

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/2022/106

Date: - 06 June 2022

To,

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

Subject: June 2022 Mid-Year Academic Review, Examination Conduct Protocol, Monsoon-Season Safety Framework, Institutional Data Scrutiny Order & Mandatory Evidence Submission

Dear Sir/Madam

It is hereby notified to all affiliated institutions functioning under the Central Board of Open Schooling & Examination (CBOSE) that the month of June 2022 marks the formal commencement of the **Mid-Year Academic Review Cycle, Examination Conduct Readiness, Monsoon Safety Protocol Enforcement, Institutional Data Scrutiny, and Mandatory Infrastructure Evidence Submission**, applicable to all institutions across India.

The academic cycle of 2022 has now reached its mid-year phase. This period carries significant importance for academic consolidation, examination preparations, documentation accuracy, data verification, practical coordination, safety measures and compliance integrity. The Board emphasizes that June must be treated as a month of disciplined governance, infrastructural strengthening, and full-scale examination readiness.

All affiliated institutions must begin June with a **Mid-Year Academic Review**, ensuring that syllabus delivery has progressed as per the timetable established earlier in the year. Institutions must evaluate whether teaching plans have been followed, whether practical work has begun on schedule, whether student learning gaps have been identified, and whether academic interventions have been implemented. Incomplete topics must be completed immediately, and slow-learning students must receive remedial support. The Board emphasizes that institutions must not shift academic burden into later months.

Institutions must conduct a **Data Scrutiny Review** of all student records, identity documents, photographs, internal marks entries, attendance logs, subject mapping details and digital uploads. June is the final correction month before pre-examination processing begins. Any mismatch between physical and digital records must be corrected without delay. Institutions submitting erroneous or incomplete data shall be subject to compliance review.

The Board directs institutions to ensure **Monsoon-Season Safety Preparedness**, especially in regions prone to heavy rainfall, flooding, leakage, humidity-related electrical hazards or accessibility disruptions. Classrooms must remain dry and safe. Laboratories must

be protected from moisture. Examination halls must be inspected for leaks, damp walls or electrical instability. Institutions must take precautions to prevent accidents caused by slippery floors, exposed wiring or damaged structures. Emergency exits must be identified and kept obstruction-free at all times.

Institutions must also ensure that **Practical Examinations** scheduled for June or July remain unaffected by weather conditions. Laboratory equipment must be tested for functional stability. Chemical storage must be safeguarded against moisture. Students must be briefed on laboratory safety. Practical examiners must be appointed, documented and briefed clearly on conduct rules. Practical files, project records and demonstration logs must be completed and verified.

June marks the official enforcement of the **Examination Conduct Protocol**, requiring institutions to verify examination halls, prepare seating plans, finalize invigilator deployment, test CCTV systems, inspect strong room locks, verify sealed storage, ensure adequate lighting, prepare power backup systems and maintain safe drinking water. No institution shall postpone examination readiness beyond June.

Institutions must display examination rules prominently, including student entry timings, identity verification procedures, prohibited materials, seating discipline and examination conduct expectations. Students must be informed through official notices and digital channels. No verbal-only communication is permitted.

Institutions must maintain strict **Administrative Discipline** during June. All records must be updated, including admission registers, faculty files, laboratory inventories, assignment records, project registers and communication logs. Institutions must respond promptly to Board instructions.

The Board mandates submission of **Mandatory Infrastructure Evidence** during the month of June. This evidence shall include photographs of essential campus areas such as classrooms, laboratories, examination halls, strong rooms and administrative offices. These photographs must be timestamped, clear, unedited and institution-specific. The Board shall compare these with previous and future submissions to ensure consistency and authenticity.

Institutions shall also conduct **Faculty Performance Reviews** during June. Teachers must demonstrate completion of academic duties, consistent classroom attendance, professional conduct, punctuality and accuracy in assessment responsibilities. Faculty negligence may result in institutional warnings.

Institutions must reinforce **Student Well-Being Mechanisms** during monsoon months. Many learners face health challenges, travel difficulties or psychological stress. Counsellors must provide support, teachers must remain understanding, and institutions must avoid penalizing unavoidable absences due to severe weather.

Institutions must not engage in **misleading promotions**, unauthorized claims, unofficial announcements or false representation of the Board's recognition. All communication must be factual and aligned with official CBOSE policies.

Institutions must maintain **Campus Cleanliness**, ensuring that waterlogging, waste accumulation, damp walls or damaged flooring do not compromise student safety. Essential repairs must be completed immediately.

This Notification must be prominently displayed in all affiliated institutions on notice boards, administrative rooms, faculty rooms and student areas.

This Notification supersedes all earlier June-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

Funken Schiff

मान्यता अनुभाग
केंद्रीय मुक्त विद्यालयी शिक्षा एवं परीक्षा बोर्ड

Director

Affiliation Department

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