



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 Data Verification, Learner Profiling & Anti-Error Scrutiny Guidelines – Academic Year 2025

It is hereby notified for the information of all affiliated study centres, regional academic data coordination units, district-level digital verification cells, institutional heads, data validation officers, enrolment supervisors, learner profiling officers, examination coordinators, and all administrative stakeholders functioning under the Central Board of Open Schooling & Examination (CBOSE), that in alignment with the Ministry of Education, Government of India, and in accordance with the national implementation framework of the **National Digital Education Stack, National Credit Framework 2025, NCF 2023, and Digital Academic Governance Protocol 2025**, the Board is issuing the **Institutional Data Verification, Learner Profiling & Anti-Error Scrutiny Guidelines** applicable for the entire Academic Year 2025.

This Notification supersedes all previous enrolment, verification, data correction, profiling, and scrutiny-related instructions issued before the year 2025. The Ministry of Education has emphasized that **data accuracy is the backbone of examination integrity**, credit mobility, transcript consistency, and national-level academic repositories. Accordingly, the Board mandates that institutions adopt strict procedures ensuring accurate enrolment, error-free demographic entry, proper learner identity seeding, and complete institutional compliance during every stage of the academic and examination cycle.

Institutions must ensure that learner data is captured with absolute correctness at the time of admission. Incorrect names, date-of-birth mismatches, spelling errors, Aadhaar discrepancies, incorrect gender codes, inaccurate parental names, and unverified addresses may result in permanent record inconsistencies, transcript errors, ABC-credit mismatch, and possible result withholding. Institutions shall be held responsible for all discrepancies arising due to negligence during the Pre-Verification Stage.

Every learner enrolled under CBOSE for the year 2025 must undergo **Digital Learner Profiling**, which includes demographic verification, Aadhaar-linked identity confirmation, address validation, photograph authenticity, academic history mapping, disability status verification where applicable, and allotment of the ABC ID mandated under NCrf 2025. Institutions must ensure that no learner is permitted to proceed to examination processing until the learner profile has been marked compliant.

Institutions must maintain verified digital copies of all foundational documents including Aadhaar, birth certificate or equivalent, previous academic result (if applicable), learner photograph, and learner signature. These documents must be stored securely, accessible only to authorized officers, and protected against tampering or unauthorized disclosure. Institutional Data Security Teams must ensure that all data remains encrypted and confidential.

The Ministry of Education mandates **error-free institutional data uploads** into national academic systems. Accordingly, all centres must follow meticulous scrutiny processes before submitting enrolment forms, subject mapping entries, identity data, and assessment records. Every entry must be cross-checked with original documents. No staff member shall be permitted to enter or update data without authorization. All data entry activity must be logged, time-stamped, and monitored for anomalies.

Institutions must conduct a **Three-Stage Internal Verification**, which includes primary document matching, cross-verification by the enrolment coordinator, and final approval by the institution head or authorized officer. These checks ensure that errors are eliminated before records reach the Board. Institutions that fail to comply may face data rejection, audit scrutiny, and temporary suspension from enrolment processing.

Learner photographs must be recent, clear, and free from background obstruction. Manipulated images, digitally altered pictures, informal selfies, low-quality captures, or group photos are strictly prohibited. The photograph must match the identity document and be suitable for use in Admit Cards, Certificates, and Digital Transcripts. The Board may reject photographs that do not meet prescribed standards.

The Board shall also implement an **Anti-Error AI Verification Engine** that automatically scans institutional uploads, identifying possible errors such as demographic inconsistencies, duplicate entries, mismatched subject codes, missing learner signatures, invalid document formats, and incompatible data structures. Any institution generating multiple errors shall be placed under supervised monitoring.

Data verification is essential for ensuring correction-free Admit Cards. Institutions must ensure that learners confirm their details prior to Admit Card generation. Any discrepancy identified after the verification window closes shall not be corrected without approval from the Board and shall be subject to documentation review.

The Board mandates that institutional data officers ensure **error-free subject code mapping**, ensuring learners are assigned correct subjects, correct medium, correct stream, and correct practical combinations. Wrong subject assignment may lead to invalid examination entries, mark-sheet variations, and credit mismatches under NCrf 2025.

Institutions must maintain complete transparency with learners. They must display data verification deadlines, correction windows, and approval timelines clearly on notice boards and digital groups. Learners must be informed proactively about required documents, verification responsibilities, and consequences of incomplete submissions.

It is hereby emphasized that no institution is authorized to modify learner records after the closure of data correction windows. Unauthorized changes, back-dated entries, alterations in demographic data, modification of subject codes, and manipulation of identity documents shall be treated as misconduct. The Board reserves the right to initiate disciplinary action against institutions found guilty of data tampering.

Institutions must also comply with the **National Learner Safety & Identity Integrity Framework**, ensuring that identity documents belong solely to the applicant. Misrepresentation of identity or proxy registration shall lead to cancellation of enrolment and potential legal action.

To ensure a complete verification cycle, institutions must maintain physical and digital logs of data scrutiny. These logs must include the date of verification, authority responsible for verification, documentary proof, and remarks. These logs must be preserved for audit inspection.

Institutions shall implement **Learner Confirmation Counselling**, ensuring that students understand the long-term significance of accurate data. Counsellors must inform learners that certificates, transcripts, ABC credit records, and national repository entries cannot be altered once finalized.

The Board shall conduct **Data Integrity Audits** at intervals. Institutions may receive inspection visits, online monitoring, or digital scrutiny flags. Audit teams may request supporting documents, verification logs, digital screenshots, and institutional compliance records. Institutions must cooperate fully.

The Ministry of Education emphasizes that no result should suffer due to an institution's negligence. Therefore, institutions must ensure that learners do not face issues during result processing, transcript generation, or ABC-credit synchronization. Any such issue arising from institutional error may lead to corresponding penalties.

Institutions must ensure that disabled learners or learners from remote locations receive additional support during documentation and profiling. Such learners must not be denied enrolment or verification assistance due to technological barriers.

This Notification must be displayed prominently on institutional notice boards, academic offices, counselling rooms, digital classrooms, and official communication groups. Heads of institutions must ensure strict compliance with all terms contained herein.

This Notification supersedes all earlier data verification and scrutiny rules.

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**