



CBSE/AFF/CIRCULAR/2019/1449461

30 January, 2019

Circular No. 04./2019

**All the Heads of CBSE Affiliated Schools**

**SUB: ADHERENCE TO VARIOUS PROVISIONS IN THE AFFILIATION BYE-LAWS-2018 ON EXAMINATION BY THE SCHOOLS AFFILIATED TO THE BOARD.**

The Central Board of Secondary Education (CBSE) is a National Level Board under the aegis of Ministry of Human Resource Development, Govt. of India for conducting Secondary and Senior Secondary level examination at All India Level and also preparing students for the Board's Examinations. The Board affiliates schools for this purpose.

For this purpose, the CBSE Manual on rules and regulations notified vide executive resolution of Govt. of India prescribed that the Board shall have Affiliation Bye-Laws and Examination Bye-Laws which shall lay down the rules and procedures for affiliation of school and conduct of examination.

Accordingly, the Board has revamped the Affiliation Bye-Laws vide notification dated 18.10.2018. One of the main objectives of the revamped Affiliation Bye-Laws is to bring emphasis on the importance and sanctity of examination among the schools which is the core function of the Board. The revamped Bye-Laws inter-alia lays down following specific provisions related to conduct of examination in accordance with the provisions of Examination Bye-Laws of the Board. It casts specific duties on the schools to ensure that the sanctity of examination is to be upheld at any cost. Therefore, the adherence of various provisions of Affiliation Bye-Laws is the prime responsibility of every affiliated school of CBSE.

In view of the above, careful attention of Management and Heads of schools is therefore drawn towards the specific provisions on examination for implementation by school in letter and spirit of the word as prescribed in the revamped Affiliation Bye-Laws

**Rule 1.3.9**

"Examination" means examinations conducted by the Board including the Board's annual examinations or any public examination.

**Rule 1.3.15**

"Senior Secondary School" means school preparing students for both the Secondary (Class-X) and Senior School Certificate (Class-XII) Examinations of the Board or for Senior School Certificate (Class-XII) Examination only.

**Rule 1.3.16**

"Secondary School" mean school preparing students for the Secondary School (Class-X) Examination of the Board.

**Rule 4.8**

The school must be quality driven and must strive for excellence in all aspect of its activities. It must follow the directions issued by the Board from time to time regarding introduction of innovative practices in areas of curriculum, pedagogy and evaluation

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**Rule 8.4.10**

The school shall ensure that no financial irregularity is committed and no irregular procedure with regard to admission/examinations is adopted.

**Rule 9.1.10**

The school shall ensure that the teachers/principal and infrastructure available with the school are made available to the Board for and the conduct of public examinations, evaluation of answer sheets, the result processing and other ancillary activities etc.

**Rule 9.1.11**

The school shall ensure that the Principal/Head of the School does not refuse any duty assigned by the Board in connection with the conduct of examinations, evaluation of answer scripts, result processing and other ancillary activities.

**Rule 9.2.3**

The school will ensure that all provisions of the Affiliation and Examination Byelaws and all directions given by CBSE from time to time are strictly complied with.

**Rule 9.2.12**

The Head of the school be in-charge of admission in the school, preparation of school timetable, allocation of duties and teaching load to the teachers, and shall provide necessary facilities to the teachers for the discharge of their duties and conduct of school examination in accordance with the instructions issued by the Government /Board from time to time.

**Rule 9.2.26**

The Head of the school be responsible for sending teachers for the evaluation of answer scripts in respect of Board's Examinations and other duties related to academics, training and conduct of examinations as per requirements of the Board from time to time.

**Rule 9.2.27**

The Principal/Head of the School shall not refuse any duty assigned by the Board in connection with the conduct of examinations, evaluation of answer scripts, result processing and other ancillary activities. The Principal/Head of the School shall act as a Centre Superintendent whenever and wherever appointed by the Board and shall not delegate his authority, duties and responsibilities to any other person under any circumstances.

**Rule 12.2.1**

The Board may impose all or any of the penalties for gross malpractices in examination, academic, administrative and financial matters.

**Rule 12.2.10**

The Board may also impose penalties for not nominating and relieving teachers/principal/staff for the evaluation of answer scripts of the Board's examinations and other ancillary activities as per requirements of the Board.

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**Rule 12.2.11**

The Board may also impose penalties for any misconduct, negligent act/omission and non-compliance of the examination byelaws (including the disobedience of the directions of the board in connection with the conduct of examinations) which may jeopardize the public examinations, evaluation of answer books, the result processing thereof and other ancillary activities.

**Rule 12.2.12**

Any violation, by employee(s) of the school or person(s) associated with the school management, who are under the control of the school or the Trust/Society/Company running the school, of any instructions express or implied, issued by the Board in connection with the conduct of public examinations, evaluation of answer books, the result processing thereof and other ancillary activities which has or could have jeopardized the public examinations, evaluation of answer books and the result processing thereof.

**Rule 12.2.13**

The Board may also impose penalties for any violation in connection with the duties and responsibilities by the School or the Head of the School or Trust/Society/Company which has established or running the school as given in these bye-laws or directions issued from time to time.

**Rule 14.2**

It is mandatory for every affiliated school to follow the Examination Bye-laws of the Board mutatis mutandis.

- Every affiliated school shall present a list of number of students and their particulars in respect of Classes IX, X, XI & XII at the time of beginning of an academic session in the manner prescribed by the board.
- No affiliated school shall present the candidates to the Board's examination who are not on its rolls.
- No affiliated school shall present the candidates to the Board's examination who are enrolled in an unaffiliated School/Branch.
- No affiliated school shall present the candidates to the Board's examination who are on its roll but have not attended the school regularly or do not meet the requirement of minimum attendance for appearance in the Board's examination.
- Every affiliated school shall sponsor regularly its bonafide and eligible students in Boards Class X and Class XII examinations from the year mentioned while granting affiliation/upgradation regularly without break or inform with reasons thereof in writing well in time about the non-sponsoring of the candidates.
- The school affiliated to the Board shall not send candidates for examination of any other Board/University. It shall prepare candidates for the Secondary and Senior Secondary examinations of the CBSE only.

**Rule 14.3**

The Board shall select a school as a center for any Public Examination or Board's Examination with or without the formal acceptance of such assignment by the school. If a school has been selected as a center for any Public Examination or Board's Examination by the Board, the school shall compulsorily arrange for all facilities like strong room, basic minimum IT infrastructure etc. or any other requirement communicated by the Board.

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**Rule 14.4**

The building and furniture of Affiliated Institutions shall be placed at the disposal of the Board for conducting any examination and spot evaluation free of charge. The Management and the Principal shall cooperate with the Board in the conduct of examinations, evaluation of scripts and other ancillary activities. If directed by the Board, the school shall provide teachers and principal to act as examiners in all subjects offered by the school. In case they fail to do so, the Board shall have the right to take appropriate action including initiating action for disaffiliation of the school.

**Rule 14.19(b)**

The school shall maintain the Annual examination question papers and answer sheets of all classes will be preserved till the end of September of the next academic year including the records related to internal assessment.

**Rule 14.20**


Any person or entity associated with the management or running of the school, shall not disclose any information related to examination, evaluation of answer scripts, declaration of result or any other confidential/ancillary activity, to any unauthorized person or agency.

**Rule 12.1**

If a School is found violating the provisions of the Affiliation Bye Laws/Examinations Bye Laws of the Board or does not abide by the directions of the Board, the Board shall have powers to impose the following penalties:

- Written warning
- Imposing fine up to Rs. 5,00,000/-
- Downgrading school from Senior Secondary Level to Secondary Level.
- Restricting number of sections in the school.
- Debarring the school from sponsoring students in Board's examinations up to a period of two years.
- Suspension of Affiliation for a definite period.
- Debarring the school from applying for affiliation or restoration of affiliation up to a period of five years.
- Withdrawal of Affiliation in a particular subject(s) or stream(s).
- Withdrawal of Affiliation..
- Any other penalty deemed appropriate by the Board.

All the Heads of Schools are therefore, advised to take note of the revamped Affiliation Bye-Laws- 2018 and also bring the same to the notice of the School Managing Committee of the school. Any violation of the guidelines on conduct of Examination/Affiliation Bye-Laws will attract Penal Provisions as per Affiliation Bye Laws against the erring schools and may even lead to disaffiliation of school.

  
(ANURAG TRIPATHI)  
SECRETARY, CBSE  
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**Copy for information and necessary compliances thereon.**

1. All the Principals of the School Affiliated to the CBSE.
2. The Director of Education, Delhi, Chandigarh, Arunachal Pradesh, Sikkim, Port Blair.
3. The Directors, Secondary Education Departments of all States
4. The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, New Delhi – 110016.
5. The Commissioner, Navodaya Vidyalaya Samiti, A-28, Kailash Colony, New Delhi.
6. The Director, Central Tibetan School Administration, Ess Ess Plaza, Community Centre, Sector-3, Rohini-85.
7. All HODs of CBSE.
8. The PS to Chairperson, CBSE.
9. The SPS to Secretary, CBSE
10. The Joint Secretary (Co-ordination), CBSE, Delhi.
11. The Deputy Secretary (A&L), CBSE, Preet Vihar, Delhi.
12. All Regional Offices & COEs of CBSE.
13. The JS (Accord), CBSE, Delhi – For Cenbosec.
14. The PRO, CBSE, Delhi for due Publicity.
15. The Joint Secretary (IT), Affiliation, CBSE – for uploading circular on CBSE website and further circulation.
16. Guard File.

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