

केंद्रीय मुक्त विद्यालयी शिक्षा एवं परीक्षा बोर्ड

“राष्ट्रीय मुक्त स्कूली एवं व्यावसायिक शिक्षा रूपरेखा के अनुसार संचालित, भारत सरकार की राष्ट्रीय शिक्षा नीति के सिद्धांतों के अनुरूप।”

Central Board of Open Schooling and Examination

“Functioning as per the national framework for open schooling and vocational education, in compliance with the principles of the National Education Policy (NEP), Government of India.”

Ref No: CBOSE/AFEX/2022/101

Date: - 05 Jan 2022

To,

All Affiliated Institutions, Study Centres & Colleges
Central Board of Open Schooling & Examination (CBOSE)
Across India

Subject: Academic Year Opening Directive, Institutional Readiness Guidelines & Affiliation Compliance Protocol – January 2022

Dear Sir/Madam

It is hereby communicated to all affiliated institutions, recognized open schooling colleges, accredited study centres and all operational units functioning under the Central Board of Open Schooling & Examination (CBOSE), that with the commencement of the new calendar year and academic session of 2022, the Board is issuing this comprehensive **Academic Year Opening Directive, Institutional Readiness Guidelines & Affiliation Compliance Protocol**, which shall remain applicable to all institutions from 01 January 2022 onwards.

This Notification has been issued under the authority vested in the Board as an autonomous institution functioning under the academic guidance of the Ministry of Education, Government of India. All affiliated institutions must adhere to every clause contained herein with full seriousness and institutional responsibility.

The academic year begins with renewed expectations, updated governance standards and the commitment to ensure that every affiliated institution delivers quality education, transparent operations and well-structured academic management. The Ministry of Education emphasizes that open schooling institutions must remain centres of inclusive learning, accessible academic environments, second-chance education opportunities and flexible curriculum pathways for learners belonging to diverse social, economic and educational backgrounds. Therefore, every affiliated institution must function with discipline, accuracy, transparency and national educational values.

Every affiliated college must begin the year with a **Complete Institutional Readiness Review**. This includes ensuring that classrooms are fully functional, laboratories are properly equipped, administrative offices are organized, digital infrastructure is operational, sanitation facilities are hygienic and all safety systems remain active. The campus must reflect a disciplined, clean, structured and student-friendly environment. Broken furniture, poor lighting, malfunctioning computers, damaged laboratory equipment or neglected sanitation shall not be tolerated under any circumstances.

Each institution must prepare and finalize its **Academic Calendar for 2022**, clearly mentioning commencement of classes, teaching cycles, practical schedules, project timelines, internal assessments, official holidays, faculty meetings, examination preparations and all Board-mandated academic activities. The calendar must remain aligned with CBOSE academic guidelines. Institutions must avoid last-minute changes unless mandated officially.

Colleges must ensure that **Faculty Deployment for 2022** is completed at the beginning of the academic cycle. All faculty members must meet educational qualification norms prescribed by CBOSE. Institutions must maintain updated faculty portfolios including degree certificates, professional training documentation, appointment letters, joining reports and experience records. Teachers must be academically and ethically competent to deliver open schooling pedagogy. Faculty assigned without meeting CBOSE eligibility norms may lead to affiliation review or institutional warning.

Affiliated institutions must ensure **Learner Admission Verification** for all students enrolled in the January 2022 cycle. Names, birth dates, addresses, Aadhaar details (where applicable), parent information, subject combinations and communication details must be verified with original documents. Any discrepancy must be corrected immediately. Institutions must not forward incomplete or unverified student data to the Board. Incorrect data compromises certificate integrity, examination processing and legal validity.

Institutions must also begin preparing for **Examination Readiness**, as several programs under CBOSE follow flexible assessment cycles. Examination halls must be inspected, benches must be organized, CCTV surveillance must be functional, and strong rooms must meet secure-storage norms. Invigilators, coordinators and administrative staff must be oriented in examination conduct rules, integrity procedures and anti-malpractice standards.

Internal assessment for open schooling—including Assignments, Practical Files, Project Work, Skill-based Demonstrations and Academic Activities—must be conducted transparently and documented accurately. Teachers must evaluate internal assessments based strictly on performance and evidence. Arbitrary marks, unverified grade entries, or incomplete evaluation records shall not be accepted by the Board.

Affiliated colleges must maintain **Administrative Discipline and Institutional Governance**. All notices, circulars, orders and guidelines issued by the Board must be recorded, acknowledged and implemented without delay. Monthly academic reviews must be conducted to track teaching progress, student attendance, assessment completion and administrative performance.

Institutions must also comply with **Financial Transparency Norms** mandated by CBOSE. Institutions must provide proper receipts for all fees collected. Unauthorized charges, unapproved fee structures or exploitative financial practices may lead to disciplinary action.

In 2022, all institutions must strengthen **Digital Readiness**. Websites must display updated information. Student data must be uploaded correctly. Digital attendance logs must be maintained. Communication portals must remain active. Institutions must ensure that every learner—especially those in remote areas—receives access to digital or blended learning support wherever needed.

Affiliated institutions must maintain **Student Support & Counselling Systems**, as many learners in open schooling belong to disadvantaged or disrupted educational backgrounds. Counsellors must be approachable. Mentoring systems must be functional. Students must receive guidance on academic planning, examination readiness, personal well-being and future pathways.

Institutions must verify **Safety Compliance**, including fire extinguishers, electrical panels, emergency exits, first-aid boxes, drinking water facilities and campus security. Dampness, broken wiring, slippery floors or loose electrical boards pose direct risk and must be fixed immediately.

Colleges must maintain updated **Institutional Documentation**, including Affiliation Certificates, Registration Records, Faculty Qualification Files, Infrastructure Reports, Safety Certificates, Sanitation Logs, Laboratory Inventories, Inspection Records, and Academic Registers. These documents may be requested by the Board at any time for compliance verification.

Institutions must avoid misleading advertisements, unauthorized use of government emblems, false claims of recognition, or unapproved promotional material. All institutional communication must remain accurate, responsible and aligned with CBOSE norms.

This Notification must be displayed prominently in all affiliated institutions at visible locations including notice boards, principal offices, administrative rooms, staff rooms and digital communication groups.

This Notification supersedes all previous January circulars issued by the Board.

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

Gurkam Singh

मान्यता अनुभाग
केंद्रीय मुक्त विद्यालयी शिक्षा एवं परीक्षा बोर्ड

Director

Affiliation Department

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