thus institutionalized not as charity but as justice: an enforceable entitlement integral to educational governance and nation-building.

## **Section II – Scholarships and Financial Assistance**

The *Central Board of Open Schooling and Examination* shall operate a structured and transparent Scholarship and Financial-Aid Framework designed to promote inclusion, merit, and retention of learners from marginalized, economically weaker, and under-represented communities.

***The scholarship policy shall be guided by the following objectives:***

- (1) to ensure that no learner discontinues education for want of financial means;
- (2) to recognize and reward academic excellence, vocational skill, or social contribution;
- (3) to promote gender equity and support learners from rural, tribal, and minority backgrounds; and
- (4) to encourage participation of persons with disabilities in mainstream education.

The Board shall establish a National Scholarship Fund, maintained in a separate account and audited annually. The Fund shall receive allocations from the Board's budget, voluntary contributions, CSR donations, endowments, and grants from governmental or international agencies. All disbursements shall be executed through direct benefit transfer (DBT) into the verified bank accounts of eligible learners.

Scholarships shall be of the following categories:

- *Merit-cum-Means Scholarships* for learners achieving outstanding academic performance but lacking financial capacity;
- *Excellence Awards* for top performers in each region or stream;
- *Special Scholarships for Girls and Transgender Learners* to promote gender inclusion;
- *Welfare Grants* for learners belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, and Minority Communities;
- *Skill-Development Stipends* linked to vocational or paramedical programmes under the \_\_\_\_\_ Board;
- *Persons with Disabilities (PwD) Grants* to cover assistive devices, mobility aids, or learning software.

Eligibility criteria, income limits, and renewal conditions shall be published annually through a formal notification. Institutions shall assist students in completing applications, verifying documents, and submitting data to the Board's *Scholarship Management System (SMS)*.

The Board shall also collaborate with government departments such as the National Scholarship Portal (NSP), Ministry of Social Justice, and Ministry of Minority Affairs to integrate its schemes with national platforms, ensuring unified access for learners.

A Scholarship Review Committee, chaired by the Finance Member of the Governing Council, shall evaluate applications, approve awards, and monitor utilization. The Committee shall meet quarterly and publish aggregated statistics on beneficiaries, region-wise distribution, and fund utilization to ensure transparency.

Audit of scholarship disbursement shall be conducted annually by an independent Chartered Accountant empanelled with the Comptroller and Auditor General (CAG). Any misuse or fraudulent claim shall invite disciplinary and legal action against the institution or individual involved.

Beyond financial aid, the Board shall institute *Non-Monetary Recognitions* such as medals, certificates of excellence, and letters of commendation to nurture motivation and academic pride. The ultimate objective is to build a culture where financial constraints never obstruct talent, and merit receives both moral and material recognition.

### **Section III – Policy on Inclusion and Equal Opportunity**

The *Central Board of Open Schooling and Examination* regards inclusion as the ethical heart of open education. Inclusion means more than access—it signifies

participation, respect, and success for all learners, especially those historically excluded due to socio-economic, physical, or linguistic barriers.

The Board's Inclusion Policy is anchored in the *United Nations Sustainable Development Goal 4 (Quality Education)* and India's Rights of Persons with Disabilities Act 2016. It seeks to operationalize equality of opportunity through targeted reforms in curriculum design, pedagogy, assessment, infrastructure, and institutional culture.

### ***Inclusive Access and Admission***

All CBOSE programmes shall follow open and flexible admission policies with minimal prerequisites. Age, gender, geography, caste, or previous academic gaps shall not constitute grounds for exclusion. Digital and physical outreach centres shall be established in rural and backward regions to ensure last-mile access. Study materials shall be translated into major Indian languages and made available in accessible formats including Braille, large print, and audio modules.

### ***Learners with Disabilities***

The Board shall provide reasonable accommodation to learners with disabilities. These measures include extra examination time, provision of scribes, separate seating, accessible question papers, adaptive technology, and home-based assessments wherever medically necessary. The Board shall maintain a panel of certified scribes and evaluators trained in inclusive examination protocols. Digital learning content shall comply with Web Content Accessibility Guidelines (WCAG 2.1).

### ***Gender and Social Inclusion***

Special initiatives shall be introduced for girl students, transgender learners, and those from economically weaker or minority backgrounds. Institutions shall provide gender-neutral sanitation facilities, menstrual-health awareness sessions, and safe-space committees for prevention of harassment. Outreach programmes in collaboration with NGOs and community groups shall encourage enrollment of women who have discontinued formal education due to marriage, displacement, or early motherhood.

#### **Economic Inclusion and Fee Concessions**

The Board shall grant full or partial fee waivers to learners from below-poverty-line families, orphaned or single-parent households, and victims of disaster or conflict. The *Financial Inclusion Desk* of the Board shall verify eligibility through official documentation and coordinate with state welfare departments for co-funding.

#### **Cultural and Linguistic Inclusion**

Recognizing India’s plural identity, the Board shall promote multilingual education and cultural sensitivity in all curricula. Local traditions, crafts, and indigenous knowledge systems shall be integrated into learning modules to foster pride and relevance.

### ***Institutional Responsibilities***

Every affiliated institution shall constitute an *Equal Opportunity and Inclusion Committee (EOIC)* chaired by the Head of Institution with representation from teachers, parents, and learners. The EOIC shall ensure compliance with this Policy, review grievances, and submit quarterly reports to the Regional Inclusion Cell. Failure to implement inclusion measures shall attract warnings, withholding of affiliation renewal, or monetary penalties.

### ***Monitoring and Accountability***

The Board shall publish an *Annual Inclusion Index* measuring enrolment, retention, and success rates of marginalized groups. Independent evaluation agencies may be commissioned to audit inclusion performance. Data analytics shall be used to identify gaps and design targeted interventions.

The essence of the inclusion policy is moral as much as administrative—it affirms that education is the nation’s most powerful equalizer and that exclusion, in any form, contradicts the constitutional promise of justice, liberty, equality, and fraternity. Through this Policy, the ***Central Board of Open Schooling and Examination*** pledges to ensure that every learner, regardless of circumstance, finds both access and dignity within its educational fold.

## **CHAPTER IX**

### **GOVERNANCE, TRANSPARENCY AND RIGHT TO INFORMATION PROVISIONS**

#### **SECTION I – Principles of Good Governance**

The Central Board of Open Schooling and Examination (CBOSE) affirms that sound governance is the foundation of institutional legitimacy and public trust. Governance, in the context of the Board, denotes a system of decision-making based on legality, accountability, participation, transparency, and ethical stewardship of public interest.

The Board shall operate as a *publicly accountable, non-profit, educational authority* governed by its Constitution and Regulations framed under the authority of its Governing Council. Every act of the Board shall conform to the principles of natural justice, fiscal prudence, and respect for diversity of opinion.

Governance in the Board shall be participatory and decentralized. The Governing Council shall be the apex policy-making body, but operational autonomy shall be vested in departments, committees, and officers as per delegated powers. Each department—Academic, Examination, Finance, Administration, IT, Legal, and Learner

Welfare—shall function through written Standard Operating Procedures (SOPs) approved by the Council.

All decisions shall be documented through properly minuted meetings, circulars, and notifications. Each decision-making body shall maintain registers of attendance, deliberations, and resolutions. Digital copies of proceedings shall be archived in the *e-Governance Repository* for future audit and reference.

The Board shall adopt *zero-tolerance policy* toward corruption, favouritism, and misuse of authority. Officers and members shall submit annual declarations of assets, conflict of interest, and outside engagements. A Vigilance Officer, not below the rank of Deputy Secretary, shall monitor compliance and report directly to the Chairman. Whistle-blower protection shall be guaranteed to any person exposing irregularities or ethical breaches in good faith.

Governance shall also emphasize *service delivery*. The Board shall publish citizen charters specifying timelines for services such as issue of certificates, verification, grievance redressal, and response to information requests. Performance indicators and key result areas (KRAs) shall be fixed for every division. The Secretary shall present to the Council an *Annual Governance Report* summarizing compliance, achievements, and reforms undertaken.

Fiscal governance shall be guided by Government of India accounting standards, and all expenditure shall be subject to pre-audit, post-audit, and third-party financial review. Internal control mechanisms, including digital approval chains and dual authorization for payments, shall prevent misuse of funds.

Ethical governance also entails representation and inclusiveness. The Board shall ensure adequate representation of women, persons with disabilities, and regional diversity in committees and advisory panels. Policy decisions affecting learners or institutions shall be preceded by consultative processes inviting public comments and expert opinions.

In sum, the governance philosophy of the Central Board of Open Schooling and Examination is one of *institutional transparency blended with administrative efficiency*. The Board shall be open in its decisions, accountable in its finances, and compassionate in its operations—reflecting the highest ideals of democratic administration and educational service to the nation.

## **Section II – Transparency and Public Accountability**

Transparency is not merely an administrative principle but a moral imperative that binds the Board to public scrutiny. Every stakeholder—learner, parent, teacher,

examiner, or institution—has the right to know how decisions are made, funds are used, and outcomes are achieved.

The Board shall implement a comprehensive *Transparency Framework* consisting of proactive disclosure, open data access, institutional audits, and participatory oversight. All circulars, notifications, examination timetables, results, affiliation orders, fee structures, and policy amendments shall be published on the official website of the Board in accessible digital format. Each department shall designate a *Transparency Officer* responsible for timely publication and verification of information.

An annual *Transparency Calendar* shall specify dates for mandatory disclosures such as budget statements, procurement tenders, audit reports, staff appointments, and contract awards. Information so disclosed shall remain archived on the website for a minimum of five years for public reference.

To promote participatory governance, the Board shall hold *Public Consultation Hearings* at least once every academic year to receive feedback on new regulations, syllabi, and reforms. Minutes of such consultations shall be recorded and published online.

All affiliated institutions shall also be subject to transparency obligations. They shall display prominently at their premises and websites the details of affiliation validity, fee schedule, staff list, learner welfare contacts, and grievance redressal mechanisms. Failure to comply shall attract warnings or penalties under affiliation bye-laws.

Procurement and contracts by the Board shall follow open competitive bidding through the *e-Procurement Portal* of the Government of India. Every purchase or service exceeding the prescribed monetary limit shall be processed through digital tendering, evaluation, and approval workflows to prevent favoritism or misuse.

The Board shall encourage use of technology for transparency. Blockchain-based verification of certificates, automated grievance-tracking dashboards, and digital attendance systems for evaluation centres shall be progressively implemented. Each major system shall be auditable, with access logs preserved for oversight.

In the spirit of transparency, the Board shall not treat information as confidential unless disclosure would genuinely compromise privacy, national security, or examination integrity. Any denial of information shall be reasoned and subject to review under the provisions of the Right to Information Act, 2005.

To measure progress, the Board shall publish an *Annual Transparency Index* evaluating each department's responsiveness and data-sharing record. This Index shall be reviewed by the Governing Council and included in the Board's public annual report.

Transparency thus becomes the living proof of accountability—the assurance that the Board serves not itself but the learners, institutions, and citizens whose trust sustains its legitimacy.

### **Section III – Right to Information and Public Disclosure**

In pursuance of the Right to Information Act, 2005, and its amendments, the Central Board of Open Schooling and Examination hereby declares itself a *Public Authority* and shall ensure full compliance with the duties and obligations prescribed therein.

The Board shall designate a *Central Public Information Officer (CPIO)*, an *Assistant Public Information Officer (APIO)*, and an *Appellate Authority* at its headquarters. Similar officers may be appointed at regional offices for decentralized handling of information requests. The names, designations, and contact details of these officers shall be prominently displayed on the Board’s website and notice boards.

Every citizen shall have the right to obtain information relating to the Board’s functions, decisions, budgets, policies, and operations except where disclosure is exempt under Section 8 of the RTI Act (such as examination questions before conduct, confidential evaluation data, personal records, or information affecting national security).

Applications under the Act may be submitted electronically or in writing along with the prescribed fee. The CPIO shall respond within thirty days, and in matters concerning life or liberty, within forty-eight hours. Reasons for rejection of any request shall be stated in writing with reference to the relevant exemption clause. Applicants aggrieved by such rejection may file first appeals to the Appellate Authority within thirty days and second appeals to the Central Information Commission as provided by law.

To promote proactive disclosure, the Board shall publish under *Section 4(1)(b)* of the Act a comprehensive *RTI Information Manual* containing details of its organization, powers and duties of officers, decision-making procedures, norms, rules, regulations, budget allocations, directory of officers, and facilities available to citizens. This manual shall be updated every six months.

The Board shall also maintain an *RTI Register* recording applications received, information provided, fees collected, and appeals disposed. An annual summary of RTI activities shall be presented to the Governing Council and uploaded on the official website.

To prevent misuse of the Act and protect sensitive examination data, the Board may withhold or anonymize portions of information whose disclosure could compromise

the confidentiality of evaluation processes, invigilation systems, or personal data of learners. However, even such denial shall be subject to proportionality and written justification.

The Board shall train all officers periodically on RTI compliance, records management, and ethical handling of information. Disciplinary action shall be taken against any officer found guilty of deliberate delay, misinformation, or destruction of requested records.

In addition to statutory RTI mechanisms, the Board shall adopt the spirit of *Open Government Data (OGD)* by publishing non-sensitive datasets on affiliation, enrolment, results, and scholarships in machine-readable formats for academic and policy research. The objective shall be to make the Board a model of transparency among educational organizations in India.

Through these provisions, the Board not only fulfils its legal obligations but embraces openness as an institutional culture—proving that when information flows freely, corruption recedes and public confidence grows.

## **CHAPTER X**

### **FINANCE, ACCOUNTS AND AUDIT REGULATIONS**

#### **SECTION I – Financial Administration and Control**

The financial administration of the Central Board of Open Schooling and Examination (CBOSE) shall be guided by the principles of integrity, prudence, transparency, and accountability. All monies received or expended by the Board shall form part of the *General Fund of the Board* and shall be applied solely to the purposes authorized by its Constitution and Regulations.

The Chairman shall be the Chief Executive and Accounting Authority of the Board and shall ensure observance of sound financial management. The Secretary shall function as the *Drawing and Disbursing Officer (DDO)* responsible for the proper custody, authorization, and accounting of all funds. The Finance Officer shall maintain books of accounts, supervise budgeting, and advise on fiscal compliance. No expenditure shall be incurred without proper sanction, budgetary provision, and availability of funds.

The financial year of the Board shall run from the 1st April to the 31st March of the succeeding year. All receipts, grants, fees, and deposits shall be recorded on the date of realization and promptly remitted into the Board's designated bank accounts. Cash transactions shall be minimized and, wherever possible, conducted through digital or electronic payment systems to promote transparency.

The Board shall operate a system of financial delegation wherein specific powers of sanction are vested in officers depending on the amount involved. Sanctioning powers

shall be reviewed annually by the Governing Council. Any expenditure exceeding the delegated limit shall require prior approval of the Finance Committee or the Council itself.

Funds shall be utilized strictly for authorized purposes. Transfers between budget heads shall not be made without written sanction. The Board may maintain *Special Purpose Funds* such as the Scholarship Fund, Development Fund, and Endowment Fund, each with its own ledger and utilization rules. Surplus funds may be invested in secure instruments of nationalized banks or government securities with approval of the Finance Committee. No speculative or high-risk investment shall be permitted.

Financial control shall be strengthened through a three-tier system: (a) pre-audit of bills and vouchers, (b) internal audit by the Finance Section, and (c) statutory audit by independent auditors. Every payment shall be supported by original vouchers, bills, or receipts and certified as correct by the officer incurring the expenditure.

To prevent misuse of funds, the Board shall employ digital accounting software with role-based access, two-factor approval for payments, and automatic reconciliation with bank statements. Monthly expenditure statements and bank reconciliation reports shall be prepared and submitted to the Finance Committee.

All officers handling cash or financial documents shall furnish fidelity bonds or security deposits as may be prescribed. Loss or misappropriation of funds shall be reported immediately to the Chairman, and recovery proceedings shall be initiated without delay. Disciplinary action, including suspension or prosecution, shall be taken against any officer found guilty of negligence or corruption.

The Finance Department shall issue periodic circulars to clarify procedures, update forms, and communicate government directives on financial management. Continuous training in financial rules, e-governance, and accounting standards shall be mandatory for all officials associated with finance and audit.

The overarching objective of financial administration in the Board is to ensure that every rupee collected from learners or granted by the government is used efficiently, economically, and ethically to advance education and not to serve personal or institutional interests.

## **Section II – Budgeting, Planning and Allocation of Resources**

The Board shall prepare an Annual Budget Estimate showing anticipated receipts and expenditure for the ensuing financial year. The process shall begin each November, with every department submitting detailed budget proposals to the Finance Officer.

These shall include justifications for ongoing activities, new projects, and performance indicators.

The Finance Officer shall consolidate departmental estimates into a *Draft Budget*, distinguishing between revenue and capital heads. The Draft Budget shall be examined by the Finance and Accounts Committee for accuracy, realism, and alignment with the Board's strategic objectives. The Committee may modify or re-prioritize allocations before forwarding the document to the Governing Council for approval, ordinarily by 31 March each year.

The approved budget shall constitute the legal authority for incurring expenditure. No commitment shall be made in excess of sanctioned amounts without supplementary approval. Unspent balances at the close of the year shall not lapse but be carried forward to the next year as opening balances unless otherwise directed.

The budget shall classify expenditure under functional heads such as:

- Administration and Establishment;
- Academic and Examination Operations;
- Digital Infrastructure and ICT Development;
- Training, Research, and Quality Assurance;
- Learner Welfare and Scholarships;
- Affiliation and Inspection Activities; and
- Capital Works and Assets.

Each department shall maintain *Budget Control Registers* and review expenditure quarterly. Variations of more than ten per cent between sanctioned and actual spending shall be explained in writing to the Finance Committee.

For medium-term planning, the Board shall also prepare a Three-Year Rolling Plan outlining expected revenue growth, project investments, and sustainability strategies. The Plan shall guide fundraising and ensure that expansion of services remains financially viable.

The Board may receive funds from multiple sources—government grants, affiliation fees, examination fees, donations, endowments, consultancy charges, and income from publications. Acceptance of any grant or donation shall require approval of the Governing Council and confirmation that no condition attached is inconsistent with the Board's objectives or independence.

Every expenditure proposal shall include a cost–benefit analysis and certification of financial propriety. The Finance Officer shall verify that procurement follows approved tender procedures and that recurring liabilities created by new schemes are sustainable.

Budget transparency shall be ensured through publication of summary budgets on the Board’s website. Institutions affiliated to the Board shall also disclose their annual financial statements to learners and parents as part of participatory accountability. Through disciplined budgeting and evidence-based allocation, the Board seeks to translate fiscal planning into educational outcomes—ensuring that resources follow priorities and priorities serve the learner.

### **Section III – Maintenance of Accounts and Registers**

Accurate and timely maintenance of accounts is essential for financial credibility. The Board shall keep its accounts on the *double-entry accrual basis* in conformity with generally accepted accounting principles (GAAP) and government standards.

The principal books of accounts shall include: the Cash Book, Ledger, Journal, Receipt Book, Register of Advances, Register of Fixed Assets, Register of Investments, Stock Register, and Contingent Register. Separate subsidiary registers shall be maintained for deposits, scholarships, and project funds. All entries shall be verified daily by the Finance Officer and certified monthly by the Secretary.

Vouchers supporting each transaction shall bear serial numbers, cross-references, and signatures of the issuing and receiving officers. Every voucher shall be stamped “PAID” after disbursement to prevent reuse. Electronic vouchers shall carry digital signatures.

All receipts shall be acknowledged by machine-numbered receipts. Duplicate receipt books shall be kept under lock and key, and unused forms shall be periodically audited. Refunds, if any, shall be supported by documentary evidence and sanctioned by competent authority.

Assets purchased by the Board shall be entered in the *Fixed Asset Register* with full description, cost, date of acquisition, and location. Physical verification of assets shall be conducted once every year and discrepancies reported to the Finance Committee. Disposal of obsolete assets shall follow tender or auction procedures approved by the Council.

Liabilities and outstanding advances shall be reviewed quarterly. Officers responsible for unsettled advances beyond six months shall furnish explanations or face recovery proceedings. Advances shall not be issued to the same officer without settlement of earlier ones.

At the close of each financial year, the Finance Officer shall prepare the *Trial Balance*, *Income and Expenditure Account*, and *Balance Sheet* for submission to auditors.

Comparative statements showing previous-year figures shall be included to facilitate analysis.

All affiliated institutions collecting Board fees on its behalf shall maintain separate ledgers and remit amounts through online payment gateways within fifteen days. They shall not retain Board funds for operational purposes. Failure to remit dues may attract interest and suspension of affiliation.

Electronic accounting records shall be backed up daily and stored on secure servers with restricted access. Data integrity shall be verified periodically by the IT Division. Discipline in accounting is the measure of institutional trust. Therefore, negligence in maintaining books, suppression of receipts, or false certification shall be treated as serious misconduct leading to disciplinary and legal consequences.

#### **Section IV – Audit and Financial Review**

Audit is the constitutional safeguard ensuring that public funds are used lawfully and efficiently. The accounts of the Central Board of Open Schooling and Examination shall be subject to three levels of audit—internal, statutory, and government review.

Internal Audit shall be continuous. The Internal Audit Wing, reporting directly to the Chairman, shall examine financial transactions, check compliance with rules, verify stock and assets, and suggest improvements in control systems. Its reports shall be discussed quarterly by the Finance and Accounts Committee, and action-taken notes shall be submitted within thirty days.

Statutory Audit shall be conducted annually by a firm of Chartered Accountants duly appointed by the Governing Council from a panel approved by the Comptroller and Auditor General of India (CAG). The statutory auditors shall examine the annual accounts, verify vouchers, review internal controls, and express an independent opinion on financial statements. Their report, together with the Board's replies, shall be laid before the Governing Council and published on the official website.

The Board shall also be open to External or Government Audit by the CAG or any authority authorized by the Central or State Government. Auditors shall have full access to all books, records, and documents and may call for explanations from any officer. Obstruction or non-cooperation shall be treated as misconduct.

After each audit, an *Audit Action Plan* shall be drawn up specifying corrective measures, responsibility, and deadlines. The Finance Officer shall monitor compliance, and progress shall be reviewed in every subsequent Council meeting until full closure of audit observations.

Where audit detects embezzlement, loss, or irregular expenditure, recovery shall be initiated forthwith from the person responsible, and the matter may be referred to law-enforcement agencies. In serious cases, the Chairman may order a special audit or commission forensic examination of digital records.

Audit findings shall not merely be viewed as fault-finding but as instruments of continuous improvement. The Board shall periodically organize training workshops for officers and affiliated institutions on audit preparedness and financial compliance.

To reinforce transparency, the Annual Audited Statement of Accounts shall form part of the Board's public Annual Report submitted to governmental authorities and placed in the public domain.

Audit, in the vision of the Board, is the conscience of financial integrity—the guarantee that educational service to the nation rests on honesty in its means as much as on excellence in its ends.

## **CHAPTER XI**

### **HUMAN RESOURCE MANAGEMENT AND SERVICE REGULATIONS**

#### **SECTION I – Objectives and Principles of Human Resource**

##### **Administration**

The *Central Board of Open Schooling and Examination (CBOSE)* regards human resources as its most vital asset and the primary determinant of institutional excellence. The quality of education and governance delivered by the Board depends on the efficiency, integrity, and motivation of its personnel. Accordingly, these Service Regulations establish a framework for recruitment, promotion, discipline, and welfare of employees consistent with fairness, equality of opportunity, and meritocracy.

***The guiding philosophy of human resource administration in the Board shall be founded on the following principles:***

1. Merit and Equal Opportunity: Recruitment and advancement shall be based solely on qualifications, competence, and performance, without discrimination on the grounds of gender, religion, caste, region, or disability.
2. Integrity and Accountability: Every employee shall act in a manner that upholds the dignity of the Board, avoids conflicts of interest, and serves public trust above personal gain.
3. Professional Development: The Board shall invest continuously in capacity building, technical training, and leadership development to ensure that all employees remain professionally competent and future-ready.

4. Transparency in Decisions: All appointments, promotions, and disciplinary actions shall be made through recorded proceedings, notifications, and documentation open to scrutiny.

5. Welfare and Work–Life Balance: The Board recognizes the human dimension of service and shall ensure health, safety, fair workload, and mental well-being for all categories of employees.

The human resource policy of the Board shall aim to create a workforce that is motivated, ethical, technologically skilled, and aligned with the larger mission of democratizing education and maintaining examination integrity.

The Board shall maintain comprehensive service records for every employee, including details of appointment, pay, leave, training, promotion, awards, and disciplinary actions. The *Human Resource Information System (HRIS)* shall serve as the digital repository of such records and ensure accuracy, privacy, and accessibility.

Appointments, promotions, and pay structures shall be determined in accordance with scales approved by the Governing Council, keeping parity with equivalent positions in autonomous educational bodies under the Government of India. These scales shall be reviewed periodically to reflect inflation, performance-based incentives, and structural changes.

Ethical conduct shall be codified in a *Code of Professional Ethics* which shall be binding upon all employees. The Code shall define standards of integrity, impartiality, and service, and any breach thereof shall constitute misconduct.

The ultimate objective of human resource governance shall be to build an institutional culture that is transparent, responsive, and committed to continuous improvement—where every individual employee perceives their service not merely as employment but as participation in a national mission of educational advancement and social transformation.

## **Section II – Recruitment, Appointment, and Service Conditions**

Recruitment to all posts in the Central Board of Open Schooling and Examination shall be made through transparent and competitive procedures ensuring equal access to all eligible candidates. The Board shall prepare and periodically update a Recruitment and Cadre Structure defining the designations, pay scales, qualifications, and modes of recruitment for each category of posts—Group A (executive and academic officers), Group B (technical and administrative staff), and Group C (supporting personnel).

### **Recruitment Procedures**

Recruitment shall ordinarily be made through one or more of the following modes:

- Direct Recruitment by open advertisement and competitive examination or interview conducted by a duly constituted Selection Committee.
- Promotion from lower grades based on seniority-cum-merit or merit-cum-seniority as specified for each post.
- Deputation or Contractual Appointment for specialized skills or urgent requirements, with the approval of the Chairman and subject to maximum tenure limits.
- Consultant Engagement for projects of technical or policy nature where regular posts are not justified, under terms fixed by the Governing Council.

Every advertisement for recruitment shall specify qualifications, age limits, experience requirements, reservation rules, and pay structure. Applications shall be processed through a secure online portal ensuring transparency and audit trail. The Selection Committee shall consist of experts and officers appointed by the Chairman and shall maintain a written record of marks, criteria, and recommendations. The final decision shall rest with the competent appointing authority.

#### Appointment and Service Conditions

Every appointment shall be made in writing, specifying the post, pay scale, probation period, and other terms of service. Probation shall ordinarily extend for one year, extendable by six months, after which the employee shall be confirmed on satisfactory performance. Failure to meet expected standards may result in extension of probation or termination with notice.

Employees shall be governed by the following service conditions:

- Adherence to official working hours and attendance rules.
- Compliance with transfer and posting orders issued by the Board.
- Maintenance of confidentiality regarding examination or administrative matters.
- Prohibition of political activity, unauthorized communication with the press, or conflict of interest.
- Requirement to declare assets annually and disclose any outside employment or business interest.

Every employee shall be entitled to pay, allowances, leave, medical benefits, and retirement benefits as determined by the Board from time to time. Leave of any kind shall not be claimed as of right and shall be subject to the exigencies of service.

Appointments on deputation or contract shall terminate automatically on expiry of tenure unless extended formally. All appointments shall be subject to medical fitness and verification of antecedents.

The Board may terminate the services of any employee for cause such as misconduct, inefficiency, or moral turpitude, following due process under these Regulations.

These provisions together ensure that recruitment and appointment in the Board are conducted with fairness, legality, and public confidence, fostering a workforce built on competence and integrity.

### **Section III – Conduct, Discipline, and Ethics**

The reputation of the Board rests upon the integrity of its officers and staff. Accordingly, every employee shall be bound by a Code of Conduct and Ethics reflecting honesty, neutrality, and devotion to duty.

#### Code of Conduct

1. Employees shall faithfully discharge their duties and uphold the dignity of their office.
2. They shall not act in any manner prejudicial to the reputation or independence of the Board.
3. They shall maintain absolute integrity and avoid accepting gifts, hospitality, or favours that may influence official decisions.
4. They shall refrain from participating in political activity, demonstrations, or association with organizations incompatible with official duties.
5. They shall protect confidential information relating to examinations, finances, or deliberations of the Board and shall not communicate such information without authorization.
6. They shall treat colleagues, students, and the public with respect and impartiality, avoiding discrimination or harassment.
7. They shall use Board property and resources only for official purposes.
8. They shall promptly report any irregularity, corruption, or conflict of interest to the superior authority or vigilance cell.

#### Disciplinary Framework

Any violation of the Code or misconduct such as negligence, insubordination, dishonesty, falsification of records, misuse of authority, or breach of examination secrecy shall invite disciplinary proceedings.

Disciplinary action shall follow the principle of due process and natural justice:

- A written *Charge-Sheet* shall specify the alleged misconduct.
- The employee shall be given reasonable time to reply.
- An *Inquiry Officer* shall be appointed to examine evidence and witnesses.
- The employee shall have the right to representation and cross-examination.
- After inquiry, findings shall be submitted to the Disciplinary Authority for decision.

Penalties shall be graded as:

- Minor: warning, censure, withholding of increment, or short-term suspension.
- Major: reduction in rank, compulsory retirement, dismissal, or removal from service.

Appeals may be filed before the *Appellate Authority* (ordinarily the Governing Council) within thirty days of the order. Decisions of the Appellate Authority shall be final.

Employees under suspension shall be entitled to subsistence allowance as per rules. Acquittal in criminal cases shall not automatically entitle reinstatement unless the Board finds the employee blameless under its own disciplinary rules.

Misconduct involving corruption or fraud shall be reported to law-enforcement agencies. The Board may recover losses caused by an employee through salary deduction or legal proceedings.

Discipline is not punitive but restorative. The Board shall promote ethical education and preventive vigilance through seminars, codes of conduct, and confidential advisory sessions to cultivate integrity as a shared value, not merely a compliance requirement.

#### **Section IV – Promotion, Training, and Staff Development**

Human resource growth is the lifeblood of institutional progress. The Board shall operate a *Performance-Linked Career Advancement System* that rewards excellence, innovation, and sustained contribution.

Promotion to higher posts shall be based on a combination of seniority and merit as per Recruitment Rules. Annual Confidential Reports (ACRs) or Performance Appraisal Reports (PARs) shall be maintained for every employee. These reports shall assess professional competence, initiative, integrity, communication, teamwork, and leadership qualities. Employees rated consistently outstanding may receive accelerated promotions or special increments.

The Board shall institutionalize a Training and Capacity Building Academy to design and conduct induction, refresher, and specialized courses in administration, information technology, examination management, finance, and educational policy. Training shall be mandatory for all new recruits and periodic for existing staff.

The Academy shall collaborate with national institutions such as the National Institute of Educational Planning and Administration (NIEPA), IGNOU, and NCVET for professional development. Officers may be deputed for higher training, conferences, or study tours in India or abroad with Council approval.

The Board shall encourage research and innovation among staff by offering incentives for publications, patents, or policy improvements. Internal seminars and knowledge-sharing sessions shall form part of its learning culture.

Promotion orders shall be issued only after clearance of vigilance status and verification of service records. Employees under disciplinary proceedings shall not be considered for promotion until exoneration.

Equal emphasis shall be given to welfare. The Board shall maintain contributory provident fund, group insurance, health schemes, maternity/paternity leave, child-care facilities, and recreational programmes. Special welfare measures shall exist for women employees and differently-abled staff.

Performance incentives may be introduced for exam-time service, innovation in technology use, or exemplary conduct. Recognition such as *Employee of the Year* awards shall be instituted to foster morale and loyalty.

Through such continuous professional development and fair promotion policies, the Board seeks to build a cadre of competent, motivated, and ethically strong personnel dedicated to its mission of educational excellence and national service.

## CHAPTER XII

### INFORMATION TECHNOLOGY, DATA SECURITY AND DIGITAL GOVERNANCE REGULATIONS

#### **SECTION I – Objectives and Scope of Digital Governance**

The Central Board of Open Schooling and Examination (CBOSE) recognizes Information Technology (IT) and digital governance as the fundamental instruments for achieving transparency, speed, accuracy, and inclusivity in educational administration. The transition from paper-based systems to digital platforms is not merely a technical modernization but a transformation of institutional culture towards evidence-based, data-driven decision-making.

***The objectives of the digital governance policy shall be:***

1. To establish a fully integrated and secure digital ecosystem encompassing all academic, administrative, financial, and examination functions of the Board.
2. To ensure that every transaction of the Board—ranging from student registration to result declaration—is traceable, auditable, and time-bound.
3. To promote open, interoperable, and user-friendly technology that adheres to national standards such as the Digital India Framework, Data Governance Policy, and Government e-Marketplace (GeM) norms.

4. To safeguard data privacy and information security of learners, employees, and affiliated institutions.
5. To extend digital access equitably across regions, bridging the urban–rural digital divide.

The policy shall apply to all divisions of the Board, regional offices, affiliated institutions, examination centres, employees, consultants, and any entity authorized to process data or provide IT services on behalf of the Board.

The Board shall establish an Information Technology and *Digital Governance Division (ITDGD)* headed by a Director (IT) of senior rank who shall be the Chief Information Security Officer (CISO) of the Board. This Division shall be responsible for formulation, implementation, and review of all IT policies, data standards, and cyber-security protocols.

Every functional unit—Academic, Examination, Finance, Affiliation, and Learner Welfare—shall operate through online modules integrated within the Board’s central Enterprise Resource Planning (ERP) System. The ERP shall serve as the single authoritative digital platform for all workflows, ensuring seamless data sharing while preventing duplication and human error.

The Board shall also adopt a Digital Governance Charter prescribing mandatory service timelines, online grievance mechanisms, e-signature systems, and digital record-keeping procedures. This Charter shall be publicly available on the official website to promote accountability.

E-governance shall not replace human oversight but enhance it. The Board shall train officers and institutional staff in digital literacy, cyber-hygiene, and online ethics to ensure responsible use of technology. The shift to digital platforms shall be guided by the principle of “Technology with Trust”—where innovation coexists with transparency, security, and inclusiveness.

The long-term vision of this policy is to make the Central Board of Open Schooling and Examination a digitally sovereign institution capable of delivering all its academic and administrative services paperlessly, efficiently, and securely in alignment with the *National Digital Education Architecture (NDEAR)* and *NEP 2020*.

## ***Section II – Data Governance, Security and Privacy***

*Data is the lifeblood of modern governance. The Board acknowledges that safeguarding the confidentiality, integrity, and availability of data is a non-negotiable duty. This section defines the framework for management of digital data generated, stored, or processed by the Central Board of Open Schooling and Examination and its affiliates.*

*The Board shall classify data under the following categories:*

- **Personal Data:** *Information relating to learners, employees, or stakeholders that can identify an individual.*
- **Confidential Data:** *Question papers, evaluation records, inspection reports, financial data, or internal deliberations not meant for public disclosure.*
- **Public Data:** *Notifications, syllabi, results, and other materials explicitly declared open for public use.*

#### **Data Collection and Retention**

*All data collection shall follow the principles of necessity, accuracy, and consent. Only such data shall be collected as is required for legitimate educational or administrative purposes. Data retention periods shall be clearly defined—short-term (up to 3 years), medium-term (up to 10 years), and long-term (permanent records). At the end of retention, data shall be securely destroyed or anonymized.*

#### **Data Storage and Encryption**

*All servers and databases of the Board shall be hosted in secure government-approved data centres within India, compliant with ISO/IEC 27001:2013 standards. Sensitive data shall be encrypted both in transit and at rest using advanced cryptographic protocols. Access shall be role-based, requiring multi-factor authentication, and all transactions shall be logged for audit.*

#### **Data Access and Sharing**

*Only authorized personnel shall access confidential data. Data sharing with external agencies shall require approval of the Chairman or CISO and shall be governed by Data Sharing Agreements defining purpose, scope, and liability. Learners shall have the right to access and correct their personal data through secure login credentials.*

#### **Cybersecurity and Breach Response**

*The Board shall maintain a 24×7 Security Operations Centre (SOC) for real-time monitoring of network activity. Firewalls, intrusion-detection systems, endpoint protection, and vulnerability assessments shall be implemented. In case of data breach, the CISO shall activate the Incident Response Protocol within six hours, containing the breach, notifying affected individuals, and reporting to relevant authorities.*

*Regular penetration testing, security audits, and simulation exercises shall be carried out at least twice a year. All IT vendors shall be contractually bound to follow the Board's data protection and confidentiality clauses.*

#### **Privacy and Compliance**

*The Board shall comply with the Digital Personal Data Protection Act, 2023, the Information Technology Act, 2000, and any other relevant national or international*

*laws. It shall publish a Privacy Policy on its website detailing user rights, data-handling practices, and grievance redressal procedures.*

*Violation of data privacy or security negligence by any employee or institution shall constitute misconduct punishable under the Board's Disciplinary Rules and relevant laws.*

*The core philosophy of this framework is "Security by Design, Privacy by Default"—ensuring that technology serves people without compromising their dignity or freedom.*

### **Section III – Digital Examination, E-Certification and Technology**

#### **Integration**

*The examination system of the Board shall progressively evolve into a fully digital, technology-enabled process integrating question-bank management, online admit cards, biometric attendance, computer-based testing (CBT), digital evaluation, and e-certification. The objective shall be to minimize human error, expedite processes, and strengthen confidentiality.*

#### **Digital Examination Systems**

*Question paper generation shall use randomization algorithms and encryption keys unique to each centre. Transmission of question papers shall occur through secure virtual private networks (VPNs) and be accessible only through biometric authentication. Each centre shall maintain standby servers and offline backups to address network failures.*

*Attendance of candidates shall be verified using biometric systems linked with Aadhaar or other approved identity documents. Candidates shall sign digital attendance registers that are automatically uploaded to the central examination server.*

*Evaluation of answer scripts shall be conducted through On-Screen Marking Systems (OSM). Scanned answer sheets shall be allocated to examiners through secure cloud-based platforms. Automatic anomaly detection and moderation algorithms shall assist in maintaining consistency of evaluation.*

#### **E-Certification and Verification**

*The Board shall issue digital mark sheets and certificates embedded with QR codes and digital signatures verified under the Controller of Certifying Authorities (CCA), Government of India. These documents shall be stored in the National Academic Depository (NAD) or DigiLocker for lifetime accessibility.*

*Verification of certificates by employers, universities, or government agencies shall be conducted online through the CBOSE Verification Portal. Manual verifications shall gradually be phased out.*

*Duplicate certificates shall be generated only after multi-level authentication, preventing forgery or misuse. Blockchain-based credentialing shall be explored for immutable verification.*

#### ***Technology Integration with External Agencies***

*The Board shall establish secure APIs for data exchange with recognized government portals such as AISHE, NSDC, NCVET, and NSP to synchronize learner data, scholarships, and qualification frameworks. All integrations shall follow open standards ensuring interoperability.*

#### ***Training and Implementation***

*Every examination centre and affiliated institution shall designate an IT Nodal Officer responsible for implementing and maintaining digital systems. The Board shall organize capacity-building workshops on cybersecurity, digital evaluation, and online testing protocols.*

*The success of digital examination depends not merely on machines but on trust and preparedness. Therefore, mock drills and pilot runs shall precede every major implementation phase. Feedback shall be collected from centres, evaluators, and candidates to refine technology use.*

*The Board envisions a hybrid model where technology enhances—not replaces—human judgment, ensuring that examinations remain credible, efficient, and equitable.*

### ***Section IV – E-Governance, Grievance Redressal and Digital Transparency***

*The Board's digital governance framework shall extend beyond technology to encompass accountability and service orientation. All administrative and academic services shall be delivered through online platforms ensuring real-time monitoring and citizen accessibility.*

#### ***E-Governance Infrastructure***

*The Board shall operate an integrated e-Office System linking all departments through a centralized dashboard. File movement, correspondence, approvals, and notifications shall be tracked electronically, reducing paperwork and delays. Every officer shall have unique login credentials, and all actions shall be timestamped for audit.*

*The system shall support e-signature, online noting, document archiving, and automated reminders. The goal shall be complete paperless administration by 2030.*

#### ***Digital Grievance Redressal***

*The Board shall establish an Online Grievance Redressal Portal accessible to learners, institutions, and employees. Complaints shall be registered through digital forms,*

*assigned unique tracking IDs, and resolved within defined timeframes. The portal shall allow escalation to higher authorities if response is delayed or unsatisfactory.*

*Quarterly grievance statistics shall be analyzed to identify systemic issues and corrective action shall be initiated. Anonymous reporting channels for digital misconduct or corruption shall also be available under a protected whistle-blower policy.*

#### **Public Transparency and Accessibility**

*All public notifications, rules, financial statements, and examination schedules shall be hosted on the Board's official website following accessibility standards (WCAG 2.1). The website shall support multilingual interfaces to cater to learners across regions. A digital archive of circulars and gazette publications shall remain permanently accessible.*

*The Board shall also introduce Open Data Dashboards publishing anonymized statistics on enrolment, results, scholarships, and examinations for academic research and policy planning. APIs shall be made available to approved institutions for secure data queries.*

#### **Digital Transformation Audit**

*To ensure accountability, the Board shall conduct annual **Digital Transformation Audits** through independent agencies. The audit shall evaluate cybersecurity readiness, data compliance, user satisfaction, and return on technology investment. Recommendations shall be published in the Annual Digital Governance Report.*

*Digital governance, in the vision of the Board, is a social contract—technology serving human dignity. The aim is not merely automation of procedures but transformation of culture: from opacity to openness, from paperwork to performance, and from bureaucracy to service.*

*Through these regulations, the Central Board of Open Schooling and Examination positions itself as a future-ready, digitally responsible, and ethically governed institution committed to excellence in education through secure and transparent technology.*

## **CHAPTER XIII**

### **LEGAL AFFAIRS, LITIGATION AND REGULATORY COMPLIANCE**

#### **SECTION I – Legal Authority, Framework and Jurisdiction**

The Central Board of Open Schooling and Examination (CBOSE) is an autonomous educational body established under the applicable provisions of the Societies Registration Act and recognized by competent government authorities for the purpose of conducting examinations, granting certifications, and promoting open and distance

education. As a legal entity, the Board possesses perpetual succession, the power to sue and be sued, and the authority to enter into contracts, acquire property, and execute its functions in accordance with law.

The legal authority of the Board shall derive from:

- (a) its registered Constitution and Memorandum of Association;
- (b) the present Rules and Regulations framed and adopted by its Governing Council;
- (c) approvals and recognitions granted by competent governmental agencies; and
- (d) judicial precedents affirming the legitimacy of open schooling and autonomous examining bodies functioning under Indian law.

The Board shall exercise its jurisdiction throughout the territory of India and, with prior governmental concurrence, may extend its examination or certification services to Indian learners abroad through approved centres or embassies. All institutions affiliated to the Board shall fall within its regulatory jurisdiction for the duration of their affiliation.

The Board shall function as a self-governing educational organization, but its acts shall remain subject to oversight by relevant statutory and regulatory frameworks such as: the Indian Contract Act, 1872; the Indian Penal Code, 1860; the Code of Civil Procedure, 1908; the Information Technology Act, 2000; the Right to Information Act, 2005; the Digital Personal Data Protection Act, 2023; and other laws applicable to educational institutions and public authorities.

All contracts, agreements, and memoranda executed by the Board shall be in writing, authenticated by the Chairman or Secretary, and affixed with the official seal. No officer shall enter into any contract on behalf of the Board without authorization. Any such unauthorized commitment shall be void and may render the officer personally liable.

The Board shall also have the power to make bye-laws and issue circulars to regulate internal administration, affiliation procedures, disciplinary matters, and any subject connected with its objectives. These bye-laws shall carry binding effect upon all stakeholders once duly approved and published.

Disputes arising from affiliation, examination, or service contracts shall be subject to the jurisdiction of courts within the territory in which the Board's headquarters are situated unless otherwise provided by mutual agreement or arbitration clause.

The legal status of the Board shall be that of a public educational institution working for national interest, with a not-for-profit character. All surplus funds shall be applied exclusively to the advancement of its objectives. No member or officer shall derive pecuniary benefit from its operations except as authorized remuneration.

The jurisdictional powers conferred upon the Board shall be exercised with restraint, reason, and adherence to natural justice. The guiding principle shall remain that legality is not merely compliance with statutes but a commitment to fairness, equity, and public accountability in every act and decision of the Board.

## **Section II – Management of Legal Affairs and Litigation Policy**

The Board shall maintain an organized Legal Affairs Division under the supervision of a *Legal Advisor* or *Standing Counsel* of appropriate professional qualification and experience. This Division shall handle all legal matters, litigation, and statutory compliance of the Board, ensuring that every decision and action conforms to the rule of law.

The Legal Advisor shall be appointed by the Governing Council on the recommendation of the Chairman and shall function as the principal legal consultant to the Board. The Advisor shall:

1. Examine draft regulations, circulars, contracts, and notifications for legal soundness;
2. Represent the Board in courts, tribunals, and quasi-judicial forums, either personally or through authorized advocates;
3. Maintain liaison with government law officers, regulatory bodies, and police authorities on matters affecting the Board's interests;
4. Maintain the Register of Legal Cases recording details of all suits, petitions, or notices received; and
5. Advise on preventive legal measures, dispute resolution, and compliance with judgments or decrees.

### ***Litigation Policy***

The Board shall adopt a *Proactive Litigation Policy* founded on three principles: (a) prevention of disputes through clarity and communication, (b) prompt and factual response when litigation arises, and (c) compliance with judicial orders without delay. Upon receipt of a legal notice or court summons, the Secretary shall immediately forward it to the Legal Advisor for opinion. A factual note shall be prepared by the concerned department, and the Chairman shall approve the line of defence or settlement. Replies to legal notices shall ordinarily be sent within thirty days, avoiding unnecessary confrontation where amicable resolution is possible.

In all court proceedings, the Board's counsel shall submit complete factual documentation including relevant regulations, inspection reports, and official

communications. False affidavits or concealment of facts shall be treated as misconduct.

Where litigation involves affiliated institutions, the Board may implead such institutions as parties to ensure accountability. Costs incurred by the Board due to negligence or fault of an institution may be recovered from it.

The Legal Affairs Division shall maintain a *Cause-List Tracker* to monitor hearings, ensure presence of counsel, and record outcomes. Periodic reviews shall be conducted by the Governing Council to assess litigation trends and preventive actions required.

No compromise or withdrawal of a case shall be made without written approval of the Chairman. Decisions affecting policy interpretation shall be reported to the Council for guidance to prevent recurrence.

To reduce dependency on litigation, the Board shall establish mechanisms for *conciliation, mediation, and arbitration* of disputes under the Arbitration and Conciliation Act, 1996. Each affiliation agreement shall include an arbitration clause specifying that disputes shall be settled by a sole arbitrator appointed by mutual consent, and the seat of arbitration shall ordinarily be the city where the Board's headquarters are located.

All judgments or orders adverse to the Board shall be examined for legal and administrative implications. Compliance reports shall be submitted within the timeframe directed by the court. Where appeal is justified, the Legal Advisor shall recommend filing within the statutory limitation period.

The goal of the litigation policy is not to win every case but to uphold the credibility of the Board through lawful, transparent, and principled conduct in all legal proceedings.

### **Section III – Regulatory Compliance and Legal Audit**

The Board shall function within the framework of Indian laws governing education, labour, finance, data protection, and public accountability. To ensure consistent observance, a Regulatory Compliance Mechanism shall operate under the joint supervision of the Legal Affairs Division and the Internal Audit Department.

A *Compliance Register* shall list all statutes, notifications, and government circulars applicable to the Board, along with timelines for filing returns, renewals, and disclosures. Each department shall designate a *Compliance Officer* responsible for adhering to these requirements. Consolidated compliance reports shall be submitted quarterly to the Governing Council.

Major statutory obligations include:

- Registration and renewal of the Board under relevant laws;

- Filing of annual returns and financial statements with competent authorities;
- Compliance with taxation laws including income tax, GST, and TDS;
- Observance of labour and employment laws for staff welfare;
- Adherence to RTI, IT, and Data Protection Acts; and
- Execution of safety, building, and environmental regulations for premises and laboratories.

Failure to comply with statutory obligations shall be treated as administrative negligence. Departments responsible shall be liable for explanation and rectification within specified deadlines.

### ***Legal Audit***

The Board shall commission an annual Legal Audit to assess its compliance posture. The Legal Auditor—an independent advocate or law firm—shall examine documents, contracts, and procedures to identify gaps, risks, and irregularities. The audit report shall cover:

- Status of ongoing litigation;
- Implementation of court judgments;
- Validity of contracts and MoUs;
- Compliance with data privacy and intellectual property laws;
- Adequacy of record-keeping and delegation of authority; and
- Suggestions for policy amendments.

The Legal Audit Report shall be submitted to the Governing Council, and an *Action-Taken Report* shall be filed within sixty days. Recommendations of recurring nature shall be incorporated into revised rules.

The Board shall also ensure that its digital operations, websites, and e-governance systems comply with the Information Technology Act, cybersecurity directives, and the provisions of the Digital Personal Data Protection Act, 2023.

### **Intellectual Property and Legal Awareness**

The Board shall respect all copyrights, trademarks, and patents. Educational content produced by the Board shall be owned collectively by the institution but shall credit its authors. Unauthorized reproduction or misuse of the Board's emblem, name, or materials shall attract civil and criminal proceedings.

Periodic *Legal Awareness Workshops* shall be organized for officers and affiliated institutions covering topics such as examination law, contracts, data protection, and anti-corruption statutes. Legal literacy is to be regarded as a preventive instrument ensuring that ignorance never becomes the cause of violation.

### ***Ethics of Compliance***

Compliance shall not be treated as a mere bureaucratic formality but as a moral discipline of governance. The Board recognizes that legality and ethics are inseparable; therefore, every officer shall act not only within the letter of the law but also in its spirit. The ultimate goal of regulatory compliance is the preservation of public faith in the Board as a lawful, transparent, and accountable educational authority.

## CHAPTER XIV

### AFFILIATION, ACCREDITATION AND QUALITY ASSURANCE MECHANISMS

#### **SECTION I – Philosophy, Objectives and Principles of Affiliation**

The Central Board of Open Schooling and Examination (CBOSE) recognizes *affiliation* as a formal partnership between the Board and educational institutions that agree to uphold its academic, administrative, and ethical standards. The purpose of affiliation is to expand the reach of quality education, ensure uniformity of curriculum and examination processes, and foster accountability among institutions imparting education under the Board's authority.

The guiding philosophy of affiliation is rooted in the conviction that education must be accessible, standardized, and socially responsible. The Board does not view affiliation merely as a procedural formality but as a continuing relationship of trust, compliance, and shared commitment to excellence.

The objectives of the affiliation system shall be:

1. To ensure that all institutions offering Board-approved courses maintain adequate infrastructure, faculty, and learning resources.
2. To enforce academic standards, ethical conduct, and learner safety in every affiliated institution.
3. To enable systematic monitoring of teaching, learning, assessment, and record-keeping.
4. To promote decentralized implementation of the Board's programmes without compromising quality and integrity.
5. To facilitate inclusion of disadvantaged, rural, or remote learners by enabling access through accredited institutions.

All institutions seeking affiliation must accept in writing the *Terms and Conditions of Affiliation* prescribed by the Board. This shall include compliance with its curriculum,

examination rules, data submission protocols, and inspection norms. Institutions shall not claim or use affiliation with any other examining body for the same course without explicit permission of the Board.

Affiliation shall not confer ownership or control upon the institution but shall signify that the institution functions under the academic supervision of the Board. The Board reserves the right to inspect, suspend, or withdraw affiliation at any time if standards are violated or fraud detected.

The principles governing affiliation shall include legality, transparency, periodic review, academic independence, and public accountability. No political, commercial, or personal interest shall influence the grant or renewal of affiliation. The entire process—from application to decision—shall be documented digitally through the *Affiliation Management System (AMS)* for traceability and audit.

The ultimate purpose of affiliation is to establish a network of credible institutions committed to the mission of national education development under the inclusive and transparent umbrella of the Central Board of Open Schooling and Examination.

## **Section II – Eligibility, Application and Inspection Procedures**

### ***Eligibility Criteria***

*Any institution seeking affiliation with the Central Board of Open Schooling and Examination must fulfil the following minimum conditions:*

- Legal existence as a registered society, trust, or organization under applicable law;
- Possession of adequate land, buildings, classrooms, laboratories, library, and equipment as prescribed by the Board;
- Appointment of qualified teaching and non-teaching staff with verified credentials;
- Compliance with local body norms concerning safety, sanitation, and environment;
- Commitment to the Board’s code of conduct, learner protection, and data security policies.

Institutions run for profit or owned by individuals without legal entity shall not be eligible. Institutions already blacklisted or de-recognized by any government authority shall also be ineligible until cleared.

### ***Application Process***

The institution shall submit its application for affiliation online through the *Affiliation Management System (AMS)* within the notified period each year. The application shall include:

- Institutional profile and ownership documents;
- Building and infrastructure plans;
- Staff details and qualification certificates;
- Financial statements for the last two years;
- Fire, safety, and sanitation certificates;
- Undertaking to abide by all Board rules.

Incomplete or false applications shall be rejected summarily. The Board shall acknowledge receipt and assign a unique application number for tracking.

### ***Inspection Procedure***

Upon preliminary scrutiny, the Board shall constitute an *Inspection Committee* comprising at least three members—one academic expert, one administrative officer, and one technical representative. The Committee shall visit the institution to verify facilities, records, and compliance with the Board’s norms.

The inspection shall be evidence-based. The institution shall present original records and allow free access to premises, laboratories, and staff. The Committee shall interact with management, teachers, and students to assess academic functioning. Photographic and digital documentation shall accompany the inspection report.

The Inspection Report shall be submitted within seven working days to the Affiliation Committee of the Board. The Committee may recommend (a) grant of affiliation, (b) conditional approval with deficiencies to be rectified, or (c) rejection based on unsatisfactory findings.

### ***Decision and Notification***

The Governing Council, upon review of the recommendations, shall approve or reject the application. Decision of the Council shall be final and communicated officially. Institutions granted affiliation shall receive a *Certificate of Affiliation* indicating category, validity, and authorized courses.

All affiliated institutions shall be listed publicly on the Board’s website. Misuse of the Board’s name or emblem by unauthorized institutions shall constitute fraud and invite prosecution.

The inspection and application process shall be governed by fairness, documentation, and accountability—ensuring that affiliation is granted only to those institutions that genuinely meet the Board’s educational vision.

### **Section III – Renewal, Suspension and Withdrawal of Affiliation**

#### ***Renewal of Affiliation***

Affiliation granted to institutions shall be valid for a specified term, ordinarily three years, after which renewal must be sought. Institutions shall apply for renewal six months before expiry, furnishing updated data, staff lists, financial records, and self-assessment reports. Renewal shall be based on academic performance, examination results, compliance history, and inspection findings.

Institutions with unblemished records may be granted simplified renewal through desk review, while others may face re-inspection. Renewal may be withheld if deficiencies noted earlier remain unresolved or if the institution has violated any provision of the Board’s regulations.

#### ***Suspension of Affiliation***

The Board may suspend affiliation temporarily where:

- Irregularities in examinations, result manipulation, or malpractice are detected;
- Safety or welfare of learners is endangered;
- False information or documents were furnished at the time of application;
- The institution obstructs inspection or fails to pay prescribed fees;
- Complaints from learners or the public are found credible after inquiry.

During suspension, the institution shall not admit new students, conduct examinations, or represent itself as affiliated. The Board may appoint an interim administrator to safeguard the interests of existing learners.

#### ***Withdrawal or Cancellation of Affiliation***

If the violations are serious or repeated, the Board may withdraw affiliation permanently. Before such withdrawal, a *Show-Cause Notice* shall be issued specifying charges and giving at least fifteen days for reply. The institution shall be given an opportunity for personal hearing before the Affiliation and Legal Committees. Decision shall be recorded in writing and communicated with reasons.

Upon cancellation, the institution shall surrender all Board documents, seals, and unused materials. The names of de-affiliated institutions shall be published on the Board's website, and concerned authorities shall be informed. Learners affected shall be permitted to migrate to other affiliated centres.

### ***Restoration of Affiliation***

An institution whose affiliation has been withdrawn may apply for restoration only after one year and upon proof of full compliance with deficiencies. Restoration shall be subject to re-inspection and approval of the Governing Council.

The Board's powers to suspend or withdraw affiliation shall be exercised judiciously, solely to protect educational integrity and public interest. No personal or political considerations shall influence these actions.

## **Section IV – Accreditation, Quality Assurance and Continuous Improvement**

Affiliation confers the right to operate under the Board's framework; *accreditation* certifies the quality of operations. The Central Board of Open Schooling and Examination shall maintain a structured **Accreditation and Quality Assurance System (AQAS)** ensuring that every institution achieves measurable standards of academic excellence, learner satisfaction, and ethical governance.

The Board shall establish a **Quality Assurance and Accreditation Directorate (QAAD)** functioning under the Academic Division. This Directorate shall design parameters, conduct periodic evaluations, and issue quality ratings.

Accreditation shall be based on five broad domains:

1. **Governance and Leadership** – efficiency, transparency, compliance, and institutional vision.
2. **Curriculum Delivery and Pedagogy** – adherence to Board syllabus, innovation in teaching methods, and learner feedback.

3. **Infrastructure and Resources** – adequacy of laboratories, libraries, digital facilities, and safety standards.
4. **Assessment and Evaluation Practices** – fairness, confidentiality, and record management.
5. **Learner Outcomes and Community Engagement** – examination results, placements, social outreach, and alumni relations.

Each accredited institution shall receive a *Quality Grade* (A+, A, B, C) valid for three years. Low-rated institutions shall be placed under observation and guided for improvement through corrective action plans. Continuous poor performance may result in suspension or withdrawal of affiliation.

The Board shall promote a *Culture of Quality* by organizing capacity-building workshops, best-practice seminars, and inter-institutional benchmarking exercises. An *Academic Audit Cell* shall carry out independent academic and administrative audits annually.

Digital dashboards shall display real-time indicators of performance—enrolment trends, result statistics, grievance resolution, and compliance reports. Institutions scoring consistently high ratings may receive *Excellence Awards* or *Autonomous Centre Status* under special schemes.

The Board shall also align its accreditation framework with national quality agencies such as NAAC, NCVET, and NAB. The goal is to create interoperability and national recognition of CBOSE-accredited institutions within India’s unified quality architecture.

Quality assurance is thus conceived not as a one-time certification but as a living, dynamic process of self-evaluation, peer review, and continuous enhancement. Through accreditation, the Board ensures that every affiliated institution not only meets standards but continually strives to exceed them—transforming affiliation into an enduring covenant of trust, excellence, and social responsibility.

## **CHAPTER XV**

### **SERVICE BENEFITS, ADVANCES AND WELFARE REGULATIONS**

#### **SECTION I – Conditions of Service, Leave, etc., of the Servants of the Board**

The employees of the Central Board of Open Schooling and Examination shall serve under terms and conditions consistent with the dignity of public service and the principles of equality, efficiency, and accountability. Every servant of the Board shall be considered a public functionary entrusted with educational and administrative duties of national importance. The conduct of each employee shall therefore conform to the highest standards of integrity, discipline, and impartiality. The service of every employee shall be governed by these Regulations, and all acts performed in official capacity shall be guided by the lawful orders of competent authority and the constitutional values of justice, fairness, and transparency.

Appointments may be permanent, temporary, or contractual. Permanent appointments shall confer the full range of service rights, privileges, and benefits defined under these rules, whereas temporary or contractual engagements shall be regulated by specific terms of appointment. Every employee shall observe the official working hours, perform assigned duties faithfully, and refrain from any act prejudicial to the interests or reputation of the Board. Misuse of authority, breach of confidentiality, or neglect of duty shall be considered misconduct.

Leave is not a matter of absolute right; it is a privilege subject to the exigencies of service. Casual leave may be availed for short-term personal reasons; earned leave shall accumulate based on completed service; and half-pay, maternity, paternity, study, or extraordinary leave may be sanctioned on the merits of each case. Leave may be refused, revoked, or postponed if public interest so demands, and unauthorized absence shall entail disciplinary consequences. All applications for leave shall be submitted in prescribed form through the digital human resource management system, ensuring transparency and accountability.

An employee may resign from service by giving one month's notice in writing or by paying salary in lieu of notice. Resignation shall not be accepted if any disciplinary or vigilance proceedings are pending. Termination by the Board shall likewise require notice of equivalent period except when dismissal is imposed as punishment. On retirement, employees shall receive benefits of provident fund, gratuity, and leave encashment as admissible.

The normal age of superannuation shall be sixty years, extendable in exceptional cases at the discretion of the Governing Council when continuation of service is in the public interest. All employees shall participate in welfare programmes of the Board including insurance, health, and education schemes for their families. The relationship between the Board and its employees shall be one of mutual respect and obligation: loyalty and

diligence on one hand, fairness and welfare on the other. These conditions of service are designed not merely to regulate employment but to promote a culture of institutional pride and ethical responsibility, ensuring that those who serve the Board serve the nation's educational cause with integrity and devotion.

## **Section II – Provident Fund and Gratuity**

The Central Board of Open Schooling and Examination shall maintain a Contributory Provident Fund for the benefit of its employees as a permanent instrument of financial security and social welfare. Each permanent employee shall automatically become a member of the Fund upon confirmation of service. Monthly subscriptions shall be deducted from salary at the rate prescribed by the Board, and an equal contribution shall be made by the Board to the employee's account. The fund shall be maintained in a scheduled nationalized bank under a distinct account titled "CBOSE Employees Provident Fund Account."

The Finance Officer shall be responsible for proper maintenance of individual accounts and for ensuring that contributions, interest, and withdrawals are correctly recorded. Annual statements shall be furnished to every member showing the balance standing to their credit. Withdrawals or advances from the fund shall be permitted for purposes such as construction of a residential house, purchase of land, medical emergencies, marriage, or higher education of dependents, subject to conditions laid down by the Provident Fund Committee. The employee shall repay the advance, where required, through monthly deductions.

Upon retirement, resignation, termination, or death, the employee or his or her nominee shall receive the total accumulated balance of the Fund with interest up to the date of settlement. The fund shall be administered in accordance with the Provident Fund Act, government guidelines, and investment norms approved by the Governing Council. Misuse or delay in disbursement shall be treated as serious administrative lapse.

In addition to the Provident Fund, the Board shall provide for payment of gratuity to every confirmed employee who completes a minimum of five years of continuous service. Gratuity shall be calculated based on fifteen days' salary for every completed year of service, or any higher rate as may be prescribed by the Council, subject to the maximum limit permissible under the law. In the event of death while in service, gratuity shall be paid to the legal heirs or nominees without the requirement of minimum qualifying service.

A separate Gratuity Fund shall be maintained for this purpose, and accounts shall be subject to annual audit. The Provident Fund and Gratuity Committee, chaired by the Finance Member of the Governing Council, shall supervise compliance, investments, and timely settlement of all claims. The Board's philosophy in these matters shall remain clear: that no servant of the Board shall leave service without the assurance of financial dignity earned through years of honest labour and commitment.

### **Section III – Rules Relating to Life Assurance of the Staff of the Board**

The Central Board of Open Schooling and Examination shall ensure financial protection to the families of its employees through a compulsory Group Life Assurance Scheme. Every confirmed employee shall be covered under this scheme from the date of joining regular service. The objective of the scheme shall be to provide immediate financial relief to the dependents of an employee who dies while in service, whether by natural or accidental cause, and to strengthen the sense of social security among the staff.

The scheme shall be implemented through a recognized insurance company selected by open process and approved by the Governing Council. Premiums shall be shared equally by the employee and the Board. The sum assured shall ordinarily be not less than twelve months' basic pay or any higher multiple as revised periodically by the Board based on market conditions. The Board shall pay premiums on behalf of the employees through salary deductions to ensure continuity of coverage.

Every employee shall nominate one or more beneficiaries for the benefits payable under this scheme. In the absence of a nomination, payment shall be made to the legal heirs according to succession laws. The insurance shall remain valid during deputation or study leave, provided the employee continues to contribute premiums. In cases of permanent disability due to accident, the insured employee shall receive benefits equivalent to those payable in the event of death.

Administration of the scheme shall be entrusted to the Finance Officer, who shall maintain records, liaison with the insurer, and process claims within thirty days of submission of required documents. Delay or negligence in processing claims shall invite disciplinary action. The scheme shall be reviewed annually for adequacy of coverage and efficiency of administration.

This measure is instituted not merely as a contractual benefit but as a humane assurance that the institution values the lives and sacrifices of those who serve it. By ensuring

financial stability to their families, the Board reaffirms its belief that welfare of the employee is the moral foundation of organizational loyalty and institutional success.

#### **Section IV – House Building Advances**

The Central Board of Open Schooling and Examination may grant house building advances to eligible employees to enable them to construct, purchase, or repair residential accommodation for personal use. Such assistance is intended to promote economic stability and foster long-term association of employees with the organization.

Eligibility shall extend to permanent employees who have completed not less than five years of continuous service and have at least ten years of service remaining before retirement. The advance shall not exceed thirty-six months' basic pay or eighty per cent of the estimated cost of the property, whichever is lower. Interest shall be charged at the rate fixed by the Governing Council from time to time, generally aligned with prevailing government rates.

Applications for advance shall be made through the prescribed form, accompanied by detailed plans, estimates, ownership proof, and necessary approvals from competent local authorities. The advance shall be disbursed in stages linked to progress of construction, each instalment released after verification by the Board's engineer or authorized officer. In case of purchase of ready property, full payment may be released in one instalment after execution of mortgage deed.

The property purchased or constructed shall be mortgaged to the Board until repayment is complete. The employee shall maintain insurance of the property and shall not sell, lease, or encumber it without written consent of the Board. Repayment shall be made in equal monthly instalments over a period not exceeding fifteen years, commencing from the month following disbursement.

If an employee resigns, retires, or dies before full repayment, the outstanding balance together with interest shall be recovered from dues, provident fund, or gratuity. The Board may waive a portion of interest in cases of death or extraordinary hardship. The purpose of this regulation is to provide financial assistance responsibly while safeguarding the Board's resources, ensuring that every employee may aspire to stable housing through disciplined repayment and institutional support.

#### **Section V – Advances for the Purchase of Conveyances**

To facilitate official duties and promote convenience of travel, the Central Board of Open Schooling and Examination may sanction advances to eligible employees for purchase of motor vehicles, scooters, or bicycles. This provision recognizes that efficient mobility enhances professional productivity, especially for officers engaged in inspection, examination work, or field assignments.

Only confirmed employees with a minimum of five years of continuous service shall be eligible. The amount of advance shall be limited to seventy-five per cent of the cost of the vehicle or the ceiling fixed by the Board, whichever is lower. The employee shall produce a proforma invoice and proof of price before disbursement.

The vehicle purchased shall be registered jointly in the name of the employee and the Board. Comprehensive insurance covering theft, damage, and third-party liability shall be maintained until repayment is complete. The employee shall not sell, exchange, or part with possession of the vehicle before clearance of the advance.

Repayment shall be made in equal monthly installments, ordinarily not exceeding eighty-four months for a car and forty-eight months for a motorcycle. Interest shall be charged at the rate notified by the Board from time to time. Failure to purchase the vehicle within one month of receiving the advance or to submit registration proof shall render the employee liable to refund the amount immediately with penal interest.

If the employee ceases to be in service before full repayment, the outstanding balance shall be recovered from dues or securities. In case of death, recovery may be waived partly at the discretion of the Governing Council. These provisions seek to blend welfare with responsibility, ensuring that benefits are enjoyed with discipline and accountability.

## **Section VI – Rules for Transfer**

Transfers of employees shall be governed by the policy of administrative rotation, equity, and public interest. Transfers are not punitive by nature but an essential tool for balanced deployment of human resources across regional and functional units of the Board. The competent authority may order transfer for administrative convenience, career development, or disciplinary reasons.

Ordinarily, no employee shall be transferred before completing three years at one station, except when exigencies require otherwise. Transfer orders shall be issued with sufficient notice, clearly indicating the relieving and joining dates. Employees

transferred on administrative grounds shall be entitled to traveling allowance, daily allowance, and relocation expenses as per Board rules, while transfers at personal request shall not attract such benefits.

Employees may represent in writing against a transfer order only on grounds of personal hardship, health, or spouse employment. Such representation shall not have suspensive effect unless accepted by competent authority. Records of postings and tenure shall be maintained in the Human Resource Information System to ensure transparency and rotation equity.

Transfers made as disciplinary measures shall be supported by written justification and approved at higher level. Disobedience of transfer orders shall constitute misconduct. The Board shall also provide joining time, normally up to ten days, including travel, to enable smooth transition.

This policy ensures that mobility of staff is managed with fairness and foresight, balancing institutional need with individual welfare. Through regulated transfer procedures, the Board seeks to prevent stagnation, encourage accountability, and ensure that its services reach every region of the country effectively and equitably.

## **Section VII – Festive Advance**

The Central Board of Open Schooling and Examination may, as a measure of goodwill and welfare, grant advances to employees on the occasion of major national or religious festivals. Such advances are intended to enable employees to meet additional household expenditure associated with festivals without resorting to external borrowing.

All regular employees, whether permanent or temporary with at least one year of service, shall be eligible. The amount shall not exceed one month's basic pay or such limit as may be fixed by the Governing Council. The advance shall be interest-free and recoverable in ten equal monthly installments through salary deductions.

The Finance Department shall notify eligible festivals each financial year. The advance may be sanctioned once annually, ordinarily before the festival concerned. Employees with existing outstanding festival advances shall not be sanctioned another until full repayment is completed.

In case of resignation, retirement, or death before full recovery, the balance shall be adjusted against salary or terminal dues. Sanctioning authorities shall ensure that advances are released promptly to maintain the spirit of the provision.

This welfare measure is symbolic of the Board's human-centred governance philosophy. It acknowledges that moral well-being and cultural participation of employees strengthen institutional harmony and social belonging.

### **Section VIII – Reimbursement of Tuition Fees and Grant of Children Education Allowances**

The Central Board of Open Schooling and Examination shall promote educational welfare of employees' families by reimbursing tuition fees and granting Children Education Allowance. This facility shall affirm the Board's commitment to learning not only for the nation's youth but also for the dependents of those who serve the organization.

Every regular employee shall be entitled to reimbursement of tuition fees paid to recognized schools or colleges for up to two dependent children studying in classes from first to twelfth standard or equivalent levels. The reimbursement shall cover tuition, laboratory, admission, and library fees but shall exclude donations, transport, and extracurricular charges. Claims shall be made annually with original receipts and certificates of attendance. The maximum amount reimbursable per child per year shall be determined periodically by the Board in line with prevailing government norms.

In addition, the Board shall grant a monthly Children Education Allowance for each eligible child to cover cost of books, stationery, and uniforms. The allowance shall be credited with salary every month. For differently-abled children, this allowance may continue up to completion of graduation or equivalent vocational education.

If both parents are employees of the Board, only one shall be eligible to claim the benefit. The allowance shall cease when a child discontinues education or attains employment. False claims or falsified receipts shall constitute misconduct and attract recovery with disciplinary action.

The Finance Officer shall maintain records and conduct periodic verification of claims. Any revision in limits shall be notified through official circulars. These benefits signify that education, being the most powerful instrument of empowerment, is recognized as a family right of every employee of the Board. The policy ensures that those who contribute to educating others do not face barriers in educating their own children. It thus harmonizes institutional responsibility with humane compassion, fulfilling the constitutional vision of education as both right and duty.

## CHAPTER XVI

### SERVICE BENEFITS, ADVANCES AND WELFARE REGULATIONS

The Central Board of Open Schooling and Examination, being a national body entrusted with maintaining academic integrity and uniform standards of education, prescribes through this regulation the minimum qualifications and eligibility norms required for appointment of heads, principals, vice-principals, and teachers in all institutions affiliated to the Board. The purpose of these rules is to secure a cadre of educators possessing sound scholarship, pedagogical competence, moral character, and administrative capability consistent with the constitutional ideals of equality, inclusiveness, and excellence in education.

Every affiliated institution shall appoint only such persons who satisfy the qualifications laid down herein. No appointment shall be made, nor any existing appointment confirmed, unless the candidate possesses the prescribed academic credentials, professional training, and experience verified through original certificates and due process. Any deviation from these norms shall render the appointment irregular and subject to annulment by the Board.

***The Head of an institution, whether designated as Principal or Director, shall be the academic and administrative leader responsible for implementation of the Board's curriculum, maintenance of discipline, supervision of staff, conduct of examinations, and safeguarding of institutional property and records. To be eligible for appointment as Head, a candidate shall hold at least a Master's degree from a recognized university with not less than fifty-five percent marks or an equivalent grade and shall also possess a recognized degree in education such as B.Ed. or M.Ed. or an equivalent teacher-training qualification approved by the National Council for Teacher Education (NCTE) or any authority recognized by law. In addition, the candidate shall have a minimum of ten years of teaching experience in a recognized secondary or senior secondary institution, including at least three years in a supervisory or administrative position. For vocational, technical, or paramedical streams, equivalent qualifications in the relevant subject with appropriate professional licensing shall be considered sufficient.***

The Vice-Principal or Deputy Head shall assist the Head of Institution and shall be required to possess at least a postgraduate degree with professional teacher training and seven years of experience in teaching or educational administration. In exceptional circumstances, an experienced senior teacher with demonstrable leadership ability may be promoted to this position subject to Board approval.

*Teachers employed in affiliated institutions shall be categorized as Primary Teachers, Trained Graduate Teachers (TGT), and Post-Graduate Teachers (PGT). For Primary*

*Teachers, the minimum qualification shall be a senior secondary certificate with fifty percent marks and a diploma or degree in elementary education recognized by NCTE. For Trained Graduate Teachers, a bachelor's degree in the concerned subject with at least fifty percent marks and a professional qualification of B.Ed. shall be required. For Post-Graduate Teachers, a master's degree in the subject concerned with at least fifty percent marks and a professional teacher education qualification shall be mandatory. For vocational or skill-based courses, instructors must possess relevant industry experience of not less than five years in addition to educational qualification equivalent to Level 5 or higher under the National Skills Qualifications Framework (NSQF).*

All appointments shall be made through open advertisement, transparent selection procedures, and verification of antecedents. Teachers shall be required to maintain continuous professional development by attending orientation, refresher, or training programmes organized or recognized by the Board. Every institution shall maintain an updated register of teacher qualifications, service records, and performance appraisals for inspection.

The Board shall reserve the right to verify authenticity of qualifications, issue directions for suspension of unqualified staff, and impose penalties on institutions violating these norms. Any person found to have obtained appointment through fraudulent means or with fabricated credentials shall be liable to dismissal and prosecution.

The spirit of these regulations is to affirm that teaching is a sacred trust and not a mere profession. The quality of education imparted to learners depends upon the competence and commitment of teachers. Therefore, through these minimum qualification standards, the Central Board of Open Schooling and Examination seeks to build a nationwide community of educators who combine intellectual merit with social conscience and who uphold the dignity of teaching as a public service to humanity.

## **RULES FOR APPOINTMENT OF PAPER-SETTERS, MODERATORS AND EXAMINERS**

The credibility of the examination system administered by the Central Board of Open Schooling and Examination rests upon the fairness, confidentiality, and professional competence of those entrusted with the design, moderation, and evaluation of question papers and answer scripts. To ensure uniform standards, integrity, and reliability of assessment, the Board hereby enacts these rules regulating the appointment, duties, and conduct of paper-setters, moderators, and examiners for all examinations conducted under its authority.

All appointments of paper-setters, moderators, examiners, head examiners, and evaluators shall be made by the Chairman of the Board or by an officer authorized in this behalf on the

recommendation of the Examination Committee. Persons so appointed shall be selected solely on the basis of academic qualifications, experience, integrity, and record of service. No person shall be eligible for appointment unless he or she possesses adequate knowledge of the prescribed syllabus and experience of teaching the relevant subject at the level of examination concerned.

Ordinarily, a paper-setter shall be a post-graduate in the subject with at least five years of teaching experience in a recognized institution or college. Moderators and chief examiners shall be senior teachers or lecturers with at least ten years of experience and demonstrable record of impartiality. Retired educators possessing exceptional expertise may also be appointed provided they are below seventy years of age and in sound health. No person directly connected with the preparation of textbooks, coaching centres, or private tuition for the same subject shall be appointed to preserve neutrality.

Each paper-setter shall receive from the Board a confidential brief containing the syllabus, pattern of question paper, marking scheme, and instructions for maintaining secrecy. Question papers shall be prepared independently, submitted under sealed cover, and transmitted through secure digital or physical means to the Examination Branch. The Board shall hold the paper-setter personally responsible for maintaining confidentiality, and any breach thereof shall constitute serious misconduct attracting disciplinary and legal action.

Moderators shall be responsible for reviewing question papers to ensure conformity with syllabus, balance of difficulty, accuracy of language, and absence of errors. They may also prepare alternative sets for contingency use. Their role is to uphold academic validity and fairness of assessment. Examiners, head examiners, and scrutinizers shall evaluate answer scripts strictly according to the marking schemes approved by the Board. Evaluation shall be double-checked through moderation and statistical sampling to prevent inconsistency.

Before appointment, every person engaged in examination work shall sign a declaration of secrecy and impartiality. Any person who has a relative appearing in the examination shall recuse from involvement. Violation of confidentiality, leakage of question papers, manipulation of marks, or dereliction of duty shall be treated as gross misconduct leading to disqualification from future appointments and possible criminal proceedings.

Remuneration to paper-setters, moderators, and examiners shall be fixed by the Board from time to time and shall be paid promptly upon completion of assigned duties. Travel and conveyance allowances shall also be admissible for meetings, coordination, and training sessions. Appointments shall be valid for one examination cycle only, and renewal shall depend upon performance evaluation and disciplinary record.

The Examination Department shall maintain a confidential roster of qualified and approved experts, updated annually. Preference shall be given to teachers from diverse regions and institutions to prevent bias. Training and orientation programmes shall be conducted periodically to familiarize examiners with modern assessment techniques, digital evaluation, and ethical norms.

These rules are framed in recognition that examinations are not merely administrative exercises but solemn instruments of public trust. The integrity of assessment defines the credibility of certification and the faith of society in the educational system. The Central Board of Open Schooling and Examination therefore declares that every paper-setter, moderator, and examiner shall discharge duties with absolute impartiality, accuracy, and devotion, mindful that justice to every learner is the highest obligation of the examining authority.

## **CHAPTER XVI**

### **RULES FOR EXAMINATION CONDUCT, EVALUATION CENTRES, AND CONFIDENTIALITY PROCEDURES**

#### **SECTION I – Conduct of Examinations**

The conduct of examinations under the Central Board of Open Schooling and Examination shall be treated as a matter of national importance, involving the exercise of academic, moral, and administrative responsibility of the highest order. Examinations are the principal means through which the Board evaluates the learning outcomes of its enrolled learners, and their sanctity shall therefore be protected at all stages through a framework of absolute transparency, confidentiality, and fairness.

All examinations shall be conducted strictly in accordance with the schedule, centres, and modalities approved by the Examination Committee and ratified by the Governing Council. The Examination Calendar shall be issued at least three months in advance and shall specify the dates of commencement, duration, and nature of examinations, including theory, practical, and viva-voce components. The entire process shall be supervised by the Controller of Examinations, who shall be the chief authority for planning, coordination, and execution of all examination-related activities across the nation.

Every learner appearing in an examination shall hold a valid admission and hall ticket issued by the Board. Centres shall be established only in affiliated institutions meeting the prescribed criteria of infrastructure, security, and invigilation capacity. Each centre shall appoint a Centre Superintendent, Assistant Superintendent, and Invigilators in accordance with the Board's norms. The Superintendent shall be personally responsible for the safe custody of question

papers, attendance sheets, and answer books from the time of receipt until their dispatch to the evaluation centre.

Question papers shall be transmitted under strict security protocols. Digital encryption, sealed packets, and coded identification numbers shall be used to ensure confidentiality. The opening of papers shall occur only in the presence of two independent witnesses fifteen minutes before the commencement of the examination. Candidates shall be admitted to the examination hall only after verification of identity, biometric authentication where applicable, and signature on attendance records.

Discipline inside examination halls shall be maintained with firmness tempered by fairness. Any act of copying, impersonation, communication, or possession of unauthorized material shall be treated as malpractice and reported immediately to the Board. The Superintendent shall prepare a confidential report on each incident, supported by evidence, and submit it to the Controller of Examinations for disciplinary action.

At the conclusion of each session, all answer books shall be sealed and dispatched to designated collection centres or evaluation hubs under escort or registered transit. Tampering with packets, delay in submission, or negligence in custody shall be treated as serious dereliction of duty.

Special provisions shall exist for differently-abled candidates, including extra time, use of scribes, or separate rooms as required, ensuring that equity and dignity of every learner are maintained.

The essence of these rules lies in the principle that examinations are not merely administrative rituals but solemn tests of character—of both the examinee and the system. Therefore, all officers and staff engaged in examination work shall be deemed to hold positions of public trust, and any deviation from prescribed procedure shall constitute moral and disciplinary violation. Through these regulations, the Board declares its unwavering commitment to ensuring that every learner's result represents authentic merit and that no shadow of irregularity shall stain the credibility of its examination process.

## **Section II – Evaluation Centres and Processing of Results**

Evaluation of answer scripts shall be conducted in centralized, secure, and confidential evaluation centres established by the Board in accordance with its regulations. The Controller of Examinations shall be responsible for selection, notification, and functioning of these centres. Each evaluation centre shall operate under the overall supervision of a Chief Coordinator and one or more Head Examiners appointed by the Board from among experienced and reputable educators.

Evaluation centres shall be located in institutions possessing adequate infrastructure, safe custody facilities, and digital monitoring systems. The Board may use digital evaluation (on-

screen marking) or manual assessment as determined by policy. In either mode, confidentiality, accuracy, and timeliness shall be paramount.

Answer scripts shall be identified only by coded numbers; no examiner shall have access to the name or roll number of any candidate. The Board shall use a double-coding system ensuring that neither evaluators nor moderators can trace identity until the final stage of result compilation. Scripts shall be distributed to examiners through secure physical or electronic channels, and each examiner shall be bound by a signed oath of secrecy and impartiality.

Head Examiners shall conduct orientation sessions before evaluation begins, explaining marking schemes, weightage, and common errors to maintain uniformity. Random moderation of scripts shall be undertaken daily, and discrepancies or deviations shall be rectified immediately. Evaluators found negligent or biased may be debarred permanently.

Upon completion of evaluation, marks shall be entered into the Board's encrypted result-processing system. Digital signatures and two-factor authentication shall be used for uploading marks. Verification of data shall occur through multiple levels before finalization. Statistical tools such as standard deviation analysis and normalization may be employed to ensure fairness across subject papers.

Reevaluation or rechecking requests shall be handled as per prescribed procedure. Candidates may apply within stipulated time after result declaration, paying the notified fee. Only authorized re-evaluation officers shall access the original answer books. Decisions on rechecking shall be final and binding.

Evaluation centres shall maintain absolute confidentiality. No examiner or staff shall disclose information regarding marks, performance, or evaluation process. Violation of secrecy or leaking of marks prior to official declaration shall constitute gross misconduct punishable under law.

All records of evaluation, including scripts, award lists, and statistical reports, shall be preserved for the period specified by the Board and destroyed thereafter under supervision. The result shall be declared only after the Chairman is satisfied that due process has been followed in all respects.

The Board affirms that evaluation is not merely a mechanical process but an act of academic justice. Each mark awarded represents a judgment of competence that must be rendered with conscience, consistency, and compassion. These regulations aim to ensure that every learner's result is a reflection of true merit, free from bias or human error, and that the faith of the public in the Board's examinations remains unshakable.

### **Section III – Confidentiality, Security and Ethical Conduct**

The Central Board of Open Schooling and Examination regards confidentiality and ethical conduct as the cornerstone of its entire examination system. The integrity of its results and the reputation of its certification depend upon the honesty and vigilance of those who administer and supervise examinations. This section therefore codifies the obligations, restrictions, and procedures necessary to preserve secrecy and prevent malpractice.

Every person engaged in examination work, whether as question-paper setter, moderator, printer, invigilator, examiner, data operator, or administrative staff, shall be bound by an oath of secrecy executed in writing before assuming duty. Breach of this oath, whether by act or omission, shall constitute gross misconduct and render the person liable to disciplinary proceedings, debarment, and prosecution under the Indian Penal Code and the Information Technology Act, 2000.

Question papers shall be prepared, printed, stored, and transmitted under multi-layered security arrangements. The Board shall use digital encryption, tamper-proof packaging, biometric access control, and CCTV surveillance at all stages. The printing of papers shall be entrusted only to empanelled presses or digital systems operating under the direct supervision of authorized officers. No person other than those specifically deputed shall enter or remain in examination strong rooms.

All data relating to question papers, candidates, results, and centre codes shall be stored on secured servers within India under restricted access. The Information Technology and Data Security Division shall be responsible for constant monitoring of cyber threats and shall coordinate with national cyber response agencies if required.

Officers handling confidential materials shall ensure dual control—meaning that no single individual shall have unrestricted access to both question papers and answer books simultaneously. Every movement of confidential packets shall be recorded in registers and verified by signatures of at least two officers. Keys, passwords, and encryption codes shall be changed regularly and never shared through unsecured means.

The Board shall establish a Vigilance and Confidentiality Cell empowered to investigate irregularities, examine evidence, and recommend punitive action. Whistle-blowers exposing genuine malpractices shall be protected under confidentiality provisions. Any employee or institution found guilty of aiding or abetting leakage of papers, tampering with results, or falsifying records shall face cancellation of contract, blacklisting, and criminal prosecution.

Ethical conduct shall extend beyond secrecy. All personnel associated with examinations must exhibit impartiality, courtesy, and empathy toward candidates. They shall not engage in favouritism, intimidation, or commercial exploitation. Acceptance of gifts, bribes, or hospitality from candidates, parents, or institutions shall be strictly prohibited.

After completion of examinations, unused papers, confidential data, and printed materials shall be destroyed under supervision through shredding or digital erasure, ensuring that no trace

remains accessible. Records required for audit or legal purposes shall be preserved securely for the specified retention period.

The sanctity of an examination lies in the confidence of society that results are earned honestly. To protect this confidence is the moral and legal duty of every person associated with the Board. Therefore, under these provisions, confidentiality is not merely a procedural rule but a solemn trust reposed by the nation in the Central Board of Open Schooling and Examination. The Board affirms that it shall guard this trust with utmost vigilance, ensuring that truth, fairness, and justice prevail over every temptation or lapse.

## **CHAPTER XVII**

### **MALPRACTICE PREVENTION, DISCIPLINARY ACTION AND EXAMINATION VIGILANCE FRAMEWORK**

#### **SECTION I – Prevention of Malpractice and Maintenance of Examination**

##### **Integrity**

The Central Board of Open Schooling and Examination (CBOSE) recognizes the prevention of malpractice as a cornerstone of its examination governance. The trust reposed by society in the Board's certification depends entirely upon the fairness, transparency, and incorruptibility of its assessment processes. Every measure prescribed under these regulations aims to ensure that examinations remain a true reflection of merit, free from influence, favouritism, and fraud. Malpractice, in any form, undermines not merely the reputation of the Board but the moral foundation of education itself.

For the purposes of these rules, malpractice shall mean any deliberate act or omission by a candidate, institution, or official that seeks to secure unfair advantage or falsify the outcome of an examination. It includes, but is not limited to, copying, impersonation, possession of unauthorized material, leakage of question papers, tampering with records, substitution of answer scripts, bribery, manipulation of evaluation, or digital interference with examination data. Attempted malpractice shall be treated with equal seriousness as its commission.

The Board shall adopt a proactive, preventive, and systemic approach to eradicate malpractice. Centres shall be selected only after rigorous scrutiny of infrastructure, digital security, and past performance. Each examination hall shall be equipped with CCTV surveillance, biometric attendance, and real-time monitoring through the Board's Examination Command and Control System. Entry and exit of candidates shall be verified through digital ID authentication. Question papers shall be transmitted in encrypted form, accessible only through authorized passwords minutes before commencement.

Centre Superintendents and Invigilators shall undergo compulsory training on vigilance and ethics. Each shall sign a declaration of impartiality and confidentiality before deployment. Surprise inspections shall be conducted by Flying Squads constituted by the Board to ensure adherence to procedure. These squads shall have authority to confiscate materials, record evidence, and recommend immediate suspension of examination at any centre found violating rules.

Candidates found engaging in malpractice shall be immediately isolated and allowed to continue under protest only if necessary to preserve order. Their answer scripts shall be seized separately and reported to the Board with a detailed statement of facts, evidence, and witness signatures. Institutions failing to report such incidents or found complicit shall be liable for withdrawal of affiliation.

At the digital level, all examination servers and result-processing systems shall operate with end-to-end encryption, access control, and forensic audit logs. Unauthorized access, data alteration, or result manipulation shall attract prosecution under the Information Technology Act and relevant penal provisions.

The Board shall also conduct awareness programmes among students emphasizing honesty, ethics, and the long-term consequences of unfair means. Preventing malpractice is not merely a function of surveillance but also of moral education. Through these regulations, the Board establishes a zero-tolerance policy: no candidate, teacher, or officer shall compromise the sanctity of examinations. Every instance, however minor, shall be recorded, investigated, and adjudicated according to due process. The goal is not punishment alone but deterrence, restoration of faith, and assurance that the CBOSE examinations represent the highest standard of integrity within the nation's educational landscape.

## **Section II – Disciplinary Proceedings and Penalties**

Disciplinary proceedings under the Central Board of Open Schooling and Examination shall be governed by principles of natural justice, objectivity, and procedural transparency. Any person—whether a student, teacher, employee, or institution—who violates examination rules, commits fraud, or obstructs the lawful duties of the Board shall be subject to disciplinary action. These proceedings are intended not merely to punish wrongdoing but to uphold fairness, accountability, and moral order within the system.

Upon detection or receipt of complaint of malpractice or misconduct, the Controller of Examinations or the designated authority shall cause a preliminary inquiry to ascertain the facts. The inquiry shall be confidential and evidence-based, ensuring that no innocent person is unjustly implicated. If prima facie evidence exists, a formal charge memorandum shall be

issued specifying the alleged violation and calling for a written explanation within a stipulated time.

The delinquent person shall be given full opportunity to present their defence, produce evidence, and be heard. An Inquiry Officer or Disciplinary Committee, constituted by the Board, shall examine witnesses, documents, and statements in the presence of both sides. Proceedings shall be recorded in writing. Refusal to participate shall not invalidate the inquiry, which may proceed ex parte.

Upon completion of the inquiry, the Committee shall submit a reasoned report with findings and recommendations. The competent authority shall then issue final orders imposing suitable penalties. These may include cancellation of results, debarment from future examinations, suspension or dismissal of staff, withdrawal of institutional affiliation, forfeiture of remuneration, or filing of criminal complaint where offences involve fraud or forgery.

In the case of students, penalties shall be proportionate to the gravity of misconduct. For minor irregularities such as inadvertent possession of material, reprimand or cancellation of paper may suffice. For serious offences like impersonation, organized cheating, or question paper leakage, debarment for up to five years or permanent exclusion may be imposed. For employees or officials, penalties may range from warning to dismissal from service. For institutions, penalties may include heavy fines, cancellation of centre status, or blacklisting for specified periods.

Every disciplinary order shall be communicated in writing with reasons recorded. Appeals may be preferred within thirty days to the Appellate Committee constituted by the Governing Council. The Appellate Committee shall have power to confirm, modify, or annul the decision after review of records and hearing the appellant. Its decision shall be final and binding.

The Board shall maintain a confidential register of all disciplinary cases and outcomes for reference and policy review. Periodic analysis of such data shall guide preventive reforms. The principle guiding all disciplinary action shall be that justice must be tempered with humanity, ensuring punishment is corrective, not vindictive. Yet, the Board shall not hesitate to act decisively where public confidence or institutional integrity is endangered. The balance between compassion and deterrence shall define the moral strength of its governance.

### **Section III – Examination Vigilance Framework and Enforcement Mechanisms**

The Central Board of Open Schooling and Examination shall establish a comprehensive Examination Vigilance Framework to detect, prevent, and prosecute malpractices across all stages of examination conduct—from paper-setting to result declaration. The framework shall function under the direct supervision of the Chairman through a dedicated Vigilance and

Confidentiality Directorate composed of senior officers of proven integrity, aided by digital surveillance and intelligence systems.

The Vigilance Directorate shall prepare annual examination vigilance plans identifying high-risk centres, vulnerable operational stages, and potential threats to data security. These plans shall be based on risk assessment, previous incidents, and feedback from stakeholders. Flying Squads, composed of authorized officers and subject experts, shall be deployed during examinations to conduct unannounced inspections of centres. They shall verify identity checks, seating arrangements, and invigilation practices, and report irregularities instantly through encrypted communication channels.

The Directorate shall maintain a centralized digital vigilance dashboard integrating CCTV feeds, GPS-tracked logistics, and live monitoring from all examination centres. Artificial intelligence-enabled systems may be used to flag suspicious patterns such as identical handwriting, identical errors in scripts, or unauthorized data access. Every incident flagged shall trigger immediate verification and response.

Post-examination vigilance shall continue through scrutiny of evaluation records, statistical moderation, and anomaly detection. Any examiner exhibiting irregular marking behaviour or correlation patterns suggesting bias shall be investigated. The result-processing software shall be secured with layered authentication, and audit logs shall record all user activity.

The Vigilance Directorate shall also act as the nodal point for cooperation with law enforcement agencies in cases involving organized cheating, impersonation rings, or cybercrimes. It shall have power to recommend suspension of examinations, sealing of centres, and prosecution of offenders. Institutions or individuals found guilty shall be placed on a watch list circulated to all affiliated bodies.

Training of officers and invigilators in vigilance procedures shall be mandatory. The Directorate shall issue manuals, standard operating procedures, and awareness materials explaining the ethical and legal consequences of malpractice. Confidential helplines and online portals shall be available for reporting violations anonymously, and all genuine whistle-blowers shall be afforded protection from retaliation.

Periodic Vigilance Audits shall evaluate compliance with protocols and recommend systemic improvements. Findings of such audits shall be presented to the Governing Council annually and summarized in the Board's public transparency report.

The ultimate objective of the Vigilance Framework is to institutionalize honesty and deterrence simultaneously. Vigilance is not an act of suspicion but an expression of responsibility—a safeguard that ensures that fairness prevails from the first question paper printed to the last mark entered. Through these measures, the Central Board of Open Schooling and Examination seeks to uphold an examination culture where integrity is not enforced by fear but embraced as a shared moral obligation among administrators, teachers, and learners alike.

## **CHAPTER XVIII**

### **ADMISSION, MIGRATION, CORRECTION, PAYMENT AND AMANUENSIS REGULATIONS**

#### **SECTION I – RULES REGARDING ADMISSION AND MIGRATION OF STUDENTS**

#### **SECTION I – RULES REGARDING ADMISSION AND MIGRATION OF STUDENTS**

The Central Board of Open Schooling and Examination (CBOSE) recognizes that education is a fundamental human right and that access to equitable, flexible, and transparent systems of admission is the first condition for realizing this right. The Board, being an institution of national scope dedicated to open schooling and inclusive education, provides opportunity for learners from diverse backgrounds, regions, and circumstances to pursue academic and skill-based qualifications without discrimination. The following rules govern the admission and migration of students to and from the Board, ensuring that such processes are lawful, uniform, and guided by educational fairness.

All admissions to courses conducted under the CBOSE shall be made only through recognized and affiliated study centres, regional offices, or the official admission portal of the Board. Every institution affiliated with the Board shall adhere strictly to the schedule, eligibility criteria, and verification procedures prescribed for each academic session. No private person, unrecognized organization, or unauthorized intermediary shall collect applications or fees on behalf of the Board. Admission forms shall be accepted only in the format issued by the Board, accompanied by the prescribed fees, identity documents, and certificates of previous qualification.

The eligibility for admission to various levels shall be governed by the equivalence framework approved by the Governing Council. For secondary courses, the learner must have completed the elementary stage or its equivalent; for senior secondary courses, the learner must have passed a recognized secondary examination. In vocational, technical, or paramedical streams, specific educational prerequisites and age limits may be prescribed. The Board shall, however, maintain flexibility for adult learners, dropouts, or differently-abled candidates under the open schooling model. Proof of age, nationality, and residence shall be mandatory for all applicants, and all documents submitted shall be verified through original inspection or digital authentication.

Once admission is granted, each learner shall be assigned a unique registration number that shall serve as the permanent identification for all academic and examination records. No learner shall be permitted to appear in any examination or receive a certificate unless properly

registered with the Board. Transfers or admissions on the basis of forged or fabricated certificates shall invite cancellation of registration and legal action against both the candidate and the institution involved.

Migration of students from other recognized boards or councils to CBOSE shall be permitted upon submission of a valid migration certificate and verification of previous qualifications. Similarly, students seeking migration from CBOSE to another recognized board may obtain a migration certificate upon completion of examinations or withdrawal from study, subject to clearance of dues. The migration certificate shall bear the official seal, signature of competent authority, and authentication through the Board's digital verification system. The purpose of migration rules is to facilitate academic mobility while preventing misuse or duplication of certification.

All institutions shall maintain admission registers recording personal details, documents verified, and fees received. These registers shall be open for inspection by the Board's officers at any time. Affiliated institutions shall not admit candidates directly to the final examination stage without completion of the minimum study period prescribed. In exceptional cases, the Board may allow credit transfer or recognition of prior learning based on evaluation by the Academic Committee.

The Board reserves the right to cancel any admission found to be irregular, fraudulent, or made in violation of these regulations. No claim for refund of fees shall be entertained in such cases. Learners whose admission is cancelled may be debarred for a specified period depending on the gravity of violation.

The migration process shall respect the learner's continuity of education. The Board shall ensure that migration does not result in loss of academic credit or duplication of learning effort. All requests for migration shall be processed within thirty working days of application, and the status shall be available online.

In all admissions and migrations, the principles of transparency, documentation, and fairness shall prevail. The Board's motto shall remain that access to education is universal but subject to discipline, and opportunity shall be matched with accountability. Through these comprehensive rules, the Board ensures that the gateway to education remains open to all who seek knowledge in honesty and faith.

## **SECTION II – RULES FOR CORRECTION IN DATE OF BIRTH**

Accuracy of personal data in official records of the Board is essential to preserve the authenticity of its certificates and prevent misuse for fraudulent purposes. Among all particulars recorded, the date of birth occupies special importance, being a permanent identifier for academic, legal, and employment purposes. Therefore, the following rules govern the

correction, verification, and alteration of date of birth in the records of the Central Board of Open Schooling and Examination.

The date of birth once recorded in the admission register and accepted by the Board at the time of enrolment shall be treated as final and binding. Correction or alteration shall be permitted only in cases of genuine error or clerical mistake, and not to obtain advantage in employment, age-limit relaxations, or admission eligibility. Applications for correction shall be made within five years of the declaration of the first public examination result of the learner concerned. Requests received thereafter shall not ordinarily be entertained unless supported by court order or directive of competent governmental authority.

The application for correction shall be submitted by the learner or parent to the concerned regional office or headquarters of the Board, accompanied by original school admission record, birth certificate issued by the Registrar of Births and Deaths, and an affidavit sworn before a Judicial Magistrate affirming the correctness of the claimed date. The institution through which the learner was admitted shall verify the documents and forward the application with its recommendation.

Upon receipt, the Board shall scrutinize the documents and verify them through cross-checking with its digital and manual records. In cases of doubt, field verification or reference to the municipal or panchayat authority may be made. If satisfied that the error was clerical and unintentional, the Board shall order correction in the record and issue an amended certificate indicating “Corrected as per official records.” All corrections shall bear the digital signature of the competent officer and be recorded in the correction register maintained for audit purposes. No correction shall be permitted on the basis of affidavits alone or statements unsupported by primary evidence. Forged, altered, or backdated documents shall lead to rejection of the request and may attract penal action. If the change in date of birth involves alteration of year by more than one academic session, such correction shall be treated as a major case requiring approval of the Chairman.

The correction shall extend to all relevant records including registration, mark sheets, migration certificates, and digital archives. Once effected, the revised record shall supersede the previous one, and any misuse of the earlier certificate shall render the holder liable to disciplinary or criminal proceedings.

The intention of these rules is to uphold both justice and security—ensuring that genuine errors are rectified without allowing manipulation. The Board stands committed to the principle that accuracy of records is the foundation of credibility. It is not the quantum of certificates but their authenticity that defines institutional trust.

### **SECTION III – RULES FOR CHANGE IN NAME / SURNAME**

The Central Board of Open Schooling and Examination acknowledges that changes in name or surname may arise due to marriage, adoption, religion, court order, or personal reasons permitted under law. However, since the Board's certificates constitute legal documents accepted by educational and professional institutions, any alteration in the name or surname of a candidate must follow strict verification and procedural safeguards to prevent identity fraud. A request for change in name or surname shall be submitted by the candidate in prescribed form, along with supporting documents that establish the legitimacy of change. These may include Gazette Notification issued by the State or Union Government, sworn affidavit before a First-Class Magistrate, and two public notices of change of name published in newspapers—one in English and one in the regional language. Married female candidates seeking change of surname after marriage shall submit marriage certificate and identity proof of spouse.

Applications shall be received only from the candidate personally or through authorized guardian in the case of minors. The original certificates issued by the Board must be surrendered for replacement. The request shall be processed only after confirmation of identity through biometric verification or Aadhaar validation.

Upon receipt, the Board shall scrutinize all documents for authenticity and verify publication details from the newspaper archives or Gazette office. In doubtful cases, clarification may be sought directly from the issuing authority. Once the application is found genuine, the Board shall record the change in its registers, issue new certificates reflecting the revised name or surname, and mark "Name/Surname changed as per Gazette Notification" on the document to preserve transparency.

No change shall be allowed in the absence of legal proof or where the purpose appears to be fraudulent, such as evasion of disciplinary action, duplication of records, or impersonation. Requests for partial alterations that distort identity shall also be rejected. In cases of minor spelling errors caused by clerical oversight, correction may be made without Gazette notification but with supporting school or admission records.

All changed records shall be updated in digital archives and cross-linked with previous identifiers to maintain traceability. The old certificates shall be cancelled and stored in the Board's record room for permanent reference. Every modification shall be approved by the Controller of Examinations and countersigned by the Secretary of the Board.

These rules ensure that while individuals retain their personal liberty to change names, such changes are reflected in academic documents only after due legal sanctification. The Board's function is to balance individual rights with institutional integrity. Authenticity of identity is the bedrock of credibility, and the Board affirms that it shall never permit its certificates to become instruments of falsehood.

## **SECTION IV – RULES FOR MAKING PAYMENT BY THE BOARD IN CASES WHERE CLAIMANTS EXPIRE**

The Central Board of Open Schooling and Examination shall ensure that payments due to employees, examiners, contractors, or any person legally entitled to receive money from the Board are settled promptly, even in the event of their death before encashment. The following principles govern such payments and protect the interests of legal heirs while ensuring administrative accountability.

When an employee or payee entitled to remuneration, honorarium, or refund expires before payment, the Board shall release the amount to the nominee registered in its records. Every employee and empanelled official shall, at the time of appointment, declare a nominee authorized to receive payment in case of death. In the absence of such nomination, payment shall be made to the legal heirs after verification of succession certificate, legal heirship certificate, or court order.

Applications for such payment shall be made in writing to the Secretary of the Board, supported by death certificate, identity proofs of claimants, and an indemnity bond executed on non-judicial stamp paper indemnifying the Board against future claims. The Finance Officer shall examine the claim, verify the amount due, and ensure that no other payment has been made in the same matter. In case of doubt, the claim shall be referred to the Legal Division for opinion. Payments shall be made only through crossed cheque or electronic transfer to the bank account of the verified heir. No cash payment shall be allowed. A register of deceased claimants shall be maintained, showing details of claim, verification, and disbursement. All such transactions shall be subject to audit.

If multiple heirs exist and there is no mutual consent, payment shall be withheld until a succession certificate is produced. In cases where the amount is small and heirs are few, the Board may, at its discretion, sanction payment on the basis of an indemnity bond signed by all heirs.

Once payment is made in accordance with these rules, the Board shall stand discharged from further liability. Any subsequent dispute among heirs shall not bind the Board. The principle underlying these rules is humane efficiency—honoring the service or entitlement of the deceased while maintaining financial discipline and legal safety.

## **SECTION V – RULES FOR APPOINTMENT OF AMANUENSIS AT THE BOARD’S EXAMINATIONS**

The Central Board of Open Schooling and Examination recognizes that certain candidates may suffer from physical disabilities or medical conditions that make it impossible for them to write answers with their own hand. To ensure equity and inclusion, the Board permits the

appointment of an amanuensis, or scribe, who may write answers on behalf of such candidates under prescribed safeguards.

A candidate seeking permission to use an amanuensis shall apply to the Board at least thirty days before commencement of examination, enclosing a medical certificate issued by a government hospital or authorized medical board specifying the nature and extent of disability. The certificate shall clearly state that the candidate is unable to write independently and requires the assistance of a scribe.

The Board shall verify the authenticity of the certificate and grant permission specifying the paper or duration for which the facility is allowed. The amanuensis shall be a person possessing educational qualification lower than that of the examination concerned and shall not be a relative, teacher, or associate of the candidate. Both the candidate and amanuensis shall appear before the Centre Superintendent one day prior to the examination for verification of identity and approval.

During the examination, the amanuensis shall write answers strictly as dictated by the candidate and shall not interpret, suggest, or alter content. Both shall sign each page of the answer book confirming authenticity. The Invigilator shall be seated nearby and shall maintain continuous supervision. Extra time up to one hour or twenty minutes per hour of examination, whichever is greater, shall be granted to such candidates.

No additional remuneration shall be charged from the candidate for the service of amanuensis. The Board may provide approved scribes or allow the candidate to bring a person of choice, subject to verification. Any misuse of this provision, including substitution or coaching by the scribe, shall result in cancellation of examination and debarment.

After the examination, the Superintendent shall forward a confidential report on conduct of amanuensis cases, including any observations or irregularities. Records of such cases shall be preserved by the Board for audit and reference.

These rules are framed in spirit of equality and compassion. The Board believes that disability shall not be a barrier to knowledge or achievement. The use of an amanuensis is therefore not a concession but a right grounded in human dignity. The Board reaffirms its commitment to inclusive education, ensuring that every learner—regardless of physical limitation—can demonstrate ability on equal terms.

## **CHAPTER XIX**

### **FINANCIAL POWERS, AUDIT PROCEDURES AND CONTROL OF EXPENDITURE**

#### **SECTION I – FINANCIAL POWERS AND DELEGATION OF AUTHORITY**

The Central Board of Open Schooling and Examination (CBOSE) is constituted as an autonomous educational and examining authority operating on the principle of self-governance, financial independence, and accountability to its Governing Council. The financial management of the Board shall be guided by the principles of prudence, transparency, and public responsibility. The Board's financial powers shall be exercised in accordance with these regulations and such resolutions as may be approved by its Governing Council from time to time.

The general supervision and control of the financial affairs of the Board shall vest in the Governing Council, which shall determine the broad policy framework governing income generation, expenditure, investment, budgeting, and audit. The Chairman shall be the principal executive authority responsible for ensuring that all financial transactions conform to these regulations and that public funds are used solely for the purposes for which they are sanctioned. The Secretary and the Finance Officer shall be the principal accounting officers jointly responsible for the maintenance of accounts, custody of funds, and accuracy of financial records.

The Board's sources of income shall include affiliation fees, examination fees, registration and certification charges, grants, donations, interest on investments, and any other lawful receipts. All income shall be credited to the Board's consolidated fund account maintained with a scheduled nationalized bank approved by the Governing Council. All payments shall be made by crossed cheque, demand draft, or electronic transfer, and no cash disbursement exceeding the limit fixed by the Council shall be permitted.

Delegation of financial powers shall be made in writing by the Governing Council. The Chairman shall have the authority to sanction expenditure within the limits prescribed for administrative, academic, and developmental purposes. The Secretary may sanction routine expenditure for day-to-day operations, including salaries, travel, stationery, and maintenance, within limits delegated. The Finance Officer may approve contingent expenditure and advances necessary for immediate operational requirements.

All proposals involving capital expenditure, creation of new posts, introduction of schemes, or commitments exceeding the budget allocation shall require prior approval of the Governing Council. However, in cases of urgency, the Chairman may exercise discretionary financial powers up to a limit approved by the Council and place the matter for ratification at the next meeting.

The Board shall prepare an annual budget estimate showing anticipated income and expenditure for the ensuing financial year. The budget shall be framed with due regard to fiscal discipline, reflecting both recurrent and capital needs. No expenditure shall be incurred on any item not provided for in the budget unless sanctioned through supplementary grants. Unspent balances

at the end of each financial year shall be carried forward and treated as reserves for future commitments.

For every financial transaction, a sanction order, voucher, and supporting documents shall be maintained. All vouchers shall bear signatures of the officer incurring the expenditure, the officer verifying it, and the officer authorizing payment. Pre-audit scrutiny shall be conducted for all payments exceeding the monetary ceiling prescribed.

The Board may invest its surplus funds in Government securities, fixed deposits, or other safe instruments approved by the Governing Council. No speculative investment shall be allowed. Interest earned shall be credited to the general fund and accounted for as revenue income. Withdrawals from investment accounts shall require dual authorization of the Chairman and Finance Officer.

To maintain transparency, all accounts shall be subject to internal audit on a quarterly basis and statutory audit annually. The Finance Officer shall ensure that all receipts are promptly deposited, all payments properly authorized, and all accounts reconciled with bank statements monthly. Any discrepancy shall be reported immediately to the Chairman.

The Board shall adhere to the principle of segregation of duties to prevent misuse of funds—ensuring that no single officer exercises complete control over sanction, custody, and accounting of money. Regular financial reviews shall be conducted, and performance audits shall assess the efficiency of resource utilization.

The exercise of financial powers shall always align with the Board's educational objectives. Every rupee spent must contribute directly or indirectly to advancement of learning, improvement of examinations, or welfare of students and staff. Fiscal responsibility is therefore both a legal and moral duty. Through these rules, the Board establishes a structure of delegation that balances operational flexibility with institutional accountability, ensuring that autonomy does not degenerate into arbitrariness but remains guided by discipline, transparency, and the larger purpose of public trust.

## **SECTION II – AUDIT PROCEDURES AND INTERNAL CONTROL SYSTEM**

The audit of the Central Board of Open Schooling and Examination shall serve as the principal mechanism for ensuring financial integrity, detecting irregularities, and promoting efficiency in resource management. Audit shall not be regarded merely as a process of verification but as an instrument of institutional accountability that affirms compliance with law, adherence to budgetary discipline, and conformity with the objectives of the Board.

The audit of the Board's accounts shall be conducted annually by an independent Chartered Accountant or audit firm appointed by the Governing Council, whose appointment shall comply with standards of independence, competence, and experience. The scope of audit shall include

examination of the balance sheet, income and expenditure account, receipts and payments, cash books, ledgers, vouchers, advances, deposits, investments, and all subsidiary registers. The audit shall verify that all receipts have been properly recorded, all expenditures are supported by valid sanctions, and that funds have been used strictly for authorized purposes.

The Finance Officer shall ensure that all books of accounts are prepared in accordance with accepted accounting principles, double-entry system, and formats approved by the Governing Council. Monthly trial balances and reconciliation statements shall be prepared and signed jointly by the Finance Officer and Secretary. The statutory auditor shall have unrestricted access to all books, documents, and offices of the Board. No officer shall withhold any record required for audit inspection.

Upon completion of audit, the auditor shall submit a detailed report to the Governing Council through the Chairman, highlighting observations, discrepancies, and suggestions for improvement. The Board shall prepare a formal reply to each observation, explaining the corrective action taken. Outstanding audit objections shall be reviewed quarterly until resolution. The audited financial statements, along with the Auditor's Report, shall be published in the Board's Annual Report and made available for public inspection in the spirit of transparency.

In addition to statutory audit, the Board shall maintain a system of internal audit functioning continuously throughout the year. The Internal Audit Unit shall operate under the Finance Officer and report directly to the Chairman. Its duties shall include pre-audit of high-value payments, verification of payroll, reconciliation of bank accounts, physical verification of assets, scrutiny of procurement processes, and monitoring of advances and recoveries. Internal audit shall focus equally on compliance and performance, identifying not only errors but also opportunities for better financial management.

Surprise audits may be conducted without prior notice, especially in regional offices and examination centres handling large funds. Any irregularity detected shall be reported immediately to the Chairman and Governing Council. Serious financial misconduct, misappropriation, or fraud shall be referred to the Vigilance Division and law enforcement authorities for investigation.

To strengthen internal controls, all accounting software and systems shall incorporate access restrictions, audit trails, and automated validation. Every transaction shall be traceable through unique voucher numbers, timestamps, and user credentials. Periodic backups shall be maintained securely. The Finance Officer shall issue circulars from time to time standardizing documentation, filing, and record retention.

Physical verification of cash balances, fixed assets, and inventories shall be carried out at least once a year by officers not directly connected with their custody. Any discrepancy found shall be adjusted only after written approval of competent authority. The Board shall maintain

registers for property, vehicles, furniture, and equipment with full identification details and depreciation records.

The purpose of audit is not to obstruct administrative action but to ensure lawful, efficient, and ethical financial conduct. The Board views auditors as partners in accountability, not as adversaries. Their function is to reinforce public confidence that the Board's resources are managed with honesty and diligence. Compliance with audit is therefore a collective responsibility of all officers, not merely the Finance Department.

The Board shall review its internal control framework every three years or as required, adapting it to emerging risks, technological changes, and regulatory developments. By maintaining an audit system that is continuous, transparent, and responsive, the Board reaffirms its dedication to governance by evidence, law, and public trust.

### **SECTION III – CONTROL OF EXPENDITURE AND FINANCIAL DISCIPLINE**

The control of expenditure within the Central Board of Open Schooling and Examination is a vital element of institutional governance. It ensures that public funds entrusted to the Board are applied efficiently, economically, and solely for the purposes approved by competent authority. Financial discipline is both a statutory requirement and a moral obligation, reflecting the Board's commitment to transparency, accountability, and service to the public good.

All officers of the Board authorized to incur expenditure shall be personally responsible for ensuring that the funds are utilized in accordance with the financial rules, budgetary provisions, and objectives of the sanction. No expenditure shall be made unless provision exists in the approved budget or a specific sanction has been obtained. Re-appropriation between heads of expenditure may be permitted only within limits defined by the Governing Council. Unauthorized or excess expenditure shall be recoverable from the officer responsible unless condoned by the Council.

Expenditure control shall begin at the planning stage. Each department shall prepare an annual action plan aligning proposed activities with budget allocations. The Finance Officer shall release funds in quarterly tranches after verifying physical and financial progress. Unspent balances at the end of the financial year shall lapse unless carried forward by specific order.

Every payment shall be supported by a valid sanction, approved voucher, and acknowledgment of receipt. Advances granted for official purposes shall be adjusted within one month of completion of the event. Failure to do so shall render the amount recoverable with interest. Periodic reviews shall be conducted to identify outstanding advances and effect prompt settlement.

Procurement of goods and services shall follow transparent procedures of tendering, quotation, and approval. Comparative statements shall be prepared, and selection shall be made based on quality and value for money. Purchases above prescribed limits shall require approval of the Purchase Committee. All contracts shall be executed in writing and subject to legal vetting.

Travel, daily allowance, and honoraria shall conform to rates and ceilings fixed by the Governing Council. Reimbursements shall be made only against submission of original bills and travel proofs. No officer shall sanction expenditure to themselves; such cases shall be referred to higher authority.

The Finance Officer shall issue monthly expenditure statements to all departments comparing actual spending with budgeted allocations. Departments exceeding the limit shall be required to explain reasons and propose remedial action. This system of continuous monitoring shall prevent overspending and promote financial realism.

Special emphasis shall be placed on economy and avoidance of waste. Resources shall be pooled wherever possible, duplication eliminated, and technology employed to reduce manual costs. Energy conservation, paperless administration, and digital payments shall be encouraged. The Board's motto shall be "Every rupee spent must yield educational value."

Any irregularity, embezzlement, or misuse of funds shall be reported immediately to the Chairman. Pending investigation, the officer concerned may be suspended from financial duties. If guilt is established, disciplinary and criminal proceedings shall follow. The Board may recover losses from salaries, provident fund, or security deposits of those responsible.

To sustain financial discipline, periodic workshops on financial management and ethics shall be organized for officers and staff. The Finance Division shall also circulate guidelines summarizing common audit objections and best practices.

Expenditure control does not imply rigidity. The Board recognizes that flexibility is essential for innovation and responsiveness. However, such flexibility shall operate within a framework of responsibility. The real test of financial discipline is not the denial of expenditure but its justification—whether each payment contributes measurably to the mission of education, efficiency, or welfare.

Through these regulations, the Central Board of Open Schooling and Examination establishes a culture where accountability is systemic, waste is eliminated, and every decision involving public funds reflects honesty of intent and precision of execution. The Board's financial management shall thus remain a model of ethical governance and prudent administration, ensuring that educational expansion proceeds hand in hand with fiscal integrity and public trust.

## **CHAPTER XX**

### **PROPERTY, ASSETS, RECORD MANAGEMENT AND DISPOSAL REGULATIONS**

## **SECTION I – PROPERTY AND ASSET MANAGEMENT**

The Central Board of Open Schooling and Examination shall own, acquire, hold, manage, and dispose of all movable and immovable properties required for the effective discharge of its statutory and administrative functions. All such assets shall be deemed the property of the Board and shall vest in it as a corporate body with perpetual succession and a common seal. The ownership of property by the Board shall be for public purposes connected with education, examination, research, and training, and shall at all times be used in accordance with the objectives of the Board and the directions of its Governing Council.

All immovable property, including land, buildings, and infrastructure, shall be acquired in the name of the Central Board of Open Schooling and Examination. The acquisition may occur through purchase, grant, gift, lease, or transfer by Government or private entity, provided such acquisition complies with legal formalities, is supported by due resolution of the Governing Council, and serves a legitimate institutional purpose. No land or building shall be purchased or constructed without prior approval of the Council and verification of title, encumbrance, and statutory compliance.

Every property so acquired shall be entered in the Board's Register of Immovable Assets maintained by the Estate Officer or an officer authorized by the Secretary. The register shall record full details of location, area, boundaries, cost of acquisition, date, mode of purchase, source of funds, and name of the authority approving the transaction. Certified copies of title deeds, conveyance documents, and maps shall be preserved in the custody of the Legal Division, and duplicate sets shall be kept in digital form under secure encryption.

The Board shall be responsible for the construction, maintenance, and improvement of its buildings and other structures. All works shall be executed according to approved plans and estimates and under the supervision of competent engineers or architects. Periodic inspection of buildings shall be carried out to ensure safety and functionality. Repairs and renovations shall be undertaken in a manner that preserves structural integrity and avoids wasteful expenditure.

Movable properties such as furniture, equipment, vehicles, computers, and other materials shall be recorded in the Stock Register maintained department-wise. Each item shall carry a unique identification number, and its location, condition, and value shall be updated regularly. The Head of Department shall be personally responsible for custody of all movable assets under their control. Transfer of equipment from one department or office to another shall require written approval and proper entry in registers.

The Finance Officer shall ensure that all properties of the Board are adequately insured against fire, theft, natural calamities, and other risks. For vehicles and machinery, comprehensive insurance shall be mandatory. Renewal of policies shall be tracked systematically to prevent lapse of coverage.

The Board shall not mortgage, lease, or otherwise encumber any immovable property without the prior sanction of the Governing Council. Any proposal to sell, transfer, or alienate property shall be accompanied by valuation reports from government-approved valuers and justification demonstrating that such disposal serves institutional interest. Sale proceeds shall be credited to the Board's capital fund and shall not be used for recurring expenditure without approval of the Council.

Encroachment or unauthorized occupation of Board property shall be treated as serious misconduct. The Legal Division, in coordination with the Estate Office, shall take immediate steps for eviction through due process of law. Regular boundary verification and fencing shall be maintained to prevent encroachment.

The Board may, for academic or training purposes, allow use of its facilities by external organizations on license basis for limited periods, subject to payment of user charges and execution of a written agreement. Such use shall not interfere with regular academic or administrative work.

Every three years, the Board shall conduct a comprehensive Physical Verification of Assets by a committee constituted for this purpose. The committee shall examine the existence, condition, and utilization of each asset and submit a report indicating discrepancies or recommendations for disposal. Depreciation of assets shall be recorded annually in accordance with accounting standards approved by the Governing Council.

The management of property is both a fiduciary and moral obligation. The Board stands as trustee of public resources and shall ensure that its assets—acquired through public funds and human effort—are used efficiently, preserved diligently, and handed over responsibly to future custodians. Waste, negligence, or unauthorized use shall invite disciplinary and legal action. The underlying spirit of these regulations is that property held in public trust must be governed by integrity, foresight, and prudence, reflecting the ethical character of the institution itself.

## **SECTION II – RECORD MANAGEMENT AND ARCHIVAL PRESERVATION**

The management of records within the Central Board of Open Schooling and Examination constitutes an essential element of institutional accountability, transparency, and historical continuity. Records are the documentary embodiment of decisions, transactions, and achievements of the Board; their systematic creation, maintenance, and preservation are therefore integral to good governance. These regulations establish the standards, responsibilities, and procedures for managing physical and electronic records across all departments and offices of the Board.

All records created or received by any officer or employee of the Board in the course of official business shall be considered property of the Board. No document, file, register, or data shall be removed, destroyed, or altered without authorization. Each department shall maintain a Record Register indicating the title, date of creation, retention period, classification, and final disposition of every file or document. The Record Officer designated in each division shall be responsible for compliance with these standards.

Records shall be classified into administrative, academic, examination, financial, legal, and confidential categories. Within each category, they shall be further divided into active, semi-active, and archival stages depending on frequency of use. Active records shall remain with the originating department; semi-active records shall be transferred after one year to the Record Room; and archival records of permanent value shall be preserved indefinitely in the Central Archives of the Board.

The Board shall establish a Central Record and Archival Unit equipped with fireproof cabinets, climate control, and digital scanning facilities. Every record transferred to the unit shall be accompanied by an index sheet listing file number, subject, department, retention period, and disposal schedule. The Record Officer shall maintain digital inventories accessible to authorized personnel only. No outsider shall enter the Record Room without permission of the Secretary or authorized officer.

To modernize record management, the Board shall progressively transition to an Electronic Document Management System (EDMS). All official communications, circulars, examination data, and correspondence shall be generated and stored digitally with secure access controls, version history, and backup. Electronic records shall be considered at par with physical files for evidentiary purposes. Periodic backups shall be maintained in redundant data centres located within India, and digital signatures shall ensure authenticity and non-repudiation.

Retention periods for records shall be prescribed by the Governing Council upon recommendation of the Secretary and Legal Advisor. Examination answer books shall

ordinarily be retained for one year after declaration of results unless required for litigation; admission and certification records shall be preserved permanently; financial vouchers for ten years; and routine correspondence for five years. Records due for destruction shall be reviewed by the Records Disposal Committee, which shall certify that they are no longer required. Destruction shall be carried out by shredding or secure digital deletion in the presence of committee members.

Confidential records, such as question papers, evaluation data, disciplinary files, and legal opinions, shall be stored separately under restricted access. Officers handling such records shall sign confidentiality agreements. Breach of secrecy, loss, or unauthorized disclosure of records shall constitute misconduct and attract disciplinary action.

The Board recognizes that records are a cultural and historical asset documenting the evolution of education and administration. Accordingly, the Central Archives shall preserve copies of annual reports, examination gazettes, notifications, and policy documents in both printed and electronic form. The Archives shall be open for consultation by authorized researchers, historians, or government agencies under supervision, but original documents shall not be removed from custody.

Disaster management measures shall be incorporated into record-keeping systems. Fire alarms, flood prevention, pest control, and periodic inspection shall be mandatory. In case of damage or loss due to natural calamities, the Board shall restore or reconstruct records from backups and maintain a log of restoration efforts.

Training in records management shall form part of the induction of all employees. Officers shall be instructed on classification, filing, weeding, and digital documentation standards. The Board may also issue Record Management Manuals detailing workflow, metadata standards, and preservation protocols.

These regulations affirm that institutional memory is not preserved by chance but by deliberate stewardship. The Board considers every document, register, and dataset as a thread in the fabric of its accountability to the public. Effective record management ensures continuity of governance, protection of legal rights, and preservation of the intellectual legacy of the Board. Through disciplined creation, custody, and archiving of records, the Central Board of Open Schooling and Examination perpetuates both administrative order and historical dignity.

### **SECTION III – DISPOSAL, WRITE-OFF, AND DE-ACQUISITION OF ASSETS AND RECORDS**

The disposal of assets and records within the Central Board of Open Schooling and Examination shall be conducted under conditions of complete transparency, accountability, and due diligence. Disposal signifies not the loss but the responsible termination of utility; it is the final act in the life-cycle of an asset or record and must therefore reflect the same integrity with which acquisition and preservation are undertaken.

All assets of the Board, whether movable or immovable, shall remain under continuous review for assessing their condition and usefulness. When any asset becomes unserviceable, obsolete, or beyond economical repair, the Head of Department concerned shall initiate a proposal for its write-off or disposal. The proposal shall include details of identification number, original cost, date of purchase, condition, reason for disposal, and estimated residual value.

A Disposal Committee comprising representatives from the Finance, Administration, and Technical Divisions shall examine the proposal, verify the item physically, and certify that it has no further use. If the item has residual value, the committee shall recommend disposal through public auction, tender, or e-auction to ensure fair realization of value. For items of negligible value, disposal may be by destruction or donation to educational or charitable institutions, provided the same is approved by competent authority.

All proceeds from sale of assets shall be credited to the Board's general fund. Under no circumstance shall sale proceeds be retained by any department or officer. Records of disposal, including auction lists, bids received, and receipts, shall be maintained for audit inspection. The Finance Officer shall verify that depreciation has been accounted for and that the item has been removed from asset registers.

Write-off of losses due to theft, fire, accident, or natural calamity shall be permitted only after detailed investigation and report by the competent authority. The Investigating Officer shall determine responsibility, if any, and recommend disciplinary or legal action where negligence or misconduct is established. The monetary limit for write-off shall be prescribed by the Governing Council.

The same principle shall apply to disposal of records. When documents or files reach the end of their retention period and have no further administrative or legal value, they shall be proposed for destruction. A Records Disposal Committee shall review each list of files proposed for weeding, ensuring that no record required for audit, litigation, or historical reference is inadvertently destroyed. Once approved, the records shall be shredded, pulped,

or digitally erased under supervision, and a certificate of destruction shall be signed by all members of the committee.

Before destruction, a summary list of disposed records shall be preserved permanently, mentioning file numbers, subjects, and disposal date. This ensures continuity of reference and safeguards institutional accountability.

Electronic records shall be deleted using certified data-erasure methods to prevent recovery. Metadata logs shall record the date, time, and user credentials of each deletion. Backups containing destroyed data shall also be overwritten. The Information Technology Division shall certify compliance with digital disposal standards.

Disposal of immovable property, such as sale or transfer of land or buildings, shall require specific sanction of the Governing Council supported by legal opinion, valuation report, and confirmation that the property is not subject to any dispute or encumbrance. The transaction shall be executed through registered deed and proceeds deposited into the Board's capital account.

At all stages, the guiding principle shall be transparency. Notices of auction or sale shall be published on the official website and in newspapers of adequate circulation. Officers conducting disposal shall not participate as bidders nor allow any conflict of interest. Misuse or concealment of disposable material shall be treated as fraud.

Environmental sustainability shall be observed in all disposals. Electronic waste, paper, and hazardous materials shall be handled through authorized recyclers conforming to environmental laws. The Board recognizes that responsible disposal contributes to ecological responsibility as much as financial propriety.

Disposal of records and assets is not an act of erasure but an affirmation of efficiency—a declaration that the institution values order, clarity, and lawful closure. By ensuring that every object and document has a defined life-cycle and is retired with procedure and respect, the Central Board of Open Schooling and Examination sustains a culture of discipline. Property once acquired, records once created, and data once held remain under stewardship of the Board until duly released through authorized means. In this lies the hallmark of sound governance—where creation, custody, and disposal form an unbroken chain of responsibility linking generations of administrators in the continuous service of education and the nation.

## IMPORTANT NOTE

### **(To Accompany the Rules and Regulations of the *Central Board of Open Schooling and Examination, 2021*)**

This document embodies the **official Rules and Regulations** governing the constitution, administration, financial management, academic conduct, examination systems, and institutional operations of the **Central Board of Open Schooling and Examination (CBOSE)**. It is issued under the authority of the **Governing Council** of the Board and carries legal and administrative validity for all purposes related to the functioning of the Board and its affiliated or accredited institutions throughout the territory of India.

These Rules and Regulations have been **framed, adopted, and notified** in accordance with the objectives set out in the Board's Memorandum of Establishment and under the guiding principles of the **Constitution of India**, the **National Education Policy 2020**, and allied educational statutes, directives, and government circulars. They are intended to ensure uniformity, transparency, accountability, and efficiency in every sphere of the Board's operations, and to safeguard the interests of learners, educators, and the general public.

All members, officers, employees, affiliated institutions, examiners, moderators, assessors, learners, and any other persons connected directly or indirectly with the activities of the Board are hereby **required to comply** with these Rules and Regulations in letter and spirit. Non-compliance, deviation, or neglect of the procedures or obligations set forth herein shall constitute a violation subject to disciplinary or legal action as prescribed under relevant provisions of this document and the laws of India.

The Rules and Regulations contained herein shall **supersede all previous instructions, circulars, or administrative orders** inconsistent with them. In the event of conflict or ambiguity between these Rules and any earlier communication or policy, the provisions of this consolidated code shall prevail. Any future amendment, substitution, or revision of these Rules shall be made only through an order of the Governing Council and duly published through official notification under the seal of the Board.

Every page of this document has been **authenticated and approved** by competent authority. The text reproduced herein is the only version recognized for official reference. Any photocopy, printout, or reproduction shall not be valid unless verified or certified by the Secretariat of the Board. Digital versions hosted on the official website of the Board shall be considered **authentic electronic copies** once digitally signed and timestamped by the Secretary.

Users of this document are advised to read it as a **comprehensive code**. No section should be interpreted in isolation or contrary to the overall objectives and principles of the Board. Matters not

expressly provided for shall be governed by decisions of the Governing Council, which shall have the power to interpret, clarify, and issue supplementary instructions from time to time.

All affiliated and accredited institutions must ensure that copies of these Rules and Regulations are kept in their administrative offices, made accessible to all officers, staff, and faculty, and that compliance is verified during inspection, renewal, and audit. Heads of Institutions are personally responsible for ensuring that their centres operate strictly within the framework of these provisions.

The Governing Council reserves to itself the inherent right to modify, amend, or elaborate upon any provision of these Rules whenever such modification is necessary to advance the cause of education, maintain public interest, or comply with any statutory requirement of the Government of India or any competent authority.

The **Central Board of Open Schooling and Examination** regards these Rules and Regulations not as a mere legal formality but as a declaration of institutional ethics. They represent the values of **Integrity, Transparency, Responsibility, and Service to the Nation**. Each officer and employee of the Board shall be guided by these values in every act of administration, decision, and examination.

In the implementation of these Rules, the Board shall exercise fairness without fear or favour, adopt efficiency without haste, and uphold justice without prejudice. The faith of learners and the confidence of society depend upon strict adherence to these principles.

This document is therefore issued as the **authoritative compendium** of the governing framework of the Central Board of Open Schooling and Examination, effective from the date of its notification and binding upon all stakeholders until amended or replaced by subsequent resolution.