



सत्यमेव जयते



अनुराग त्रिपाठी, भार.रे.का.से.
सचिव

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Secretary

केन्द्रीय माध्यमिक शिक्षा बोर्ड

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The Heads of all Schools affiliated to CBSE

Subject: Release of CBSE Handbooks for Teachers and Students

Dear Principals,

I begin with a belief that you have taken necessary measures for the discussions on and implementation of various Handbooks made available on the CBSE websites vide Circular no.17/2019 dated October 1, 2019.

The Board believes that every stakeholder of CBSE (Student, Teacher, Parent, Principal and School Management) is an important part of the process of qualitative improvements being done. It has also been felt that there should be a resource which contains all information related to each of these stakeholders at one place.

With this aim, the Board is in process of preparing Handbooks for each of these stakeholders. In this Series, the **Handbook for Teachers** and the **Handbook for Students** have been prepared. These Handbooks have been released by the Hon'ble Minister of Human Resource Development, Govt. of India, on 1st November 2019.

1. **Handbook for Teachers** : With the focus on making students future-ready, it has been felt that in addition to being aware of the expectations from the teachers by the Board, our teachers must also be equipped with the information required by them regarding their learners and related to their career improvement and advancement. We believe that a well-informed teacher can do wonders in a classroom.

The **Handbook for Teachers** is a source of information to teachers for the procedures, policies, roles, responsibilities, awards and resources related to their professional life. Beginning from basic information about appointment and qualification, this Handbook also contains a range of information, such as, teacher self-evaluation framework, details about the board examinations, subjects offered, use of technology, disaster management procedures to be followed, awards that teacher may apply for, and several other important and much-needed information about CBSE policies in the matters involving teachers.

It is expected that this handbook will answer most of the queries pertaining to the professional lives of teachers with regard to their association with CBSE.

2. **Handbook for Students:** Students have so many questions related to pedagogy, subject choices, examination, CBSE activities, procedures etc. To address all their queries, CBSE has prepared the **Handbook for Students** containing details about the matters pertaining to academics, examination, personality enhancement activities, disaster management, cyber safety and other usual administrative procedures related to subject and date of birth change. This Handbook will, thus, be a one-stop solution for students.

Both these Handbooks are now available at CBSE website. **You are requested to ensure that the information about these Handbooks is given to all teachers and students of your school.** You are also requested to download these Handbooks and arrange for a discussion on each.

Discussions/ activities on the Chapters of the **Handbook for Students** can be planned for students. Participation in these discussions/ activities can be credited for the Portfolio for internal assessment. For any query in this regard, you may write to cbseapp1920@gmail.com.

Anurag Tripathi

(Anurag Tripathi)
Secretary

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-160017
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, Junglee 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), FDR 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 circular to all the Heads of the affiliated schools of the Board in their respective regions
14. All Joint Secretary/ Deputy Secretary/ Assistant Secretary / Analyst, CBSE
15. All Head(s)/ In-Charge(s), Centre of Excellence, CBSE
16. In charge IT Unit with the request to put this circular on the CBSE Academic website
17. In-Charge, Library
18. The Senior Public Relations Officer, CBSE
19. PPS to Chairperson, CBSE

20. SPS to Secretary, CBSE
21. SPS to Director (Academics), CBSE
22. SPS to Controller of Examinations, CBSE
23. SPS to Director (Information Technology), CBSE
24. SPS to Director (CTET), CBSE
25. SPS to Director (Professional Examinations), CBSE
26. SPS to Director (EDUSAT), CBSE
27. SPS to Director (Skill Education & Training), CBSE
28. Record File

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