



CENTRAL BOARD OF OPEN SCHOOLING AND EXAMINATION

“Serving under the national framework for open schooling and vocational education, in alignment with the guiding principles of the National Education Policy (NEP) –
Government of India.”

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Press Release

Annual Academic Planning & Institutional Readiness Guidelines for the Calendar Year 2024

It is hereby notified for the information of all affiliated study centres, regional coordination units, district academic monitoring cells, institutional heads, examination superintendents, administrative officers, faculty members, counsellors, and all other stakeholders associated with the functioning of the Central Board of Open Schooling & Examination (CBOSE), that the Board is formally issuing the **Annual Academic Planning & Institutional Readiness Guidelines for the Calendar Year 2024**. These guidelines are intended to ensure uniformity, preparedness, transparency, and procedural discipline across all institutions operating under the Board throughout the year.

The year 2024 marks an important phase in the ongoing academic reforms under the National Education Policy 2020. As an autonomous institution aligned with national educational objectives, CBOSE is committed to strengthening flexible learning pathways, improving examination transparency, enhancing administrative coordination, and elevating the quality of academic delivery. In this context, institutions must begin the year with a clear understanding of their responsibilities relating to academic management, learner facilitation, examination preparation, evaluation readiness, infrastructure maintenance, and digital compliance.

The Board emphasises that **institutional readiness** must not be treated as a one-time annual activity but as a continuous process extending through all months of the year. Readiness includes academic planning, classroom scheduling, laboratory maintenance, digital data accuracy, staff availability, examination coordination, infrastructure safety, and adherence to all circulars issued by the Board. The purpose of this Notification is to guide institutions in streamlining these responsibilities from the very beginning of the year so that academic functioning remains uninterrupted, predictable, and educationally effective.

All institutions must begin the year by updating their **Institutional Academic Plan** for 2024. This plan must define the teaching schedule, assignment timelines, student mentorship mechanisms, laboratory access hours, remedial assistance schedules, and counselling support. Institutions must also identify faculty members responsible for each subject and ensure that all appointments comply with the minimum qualification requirements stipulated by the Board. No institution shall engage unqualified or untrained personnel for academic work.

Institutions must further ensure that all classrooms, laboratories, vocational training spaces, examination rooms, digital facilities, library areas, and administrative units are fully functional. The Board directs that laboratories must be inspected at the start of the year to verify

the availability of necessary instruments, tools, chemicals, computers, training kits, and safety equipment. Any deficiency must be rectified immediately. Institutions offering skill-based courses must ensure that industry-grade equipment is available and that trainers possess relevant domain experience.

One of the central tasks for the year is the maintenance of **accurate learner data**. Centres must ensure that all learner records—names, photographs, subject selections, category details, contact information, and identification proofs—are verified without error. Incorrect data often leads to complications in admit card generation, centre allotment, result processing, and certificate issuance. Institutions must therefore treat data verification as a critical responsibility.

Institutions must also prepare their **Institutional Calendar for 2024**, which includes orientation sessions, assignment submission timelines, practical examination windows, theory exam monitoring schedules, staff training programmes, mid-year reviews, and holiday observances. This calendar must be shared with all learners early in the year so that they can plan their academic activities accordingly. Institutions must avoid last-minute scheduling changes except where unavoidable and must communicate all changes promptly.

The Board directs that all affiliated centres must maintain **Digital Readiness** at all times. This includes functioning computers, stable internet connectivity, updated antivirus software, digital classroom tools, CCTV functionality, and proper maintenance of the Institutional Dashboard. The Board communicates important updates, examinations notices, result alerts, audit enquiries, and administrative instructions exclusively through official digital platforms. Failure to monitor dashboards regularly may lead to delays or non-compliance.

Another essential part of readiness is the creation of a safe and supportive academic environment. Institutions must ensure that teaching spaces are well-ventilated, hygienic, adequately furnished, and free from hazards. Emergency exits, fire extinguishers, first-aid kits, and drinking water facilities must remain operational. Centres must conduct periodic safety drills and ensure that students, staff, and visitors experience an atmosphere of discipline, respect, and academic seriousness.

For institutions designated as examination centres, readiness must extend further. These centres must ensure secure storage for question papers, CCTV coverage of all examination halls, proper seating arrangements, verified invigilator lists, and compliance with all Board-prescribed examination protocols. Institutions must treat the allocation of an examination centre as a matter of academic trust and must execute responsibilities with absolute integrity.

Institutions must also prepare their faculty and administrative staff through training programmes focusing on digital processes, evaluation norms, practical assessment procedures, learner counselling, and regulatory compliance. The Board encourages all centres to conduct at least two capacity-building workshops annually to ensure that academic and administrative personnel remain updated with evolving procedures.

Learner counselling must form a central part of institutional readiness. Study centres must provide guidance to students regarding subject choices, examination preparation strategies, assignment writing skills, time management, and use of digital platforms. Many learners enrolled under flexible education systems face unique challenges such as employment commitments, distance constraints, financial pressure, or personal responsibilities. Institutions must extend empathy and provide structured support mechanisms to help students complete their studies successfully.

The Board also stresses that institutions must maintain transparency in all matters related to fees. No centre shall charge students for activities not approved by the Board. Any

deviation shall invite strict administrative action. Centres must display their fee structure prominently and maintain receipts for every transaction.

Institutions must adhere strictly to all Notifications, Circulars, and Directions issued during the year. Compliance reports must be submitted on time. Centres must respond to all Board queries with accuracy and must maintain proper academic and administrative records for audit purposes.

This Notification must be displayed on all institution notice boards and communicated to every staff member and learner. It provides the framework for the entire academic functioning of 2024 and must therefore be implemented diligently.

This Notification supersedes all previous general planning circulars issued for earlier years.

This issues with the approval of the Competent Authority.

Copy with a request to respective Heads of Directorates as indicated below to also disseminate the information to all concerned schools under their jurisdiction:

1. All Regional Directors/Regional Officers of CBOSE with the request to send this circular to all the Heads of the affiliated schools of the Board in their respective regions
2. All Joint Directors/Deputy Directors/Assistant Directors, CBOSE
3. In charge IT Unit with the request to put this circular on the CBOSE websites
4. The Assistant Librarian, CBOSE
5. The Public Relations Officer, CBOSE
6. PS to Chairperson, CBOSE
7. SPS to Secretary, CBOSE
8. Guard File



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