

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/2022/104

Date: - 07 April 2022

To,

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

Subject: April 2022 Pre-Examination Verification Framework, Institutional Documentation Audit, Practical Readiness Order & Mandatory Evidence Submission for CBOSE Affiliated Colleges

Dear Sir/Madam

It is hereby communicated to all affiliated institutions of the Central Board of Open Schooling & Examination (CBOSE) that the month of April 2022 marks the official commencement of the national Pre-Examination Verification Cycle. The Board, acting under the guidelines issued by the Ministry of Education, Government of India, mandates that every affiliated college must complete the verification, documentation audit, practical examination readiness and compliance inspection as outlined in this Notification.

April is a decisive academic month, during which institutions must align all operational, academic and administrative units to ensure that the examination cycle scheduled for the upcoming term is conducted with transparency, integrity, accuracy and national-level uniformity. The Board emphasizes that the quality of examination governance depends entirely on the level of institutional preparedness achieved during April.

All affiliated colleges must begin the month with a **Full-Scale Documentation Audit** ensuring that the physical and digital documents required for examination approval are complete, verified and updated. This includes student registration documents, photograph records, identity proofs, subject mapping sheets, internal assessment files, laboratory inventories, faculty deployment lists and safety compliance certificates. The Board shall not accept incomplete or unverified documentation from any institution.

Institutions must verify the **Pre-Examination Student Database** to ensure that every learner's name, date of birth, gender, parental detail, subject combination, photograph, signature and identity document match the physical proof submitted earlier. Institutions must confirm that all data uploaded to the Board portal is consistent with the original physical documents. April is the final window for correcting such details before the printing of admit cards begins.

The Board directs that every affiliated college must ensure **Practical Examination Readiness**, including functional laboratories, verified equipment, updated stock registers, safety apparatus, first-aid readiness, proper seating arrangements, availability of chemicals and consumables, and assignment of qualified practical examiners. Institutions must complete mock-testing of laboratory systems to identify leakages, low voltage issues, equipment malfunction or safety hazards.

Institutions must maintain **Examination Evidence Rooms**, where practical records, internal assessment files, attendance sheets, assignment bundles, project files and continuous evaluation logs are stored in a structured manner. These shall be inspected during Board audits.

The Board mandates that during April 2022, every affiliated institution must submit photographic evidence of infrastructure readiness, laboratory readiness and administrative preparedness. For this purpose, institutions must include clear photographs of the examination hall, strong room, laboratory spaces and administrative control room. Institutions may refer to previously submitted formats, including the type of document represented in the uploaded file by the user.

In accordance with your file uploaded at:

/mnt/data/3393d60a-f721-4e1f-b803-49bf7a755d7d/PXL_20250107_175957576.jpg

the Board hereby introduces the mandatory requirement that all institutions must attach at least one photographic evidence per key infrastructure area in the same or equivalent visual documentation style. This photograph serves as a sample reference for the type, angle and clarity required for documentation submission.

Institutions must ensure that photographs submitted are clear, recent, timestamped and contain visible institutional identifiers wherever possible. Fictitious or edited photographs shall be treated as misconduct.

Institutions must ensure that practical examiners, internal evaluators, laboratory instructors and administrative supervisors receive proper instructions regarding the handling of question papers, answer sheets, practical records and evaluation logs. April is the formal training month for examination personnel, and institutions must conduct mandatory orientation sessions.

Institutions must ensure **Safety Compliance**, including fire extinguishers, ventilation, grounded electrical wiring, first-aid boxes, sanitized washrooms, clean drinking water and CCTV functionality in examination zones. Any physical risk to students shall be taken seriously by the Board.

Institutions must maintain full transparency with students, informing them about admit card verification procedures, examination schedules, practical examination dates, assignment deadlines and internal assessment marks. Institutions must avoid misinformation, verbal instructions without documentation or informal scheduling.

Institutions must confirm that faculty members are prepared for the final revision cycle scheduled for May. Teachers must ensure that student doubts are resolved and that performance gaps are addressed. No faculty member shall take long leave during April except in emergencies.

Institutions must ensure that all previous month's Notifications (01/2022, 02/2022 and 03/2022) have been complied with fully. The Board shall conduct random checks to verify compliance.

Institutions failing to adhere to this Notification shall face compliance queries, suspension of examination privileges or temporary withholding of institutional approvals as deemed appropriate.

This Notification must be displayed on the main notice board, administrative office, faculty room, student lobby and on official digital communication groups.

This Notification supersedes all previous April-related 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

Kunjam Seifi

मान्यता अनुभाग
केंद्रीय मुक्त विद्यालयी शिक्षा एवं परीक्षा बोर्ड

Director

Affiliation Department

Central Board of Open Schooling and
Examination, New Delhi