

# 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/2022/102

Date: - 04 Feb 2022

To,

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

**Subject: February 2022 Academic Strengthening Order, Curriculum Continuity Framework, Internal Assessment Governance & Institutional Compliance Advisory**

Dear Sir/Madam

It is hereby communicated to all affiliated institutions functioning under the Central Board of Open Schooling & Examination (CBOSE) across India that the month of February 2022 marks a crucial academic phase where institutions must consolidate syllabus delivery, strengthen internal assessments, streamline academic documentation, ensure early-stage examination readiness and maintain complete institutional discipline. In accordance with the guidelines issued by the Ministry of Education, Government of India, and under the operational mandate of the Board, every affiliated college must execute the academic responsibilities contained herein with diligence, precision and institutional commitment.

As the academic cycle progresses deeper into the first quarter of the year, affiliated institutions must stabilize educational delivery structures, reinforce curriculum planning and maintain uninterrupted continuity of teaching-learning activities. Institutions must ensure that all faculty members follow structured lesson plans aligned with the Board's syllabus outlines. Classroom delivery must remain consistent, well-organized and pedagogically sound, enabling learners to progressively grasp the concepts required for upcoming assessments. Faculty members must avoid irregular teaching patterns, unplanned topic jumps or deviations from official curriculum sequencing.

Institutions must conduct **Academic Progress Reviews** at the beginning of February, evaluating the actual progress of teaching compared to the planned academic calendar. Any delays in syllabus completion must be immediately addressed through additional academic sessions, structured revision classes or focused remedial programs. The goal of February is to ensure that learners are not academically burdened toward the end of the term and that learning gaps are efficiently resolved during this month.

The Board directs that **Internal Assessment and Assignment Governance** must be executed with utmost transparency and evidence-based evaluation. Assignments must reflect originality, conceptual understanding and independent student effort, not copied material. Teachers must evaluate internal assessments promptly and maintain documented proof

including answer scripts, evaluation sheets, practical files and project reports. These records must be preserved for institutional audits and moderation reviews by the Board.

Institutions must maintain fully updated **Attendance Registers**, both physical and digital. Attendance irregularities must be flagged early, and concerned students must receive counselling or academic support. Parents or guardians must be informed of persistent attendance issues. Institutions must ensure that attendance records remain accurate and tamper-free.

February also requires strengthened **Institutional Administration**, ensuring timely issuance of student circulars, proper maintenance of registers, updated documentation of faculty deployment, systematic updating of student records, and compliance with administrative instructions issued by the Board. Institutions must maintain formal communication systems and avoid verbal, unrecorded or informal academic instructions.

CBOSE-affiliated colleges must maintain strong **Student Support Systems**, offering counselling, guidance, motivational interactions and academic mentoring. The Board recognizes that open schooling students often face external challenges, including employment commitments, family responsibilities or disrupted earlier education. Institutions must provide supportive environments helping students cope with stress, manage academic schedules and stay consistent in learning.

Institutions must ensure **Safe Campus Operations**, including functional lighting, proper ventilation, clean drinking water, hygienic sanitation facilities, disciplined movement areas and secure entry-exit points. Fire safety equipment must be inspected and electrical panels must be checked for safety. Campuses must remain free from hazards, clutter or structural defects.

February also marks the start of **Pre-Practical Preparation**, especially for skill-based, laboratory-oriented or hands-on programs. Institutions must ensure that laboratories are fully stocked, equipment is functional, consumables are available, safety instructions are displayed and faculty members are trained to conduct practical sessions without risk. Practical training logs must be properly maintained.

Affiliated institutions must strengthen **Digital Governance** systems. The Board mandates that student data, internal marks, attendance records, subject mappings, faculty deployment lists and institutional documents must be digitized accurately. Institutions must avoid data-entry errors and must ensure that all digital uploads across Board portals are timely and compliant with prescribed templates. Data discrepancies lead to long-term academic complications and must be prevented by rigorous verification.

February 2022 is also a month of **Institutional Compliance Monitoring**. Colleges must verify that affiliation certificates are valid, faculty qualification files are updated, building safety certificates are current, laboratory inventories are revised and administrative documentation is orderly. Any institutional gap must be resolved immediately.

Institutions must follow a **Zero-Tolerance Policy toward Misleading Information**. No affiliated college may misrepresent its status, claim unauthorized recognitions, alter Board communications or mislead students through promotional activities. All public communication must remain official, factual and aligned with CBOSE guidelines.

The Board advises that institutions must maintain **Conduct and Discipline Standards** among students and faculty. Classrooms must reflect orderly academic environments. Faculty

members must maintain punctuality, professional behaviour and academic integrity. Students must maintain respect for institutional rules, participate responsibly and avoid misconduct.

Institutions must use February to strengthen **Parent–Institutional Communication**. Parents must be informed about student performance, attendance, assignment completion, behaviour issues and academic concerns. Transparent communication improves learning outcomes and reduces academic stress.

Institutions must ensure that **Grievance Redressal Mechanisms** remain active. Students must have a formal channel to raise concerns related to academics, administration, behaviour, documentation or examinations. Grievances must be addressed systematically and respectfully.

Institutions must maintain readiness for **Mid-Term Examinations** scheduled in April and May 2022. Preparatory work such as seating arrangements, hall identification, strong room security verification and invigilator planning must begin gradually from February onward.

This Notification must be displayed in the main notice board, administrative office, faculty room, student lobby and all official digital communication systems of the institution.

This Notification supersedes all earlier February directives issued during previous academic years.

**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

*Purkan Scifi*

**मान्यता अनुभाग  
केंद्रीय मुक्त विद्यालयी शिक्षा एवं परीक्षा बोर्ड**

**Director**

**Affiliation Department**

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