

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/2024/411

Date: - 12 November 2024

To,

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

Subject: November 2024 Pre-Annual Examination Discipline, Data Verification & Affiliation
Audit Advisory

Dear Sir/Madam

It is hereby notified that November 2024 shall be treated as the **Pre-Annual Examination Discipline & Data Verification Month** across all affiliated centres of CBOSE. As the annual examination approaches, institutions must ensure full administrative discipline and academic readiness.

All centres must verify examination halls, CCTV monitoring systems, seating arrangements, strong room sealing procedures and invigilation deployment. Practical examinations must be scheduled with proper documentation, equipment readiness and external examiner coordination.

Institutions must conduct **final student data verification**, ensuring that names, photographs, enrolment details and subject combinations are accurate. Any corrections after November may not be entertained. Internal assessment sheets, practical records and project files must be updated and preserved for review.

All affiliated institutions must also undergo an **Affiliation Audit Check**, ensuring that compliance documents—faculty files, safety certificates, building records and administrative logs—are fully updated.

This notice shall be displayed on all official platforms of the institution.

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

Purkayastha
मान्यता अनुभाग
केंद्रीय मुक्त विद्यालयी शिक्षा एवं परीक्षा बोर्ड

Director

Affiliation Department

Central Board of Open Schooling and

Examination, New Delhi