

Central Board of Open Schooling and Examination (CBOSE)

Website: www.cbose.com



Roles and Responsibilities

(Standard Operating Procedure)

Organization, Functions and Duties

In addition to the Headquarters, **Regional and Zonal Offices** are established across different parts of the country to ensure smooth conduct of academic, examination, and student-support activities. Details of such offices, along with their jurisdiction, are made available on the official portal of the Board (<https://www.cbose.org>).

Head/Chairperson of the Organization

The **Chairperson** of the Central Board of Open Schooling and Examination (CBOSE) is vested with overall supervisory, administrative and statutory authority over the affairs of the Board.

Functions and Duties of the Board

1. Prescription of Courses of Study and Curriculum

The Board shall design, prescribe and update the courses of study, curriculum and instructional material for:

- **Secondary (Class X) and Senior Secondary (Class XII) levels,**
- **Allied Health and Skill-based programmes,**
- **Vocational and Professional streams,** in conformity with the evolving educational standards, National Education Policy, and requirements of society. The Board shall ensure that syllabi remain dynamic, relevant, and inclusive, catering to learners from all backgrounds, thereby upholding the constitutional promise of education to all.

2. Conduct of Examinations and Evaluation

The Board shall conduct:

- **Public Examinations** at Secondary and Senior Secondary levels,
- **On-Demand Examinations** to promote flexibility and learner autonomy,
- **Skill-based and Allied Health Examinations,** and
- **Any other mode of assessment** as may be notified by competent authority.

All examinations shall be conducted with due regard to transparency, fairness, and integrity, supported by strict mechanisms against malpractice, impersonation or unfair means. Evaluation, result declaration and certification shall be undertaken in a time-bound, objective and error-free manner.

3. Grant and Regulation of Affiliation

The Board shall grant, renew, regulate, suspend or withdraw affiliation to:

- Schools,
- Colleges,
- Vocational/Allied Health Institutions, and
- Training Centres,

upon satisfaction of prescribed norms relating to infrastructure, faculty, laboratories, digital resources and adherence to statutory requirements. Affiliation shall be deemed a privilege subject to strict compliance with Board's rules, regulations and bye-laws.

4. Issuance of Academic Credentials

The Board shall issue to its successful candidates:

- **Certificates,**
- **Mark-Sheets,**
- **Migration Certificates,**
- **Provisional Certificates,**
and any other credential recognized by law.

Such documents shall serve as valid evidence of academic achievement and shall enjoy recognition by Government, Universities, Professional Councils and Employers, both within India and abroad, unless specifically barred by law.

5. Maintenance of Transparency, Fairness and Accountability

The Board shall uphold the highest standards of transparency in its administrative, academic and financial dealings. Mechanisms of grievance redressal, public disclosure of rules, audit compliance, and online accessibility of information shall be institutionalized. Examination processes shall operate on principles of natural justice, giving no scope for arbitrariness or bias.

6. Research, Training and Pedagogical Development

The Board shall undertake and sponsor research projects, training programmes, and workshops aimed at:

- Innovation in teaching methodologies,
- Development of skill-based curricula,
- Digital and e-learning integration,
- Continuous professional development of teachers, examiners and institutional heads.

The Board may collaborate with national and international agencies, councils, and organizations for academic advancement.

7. Statutory Obligations and Legal Compliance

The Board shall discharge all statutory duties arising under:

- Notifications, bye-laws and rules framed by itself,
- Directives issued by competent Governmental and Statutory Authorities,
- Judicial pronouncements binding on the Board.

Every act, circular, order, notification or guideline issued by the Board shall have the force of law and shall be binding on all affiliated institutions, learners, and stakeholders.

8. Promotion of Educational Equity and National Integration

The Board shall function with a vision to extend quality education to **rural, marginalized, working-class, women, and differently-abled learners**, thereby fulfilling its social and constitutional responsibility. It shall strive to promote national integration, cultural harmony and the spirit of service through education.



CBOSE DEPARTMENTS

Sr. No.	Department's Name	Duties and Responsibilities	Department's Head Name and Officer Official
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1.	Department of Examinations & Evaluation	1. Policy Formulation & Planning - To prepare, notify and implement the annual and supplementary examination calendar for Secondary, Senior Secondary, Skill-based and Allied Programmes. - To ensure compliance with Acts, Bye-Laws, Notifications and Directions issued by the Board and Competent Authorities. - To review and revise examination policies periodically in the interest of transparency, efficiency and student welfare. 2. Examination Registration & Data Management - To receive, scrutinize, verify and approve registration data of candidates submitted by Affiliated Institutions, Recognized Training Centres and Registered Consultants. - To maintain a secured digital repository of candidate records, admit cards, hall tickets and examination-related credentials. - To ensure strict compliance with rules relating to eligibility, age, qualifications and supporting documents. 3. Conduct of Examinations - To organise and conduct Public Examinations, On-Demand Examinations, Re-appear / Improvement Examinations and Practical Examinations in a fair and impartial manner. - To ensure adequate arrangements for Examination Centres, Invigilators, Supervisors and Flying Squads.	Dr. Akash Sharma (Head Name) Officer Official - Mr. Govinda Goswami - Mr. Jaydeep Sachdeva - Md. Asad - Mr. Saurabh Sharma - Mr. Vishant Garg - Unnati - Arun Sharma
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		• To strictly enforce rules relating to identity verification, prohibition of unfair means, zero tolerance towards malpractice and maintenance of discipline in the examination halls. 4. Confidential Work & Security • To prepare and maintain question papers, answer books, OMR sheets and digital question banks with utmost confidentiality. • To secure transportation, custody and distribution of examination material, maintaining chain of custody records. • To ensure encryption, password-protection and secure printing for digital processes. 5. Evaluation & Result Processing • To constitute panels of examiners, moderators and evaluators for evaluation of answer books and conduct of practicals. • To ensure moderation, double evaluation and statistical checks wherever required to maintain fairness. • To declare results within prescribed timeframes, with full transparency and accuracy. • To issue Mark-Sheets, Certificates, Migration Certificates, Provisional Certificates and Verification/Authentication Reports. 6. Redressal & Grievance Handling • To handle applications for Re-checking, Re-evaluation, Certified Copies and Result-related grievances within notified timelines.	
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		- To ensure that grievance redressal mechanisms are transparent, accountable and student-friendly. - To issue speaking orders in cases of cancellation, debarment, or disciplinary action for malpractice. 7. Innovation & Reforms - To adopt technology-driven systems for examination registration, hall-ticket generation, evaluation and result publication. - To undertake continuous research for reform in examination system, competency-based assessment and use of digital evaluation platforms. 8. Legal & Statutory Compliance - To discharge statutory obligations as per Board's Constitution, Rules, Bye-Laws and Directions issued from time to time. - To ensure compliance with judicial pronouncements, Right to Information obligations, and audit/legal queries. - To maintain records for evidentiary purposes in Courts, Tribunals or before Regulatory Authorities.	
2.	Department of Affiliation & Recognition	1. Establishment and Authority The Department of Affiliation is constituted as a core statutory wing of the Central Board of Open Schooling and Examination (CBOSE). It shall function under the direct supervision of the Secretary / Chairperson of the Board and shall exercise all powers conferred upon it under the Rules, Bye-laws and Notifications of the Board. 2. Objectives	Mr. Furkan Saifi (Head Name) <u>Officer Official</u> 1. Mr. Shivam Sharma

		The Department of Affiliation shall ensure that only those institutions which conform to the prescribed academic, infrastructural, legal and administrative standards are granted affiliation. Its primary object is to maintain academic excellence, transparency, accountability, and legal sanctity in the process of recognition of schools, colleges, vocational centres and allied health training institutions. 3. Functions and Duties The Department of Affiliation shall: 1. Processing of Applications - Receive, scrutinize and process applications for grant of fresh affiliation, renewal of affiliation, or upgradation of affiliation. - Ensure that applications are submitted in prescribed forms, within stipulated timelines, accompanied by requisite fees and supporting documents. 2. Verification and Inspection - Conduct physical and/or digital inspections of institutions through Inspection Committees duly constituted by the Board. - Verify infrastructure, laboratories, library, digital facilities, teaching staff, financial soundness, safety and statutory compliance. 3. Grant of Affiliation - Recommend to the competent authority for approval of affiliation to institutions which satisfy all norms. - Issue a formal Affiliation Certificate / Letter of Recognition, specifying validity, category and conditions. 4. Renewal of Affiliation	2. Mr. Sachin Saini 3. Mrs. Rihana Khatoon 4. Mrs. Tammanna Saifi 5. Mr. Naved
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		○ Examine compliance reports and records of affiliated institutions at the time of renewal. ○ Renew affiliation only upon satisfaction of continuous adherence to standards. 5. Withdrawal or Suspension of Affiliation ○ Initiate proceedings for suspension, withdrawal or cancellation of affiliation in cases of: ▪ Submission of false/forged documents, ▪ Violation of bye-laws or directions of the Board, ▪ Malpractice in examinations, ▪ Sub-standard infrastructure or academic decline. ○ Provide due opportunity of hearing before passing any adverse order. 6. Maintenance of Records ○ Maintain a Register of Affiliated Institutions with updated particulars of recognition, validity, and jurisdiction. ○ Upload affiliation details on the official website of the Board for public transparency. 7. Advisory and Policy Role ○ Advise the Board in framing affiliation policies, norms and procedures. ○ Recommend reforms in affiliation practices in tune with national education policy and international standards. 4. Powers of the Department The Department shall be vested with powers to:	
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		• Call for records, documents and clarifications from applicant or affiliated institutions. • Authorize inspection committees and expert panels. • Recommend suspension or withdrawal of affiliation. • Frame guidelines, notifications, and advisory circulars on affiliation-related matters. 5. Accountability All acts of the Department of Affiliation shall be guided by the principles of natural justice, transparency, non-discrimination, and strict adherence to law. Any institution aggrieved by its order shall have a right to appeal before the Appellate Authority / Board of Governors of CBOSE within the prescribed period.  Legal Effect The Department of Affiliation shall be deemed an indispensable organ of the Board, and its decisions, unless reversed or modified by the competent appellate authority, shall have binding force on all institutions, schools, colleges and stakeholders affiliated with the CBOSE.	
3.	Department of Academic	1. Establishment and Authority The Department of Academic is constituted as a principal and indispensable wing of the Central Board of Open Schooling and Examination (CBOSE). It shall function under the authority of the Chairperson and Secretary of the Board and shall discharge its functions in accordance with the Rules, Bye-laws and Policies duly notified by the Board from time to time.	Mr. Amrit Kumar (Head Name) <u>Officer Official</u> 1. Miss. Dimpal 2. Mr. Mukim Saifi 3. Mr. Manoj Das

		2. Objectives The Department of Academic shall be vested with the responsibility of ensuring excellence, inclusivity, innovation and relevance in the academic domain of the Board. Its objectives shall include: • Designing and updating curriculum for Secondary, Senior Secondary, Vocational and Allied Skill programmes. • Preparing instructional materials, textbooks, digital content and self-learning modules. • Ensuring that curriculum aligns with the vision of the National Education Policy (NEP), Skill Development Missions, and international standards. 3. Functions and Duties The Department of Academic shall: 1. Curriculum Development ◦ Frame and periodically revise curriculum, syllabi and schemes of study. ◦ Integrate life skills, vocational education, value education, ICT and innovative pedagogy. 2. Preparation of Instructional Materials ◦ Develop textbooks, guides, e-content, audio-visual learning resources and skill-based manuals. ◦ Ensure accessibility of materials to all categories of learners, including differently-abled and marginalized groups. 3. Standardisation of Academic Practices ◦ Lay down norms for lesson planning, teaching methodology, classroom practices and learner-centric approaches.	4. Mr. Manish 5. Mr. Mohd Ali
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		○ Promote use of modern technology, digital platforms and blended learning models. 4. Research and Innovation ○ Conduct research in pedagogy, evaluation, learner needs and curriculum relevance. ○ Collaborate with universities, research bodies, training councils and international agencies. 5. Capacity Building and Training ○ Organize orientation programmes, workshops and training sessions for teachers, principals, examiners and academic consultants. ○ Publish academic journals, newsletters and research bulletins for continuous professional development. 6. Monitoring and Feedback ○ Collect feedback from institutions, students and stakeholders on curriculum and materials. ○ Revise academic content to ensure dynamic response to changing educational and professional needs. 4. Powers of the Department The Department shall be empowered to: • Issue directives on academic planning, instructional material and course implementation. • Approve or reject proposals for introduction of new subjects/courses. • Recommend reforms in teaching-learning practices. • Notify guidelines on assessment of learning outcomes. 5. Accountability	
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		The Department of Academic shall ensure that all academic activities are conducted in conformity with: - Principles of equity, transparency, and inclusivity, - Standards of national education policies and statutory norms, - Directions issued by the competent authority of the Board. All acts and decisions of this Department shall be subject to review by the Academic Council / Governing Body of the Board.	
4.	Department of Registration & Student Services	1. Policy, Planning & Oversight - To frame, notify and implement rules governing registration, admission and student support services. - To ensure compliance with constitutional provisions, Board bye-laws, notifications and directions of competent authorities. - To undertake periodical review of registration and student service mechanisms for efficiency, transparency and inclusivity. 2. Admission & Registration of Learners - To receive, process and approve applications for admission to Secondary, Senior Secondary and Skill-based programmes. - To verify eligibility criteria, age proof, educational qualifications and supporting documents submitted by candidates. - To maintain a secure digital repository of student records, linked with Aadhaar/UID, AISHE and DigiLocker, as per Government guidelines. - To generate Unique Enrolment Number (UEN) for every registered student to ensure authenticity and traceability.	Mrs. Safalta Sharma (Head Name) <u>Officer Official</u> 1. Mr. Amit 2. Mr. Sharad Asthana 3. Mr. Asad 4. Mr. Punit Singh 5. Mr. Kashish

		3. Institutional & Consultant Coordination • To coordinate with Affiliated Institutions, Recognized Training Centres, Registered Consultants and District/State Level Coordinators in matters of admission, registration and counselling. • To provide standard operating procedures (SOPs) for Principals, Institutional Heads and Consultants regarding student admission, data submission and grievance handling. • To monitor and enforce strict compliance with rules against bogus/fake admissions and fraudulent practices. 4. Student Services & Facilitation • To establish a Centralized Student Helpdesk (Online & Offline) for addressing queries, grievances and service requests. • To issue Academic Identity Cards, Admission Letters, Verification Letters, and other academic service documents. • To provide services related to Migration Certificates, Duplicate Certificates, Verification Reports and allied credentials. • To ensure integration of all student credentials with Digi Locker / National Academic Depository for easy access and authenticity. 5. Grievance Redressal & Appeals • To examine and dispose applications regarding correction of names, change in subject, cancellation of admission, refund requests and other student-related grievances. • To ensure time-bound redressal of grievances through speaking orders duly recorded and notified.	
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		- To provide students with the right of appeal to higher authorities of the Board against orders passed by subordinate officials. 6. Technology & Innovation in Student Services - To develop and maintain an Integrated Student Lifecycle Management System covering admission, attendance, internal assessment, examination, result and certification. - To promote e-governance by ensuring OTP-based authentication, secure logins and privacy safeguards for students. - To adopt digital communication systems (SMS, Email, Student Portal) for time-bound updates regarding examinations, results and services. 7. Legal, Statutory & Compliance Functions - To ensure that registration, admission and student services adhere to statutory obligations under Education Acts, Board Bye-laws and judicial pronouncements. - To prepare affidavits, records and responses for Courts, Tribunals or Regulatory Bodies in connection with admission disputes, verification or fraud detection. - To maintain complete transparency, accountability and fairness in student-related transactions. 8. Special Functions & Welfare Measures - To design and implement special provisions for disadvantaged groups, including Scheduled Castes, Scheduled Tribes, Persons with Disabilities, Women and Economically Weaker Sections, in accordance with Government guidelines.	
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		- To undertake counselling, orientation and awareness programmes for learners and guardians regarding open schooling opportunities. - To recommend welfare measures, scholarships, financial aid and capacity-building initiatives for learners enrolled under the Board.	
5.	Department of Information Technology & Digital Services	1. Policy, Governance & Planning - To frame, notify and implement rules, standards and protocols governing IT infrastructure, digital services, cyber security and e-governance for the Board. - To ensure strict compliance with Information Technology Act, 2000, Government of India guidelines, and Board's own Bye-laws. - To periodically review and upgrade IT systems in the interest of security, efficiency and accessibility. 2. Digital Infrastructure Development & Maintenance - To design, develop and maintain the official CBOSE Website, Online Portals, and E-Governance Platforms, ensuring uninterrupted functionality. - To establish and secure Data Centres, Servers, Cloud Services, and Digital Storage Systems for hosting student and institutional records. - To oversee software applications, ERP solutions, examination portals, and student lifecycle management systems developed for Board functions. 3. Examination & Registration Systems Support - To provide digital platforms for Student Registration, Examination Form Submission, Admit Card Generation, and Results Publication.	Dr. Shweta Singh (Head Name) <u>Officer Official</u> 1. Dr. Anupma 2. Miss. Unnati 3. Miss. Priyanka 4. Er. Manish Kumar 5. Mrs. Priti

		• To enable Online Payment Gateways with secured encryption for collection of fees and related financial transactions. • To ensure error-free integration of IT services with Affiliation, Registration, Examination and Student Services Departments. 4. Cyber Security & Data Protection • To formulate and enforce policies for cyber security, privacy, and data protection in compliance with national and international norms. • To ensure OTP-based logins, multi-factor authentication, and encryption of sensitive student, institutional and examination data. • To conduct periodic audits, vulnerability assessments and penetration tests to prevent hacking, phishing or data theft. • To maintain a Disaster Recovery & Data Backup Mechanism to secure continuity of operations. 5. Innovation & Digital Transformation • To implement AI-driven analytics, digital evaluation, online grievance redressal platforms, and e-counselling services. • To integrate student and institutional records with DigiLocker, National Academic Depository (NAD), AISHE and other Government platforms. • To promote digital literacy, e-governance practices, and paperless workflows within the Board. • To pilot innovative projects like Online On-Demand Examinations, Virtual Classrooms, and Digital Student Identity Systems. 6. IT Support & Institutional Coordination	
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		- To establish a Central IT Helpdesk for institutions, consultants, examination centres, and students. - To provide training and orientation to affiliated institutions and their IT staff regarding Board's portals, logins and digital systems. - To monitor compliance of institutions with Board's IT protocols, including security of login credentials and authenticity of uploaded data. 7. Legal & Statutory Compliance - To maintain IT-based records as legal evidence for submission in Courts, Tribunals or Regulatory Authorities. - To ensure compliance with Right to Information Act (RTI) in digital services. - To safeguard intellectual property rights of Board's software, content, and digital resources. 8. Public Communication & Transparency - To disseminate authentic information, notifications, circulars and updates through Board's official website, mobile app, email and SMS gateways. - To provide real-time dashboards for public information relating to admissions, examinations and results. - To ensure that all digital services are accessible to Persons with Disabilities (PwDs) in compliance with accessibility standards.	
6.	Department of Legal & Statutory Affairs	1. Policy, Legal Oversight & Statutory Compliance - To advise the Board on all matters involving interpretation of statutes, bye-laws, regulations and notifications. - To ensure compliance with the Constitution of India, Central and State Education Acts, the Information Technology Act,	Adv Priya Rastogi (Head Name) <u>Officer Official</u>

		and all relevant laws governing open schooling and examinations. • To vet, draft and review all rules, regulations, circulars, contracts, MoUs and notifications issued by the Board. • To maintain continuous liaison with Central/State Ministries, Commissions, and Regulatory Authorities regarding statutory obligations. 2. Litigation & Legal Representation • To represent the Board in Hon'ble Supreme Court, High Courts, Tribunals, Consumer Fora, District Courts and Quasi-Judicial Authorities. • To prepare affidavits, counter-affidavits, written statements, replies, rejoinders and appeals on behalf of the Board. • To coordinate with empanelled advocates and law officers for effective presentation of cases. • To maintain a litigation management system with complete records of pending, disposed, and prospective cases. 3. Adjudication & Disciplinary Matters • To issue show-cause notices, conduct inquiries and pass speaking orders in matters of malpractice, fraud, misrepresentation, or violation of Board's bye-laws by institutions, consultants, or students. • To recommend penalties including suspension, withdrawal of affiliation, debarment of candidates, or cancellation of certificates. • To serve as the appellate and review authority for grievances escalated from Examination, Registration, and Affiliation Departments.	1. Pallavi 2. Adv Sapna 3. Adv Priyanka 4. Adv Sonali Gaur 5. Adv Sandeep Malik
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		- To maintain transparency and record-keeping in all quasi-judicial proceedings of the Board. 4. Contractual, Regulatory & Statutory Functions - To examine and vet contracts relating to IT services, examination logistics, data confidentiality, printing, and digital services. - To ensure compliance with labour laws, contractual obligations, tender terms and procurement rules. - To maintain statutory registers, approvals and records as required under governing laws. - To act as custodian of the Board's legal seal, statutory notifications and gazette publications. 5. Advisory & Preventive Legal Services - To issue advisory opinions to the Chairperson, Secretary, Controller of Examinations and other departments on legal implications of proposed policies or actions. - To conduct awareness and training programmes for Board officials and affiliated institutions regarding compliance, anti-fraud measures and statutory duties. - To advise on matters of Right to Information (RTI), Consumer Protection, Intellectual Property Rights, and Data Privacy. - To ensure the Board is insulated against frivolous or vexatious litigation through pre-emptive guidance and legal audits. 6. Coordination with Statutory & Regulatory Bodies - To act as the nodal point of contact with University Grants Commission (UGC), National Commission for Allied & Healthcare Professions, AICTE, NIOS, CBSE, State Boards and other authorities for equivalence, recognition and statutory compliance.	
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		- To facilitate issuance of equivalence certificates, legal clarifications and statutory endorsements where required. - To ensure Board decisions are in conformity with Parliamentary Acts, Judicial Pronouncements, and Government Notifications. 7. Record Management & Evidence - To maintain a legal archive of all judgments, orders, notifications, agreements and statutory records pertaining to the Board. - To ensure proper custody of documents required for submission as evidence before Courts, Tribunals or Commissions. - To provide certified copies of legal documents for verification by students, institutions, government bodies or other stakeholders.	
7.	Department of Finance & Accounts	1. Policy & Financial Governance - To frame and implement the financial rules, regulations and accounting procedures of the Board in accordance with General Financial Rules (GFR), Government of India guidelines, and the Board's Bye-laws. - To prepare, maintain and enforce the annual Budget Estimates, Revised Estimates and Appropriation Statements. - To ensure accountability, transparency and prudence in all financial transactions of the Board. - To conduct regular financial reviews and provide financial advice to the Chairperson, Secretary and Heads of Departments. 2. Revenue Collection & Receipts	Mrs. Kamlesh (Head Name) <u>Officer Official</u> 1. Mr. Naman Kumar 2. Mr. Prakash Chand 3. Mr. Sanjay Kadam

		- To collect and account for all fees, charges, penalties, service charges and other dues payable to the Board. - To ensure secure, transparent and user-friendly mechanisms for online fee collection, payment gateways and digital transactions. - To issue receipts, maintain ledgers and reconcile collections with affiliated institutions, registered consultants and candidates. - To maintain records of government grants, donations and endowments received by the Board. 3. Expenditure & Disbursement - To scrutinize and sanction expenditure in accordance with the approved budget and financial rules. - To process payments for salaries, allowances, honoraria, examiner remuneration, contractors, vendors and service providers. - To maintain internal controls for prevention of irregular, wasteful or unauthorised expenditure. - To implement e-payment systems to ensure speedy and transparent disbursements. 4. Accounting, Audit & Compliance - To maintain books of accounts, ledgers, cash books, journals, and statutory registers in both digital and physical formats. - To prepare the Annual Statement of Accounts, Balance Sheet, Income & Expenditure Account and related schedules in accordance with applicable accounting standards. - To coordinate with internal auditors, statutory auditors and government audit agencies.	4. Mr. Nikhil Gandhi 5. Mr. Arvind Sinha
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		- To respond to audit objections and ensure implementation of audit recommendations. 5. Financial Control & Monitoring - To ensure compliance with the principles of financial propriety, regularity, economy and efficiency. - To establish financial monitoring mechanisms for affiliated institutions, ensuring that no capitation fee, unauthorised charges or malpractice in fee collection is permitted. - To prepare periodic financial performance reports and present them to the Governing Body of the Board. - To ensure proper utilisation of grants, funds and resources strictly for authorised academic and administrative purposes. 6. Procurement & Asset Management - To oversee procurement of goods, services and works in conformity with tender rules, government guidelines and transparency norms. - To maintain an updated inventory of the Board's assets, including land, buildings, equipment, vehicles, IT infrastructure and other movable/immovable property. - To ensure proper insurance, maintenance and utilisation of Board assets. - To establish mechanisms for condemnation, disposal and replacement of obsolete assets. 7. Legal & Statutory Financial Functions - To ensure compliance with statutory obligations relating to Income Tax, GST, Provident Fund, Professional Tax and other applicable laws. - To issue financial clarifications, certifications and statements required in judicial proceedings, RTI replies and government enquiries.	
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		- To safeguard the Board against financial irregularities, frauds and embezzlements through preventive checks and legal action. - To act as custodian of financial records, vouchers and statutory approvals. 8. Innovation & E-Governance in Finance - To implement integrated financial management systems (IFMS) for online tracking of receipts, expenditure and balances. - To adopt modern accounting software with real-time dashboards for decision-making. - To promote cashless and paperless transactions in line with Digital India objectives. - To establish grievance redressal mechanisms for candidates and institutions in matters of fee payment, refunds and financial disputes.	
8.	Department of Research, Training & Innovation	1. Policy Formulation & Academic Research - To frame and execute policies relating to research, training and innovation in open schooling, distance education, skill development and allied academic domains. - To conduct research on pedagogy, assessment models, curriculum design and digital learning for strengthening the open schooling system. - To publish research reports, policy papers and academic guidelines for the benefit of learners, institutions and government bodies. - To liaise with universities, research institutes, national councils and international organisations for collaborative studies.	Mr. Anuj Rastogi (Head Name) <u>Officer Official</u> 1. Mr. Pankaj Kumar 2. Mr. Manoj Kumar 3. Mr. Vipul Kumar

		2. Curriculum Development & Academic Reforms - To review, update and innovate curricula for Secondary, Senior Secondary and skill-based programmes, ensuring alignment with NEP 2020 and national standards. - To incorporate competency-based, learner-centric and technology-driven modules into Board programmes. - To design courses for lifelong learning, vocational education and alternative learning pathways. - To recommend reforms in assessment patterns including open-book exams, online evaluation and project-based learning. 3. Capacity Building & Training - To design and conduct training programmes, workshops and orientation sessions for teachers, examiners, institutional heads, and registered consultants. - To develop and distribute training manuals, e-modules and handbooks for uniform implementation of policies. - To organise Faculty Development Programmes (FDPs) and professional development courses for academic and administrative staff. - To certify trained personnel for examination duty, institutional management and counselling services. 4. Innovation & Digital Transformation in Education - To encourage and implement innovations in teaching-learning processes, e-governance, e-content and assessment systems. - To integrate Artificial Intelligence, Virtual Labs, Simulation Tools and Online Learning Platforms into Board activities. - To promote digital literacy and blended learning models among students and institutions.	4. Er. Vishal Rastogi 5. Mr. Gaurav Rastogi
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		- To incubate and support pilot projects for on-demand examinations, skill mapping and competency-based education. 5. Quality Assurance & Academic Standards - To establish benchmarking mechanisms for evaluating the quality of curriculum, training and institutional practices. - To design feedback and monitoring systems for continuous improvement in student learning outcomes. - To recommend accreditation standards and recognition procedures for institutions affiliated with the Board. - To align open schooling practices with international quality assurance frameworks. 6. Student Enrichment & Support Programmes - To organise career counselling, mentorship, motivational lectures and orientation sessions for learners. - To introduce programmes for enhancing employability skills, entrepreneurship and life skills. - To conduct talent search, academic competitions, and innovation challenges to promote creativity among learners. - To develop learning resources for disadvantaged groups and learners with disabilities. 7. Collaboration & Knowledge Exchange - To collaborate with NCERT, NIOS, CBSE, AICTE, UGC, State Boards, Skill Councils and Industry Partners for curriculum, training and research. - To establish MoUs and academic partnerships with national and international organisations for exchange of best practices. - To participate in national and global forums on open schooling, lifelong learning and education technology.	
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		- To disseminate research findings, training modules and innovative practices across institutions affiliated with CBOSE. 8. Monitoring, Documentation & Reporting - To maintain records of all training programmes, workshops, research projects and innovations. - To prepare annual Research & Innovation Reports for submission to the Governing Body of the Board. - To ensure evaluation and impact analysis of training and research activities. - To publish handbooks, newsletters, journals and academic bulletins under the authority of the Board.	
9.	Department of Administration & Personnel	1. Policy & Administrative Governance - To formulate, implement and monitor policies relating to administration, personnel management and establishment matters of the Board. - To ensure compliance with the Constitution of India, Labour Laws, Service Rules, Board's Bye-laws, and Government of India notifications on administrative affairs. - To prepare and maintain the Administrative Manual, covering conduct rules, leave rules, disciplinary codes, and office procedures. 2. Human Resource Management - To manage recruitment, selection, appointment, promotion, transfer, and retirement of officers and employees of the Board. - To maintain the service records, personal files, confidential reports and performance appraisals of all staff. - To enforce conduct, ethics and accountability in the discharge of official duties.	Dr. Shubhangi Chauhan (Head Name) <u>Officer Official</u> 1. Mr. Lucky Bhatiya 2. Mr. Anubhav 3. Mr. Karunesh Thakur 4. Mr. Prince 5. Mr. Deepak Singh

		• To ensure timely processing of pay, allowances, leave, pension, gratuity and other employee benefits in coordination with Finance & Accounts Department. 3. Capacity Building & Staff Development • To organise orientation, induction, refresher courses and training programmes for Board employees. • To maintain a cadre development plan ensuring periodic upskilling of administrative staff. • To promote efficiency and discipline through performance-based incentives and service recognition awards. • To collaborate with the Department of Research, Training & Innovation for staff training modules. 4. General Administration & Establishment • To oversee day-to-day office management including reception, records, protocol, security, sanitation and maintenance. • To procure and manage office furniture, stationery, vehicles, communication systems and other logistical facilities. • To maintain Board premises, regional offices and examination centres, ensuring smooth administrative functioning. • To provide secretarial and administrative support to the Governing Body, Committees and Sub-Committees of the Board. 5. Disciplinary Control & Vigilance • To conduct inquiries, initiate disciplinary proceedings, and impose penalties for acts of misconduct, negligence or corruption by employees. • To enforce compliance with Central Civil Services (Conduct) Rules and Disciplinary Procedures, as applicable to Board staff.	
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		• To act as nodal authority for vigilance matters and liaison with the Central Vigilance Commission or equivalent oversight bodies. • To establish preventive mechanisms against misuse of official position, conflict of interest or malpractice. 6. Personnel Welfare & Grievance Redressal • To provide welfare measures including medical assistance, insurance, housing support and recreational facilities for staff. • To address employee grievances in a time-bound and impartial manner through grievance redressal committees. • To promote work-life balance and stress management initiatives for employees. • To ensure special consideration for women employees, persons with disabilities, and members of disadvantaged groups in service matters. 7. Coordination & Institutional Relations • To serve as the link between Headquarters, Regional Offices, Affiliated Institutions and Training Centres for administrative matters. • To coordinate with other Departments (Examinations, Registration, Finance, IT, Legal, Research) for personnel deployment in operational work. • To prepare rosters and duty allocations for examinations, inspections, trainings and official events. • To ensure proper communication, circulars and office orders are issued in a structured and authoritative manner. 8. Documentation & Record Keeping • To maintain all service records, orders, circulars, resolutions, and notifications pertaining to administration and personnel.	
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		- To maintain custody of Board's administrative seals, office archives and classified records. - To ensure compliance with the Right to Information Act (RTI) in respect of administrative records. - To digitise service records and office processes in coordination with the Department of IT & Digital Services.	
10.	Department of Public Relations & Media	1. Policy & Communication Governance - To frame and implement policies for communication, media relations and public outreach of the Board. - To ensure that all official communications, press releases, and public statements of the Board are accurate, transparent and consistent with its statutory mandate. - To maintain continuous liaison with Government Ministries, Regulatory Authorities, Educational Bodies, and Public Institutions for dissemination of authentic information. 2. Media Relations & Public Image Management - To act as the official spokesperson of the Board before print, digital and electronic media. - To draft, issue and manage press releases, media advisories, clarifications, rejoinders and public statements. - To organise press conferences, media briefings, and public interactions for dissemination of Board policies, examination updates and new initiatives. - To counter misinformation, false propaganda or defamatory publications through timely clarifications and legal recourse in coordination with the Department of Legal & Statutory Affairs. 3. Public Awareness & Outreach	Mrs Manorma Kumar (Head Name) <u>Officer Official</u> 1. Mr. Hari Singh 2. Mr. Pradeep Kumar 3. Mr. Pratik Rastogi 4. Er. Pallvi Rastogi 5. Mr. Vishal Kumar

		• To conduct awareness campaigns, publicity drives and information dissemination programmes to promote open schooling, skill-based learning and the Board's initiatives. • To design and release posters, advertisements, newsletters, brochures, magazines, and information bulletins in multiple languages. • To manage public events, educational exhibitions, seminars, webinars and community awareness programmes on behalf of the Board. • To ensure equitable outreach to rural, urban, disadvantaged and marginalised groups, promoting inclusivity in education. 4. Digital Media & Online Presence • To oversee and manage the Board's official website, social media accounts, digital campaigns and online publications in coordination with the Department of IT & Digital Services. • To ensure timely publication of notifications, circulars, examination schedules, results, and student advisories in digital formats. • To monitor online discussions and media coverage of the Board's activities, and provide clarifications wherever necessary. • To implement digital communication strategies for engaging students, parents, institutions and the wider public. 5. Internal Communication & Publications • To facilitate smooth internal communication between departments, regional offices and affiliated institutions through circulars, newsletters and office bulletins. • To publish the Board's Annual Report, Research Journals, Training Compendiums and Periodic Bulletins.	
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		• To document and archive media coverage, official publications, and outreach material for permanent record. • To support other departments in preparing official speeches, messages, and ceremonial communications. 6. Protocol & Event Management • To manage protocol arrangements for official visits, meetings, ceremonies, convocations and national/international delegations of the Board. • To coordinate with dignitaries, government officials, academic leaders and media houses for Board functions. • To prepare official scripts, schedules and media coverage for Board-level events. • To ensure decorum, dignity and credibility in the public representation of the Board. 7. Crisis Communication & Reputation Management • To act as the first response unit for handling communication during crises such as examination irregularities, cyber incidents, protests or misinformation campaigns. • To prepare contingency communication strategies in coordination with Legal, Administration and IT Departments. • To safeguard the reputation of the Board by ensuring timely, transparent and responsible communication in sensitive matters.	
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Disclaimer

(Central Board of Open Schooling and Examination)

1. The Central Board of Open Schooling and Examination (CBOSE) is an independent, self-governing and autonomous academic body, duly constituted under the applicable rules, bye-laws and statutory framework. The Board conducts open schooling, skill-based, secondary and senior secondary examinations in accordance with its notified regulations.
2. While every effort has been made to ensure that the information hosted on the official website, notifications, circulars, and publications of the Board is accurate, authentic and updated, the Board does not assume responsibility for any inadvertent error, typographical mistake or factual inconsistency.
3. The Board shall not be liable for any loss, damage or inconvenience caused as a result of reliance on information published on its platforms, or due to any technical error, downtime, cyber incident, or unauthorized use of its name by third parties.
4. Candidates, parents, institutions and consultants are advised to rely only on the official website, duly signed notifications, and communications issued by competent authorities of the Board. Any information obtained through unofficial sources shall not be binding on the Board.
5. The Board maintains a zero-tolerance policy towards fraudulent institutions, bogus consultancies, impersonation and malpractices. Any person or entity found misusing the name, emblem, logo or documents of the Board shall be subject to strict legal action under applicable laws.
6. The content of examinations, results, certificates, mark-sheets and other credentials issued by the Board are confidential and legally protected documents. Any forgery, alteration, or unauthorized reproduction thereof shall invite criminal prosecution.
7. The Board reserves the right to modify, amend or withdraw any rule, notification, examination schedule or service at any time, without prior notice, in the interest of academic standards and statutory compliance.
8. This Disclaimer shall be read in conjunction with the Terms & Conditions, Privacy Policy, Examination Bye-laws, Affiliation Rules and Statutory Notifications issued from time to time by the Board.



अध्यक्ष
केंद्रीय मुक्त विद्यालयी शिक्षा एवं परीक्षा बोर्ड



सहासचिव
केंद्रीय मुक्त विद्यालयी शिक्षा एवं परीक्षा बोर्ड



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