



Verification of Evidences of Assessment (EOA) of Class IX/X for Term I, 2016-2017

TIMELINE (TERM-I, 2016-17)

<u>S.No.</u>	<u>Title</u>	<u>Tentative Date</u>	<u>Done By</u>
1.	Issue of Circular to schools	1 st September, 2016	Academic Unit
2.	Preparation of list of schools and list of City Coordinators	5 th September, 2016	Academic Unit/RO
3.	Uploading of the region wise list of schools on the CBSE Academic website assigning them the City Coordinator, subject and the class.	7 th September, 2016	Academic Unit
4.	Issue of Letter to the Schools by the Regional Officer informing them of their Coordinator, Subject and Class assigned. All other documents from the Regional Office.	15 th September, 2016	RO
5.	Issue of letter regarding their appointment, Guidelines to the coordinators and Power Point presentation for orientation programme.	20 th September, 2016	Academic Unit
6.	The Orientation Programme for City Coordinators.	October, 2016	Academic Unit
7.	Receipt of Material from Schools/ Issue of Acknowledgement Receipts	20 th October, 2016	RO/ Nodal Centres
8.	Issue of Advance, Handouts, List of Schools, Other documents to the Nodal centers/ Coordinators	By post	RO
9.	Appointment of Subject Evaluators(Moderators)	By 20 th October, 2016	RO
10.	Orientation Programmes for Subject Evaluators (Moderators) , Analysis and filling up of the Handouts of Evidences of Assessment	By 21 st October, 2016	RO/ City Coordinators
11.	Collection of Handouts from Subject evaluators and uploading of Feedback Reports on the Online Updation System	By 5 th November, 2016	City Coordinators
12.	Disbursement of Payments to the Subject evaluators/Other officials	At the end of Analysis Work	City Coordinators
13.	Dispatch of material to the Regional Officer	By 7 th November, 2016	City Coordinators
14.	Collection of Reports and Handouts from the City Coordinators	By 10 th November, 2016	RO
15.	Online submission of data to the Academic Branch	By 20 th November, 2016	RO
16.	Dispatch of feedback reports to the Schools	October - November, 2016	RO
17.	Online Receipt of Compliance Reports from low scoring Schools	By 25 th November, 2016	Academic Unit
18.	Safekeeping of material by the Coordinator/Regional Officer /Academic Unit	Class IX: July' 2017 Class X: July' 2016	RO/ Coordinators
19.	Awareness programme of low-scoring schools	November' 2016 – January 2017	Academic Unit