



CBSE/DIR(ACAD)/Notification/2019

31st October, 2019

NOTIFICATION

The Board has prepared **ACTIVITIES IN 2019-20: A READY RECKONER FOR CBSE SCHOOLS**. It has inputs relating to all activities to be undertaken by the schools affiliated to the CBSE in this academic session. This Ready Reckoner would support schools by providing the details of various activities of the Board at one place.

(Dr. Joseph Emmanuel)
Director (Academics)

Copy to the respective Heads of Directorates, Organizations and Institutions as indicated below with a request to disseminate the information to all the schools under their jurisdiction:

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, New Delhi-16
2. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida-201309
3. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110 054
4. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160 017
5. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim –737101
6. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar –791 111
7. The Director of Education, Govt. of A&N Islands, Port Blair – 744101
8. The Director of Education, S.I.E., CBSE Cell, VIP Road, Jungle Ghat, P.O. 744103, A&N Island
9. The Director, Central Tibetan School Administration, ESSESS Plaza, Community Centre, Sector 3, Rohini
10. The Additional Director General of Army Education, A – Wing, Sena Bhawan, DHQ, PO, New Delhi-110001
11. The Secretary AWES, Integrated Headquarters of MoD (Army), FDRC Building No. 202, Shankar Vihar (Near APS), Delhi Cantt-110010
12. The Under Secretary (EE-1), MHRD, Govt. of India, Department of SE&L, Shastri Bhawan, New Delhi-01
13. All Regional Directors/Regional Officers of CBSE with the request to send this notification to all the Heads of the affiliated schools of the Board in their respective regions
14. All Joint Secretaries/ Deputy Secretaries/ Assistant Secretaries/ Analysts (Academic, Training and Vocational Unit), CBSE
15. In charge IT Unit with the request to put this notification on the CBSE Academic website
16. The Senior Public Relations Officer, CBSE
17. PPS to Chairperson, CBSE
18. SPS to Secretary, Director (Information Technology), Director (Academics), Director (EDUSAT), Controller of Examinations, Director (Skill Education and Training), Director (Professional Exams),
19. Office Order File

Central Board of Secondary Education

ACTIVITIES IN 2019-20: A READY RECKONER FOR CBSE SCHOOLS

Activity	Classes/ Bye-laws	Action/remarks	Timeline
Academics			
Learning Outcomes	Adoption of NCERT Learning Outcomes for Classes I to VIII for all subjects.	<ul style="list-style-type: none"> i. Notified vide Circular No. Acad-05/2019 dated 18.01.2019 ii. Schools to adopt LOs for teaching-learning and assessment iii. Link for LOs at Elementary Level http://www.ncert.nic.in/publication/Miscellaneous/pdf_files/tilops101.pdf 	i. Applicable from 2019-20 session onwards
Principal as Pedagogical Leader	Applicable for Classes I to XII	<ul style="list-style-type: none"> i. School's Principal to have a crucial role in the evolution of the teaching-learning ecosystem as the Head and pedagogical leader of their schools. ii. Principal to Promote innovative pedagogy; Ensure joyful learning; Develop school specific resources for teaching and learning; and Ensure proper in-house training of teachers in the school 	i. From academic session 2019-20 onwards.
Annual Pedagogical Plan	For all subjects of all classes	<ul style="list-style-type: none"> i. School's annual pedagogical plan to be developed. Notified vide Circular No. Acad-15/2019 dated 09.03.2019 ii. Suggestive guidelines for the annual pedagogical plan shared vide Circular No. Acad-49/2019 dated 05.09.2019 	<ul style="list-style-type: none"> i. From academic session 2019-20 onwards. ii. Principal to ensure its preparation and dissemination for implementation before end of August every year.
Mandatory Art Education	For Classes I to X	<ul style="list-style-type: none"> i. Ensure minimum two periods per week for each class and section in timetable. ii. Notified vide Circular No. Acad- 12/2019 dated 08.03.2019 	<ul style="list-style-type: none"> i. From academic session 2019-20 onwards ii. Ensure it is incorporated in

			timetable by April every year.
Culinary Art	To be taken up in any one class, between Classes VI to VIII.	i. Ensure it is part of the Art Education timetable.	i. From academic session 2019-20 onwards.
Experiential Pedagogy	For all Classes from I to XII for all subjects	i. Adopt experiential learning and promote other innovative pedagogy.	i. From academic session 2019-20 onwards ii. It must be adopted and must reflect in the annual pedagogical plans.
Mandatory Health and Physical Education	For all Classes from I to XII	i. Keep aside at least one period per day for each class/section for this in timetable. ii. Notified vide Circular No. Acad-16/2019 dated 09.03.2019 and Circular No. Acad-10/2018 dated 21.3.2018	i. From the beginning of each academic year.
CBSE Handbooks and Manuals	For teachers, Principals and School Management	i. Handbooks and manuals on several subjects have been prepared by the Board and are available at http://cbseacademic.nic.in/manual.html ii. Ensure their proper dissemination to all stakeholders in the school. iii. Some other handbooks for schools/ teachers/ students are being prepared. These will be released online on the CBSE website.	i. During academic session 2019-20.
Portal for preparing and submitting innovative questions based on competencies.	For all Classes from I to XII for all subjects	i. CBSE will soon launch the portal Prashna Manjusha . ii. All schools are expected to participate through their Principals.	i. During academic session 2019-20.
Display the list of prescribed textbooks on website along with Declaration by Principal and Manager	As per the Affiliation Bye-laws 2.4.7	i. This must be done before the commencement of every academic session.	i. Latest by 1 st week in the month of April every year.

Examination

Change in pattern of Question Papers for Board Examinations	Classes X and XII	i. Notified vide Circular No. Acad- 11/2019 dated 06.03.2019	i. Candidates should be kept informed of all developments related to Board exams
Two Levels Mathematics for AISSE	Class X	i. Notified vide Circular No Acad-03 dated 10.01.2019 ii. FAQs available at the link http://cbse.nic.in/newsite/circulars/2019/03_CircularFAQ_2019.pdf	i. Candidates and parents should be kept informed of all developments related to this, including the SQPs, to enable them to decide on the level to apply for during LOC registration.
Internal Assessment - Portfolio	Classes IX and X	i. Portfolios to be developed by students as per the Curriculum guidelines	i. From academic session 2019-20.
Internal Assessment - Marks uploading	Classes X and XII	i. Ensure uploading of correct marks ii. Ensure uploading of Marks within the prescribed time schedule	i. Schools to comply
Practical Examination	Classes XII	i. Practical examinations held in month of January/ February	i. Candidates should be kept informed of all developments related to Board examinations.
Permission for Additional subject	Classes X and XII	i. Notified vide Circular No. Coord/ROs/2019 dated 06.5.2019	i. Schools to comply
Permission for Additional student	Classes X and XII	i. Notified vide Circular No. Coord/SO Ptg/LOC/2019 dated 05.04.2019	i. Schools to comply
Sample question papers	Classes X and XII	i. SQPs for all subjects reflecting the changed exam paper pattern have been uploaded on CBSE website. Links: http://cbseacademic.nic.in/SQP_CLASSX_2019_20.html http://cbseacademic.nic.in/SQP_CLASSXII_2019_20.html	i. Candidates should be kept informed of SQPs.
Scheduling of examination	Classes X and XII	i. Board examinations for small subjects shall begin from mid-February and for all major subjects shall commence from 1 st working day in March every year. Exact schedule shall be	i. Candidates should be kept informed of all developments related to Board exams.

		notified.	
Registration of List of candidates	Classes X and XII	i. Notified vide Circular No. CBSE/LOC/112509 dated 02.08.2019	i. Schools to comply
Upload copies of all transfer certificates issued on school website	In accordance with para 2.4.9 of Affiliation Bye-laws, 2019.	i. This is necessary for the Board in general and also to obtain documentary evidence of all transfers that take place before or after LOC please see Circular No. CBSE/TC/Uploading/2018 dated 01.10.2018	i. This must be updated same day as issue of Transfer certificate.
Scheme of Study: Combination of subjects	Classes X and XII	i. Notified vide circular number CBSE/LOC/112509 dated 02.08.2019 of CBSE,	i. Schools to comply
CWSN facilitation	Classes X and XII Board exams	i. Notified vide circular number CBSE/Coord/112233/2019 dated 12.04.2019 of CBSE.	i. Candidates and parents should be kept informed of all developments related to this. ii. They must follow the protocols laid down.
Skills			
New Skill subjects		i. Notified vide circular number Acad-14/2019 dated 09.03.2019 of CBSE.	i. Schools to inform students.
Change in QP pattern		i. Notified vide Notification No. 29 dated 27.9.2018 of CBSE.	i. Schools to inform students about the changes in the pattern
Other Scholastic Activities			
CBSE Heritage India Quiz	For students of Classes IX to XII	i. Notified Vide Circular No. Acad. 45 dated 28.08.2019	i. To be held in October – December 2019 ii. Schools to inform students about the activity and encourage their participation.
CBSE Cluster, Zonal	For Classes from	i. Vide Circular number Acad-29/2019 dated 30.5.2019 of CBSE,	i. Schools to inform students

and National Sport meet	IX to XII	this has been notified	and encourage their participation.
CBSE Expression series	For Classes from I to XII	i. Vide circular No. Acad-37 dated 16.8.2019 of CBSE has been notified.	i. Schools to inform students and encourage their participation.
CBSE Science Exhibition/ Fair	For students of Classes VI to XI	i. Notified Vide Circular No. Acad. 53 dated 17.09.2019	i. To be held in November – December 2019 ii. Schools to inform students about the activity and encourage their participation.
Art Exhibition	For Classes from I to XII	i. To be conducted in the month of Nov. 2019. Notification is under preparation.	i. Schools to inform students about the activities and encourage their participation.
Story Telling competition	For Classes from I to XII	i. To be conducted in the month of Nov. 2019.	i. Schools to inform students about the activities and encourage their participation.
Joyful Mathematics and Science Olympiad	For Classes from VI to X	i. To be conducted in October /November 2019	i. Circular yet to issued
Fastest reading contest	For Classes from I to XII	i. To be conducted in November/ December 2019	i. Schools to inform students and encourage their participation.
Capacity Building			
Mandatory in-house training of teachers – 3 days	As per Affiliation Bye-laws Clause 16.1.1	i. This has been notified vide circular no. 13/2019 dated 09.3.2019.	i. From academic session 2019-20 onwards it is mandated, and it must reflect in documentary evidence.
Mandatory 2 days training of teachers in association with COEs	As per Affiliation Bye-laws Clause 16.1.2	i. This has been notified vide circular no. 13/2019 dated 09.3.2019.	i. From academic session 2019-20 onwards it is mandated, and it must reflect in documentary evidence.
Mandatory 2 days	As per Affiliation	i. This has been notified vide circular no. 13/2019 dated 09.3.2019.	i. From academic session 2019-

training of Principals	Bye-laws Clause 16.1.3		20 onwards it is mandated, and it must reflect in documentary evidence.
Mandatory full-time training of 5 days of all teachers in the school once in every three years	As per Affiliation Bye-laws Clause 16.2	i. This has been notified vide circular no. 13/2019 dated 09.3.2019.	i. From academic session 2019-20 onwards it is mandated, and it must reflect in documentary evidence.
Mandatory theme for training of teachers in 2019-20	Mandatory for all teachers of all subjects from Classes 1 to XII.	i. Vide circular number 13 dated 09.3.2019 of CBSE, this has been notified as “Experiential learning and innovative pedagogy”.	i. The Principal must arrange for in-house training of all teachers on theme of the year and ensure completion of training by October 2019.
CBSE Shiksha Vani - A Podcast App	All teachers from classes 1 to XII of all subjects must download this App from Playstore.	i. Vide circular number Acad-18 dated 18.03.2019 of CBSE, this has been notified. ii. This podcast shall be used for capacity building of teachers in large measure.	i. School Principals and Teachers are invited to contribute audios on varied subjects relating to school education and send them to cbsepodcast@gmail.com ii. Selected audios will be podcasted.
Lead Collaborator of Hubs of learning to take the lead	Mandatory activity	i. Notified vide Notification CBSE/Acad/JS(AHA)/ 2019 dated 23.05.2019 & 22.07.2019 of CBSE. ii. The Lead Collaborator School’s Principal shall be responsible for taking up activities as per circular along with other Hub members.	i. All year round
Member schools of Hubs of Learning	Mandatory activity	i. Vide Notification ACTIVITIES IN 2019-20: A READY RECKONER FOR CBSE SCHOOLS CBSE/Acad/JS(AHA)/ 2019 dated 23.05.2019 & 22.07.2019 of CBSE, this has been notified. ii. The member schools’ Principals shall be responsible for taking up activities as per circular as Lead Collaborator along with other Hub members.	i. All year round
Compendium of	Useful for	i. Vide Press Release dated 19.3.2019 of CBSE, this has been notified at link	i. Candidates and parents should be given e copies of this for

courses	Classes 11 and XII students	http://cbse.nic.in/newsite/attach/Press%20Release%2019.03.2019.pdf	their own understanding and study.
Extension/Upgradation Application online	In accordance with Affiliation Bye-laws, 2019	i. Please ensure all your documents are completed before application process	i. 1 st January to 31 st march every year.
Other study centric activities			
Promotion of Conservation of Environment on campus and generation of awareness	As per para 14.26 of Affiliation Bye-laws, 2019. Applicable for all Classes from 1 to XII.	i. All possible action may be taken to promote conservation on campus and to generate awareness.	i. All year round.
Affiliation			
Updating of certification for safe drinking water, fire safety, Building safety certificate, elevator safety, Health and Hygiene Certificate, etc. as per requirements	In accordance with Affiliation Bye-laws, 2019.	i. Please ensure all certificates that have a bearing on the safety of the students in the school campus are updated from time to time.	i. Every year.
School website	As per para 2.3.8 and para 2.4.9 of Affiliation Bye-	i. Every affiliated school will develop their own website containing comprehensive information such as Affiliation status, details of infrastructure, details of teachers including qualifications, number of students, address-postal and e-mail, telephone nos., copies of	i. Keep this updated all year round.

	laws, 2019	transfer certificates issued, etc. as may be directed by the Board from time to time. The website so created should also have information with regard to fees charged.	
Uploading Annual E-return on OASIS	As per Affiliation Bye-laws 14.19	i. Ensure this is done every year.	i. As per date to be specified by notice on portal.
Uploading of Annual Report of the school on the website	As per Affiliation Bye-laws 14.5	i. The school should prepare its annual report containing comprehensive information including name, address postal and e-mail, telephone numbers, affiliation status, period of affiliation, details of infrastructures, academic calendar, details of teachers including qualifications, details of teachers' training, academic achievements, write up on all efforts made in the field of environment education, sports achievements, Innovations, overall results, PTA activities, important SMC decisions, number of students, etc. and post the same on school's website	i. On or before 15 th September, 2019
Periodic Safety Audit of school		i. It is a non-negotiable responsibility of the Principal	