



## 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

#### **Institutional Governance, Safety, and Academic Audit Policy**

It is hereby notified for the information of all affiliated study centres, regional governance coordination units, district-level institutional monitoring cells, school management committees, academic heads, safety officers, compliance supervisors, and all administrative stakeholders functioning under the Central Board of Open Schooling & Examination (CBOSE), that in accordance with the Ministry of Education, Government of India, the Board is implementing the **Institutional Governance, Safety, and Academic Audit Policy for the National Implementation Cycle – 2025**. This policy is issued in harmony with the National Education Policy 2020, National Curriculum Framework 2023, National Credit Framework 2025, National School Safety & Security Advisory 2025, and the Governance Code for Educational Institutions notified by the Ministry of Education.

The year 2025 marks a decisive shift in India's school governance architecture. The Ministry of Education has emphasized that institutional governance must now be rooted in transparency, accountability, safety compliance, digital readiness, academic quality benchmarking, and learner-centric service delivery. In adoption of this national direction, CBOSE hereby mandates that all affiliated institutions comply fully with the revised Governance & Safety Framework, which shall remain in force for the entirety of the academic year 2025.

Institutions must recognize that governance is not merely administrative functioning but a structured system of policy implementation, ethical conduct, regulatory adherence, public accountability, and systematic review of academic and safety standards. Institutions must therefore ensure that their leadership teams, management committees, academic coordinators, and safety officers clearly understand their responsibilities under this new framework.

Institutions must constitute a **School Governance & Compliance Committee** comprising the Head of Institution, Academic Coordinator, Examination In-Charge, Safety Officer, Digital Compliance Officer, and community representatives as required under national norms. This committee shall be responsible for overseeing adherence to policy directives issued by CBOSE and the Ministry of Education, ensuring implementation of safety guidelines, monitoring academic delivery quality, and supervising institutional audit processes.

The Ministry of Education has placed renewed emphasis on **Student Safety, Child Protection, and Well-being Monitoring**, requiring institutions to maintain a secure, supportive, and discrimination-free learning environment. Accordingly, every institution must ensure that functional CCTV surveillance is active in all essential academic areas, corridors, entrances, and examination locations. The footage must be preserved as per mandated duration

and must be made available to the Board upon request. Institutions must conduct safety drills, fire evacuation rehearsals, and emergency preparedness exercises at regular intervals. Medical kits, fire extinguishers, emergency communication systems, and building safety certificates must remain up to date throughout the year.

Institutions must maintain strict compliance with **Child Protection and Anti-Harassment Regulations**. No child must face discrimination on grounds of gender, caste, religion, disability, socio-economic background, or learning differences. Every institution must maintain a functional Child Protection Cell and ensure that teachers, staff, and volunteers undergo orientation on child safety norms. Any violation shall be treated as a serious governance lapse.

The Ministry of Education requires clear and formal academic governance procedures, ensuring structured lesson planning, competency-based teaching, systematic assessment, learning-outcome monitoring, and professional conduct. Institutions must ensure that teachers develop lesson plans aligned with NCF 2023 competencies and maintain teaching records with clarity of objectives, methodology, learning activities, and assessment checkpoints. Teachers must also undergo continuous professional development to stay updated with NEP 2020 reforms and NCeF-aligned academic structures.

For institutional governance, the Board mandates that all academic documentation—attendance registers, assessment logs, practical records, internal evaluation files, TMA submissions, project reports, and learning portfolios—must be maintained neatly, accurately, and securely. No unauthorized alteration, manipulation, or withholding of academic records shall be permitted.

Institutions must prepare for the **Annual Academic Audit** conducted by the Board. This audit shall cover academic quality, assessment integrity, adherence to safety norms, documentation accuracy, digital compliance, grievance redressal functionality, infrastructure adequacy, and conformity to national policies. Institutions must cooperate fully with audit teams, provide requested documents promptly, and rectify deficiencies within specified timelines.

Institutions must implement the **Digital Governance Framework** mandated by the Ministry of Education. This requires Aadhaar-authenticated enrolment, updated institutional dashboard entries, real-time attendance submission, practical mark uploads, digital communication responsiveness, and ABC-linked credit reporting for NCeF compliance. Institutions must avoid delays, negligence, or incomplete data submissions, as these shall directly affect learner records.

The Board provides clear directives regarding **Ethical Administration and Anti-Corruption Compliance**. Institutions must ensure transparent fee structures, accurate receipt issuance, correct record maintenance, and ethical financial practices. No unauthorized fee may be charged for examinations, assignments, digital downloads, certificate printing, or mandatory services. Institutions must conduct themselves with honesty, neutrality, and duty-bound professionalism.

Physical infrastructure must meet MoE-mandated norms, including spacious classrooms, ventilation, safe drinking water, clean sanitation facilities, disability-friendly access, functional laboratories, IT-enabled rooms, and a well-maintained environment. Institutions must ensure timely repairs, periodic maintenance, and safety verifications of their campus facilities.

Institutions must implement the **Learner Support & Counselling Framework**, offering academic counselling, emotional support, stress-management sessions, and examination readiness guidance. No learner must be subjected to mental pressure, punitive academic measures, or humiliating disciplinary actions. Counselling protocols must follow national guidelines including well-being indicators, psychological first-aid practices, and supportive communication.

The Board requires institutions to maintain functional **Grievance Redressal Systems**, enabling learners and parents to report issues related to academics, conduct, safety, or service delivery. All grievances must be resolved promptly, documented appropriately, and escalated to the Board when necessary. Institutions must not ignore, delay, or suppress grievance reports.

As part of 2025 reforms, institutions shall undergo **AI-Assisted Governance Monitoring**, wherein institutional practices, attendance patterns, assessment trends, data consistency, and centre conduct shall be analysed through automated systems. Institutions must maintain absolute accuracy in all uploaded data and ensure compliance at all levels.

Institutions must ensure complete transparency in communication, including timely dissemination of Board notifications, accurate display of examination schedules, submission deadlines, and governance directives. No misinformation, unauthorised modifications, or unofficial circulars shall be permitted.

Heads of institutions shall be accountable for ensuring full compliance with all sections of this Notification. Any deviation, negligence, misconduct, falsification, or safety breach may result in administrative action including warnings, suspension of examination centre status, withdrawal of affiliation, or other measures deemed appropriate by the Board.

This Notification must be displayed on the institution's main notice board, digital notice portals, faculty workrooms, and student information areas. It must also be communicated to all teachers, counsellors, staff members, administrators, and coordinators for strict compliance.

This Notification supersedes all previous governance, audit, and safety circulars issued earlier.

**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**

