

## **Guidelines/ Instructions to Accredited Institutions**

In order to ensure transparency, protect the interests of the learners, and maintain the credibility of BOSSE, all Accredited or Approved Institutions are hereby directed to strictly adhere to the following guidelines:-

### **1. Proper and Accurate Information to students**

- Accredited or Approved Institutions must provide complete, correct and updated information to students regarding:
  - courses offered by BOSSE
  - Eligibility criteria
  - Duration of the courses
  - Examination pattern and evaluation process
  - Certification, Recognition and Acceptance status
  - No misleading, ambiguous, or exaggerated information shall be shared with students in any form.

### **2. Course Fees and financial Transparency**

- Institutions must make students aware of the fee structure of BOSSE.
- No unauthorized amounts shall be collected from students under any head whatsoever.
- A proper fee receipt must be issued to every student.
- Institutions must clearly inform students about :
  - BOSSE fees
  - Collection of fees beyond BOSSE norms will be treated as serious violation

### **3. Prohibition of False Promises**

- Institutions are strictly prohibited from making false or unrealistic promises such as :
  - Guaranteed Pass
  - Assured High marks or distinctions
  - Influence over examination or evaluation
  - Special consideration or relaxation beyond BOSSE rules
  - Students must be clearly informed that passing and marks depend solely on their performance in examination conducted by BOSSE

### **4. Admission and enrollment Practices**

- Admissions must be made strictly as per BOSSE admission guidelines and Eligibility norms.

- No students should be admitted bypassing BOSSE procedures or documentation requirements.
- Institutions should not claim themselves as independent boards or authorities; they must clearly state that they function only as BOSSE Accredited Institutions.
- In the event of submission of forged or falsified documents, the candidate's admission and/or result shall be cancelled forthwith.

## **5. Publicity and Advertisements**

- All advertisements or website or social media or virtual content should:
  - Reflect factual and verifiable information
  - Carry the correct name and logo as BOSSE ( as permitted)
  - Not contain misleading terms such as "100% pass", "sure success", "guaranteed certificate etc.
  - Not be similar to any of the website, virtual content or social media pages of the BOARD.

## **6. Student Grievance Redressal**

- Institutions must maintain a proper grievance redressal mechanism at their level.
- Students should be informed that they may directly approach BOSSE in case of unresolved grievances.
- No student shall be threatened, misled, or discouraged from approaching BOSSE.

## **7. Responsibility and Accountability**

- The Head of the Accredited institution shall be personally responsible for compliance with these guidelines.
- Any violation, misrepresentation, or malpractice will invite strict disciplinary actions, including warning and Suspension, Discontinuation or cancellation of accreditation.

**Regards**

*Board of Open Schooling & Skill Education.*