



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

Holiday, Festival & Examination Readiness Circular

It is hereby notified for the information of all affiliated study centres, regional academic coordination offices, district administrative monitoring cells, institutional heads, examination superintendents, practical supervisors, invigilating staff, counsellors, and all stakeholders functioning under the Central Board of Open Schooling & Examination (CBOSE), that the months of **August, September, and October 2024** include several nationally significant festivals, religious observances, cultural events, and holidays that require uniformity and administrative discipline across all affiliated institutions. Since these months also coincide with the **Pre-Examination Readiness Cycle for Stream 2 (2024)**, institutions must ensure that academic and administrative functioning remains uninterrupted, timely, and compliant with the Board's operational requirements.

The festival cycle during these months includes **Independence Day (15 August 2024)**, **Raksha Bandhan (19 August 2024)**, **Janmashtami (26 August 2024)**, **Ganesh Chaturthi (07 September 2024)**, **Gandhi Jayanti (02 October 2024)**, and **Dussehra (12 October 2024)**. These observances, while culturally significant, fall within a period of high administrative responsibility for institutions, as this is when the Board undertakes verification of practical marks, pre-examination data scrutiny, digital attendance checks, centre allotment procedures, printing of seating charts, and logistics for theory examinations. Therefore, institutions must strike a balance between respectful holiday observance and uncompromised academic readiness.

The observance of Independence Day on 15 August 2024 shall be treated as a holiday for all institutions. However, the Board encourages centres to organise optional flag-hoisting ceremonies and constitutional awareness programmes, provided such activities remain voluntary and do not disrupt essential pre-examination procedures. Institutions must ensure that secure rooms containing confidential examination material remain locked, guarded, and continuously monitored through CCTV surveillance during the holiday.

Raksha Bandhan, which falls on 19 August 2024, shall also be observed as an institutional holiday. Yet, institutions must ensure that a designated administrative representative remains available to monitor digital communications issued by the Board. This is necessary because pre-result scrutiny queries, practical mark inconsistencies, or subject-code mismatch alerts may be issued during this period. Holidays do not exempt institutions from responsibilities related to the timely resolution of examination-related discrepancies.

The festival of Janmashtami, on 26 August 2024, must also be observed as a holiday. Institutions must complete essential readiness activities related to the Stream 2 theory examinations before this holiday. These include verification of student lists, printing of roll number sequences, confirming hall allocations, checking the availability of functional CCTV

cameras, reviewing the condition of strong rooms, and ensuring adequate availability of stationery such as black pens, supplementary sheets, and attendance registers. No institution shall postpone readiness activities until after the festival, as the Board shall not extend deadlines due to festival observances.

In September 2024, many regions celebrate Ganesh Chaturthi on 07 September 2024. Institutions must remain closed on this day. However, due to the proximity of examination-related deadlines, institutions are directed to complete internal assessment verification, cross-check subject combinations, resolve pending data entry issues, and confirm the readiness of digital attendance systems well in advance. This ensures that learners do not face complications during theory examinations due to incorrect or incomplete institutional data.

October marks the observance of Gandhi Jayanti on 02 October 2024. All centres shall remain closed. Institutions may organise short, optional cleanliness drives or value-based programmes inspired by Gandhian principles without imposing mandatory participation. As theory examinations may begin shortly thereafter, centres must ensure that invigilator briefing sessions, seating arrangements, security audits, and infrastructure inspections are completed before the holiday.

The festival of Dussehra, scheduled for 12 October 2024, is to be observed as a holiday. However, institutions that serve as examination centres must secure all examination materials, strong-room locks, digital systems, and CCTV archives prior to closure. If any examination or inspection is scheduled immediately before or after the holiday, institutions must maintain availability of authorised personnel to handle logistics, report submissions, or emergency communications from the Board.

Throughout these months, the Board emphasises that institutions must maintain **operational continuity**. While holidays may be observed as per cultural and national norms, institutions must not permit extended closures, unofficial leaves, or casual suspension of academic services. Study centres must also ensure that learners receive continuous academic support through scheduled classes, revision sessions, counselling, and examination preparation. Centres must not cancel academic commitments due to consecutive festivals or local celebrations.

Institutions must further ensure that **examination discipline** is upheld. The Board has observed in previous years that festivals often lead to administrative negligence, last-minute rushes, and lapses in record-keeping. To prevent such issues, centres must complete all pre-examination tasks — data verification, attendance inspection, seating plan preparation, laboratory readiness, examiner coordination, and digital portal updates — strictly before festival periods begin. Any lapse in such duties shall be treated as institutional negligence.

Institutions must also update learners regarding the holiday schedule, examination dates, submission deadlines, and academic expectations. Learners must be advised not to delay their preparation due to festivals, as Stream 2 examinations often begin immediately before or after these holiday cycles. Parents and guardians must be encouraged to support learners in balancing academic responsibilities with festival participation.

Institutions must maintain secure storage of examination materials throughout these months. All strong rooms must be equipped with functional locks, access logs, and continuous CCTV monitoring. Power backup systems must remain operational. Any irregularity — including attempted access, damaged storage, interruptions in CCTV recording, or missing documentation — must be reported immediately.

Digital responsibilities must be executed without disruption during the festival period. Institutions must ensure daily access to the Institutional Dashboard to check for communications from the Board. Pre-examination error reports, correction notifications, and administrative alerts may be issued anytime, and institutions shall be held responsible for delays caused due to negligence in digital monitoring.

Institutions must not conduct coaching sessions, internal exams, or unofficial activity classes during festival holidays. However, remote academic support through doubt-clearance sessions may be offered voluntarily, provided students are not compelled to attend.

This Notification must be displayed prominently on institutional notice boards and circulated to all academic and administrative staff. Institutions must ensure strict adherence to all guidelines issued herein.

This Notification supersedes all previous holiday and festival circulars for the months of August to October 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



Organization Secretary

**Central Board of Open Schooling and
Examination, New Delhi**